

HEAD OFFICE

ETDP SETA House
2 - 6 New Street
Gandhi Square
South Marshalltown
Johannesburg CBD
Private Bag X105
Melville, 2109
Tel: (011) 372 3300

EASTERN CAPE

Waverley Office Park
3 - 33 Philip Frame Road
Chiselhurst
East London, 5200
Tel: (043) 726 8314
Fax: (043) 726 8302

FREE STATE

Sanlam Building
163 Nelson Mandela Dr
Bloemfontein, 9300
Tel: (051) 430 5072
Fax: (051) 430 5080

GAUTENG

Braampark Office Park
33 Hoofd Street
Forum 4, 2nd Floor
Braamfontein
Johannesburg, 2091
Tel: (011) 403 1301/2/3/6
Fax: (086) 614 8781

KWAZULU-NATAL

Durban Bay House
333 Anton Lembede Street
12th Floor, Suite 1203
Durban, 4001
Tel: (031) 304 5930
Fax: (031) 301 9313

LIMPOPO

Kwane Chambers
29 Hans van Rensburg Str
Office No: 01
Polokwane, 0700
Tel: (015) 295 9303
Fax: (015) 295 9301

MPUMALANGA

Streak Office Park
6 Streak Street
Block B, 1st Floor
Nelspruit, 1201
Tel: (087) 700 8113
Fax: (013) 752 2917

NORTHERN CAPE

Bobby's Walk Building
6A Long Street
Kimberley, 8300
Tel: (053) 832 0051/ 2
Fax: (053) 832 0047

NORTH WEST

Sparkling Office Park
78 Retief Cnr Peter
Mokaba Street
Potchefstroom, 2531
Tel: (018) 294 5280
Fax: (018) 294 5719

WESTERN CAPE

Sunbel Building
2 Old Paarl Road
Office 205, 2nd Floor
Belville, 7530
Tel: (021) 946 4022
Fax: (021) 946 4043



Education, Training and Development Practices Sector Education and Training Authority

BID NO: SCMU: 02 - 2022/23

REQUEST FOR BIDS

TERMS OF REFERENCE FOR CLEANING SERVICES AT THE ETDP SETA HEAD OFFICE

1. PURPOSE

The Education Training and Development Practices Sector Education and Training Authority (ETDP SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No 97 of 1998 to advance skills levels in accordance with the National Skills Development Plan (NSDP). The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce in order to benefit employers, workers and employees in the ETD sector.

The purpose of this Bid is to appoint a service provider who will provide cleaning services at the ETDP SETA Head Office for the period of **24 months (2 years)**.

The ETDP SETA will host a **COMPULSORY** virtual briefing session for BID NO: SCMU: 02 - 2022/23 – Cleaning Services at the ETDP SETA Head Office on **20 July 2022** at 11h00. Interested members must please communicate their interest to join in the session, before **18 July 2022**. To attend and get access to the session, please email: TienieJ@etdpseta.org.za with your Name, Surname, Company Name, Email address and Cellphone Number. Access details will only be shared with those that confirmed. Please do not forward the link further. We thank you for your cooperation.

NB: THE MEETING ROOM FOR THE COMPULSORY BRIEFING SESSION WILL CLOSE AT 11H15

An email must be sent to VictorM@etdpseta.org.za or BonganiC@etdpseta.org.za to arrange for an onsite visit. See attached physical address as well as the office size.

The ETDP SETA reserves the right not to award the BID.

2. PROJECT SCOPE / DELIVERABLES

The ETDP SETA is committed in ensuring a conducive and a safe working environment for both its employees as well as its clients by complying with all Occupational Health and Safety (OHS) Regulations.

- 2.1. To provide cleaning services at the ETDP SETA Head Office as per the attached physical address and office size.
- 2.2. The service provider to have a clear **service delivery plan and safety plan**.
- 2.3. The company representative will have to sign an employment agreement with each of the cleaner(s) and furnish the ETDP SETA with a copy of an employment agreement.

3. SCOPE OF WORK

The service provider to supply dedicated cleaner(s), who will be responsible to do the following:

Head Office: 7 floors, Total office size 6226m²

Contract Period: 24 Months (2 years)

3.1. The service provider is expected to clean the following areas:

- boardrooms and training rooms
- kitchens / canteen
- Gym area
- Storerooms
- windows from the inside once in every two months.
- clean toilets and bathrooms three times daily and/or as and when the need arises except for the ones along the staircases.

Below is the daily scope of work

- Apply disinfectants to exposed areas before work begins and regularly during the working period as and when the need arises in order to minimize staff exposure to Covid-19 virus and other germs/viruses.
- Vacuum carpets **three times a week** in high traffic areas like passages – whereas offices should be cleaned/vacuumed- **daily**.
- Empty dust bins **three times** a day and change the plastics (i.e., in the morning, after lunch and before knock off time).
- Deep clean office chairs (**monthly**) whereas carpets every quarter (4 times per year).
- Wash dishes and other cutlery in the kitchen **twice a day** and as and when the need arises.
- Cleaning & dusting of all furniture in the office space **daily**.
- Arrange and prepare boardrooms, meeting rooms, conference rooms and auditorium for meetings prior and after meetings.
- Ensure that refreshments are made available for meetings.
- Kitchen floors to be washed - **daily**.
- Counters tops to be washed - **daily**.
- Cupboards to be cleaned and washed inside weekly to avoid infestation.
- Clean fridges, including those in offices – **weekly**
- Clean microwaves and other kitchen appliances – **daily**
- Wash-up and pack away any crockery and cutlery – **2 x daily or as additionally required**.

3.2. Supply and deliver cleaning materials

- Provide cleaning material and equipment which are SABS approved such as the following:
 - a. dishwashing liquid soap
 - b. disinfectants, tile cleaning material and polish, dishwashing cloth
 - c. furniture polish
 - d. furniture cleaning cloths (as prescribed within the cleaning industry)
 - e. toilet fragrance
 - f. 70% alcohol toilet seat sanitizer
 - g. 70% alcohol toilet wipes
 - h. refuse bags vacuum cleaner(s),
 - i. window cleaning material
 - j. bin liners and any other relevant cleaning material.
 - k. paper towels
- Clearly readable warning boards or signs shall be exhibited where the rendering of the service may cause injury to any person(s).
- The service provider will at all times use good quality materials and in accordance with SABS specifications. A copy of the material data sheet must be submitted together with the proposal.

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- It is a condition of this bid that any damages caused by the successful service provider during maintenance or replacement of any equipment, the cost of repairs thereof will be recouped from the successful service provider.

3.3. Number of personnel

- The service provider must provide the ETDP SETA with a **minimum** of six (6) cleaning staff inclusive of the supervisor, who have been trained appropriately.
- The supervisor shall also be responsible for monitoring the quality of work and the completion of the daily, weekly, fortnightly, and monthly check sheets.
- Cleaning personnel must ensure safe handling of all office equipment, official documents and any other items when cleaning and should maintain high levels of confidentiality.

3.4. Training

- Cleaning staff should be trained on every aspect relating to the handling of all equipment that they use with regard to this contract.
- Training on cleaning services certificates of the staff members must be attached together with the CV's.
- The service provider will be held responsible for any damages or injuries arising from any misuse or negligent use of such equipment by one of their "on-site" staff members.
- The cleaners will be trained by the ETDP SETA in the correct sorting of waste and procedures in recycling and the impact this has on the environment.
- Cleaning staff to undergo in-house training as arranged by ETDP SETA on a regular basis that covers OHS and COVID-19 compliance. In addition, the service provider is expected to render refresher training for the cleaning staff on hygiene practices as governed by the cleaning association bodies and such proof should be provided.

3.5. Uniform

- Attention should be given to the good presentation and appearance of the cleaners.
- The cleaners must be dressed in good quality uniform, with name/identification badges, shoes, gloves etc. supplied by the service provider at their own cost.
- All worn-out uniform and name/identification badges must be replaced with immediate effect at the service provider's cost.
- Identification badges must be worn and be visible at all times while on the premises.
- It sole responsibility of the service provider to supply the correct personal protective equipment (PPE) attire for the cleaners e.g. safety boots, gloves and etc.

NB: PLEASE NOTE THAT THE FOLLOWING SERVICES AREAS WILL BE EXCLUDED AND SHOULD NOT BE QUOTED FOR THE ETDP SETA HEAD OFFICE NAMELY:

- main foyer/lobby on ground floor
- the building exterior including the windows
- lifts area and the lifts
- staircases
- toilets along the staircases
- the basement
- parking area
- the roof top
- bathroom hygiene services e.g. she bins, foam dispensers, paper towels, toilet paper etc.

4. PROJECT REQUIREMENTS

- 4.1. Bidders must include escalations in their price quotes, *if any, as per the stipulated period.*
- 4.2. Bid documentation that do not comply, will be eliminated from the evaluation process.
- 4.3. Provide proof of company registration with the UIF within a period of 60 days after signing of the SLA.

5. DURATION

The ETDP SETA will enter into a Service Level Agreement (SLA) with the service provider(s) for the **period of 24 months (2 years).**

6. EVALUATION CRITERIA

THE ETDP SETA applies the provisions of the **PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, ACT NO 5 OF 2000** and **Preferential Procurement Regulations, 2017**. The evaluation will be guided by ETDP SETA procurement policy.

Folder A (USB) must have documents for Stage 1 and Stage 2

6.1. STAGE 1 [Folder A (USB)]

Bidders will be evaluated on the submission of the requested mandatory documents. Fully completed and signed forms with witnesses' signature must be submitted and all applicable boxes be ticked. Failure will lead to disqualification and elimination from further evaluation.

6.1.1. MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION

- 1. Declaration of Interest – **SBD 4 (New)**
- 2. The service provider must be fully registered in terms of the **Compensation for Occupational Injuries and Diseases Act (COIDA).**
- 3. Must provide membership certificate of a cleaning association either, **National Contract Cleaners Association (NCCA)** and/ or **Black Economic Empowerment Cleaning Association (BEECA).**
- 4. The successful service provider shall at its own cost maintain public liability insurance for accidents, injury or death during the execution of its contract. Proof of such valid insurance must be submitted with together with the bidding documents.

NB: Failure to complete fully and submit any of the above-requested mandatory documents will lead to disqualification.

6.2. STAGE 2 [(Folder A) (USB)]

In this stage, the evaluation of bid shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria embodied in the bid document.

- (a) The minimum qualifying score for functionality will be **70 points** and bids that fail to achieve the minimum qualifying score will be eliminated.
- (b) Only bids that achieved the minimum qualifying score/ percentage for functionality will be evaluated further in accordance with the **80/20 preference point systems prescribed in Preferential Procurement Regulations 5 and 6.**

The evaluation criteria for functionality will be as below:

NO.	QUALIFYING CRITERIA	POINTS
1.	Experience & References of service providers in doing business of similar nature in an organization 1.1. Experience: company letterhead indicating the type of project and when it was carried out (30) - Must have successfully completed 3 or more similar projects. = 30 - Must have successfully completed between 1 - 2 similar projects. = 15 1.2. Contactable reference: Three (3) Reference letters are required. References must be on the referee's company letterhead. (15) 3 references or more = 15 2 references = 10 1 reference = 5 *[Each reference must clearly indicate; - the name of the bidder and the project - objectives of the project (nature of the project) - duration of the project - recommendation and contact details of the referee as well as proof of completed project(s) and - must be signed the referee NB: If any of this information is omitted/missing will lead to the reference letter(s) not allocated points.	45
2.	Experience of the Project Manager who will provide an oversight role (attach CV): 15 - Must have 5 or more years of work experience. = 15 - Must have 3 – 4 years of work experience. = 10 - Must have 1 – 2 years of work experience. = 5 NB: The initial project manager need not change during the course of the project without prior approval of the ETDP SETA	15

3.	Detailed and comprehensive service delivery plan that includes the following: 40 - Provide details/ comprehensive health & safety work plan/work methodology which is OHS compliant; contingency plans (e.g., dealing with absenteeism during strikes) - Training certificates on cleaning and hygiene for the staff member together with their CV's. - The products to be used should be SABS approved disinfectants for viruses; including COVID-19 which kills 99.9% of all micro-organisms, bacteria, germs, and viruses while removing biofilm mould and organic residue. In addition, the chemicals should be eco-friendly and not hazardous (safety data material sheets to be attached). - Meet all of the above-mentioned deliverables out of the plan = 40 points - Does not meet all of the above-mentioned deliverables of the plan = 0 points <i>NB: The service delivery plan must be in line with timelines for the delivery of the service.</i>	40
Total		100

Bidders must provide documents to justify awarding the above points, and such proof should include details of contactable references to validate the information submitted.

Points will be awarded on a sliding scale.

Please take note of the value and scoring point system of your bid.

6.3. STAGE 3 [(Folder B) [USB]

PRICING SCHEDULE DOCUMENTS

- Costing Model (**Price must be final, include VAT and signed**)
- Valid Tax Clearance Certificate or "Unique security personal identification number (PIN) issued by SARS and must be on the SARS letter head"
- Invitation to Bid - **SBD1**
- Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2017 - **SBD 6.1 (If claiming preferential points)**
- B-BBEE certificate or sworn affidavit (**If claiming preferential points**)

80/20 preference point system shall be applicable as follows:

- | | |
|--------------------------------------|-----------|
| ✓ Price | 80 |
| ✓ B-BBEE status level of contributor | 20 |

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP SETA will adhere to its policy on the appointment of service providers.

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NB: PLEASE NOTE THAT INCLUSION OF THE FINANCIAL PROPOSAL IN FOLDER A WILL LEAD TO DISQUALIFICATION.

7. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
2. ETDP SETA reserves the right to negotiate the bidder's price.
3. ETDP SETA reserve the right to cancel the bid and not award the bid to any of the bidders.
4. Bids which are late, incomplete, unsigned or submitted by facsimile and/or email will **NOT** be accepted.
5. Bidders with a **turnover above R 10 million** must submit a valid certified B-BBEE Verification Certificate from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points.
6. An Exempted Micro Enterprise (EME) is only required to submit a sworn affidavit, or a Certificate issued by Companies and Intellectual Property Commission (CIPC) confirming their annual turnover of R 10 million or less and level of black ownership to claim points.
7. A Qualifying Small Enterprise (QSE) is required to submit a sworn affidavit confirming their **annual total revenue of between R 10 million and R 50 million** and **level of black ownership** or a B-BBEE level verification certificate to claim points as prescribed.
8. **B-BBEE Certificates obtained from Accountants/ Auditors after 31 December 2016 will no longer be accepted.**
9. Companies who bid as a joint venture must submit a **consolidated B-BBEE Verification certificate prepared for this bid only**, from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points. Companies who form part of this joint venture **MUST** have an accreditation certificate with relevant authority as stated in Mandatory documents.
10. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor, sworn affidavit or a B-BBEE Certificate, together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
11. Bids submitted are to hold good for a period of 90 days.
12. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
13. All suppliers must be registered on the **Central Supplier Database**. No bid will be awarded to any supplier by ETDP SETA that is not registered on the Central Supplier.
14. Companies that are in the process of **de-registration in the CIPC** will not be considered.
15. Service Provider must provide proof of Public Liability Insurance.

8. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation **must** be downloaded from the ETDP SETA website: www.etdpseta.org.za, Main Menu > Supply Chain Management > Open Tenders as from **12h00** on **08 July 2022**.

Bidders must submit technical and financial proposals in **two separate USBs ONLY** clearly marked “Folder A-Technical Proposal” and “Folder B- Financial Proposal”.

NB: PAPER BASED PROPOSALS and CDs WILL NOT BE ACCEPTED AND WILL LEAD TO DISQUALIFICATION AND ELIMINATION OF YOUR BID FROM EVALUATION!

Folder B must include the **complete and signed costing model and Valid Tax Clearance Certificate or Unique security personal identification number (PIN) issued by SARS and must be in SARS letterhead” (Mandatory).**

The financial proposal will only be opened when the tender is responsive in Stage 2 or at the discretion of the ETDP SETA.

All Bids/Proposals **must be hand/ courier delivered to:**

The ETDP SETA – Head Office
ETDP SETA House
2-6 New Street
Ghandi Square
Johannesburg South - CBD
2091

Submissions can be delivered into the tender box between **08h00 and 16h30 Monday to Friday BEFORE** the closing date and time of **11h00 on 01 August 2022**.

No late submission will be accepted!

9. CLOSING DATE

All proposals should reach the ETDP SETA Offices on or before **11h00 on 01 August 2022**.

10. CONTACT PERSON

NO telephonic or any other form of communication relating to this bid will be permitted with any other ETDPSETA member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below. ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID. All enquiries regarding this bid must be in writing only and be directed to:

Supply Chain: Email: Tenderers@etdpseta.org.za

Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities, will be disqualified.