



INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR PROFESSIONAL SERVICES

ADVERT DATE: XXX

COMPULSORY BRIEFING DATE: **XXX at Johannesburg Development Agency, 3 Helen Joseph Street (Formerly President Street), the Bus Factory, Newtown, Johannesburg.**

TIME: **10H00 – 11H00**

CLOSING DATE: **XXX**

CLOSING TIME: **12H00**

BID DESCRIPTION: **APPOINTMENT OF PANEL FOR RENDERING CLEANING,GARDENING AND AD-HOC SERVICES FOR A PERIOD OF 36 MONTH**

BID NUMBER:

BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

Offices of the Johannesburg Development Agency, 3 Helen Joseph Street (Formerly President Street), TheBus Factory, Newtown, Johannesburg, 2000

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE

(see definition below) 1 MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council.
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces.
- (b) a member of the board of directors of any municipal entity.
- (c) an official of any municipality or municipal entity.
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999).
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) An employee of Parliament or a provincial legislature.

ANY QUERIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Procurement **Contact Person:** Kgadi Mphela **E-mail:** Kmphela@jda.org.za

ANY TECHNICAL QUERIES MAY BE DIRECTED TO:

Department: Developments Planning & Facilitation

Contact Person: Mmatsie Mashao **E-mail:** Mmashao@jda.org.za

PLEASE NOTE: TENDERS MUST BE SUBMITTED ON THE TENDER DOCUMENTATION ISSUED. TENDER DOCUMENTATION MUST NOT BE REPRODUCED OR REARRANGED. ANY ADDITIONAL INFORMATION MUST BE SUBMITTED AS A SEPARATE ATTACHMENT TO THE TENDER DOCUMENT FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED

SUPPLIERS DATABASE REGISTRATION

National Treasury launched the National Central Supplier Database (NCSD) with effect from 1 September 2015.

This will enable prospective suppliers to register their companies on the following website www.csd.gov.za

After Transitional Period 1 July 2016

Effective 1 July 2016, the JDA will only award business to suppliers who are registered on NCSD, and suppliers will no longer be required to provide information as stipulated above.

For more information on registration, please:

Ms. Kgadi Mphela (Kmphela@jda.org.za)

To all our stakeholder

RE: The channels of reporting fraudulent and Corrupt Activities

The City of Johannesburg has a **zero-tolerance approach to Fraud, Theft, Corruption, Maladministration, and Collusion** by suppliers with employees. To reinforce this commitment, more channels have been added to report any Fraudulent and Corrupt activities.

Instances of corporate fraud and misconduct remain a constant threat to service delivery. The City of Johannesburg took a resolution to adopt strategic interventions aimed at combatting fraud and corruption. The City took a decision to centralized the reporting of fraudulent and corrupt activities through the establishment of an independent fraud hotline which is managed by independent bidders.

All people doing business with the Johannesburg Development Agency are encouraged to report any corrupt or illegal practice.

Employees are encouraged to report fraud, waste or other concerns suggestive of dishonest or illegalactivities.

Anyone can report fraudulent and corrupt activities through one of the following channels:

- Toll free number 0800 002 587
- Toll free Fax..... 0800 007 788
- SMS (charged @ R1.50)32840
- Email Address anticorruption@tip-offs.com
- Web site www.tip-off.com
- Free postFree post, KNZ 138, Umhlanga, 4320



Let's join hands to take up the Fight against Fraud and Corruption in our society

APPOINTMENT OF A PANEL FOR RENDERING OF CLEANINGGUARDING SERVICES FOR A PERIOD OF 36 MONTHS

REQUEST FOR PROPOSALS FOR:

**APPOINTMENT OF A PANEL FOR RENDERING OF CLEANING, GARDENING AND AD-HOC SERVICES FOR THE JDA FOR A PERIOD
OF 36 MONTHS**

BID NUMBER: DFP/CLEANING/2024

OCTOBER 2024

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- A: Business Declaration B :
Declaration of Interest
- C : Declaration of Past SCM Practices
- D : MBD9 Certificate of Independent Bid Determination
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- F : Schedule of similar completed contracts
- G : Declaration on state of municipal accounts

COPY OF ADVERT

TENDERING PROCEDURES

Tender Notice and Invitation to Tender

BID DESCRIPTION: APPOINTMENT OF A PANEL FOR RENDERING OF CLEANING , GARDENING AND AD-HOC SERVICES FOR THE JDA FOR A PERIOD OF 36 MONTHS

BID NUMBER: DFP/CLEANING/2024

The JDA is requesting proposals from experienced companies and joint ventures to render professional cleaning services for the Johannesburg Development Agency, on an as and when required basis for a period of 36 months.

Queries relating to the issue of these documents and procurement related issues may be addressed to Ms. Kgadi Mphela on email: kmpphela@jda.org.za

Technical queries or queries relating to the project may be addressed to Ms Mmatsie Mashao on e-mail: mmashao@jda.org.za

Documents may be downloaded from the JDA website: www.jda.org.za and e-Tender portal: www.etenders.gov.za on **10th October 2024**. Tenders must only be submitted on the tender document that is downloaded from the stipulated websites only. The retyping of the tender document is not permitted.

A compulsory briefing session will be held on the 17th October 2024 at Johannesburg Development Agency, 3 Helen Joseph Street, Newtown Johannesburg from 11:00am to 12:00pm

The closing date is on the 11th November 2024 at 12h00. The physical address for the delivery of tender documents is Johannesburg Development Agency, Ground Floor Reception Area, The Bus Factory, 3 Helen Joseph Street (formerly President Street), Newtown 2000.

No Telegraphic, telephonic, telex, facsimile, e-mailed and late tenders will not be accepted.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

The JDA's selection of qualifying tenders will be at the JDA's sole discretion and will be final. The JDA does not bind itself to accept any tender and correspondence will be entered into with successful tenderer.

"WE ENCOURAGE ALL PEOPLE DOING BUSINESS WITH US TO REPORT ANY CORRUPT OR ILLEGAL PRACTICE, USING THE ANTI-FRAUD HOTLINE NUMBER: 0800 002 587"

1. INTRODUCTION

The Johannesburg Development Agency is requesting proposals from experienced cleaning companies and joint ventures to render professional services for cleaning and gardening services. The JDA is responsible for constructing various infrastructure developments and operations of open public spaces. The panel is required to provide cleaning and gardening and ad-hoc general services primarily to buildings and open spaces as well as the peripheries of these city owned sites. All bidders are required to ensure employees are PPE compliant, and the organisation is a registered member of **The contract Cleaning National Provident Fund**. JDA reserves the right to verify with the association. Furthermore, provide a waste disposal certificate to ensure compliance to prevent illegal dumping and fight environmental decay.

2. PROJECT INFORMATION

The purpose of this contract is to appoint a maximum of 20 service providers with capacity to provide cleaning, gardening and ad-hoc to the various city owned sites on an as and when basis for a period of 36 months from the date of appointment. Services will be required for the following forementioned buildings and special projects.

The following are sites / projects service will be carried out :

- Public environmental upgrades (inclusive of non-motorised transport)
- Libraries
- Multi-purpose centres
- Public transport facilities
- Clinics
- Fire stations
- Other building types not specifically mentioned.

2.1. BACKGROUND AND GENERAL SCOPE OF SERVICE

The requirement is for cleaning companies to provide the necessary support when required to maintain the sites. All experienced, qualified companies who provide cleaning and gardening services are invited to bid. The assignment should be undertaken according to the stipulations that will be outlined below as well as in the bid proposal document:

- The bidder must submit valid proof of registration with the contract cleaning national provident fund.
- The service provider will be required to provide cleaning services on an as and when basis for the duration of the appointment, which will involve both normal office hours and after hours (day and night shifts) including on public holidays. Staff deployment may not work for a period exceeding 12 hours per shift.

- Deployment of staff would be as per site specification.
- The assignment involves the upkeep of the site services and its buildings.
- Protecting the infrastructure and assets from decay.
- The service provider from time to time will be asked to provide cleaning training and hazard risk assessments on any of JDA buildings or identified sites as and when required.
- The JDA may request for installation of cleaning systems: JDA may require ad-hoc cleaning services for provision of cleaning PPE, Cleaning material and PPE.
- The services should be cost effective as well as of the high-quality standard. It is expected that the service provider implements best practices in all aspects of the service delivery and that all of cleaning personnel are adequately trained to fulfil their functions.
- The service provider is required to provide personal protective equipment (PPE) for its cleaning personnel on site consistently according to the Health and Occupation standards, on a regular basis.
- All cleaning personnel posted are to receive on-the-job training prior to posting and at least an annual training. Records thereof to be accessible as and when required by the JDA Project Manager.

It will be considered as a breach of contract should it be discovered that any services within the scope of this tender is carried out by an unqualified person as required in the above.

2.2 SCOPE OF WORK

2.2.1 UNIFORM, IDENTIFICATION AND DOCUMENTS

All deployed cleaning personnel must be dressed in the full company or uniform, which shall consist of at least the following attire:

- 1) All service personnel must present an acceptable image and appearance which includes amongst others .
- 2) Site supervisor and service personnel must at all times present a dedicated attitude
- 3) Ensure all deployed staff are in complete uniform in accordance with industry standards. Access will be denied for none compliance.
- 4) Shirt, trouser / overall , belt, cap (head gear) Socks, shoes / boots, Adequate clothing for protection against adverse weather elements.
- 5) All cleaning officers must be clearly identifiable by means of the company name tags.
- 6) Under no circumstances may part/s of private clothing be worn over uniforms. If worn under the uniform it may not be visible.
- 7) The company is furthermore responsible for any other safety / cleaning equipment necessary for the proper execution of its cleaning personnel tasks. This includes adequate temporary shelter and ablution facilities where ad hoc services are rendered in an environment where these do not exist.

- 8) The appropriate documentation shall include inter alia , the following : academic qualification, training certificates , and medical records certificates
- 9) The service provider shall furnish a monthly or quarterly report of the services provided on site.
- 10) Site inspections will be carried out by the project manager to ensure compliance and works carried out accord to the site specification and services are rendered in accordance with the service level agreement.
- 11) The JDA retains the right to require from the contractor , that any employee to be replaced , should justifiable reasons exist, in which case the employee must leave the site forthwith. JDA will not be held responsible for an damage or claims which may arise because of this indemnified against any claims and legal expenses.

2.3 Operational Conditions

- 2.3.1. All services must satisfy the HACCP (Hazard Analysis and critical control points) principles;
- 2.3.2. All products utilised must be locally procured, Sub-contracting is accepted;
- 2.3.3. All staff deployed must be paid in accordance with relevant rates and sectoral determination and ;
- 2.3.4. Annual maternity and other related price escalations must be in accordance with statutory prices (CPI) pronouncements .
- 2.3.5. Provide comprehensive cleaning services during business hours -day shift and night shift if required , Monday to Friday and weekends / 24hrs service as and when required.

Notes

- All chemicals, detergents and other related material must be compliant with the South African Bureau of Standards and meet the OHS requirements; and
- All cleaning and Hygiene services are to be undertaken in compliance with Occupational Health and Safety Act 85 of 1993.

2.4 Detailed description of service

Item No.	Detailed description
2.4.1 Service Area	Services required
	a) Supply , control , housekeeping and maintenance perspective. b) The 20 successful bidder shall ,at its own cost, public liability insurance for its own staff against accident, injury or death. c) Carry out frequent routine quality control visits , inspections and provide reports. d) The bidder must supply the following : • All required cleaning and hygiene equipment • All beverage dispensing machine (as and when required) e) The bidder must implement a continuous improvement programme / plan for services rendered to the JDA f) The bidder will keep onsite refill stock and consumables on the premises in order to ensure uninterrupted services; g) Comply with Occupational Health and Safety Act requirements and ; h) The bidder must deploy trained and competent employees (Management and staff) with relevant experience. i) Must be a member of cleaning national provident fund (CNBC). Failure which the bidder will be disqualified
Interior & Exterior Cleaning Services	a) Window cleaning; b) Carpet cleaning; c) General cleaning -interiors d) Targeted cleaning -ablutions, kitchens (including urns) and common areas e) Supply and refill of beverage consumables , toilet papers f) Cleaning of blinds g) Remove all dirty from doors and handles h) Wash all glass partitions (inside and outside) with degreasing agent and equipment that will not scratch the surface i) Elevators inside and outside with degreasing agent using a cloth that will not scratch surface j) Apply wooden furniture with an approved polish, such polish should not be greasy k) Damp wash art and furniture l) Clean and polish all floors in order to maintain a high gloss finish m) Window cleaning n) Rubble removal o) Jet vetting of sewer and stormwater manliness. p) Draft and submit reports and attend meetings per project milestone. q) Face brick Cleaning (Cleaning provider to provide access to height e.g. ladders,scaffolds, tower scaffolds.
Hygiene services	a) Supply hygiene equipment and maintenance thereof; b) Supply and refill service consumables ; and c) Removal of waste / rubble collected and as per legislated regulations and disposal thereof.

APPOINTMENT OF PANEL FOR RENDERING CLEANING, GARDENING AND AD-HOC SERVICES FOR A PERIOD OF 36 MONTHS.

Deep cleaning services	a) Clean and disinfect toilets, urinals, hand wash basins, sluices, and sinks; b) Clean and disinfect wall tiles daily ; c) Remove bacteria , mould, and uric incrustation from all areas of basins and sinks ; and d) Clean taps and plugs e) Cleaning of carpets , chairs & internal windows periodically
Gardening services	a) Provide following exterior / open space gardening services : b) Sweeping and vacuuming paving c) Landscaping services d) Grass Cutting e) Empty wastebaskets and remove trash to designed disposal area f) Remove weeds g) Grass cut h) Pruning trees and flowers

Item No.	Cleaning and Gardening Services		
Service area	Service Specification level	Services output	Standard
Cleaning of windows	Ensure all windows and glass surfaces in the building are always kept clean and deep cleaning of internal windows periodically	Windows and glass surfaces are to be free of dust, fingerprints, stains, smudges, and markings with a dry streaks/ smear free finish achieved.	No failure to ensure all windows and glass surfaces in the buildings are kept clean.
General-cleaning carpets	Provide a carpet cleaning service reactive cleaning in case of spillage , leakage or similar. Ensure all carpets in the building are always kept clean and free of stains.	Carpets are to be clean and free of stains, marks and spots. This process to be operated by both spot cleaning services and a full deep cleaning services	No failure to ensure all carpets in the building are always kept clean.

APPOINTMENT OF PANEL FOR RENDERING CLEANING, GARDENING AND AD-HOC SERVICES FOR A PERIOD OF 36 MONTHS.

Hygiene services	Provide a specialized and professional Hygiene services • Manage all aspects of the provision of hygiene services and provide a constant supply of consumables within the toilet facilities ; and • Manage the waste disposal services in compliance with legislative requirements.	Prepare and provide excellent and professional hygiene services within 30 minutes rotations.	No failure to replenish consumables within the toilets facilities in manner and frequency which always ensures availability of consumables at the point of use; and No failure to provide a waste disposal service for ablutions.
Requirements		• Environmentally friendly chemicals to be used • Adequate staff, suitably trained are to be available at all times.	
Deep cleaning services	Provide deep cleaning services on • High rise windows, • Upholstery • Chairs • Toilets and ablutions • Floor carpet	Service provider to prepare and provide excellent , professional deep cleaning services as per agreed schedule at all times with the required standard of service.	No failure to provide excellent and professional deep cleaning services
Requirements	• Equipment to be inspected and are safe, in good working condition and appropriate for use; • Use of environmentally friendly chemicals • Sufficient supervision • Cleaning all areas affected adequately and frequently. • Service provider should maintain a pool of approved staff- replacement in the event of absenteeism is required by 10h00 of the day ; and • Provide a waste disposal certificate to ensure compliance to prevent illegal dumping • Staff performing high rise cleaning to provide a safety file and method statement which must be submitted to the Project Manager.		

APPOINTMENT OF PANEL FOR RENDERING CLEANING, GARDENING AND AD-HOC SERVICES FOR A PERIOD OF 36 MONTHS.

General Cleaning Building exterior	In the event of graffiti inside or outside the building the service provider must take appropriate measure to ensure that it is removed or obscured from public display.	Inform the project manager if a temporary solution is to be implemented prior to a permanent solution finally resolving the call.	No failure to provide a schedule of the general cleaning services with frequencies and locations identified.
	Implement a programme of cleaning of car parking , and other exterior hard surfaces	External cleaning including the removal of bird faeces. This must be completed according to the correct HSE requirements.	No failure to provide a schedule a programme of cleaning of car parking and other exterior hard surfaces
	Attend to any major spillage outside the building to contain and keep deep safe.		
General Cleaning Building interior	Provide a general cleaning (interior) service for all fabric to include , but not limited to the following : Hard floors with variety of finishes, ceilings, walls(including skirting and ledges) furniture, all fixtures and fittings , ornaments and all other free-standing items , blinds, and other window coverings.	Provide a cleaning schedule for all items , with recommended frequencies.	No failure to ensure all carpets in the building are kept clean at all times and a schedule of the cleaning service with frequencies and locations identified

2.5 Equipment , materials and ad-hoc services

The list below outlines the cleaning and gardening equipment expected from the service provider. The list below is a guideline for the preparation of a final agreed version to form as an annexure to the signed contract.

Equipment	Expected Use
Weed removal chemical	As & when required
Lawn mower	As & when required
Plastic bags	Daily
Deep cleaner	As & when required
Yard machine leaf blower	Daily
Dustpans and brooms	Daily
General tools for cleaning and gardening	As & when required
Personal Protective Equipment (PPE)	Daily
Branded uniform with company logo and name tags	Once -off

2.6 Service and function of deployed team

The service provider must provide the following Services and Functions

Resource Type	Duties	Occurrence
Cleaners	- Cleaners are expected to ensure that the broader infrastructure or open space is free from litter and is in good order in the public realm on streets, pavements - Cleaners are required to remove and clean any spills	Week days / as and when required
Gardeners	- Cleaning illegal dumping areas - Sand removal on pavements - Weeds removal - Regular Pavement washing - Grass-cutting - Tree felling - Planting and other gardening required	Week days / as and when required
Site supervisor	- to ensure that quality services are rendered on a daily basis and as when required - to coordinate site cleaning in line with the requirements of the RFQ that will be sent out and using the agreed cleaning schedule - to act as Operational interface between the cleaning company and the Project Manager who represents the JDA - to be aware of cleaning and gardening environment and advise project manager of any adverse situations significant deterioration of the cleaning environment and in consultation with the Project Manager and recommend actions to minimise health risk - Project Manager with monthly reports of the site	NOTE: If the service provider does not provide a monthly report no payment will be made.

2.6 PANEL OF PRE-APPROVED SERVICE PROVIDERS SELECTION AND RECOMMENDATION CRITERIA

- a) Only bidders who meet the minimum functionality threshold score of 77 points will be considered for inclusion in the pre-approved panel of a maximum of 20.
- b) Where more than 20 bidders qualify on functionality evaluation, the qualifying bidders will be ranked in descending order from the highest scoring to the lowest scoring bidder based on the functionality evaluation scoring and the 20 highest-scoring bidders based on functionality evaluation scores will be recommended to be included on the panel of pre-approved service providers.
- c) The following criteria for breaking the deadlock in scoring will be used:
 - (i) If two or more bidders score an equal total number of functionality points, preference for approval in the panel must be given to the bidder(s) that are locally based (firstly within the City of Johannesburg area and then Gauteng-based bidders).
 - (ii) If two or more bidders score equal total points in locality, the bidder(s) with the highest percentage of women ownership will get preference for approval in the panel.
 - (iii) If two or more bidders still score equal total points in the highest percentage of women ownership, the bidder(s) with the highest percentage of black ownership will get preference for approval in the panel.
 - (iv) If two or more bidders score equal total points in all respects, the approval in the panel must be decided by the drawing of lots.
- d) If the recommendation is approved by the Accounting Officer or delegate, a maximum of up to 20 qualifying service providers will be included on the panel of pre-approved service providers and framework agreements will be concluded with such service providers for a duration of 36 months" on as when required basis"
- e) The inclusion on the panel of pre-approved service providers does not guarantee that all service providers included on the panel will be appointed for specific projects during the validity of the panel. The bidders included on the panel will be invited to provide quotations as and when projects arise, and work packages will be evaluated as per the criteria specified in the particular invitation for quotation

3. NOTES

Appointments will be dependent on satisfactory performance and budget availability. An addendum will be issued at the commencement of the new financial year to confirm continued appointment.

- 3.1.1 Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- 3.1.2 Tenderers are required to take cognisance of the role of the other professionals and work coherently with them where required.
- 3.1.3 The JDA reserves the right to ask tenderers to replace any member/s of the proposed team if they do not meet the JDA requirements.
- 3.1.4 Successful tenderers will be required to sign the JDA's Standard Form of Agreement.
- 3.1.5 Tenderers must note that they will be required as and when necessary to attend (a) presentations to JDA, COJ, and stakeholders; (b) design, progress / site meetings and inspections; and (c) consultations with relevant persons and authorities including site visits. This needs to be taken into consideration in the tenderer's fee proposal.
- 3.1.6 Tenderers must also note that revisions to reports and / or designs may be required following feedback received from relevant stakeholders and / or approving authorities which may necessitate some rework, additional presentations, and meetings. This needs to be taken into consideration in the tenderer's fee proposal.
- 3.1.7 Tenders must take note that the discount percentage applied at tender stage will be applied for the duration of the project whether the project value increases or decreases.
- 3.1.8 The bidder agrees to accepting the standard rates set by the JDA on allocation bidder must submit a letter of confirmation to this condition.

3.1.9 If the items are not listed on the standard price list there will be a competitive process of procurement.

3.1.10 That the bid is issued inline with POPI Act and also that after appointment the PPR 2022 will apply on evaluating price and Bee.

4. PROPOSAL CONTENT

The bidder's submission must provide the JDA with sufficient information to enable the employer to make a sound and fair evaluation of the proposal. It must clearly indicate the **relevant** previous experience, capability, and capacity of the bidding entity to undertake the project. The proposal should use the same item numbers as below.

The following minimum documentation must be provided:

4.1 A valid BBBEE status level verification certificate substantiating the bidding entities BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted. **FAILURE TO SUBMIT A BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.**

An EME must submit an affidavit confirming the following:

- Annual turnover revenue of R10 million or less; and
- Level of black ownership

Any misrepresentation in terms of the above constitutes a criminal offence as set out in the B-BBEE Act as amended.

4.2 Company registration documents and a copy of a valid tax compliance status (CTS) letter issued by SARS. No tender will be awarded to a bidder whose tax matters are not in order with SARS at the time of award.

4.3 A certified copy of the bidder's Professional Indemnity Insurance certificate indicating the maximum value per claim in an insurance period, the applicable excess, and the expiry date. A minimum cover of R2m is required for this project.

4.4 A copy of the bidding entity's current municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity. **If not applicable, an affidavit to this effect is required.** Copies of lease agreements or accounts with lessors will NOT be accepted.

4.5 Audited financial statements for the past three years.

4.6 Details of directors / partners / members and shareholders with certified copies of their identity documents.

4.7 The forms A to F annexed, must be scrutinized, completed in full and signed.

4.8 Complete in full all information required on Annexure E : Organogram

Provide information on the key personnel required per the organogram who will be assigned to this project. The following supporting documentation **must** be provided :

- detailed CVs for each resource indicated on Annexure E.
CV's must note the resources' specific relevant project experience [i.e. **project description, role played and responsibilities, project value, start and end dates**]. The number of years of experience in the required role similar nature and scale (cleaning and guarding services) to this appointment
- Relevant qualifications and attach certified proof hereof.
- individual memberships to the stipulated professional associations and attach proof hereof.

4.9 Complete in full all information required on Annexure F: Schedule of Completed Contracts

ONLY list a **maximum of 5 projects** completed by the bidding entity in the past 5 years of a similar nature and scale to this project.

The following supporting documentation **must** be provided:

- Contactable references: References must be for COMPLETED projects only. References must be on the client's letterhead or on a document with the client's company stamp and signed by the client. The letter / document **must** confirm the name of the project / description of the project, a description of the service rendered (*must be clear that the service rendered is aligned to the service being tendered for i.e. cleaning and guarding services, the value of the works, the date when the project was completed (must be between 2019 and 2023) and it must rate the service rendered (e.g. good, satisfactory, poor etc. and not just state that the bidder was involved in the project or that they completed the project).*

4.10 Tenderers are to submit 2 copies of their proposal (1 original plus 1 copy).

4.11.1 Letters of appointment or completion certificates will NOT be accepted as reference letters, OR will letters from other consultants on the project serve as reference letters. Only letters from the client or documents signed and stamped by the client will be accepted.

4.11.2 Information contained elsewhere in the submission and / or on other schedules will NOT be considered. Only the information entered on Annexure F will be considered as previous experience and only reference letters related to the projects listed on Annexure G will be considered as supporting documentation.

FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 4.1 and 4.2 WILL RESULT IN TENDERERS BEING DISQUALIFIED FOR NON-COMPLIANCE. FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEMS 4.3 TO 4.11 WILL RESULT IN TENDERERS BEING NEGATIVELY SCORED IN THE TECHNICAL ASSESSMENT.

Note for consortium and joint ventures.

- a. A lead consultant is to be appointed and noted in the submission. JDA will conclude a contract with the lead consultant.
- b. **Only the lead consultant is to submit the requisite documents and / or information as requested in items 4.2 to 4.9.**
- c. **Item 4.11 MUST be addressed by each member of the consortium / joint venture.**
- d. An Agreement or Heads of Terms recording the arrangement between the parties to the consortium / joint venture is to be submitted.
- e. A trust, consortium or joint venture will qualify for points for their BBEE status level as an unincorporated entity, provided that the entity submits their consolidated BBEE scorecard as if they were a group structure and that such a consolidated BBEE scorecard is prepared for every separate tender.

Failure to comply with these conditions may invalidate your bid.

5. ASSESSMENT CRITERIA

Submissions (responses to item 6 above) will be evaluated on the following criteria:

- Compliance
- Technical
- Risk Tolerance

5.1 Compliance

Bidders will be disqualified in the following instances :

- The submission of fraudulent document may lead to disqualification.
- If any of its directors are listed on the register of defaulters.
- In the case of a bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.
- Bidders who did not complete, in full, the tender offer page (i.e. all registration numbers provided and signed).
- Bidders whose tender document has been completed in pencil.
- Bidders whose document has been faxed.
- Bidders whose tender document has been received after the closing time.
- Bidders whose tender document has not been deposited in the tender box at the time of closing.
- Bidders who fail to price as required i.e. as stipulated in item 4 herein.
- Bidders who did not comply with any other requirement as set out in the tender specifications.
- Bidders who failed to attend the compulsory tender briefing session.
- Bidders who have any directors in the employment of the state.
- No award will be made to any bidder whose tax matters are not in order with the receiver of revenue (SARS).
- Failure to provide proof of registration with the contractor cleaning provident fund. Company registrations will be verified
- Failure to attend compulsory briefing session.

APPOINTMENT OF PANEL FOR RENDERING CLEANING, GARDENING AND AD-HOC SERVICES FOR A PERIOD OF 36 MONTHS.

➤ No award will be made to any bidder who is not registered on the National Treasury Central Supplier Database(CSD).

Tenderers will have to adhere to the compliance items above to be considered further in the evaluation process.

5.2 Technical

The technical assessment is based on the criteria set out below namely (i) key returnable documents, (ii) capability of the proposed key team members (i.e. experience, qualifications, and memberships to professional associations and (iii) the experience of the company (i.e provision of cleaning and gardening services per Item 4.11 above).

Tenderers will have to submit compliant documents and score a minimum number of points in the technical evaluation to be considered further in the evaluation process.

Bidders are expected to score a minimum of 77 points (out of 110 maximum points scoring table) to be considered for the panel.

Variables	Total Points	Criteria	Description of criteria	Points	Points
KEY RETURNABLE DOCUMENTS	N/A	Valid BBBEE status level certificate	Points will only be allocated for key returnable documents submitted as required/ stipulated in item 4 herein. Points will not be allocated formaking reference to attached	N/A	Y / N
		Company registration documents		N/A	Y / N
		CTS letter from SARS		N/A	Y / N
		Valid Professional Indemnity InsuranceR2m		N/A	Y / N
		Current municipal rates account /affidavit		N/A	Y / N
		3 Years audited financial statements		N/A	Y / N
		Certified copies of identity documents		N/A	Y / N
		Annexure A – H completed in full andsigned		N/A	Y / N
Variables	Total Points	Criteria	Description of criteria	Points	
Company experience and reference letters	50	COMPANY SCHEDULE OF COMPLETED PROJECTS AND REFERENCES LETTERS			
		Five or more reference letter of completed projects	Points will only be allocated for cleaning or gardening services of Public infrastructures, public facilities or open spaces. References must be on client letterhead or document stamped and signed by the client and must include the name / description of the project, it must confirm the service rendered, the value of the project, the date of project completion and a comment of the level of satisfactionwith the service provided. If any of the required information is notcontained in the reference then zero points will be awarded.	50	
		Three- four reference letter of completed projects		30	
		One – two reference letter of completed projects		10	
Proposed team	Total Point	CAPABILIT OF PROPOSED TEAM MEMBER :			Points
CAPABILITY OF PROPOSED TEAM	30	Site Supervisor Qualifications	Description of criteria	25	
		Certified Grade 12 or Equivalent (NQF Level 4) and above with a minimum 3-5 years' experience as a site supervisor in cleaning	CV's must show projects, roles played and period. If any information is not contained in the CV then zero points will be awarded. Certified proof of qualification and registration must be provided to obtain the points		

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		and gardening services		
		Valid C1 drivers licence of Site supervisor and LDV Vehicle document in the company name.	X1 LDV Vehicle must be registered in company name. Bidders are required to provide current motor vehicle NaTIS documents furthermore provide a copy of a valid and certified copy (visible) C1 driver's license of the site supervisor . Failure to comply zero points will be scored.	5
C-Variables	Total Points			Points
waste disposal certificate	30	Valid and certified waste disposal certificate	Certified and valid waste disposal certificate. Failure to provide forementioned certificate bidder will score zero.	30
Total Points	110			

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5.3 Risk Tolerance

The JDA has adopted a Risk Tolerance Framework (RTF) which enjoins the JDA to consider its risk exposure to contractors / service providers in terms of the number of contracts awarded to a single contractor / service provider in a particular year.

In terms of the Risk Tolerance Framework, the JDA determines the risk exposure as excessive in instances where the value of the contracts for individual professional service providers (e.g. project managers / engineers / quantity surveyors / consultants) is either :

The greater of R8 million or four contracts / projects in the current financial year or

The greater of R12 million or six contracts / projects over two financial years (current year and previous financial year)

And in instances where the value of contracts for cleaning and gardening professional service providers (e.g. more than one discipline / service is provided by the same bidder) is either:

The greater of R12 million or six contracts / projects in the current financial year or

The greater of R20 million or nine contracts / projects over two financial years (current year and previous financial year)

A risk analysis shall be undertaken on the bidder with the highest number of points obtained, to determine whether the tenderer does not exceed the JDA's risk framework criteria as stated above. In other words, whether it falls within the ambit of the Risk Tolerance Framework as acceptable.

JDA reserves the right to award a contract to a bidder who has exceeded the threshold as stated above.

6. CLOSING DATE, TIME, AND VENUE FOR SUBMISSIONS

The completed tender document shall be placed in a sealed envelope. The words:

APPOINTMENT OF PANEL FOR RENDERING CLEANING, GARDENING AND AD-HOC SERVICES FOR A PERIOD OF 36 MONTHS.

The envelope must be deposited in the tender box at the **Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph Street (Formerly President Street), Newtown** only between the hours of 08H00 and 12H00.

The Tender closes at 12h00 on 08 November 2024

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Envelopes will be stamped on receipt. There will be a public opening of tenders.

NO LATE / TELEPHONIC / FAXED / POSTAL TENDERS WILL BE ACCEPTED OR CONSIDERED.

The Johannesburg Development Agency's selection of qualifying tenders shall be in the Johannesburg Development Agency's sole discretion and shall be final. The Johannesburg Development Agency does not bind itself to accept any tender and no correspondence will be entered into.

Unsuccessful bidders will have the opportunity to query the award or decision within fourteen (14) calendar days from the day of notification.

Queries can be addressed in writing to:

Mmatsie Mashao

E-mail: Mmashao@jda.org.za

Annexure A: Business Declaration

Tender/RFP Number :

Tender/RFP Description :

Name of Company :

Postal Address :

.....

Physical Address :

.....

Telephone :

Fax :

Contact Person :

Cell Phone Number :

E-Mail Address :

Company/enterprise Income

Tax Reference Number ** :

(Insert personal income tax number if a one-person business and personal income tax numbers of all partners if a partnership) VAT Registration Number :

.....

Company Registration Number:

APPOINTMENT OF PANEL FOR RENDERING CLEANING, GARDENING AND AD-HOC SERVICES FOR A PERIOD OF 36 MONTHS.

1. Type of Firm

- ☐ Partnership
- ☐ One person business/sole trader
- ☐ Close corporation
- ☐ Public company
- ☐ Private company(Tick One Box)

2. Principal Business Activities

.....

.....

.....

3. Total number of years firm has been in business:

4. Detail all trade associations/professional bodies in which you have membership.

.....

.....

5. Did the firm exist under a previous name?

- ☐ Yes
- ☐ No
- (Tick one box)

If yes, what was its previous name?.....

6. How many permanent staff members are employed by the firm:

Full Time:

Part Time:

7. What is the enterprise's latest annual turnover (excl. VAT): R.....

8. List the personnel or firms who provide the following services:

SERVICE	NAME	CONTACT PERSON	TELEPHONE
ACCOUNTING			
LEGAL			
AUDITING			

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BANKING			
INSURANCE			

9. List all contracts which your company is engaged in and have not yet completed:

CONTRACT DESCRIPTION	LOCATION	COMPANY/ EMPLOYER	CONTRACTAMOUNT	EXPECTED COMPLETION (MONTH & YEAR)

SIGNATURE :

NAME IN FULL :

CAPACITY :

DULY AUTHORIZED TO SIGN ON BEHALF OF:

DATE :

BANK DETAILS

I/We hereby request and authorize you to pay any amounts which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/We understand that the credit transfers hereby authorized will be processed by computer through a system known as the "ACBElectronic Fund Transfer Service" and

I/We also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher.

This authority may be cancelled by me/us giving 30 days' notice in writing.

BANK:

BRANCH:

BRANCH CODE:

APPOINTMENT OF PANEL FOR RENDERING CLEANING, GARDENING AND AD-HOC SERVICES FOR A PERIOD OF 36 MONTHS.

ACCOUNT NUMBER:

ACCOUNT HOLDER:

TYPE OF ACCOUNT:

PLEASE INCLUDE ORIGINAL SIGNED AND STAMPED LETTER FROM THE BANK CONFIRMING THE COMPANY'S BANKING DETAILS, PHOTOSTAT COPIES AND LETTERS BEARING ELECTRONIC SIGNATURES WILL NOT BE ACCEPTABLE.

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the company, affirms that the information furnished in response to this request for proposal is true and correct:

SIGNATURE :

NAME IN FULL :

CAPACITY :

DULY AUTHORIZED TO SIGN ON BEHALF OF:

DATE :

Annexure B: DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name:

3.2 Identity Number:

3.3 Position occupied in the company (director, trustees, shareholder**)

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state* **YES / NO**
If yes, furnish particulars.

.....
.....

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**
If yes, furnish particulars.

.....
.....

3.10 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?
YES / NO
If yes, furnish particulars.

.....
.....

APPOINTMENT OF PANEL FOR RENDERING CLEANING, GARDENING AND AD-HOC SERVICES FOR A PERIOD OF 36 MONTHS.

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

If yes, furnish particulars.

.....
.....

3.12 Are any of the company's directors, trustees, managers, principal shareholders, or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars.

.....
.....

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principal shareholders, or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars.

.....
.....

3.14 Do you or any of the directors, trustees, managers, principal shareholders, or stakeholders of this company have any interest in any other related companies or businesses whether or not they are bidding for this contract? **YES / NO**

If yes, furnish particulars.

.....
.....

4. Full details of directors / trustees / members / shareholders.

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

.....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

- * MSCM Regulations: "in the service of the state" means to be –
- (a) a member of –
 - (i) any municipal council.
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces.
 - (b) a member of the board of directors of any municipal entity.
 - (c) an official of any municipality or municipal entity.
 - (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999).
 - (e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

** "Stakeholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company

Annexure C: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system.
 - b. been convicted for fraud or corruption during the past five years.
 - c. wilfully neglected, reneged on, or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 To give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register, enter the National Treasury's website, www.treasury.gov.za , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐

☐ ☐

4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes	No
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

SIGNATURE

.....

DATE

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

Panel for rendering cleaning, gardening and

ad-hoc services)in response to the invitation for the bid made by:

JOHANNESBURG DEVELOPMENT AGENCY

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that: _____ (Name of Bidder)

1. I have read, and I understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder.
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties

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in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

ANNEXTURE E: ORGANOGRAM

DESIGNATION	NAME AND NATIONALITY	SUMMARY OF QUALIFICATIONS & EXPERIENCE

The tenderer shall list below the key personnel proposed for this project in the discipline and designation being tendered for. **THIS ANNEXURE IS CRITICAL FOR THE TECHNICAL EVALUATION AS DETAILED UNDER ITEM**

.....

NOTE: Detailed Curriculum Vitae (CV's) of the above proposed candidates must be provided. Said CV's MUST indicate the name and description of the project, role played in the project, project value, and the start and end dates of the project. In addition, proof of relevant qualifications and of memberships to relevant professional associations must also be provided for the above proposed candidates.

Signature: _____

Position: _____

Name of Bidder: _____

Date: _____

ANNEXURE F: SCHEDULE OF COMPLETED PROJECTS

EMPLOYER	PROJECT Name and description	NATURE OF WORK	VALUE OF WORK	YEAR OF COMPLETION

The tenderer shall list below a maximum of 5 projects completed in the past 5 years of a similar nature and scale to this project.

.....
SIGNATURE

(of person authorised to sign on behalf of the Tenderer)

.....
DATE

Organ of State means-

- a) a national or provincial department;
- b) a municipality;
- c) a constitutional institution defined in the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- d) Parliament;
- e) a provincial legislature;
- f) any other institution or category of institutions included in the definition of "organ of state" in section 239 of the Constitution and recognised by the [Minister](#) by notice in the *Government Gazette* as an institution or category of institutions to which [this Act](#) applies

ANNEXURE G: DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

A Any bid will be rejected if:
Any municipal rates and taxes or municipal service charges owed by the bidder or any of the directors to the municipality or a municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months.

B Bid Information

- i. Name of bidder:
- ii. Registration Number:
- iii. Municipality where business is situated.....
- iv. Municipal account number for rates:
- v. Municipal account number for water and electricity:
- vi. Names of all directors, their ID numbers and municipal account number.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

C Documents to be attached.

- i. A copy of municipal account mentioned in B (iv) & (v) (Not older than 3 months)
- ii. A copy of municipal accounts of all directors mentioned in B(vi) (Not older than 3 months)
- iii. Proof of directors

Signature _____

Date: _____

