



**small business
development**

Department:
Small Business Development
REPUBLIC OF SOUTH AFRICA

THE DEPARTMENT OF SMALL BUSINESS DEVELOPMENT (DSBD) INVITES EXPERIENCED SERVICE PROVIDERS TO RENDER COMPREHENSIVE CLEANING/HYGIENE AND PEST CONTROL SERVICES IN LINE WITH THE OCCUPATIONAL HEALTH AND SAFETY ACT AND THE EXISTING COVID19 REGULATIONS AND PROTOCOLS

DSBD 0001 Corp/2022

Date issued : 10 June 2022

Closing date and time : 01 July 2022

Bid Validity Period : 120 days

TENDER BOX ADDRESS:

Supply Chain Management

77 MEINTJIES STREET

3rd FLOOR, BLOCK G

the dti CAMPUS

SUNNYSIDE

0001

1. PURPOSE

The purpose of these terms of reference is to appoint a service provider who will provide comprehensive cleaning, hygiene and pest control services for the Department over a specified period of 11 months from the signing of the SLA which will expire not later than 31 May 2023. (15 June 2022 – 31 May 2023)

- 1.1 In line with the Occupational Health and Safety Act (OHSA), the Department seeks to appoint a service provider with expertise and experience on provision of Cleaning, Hygiene and fumigation (pest control) services.
- 1.2 Following the pronouncement of the Country's lockdown in relation to the Covid19 pandemic, the Department of Public Service and Administration (DPSA) together with the Department of Employment and Labour (DOEL) have published regulations and guidelines that all Employers are required to comply with the defined regulations to curb the spread of the COVID19 at the workplace. This means that all hygiene protocols will be adhered to even post lockdown.

2. INTRODUCTION AND BACKGROUND

- 2.1 **The Department (DSBD)** currently occupies Block G in **the dti** campus which requires cleaning, hygiene and pest control services. These services will be required for a period of 11 months from the signing of the SLA which will expire not later than 31 May 2023. (15 June 2022 – 31 May 2023)
- 2.2 The space that is occupied at Block G office block has a floor area of approximately 2 610m² and consists of the first floor (1800m²) and a portion of ground floor (810m²). Both floors comprise of carpet tiles, wall to wall carpets and tiles. The floor area has open-plan and cellular offices as well as Boardrooms.

ITEMS	DESCRIPTION	QUANTITY	LOCATION
Kitchen	With appliances and BIC	1	1 st floor – East wing
		1	1 st floor – Main entrance

Serving area Kitchenette with serving area	With buffet counter and BIC	1	1st floor – Main entrance
	With buffet counter and BIC	1	Ground floor – East wing
Kitchenette with pause area	With appliances, BIC and dining set-up	1	1 st floor – East wing
		1	1 st floor – West wing
		1	Ground floor – East wing
Ablutions	Male toilets with two (2) cubicle each	1	1 st floor - East wing
		1	1st floor – West wing
		1	Ground floor – East wing
Ablutions	Female toilets with two (2) cubicles each	1	1 st floor – West wing
Ablutions	Female toilets with three (3) cubicles each	1	1st floor - East wing
		1	Ground floor – East wing
Ablutions	Disabled (single)	1	1 st floor East wing
		1	Ground floor-East wing

2.3 The department is mandated to promote compliance to the Occupational Health and Safety Act, Basic Conditions of Employment Act, General Building Regulations and other related legislation that promote a conducive work environment for its Employees and Clients. therefore, the bidder must maintain compliance levels.

2.4 The appointed bidder will be responsible for day-to-day cleaning of the building and compliance with the Covid19 hygiene protocols as detailed on annexure A.

3. DELIVERABLES

To render specialised cleaning, hygiene and pest control services at **the dti** Campus, Block G for a period of 11 months from the date of signing the SLA which will expire not later than the 31st May 2023 (*15 June 2022 – 31 May 2023*).

3.1 Provide an experienced supervisor, cleaning personnel, equipment, signage, and consumables to successfully deliver the required service to DSBD.

3.3. Ensure that equipment and material used on site are in compliance with Occupational Health and Safety Act no. 85 of 1983 and any regulations promulgated in terms of this act as well as SANS. Submit a material safety data sheet for each applicable item.

3.4 Maintain the contract in accordance with the cleaning specification that is attached as annexure A.

3.4.1 General day to day cleaning of offices and designated areas.

3.4.2 Hygiene services (Including deep cleaning of sewerage pipes).

3.4.3 Pest control services (Fumigation (pest control), gel and rodent management).

3.4.4 Supply and replenishment of consumables in ablution facilities.

3.4.5 Supply, installation and replenishment of hand sanitizer containing 70% alcohol and consumables for dispensers, including the recharging of batteries at designated areas.

3.4.6 Supply, Installation and replenishing of domestic equipment in ablutions, kitchens and common areas: Dispensers, Hand towels, sanitiser and Soap.

3.4.7 Deep cleaning (Dry powder carpet cleaning services).

3.4.8 Deep cleaning (Wet carpet cleaning services).

3.4.9 Upholstery services (Office Chairs and Couches).

3.4.10 Other general work (empty Shredders, refill Air Coolers with water).

ANNEXURE A

CLEANING SPECIFICATION

- The Cleaning Specification is as follows and will form part of the Service Level Agreement. The services rendered will be measured against the signed Service Level Agreement and penalties will be imposed should there be non-compliance to the SLA.

Frequency Key:

Daily = Monday to Friday

Weekly = once a week Monday to Friday

Daily check and carry out task when necessary = to be checked once a day and clean if necessary but should be fully cleaned once a week as a minimum.

Saturday and Sunday – Deep cleaning, Pest Control and Emergency services.

DAY-TO-DAY CLEANING

CLEANING ITEM	DESCRIPTION OF TASK	FREQUENCY
LOCATION: All floors core cleaning		
Break Glass Alarm Points	Dust clean and damp wipe	Daily
Vacuum cleaning	Carpet tiles - Vacuum clean (Notify FM Services daily of any spills on carpet tiles)	Weekly
Deep cleaning of carpets (Dry)	Carpet tiles in open plan and wall to wall carpets in offices and boardrooms	In the event of emergency/ unplanned
Deep cleaning of carpets (Wet)	Carpet tiles in open plan and to wall to wall carpets in offices and boardrooms	Every 3 months
Consumables Supplies (Toilet Rolls, Hand Towels)	Check stock points, replenish and ensure continuous availability	Daily
Signage	Dust clean	Daily
Desk Surfaces (Including Waiting Area & Office Spaces)	Clean with surface disinfectant regularly	Two times Daily
Desk Surfaces (Including Waiting Area & Office Spaces)	Clean with clean water only and dry wipe, any uncovered work surface. Polish dry.	Daily

CLEANING ITEM	DESCRIPTION OF TASK	FREQUENCY
Dispensers & Waste-holders (All toilets and kitchens)	Wipe clean with surface disinfectant and dry wipe	Daily
Doors	Clean with surface disinfectant. Remove dust, dirt, finger marks and smudges from surface, frame, handles, finger-plates and push-plates. Surfaces shall be left dry and free from cleaning marks.	Daily check and clean as necessary
Doors	Wipe main entrance door handles with surface disinfectant during Covid-19 lockdown/Pandemic	Two times Daily
Door Releases / Entry Switches	Dust clean	Daily
Evacuation Chairs	Wipe clean and dry wipe	Daily
Fire Extinguishers	Dust clean extinguisher and base unit ensuring they are in their correct position. Vacuum clean under unit.	Daily
All Interior Glass in internal office areas	Clean with window cleaner. Remove dust, dirt, finger marks and smudges. Surfaces shall be left dry and free from cleaning marks.	Daily
Laminate Signage	Wipe clean and dry wipe	Daily
Light Switches	Dust clean	Daily
Mirrors	Clean and dry-wipe to leave smear-free	Daily
Paintings	Dust clean glass and wooden frame	Daily
Cleaning of shredding machines	Remove full bags, fit in new liner and clean the shredding machine	Daily
LOCATION: All Floors (Including toilets, offices, kitchens, meeting rooms & internal corridors, storerooms)		
Skirting Boards / Architraves	Wipe clean and dry wipe	Daily
Steel Floor Plates Underneath Doors	Wipe clean and dry wipe	Daily
Telephones	Dust clean and wipe with surface disinfectant	Daily
Upholstered Seats	Vacuum clean to remove all dust; refuse particles and fluff	Daily

CLEANING ITEM	DESCRIPTION OF TASK	FREQUENCY
Upholstered Seats	Steam cleaning of Chairs and Couches	Annually
Tiled Floors	Spot mop to remove spillage or other soilage. Surface should be left dry and free from cleaning marks.	Daily
Wall Surfaces	Spot clean and remove all spill or collision marks	Daily check and clean as necessary
Windowsills (Standard Reach)	Dust clean sills and frames	Weekly
Window Blinds	Vacuum clean all slats	Weekly
Waste Bins (General Rubbish)	Empty & fit new liner. Replace bin to original position.	Daily
Water Coolers (All Floors) Exterior Surfaces	Clean, remove lime scale marks, rinse and dry wipe to leave smear-free.	Daily
Wooden Surfaces (Including Purple Modesty Screens)	Clean with clean water only and dry wipe, any uncovered work surface. Polish dry.	Daily
LOCATION: Reception Areas and Internal Lobbies– Block G		
Desk Surfaces	Clean with clean water only and dry wipe, any uncovered work surface. Polish dry.	Daily
Desk Surfaces	Wipe with surface disinfectant.	Two times Daily
Wooden filing cabinets	Clean with clean water only and dry wipe, any uncovered work surface. Polish dry removing cleaning marks with a dry cloth or paper towel if necessary.	Daily
General Waste Bins	Empty & fit new liner. Replace bin to original position.	Daily
Non-desk wooden surfaces (i.e. cupboard tops)	Clean with clean water only and dry wipe, any uncovered work surface. Polish dry.	Daily
Wooden Book Cases and display cabinets	Clean with clean water only and dry wipe, any uncovered work surface. Polish dry removing cleaning marks with a dry cloth or paper towel if necessary.	Daily

CLEANING ITEM	DESCRIPTION OF TASK	FREQUENCY
Glass Doors (Interior)	Clean with window cleaner. Remove dust, dirt, finger marks and smudges from surface, frame, handles and push plates. Surfaces shall be left dry and free from cleaning marks.	Daily
Stainless Steel Handles and Locks on Glass Doors (Interior)	Wipe clean and dry wipe	Daily
Stainless Steel Handles and Locks on Glass Doors (Interior)	Wipe with surface disinfectant.	Two times Daily
Carpeted Mats	Vacuum clean	Daily
Tiles	Spot mop to remove spillage or other spoilage. Surface should be left dry and free from cleaning marks.	Daily
Upholstered Seats Outside Meeting Rooms	Vacuum clean to remove all dust; refuse particles and fluff	Daily
LOCATION: Other Entrances and Areas – Block G		
Concrete Floors	Sweep with hard brush and dispose of debris Wash & disinfect as and when necessary.	Weekly
Doors	Clean with clean water only. Remove dust, dirt, finger marks and smudges from surface, frame, handles, finger plates and kick plates. Surfaces shall be left dry and free from cleaning marks.	Weekly
LOCATION: Lobby Areas		
Bins	Empty contents into designated refuse bin in car park and replace bin to original position.	Daily
LOCATION: Meeting Rooms		
Tea Points	Clean with surface disinfectant and dry wipe, all surfaces. Drip tray to be removed and hygienically cleaned with surface disinfectant and replaced.	Daily

CLEANING ITEM	DESCRIPTION OF TASK	FREQUENCY
Table Surfaces – Top	Clean with water and sanitise with surface disinfectant and dry wipe, any uncovered work surface.	Two times Daily
Table Surfaces - Bottom	Check and remove any chewing gum from the underside of the tables. Clean with clean water only if necessary to ensure all spill marks are removed.	Weekly
Chairs	Clean wooden frame with clean water only and dry wipe. Vacuum clean fabric.	Weekly
LOCATION: X 6 Kitchens / Tea Points Ground to All Floors		
Cupboards and Sink	Clean with water only and dry wipe laminate/granite tops, sinks, doors and cupboard interiors. Polish dry.	Daily
Dish Cleaning	Clean dishes in all the Kitchens in the morning before 10am and afternoon before 3pm	Twice daily
Kitchen Work Surfaces	Clean with disinfectant spray, rinse and dry wipe, all work surfaces. Polish dry.	Daily
Hydro Boilers	Clean with clean water only and polish dry.	Daily
General Waste Bins	Empty & fit new liner. Replace bin to original position.	Daily
Cupboard Doors	Wipe clean and dry wipe	Daily
Microwaves	Full deep clean and dry wipe of exterior and interior, disinfect	Daily
Fridges	Damp wipe and wipe dry Fridge exterior, disinfect	Daily

HYGIENE SERVICES – MONTHLY (once-off installation of related equipment)

QUANTITY	DESCRIPTION	DESCRIPTION OF TASK	FREQUENCY
10	SHE-bins with plastic liners and disposable bags	Supply bins and service SHE– bins	Once daily check and carry out task when necessary.

			Compulsory disposal in line with NEMA.
10	SHE-packets	Install equipment and refill	Install equipment once and then daily check and refill when necessary.
13	Toilet seat spray (foam)	Install equipment and refilling the seat wipes	Install equipment once and then daily check and refill when necessary
13	Toilet pan hygiene auto janitors	Install hygienic detergent dosing auto janitors to toilet pans	Install equipment once and then daily check and refill when necessary
8	Wall mounted air-freshener holders	Install equipment and refilling of air-freshener.	Install equipment once and then daily check and refill when necessary
14	Hand soap dispenser	Install equipment's and refilling of hand wash soap.	Install equipment once and then daily check and refill when necessary
5	Urinal auto-genitors	Install equipment and refill	Install equipment once and then daily check and refill when necessary
8	Hand towel dispensers rolls in toilets	Install equipment and refill	Install equipment once and then daily check and refill when necessary
13	Toilet paper dispensers (TR3)	Install equipment and refill	Install equipment once and then daily check and refill when necessary

11	Hand towel dispensers rolls in kitchens and boardrooms	Install equipment and refill	Install equipment once and then daily check and refill when necessary
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CONSUMABLES – DAILY (as and when required)

DESCRIPTION	DESCRIPTION OF TASK	FREQUENCY
Toilet paper (1 ply, white, 500 sheets, SABS approved)	Supply and replenish, when necessary, no cases of no toilet paper will be tolerated	Daily check and carry out task when necessary
Centre feed, perforated hand paper towel (white, SABS approved)	Supply and replenish, when necessary, no cases of no paper towel will be tolerated	Daily check and refill when necessary
Hand soap - foamy with moisturiser	Supply and replenish, when necessary, no cases of no hand soap will be tolerated	Daily check and refill when necessary
Automatic spray air-freshener	Supply and replenish (including batteries). No cases of no air-freshener will be tolerated	Daily check and refill when necessary
Refuse bags: <ul style="list-style-type: none"> • SHE bins • Office/Boardroom/Kitchen bins • General bags 	Supply	Daily check and refill when necessary
Pee mats	Supply	Replace monthly
SHE packets	Supply	Replace monthly

PEST CONTROL – ONCE EVERY 3 MONTHS

Services Required:	<ul style="list-style-type: none">• Quarterly fumigation (pest control). Insect / rat / vermin control to internal office space including kitchens and outside space.• Fumigation (pest control) schedule to be provided by supplier, agreed to by DSBD Facilities Manager, and updated where necessary.• SANS approved, environmentally friendly products and allergy free products to be used.• Rat traps inside and outside the building including building perimeters and basements.
<ul style="list-style-type: none">• The service provider must submit a completion certificate and material data sheet for each interval.	

- Provide the required cleaning personnel to successfully deliver the required service to DSBD. The service provider must provide for at least 5 x cleaning personnel of which 1 must be a supervisor and 1 allocated to the waste area and surrounding areas (not restricted to). The supervisor and 1 employee dedicated to the waste area and the surrounding areas must be able to render services where necessary in the building. Working hours are from 06h30 till 15h30 weekdays only. In exceptional circumstances (including emergencies and scheduled pest control and deep cleaning) after-hour services may be requested at DSBD's discretion.
- Responsible for the provision and management of all equipment and materials necessary to provide the specific service. Ensure that equipment and material used on site are in compliance with Occupational Health and Safety Act no. 85 of 1983 and any regulations promulgated in terms of this act as well as SANS and National Environmental Management Act (NEMA).

4. METHODOLOGY AND DESIGN

4.1 The intervals and frequency for each service will be guided by **Annexure A**.

4.2 The Service provider must allocate the relevant Uniform, PPE, consumables and equipment for this project.

4.3 The service provider is expected to appoint a supervisor who will monitor work done jointly with a Departmental representative.

5. SCOPE OF WORK

5.1 DAY TO DAY CLEANING

- 5.1.1 Offices (floors, furniture, walls, door handles)
- 5.1.2 Wiping of all surfaces (working stations, door handles, printers) twice per day with the surface disinfectant and keeping records.
- 5.1.3 Designated areas (Boardrooms, Kitchens/pause areas)
- 5.1.4 Outdoors and perimeter

5.2 DEEP CLEANING AND UPHOLSTERY

- 5.2.1 Deep clean all carpets
- 5.2.2 Wet wipe all skirtings
- 5.2.3 Wet wipe all window seals
- 5.2.4 Spot clean Blinds
- 5.2.5 Upholstery cleaning of Chairs and Couches

5.3 HYGIENE SERVICES

- 5.3.1 Supply, install and maintain hygiene and other related equipment.
- 5.3.2 Refill related consumables including those related to Covid19 (DSBD will provide related refills).
- 5.3.3 Service sanitary equipment.
- 5.3.4 Pressure clean ablutions.

5.4 PEST CONTROL SERVICES

- 5.4.1 Fumigation (pest control): Insect / rat / vermin control to internal office space including kitchens, storage, and outside space.

ANNEXURE B

PRICING SCHEDULE - FIRM PRICES (SERVICES)

NAME	OF	SUPPLIER:
.....		
DATE:		

Render cleaning, pest control and hygiene services in Block G which is situated in **the dti** campus for a period of 11 months/ from effective date not exceeding May 2023 (*15 June 2022 – 31 May 2023*).

DESCRIPTION	ALL INCLUSIVE MONTHLY FEE	ALL INCLUSIVE TOTAL PRICE FOR 11 MONTHS
Cleaning services – Total of 5 cleaners <ul style="list-style-type: none">• X 4 General Cleaners• X 1 Supervisor (Labour deemed to be inclusive of equipment costs)	R.....p/m	R.....p/a
Hygiene equipment service inclusive of once off installation (Refer to paragraph 3: Hygiene equipment)	R.....p/m	R.....p/a
Pest control once a quarter (Refer to paragraph 3: Pest Control) Every 3 months	R.....p/m	R.....p/a

Consumables (Refer to paragraph 4: Consumables)	R.....p/m	R.....p/a
Deep Cleaning of Carpets and upholstery cleaning of furniture (2610 m ²) 4 x a year	R..... Every 3 months	R.....p/a
PROVISIONAL 132 HOURS	R..... 12 hours per month	R.....
SUBTOTAL		R
ANNUAL COST		R.....
TOTAL BID PRICE FOR 11 MONTHS CONTRACT PERIOD IN LINE WITH THE CLEANING SPECIFICATION AND *ALL APPLICABLE TAXES		R.....

- a) The bidder's total bid price for this contract is deemed as final.
- b) The bidder's total bid price must be all inclusive in line with the specifications, *all applicable taxes for the service.
- c) The bidder must ensure that they quote a fixed price for the 11 months contract period.
- d) Period required for commencement with project after acceptance of bid. (Period may be negotiated as per the SLA) _____ **days**

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.*

6. DUE DILIGENCE

6.1 All cleaning personnel shall be subjected to screening and therefore services providers are advised to ensure their employees have no criminal records and have a valid South African identification.

7. QUALIFICATIONS AND EXPERIENCE OF THE PROSPECTIVE SERVICE PROVIDER (MANDATORY REGULATORY REQUIREMENTS)

NO	MANDATORY CRITERIA	COMPLY/NOT COMPLY
1.	The bidder must be registered with the National Contract Cleaning Association (NCCA). The bidder must provide proof of registration	

	for NCCA. Failure to attach above proof will invalidate such bid(s).				
2.	The bidders must be register in terms of Section 28 of the Unemployment Insurance Act (UIF) 1996. (Attach valid copy of certificate or proof of application (one month valid prior to the closing date of the bid. Failure to attach above proof will invalidate such bid(s))				
3.	The bidders must be register in terms of Compensation for Occupational Injuries and Diseases Act (COIDA) 1993 with the Department of Labour. (Attach valid copy of the certificate), on the closing time and date of the RFB. Failure to attach will invalidate the bid.				
4.	The bidder must submit the health and safety plan indicating the occupational health and safely compliance				
5.	The bidding company must have at least two (2) years' relevant experience in delivering specialised cleaning services and at least 3 references in a similar environment.				
6.	Proof of relevant experience must be provided by means of three (3) contactable references of similar magnitude or higher. Reference letters from former clients must be submitted, not older than 3 years from the closing date of the Tender.				
7.	<p>A total of five (5) cleaning staff are required for this bid of whom three (3) employees must have at least two (2) years' experience in rendering cleaning services. Bidders must submit a list of proposed staff in the following format: 1st column: name and surname of key staff member; 2nd column: ID number and 3rd column: number of years for relevant experience (as indicated in below table).</p> <table border="1"> <tr> <td>Name and Surname</td><td>ID number of key staff member</td><td>Number of years' for relevant experience</td></tr> </table>	Name and Surname	ID number of key staff member	Number of years' for relevant experience	
Name and Surname	ID number of key staff member	Number of years' for relevant experience			
9.	The Supervisor must have at least five (5) years' cleaning supervision experience and the CV must be attached.				
10.	CV's for the proposed Team must be submitted.				
11.	Accreditation certificate on pest control services.				

8. TIMEFRAME

The contract/order will be appointed for a period of 11 months or till 31May 2023 (*15 June 2022 – 31 May 2023*)

9. CONDITIONS OF TENDER

9.1 Please note that the General Conditions of Contract (GCC) shall be applicable

9.2 The bid must be signed by authorised official in your company.

9.3 In rendering the above services, the service provider will be required to be on standby and available at short notice.

9.4 The intervals and frequency will be guided by **annexure A**.

9.5 The Service provider must provide the relevant Uniform, PPE, and equipment for this project.

9.6 The service provider is expected appoint a supervisor to monitor work done jointly with a Departmental representative.

10. TENDER EVALUTION CRITERIA

i. Phase 1: Preliminary evaluation (Compliance evaluation)

Supply Chain Management will conduct a preliminary compliance evaluation of all proposals and only those that have complied in terms of procurement requirements (i.e. registered on CSD, tax complaint and any other requirement that would have been indicated in the bid document).

ii. Phase 2: Functionality Evaluation

The second phase will be the evaluation to determine the capability of the service provider to deliver on the specified requirements. The following key score shall be applied for the evaluation on functionality. Only service providers that score 70% out of 80 points (56 points) and above on functionality will go through to Phase 3.

0	1.	2.	3.	4.	5.
Nonresponsive	Poor (significantly below requirements)	Inadequate (below requirements)	Good (meets requirements)	Very good (above requirements)	Excellent (significantly above requirements)

No	Category	Weight	Total
1.	Experience of proposed organisation/ service provider	60	
1.1	<p>The organisation/ service provider must have a minimum of 2 years proven record rendering specialised cleaning, hygiene services and Pest control.</p> <ul style="list-style-type: none"> • Organisation has taken 1-2 similar projects = 1 • Organisation has taken 2-3 similar projects = 2 • Organisation has taken 3-4 similar projects = 3 	15	

	<ul style="list-style-type: none"> • Organisation has taken 4-5 similar projects =4 • Organisation has taken 6 or more similar projects = 5 		
1.2	<p>Expertise and knowledge of the requested services and materials with certification on the following: Cleaning, Hygiene, Safety and Fumigation (pest control) services.</p> <ul style="list-style-type: none"> • Valid Certificate in (4 and above services) =5 • Valid Certificate (3 services) = 4 • Valid Certificate (all 2 services) = 3 • Certificate (one or more services) = 2 	10	
1.3	<p>The Supervisor must have a minimum of 5 years with comprehensive knowledge, experience, and expertise in the field of Cleaning, Hygiene, Safety and Fumigation (pest control) services.</p> <ul style="list-style-type: none"> • 1 year experience as Supervisor in the Cleaning, Hygiene, Safety and Fumigation (pest control) services =1 • 2 years' experience as Supervisor in the Cleaning, Hygiene, Safety and Fumigation (pest control) services =2 • 3 to 4 years' experience as Supervisor in the Cleaning, Hygiene, Safety and Fumigation (pest control) services =3 • 5 years' experience as Supervisor in the Cleaning, Hygiene, Safety and Fumigation (pest control) services =4 <p>or more years' experience as Supervisor in the Cleaning, Hygiene, Safety and Fumigation (pest control) services =5</p>	15	
2.	Related response to scope of work	35	
2.1	<p>Cleaning Services</p> <p>Similar Magnitude of work over 2 year and above= 5</p> <p>Similar Magnitude of work over 2 years = 4</p> <p>Similar Magnitude of work less than 2 years =3</p>	15	
2.2	<p>Hygiene and Safety</p> <p>Similar Magnitude of work over 2 year and above= 5</p> <p>Similar Magnitude of work over 2 years = 4</p> <p>Similar Magnitude of work less than 2 years =3</p>	10	

2.3	Pest Control and Fumigation (pest control) Similar Magnitude of work over 2 year and above= 5 Similar Magnitude of work over 2 years = 4 Similar Magnitude of work less than 2 years =3	10	
3.	Company profile reflecting project implementation plan	30	
3.1	Project Management with detail implementation plan Company profile with detailed project plan = 5 Company profile with project plan = 4 Company profile or Project plan = 3		
Total score		100	

iii. Phase 3: Price and BEE Contribution status level

Please note that only service providers that scores 70 points and above on functionality will be evaluated on price and BEE

The bid price must be inclusive of VAT and quoted in RSA currency

	80/20 PRINCIPLE	POINTS
1	Price	80
2	B-BBEE status level of contribution	20
	MAXIMUM POINTS	100

The 80/20 Preference points system will be applied using the below formula to calculate price:

The following formula will be used to calculate the points for price: Criteria	Points
Price Evaluation $P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	80

Where,

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{min} = Comparative price of lowest acceptable bid

In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table as set out in the Preference Points Claim Form (SBD 6.1).

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

11. CONTRACTUAL PERIOD:

The project will be scheduled for a period of 11 months from the signing of the SLA and not later than 31 May 2023. *(15 June 2022 – 31 May 2023)*

12. ENQUIRIES:

12.1 Direct all content specific questions to:

Ms Nompumelelo Radebe
Email: Nradebe@dsbd.gov.za

12.2 Direct all tendering processes questions

The email address to which tender related questions of clarity must be submitted is dsbdtenders@dsbd.gov.za

12.3 If questions cannot be answered immediately, they will be responded to within 48 hours after the enquiry was lodged

ANNEXURE A

Please note this checklist must be completed and submitted together with the **Financial Proposal** (Envelope 1)

Document that must be submitted	Non-submission may result in disqualification?	
Invitation to Bid – SBD 1	YES/NO	Complete and sign the supplied pro forma document
Tax Status	YES/NO	i. Proof of Registration on the Central Supplier Database (Refer Section 4.1.5) ii. Vendor number iii. In the event where the Bidder submits a hard copy of the Tax Clearance Certificate, the CSD verification outcome will take precedence.
Pricing Schedule- SBD 3.3	YES/NO	Complete and sign the supplied pro forma document
Declaration of Interest – SBD 4	YES/NO	Complete and sign the supplied pro forma document
Preference Point Claim Form – SBD 6.1	YES/NO	Non-declaration and non-submission of the Sworn Affidavit and a valid BEE Certificate issued by a SANAS Accredited supplier will lead to a zero (0) score on BBBEE
Registration on Central Supplier Database (CSD)	NO	The Service Provider must be registered on the CSD. If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number. Submit proof of registration.
Functional Proposal including Mandatory documents (Envelope 2)	YES	Submit a functional proposal in line with the Terms of Reference including the SBD documents above.
Pricing Schedule (Envelope 1)	YES	Submit full details of the pricing proposal

ANNEXURE B

The below checklist must be completed and submitted together with the functional proposal (Envelope 2)

CRITERIA	YES	NO	N/A
Did the service provider include the cover page with company name, address and contact person(s) and contact details?			
Did the service provider indicate company background i.e., history, strengths, experience, size, and client list?			
Did the service provider include Proof of accreditation certification?			
Did the service provider included information or data management specialist with expertise in data mapping, processes, and quality assurance and must produce portfolio of evidence of data management projects undertaken?			
Did the service provider include CV, profile and relevant qualification(s) in statistics and extensive working experience in data management of the proposed Data Management Specialist (s)?			
Did the service provider included at least Ten (10) years working experience in M&E and advanced training in M&E Project lead Manager (s) qualification post-graduate qualification preferred a master's degree or a PhD			
Did the service provider include at list Three (3) similar M&E verifiable references and portfolio of evidence (PoE) results-based project performed by the organisation?			
Did the service provider include a detailed project plan in their proposal?			
Did the service provide included at least Three (3) references of the evaluation specialist experience of successful undertaken various types of evaluations			

ToR Approved

YES

☐

NO

☐

Norbit Williams
Acting Chief Director
Corporate Management
Date: _____