

PA-04 (GS): NOTICE AND INVITATION TO BID

THE DEPARTMENT OF PUBLIC WORKS INVITES BIDDERS FOR THE PROVISION OF CLEANING SERVICES FOR A PERIOD OF TWENTY FOUR MONTHS

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| Project title: | SOMERSET EAST, COOKHOUSE, ADELAIDE AND BEDFORD MAGISTRATE'S OFFICE: PROVISION OF CLEANING SERVICES FOR A PERIOD OF TWENTY FOUR (24) MONTHS |
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| Bid no: | PEC 05/2022 | | |
| Advertising date: | 18/11/2022 | Closing date: | 13/12/2022 |
| Closing time: | 11:00 AM | Validity period: | 84 days |

Only bidders who are responsive to the following responsiveness criteria are eligible to submit bids:

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| 1. | <input checked="" type="checkbox"/> | Bid offer must be properly received on the bid closing date and time specified on the invitation, fully completed and signed in ink. |
| 2. | <input checked="" type="checkbox"/> | Submission of other compulsory returnable schedules / documents as per (PA-09 (GS)): List of returnable documents. |
| 3. | <input type="checkbox"/> | Submission of (PA-16): Preference points claim form in terms of the Preferential Procurement Regulations 2017. |
| 4. | <input type="checkbox"/> | Compliance to Local Production and Content requirements as per PA36 and Annexure C |
| 5. | <input type="checkbox"/> | Registration on National Treasury's Central Supplier Database (CSD) |
| 6. | <input checked="" type="checkbox"/> | Compliance with Pre-qualification criteria for Preferential Procurement |
| 7. | <input checked="" type="checkbox"/> | Use of correction fluid is prohibited |
| 8. | <input type="checkbox"/> | Bidders should initial next to each and every corrections made on DPW-07 and BOQ |
| 9. | <input checked="" type="checkbox"/> | Special conditions of bid will apply on evaluation of this tender. |
| 10. | <input checked="" type="checkbox"/> | The Basic hourly rate per cleaner as published in terms of Sectoral Determination 1 Contract Cleaning Sector of South Africa as at the closing date for Metropolitan area & Other Local Municipalities |
| 11. | <input type="checkbox"/> | Specify other responsiveness criteria |

Indicate administrative requirements applicable for this tender. Tenderers may be required to submit the below documents where applicable.

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| 1 | <input checked="" type="checkbox"/> | Any correction to be initialled by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of board/s of directors / or PA15.3 Special Resolution of Consortia or JV's . |
| 2 | <input checked="" type="checkbox"/> | Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture. |
| 3 | <input checked="" type="checkbox"/> | Submission of (PA-11): Declaration of Interest and Tenderer's Past Supply Chain Management Practices. |
| 4 | <input type="checkbox"/> | Submission of (PA-29): Certificate of Independent Bid Determination. |
| 5 | <input checked="" type="checkbox"/> | Submission of (PA 40): Declaration of Designated Groups for Preferential Procurement. |
| 6 | <input checked="" type="checkbox"/> | Submission of proof of Registration on National Treasury's Central Supplier Database (CSD). |
| 7 | <input type="checkbox"/> | Submission of record of attending compulsory virtual bid clarification / site inspection meeting. |
| 8 | <input checked="" type="checkbox"/> | Submit a valid certified letter of good standing issued by the Department of Labour (COIDA) within 21 days upon receipt of appointment letter. |
| 9 | <input checked="" type="checkbox"/> | Duly completed DPW 07 and Bill Of Quantities, (as per Special Conditions of Bid)(Submission of duly completed Sworn Affidavit, to reflect financial year end date and BBEES)Special bid conditions will apply. |

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| 10 | <input checked="" type="checkbox"/> | Submission of a duly completed Sworn Affidavit reflecting a Financial Year End date and a BBBEE Status Or Valid BBEEE Certificate. Special bid conditions will apply. |
| 11 | <input checked="" type="checkbox"/> | Compliance to Local Production and Content requirements as per PA 36 and Annexure C. |
| 12 | <input checked="" type="checkbox"/> | Submission of (PA-16) Preference point claim form in terms of Preference Regulation 2017, and a non-compulsory tender briefing for this project. |

Tenderer must comply with the Pre-qualification criteria for Preferential Procurement listed below

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| <input checked="" type="checkbox"/> | A tenderer having stipulated minimum B-BBEE status level of contributor: <input checked="" type="checkbox"/> Level 1 or <input type="checkbox"/> Level 2 or <input type="checkbox"/> Level 3 |
| <input type="checkbox"/> | An EME or QSE |
| <input type="checkbox"/> | A tenderer subcontracting a minimum of 30% to: <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people who are youth <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people who are women <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people with disabilities <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people living in rural or underdeveloped areas or townships <input type="checkbox"/> A co-operative which is at least 51% owned by black people <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people who are Military veterans <input type="checkbox"/> An EME or QSE; |

This bid will be evaluated according to the preferential procurement model in the PPPFA:
(Tick applicable preference point scoring system)

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| <input checked="" type="checkbox"/> 80/20 Preference points scoring system | <input type="checkbox"/> 90/10 Preference points scoring system | <input type="checkbox"/> Either 80/20 or 90/10 Preference points scoring system |
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In case where below/above R 50 000 000 is selected, the lowest acceptable tender will be used to determine the applicable preference point system.

Note: Functionality will be applied as a prequalification criterion. Such criteria is used to establish minimum requirements where after bids will be evaluated solely on the basis of price and preference.

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| Minimum functionality score to qualify for further evaluation: | 0 |
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| Functionality criteria: | Weighting factor: |
|-------------------------|-------------------|
| N/A | |
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| Total | 100 Points |

Subject to sub-regulation 6(2) and /or 7(2), points must be awarded to a tenderer for attaining B-BBEE status level contributor in accordance with the table below:

| B-BBEE Status Level of Contributor | Number of Points (90/10 system) | Number of Points (80/20 system) |
|------------------------------------|---------------------------------|---------------------------------|
| 1 | 10 | 20 |
| 2 | 9 | 18 |
| 3 | 6 | 14 |
| 4 | 5 | 12 |
| 5 | 4 | 8 |
| 6 | 3 | 6 |
| 7 | 2 | 4 |
| 8 | 1 | 2 |
| Non-compliant contributor | 0 | 0 |

- The points scored by a tenderer in respect of the level of BBBEE contribution contemplated in sub regulation 6(2) and 7(2) must be added to the points scored for price as calculated in accordance with sub regulation 6(1) and 7(1) respectively
- Subject to regulation 11(1), the contract must be awarded to the tenderer who scores the highest total number of points.
- A contract may be awarded to a tenderer that did not score the highest total number of points, only in accordance with section 2 (1) (f) of the Act

COLLECTION OF BID DOCUMENTS:

- ☒ Bid documents are available for free download on e-Tender portal www.etenders.gov.za
- ☒ Alternatively; Bid documents may be collected during working hours at the following address CNR OF HANCOCK & REBERT STREET GQEBERHA (P.E), EBEN DONGES, 2nd FLOOR 6056. A non-refundable bid deposit of R 200,00 is payable, (Cash only) is required on collection of the bid documents.
- ☒ A **non-compulsory** pre bid meeting with representatives of the Department of Public Works will take place at Cookhouse Magistrate Office on 01/12/2022 starting at 13h00. Venue Cookhouse Magistrate Office Magistrates. *(if applicable)*

ENQUIRIES RELATED TO BID DOCUMENTS MAY BE ADDRESSED TO:

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| DPW Project Leader: | Siyabulela Mandla | Telephone no: | 041 408 2048 |
| Cell no: | 066 471 1344 | Fax no: | |
| E-mail: | Siyabulela.Mandla@dpw.gov.za | | |

DEPOSIT / RETURN OF BID DOCUMENTS:

Telegraphic, telephonic, telex, facsimile, electronic and / or late tenders will not be accepted.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the bid document.

All tenders must be submitted on the official forms –

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| <p>BID DOCUMENTS MAY BE POSTED TO:</p> <p>THE DIRECTOR -GENERAL DEPARTMENT OF PUBLIC WORKS PRIVATE BAG X 3919 Gqeberha/ Port Elizabeth 6065</p> <p>ATTENTION: PROCUREMENT SECTION: ROOM 292-294</p> <p><i>POSTED TENDERS MUST BE RECEIVED PRIOR CLOSING DATE AND TIME AT 11H00 BY THE DEPARTMENT</i></p> | <p>OR</p> | <p>DEPOSITED IN THE TENDER BOX AT:</p> <p>Cnr Hancock & Roberts street Eben Donges Building Hancock street Ground floor</p> |
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COMPILED BY:

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| Siyabulela Mandla | | PM | 16/11/2022 |
| Name of Project Leader | Signature | Capacity | Date |