

TERMS OF REFERENCE

FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE HYGIENE SERVICES

QUOTATION NUMBER: 000770

CLOSING DATE: 20 October 2023

CLOSING TIME: 11:00

Board members: Mr Thulani Tshefuta (Chairperson) | Ms Christelene Brink | Mr Lewis Nzimande | Ms Gaolape Anastacia Seokolo
Mr Nkojane Nelson Maesela | Mr Patrick Babsy Makhafane | Ms Nolukhanyo Amanda Kelengeshe | Ms Violet Matshidza
Ms Tampane Molefe-Sefanyetso | Mr Patrick Boitumelo Moopelwa | Ms Linda Dlodla | Ms Nelisiwe Nzimande
Ms Nomabandla Silinyana | Mr Marcus Ramakgale

CEO: Ms Bontle Lerumo

1. INTRODUCTION AND BACKGROUND

The Public Service Sector Education and Training Authority (PSETA) was established in accordance with the Skills Development Act, 97 of 1998, as amended. This Act seeks to provide an institutional framework to implement national, sectorial and workplace strategies to develop and improve the skills levels of the South African workforce.

PSETA currently employs 64 staff members (as per the organogram) who are housed at an office space as per the above location. The offices are measuring approximately **2800.00 square meters (2 floors)** including one bathroom and a kitchen area.

2. OBJECTIVES OF THE ASSIGNMENT

Provision of Hygiene and Cleaning services for a period of 36 Months to the PSETA Offices.

3. SPECIFICATION

The scope of work covers the following:

PSETA is situated at Woodpecker Building, 177 Dyer Street, Hillcrest, Pretoria, Service provider will be required to supply, do delivery and installation of the following.

A. DESCRIPTION OF DISPENSERS (Once off installation)

- Toilet paper holders X6
- Hand soap dispenser X3
- Toilet Seat sanitizer dispenser x12
- Urinals spray sanitizer x4
- Hand dryer x 3
- Automatic air -freshener fragrance dispenser x3

B. CONSUMABLES (DELIVERED MONTHLY)

- Jumbo single toilet paper (X15)
- Surface sanitizer foam (X10)
- She Bins (x4)

- She packet 50 (X3)
- Foam Soap (X5)
- Automated air
- Air freshener refills (X6)

C. CHEMICAL DEEP CLEANING

- 5 Toilets (twice monthly)
- 5 Basins (twice monthly)
- 2 Urinals (twice monthly)

D. Disposal of She Packets on She Bins (Weekly)

E. PEST CONTROL – Monthly

F. OFFICE PLANTS (Maintenance of plants)

- Madagascar Dragon Tree X 2 (Reception)
- Pot size 850mm to 1200mm high and 400mm to 500mm wide : Lime green with a stripe of silver –square in shape
- Sanseveria Gold mini x 1 (reception)
- Pot size 180mm to 200mm and 150mm High :silver
- Asplenium nidus x1
- Pot size 180mm to 200mm high and 130mm to 150mm wide: silver
- Dracaena Massangeana Cane Plant x2 (CEO Office)
- Pot size 850mm to 1200mm high and 400mm to 500mm wide : Silver –square in shape
- Dracaena Warnekii x2 (CFO Office)
- Pot size 850mm to 1200mm high and 400mm to 500mm wide :silver –square in shape
- Dracaena Warnekii x2 (CSE Office)
- Pot size 850mm to 1200mm high and 400mm to 500mm wide :silver –square in shape
- Dracaena Massangeana Cane Plant x2 (COO Office)
- Pot size 850mm to 1200mm high and 400mm to 500mm wide : Silver –square in shape

4. TIME FRAME

4.1. The contract will run for (36 months).

5. PROPOSAL EVALUATION AND APPOINTMENT OF SERVICE PROVIDER

5.1 The proposals will be evaluated on the 80/20 principle with 80 points being allocated for price and 20 points allocated for specific goals once the minimum functionality criteria are met. The evaluation will be based on:

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Phase 1: Functionality Evaluation		
Phase 2: Preferential Point System		Points
Price		80
Special goals		20
Black owned company	8	
Women	4	
Youth	5	
Disability	3	
Total		100

8. FORMAT OF THE BID SUBMISSION

8.1. Company profile indicating all the requirements as per the evaluation criteria

8.2. Track record and experience

8.3. Submission of all applicable documents as indicated below:

- Certified copy of doctor's certification with medical practice number. (to claim points for disability points stipulated on SBD 6.1)
- Certified copies of the director's ID's document (in order to claim points for disability as per SBD 6.1)
- Certified copy of BB-BEE certificate or sworn affidavit
- Valid Tax compliance status (TCS) PIN or proof of exemption from SARS;
- Copy of the registration document of the organisation (CIPC);
- Copy of the Central Supplier Database registration.

9. COSTING

9.1. A cost analysis must be given to cover the full project amount. The proposed project pricing must be all-inclusive (i.e. including professional fees, venue hire, travel expenses, disbursements and VAT). The PSETA may require a breakdown of rates on any of the items priced and service providers are required to provide same. Incidental costs shall be in line with the National Treasury Instruction Note 1 of 2013/14. Expenditure incurred without the prior approval of the organisation will not be reimbursed. PSETA reserves the right to negotiate the selection/prioritisation of deliverables in line with the contract price.

10. IMPORTANT MANDATORY INFORMATION FOR BIDDERS

- 10.1 Proposals must be submitted electronic, the requestion (RFQ) number must be indicated on the line subject.
- 10.2. A valid Tax compliance status (TCS) PIN or proof of exemption from SARS.
- 10.3. All Standard Bidding documents (SBD) documents must be completed and signed.
- SBD 4
 - SBD 6.1
 - Proof of registration on Central Supplier Database.
 - Three Refence letters indicating full details of organisations delivered similar services

NB: Please note that failure to submit documents requested on section 10(10.3) will render the proposal disqualified.

Bid applications must be submitted to:

Ms Lungile Mokoena

email on lungilem@pseta.org.za

Please direct all queries to **Ms Lungile Mokoena** via email on lungilem@pseta.org.za