



## KWAZULU-NATAL PROVINCE

PUBLIC WORKS  
REPUBLIC OF SOUTH AFRICA

BID NO	: ZNT:05530 W
Description	: KZN: Department of Public Works: eThekwini Region: Mayville complex: outsourcing of cleaning services for eThekwini Region for 36 months.
Local of projects	: Mayville
Contract Period	: 36 Calendar Months
Advert date	: 14 July 2023
Closing Date	: 15 August 2023
Time	: 11h00 am
Documents available from	: Department of Public Works: eThekwini Regional Office: 455A King Department Cetshwayo Highway, Mayville – Basement Tender office, during working hours (08h00 to 15h45)
At no Cost documents to the	: The complete bid document can be downloaded from the e-Tender Portal and the Departmental website at the e-Tender Portal and the Departmental website at no cost.
Cost of tender document	: However, should any bidder require a printed /hard copy of the bid document, a non-refundable payment in the amount of R330.00 must be made for collection thereof as per the banking details indicated below. Proof of payment must be produced upon collection of the bid document.
Banking Details	: <b>Bank name: Standard Bank</b> <b>Account No: 052106446</b> <b>Account Type: Current Account</b> <b>Branch code: 057525</b> <b>Reference: 14019613</b>

### **Compulsory Pre-Tender Briefing Meeting/ Bid Clarification Meeting**

A compulsory pre-tender briefing meeting will be held on the site on a date that has been advised by SCM once the intended advert date is known.

Details of site: **Mayville Office: Conference Centre uMkhanyakude Boardroom**

Date: **01 August 2023**

Time: **11:30 am**

Closing Date and Time: **15 August 2023 at 11H00 am: 455A King Cetshwayo Highway, Mayville 4091**

**NB. Completed bid documents are only to be deposited in the Tender box no.8 at 455A King Cetshwayo Highway, Mayville 4091- Basement**

Tender Validity: **120 Days.**

Contract Period: **36 months**

**All administrative enquiries to be directed to: Mrs M Ngcobo**

**Tel: 066 535 7932/ email - [khosi.ngcobo@kznworks.gov.za](mailto:khosi.ngcobo@kznworks.gov.za)**

**All Technical Enquiries to be directed to : Mr.M.Mdlalose**

**Tel : 031 203 2218/ 072 154 2390 - [musa.mdlalose@kznworks.gov.za](mailto:musa.mdlalose@kznworks.gov.za)**

## Conditions of Tender:

### Administrative compliance

#### **Mandatory Criteria (Phase1)**

- Certified copy of Certificate of registration at bargaining council (BCCCI)
- The service provider must have **3 years of experience** in this field, please provide the **schedule of experience**.
- Only **3 Letters** of award or purchase orders must have been obtained within the **past 5 years** and must be submitted at close of tender

#### **Administrative compliance (Phase2)**

- Correctness of bid documents
- Compliance with bid regulations (registration with CSD and other prescripts requirements).

### BIDDERS TO NOTE

- 1.Requirements for sealing, addressing, delivery, opening and assessment of the bid are contained in the bid document.
- 2.Under no circumstances whatsoever may the bid document be re typed or re drafted and only bids submitted on the bid document issued by the Department will be accepted.
- 3.Bid documents must be downloaded or purchased and collected prior to the starting time of the pre tender briefing meeting. Hardcopy document - a request must be made within 5 working days from the date of advert to Khosi.Ngcobo@kznworks.gov.za / 066 535 7932
- 4.No bid documents will be issued at the pre tender briefing meeting and no site inspection meeting certificates will be issued at the pre tender briefing meeting.
- 5.Bidders need to submit the hard copy of the original completed bid/tender document together with all supporting documents and must submit the fully completed at close of tender.
- 6.Late submissions will not be accepted.
- 7.Posted, Faxed or e-mailed bids are not accepted.
- 8.Only Bidders registered on the Central Suppliers database and Bargaining Council for Cleaning (BCCCI) are eligible to submit bid.
- 9.The Department reserves the right not to award to the lowest bidder.
- 10.In addition, the Department reserves the right to conduct a detail risk assessment prior to the award of the bid.
- 11.Potential bidders must visit the sites on their own cost and arrangement to fully familiarize them with the logistics, conditions and access to the sites.
- 12.Bidders' attention is drawn to the Mandatory criteria as listed in the bid document as well as on the phased sequence of the bid evaluation process.
- 13.Documents are available from KZN Department of Public Works: eThekweni Regional Office: Basement Tender Office) 455A King Cetshwayo Highway from Monday to Friday during working hours 08h00 to 15h45 or via **Departmental website:www.kznworks.gov.za** under the section: **Tender Bids and Quotations**.
- 14.The 80/20 point system is applicable for this bid with the following Specific Goal Requirements and documentary proof as per the bid document must be provided for claiming of points for specific goals :

<b>PRICE</b>	<b>80 POINTS</b>
<b>SPECIFIC GOALS:TOTAL POINTS</b>	<b>20 POINTS</b>
<b>Ownership by People who are Women</b> <b>Documentary Proof Required:</b>	
1)Sown Affidavit, signed and dated by Commissioner of Oaths <b>and</b> 2)Certified Copy of identity Document	20 Points