



## SUPPLY CHAIN MANAGEMENT

**PROJECT DESCRIPTION:** RENTAL, SUPPLY, INSTALLATIONS & MAINTENANCE OF HYGIENE EQUIPMENTS AND CONSUMABLES AT GAUTENG NERVE CENTRE, SHOSHOLOZA MEYL JUNCTION AND UMJANTSHI HOUSE FOR THREE (3) MONTHS

**TRANSACTION:** SCOPE OF WORK

**SUBJECT:** HYGIENE SERVICES AT GAUTENG NERVE CENTRE, SHOSHOLOZA MEYL JUNCTION AND UMJANTSHI HOUSE

**DEPARTMENT:** PRASA CRES: CAMPUS FACILITIES

### PROJECT BRIEF

The purpose of this Request for Quotation (RFQ) is to invite proposals for the provision of supply and installations of rental hygiene equipment's and consumables at PRASA CRES offices at the following addresses:

Item	Building Name	Location
1.	Gauteng Nerve Centre	Cnr. Pretoria Road & R25, Esselen Park. Kempton Park
2.	Umjantshi Building	30 Wolmarans Street, Braamfontein, Johannesburg
3.	Shosholoza Meyl Junction	Cnr Leyds and Simmonds street, Braamfontein.

### GENERAL SCOPE OF WORKS

#### 1.1 HYGIENE SERVICE AT SHOSHOLOZA MEYL JUNCTION

##### RENTAL, SUPPLY, INSTALLATION, MAINTENANCE OF NEW HYGIENE DISPENSERS

Description of dispensers (ALL DISPENSERS MUST BE REPLACED FREE OF CHARGE IN THE EVENT OF MECHANICAL MALFUNCTION OR FACTORY FAULT)	Quantity	Frequency
Supply and installation of toilet paper holders – TR3 in both female and male bathrooms POM white	58	Installed & maintained
Supply and installation of liquid soap dispenser in both female and male bathrooms POM white	58	Installed & maintained
Supply and installation of Air freshener Dispenser POM white (15 minutes sating)	29	Installed & maintained
Supply and install She Bin POM white (service weekly)	33	Installed & maintained Daily service.
Supply and install Seat Sanitizer Dispenser POM White for all female and male bathrooms	58	Installed & maintained

Supply and install She Sanitary Pack SS Surface Mounted POM white	33	Installed & maintained
Supply and install electronic hand Paper Towel Dispenser female and male bathrooms POM white	29	Installed & maintained
Supply and install bathroom bin wall mounted POM white	29	Installed & maintained
Supply bin for kitchens POM white	8	Installed & maintained
Supply and install Auto Janitor Dispenser POM White	84	Installed & maintained

## HYGIENE SERVICES AT SHOSHOLOZA MEYL JUNCTION

Description of Consumable Products	Quantity	Frequency
She Packet 1 x 50	33	Monthly
Hand paper towels	40	Monthly
Soap Pink Hand 5L	5	Monthly
Toilet Paper 1ply	1 Bale	Monthly
Foam surface sanitisers 500ml	120	Monthly

## 1.2 HYGIENE SERVICES AT GAUTENG NERVE CENTRE

### EXISTING HYGIENE DISPENSERS

Description dispensers	Quantity
Bin Wall Mounted Sateen dispenser	11
Soap dispenser	13
Paper Towel paper towel folded dispenser	23
She Bin Sateen dispenser	17
She Sanitary Bag SS Surface Mounted dispenser	17
TR 3 (toilet roll) dispenser	23

## RENTAL, SUPPLY, INSTALLATION, MAINTENANCE OF NEW HYGIENE DISPENSERS

Description of dispensers	Quantity
Air freshener dispenser satin <b>(15 minutes sating)</b>	13
Auto janitor dispenser satin	13
Supply and install Seat Sanitizer Dispenser satin for all female and male bathrooms	23
foam surface sanitisers dispenser for toilet seat satin	23
Existing She Bin Satin dispenser – <b>Maintenance (Weekly service)</b>	17

## SERVICES AND CONSUMABLES

DESCRIPTION OF CONSUMABLE PRODUCTS	QUANTITY
Multi folder for paper towel dispenser	2 Boxes
Toilet papers 1 PLY	48
She Packet 1 x 50	17
Pink soap 5L	4
Auto Janitor	13
Foam surface sanitisers 500ml	23

### 1.3 HYGIENE SERVICE AT UMJANTSHI HOUSE

## RENTAL, SUPPLY, INSTALLATION, MAINTENANCE OF NEW HYGIENE DISPENSERS

### Rental of Hygiene Equipment

Description of dispensers <b>(ALL DISPENSERS MUST BE REPLACED FREE OF CHARGE IN THE EVENT OF MECHANICAL MALFUNCTION OR FACTORY FAULT FOR THE CONTRACT PERIOD)</b>	Quantity	Service
Supply and installation of toilet paper holders – TR3 in both female and male bathrooms	159	Installation & Maintenance
Supply and installation of soap dispenser in both female and male bathrooms	127	Installation & Maintenance
Supply and installation of Air freshener Dispenser Sateen (15 minutes sating)	99	Installation, Maintenance & service included
Supply and install She Bin Pedal White	93	Weekly service
Supply and install Toilet Seat sanitizer Dispenser POM White for all female and male bathrooms	107	Installation & Maintenance
Supply and install She Sanitary Pack SS Surface Mounted	109	Installation & Maintenance

Supply and install electronic hand Paper Towel Dispenser Auto cut for female and male bathrooms (including basement 1 & 2 (2 Bathrooms and guard house)	80	Installation & Maintenance
Supply and install Bin Wall Mounted in all ablutions – Pedal white	74	Installation & Maintenance
Supply and install hand sanitiser dispensers (mounted) in kitchens. (Hands-free)	30	Installation & Maintenance
Supply and install hand paper towel dispensers – for kitchens (Hands-free)	30	Installation & Maintenance
Supply and install Bin wall mounted in Kitchens (Pedal White)	30	Installation & Maintenance

Description of dispensers (ALL DISPENSERS MUST BE REPLACED FREE OF CHARGE IN THE EVENT OF MECHANICAL MALFUNCTION OR FACTORY FAULT)	Quantity	Frequency
Supply and install Auto Janitor Dispenser Sateen	236	Installation & Maintenance
Supply and install 500ml hands-free sanitizer dispensers' foyers and pause areas	70	Installation & Maintenance

### Consumables

Description of Consumable Product	Quantity	frequency	
Toilet Paper 1 PLY	52 bales	Monthly	
Toilet Paper 2 Ply (for executives)	1 bale	Monthly	
Hand Paper Towel	240	Monthly	
She Packet 1 x 50	50	Monthly	
Shower Gel (for use in gym)	5	Monthly	
Hand Soap 5L	150	Monthly	
Toilet Seat sanitizer	159	Monthly	
Supply and install Urinal mats	67	Monthly	
Hands Sanitizer 5L with not less than 75% alcohol	70	Monthly	

### High pressure steam hygiene deep hygiene

Areas of Service	Quantity	frequency	
Urinal	67	Monthly	
Basins	181	Monthly	
Toilet	181	Monthly	
Shower	14	Monthly	
Kitchen sinks	22	Monthly	

### Equipment maintenance and Inspections

The service provider will be requested to conducts inspections and maintenance of these equipment daily. This will include hygiene and emptying of SHE bins.

## 2. Evaluation Criteria:

**Stage 1: Compliance Checklist Requirements for all Services/Goods and works.**

**Stage 1A: Mandatory Compliance Requirements for all Services/Goods and works.**

**If you do not submit the following mandatory documents your Proposal/Quote will be disqualified automatically:**

No.	Description of requirement	
a)	BOQ/Price Schedule and Pricing form C	
b)	Completion of ALL RFQ documentation (includes All declarations, All Standard Bidding Documents (SBD). Bidders must ensure all documents are completed in full and signed.	
c)	Joint Venture / Consortium agreement / Trust Deed/ JV or consortium agreement signed by all parties (if applicable).  <b>NB:</b> SBD 4 (Declaration of Interest) must be completed by all parties of the JV/ Consortium.	
d)	Bidders to fill and sign the correct closing/ submission register on submission of tender documents.	

**Stage 1B: Non-Mandatory Compliance Requirements for all Services/Goods and works.**

**The following documents are non-mandatory and where not submitted, PRASA may request the documents and must be made available at the time of request:**

No.	Description of requirement	Tick
a)	Company Registration Documents	
b)	Copies of Directors' ID documents;	
c)	Valid Tax Clearance Certificate (must be valid on closing date of submission of the proposal) and SARS Issued Pin	

d)	CSD report / CSD reference number	
e)	Valid Letter of Good Standing (COLD)	

## Stage 2: Technical Evaluation criteria

### Technical Evaluation

**Stage 2:** Qualifying bidders shall be evaluated on technicality / functionality after meeting all compliance requirements outlined above. The minimum threshold for the technical/functionality requirements is **60%**. Bidders who score below the minimum requirement shall not be considered for further evaluation in stage 3 Price and specific goals.

**Table 1: Technical Evaluation Criteria**

#### Criteria A

CRITERIA	SUB-CRITERIA	SCORING	WEIGHTING
<b>Track Record of Tenderer</b>	<p>Points shall be allocated for submitting evidence of the number of hygiene services completed in the past 7 years.</p> <p>Documents to be submitted:</p> <ol style="list-style-type: none"> <li>Letter of Appointment (LOA) from the client.</li> <li>Reference letter</li> </ol> <p><i>(The letters should be on a company Letterhead).</i></p> <p><b>If both documents are not submitted per hygiene services, the submission will be deemed incomplete</b></p>	<p>5 points - 5 or more LOAs and reference letters</p> <p>4 points - 4 LOAs and reference letters</p> <p>3 points - 3 LOAs and reference letters</p> <p>2 points - 2 LOAs and reference letters</p> <p>1 point - 1 LOA and reference letter</p> <p>0 point - 0 No submission / Submission not relevant or incomplete</p>	50%
<b>Experience of key personnel</b>	<p>Points shall be awarded for CVs submitted of Supervisor indicating relevant verifiable experience and contactable references in the hygiene services.</p> <p>PRASA reserve the right to validate the information submitted by contacting the relevant references.</p>	<p>5 points - hygiene experience of more than Ten (10) years</p> <p>4 points - hygiene experience above five (5) and below Ten (10) years</p> <p>3 points – Hygiene experience above three (3) and below five (5) years</p> <p>2 points – Hygiene experience above one</p>	50%

		(1) year and below three (3) years  1 point - hygiene experience below one (1) year  0 point - No hygiene experience or irrelevant experience	
CRITERIA	SUB-CRITERIA	SCORING	WEIGHTING
Total			100%

**Note: Bidders that fail to achieve the minimum overall qualifying score of 60% on functional/technical requirements will not be considered for further Price and Specific Goals (Stage 3) evaluation**

### STAGE 3: PRICING AND SPECIFIC GOALS

Bidders should provide their price and also provide proof of Specific Goals.

#### Specific Goals:

SPECIFIC GOALS	ACCEPTABLE EVIDENCE
B-BBEE contributor status of at least level 2	B-BBEE Certificate / Affidavit (In case of a JV consolidated scorecard will be accepted)
51 % Black owned	CIPC Documents / B-BBEE Certificates / Affidavit

**NB: A tenderer must submit proof of its B-BBEE status level of contributor (SANAS B-BBEE Certificate / Affidavit certificate).**

*A tenderer failing to submit proof of a B-BBEE status level of contributor or is non-compliant contributor to B-BBEE status may not be disqualified. But will not be allocated points for specific goals.*

*The following formula, shall be used by the Bid Evaluation Committee to allocate scores to the interested bidders:*



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The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>TOTAL POINTS FOR PRICE AND SPECIFIC GOALS</b>	<b>100</b>

## FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### POINTS AWARDED FOR PRICE

#### THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

A maximum of 20 points is allocated for specific goals on the following basis:

**80/20**

$$PS = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender



## POINTS AWARDED FOR SPECIFIC GOALS

- 3.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 3.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table below: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

The specific goals allocated points in terms of this tender	Acceptable Evidence	Number of points allocated. (80/20 system)  (To be completed by the organ of state)	Number of points claimed (80/20 system)  (To be completed by the tenderer)
B-BBEE contributor status of at least level 2	B-BBEE Certificate / Affidavit, (In case of a JV consolidated scorecard will be accepted)	10	
51 % Black owned	C B-BBEE Certificates / Affidavit	10	
<b>TOTAL</b>		20	

NB: A tenderer must submit proof of its B-BBEE status level of contributor.



A tenderer failing to submit proof of a B-BBEE status level of contributor or is non-compliant contributor to B-BBEE status may not be disqualified. But will not be allocated points for specific goals.

## PRICING SCHEDULE

### SECTION A

#### HYGIENE SERVICE AT GAUTENG NERVE CENTRE

DESCRIPTION		
The monthly prices provided below must include <b>(Equipment, Chemicals, Personnel and all related time schedules hygiene)</b>		
Description	Rate	Total (Incl. VAT)
Hygiene (Including SERVICES AND CONSUMABLES)		

Total monthly rate (Incl. VAT) R \_\_\_\_\_

### SECTION B

#### HYGIENE SERVICE AT SHOSHOLOZA MEYL JUCTION

DESCRIPTION		
The monthly prices provided below must include <b>(Equipment, Chemicals, Personnel and all related time schedules hygiene)</b>		
Description	Rate	Total (Incl. VAT)
Hygiene (Including SERVICES AND CONSUMABLES)		

Total monthly rate (Incl. VAT) R \_\_\_\_\_



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## SECTION C

### HYGIENE SERVICE AT UMJANTSHI HOUSE

DESCRIPTION		
The monthly prices provided below must include <b>(Equipment, Chemicals, Personnel and all related time schedules hygiene)</b>		
Description	Rate	Total (Incl. VAT)
Hygiene (Including SERVICES AND CONSUMABLES)		

Total monthly rate (Incl. VAT)      R \_\_\_\_\_



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**TOTAL MONTHLY RATE FOR ALL BUILDINGS (Incl. VAT)**    R \_\_\_\_\_

DETAIL	AMOUNT
TOTAL OF A	
TOTAL OF B	
TOTAL OF C	
<b>TOTAL OF ALL BUILDINGS</b>	