



GAUTENG PROVINCE

INFRASTRUCTURE DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

MINUTES & DECISIONS – SUPPLY CHAIN MANAGEMENT: TENDER

ADMINISTRATION

Tender Number: DID 17/11/2023

Service: CLEANING AND HYGIENE SERVICES AT PRECINCT BUILDINGS, REGIONAL OFFICES, AND INSTITUTIONS FOR THE PERIOD OF THREE (3) YEARS FOR NINE (9) CLUSTERS

Date: 06 December 2023: Time: 10:00, Closing date: 12 December 2023 @11H00 AM

Venue: Department of Infrastructure Development Corner House Building, 63 Fox Street Corner Commissioner and Pixley Ka Isaka Seme (Sauer Street) Marshalltown Johannesburg Ground floor Auditorium

SECTION A: PROCEDURAL MATTERS

A.1 Attendance and Apologies

Officials	Designation	Apologies
Mr. Edwin Madzinge	Project Manager	None
Ms. Gabisile Ndlovu	Project Manager	None
Mr. Patrick Mothupi	SCM Representative	None
Ms. Puleng Mokitimi	SCM Representative	None
Ms. Tshifhiwa Nenungwi	SCM Representative	None
Mr. Mfundo Sithole	SCM Representative	None
Scribe		
Ms. Puleng Mokitimi	SCM Representative	

A.2 OPENING AND WELCOME

- The Chairperson: Mr. Patrick Mothupi opened the meeting at 10:00 am by welcoming all present.
- The briefing session was Compulsory.

A.3 PURPOSE OF THE MEETING

- To provide a background and scope of the tender and outline the requirements that bidders must comply with.

A.3.1 SCM COMPLIANCE, MANDATORY, FUNCTIONALITY AND ADMINISTRATIVE REQUIREMENTS

Precautionary measures during briefing session:

Closing date is on the 12 January 2023 @11h00am, late tenders will not be considered and will be returned unopened.

Tender documents may be downloaded from: <http://e-tenders.gauteng.gov.za> or <http://e-tenders.treasury.gov.za>

Bid documents must be downloaded and printed on the e-tender portal at bidder's cost.

SCM representative:

Mr. Patrick Mothupi indicated all the applicable administrative, functionality and mandatory requirements which bidders must comply with.

01. MANDATORY/ COMPULSORY ADMINISTRATIVE REQUIREMENTS:

Bidders must ensure that the following mandatory returnable documents are fully completed, signed, and submitted.

Failure to submit/meet or comply with the following requirements constitutes automatic disqualification of tender offer.

1.Submission of fully completed and signed invitation to tender (SBD 1)

2.Submission of fully completed and signed Pricing Schedule (SBD 3.1)

3.Submission of fully completed and signed bidders' disclosure (SBD 4)

4.Submission of fully completed and signed Preference Points claim form (SBD 6.1)

5. Public Liability Insurance (minimum of R1 million) or letter of intent from the insurance company to be attached. (Submit certified copy of the original document).

6. Submission of Copy of the Workmen's Compensation Registration Certificate (or proof of payment of contributions in terms of the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993) (COIDA) on a valid letter of good standing.

7. Valid Unemployment Insurance Fund (U.I.F) registration certificate in the name of the company and/or close corporation.

8. The bidder should submit a letter undertaking that they will be able to pay employees' salaries that are Gazetted rates on or before month-end of every month.

9. Joint Venture Agreement (signed by all parties) in case of Joint Venture/ Consortiums also percentage split of the parties involved

10. Bidders are to attend Compulsory Site Briefing Session and sign the attendance register. N.B. Failure to attend Briefing Session will constitute automatic disqualification

02. OTHER ADMINISTRATIVE REQUIREMENTS

The following returnable documents are required for this procurement and must be fully completed and submitted.

Note: Failure to submit/comply does not constitute disqualification will be required before contract award.

- | |
|---|
| 1. Copies of the Founding Statement – CK1 and in the case of a JV documents of each JV member should be submitted |
| 2. Certificate of Incorporation – CM1 and in the case of a JV documents of each JV member should be submitted. |
| 3. Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status |
| 4. Registration with Central Supplier Database (CSD)/ MAAA number |
| 5. Valid Tax Clearance status or PIN to allow third-party access should be enclosed in proposal |
| 6. BBBEE Certificate |
| 7. Membership Certificate of any cleaning association. |

Applicable Functionality Criteria:

Failure to meet the prescribed minimum functionality of 65 points will result in automatic disqualification.

PREFERENCE POINT SYSTEM	POINTS
Paper Base	70
Due Diligence	30

This tender will be evaluated against functionality and only tenderers that obtain the required minimum score indicated in the Tender documents will be further evaluated.

Bidders must obtain a minimum of 65 points to be considered for further evaluation (price and preference) Total Functionality: 100 points.

Functionality Criteria:	Weighing Factor
The experience of the company	20 points
Experience of the Key staff	10 points
Proposal/ Methodology	10 points
Delivery Capacity	10 points
Unemployment Insurance Fund (UIF) Employees Department of Labour	20 points
Due Diligence: Site visits	30 points

COMMENTS / QUESTIONS / INPUTS

Q: UIF No longer renew certificates so what to do?

A: If Number and Name are still the same, no problem.

Q: Staff from EPWP, do we take over staff from previous

A: not Compulsory.

Q: We can't certify Insurance Certificate because is Electronic

A: When you print Electronic Document, it comes out with your name, don't certify

Q: Can you send E mail of project Managers

A: They are on Tender Document.

Q: Can we get Addendum

A: It will take a while better check it on minutes (E-tenders Website)

A.3.4 COMPULSORY SUB-CONTRACTING

None

COMMENTS / QUESTIONS / INPUTS

None

A.3.5 LOCAL PRODUCTION AND CONTENT

None

COMMENTS / QUESTIONS / INPUTS

None.

A.3.6 SCOPE OF WORK**PROJECT MANAGER AND CONSULTANTS**

- Every year there is Escalation of the rates.
- Indicate the salary of each member.
- Bidders have the right to reject SLA.
- 3 Years for 9 Clusters. One Cluster per Service Provider.
- Due diligence will be done for shortlisted Companies only. We require Quality Materials.
- UIF is Compulsory and we need proof.
- Establish EPWP, fit system with information for example, how many youths and women in your company.
- There are Penalty that will be charged for example if there are no equipment.
- Include Deep Cleaning on your cost, it done Quarterly and on Saturdays and Sundays only.
- We going to be lenient only for one week, after that we will penalize you.

COMMENTS / QUESTIONS / INPUTS

SECTION B: CLOSURE

B.1 CLOSURE

- Bidders were urged to read the bid document thoroughly and the advert in detail to comply with all requirements for this service, for any further enquiries that might arise after the site briefing meeting can be directed to the following Department of Infrastructure officials: Technical enquiries can be directed Edwin Madzinge/ Gabisile Ndlovu@ edwin.madzinge@gauteng.gov.za/
gabisile.ndlovu@gauteng.gov.za and general enquiries can be directed to Millicent Chauke @ millicent.chauke@gauteng.gov.za

Note to tenders: This tender is subjected to the General Conditions of Contract, the Preferential Procurement Policy Framework Act no 5 of 2000 and its Regulations of 2022 and All successful service provider will be subject of signing Service level Agreement (SLA) and standard Rates as prescribed by the Department.

Last Date for Accepting queries is Seven days before Closing Date.

- Chairperson closed the meeting at 11H15am.

Minutes approved / Approved as amended.

Signature

Mokitimi

Compiler: Ms. Puleng Mokitimi

Date: 06 December 2023

Supply Chain Management Meeting

Minutes approved / Approved as amended.

Signature

P. Moko

Chairperson: Mr. Patrick Mothupi

Date: 06 December 2023

Supply Chain Management Meeting

Tender Number: DID 17/11/2023

Service: cleaning and hygiene services at precinct buildings, regional offices, and institutions for the period of three (3) years for nine (9) clusters.