

REVISED REQUEST FOR QUOTATION
SENTECH INVITES SUPPLIERS FOR:

Project title:	Request for quotations for the provision of office cleaning services at the Sentech's Operational Centre in Durban from for 36 months		
Quotation or Proposal no:	RFQ/Durban OC Cleaning Services 6000000826		
Closing date:	19 May 2022		
Compulsory Briefing Session	16 May 2022 @ 11H00 - 217 Umhlanga Rocks Drive, Durban North		
Closing time:	12h00	Validity period:	90 days

You are invited to provide a quote to carry out the deliver the goods, services, or works defined in Annexure 1 attached.

QUOTATIONS OR PROPOSALS TO BE RETURNED TO:

Quotations Administrator	Thabile Ngobese		
Telephone no:	+27 31 570 7934	Fax no:	N/A
E-mail:	quotations@sentech.co.za		
The physical address of the SENTECH Office where quotation can be submitted to:	N/A. Quotes to be submitted by email. See above details.		

Form of Offer and Acceptance

Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the services as stated in the RFQ: Scope of Work

The Service Providers, identified in the Offer signature block, has examined the documents listed in the RFQ and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of this RFQ.

By the representative of the Service Provider, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the Service Provider offers to perform all of the obligations and liabilities of the RFQ under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the RFQ.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:

(inwords)Rand;

R.....(in figures)

THE OFFERED PRICES ARE AS STATED IN THE PRICING SCHEDULE

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the Service Provider before the end of the period of validity stated in the RFQ, or other period as agreed.

Signature(s)

.....



Name(s)

Capacity

For the tenderer:

(Insert name and address of organisation)

Name & signature of witness

Date

Acceptance

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Service Providers Offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the conditions of the RFQ. Acceptance of the Service Providers Offer shall form an agreement between the Employer and the Service Provider upon the terms and conditions contained in this RFQ.

Deviations from and amendments to the documents listed in the RFQ and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the Service Provider and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The Service Provider shall within two days of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the Employer’s agent to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the RFQ. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Service Provider receives one fully completed original copy of this document, including the Schedule of Deviations (if any).

Signature(s)

Name(s)

Capacity

for the Employer

(Insert name and address of organisation)

Name & signature of witness

Date

RFQ Data

1. ADMINISTRATIVE RESPONSIVENESS CRITERIA

Suppliers are required to ensure that they meet all the Administrative Responsiveness Criteria. Suppliers that do not meet all the Administrative Responsive Criteria may not be awarded this Quote. It is the service provider's responsibility to ensure that Sentech is in possession of a valid and original tax clearance certificate and a valid B-BBEE Certificate at the time of offer closure.

- 1.1. Supplier's providing quotations must be registered on the Sentech Supplier Database. (if not registered the bidder MUST complete the attached Sentech Supplier Registration Forms)
- 1.2. Quotations or Proposals must be received on or before the closing date and time specified on the Call for Quotation or Proposal document.
- 1.3. Quotations or Proposals must be fully completed and signed in BLACK ink.
- 1.4. Quotations can be submitted via Email; Fax or Hand Delivery.

2. EVALUATION CRITERIA

The evaluation criteria are stipulated in Section 5. It is the Suppliers responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria may result in the Supplier being disqualified from being appointed. Suppliers must ensure that they have included all supporting documentation, especially the documentation that may be required to support the response to the evaluation criteria.

3. COMPULSORY BRIEFING SESSION

Date	Time	Venue and Address
16 May 2022	11H00	217 Umhlanga Rocks Drive, Durban North

4. RFQ EVALUATION METHOD

This RFQ will be evaluated as described in the table below.

Evaluation Method
<ol style="list-style-type: none"> 1. Stage 1 – Administrative Responsiveness Evaluation All the Quotations will be evaluated against the administrative responsiveness requirements as set out in section 2 of the RFQ Data. 2. Stage 2 - Mandatory Evaluation Those proposals that are administratively responsive will then be evaluated against the Mandatory Evaluation Criteria. Suppliers must COMPLY FULLY with all the mandatory evaluation criteria in-order to be evaluated further. 3. Stage 3 – Price and Preference Suppliers with the lowest Price offered will score the highest points. Suppliers with the highest number of points will be recommended for the award of this quotation, unless there are compelling and justifiable reasons not to do so.

5. EVALUATION CRITERIA

The table below shows the Mandatory Evaluation Criteria that bidders must **COMPLY** with. Bidders must indicate compliance by stating Yes or No in the table below and must attach relevant proof of compliance.

Table 1: Mandatory Technical responsiveness criteria applicable for this quote are provided below.

Mandatory Criteria	Proof Required
Valid proof of registration, letter of good standing (CIODA)	Yes
Registration with NCCA	Yes

6. Evaluation of Price and Preference

The Service Provider will be evaluated on a points system for Price and Preference as per Preferential Procurement Framework Act of 2000 (Act 5 of 2000).

6.1. The price / preference weighting applicable for RFQ are as follows:

Functional criteria	Points
<p>Service provider must have a minimum of three years operational experience in rendering cleaning services, hygiene services and pest/fumigation.</p> <p>The experience must be supported by written and signed, not older than 5yrs reference letters on Referees letterhead:</p> <ul style="list-style-type: none"> 1 or 2 reference letters = 3 points 3 or 4 reference letters = 5 points 5 or more reference letters = 10 points 	10
<p>Competent Staff</p> <ul style="list-style-type: none"> Team Leader should have two (2) years of office cleaning supervisory experience (CV with relevant experience to be attached) Team Leader should have a minimum of grade ten (10) (provide proof of qualification) 	15 5
<p>Project plan</p> <ul style="list-style-type: none"> Detailed project plan indicating daily activities with time frames, weekly, monthly, quarterly, and six-monthly duties, and order of preferences Detailed Health and Safety plan indicating the OHS Compliance in office environment 	15 5
<p>Infrastructure</p> <p>Service provider should provide a SABS approved list as indicated below:</p> <ul style="list-style-type: none"> Cleaning Material Cleaning Equipment Cleaning Chemicals Samples of the employment contract, payslips, bathroom, and cleaning services checklists 	15 10 10 10 15
Total Points	100

Minimum score points: 65

7. SCOPE OF WORKS

APPOINTMENT OF A PROVIDER FOR CLEANING SERVICES AT THE DURBAN OC FOR THIRTY-SIX (36) MONTHS

7.1. BACKGROUND

Sentech is a state-owned company and is the largest broadcasting signal distributor in South Africa. Sentech is a licensed Electronic Communications Network Service provider in South Africa. It currently operates many telecommunication networks for Satellite, Television, Radio, Internet and more. As such, Sentech is a global enabler of broadcasting and digital content delivery.

Scope of Work	Scopes of works for cleaning services at the Durban OC
	<p>Cleaning Services required at the Durban OC entail:</p> <ul style="list-style-type: none"> • Sentech Durban OC normal business hours are from 07h45-16h15 • Cleaning Offices from Monday to Friday > 18 offices, boardroom, Lapa, three workshops, three bathrooms, three kitchens, staircases <p>The Durban Operations Centre physical address: 217 Umhlanga Rocks Drive Durban North</p> <ul style="list-style-type: none"> • Sweep or damp mop resilient floors daily • Tiles - sweep daily, damp mop three times a week and machine scrub using a low-speed scrubber as and when necessary • Carpet — vacuum clean thoroughly all heavy traffic areas daily, medium traffic areas on alternate days, and light traffic areas twice a week • Deep cleaning of carpets every six months • Dusting — cleaning and disinfect all telephones daily; dust all horizontal low level and vertical areas (file cabinet, cupboards, etc.) weekly to a maximum height of 2.5m and dust all window ledges weekly • Waste disposal — empty and clean all ashtrays, waste receptacles, etc daily. • All kitchen and office dustbins must be emptied and cleaned, twice a day (Mornings and afternoons). • Clean fridge every second week i.e., defrost and clean. • Remove all waste to specified or designated areas only • Walls and paintwork — spot clean all surfaces (glass, walls, doors, and light switches) weekly

- Glass and metal work — spot clean glass doors daily
- Windows — to be cleaned once a month
- Clean and polish all bright metal fittings weekly
- Entrances and reception — sweep entrance steps and entrance daily, clean doormat daily and wash steps weekly
- Assist with setup of meeting rooms as and when required.
- A special request for the cleaner to be rotated every six months
- All toilet and ablutions — maintain and damp mop floors with disinfectant, clean and empty all waste receptacle, clean, and sanitise all bowls, basins, urinals, showers. Clean all mirrors and metal fittings. Spot clean walls, doors and partitions and lockers.
- Replenish consumables in toilets two (2) times a day (12:30pm and 15:30)
- Replenish the consumables (soap, toilet paper and towel cabinets) all activities to be carried out daily
- Provide all cleaning chemicals including soap, hand towels, a vacuum cleaner

Sentech may request the following:

- Industrial Vacuum Cleaner
- 2 x Mops (to be replenished every three months or as when required)
- Soft broom to be replenished every three months or as when required)
- 2x toilet brushes to be replenished every three months or as when required)
- Feather dust

Hygiene Services: Supply and installation of dispensers as a once off cost.

- 3x Soap dispensers including 6 sachets refills per month.
- 3x paper towel dispensers including 12 bales monthly
- 3x seat wipes dispensers including 6 refills per month
- 2 x SHE bins
- 3 x wall mounted wastepaper bin

Equipment and Materials

- The service provider will provide all necessary equipment (Vacuum cleaner, Cleaning Trolley) chemicals, hand soap, toilet paper (2 strictly 2 ply) and paper towel, for execution of the work.

	<p style="text-align: center;">SENTECH SOC LTD TO PROVIDE THE FOLLOWING:</p> <ul style="list-style-type: none"> • Sentech will provide a storeroom and the change room for the cleaner and will be responsible for its maintenance
<p>Terms and Conditions</p>	<p>SENTECH reserves the right to</p> <ul style="list-style-type: none"> • Extend the closing date. • Verify any information contained in a response. • Request documentary proof • Cancel or withdraw the requirement • To limit communications to only those Service Providers who meets the requirements. • This request will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the SCC conflict with the GCC, the SCC shall prevail. • The successful Service Provider may only enter a subcontracting arrangement with the approval of SENTECH. The successful Service Provider may not subcontract more than 30% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the Service Provider concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract. • SENTECH reserves the right to request a BBBEE transformation plan with clearly defined timelines and milestones if the recommended Service Provider does not meet SENTECH's transformation goals. These milestones must be achieved over the term of the contract. This transformation plan shall be submitted within 10 working days from the written request, failing which SENTECH reserves the right to withdraw its appointment of the preferred recommended Service Provider. • SENTECH shall have the right, at its sole and exclusive discretion, upon written notice to the Service Provider, to terminate this Agreement, in whole or in part should the SERVICE PROVIDER fail to perform any of its obligations or deliver any deliverable timeously or should SENTECH not be satisfied with the quality of any service/s in terms of this Agreement, to the satisfaction of SENTECH. • SENTECH shall furthermore have the right, because of such termination, to appoint a third party to perform the obligations of the Service Provider in terms of the Agreement and the Service Provider indemnifies SENTECH against all costs incurred by SENTECH in appointing such third party to fulfil the obligations of the Service Provider. • SENTECH shall have the right, at its sole and exclusive discretion, to

	<p>terminate this Agreement, at any time, upon 30 (thirty) days' written notice to the Service Provider.</p> <ul style="list-style-type: none"> • SENTECH reserves the right to conduct supplier due diligence at any time pre, during and post the contract period. This may include announced or unannounced site visits. • Key resource provided in response should be engage in the project, should there be resource changes the resource levels must be equivalent to the resources in the proposal, with notice and acceptance by SENTECH be understood as special condition of contract. • Service Level Agreement will be signed with the successful Service Provider. • SENTECH will renew the contract annually based on satisfactory performance review.
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8. TIMELINES FOR DELIVERY OF GOODS / SERVICES

- As soon as the PO has been issued.

9. PRICE TABLE

Bidders are requested to price as per the table below:

Description	Qty	Rate PM	Total x 36 Months
Labour cost for a cleaner per day x 8hrs			
Chemicals, cleaning equipment & 2 sanitary bins			
Management fees per month			
Uniform for 1 cleaner			
Public Liability Insurance			
	Sub Total		
	VAT		
	Grand Total		

Please insert the total LUMPSUM PRICE in the “Form of Offer” section on page 1 of this document

10. Other Requirements

Service providers to submit valid Tax pin, BBBEE certificate or affidavit, CSD report and fill in the SBD forms.

No late application will be considered.

All suppliers who responded to RFQ/ Durban OC Cleaning Services 60000784 must still response to this RFQ as the scope of works has been enhanced and the RFQ cancelled.