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 Gandhi Square
 South Marshalltown
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 Private Bag X105
 Melville, 2109
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NORTHERN CAPE
 Bobby's Walk Building
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NORTH WEST
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WESTERN CAPE
 Sunbel Building
 2 Old Paarl Road
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 Belville, 7530
 Tel: (021) 946 4022
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BID NO: SCMU: 20 - 2023/24

REQUEST FOR BIDS

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER CLEANING SERVICES AT THE ETDP SETA's EIGHT (8) PROVINCIAL OFFICES

1. INTRODUCTION

The Education Training and Development Practices - Sector Education and Training Authority (ETDP SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No. 97 of 1998 to advance skills levels in accordance with the National Skills Development Plan. The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce in order to benefit employers, workers, and employees in the ETD sector.

The ETDP SETA will host a **Non-Compulsory** virtual briefing session for **BID NO: SCMU: 20 - 2023/24** for the *Appointment of a service provider to render cleaning services at the ETDP SETA's eight (8) provincial offices* on **22 February 2024** at **11h00**. Access details will be available on www.etdpseta.org.za as from **21 February 2024**. We thank you for your cooperation.

NB: THE MEETING ROOM FOR THE BRIEFING SESSION WILL CLOSE AT 11H15

The ETDP SETA reserves the right not to award the BID.

NB: An email must be sent to tenderers@etdpseta.org.za to arrange for an onsite visit.

2. PURPOSE AND OBJECTIVES

Purpose

The purpose of this Bid is to appoint a service provider(s) who will provide cleaning services at the ETDP SETA's eight (8) Provincial Offices. The contract and service period will be from **01 May 2024** to **31 December 2028**.

See attached office physical addresses and office space sizes, Annexure "A"

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3. PROJECT SCOPE AND REQUIREMENTS

3.1. Project Scope

- The ETDP SETA is committed in ensuring a conducive and a safe working environment for both its employees as well as its clients by complying with all Occupational Health and Safety (OHS) Regulations.
- The service provider to provide cleaning services at the ETDP SETA's eight (8) Provincial Offices as per the below scope of work.

3.2. Profile of Service Provider

- Service providers must have expertise in managing office cleaning services.
- Interested service providers to submit separate quotations for each provincial office, see attached Annexure A

4. SCOPE OF WORK

Service providers to supply a dedicated cleaner(s) who will be responsible to provide the following services:

4.1 The service provider is expected to clean the following areas:

- Boardrooms and training rooms
- Kitchens / canteen
- Storerooms
- Windows from the inside **once** in every two months.
- Clean toilets and bathrooms three times daily or as and when the need arises.
- To apply disinfectants to exposed areas before work begins and regularly during the working hours in order to minimize staff exposure to germs/viruses.
- To vacuum carpets **three times a week** in high traffic areas like passages – whereas offices should be cleaned/vacuumed- **daily during working hours**.
- Empty dust bins **three times** a day and change the plastics (i.e., in the morning, after lunch and before knock off time).
- Deep clean office carpets **every quarter**.
- Wash dishes and other cutlery in the kitchen **twice a day** or/ as and when the need arises.
- Clean & dust off furniture **daily during working hours**.
- Arrange and prepare boardrooms, meeting rooms, conference rooms for meetings prior and after meetings.
- Kitchen floors to be washed and cleaned – **daily during working hours**.
- Counters tops to be washed and cleaned- **daily during working hours**.
- Cupboards to be cleaned and washed inside weekly to avoid infestation.
- Clean fridges – **weekly**
- Clean microwaves and other kitchen appliances – **daily during working hours**

4.2 Supply and deliver cleaning materials

- Provide cleaning material and equipment, e.g.,
 - a. dishwashing liquid soap
 - b. disinfectants
 - c. tile cleaning material
 - d. floor polish
 - e. dish cloths
 - f. furniture polish and cloths (as prescribed within the cleaning industry)

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- g. toilet fragrance
- h. 70% alcohol toilet seat sanitizer
- i. 70% alcohol toilet wipes
- j. refuse bags
- k. vacuum cleaner
- l. window cleaning material
- m. bin liners and any other relevant cleaning material.
- n. paper towels
- o. 2 PLY toilet paper

- Clearly readable warning boards or signs shall be exhibited where the rendering of the service may cause injury to any person(s).
- It is a condition of this bid that any damages caused by the successful service provider during maintenance or replacement of any equipment, the cost of repairs thereof will be recouped from the successful service provider.

4.3 Number of personnel

- The service provider to provide **an off-site supervisor** who shall regularly visit the site to monitor the quality of work by completing cleaning check-sheets daily, weekly, fortnightly, and monthly.
- Cleaning personnel must ensure safe handling of all office equipment, official documents and any other items when cleaning and should maintain high levels of confidentiality.

PROVINCIAL OFFICES	OFFICE SIZE	NUMBER OF CLEANERS
Eastern Cape	410m ²	1
Gauteng	200m ²	1
KwaZulu-Natal	200m ²	1
Limpopo	200m ²	1
Mpumalanga	230m ²	1
Northern Cape	278.00m ²	1
North-West	310.00m ²	1
Western Cape	337.34m ²	1

4.4 Training

- Cleaning staff should be trained on every aspect relating to the handling of all equipment that they use with regard to this contract.
- The service provider will be held responsible for any damages or injuries arising from any misuse or negligent use of such equipment by one of their “on-site” staff members.
- The cleaners will be trained by the ETDP SETA in the correct sorting of waste and procedures in recycling and the impact this has on the environment.
- Cleaning staff to undergo in-house training as arranged by ETDP SETA on a regular basis that covers OHS and other health compliance procedures. In addition, the service provider is expected to render refresher training for the cleaning staff on hygiene practices as governed by the cleaning association bodies and such proof should be provided.

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4.5 Uniform

- Attention should be given to the good presentation and appearance of the cleaners.
- The cleaners must be dressed in good quality uniform, with name/identification badges, shoes, gloves etc. supplied by the service provider at their own cost.
- All worn-out uniform and name/identification badges must be replaced with immediate effect at the service provider's cost.
- Identification badges must be worn and be visible at all times while on the premises.
- It sole responsibility of the service provider to supply the correct personal protective equipment (PPE) attire for the cleaners e.g. safety boots, gloves and etc.

NB: The office space sizes for all the eight (8) ETDP SETA provincial offices are as per the attached Annexure A

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5. COSTING MODEL (PRICE SCHEDULE)

COST COMPARISON FOR THE EVALUATION OF THE PROCUREMENT OF CLEANING SERVICES FOR EIGHTY (8) ETDP SETA PROVINCIAL OFFICES.

This costing model must not be modified at all, and if retyped all line items in order as stated BELOW to be included.

The costs for this service should be inclusive of ***escalation amounts*** for the contract period.

Name of Organisation:						
Provincial Office:						
ITEM	YEAR 1 (01 May 2024 – 31 Dec 2024)	YEAR 2 (01 Jan 2025- 31 Dec 2025)	YEAR 3 (01 Jan 2026- 31 Dec 2026)	YEAR 4 (01 Jan 2027- 31 Dec 2027)	YEAR 5 (01 Jan 2028- 31 Dec 2028)	TOTAL
Cleaning Services and material						
<i>Quarterly</i> deep cleaning of office carpets as per each office space						
Annual escalation percentage =						
SUB-TOTAL						

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VAT @ 15% (If applicable)						
TOTAL COSTS VAT INCL						
						NAME OF BIDDER
						POSITION
						SIGNATURE

All pricing shall be in South African Rand (ZAR). All project milestones with costing should be listed on the pricing schedule.

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6. DURATION OF THE PROJECT

The ETDP SETA will enter into a Service Level Agreement (SLA) with the service provider(s) for the periods listed below:

PROVINCIAL OFFICE	CONTRACT PERIOD	TO NOTE
Eastern Cape	01 May 2024 to 31 December 2028	
Gauteng	01 May 2024 to 31 December 2028	
KwaZulu-Natal	01 May 2024 to 31 December 2028	
Limpopo	01 May 2024 to 31 December 2028	
Mpumalanga	01 May 2024 to 31 December 2028	
Northern Cape Current office square meters = 278.00m²	01 May 2024 to 30 June 2024 NB: The period 01 July 2024 to 31 December 2028 will be an extension should the ETDP SETA move to the new premises	The contract will be revised for the period 01 July 2024 to 31 December 2028 should the ETDP SETA move to the new premises. This will be done in case the new office square meters are more or less than the current offices. <i>The pricing should be based on a maximum of 200 square meters for the period 01 July 2024 to 31 December 2028.</i>
Northwest Current office square meters = 310.00m²	01 May 2024 to 31 December 2025 NB: The period 01 January 2026 to 31 December 2028 will be an extension should the ETDP SETA move to the new premises.	The contract will be revised for the period 01 January 2026 to 31 December 2028 should the ETDP SETA move to the new premises. This will be done in case the new office square meters are more or less than the current offices. <i>The pricing should be based on a maximum of 200 square meters for the period 01 January 2026 to 31 December 2028.</i>
Western Cape Current office square meters = 337.34m²	01 May 2024 to 31 December 2025 NB: The period 01 January 2026 to 31 December 2028 will be an extension should the ETDP SETA move to the new premises.	The contract will be revised for the period 01 January 2026 to 31 December 2028 should the ETDP SETA move to the new premises. This will be done in case the new office square meters are more or

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		<p>less than the current offices.</p> <p><i>The pricing should be based on a maximum of 200 square meters for the period 01 January 2026 to 31 December 2028.</i></p>
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NB: The contract periods will commence after the signing of each Service Level Agreement (SLA)

7. EVALUATION CRITERIA

THE ETDP SETA applies the provisions of the PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2022. The evaluation will be guided by ETDP SETA procurement policy.

Folder A (USB) must have documents for Stage 1 and Folder B for documents for Stage 2

7.1. STAGE 1 [Folder A (USB)]

7.1.1. MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION

1. Proof of registration with Compensation for Occupational Injuries and Diseases Act (COIDA).
2. Must provide membership certificate of a cleaning association either, National Contract Cleaners Association (NCCA) and/ or Black Economic Empowerment Cleaning Association (BEECA).
3. Proof of ***public liability insurance cover*** for accidents, injury or death during the execution of its contract.

NB: Failure to submit any of the above-requested mandatory documents will lead to disqualification.

7.2. STAGE 2 [Folder B on the USB]

PRICING SCHEDULE DOCUMENTS

- a. Costing Model (**Price must be final, include VAT and signed**)
- b. Submit a "Unique security personal identification number (PIN) issued by SARS" **which the SETA will use to verify the bidder's tax matters prior to the award.**
- c. Invitation to Bid - **SBD1**
- d. Declaration of Interest – **SBD 4 (New)**
- e. Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 - **SBD 6.1 (If claiming preferential points) - this will be used to verify points to be allocated for specific goals**
- f. B-BBEE certificate or sworn affidavit (**If claiming preferential points**) – **this will be used to verify points to be allocated for specific goals.**

80/20 preference point system shall be applicable as follows:

✓	Price	80
✓	Allocation of specific goals	20

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP SETA will adhere to its policy on the appointment of service providers.

8. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
2. ETDP SETA reserves the right to negotiate the bidder's price.
3. ETDP SETA reserve the right to cancel the bid and not award the bid to any of the bidders.
4. Bids which are late, incomplete, unsigned **will NOT** be accepted.
5. Bidders must submit a valid certified B-BBEE Certificate from SANAS Accredited Verification Agency or issued by Companies and Intellectual Property Commission (**CIPC**) or a signed Sworn Affidavit for allocation of points for specific goals.
6. Specific goals shall not be allocated where supportive documents as stated in the bid documents are not provided as stated in the bid document.
7. Bids submitted are to hold good for a period of **90 days**.
8. Companies who bid as a joint venture must submit a **consolidated B-BBEE Verification certificate prepared for this bid only**, from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points. Companies who form part of this joint venture **MUST** provide an accreditation certificate with relevant authority as stated in Mandatory documents.
9. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor, sworn affidavit or a B-BBEE Certificate, together with the bid, will be interpreted to mean that points for specific goals for B-BBEE status level of contribution are not claimed.
10. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
11. All suppliers must be registered on the Central Supplier Database. No bid shall be awarded to any supplier that is not registered on the Central Supplier Database.
12. Service Provider must provide proof of Public Liability Insurance.

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9. BID DOCUMENTS/PROPOSAL PACKS

Bid documents for participation **must** be downloaded from the ETDP SETA website: www.etdpseta.org.za, Main Menu > Supply Chain Management > Open Tenders as from **12h00 on 12 February 2024**.

Bidders must submit technical and financial proposals in **one (1) USB** clearly marked "**Folder A-Technical Proposal**" and "**Folder B- Financial Proposal**".

Folder B - (Financial Proposal) Costing Model (**Price must be final, include VAT and signed**), Submit a "Unique security personal identification number (PIN) issued by SARS" **which the SETA will use to verify the bidder's tax matters prior to the award**, Invitation to Bid - SBD1, Declaration of Interest – SBD 4 (New), Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 -SBD 6.1 (**If claiming preferential points**) - **this will be used to verify points to be allocated for specific goals** and B-BBEE certificate or sworn affidavit (**If claiming preferential points**) – **this will be used to verify points to be allocated for specific goals**.

The financial proposal will only be opened when the tender is responsive in Stage 2 or at the discretion of the ETDP SETA.

All Bids/Proposals (**completed in [one (1) USB]**) must be courier or hand delivered to:

The ETDP SETA – Head Office

ETDP SETA House

2-6 New Street

Ghandi Square

Johannesburg South - CBD

2091

Submissions can be delivered into the tender box between **08h00 and 16h30 Monday to Friday BEFORE** the closing date and time of **11h00 on 04 March 2024**.

No late submission will be accepted!

10. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before **04 March 2024**.

11. CONTACT PERSON

NO telephonic or any other form of communication relating to this bid will be permitted with any other ETDPSETA member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below. ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID. All enquiries regarding this bid must be in writing only and be directed to:

Supply Chain Management: Email: Tenderers@etdpseta.org.za

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Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities, will be disqualified.

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