Guidelines on Specification for Procuring Services

<u>Guideline for Terms of reference</u>

This tender is for the appointment of a Panel of Service Providers for the Supply and Delivery of Cleaning Material for a Period of Three Years.

A. Background

The Moqhaka Local Municipality requires the Supply and Delivery of Cleaning Material as and when necessary.

B. Scope of Work / Terms of Reference

Refer to Annexure B for the Bill of Quantities / Pricing Schedule.

Tender prices to be fixed for the first twelve (12) months and only annual escalation will be provided for as per the Service Level Agreement (SLA).

C. Panel

In this panel, the municipality will appoint a maximum of **<u>5</u>** service providers who scored the highest points scored in terms of the Preferential Procurement Policy of Moqhaka Local Municipality.

D. Sourcing of Quotations

<u>Quotations</u> will be requested only from the service providers appointed on the panel on a **<u>rotation basis</u>** to ensure all service providers appointed on the panel have an opportunity of being selected during the contract period.

Should the service providers on the panel not be in a position to supply the required product within the desired timeframes, the municipality will deem it necessary to invite quotations outside the appointed panel. Prior written consent from the Municipal Manager will need to be obtained before proceeding with such a deviation.

The municipality will derive a flat rate from the prices submitted by the successful bidders. This flat rate will be offered to the bidders through a negotiation process. This will assist the municipality with a fair and equitable process of rotation. This will also prohibit the municipality from paying more for the same product between service providers on the panel.

E. Performance Management

In terms of Section 116 (2) of the MFMA, the municipality is required by Law to monitor the performance of service providers on a monthly basis in line with the performance areas as stipulated in the Service Level Agreement (SLA). The monitoring of panels will be done as and when their services are utilised.

F. Preferential Points System

Indicate whether the tender will be evaluated in terms of 80/20 below a 50 million and 90/10 above 50 million.
80/20 ***A maximum of 20 points (80/20 preference points system), will be allocated for specific goals.*** The maximum points for these goals are as follows: • Locality of Supplier – 10 Points • Youth Ownership of Company **(Youth is 35 years and younger)** - 5 Points • B-BBEE Status Level of Contributor - 5 Points ***These goals are specified in MBD6.1 in terms of the PPR2022.***

G. Duration of the Contract

State how long the contract will take
3 Years

H. Functional or Technical Evaluation Criteria (If Applicable)

See examples of Functional Evaluation Criteria below in Annexure A

ANNEXURE ''A''
Technical or Functional Evaluation Criteria and Functional Evaluation Report Guideline

Only those tenderers who score the minimum of 60 points in respect of the following criteria are eligible for further evaluation.

Criteria	Weight	Points	Documents to be submitted as proof to score points
Demonstrate the company experience in similar projects.		**50**	For the Bidder(s) to be considered, the bidder(s) must provide **signed** appointment letters from clients. Appointment letters of similar projects (Supply & Delivery of any items) with contact details that can be contacted by the Municipality to confirm that appointment letter is valid. Or A valid purchase order from client of similar projects with contact details that can be contacted by the Municipality to confirm that appointment letter is valid.
• 5 or more Appointment letters or Purchase Orders	5		
• 4 Appointment letters or Purchase Orders	4		
• 3 Appointment letters or Purchase Orders	3		
• 2 Appointment letters or Purchase Orders	2		
• 1 Appointment letter or Purchase Order	1		
• No Appointment letter	0		
Delivery Lead Time		**40**	Delivery lead-time from receipt of the Purchase Order to be indicated in the form of the **guarantee letter**, signed by the company's director or authorised person.
• Delivery lead time of 1-5 business days	5		
• Delivery lead time of 6-10 business days	4		
• Delivery lead time of 11-15 business days	3		
• Delivery lead time of 16-20 business days	2		
• Delivery lead time of 21-25 business days	1		
• Delivery lead time of more than 26 business days / no guarantee letter submitted	0		
Delivery Vehicle Vehicle which will be used to make the deliveries • Proof of Vehicle Submitted • No Proof of Vehicle Submitted	5 0	**10**	Proof of ownership of vehicle to be used must be submitted. (i.e. vehicle registration document)
MAX POSSIBLE SCORE		**100**	

ANNEXURE B

ITEM NO	CLEANING MATERIAL	SIZE	UNIT OF MEASURE	TOTAL PRICE (EXCLUSIVE VAT)
CONSUMABLES				
1	Dishwash Liquid	5 Litre	Each	
2	Multipurpose Cleaning	5 Litre	Each	
3	Cistern Blocks	5 kg	Each	
4	Sterlized Rags	5 kg	Each	
5	Air Freshener	180 ml	Each	
6	Bleach (3.5 Sodium Hypochlorite) (SABS Approved)	5 Litre	Each	
7	Drain Cleaner (SABS Approved)	5 Litre	Each	
8	Furniture Polish	400 ml	Each	
9	Handwashing Liquid	5 L	Each	
10	Liquid Self Shine Floor Polish	5 L	Each	
11	Liquid Toilet Rim block	5 kg	Each	
12	Pine Gel	5 Litre	Each	
13	Insect Killer	600ml	Each	
14	Carpet Cleaner	5L	Each	
15	Floor wax polish-white	5L	Each	
16	Disinfectors	5 Litre	Each	
17	Super solve	5 Litre	Each	
18	Duo Blocks	5 Litre	Each	
19	Fabric Softener	5 Litre	Each	
20	Furniture Oil	400ml	Each	
21	Steel Wool	5 per pack	per pack	
22	Window Cleaner	5 Litre	Each	
BROOMS & OTHERS				
23	Household Broom Wooden Handle	each	each	
24	Stage Brooms	each	each	
25	Pavement Brooms	each	each	
26	Dustpans	each	each	
27	Plastic Leaf Rakes	each	each	
28	Toilet Brush	each	each	
CLOTHS				
29	Dish cloth or swaps	10 per pack	per pack	
30	Dish Towels	5 per pack	per pack	
31	Dust absorption Cloths	10 per pack	per pack	
32	Mutton Cloth	5 per pack	per pack	
WINDOW CLEANING EQUIPMENT				
33	Feather Duster - Long	1840mm	each	
34	Feather Duster - Short	460mm	each	
35	Floor Strip (SABS Approved)	5 Litre	each	
DISPENSERS				
36	Office bins, steel	10 litre	each	
MOPS COMPLETE & HEADS				
37	Round Mop with Plastic Socket	200g	each	
38	Round Mop with Metal Socket	200g	each	
39	Round Mop with Plastic Socket Head	200g	each	

40	Round Mop with Metal Socket Head	200g	each	
BAGS				
41	Refuse Bags (*Heavy Duty 750 X 950mm*)	50 per pack	per pack	
FLOOR TOOLS				
42	Large Polishing Pads (Red) (*425mm*)	5 per pack	per pack	
43	Large Polishing Pads (Black) *(425mm)*	5 per pack	per pack	
PAPER				
44	Pure White Industrial Type Unwrapped Toilet Paper	48 rolls, 500 sheets - single ply	48 per pack	
45	Pure White Industrial Type Unwrapped Toilet Paper	48 rolls, 350 sheets - two ply	48 per pack	
45	Rolled Hand Paper Towel (160mm X 200mm)	6 per pack - single ply	per pack	
TOTAL BID PRICE (VAT EXCLUSIVE)				
VAT				
TOTAL BID PRICE (VAT INCLUSIVE)				