



**CD02/2022**  
**Restroom Hygiene products and  
Services**

## Table of Contents

1. Invitation .....	3
2. Minimum Submission Requirements .....	3
3. Scope of Work .....	3
4. Technical Specification .....	4
5. Expected Outcomes and Deliverables .....	4
6. General Conditions .....	5
7. Special Conditions of the Contract .....	7
8. Evaluation Criteria .....	8
9. Price and referential points scoring – (Stage 2) .....	10
10. Pricing .....	10
11. Contact details .....	12

## **1. Invitation**

CENTLEC (SOC) Ltd, a Municipal Entity distributing electricity in Mangaung and other Municipalities, technical specification for the invitation of suitable professional service providers to supply a monthly service contract for the maintenance and service of restroom hygiene equipment, supply and delivery of mobile toilets for rental at CENTLEC's owned and rented offices/facilities and sites for a period of thirty-six (36) months.

## **2. Minimum Submission Requirements**

**Any omission of the below listed items would render and automatic disqualification**

2.1 Supply unique security personal identification number (PIN) from SARS for TAX compliant status.

2.2 Supply municipal services (water, sanitation, rates and electricity) bill(s) not owing more than thirty (30) days; or valid municipal clearance certificate.

2.2.1 The lease agreement must be signed by the applicable stakeholders. In an event that the Bidder utilizes prepaid services (e.g. water and or electricity) a valid municipal clearance certificate(s) must still be provided.

2.2.2 Bidders that are CENTLEC (SOC) Ltd customers are also expected to attach a valid electricity clearance certificate.

2.3 A valid letter of good standing from the Compensation Commissioner, Department of Labour.

2.4 Submit proof of registration on the National Treasury Centralized Supplier's Database.

2.5 Submit proof of registration as a waste transporter.

2.6 Submit waste disposal certificate.

## **3. Scope of Work**

The successful bidder(s) will be required to provide restroom hygiene services (monthly), supply and delivery of mobile toilets (as and when needed) for rental which includes labour, material, equipment, supervision and transport to CENTLEC's owned and rented offices/facilities and sites.

#### 4. Technical Specification

- 4.1 The successful service provider must supply, and maintain all the required effective, durable and reliable hygiene equipment.
- 4.2 The bidder must indicate service intervals of the hygiene equipment per month.
- 4.3 The bidder will provide CENTLEC with proof of the servicing of units.
- 4.4 Quantities and/or services may be adjusted according to CENTLEC's needs

**Bidders to provide specifications and brochures on all items. The items on request are listed below;**

Item	Description
1	Air Freshener Dispenser
2	Air Freshener Dispenser anti-theft bracket
3	Air Freshener Aerosol Refills
5	Paper Towel Refills
6	SHE Bins (14 day service)
7	Special need bin
8	SHE pack Refills (14 day service)
9	Auto Janitors
10	Grit Refills
11	Auto Janitors Refills
12	Mobile Toilets Renting ( Including Maintenance Weekly)
13	Hand liquid soap

**Table 1. Equipment and Material List**

#### 5. Expected Outcomes and Deliverables

- 5.1 All materials and equipment should be provided by the service provider. CENTLEC reserves the right to approve cleaning materials and chemicals prior to the use thereof.
- 5.2 All the service provider's employees should dress in distinctive acceptable uniform.
- 5.3 Deep cleaning of toilets, shower and urinal areas (as and when specified).

## 6. General Conditions

- 6.1 Unless otherwise requested by CENTLEC, the service provider shall perform all work during regular business hours, which shall be 07:30 to 16:00 from Mondays to Fridays. If the service provider decides, for any reason- other than for emergencies - to work outside normal hours, CENTLEC will not be responsible for any additional charges.
- 6.2 For emergency services the successful service provider must be able to respond to emergency calls within twenty-four (24) hours of being notified of such emergency to assess the problem, recommend a possible solution and perform the required work as agreed upon.
- 6.3 For maintenance the service provider shall operate under a planned programme on an annual basis, and performed on a non-call basis.
- 6.4 Submit a profile of resources (Human, Plant and Equipment)
- 6.5 The service provider agrees to provide the services in accordance with the requirements set forth in the contract documents. It shall choose the most suitable processes, methods and equipment to perform its services under this contract, at competitive costs. Whenever the service provider is unable to respect a contractual stipulation, it shall notify CENTLEC within the maximum of two (2) days indicating its reasons and to provide the solutions.
- 6.6 Quality of works: The service provider shall undertake to perform all the services hereunder in accordance with the highest standards of professional and ethical competence and integrity. The service provider shall be responsible for the provisioning of equipment, as well as the quality and end result of the workmanships. The cost of remedying any defective works as result of negligence shall be borne by the service provider.
- 6.7 Tools and equipment: The service provider shall ensure the availability of all necessary tools and equipment to adequately discharge his maintenance responsibility at all times as per the requirement of this document
- 6.8 Compliance with regulations: The service provider shall ensure that the works and components thereof comply with Health and Safety Regulations and all other standards that's applicable.
- 6.9 Liability: Nothing in these specifications shall be construed as placing the work under the specific direction or control of CENTLEC or relieving the service provider from his liability as an independent service provider and, as such, he shall be solely responsible for the method, manner and means by which he shall perform his work, including, but not limited to supervision and control of his own personnel and scheduling of the work required to insure its proper and timely performance and he shall exercise due care to prevent bodily injury and damage to property in the

prosecution of the work. The service provider shall restore and make good at his own expense all injuries or damages to any portion of the work before its completion and acceptance.

6.10 Security: The successful bidder's employees shall be required to conform to the security regulations applicable to CENTLEC employees. CENTLEC Security Division will provide the details of its security arrangements to the successful bidder on commencement of the contract.

6.11 CENTLEC's responsibilities:

- (a) Implement trouble diagnosis on occurrence of fault and reporting to successful service provider by both telephone and/or e-mail.
- (b) Provide safe prompt and reasonable access to the successful service provider for maintenance activities, as well as use of all necessary facilities.
- (c) Sign-off the successful service provider's job cards to certify that work has been done by the successful service provider, but not accepting responsibility for the quality and adequacy of the work performed.
- (d) Brief the successful service provider on general housekeeping rules.
- (e) Approve quotations submitted by the successful service provider for spares and materials.

## 7. Special Conditions of the Contract

- 7.1 The successful bidder will be expected to enter into a **Service Level Agreement with CENTLEC for 36 months.**
- 7.2 The successful bidder;
- (a) Will be required to submit a Health and Safety file, detailing what regulations the bidder will implement to enforce compliance to the OHS Act 85 of 1993, before the commencement of duties. The Health and Safety file will have to meet the Centlec standard that forms part of this specification and it will have to be submitted within two weeks of receiving the appointment letter.
  - (b) Must have an internal health and safety department to assist with specific on-site requirements.
  - (c) Provide details of what type of PPE the contractor's staff will be wearing
  - (d) Must be able to provide MSDS (Material Safety Data Sheet) on request.
- 7.3 The successful bidder will have to ensure that the contractors to be appointed will be supplied with Safety Health Environment and Quality (SHEQ) specification.
- 7.4 The successful bidder will have to ensure that the SHEQ documentation is audited regularly for the duration of the contract.
- 7.5 The successful bidder shall submit a list of proposed team members including competent supervisor and highlight their experience and qualifications in rendering similar work.
- 7.6 The successful Bidder shall within seven (7) days of commencement of the contract, provide CENTLEC with a list of all employees appointed for this contract including supervisor(s) and site manager for vetting to be done by CENTLEC as the work will be carried in the National Key Point area.

## 8. Evaluation Criteria

- 8.1 All proposals submitted will be evaluated in accordance with the criteria set out in the policy of Supply Chain Management of CENTLEC.
- 8.2 The most suitable candidates will then be selected.
- 8.2 Please take note that CENTLEC (SOC) Ltd is not bound to select any of the bidders submitting proposals.
- 8.3 Furthermore, technical competence is the principal selection criteria, CENTLEC (SOC) Ltd will evaluate the technical criteria first, and will only look at the price and BBBEE level of contribution if it is satisfied with the technical evaluation.
- 8.4 As a result of this, CENTLEC (SOC) Ltd does not bind itself in any way to select the bidder offering the lowest price.
- 8.5 CENTLEC (SOC) Ltd reserves the right to appoint one or more service providers to complete various services as and when required.

**The relative technical weighting of the criteria is as follows (Stage 1):**

No	Criteria	Description	Points
1	Track record and experience	<p>Have these services, in the last two years, been served to major institutions? A maximum of three (3) reference letters will be accepted.</p> <p>Two (2) institutions served = <b>15 points</b>  Three (3) institutions served = <b>20 points</b></p>	20
2.	Detailed Infrastructure/ Capacity Requirements	<p>The bidder must submit a portfolio reflecting the resources available to execute the project</p> <p><b>(a) Vehicles:</b> Proof of ownership or leasing of a minimum of two (2) vehicles, registered in the company's name  Proof of ownership/lease of vehicles = <b>15 points</b></p> <p><b>(b) Total staff compliment:</b> minimum of five (5) staff.  Proof of staff compliment = <b>10 points</b></p> <p><b>(c) Equipment:</b> Detailed list of equipment/components/products that will</p>	40

		be used for this project <b>as per table 1 above (all items) = 15 points</b>	
3.	Quality Management Plan	Provide a detailed quality management plan outlining the following; <ul style="list-style-type: none"> <li>• Quality standards/control and zero defects on products and installation</li> <li>• Quality control checklists and snag listing</li> </ul> Quality management plan submitted = 20 points	20
4.	Local (Mangaung) operational capability and economic investment	Does the bidder have a local office with operational capability and will they use local resources and procure from local businesses Or what is their plan to do this during the duration of this project? <b>(a) Existing and established local office = 20 points</b> <b>(b) If not, intention to establish a local office = 10 points</b>	20
		<b>Points</b>	<b>100</b>

**Table 2 – Evaluation criteria**

A bidder who gets a minimum of 85 points and above on will qualify to the next stage. Individual tenders would have to be evaluated according to the preferential point system. The bidder must score minimum points as follows:

Item 1 - 15 points

Item 2 - 40 points

Item 3 - 20 points

Item 4 - 10 points in the Evaluation Criteria.

The point system applicable to this project will be: 80/20

80 points for Price

20 points for BBEEE certificate from accredited verification agencies.

## 9. Price and referential points scoring – (Stage 2)

A Maximum of 80 Points is allocated for price on the following basis:

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

- $P_s$  = Points Scored for comparative price of bid under consideration  
 $P_t$  = Comparative Price of bid under consideration  
 $P_{min}$  = Comparative Price of lowest acceptable bid

In terms of Regulation 5(2) and 6(2) of the Preferential Procurement Regulations, Preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below

B-BBEE Status Level of Contributor	Number of Points (80/20 System)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-Compliant Contributor	0

**Table 3 - BBBEE level status**

## 10. Pricing

### 10.1 Contract Price

10.2 The contract price(s) shall be subject to negotiated increase, if absolutely unavoidable, should the contract be extended for one or more further periods, each period not exceeding 12 months

### 10.3 Price list

Item	Description	Unit of measure	Price ( R ) (VAT excl.)
1	Air Freshener Dispenser	Each	
2	Air Freshener Dispenser anti-theft bracket	Each	
3	Air Freshener Aerosol Refills	Each	
5	Paper Towel Refills	Each	
6	SHE Bins (14 day service)	Service fee	
7	Special need bin	Service fee	
8	SHE pack Refills (14 day service)	Service fee	
9	Auto Janitors	Service fee	
10	Grit Refills	Each	
11	Auto Janitors Refills	Each	
12	Mobile Toilets Renting ( Including Maintenance Weekly)	Each	
13	Hand liquid soap	Each	

**Table 2: Pricing Schedule**

### SUPPLY, DELIVERY AND SERVICING OF MOBILE TOILETS (FLUSHABLE, AND NON FLUSHABLE).

Item No	Description	Delivery per Unit	Service per week	Rental per day	Total
	<b>Flushable toilets</b>				
	<b>Non Flushable toilets</b>				

**NB: All traveling cost will only be paid as per updated AA ratings at the time of invoicing!!**

### 10.4 Site Conditions

- (a) It is the responsibility of the contractor to visit the site during the quotation phase and to familiarize him or herself with the conditions related to it.
- (b) No claim for additional payment related to ignorance of site conditions will be accepted.

- (c) By submitting a quotation, it is accepted that the contractor is fully aware of all site conditions as well as the access to it, and has allowed for this in his/her quotation price.

## **11. Contact details**

- (a) For any further technical information regarding the document contents please contact Me Agnes Mosala 051 4092383 e-mail: [Agnes.Mosala@centlec.co.za](mailto:Agnes.Mosala@centlec.co.za) Such queries must be done in writing, the email address provided serves this purpose. The answer to one question will be sent to all the other prospective bidders that have bought the bid documents.
- (b) For Supply Chain Related questions, please contact Ms Palesa Makhele at 051 412 2753 or at [Palesa.Makhele@centlec.co.za](mailto:Palesa.Makhele@centlec.co.za)