



## REQUEST FOR QUOTATION FOR GOODS AND SERVICES FOR AIR TRAFFIC AND NAVIGATION SERVICES

<b>RFQ REFERENCE NUMBER:</b>	<b>ATNS/FAMM/RFQ140/04/04/2022/2023 Cleaning Services</b>
<b>ISSUE DATE:</b>	<b>05 April 2023</b>
<b>CLOSING DATE:</b>	<b>21 April 2023</b>
<b>CLOSING TIME:</b>	<b>14h00, CAT</b>
<b>COMPULSORY BRIEFING SESSION:</b>	<b>N/A</b>
<b>QUOTATION VALIDITY PERIOD:</b>	<b>60 Days</b>
<b>DESCRIPTION:</b>	<b>APPOINTMENT OF AN EXPERIENCED SERVICE PROVIDER TO PROVIDE HYGIENE CLEANING SERVICES AT ATNS GEORGE DICK MONTSHIOA AIRPORT CONTROL TOWER FOR A PERIOD OF TWO (2) YEARS.</b>
<b>RFQ DOCUMENTS MAY BE ADDRESSED TO:</b>	<b>Procurement Officer: Thoko Phukubye</b> <b>Email address: RFQs@atns.co.za</b> <b>NB: Please note our emails can only receive documents that are less 40MB, if documents are more, please send them in separate emails</b> <b>NB: All responses must be submitted on the above dedicated mailbox. No hand delivery submissions will be considered.</b>
<b>REQUIRED RETURNABLE DOCUMENTS</b>	<ul style="list-style-type: none"> <li>Central Supplier Database (CSD) Report</li> <li>Duly completed and signed SBD Forms (SBD1, SBD 4, SBD 6.1)</li> <li>General conditions of contracts (GCCs) - Initialled and signed.</li> <li>ATNS Completed pricing schedule</li> </ul>



<p><b>REQUIRED ADMINISTRATIVE PRE-QUALIFICATION DOCUMENTS</b></p>	<ul style="list-style-type: none"> <li>• Valid Tax Pin Status</li> <li>• Valid B-BBEE Certificate or Sworn Affidavit – Certified</li> <li>• Banking Details with a Bank Stamp</li> <li>• Optional - Quotation on the Company Letterhead (aligned to ATNS pricing schedule)</li> <li>• CIPC registration Documents</li> </ul>
<p><b>MANDATORY DOCUMENTS:</b></p> <p><b><i>NB: FAILURE TO SUBMIT ALL OF THESE DOCUMENTS WILL RESULT ON YOUR QUOTATION BEING DISQUALIFIED.</i></b></p>	<ul style="list-style-type: none"> <li>• Provide three (3) proof of Previous hygiene cleaning service and contactable references. References must be in a form of a signed reference letters on a client's business letterhead stating the scope and description of the services rendered, contract duration, with contact name, Contact number and position of the referee. Reference letters must not be older than 3 years by closing date of this RFQ.</li> <li>• The supplier must be registered with National Contract Cleaning Association (NCCA) or any recognized contract cleaning regulatory body / association / institution supported by a valid certificate or document confirming such registration.</li> <li>• Provide a company profile indicating number of years in rendering Hygiene (Pathogen Control) &amp; Cleaning Services in a public and /or corporate sector (Required: Minimum 3 years)</li> <li>• Compliance with COID (Compensation for Occupational Injuries and Diseases) and provide certificates (Letter of Good standing)</li> </ul>



**PLEASE NOTE:**

**ATNS RESERVES THE RIGHT TO APPOINT MORE THAN ONE SERVICE PROVIDERS**

<b>PROCUREMENT OFFICER:</b>	<b>Thoko Phukubye</b>
<b>TELEPHONE:</b>	<b>011 607 1000</b>
<b>E-MAIL:</b>	<b><u>RFQs@atns.co.za</u></b>

The ATNS requests your quotations on the services listed hereunder and/or on the available RFQ forms. Please furnish all information as requested and return your proposal on the date stipulated. Late submissions will not be considered. Incomplete / missing documentations will invalidate the proposal submitted. ATNS is not obliged to accept the lowest or any submission received. ATNS reserves the rights to accept the whole or any portion of a quotation.

This RFQ will be evaluated on the basis of the 80:20 preference point system as stipulated in the ATNS' Procurement Policies and Procedures.

**BIDDING STRUCTURE**

<b>Indicate the type of Bidding/Tendering Structure by marking with an 'X'</b>	
<b>Individual Bidder</b>	
<b>Joint Venture</b>	
<b>Consortium</b>	
<b>With Sub-Contractors</b>	
<b>Other</b>	
<b>If Individual:</b>	
<b>Name of Bidder</b>	
<b>Registration Number</b>	
<b>VAT Registration Number</b>	
<b>Contact Person</b>	



<b>Telephone</b>	<b>Number</b>	
<b>Fax Number</b>		
<b>Cell Number(s)</b>		
<b>E-mail Address</b>		
<b>Postal Address</b>		
<b>Physical Address</b>		
<b>If Joint Venture or Consortium, indicate the name/s of the partners:</b>		
<b>Company Name</b>		
<b>Registration Number</b>		
<b>VAT Registration Number</b>		
<b>Contact Person</b>		
<b>Telephone</b>	<b>Number</b>	
<b>E-mail Address</b>		
<b>Fax Number</b>		
<b>Postal Address</b>		
<b>Physical Address</b>		



## ANNEXURE A: SCOPE OF WORK

### 1. EXTENT OF WORK

#### 1.1 ROLE AND OBJECTIVES

**Hygiene Cleaning Services** bidding is aimed at assisting ATNS to accomplish its risk management objectives by ensuring the effectiveness of hygienic measures within **ATNS DICK GEORGE MONTSIOA Airport (FAMM) Control Tower**.

The objective of this bid is to appoint suitable Hygiene services providers that can provide assurance to ATNS Management in discharging its responsibilities regarding hygiene Cleaning Services. The bidders must demonstrate the capability to perform effective building maintenance in accordance with all legal and statutory requirements.

#### 1.2 SCOPE OF WORK

Service providers are herewith invited to submit proposal for the Hygiene Cleaning Services at **ATNS DICK GEORGE MONTSIOA Airport (FAMM) Control Tower**.

ATNS would like to appoint a Hygiene Cleaning Service provider to provide Hygiene services for a period of Two (2) Years.

1.2.1 The proposals should be for the following: •

- Provide daily hygiene cleaning services (5 days a week) at specified site hereto as Annexure B Table: 1B;
- Provide costing as outlined hereto as Annexure C;

#### 1.3 GENERAL

1.3.1 The service provider must provide all materials, labour, and transport to comprehensively execute Hygiene Cleaning Services.

1.3.2 The Pricing schedules must include all preparations, materials, labour and transport costs.

1.3.3 All Hygiene services reports and working papers shall remain the property of ATNS.



## 1.4 DELIVERIES

- 1.4.1 Delivery must take place within 7 working days of placing an official order; unless if agreed with management.
- 1.4.2 The service provider shall at all times remain fully and solely responsible for the timeous delivery of service/goods to ATNS. George Dick Montshioa Airport, Tower Block, 1 Brei Road, Mafikeng, 1418.
- 1.4.3 Delivery of Hygiene related items must include the off-loading thereof at the service provider's own risk and cost to the designated delivery addresses as indicated above.
- 1.4.4 An official order must be issued before any delivery may be made to ATNS; Unless if it is in an emergency.

## 1.5 QUALITY

### 1.5.1 Quality Standards

- The delivery of services to ATNS Shall be carried out with best quality and to a high class of workmanship
- Product delivered/used to ATNS should be certified with SABS or equivalent, In the event where ATNS elects to accept an alternative item purported to be equal/similar by the tenderer, acceptance of the item(s) will be conditional on ATNS's inspection and testing after receipt.
- If, in the sole judgment of ATNS, the cleaning items are determined not to be within SABS/SANS national specifications, the supplier will be requested to replace the items with the items that complies with SABS/SANS national specifications immediately at no additional cost to ATNS.
- Chemical assessment data sheets for all cleaning substances to be used shall be provided by the Supplier on request.

### 1.5.2 Quality Tests

- ATNS may from time to time test the quality of services and non-compliance may result in the termination of the contract.





## **ANNEXURE B: TECHNICAL SPECIFICATIONS**

### **1. DAILY GENERAL CLEANING INCLUDING PATHOGEN CLEANING:**

- 1.1. All high-contact surfaces and objects which are visible and could become contaminated by daily use such as:
  - Toilets,
  - Door Handles,
  - Telephones,
  - Desks,
  - Chairs & Couches
- 1.2. All waste that has been in contact with employees including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied before disposal.
- 1.3. Provide cleaning services to the interior of the buildings including all interior windows and Tower windows to ensure the offices are kept free from dust, dirt, smudges fingers marks, stickers, litter, stains, chewing gum in order to provide a safe, clean, tidy and healthy working environment for all occupants in accordance with business requirements and industry best practice.
- 1.4. Provide cleaning and hygiene consumables and necessary equipment to operate; and conduct regular operational reviews to ensure continuous innovation and improvement in service delivery and identify opportunities for reducing costs.

### **2. DETAILED CLEANING SERVICE REQUIREMENTS:**

- i. Cleaning shall be carried out within times agreed to by ATNS. Cleaning is required from Monday to Friday 08:00am to 04:00pm, including public holidays.
- ii. The suppliers will notify ATNS in the event that effective cleaning might result in any surface or other damages.
- iii. The supplier will put in place and manage appropriate cleaning regimes in accordance with industry best practice, and to:
  - Protect cleaned surfaces to provide a uniform finish as appropriate
  - Ensure minimum business disruption
  - Provide appropriate cleaning signage
  - The supplier shall ensure that the service and all incidental and related activities are at all times performed in compliance with all applicable South African Law and all



statutory requirements including Health and Safety legislation and best practice guidelines.

iv. The supplier must bring its own cleaning resources. Supply of all chemicals, tools and OHS equipment required by its cleaning staff.

### **3. SECTIONS TO BE SERVICED**

#### **3.1. Office Areas/Tower**

##### **i. Unpolished hard floors**

- Free from litter, spillage and chewing gum.
- Free from dust/dirt build up, scuff marks and dry spillages. No build up in corners, edges and behind doors.

##### **ii. Polished Hard Floors**

- Free from litter, spillage and chewing gum.
- Free from dust/dirt build up, scuff marks and dry spillages. Floor plates to be dust, stain and smear free. No build up in corners, edges and behind doors. No splash marks on skirting boards.
- Conduct regular operational reviews to ensure continuous innovation and improvement in service delivery and identify opportunities for reducing costs.

##### **iii. Walls**

- Free from removable marks and spillages
- Smear free
- No build-up of dust and dirt

##### **iv. Doors**

- Door push plates and handles to be free from fingers marks and smears.
- Free from smears and general soiling.
- No accumulation of dirt.

##### **v. Glass to Doors, Furniture, Artwork and Partitions**

- Free from fingers marks.





- Clean and free from any smears and visible dust. (Excluding internal partitions).
- Glass partitions to be clean and free from any smears and visible dust.

**vi. Visible Surfaces e.g. Office Furniture, Windowsills, Tables, Ledges, screens etc.**

- Free from dust and stain build up. Grease free to touch. Uniform appearance suitable to its finish.
- Furniture bases and framework to be free from dust and dirt.

**vii. Chairs and desks**

- Spot clean all the dirty chairs to be free from visible dust, stains and chewing gum. No accumulation of dust and debris on chair seams, bases and legs, desk tops or legs. Leather chairs to be smooth and grease free. No accumulation of dirt on chair backs.
- Annual washing of all upholstery.

**viii. Low Level Ledges/Surfaces**

- Free from visible dust and removable marks. No accumulation of dust/dirt.

**ix. High Level Ledges/Surfaces**

- No accumulation of dust/dirt.

**x. Window Blinds/curtains**

- No build up dirt, dust and stains

**xi. Waste Bins**

- Unsoiled bin liner.
- External surface to be free from stains.
- No buildup of dirt.
- Directional, information, brand and statutory signage - Free of dust and smears and other marks

### 3.2 Toilet Areas



**i. Unpolished Hard Floors**

- Free from dust, stains, debris, spillage and chewing gum.
- No accumulation of dust, dirt in corners, edges, bases of sanitary fittings and behind doors. Floor plates to be dust stain and smear free.

**ii. Polished Hard Floors**

- Free from dust stains, debris, spillage and chewing gum. Uniformed gloss appearance.
- No accumulation of dust, dirt and polish in corners, edges, bases of sanitary fittings and behind doors. Floor plates to be dust, stain and smear free.
- Skirting boards to be free from splash marks.
- Spills to be cleared as soon as they are identified.

**iii. Tiled Walls, Walls, Partitions**

- Free from fingers marks and removable marks.
- Tops of partitions to be free from visible dust.
- No accumulation of dust, stains and general soiling. Uniform appearance smears free. No buildup of staining and mildew in tile grouting.

**iv. Doors**

- Door push plates to be free from fingers marks, smears and stains.
- No accumulation of dirt. Surface to be free from smears.
- Inspection sheets to be mounted behind each toilet door.

**v. Glass to Doors**

- Free from fingers marks.
- Clean and free from any smears and visible dust.

**vi. Sanitary Fittings**

- Toilet bowls, washbasins and urinals to be free from scum, stains, uric acid.
- No buildup of cleaning agent.
- No buildup of dirt, debris around base of taps, overflows, traps and plugholes.
- Outside surfaces of toilet bowls, urinals and wash hand basins to be clean and free from soil. All other surfaces to be dust, dirt and smear free. No soap deposits.
- No buildup of lime scale. No evidence of watermarks inside of toilet bowl. No accumulation of stains on hinges, stoppers, chains and cisterns.



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- vii. **Low Level ledges/Surfaces**
  - Free from visible dust and marks. No accumulation of dust and dirt.

viii. **High Level Ledges/Surfaces**

- No accumulation of dust and dirt
- No accumulation of body fats etc. in sports changing rooms

ix. **Other Furniture, Fixtures and Fittings.**

- Free from visible dust and marks.
- No accumulation of dust and dirt

x. **Waste Bins/ Swing Bins**

- Unsoiled bin liner. External surface to be free from stains.
- No buildup of dirt

xi. **Consumables**

- No shortage of all consumable items in appropriate dispensers at any time.

**4. WINDOW CLEANING**

- i. Internal glazing (which includes the inside of an external window) and window frames to be cleaned periodically to ensure that glazing is free from fingers marks, smears, and excessive buildup of dirt.
- ii. Internal window frames to be cleaned periodically to ensure that they are free from excessive buildup of dirt

**5. REACTIVE CLEANING SERVICE**

- i. The reactive cleaning service will be within time period determined by ATNS Management where there is no air traffic or less air traffic where there will be minimal interruption to operations, preferably after hours

**6. EQUIPMENT**



- i. The supplier shall provide and maintain all equipment including specialist equipment, considered necessary to achieve the performance requirement and the cleaning standards.
- ii. All equipment supplied for use under this agreement shall be free from defect and where necessary maintained and tested in accordance with the manufacturers recommendations or as deemed necessary by the supplier.

## **7. GENERAL REQUIREMENT**

- i. The Supplier shall ensure that the service and all incidental and related activities are at all times performed in compliance with all applicable South African Law and all statutory requirements including all Health and Safety legislation and best practice guidelines.
- ii. The Supplier shall ensure that the service and all incidental and related activities are at all times performed in compliance with THE ATNS policies and procedures including H&S, Environmental and Security.

## **8. CONSUMABLES AND CLEANING EQUIPMENT**

- i. Supply of all chemicals, tools and OHS equipment required by cleaning staff
- ii. The service provider shall be responsible for the maintenance of all cleaning equipment.
- iii. The service Provider shall ensure that defective equipment will either be replaced or repaired within 24 hours from the time that such defective equipment is reported by the ATNS and/or the service providers.



## 9. DETAILED SPECIFICATIONS

Find below tables is Technical specifications, floor sizes, services required and centers' Physical address details:

Sites	FAMM
Number of Bathroom	1
Number of Kitchens	1
Number of Offices	OIC Office Stairwell leaning up to the tower Restroom on the ground floor
Number of couches	1
Equipment Room	0
Tower	1

Floor Sizes (M²)	150
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Services Required	1. Daily General Cleaning including Pathogen Cleaning <b>(5 days a week)</b>
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Physical Address (Where services will be rendered)	<b>George Dick Montshioa Airport Tower Block 1 Brei Road Mafikeng 1418</b>
Province	<b>North West</b>



## ANNEXURE C: PRICING SCHEDULES (All Prices must be VAT Inclusive).

### 1. CLEANING PRICING:

#### 1.1. REGULAR CLEANING SERVICES COSTING

The suppliers must populate the pricing table below using information from table 1B:

SLA Period	FAMM Daily General Cleaning	
	Year 1	Year 2
Year 1	R.	
Year 2	R.	

Total Incl. Vat (Year 1)	R.
Total Incl. Vat (Year 2)	R.

Overall Total Over 24 Months (VAT Inclusive):	
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Table: 1C – Regular Cleaning Services Costing

- All Prices must be quoted in South African Rand, exclusive of VAT
- To facilitate like-for-like comparison, bidders must submit pricing strictly in accordance with this pricing schedule and not utilise a different format. Deviation from this pricing schedule will result in a bid being disqualified.

**NB: The pricing schedule must be fully completed (100%) and submitted. Failure to comply with this instruction will result in the bid being disqualified.**

### Inspections

Inspections will be carried out by the ATNS representative in order to ensure that the works is carried out to satisfaction and in line with the Work Specification and the method statement provided by the Tenderer and accepted by ATNS.

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NAME OF THE COMPANY.....

DESIGNATION.....

SIGNATURE.....

CSD NUMBER.....

**PREFERENTIAL PROCUREMENT REFORM:**

**The Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, Act No 5 of 2000.**

ATNS Preferential Procurement (PP) requirements as per the ATNS Supply Chain Management Policy, states that ATNS shall deal with suppliers in accordance with the ATNS specific goals. The application of the specific goals will be per request, per tender up to the maximum points as per the applicable pricing formula, the 80/20 system.

Suppliers not meeting the requirements of the Preferential Procurement are required to clearly identify any possible teaming arrangement which could be established with South African B-BBEE compliant enterprises Any workable plan to train and promote black businesses or individuals through meaningful participation in this project will be considered favorably by the Company during the Tender evaluation process.

Partnership must be in the form of Joint Venture Agreement or Consortium Agreement between compliant B-BBEE and non-B-BBEE Organisation/or foreign supplier in order to meet the policy requirements.

All responsive tender offers shall be evaluated in terms of Price and ATNS specific goals. The 80/20 Preference Point System shall be applicable in accordance with the Preferential Procurement Framework Act (No.5) of 2000.



## THE EVALUATION OF THE RFQ:

STAGE 1	ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS
STAGE 2	MANDATORY REQUIREMENTS
STAGE 2	PRICE AND ATNS SPECIFIC GOALS

**The bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation.**

### **STAGE 1: ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS**

The bidder must comply with **ALL** of the bid pre-qualification requirements in order for the bid to be accepted for evaluation.

If the Bidder failed to comply with any of the administrative pre-qualification requirements, or if ATNS is unable to verify whether the pre-qualification requirements are met, then ATNS reserves the right to-

- (a) Reject the bid and not evaluate it, or
- (b) Accept the bid for evaluation, on condition that the Bidder must submit within 7 (seven) days any supplementary information to achieve full compliance, provided that the supplementary information is administrative and not substantive in nature.

### **STAGE 2: MANDATORY REQUIREMENTS**

**FAILURE TO SUBMIT ALL OF THE BELOW REQUIREMENTS WILL RESULTS ON YOUR QUOTATION BEING DISQUALIFIED**



Mandatory Criteria	Proof Required
Provide three (3) proof of Previous hygiene cleaning service and contactable references. References must be in a form of a signed reference letters on a client's business letterhead stating the scope and description of the services rendered, contract duration, with contact name, Contact number and position of the referee. Reference letters must not be older than 3 years by closing date of this RFQ.	YES
The supplier must be registered with National Contract Cleaning Association (NCCA) or any recognized contract cleaning regulatory body / association / institution supported by a valid certificate or document confirming such registration.	YES
Provide a company profile indicating number of years in rendering Hygiene (Pathogen Control) & Cleaning Services in a public and /or corporate sector (Required: Minimum 3 years)	YES
Compliance with COID (Compensation for Occupational Injuries and Diseases) and provide certificates (Letter of Good standing)	YES

### **STAGE 3: PRICE AND ATNS SPECIFIC GOALS:**

#### **Evaluation for Price and ATNS specific goals**

Quotations will be evaluated in terms of the ATNS' Procurement Policies and Procedures using the 80:20 point system. 80 points will be awarded for price and 20 points for ATNS specific goals claimed.

<b>PRICE</b>	<b>80</b>
<b>ATNS SPECIFIC GOALS</b>	<b>20</b>

B-BBEE rating certificates are applicable, and points will be allocated in terms of the ATNS specific goals as indicated in the table below. Bidders must submit valid B-BBEE Certificates, requested declarations, utility statements and any other supporting information that may be required to claim ATNS specific goals.

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**Note to tenderers: The tenderer must indicate how they claim points for each preference point system in the provided SBD 6.1 attached.**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system)
51% Black Owned Suppliers (Section 2(1)(d)(i) of the PPPFA)	10	<i>(To be completed by the tenderer in SBD 6.1 attached)</i>
30% Black Woman Owned Suppliers. (Section 2(1)(d)(i) of the PPPFA)	10	<i>(To be completed by the tenderer in SBD 6.1 attached)</i>

This RFQ will be evaluated according to the above on ATNS specific goals. Failure to submit supporting documents may result to a bidder being allocated zero (0) points. Bidders are required to claim ATNS specific goals in the provided **SBD 6.1** attached.

## CONTRACT TERMS

Whilst ATNS have taken every reasonable step to ensure the accuracy of this brief, the Company accepts no liability in relation to the accuracy of any representations made. Tenderer should accept that their tender response is on the basis and reliance of its own judgment and information. ATNS reserves the right to vary the scope and terms as described in this document. If any variation does take place tenderer will be advised as soon as possible in writing.

The successful tenderer will be engaged subject to acceptance of a contract containing the standard Terms and Conditions as given. The contract contains standard clauses including a retention clause for non-satisfactory completion, breach of contract and confidentiality clauses and a requirement for the tenderer to have adequate professional indemnity insurance. All Tenderers must bear in mind that if circumstances dictate, ATNS reserves its right to withdraw from any commitments that will be entered into within this statement of work.

All designs and documentation submitted by the tenderer will be treated as confidential.

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***ATNS reserves the right to reject, withdraw or cancel any or all Proposals/Tenders, to undertake discussions with one or more Tenderers and to accept that tender or modified tender which in its sole judgment, will be most advantageous to the Company, price and other evaluation factors having been considered.***