

REFERENCE: SD02 -SD08 2024/2025

ENQUIRIES: T. Maseti/ B. Ohlson

ROUTE FORM

DIRECTORATE: SUPPLY CHAIN MANAGEMENT

SUBJECT: REQUEST FOR THE EXTENSION OF THE CLOSING DATE OF THE BIDS INVITED FOR THE APPOINTMENT OF SERVICE PROVIDERS FOR THE RENDERING OF CLEANING SERVICES AT THE FACILITIES/REGIONS FOR A PERIOD OF THREE YEARS

SENDER		SUPERVISOR				
Ms. Thabisa Maseti		Name	Ms. Bernitha Ohlson			
SCM Practitioner/Assistant Secretariat: Acquisition Management: Bid Admin Bid SD02-08 /2024-2025: Cleaning Services		Rank	ASD: Performance and Compliance Management/Secretariat			
(021) 483 9143		Tel. no.	(021) 483 4283			
06 th Floor		Room	06 th Floor			
MARK ROUTE (1, 2, 3, 4, etc.)		Floor	No	Signature	Date	Remarks
Mrs. T. Rakiep DIR: SCM and MAM			2	Tasneem Rakiep	Digitally signed by Tasneem Rakiep Date: 2024.10.01 14:23:37 +02'00'	
Mr. J. Smith Chief Financial Officer			3	Juan Smith	Digitally signed by Juan Smith Date: 2024.10.01 17:58:16 +02'00'	
Dr. R. Macdonald Head of Department Acting HoD			4	Charles Jordan	Digitally signed by Charles Jordan Date: 2024.10.01 19:14:22 +02'00'	
Ms. T. Maseti SCM Practitioner			5	Thabisa Maseti	Digitally signed by Thabisa Maseti (55109373) Date: 2024.10.02 08:02:39 +02'00'	

REFERENCE: SD02 -SD08 2024/2025**ENQUIRIES:** T. Maseti/ B. Ohlson**THE HEAD OF DEPARTMENT****DEPARTMENT OF SOCIAL DEVELOPMENT****VIA****THE CHIEF FINANCIAL OFFICER:****REQUEST FOR THE EXTENSION OF THE CLOSING DATE OF THE BIDS INVITED FOR THE APPOINTMENT OF SERVICE PROVIDERS FOR THE RENDERING OF CLEANING SERVICES AT THE FACILITIES/REGIONS FOR A PERIOD OF THREE YEARS****1. PURPOSE:**

- 1.1 To request approval to extend the closing date of bids invited for the appointment of service providers for the rendering of cleaning services at the facilities/regions for a period of three years.
- 1.2 To request extension of the closing date from 07 October 2024 to 21 October 2024.

2 BACKGROUND/MOTIVATION:

- 2.1 Bids for the appointment of service providers for the rendering of cleaning services for the Department of Social Development were invited on 06 September 2024 with a closing date of 07 October 2024 via the e-Tender Portal.
- 2.2 The closing date for enquiries relating to the bid was on 23 September 2024.
- 2.3 Enquiries were received for bids SD02-SD08 2024/2025 relating to questions regarding the compulsory briefing session, floor sizes/plan and the quantities to be supplied for urinals, toilet paper etc. as per the attached "Annexure A: SD02-08 2024/2025 enquiries and responses."
- 2.4 The enquiries of bidders were partially responded to except for responses in terms of the area sizes, floor plans, number of urinals, carpeted and vinyl floors. Information in this respect is being gathered from end users as these were not required in drafting the specification.
- 2.5 The request for extension of the closing date of the bid is to allow the Department to finalise the responses and allow those bidders who made enquiries to make informed decisions when responding to the bid.

REQUEST FOR THE EXTENSION OF THE CLOSING DATE OF THE BIDS INVITED FOR THE APPOINTMENT OF SERVICE PROVIDERS FOR THE RENDERING OF CLEANING SERVICES AT THE FACILITIES/REGIONS FOR A PERIOD OF THREE YEARS

3 **RECOMMENDATION:**

3.1 It is recommended that approval be granted to extend the closing date for a period of three weeks from 7 October 2024 to 21 October 2024, allowing the Department to gather information and provide responses on those questions mentioned in paragraph 2.4 above to enable those bidders who made enquiries to have sufficient time to respond to the bid invitation.

RECOMMENDATION SUPPORTED/ RECOMMENDATION NOT SUPPORTED

Tasneem Rakiep
Digitally signed by Tasneem Rakiep
Date: 2024.10.01 14:24:10 +02'00'

DATE: _____

MRS. T. RAKIEP
DIR: SCM AND MOVEABLE ASSET MANAGEMENT

RECOMMENDATION SUPPORTED/ RECOMMENDATION NOT SUPPORTED

Juan Smith
Digitally signed by Juan Smith
Date: 2024.10.01 17:57:53 +02'00'

DATE: _____

MR. J. SMITH
CHIEF FINANCIAL OFFICER

APPROVED/APPROVED WITH COMMENTS/NOT APPROVED

Charles Jordan
Digitally signed by Charles Jordan
Date: 2024.10.01 19:15:58 +02'00' DATE: _____

DR. R. MACDONALD

Acting HoD

HEAD OF DEPARTMENT

SD02-2024/2025 - APPOINTMENT OF SERVICE PROVIDERS FOR THE RENDERING OF CLEANING SERVICES AT THE FACILITIES FOR A PERIOD OF THREE-YEARS

INQUIRY	RESPONSE
1. WCBD 1: the information which was supposed to be filled in and closing dates are not written please advise as to whether the will be an amendment to this.	On the first page of the specification is all the information iro closing date and where the proposals must be deposited etc, therefore there will not be amendments to the specifications.
1. Please kindly confirm when will the briefing take place for the below tenders 2. Please advise : SD 02 2024-2025 till SD 08 2024 -2025 if there are any site meetings on these tenders.	There will not be a site visit or briefing session as the specification contains the details.
1.Can we choose on which items to bid for maybe 1 ,2 or 3 , or we have to bid for all the items? 2.Is it mandatory to register for UIF before the award or it can be done after the award	See par 1.6.1.2 of the bid document – you have to bid on ALL items. The specifications do not indicate that UIF requirements are mandatory by closing of the bid, it does however stipulate under 4.3.2 that proof of registration or confirmation of up-to-date levies will be required prior to commencement of service from the awarded bidder.
Kindly advise where in your tender /specifications does it state how much toilet paper are we suppose to provide for each and every facility and centres and as well as chemicals and equipment as it does not state in the tenders how much of each we suppose to provide.	Quantities are not indicated in the specification document. The department will not be prescribing how much quantities to be provided, a bidder must decide based on the information provided on annexure B (service area, and frequency, number of staff, number of visitors etc.) to determine the quantities that must be supplied and utilised throughout the contract period. The bidder must ensure that there is enough supplied.

1. Please may we have the areas size/ floor plans for each building specially the area size for vinyl floors for above mentioned bid numbers? 2. Will full time; onsite supervisors be required for bid number SD 02 / 2024 -2025 for cleaning services of various facilities? 3. Will each bid be awarded to one service provider or each facility/site/office be awarded separately amongst several service providers? 4. Can cleaning sector statutory wage increases be claimed when published in the government gazette? 5. Are bidders only required to abide by the chemical list as specified on the bid document; or can we make our own recommendation that complies with the use of eco-friendly chemicals? 6. Will cleaning staff be responsible for washing of dishes? 7. Are reflex hand towels required in kitchens or is hand towels only to be supplied and replenished in toilets? 8. Please provide clarity regarding refuse bags - specification calls for supply of heavy duty black refuse bags however there is also a prohibition of the use of black refuse bags and an instruction for use of clear bags instead. 9. Please confirm if waste paper baskets in offices require bin liners	1. Information pertaining to the estimated area sizes/floor plans will be provided in due course. 2. No supervisors are specified in the specification, however, management control of the cleaners remains the responsibility of the service provider. 3. Each bid will be awarded individually. 4. Yes, refer to paragraph 1.6.2.7 5. Yes, bidders are required to abide by the chemical list and may provide eco-friendly chemicals. 6. Where required as per Annexure D. (par 9.1) 7. It is required where it needs to be replenished, including kitchens and toilets. 8. Ref to par 3.2.2.1 "Refuse bags used shall be of a clear, transparent type" Ignore the black. 9. Specifications do not make provision for bin liners.
1. Confirmation of the number of urinals in each building for urinal tab calculations – 2. Confirmation of toilet cubicles in each building for air freshner costing – refer to annexure B	1. Information pertaining to the estimated area sizes/floor plans and the numberof urinals in each building will be provided in due course. 2. Refer to annexure B
With regards to supply of hand towels to kitchens, please specify the number of kitchens for each building.	Information pertaining to number of kitchens will be provided in due course.

We have picked up a discrepancy in the above-mentioned bid document mainly the Horizon facility , I have noticed that in the bid document you are still requesting for the same amount of cleaners which is 9 at horizon but the facility is much bigger that it was with the previous tender. There were extra offices added a big hall , 4 dorm room,3 big offices, gym, chef training school and the school itself is bigger , we had to provide them with extra cleaners and extra chemicals and toilet paper currently we are sending 10-12 bales toilet paper per week yet nothing in the bid document has changed.	The bidder must bid against the numbers provided in the bid document and any changes in quantities will be dealt after the contract has been concluded.
---	--

SD03-2024/2025 - APPOINTMENT OF SERVICE PROVIDERS FOR THE RENDERING OF CLEANING SERVICES AT THE FACILITIES FOR A PERIOD OF THREE-YEARS

INQUIRY	RESPONSE
1. I hope this email finds you well. I would just like to know if there is a site visit or site briefing for this bid? 2. SD 03/2024-2025 has reference. Was there already a site meeting for this tender	No, there will not be a site visit or briefing session.

SD04-2024/2025 - APPOINTMENT OF SERVICE PROVIDERS FOR THE RENDERING OF CLEANING SERVICES AT THE FACILITIES FOR A PERIOD OF THREE-YEARS

INQUIRY	RESPONSE
Is there a site/briefing meeting for this tender?	No, there will not be a site visit or briefing session.
I am currently in the process of bidding for the tender (SD 04 / 2024 -2025) however, in the interest of submitting accurate pricing I just wanted to confirm a few confusing numbers/values. I just wanted to get a bit of clarity with regards to the highlighted values attached to the email. So, regarding Consumables - the price/number/factor is R102.50? Does this mean that the bidding price for each consumable is R102.50 ? Is this correct? If not , please may you urgently clarify .	The below is not a calculation, it is reference to the CPI as published in June 2024. The indices serve as a baseline to determine the percentage change in inflation. It is used to determine the percentage increase when price adjustments are required.

My question is on page 15 on point bullet 3 it says COMPULSORY SECTION TO COMPLETE MY QUESTION IS ON THE FIGURES ON THE TABLE COLUMN OF PRICE/NUMBER/ FACTOR WHICH IS CONSUMABLES R 102.50 EQUIPMENT R 106.60 OVERHEADS R 117.30- HOW DID YOU CALCULATE THESE FIGURES AND WHAT EXCATLY DO WE DO ON THIS COLUMN. OR IT JUST AN EXAMPLE AND IF THAT IS THE CASE WHERE IS THE BLANK COPY THAT WE MUST FILL IN.	The below is not a calculation, it is reference to the CPI as published in June 2024. The indices serve as a baseline to determine the percentage change in inflation. It is used to determine the percentage increase when price adjustments are required.
I would just like to confirm at number 1.4, page 13 of bid document SD 04/2024-2025, is it just 1 female cleaner for Nyanga? Awaiting your reply.I would also like to know if toilet paper, hand towels and hand soap must be supplied by us?	Only 1 female cleaner is required at Nyanga and yes, the suppliers will be required to supply the below items.
Hope this email finds you well, I would like to ask how many cleaners at nyanga sda. Page 13, it states 1 x cleaner and cleaners,8hr a day.	Only 1 female cleaner is required at Nyanga.
SD05-2024/2025 - APPOINTMENT OF SERVICE PROVIDERS FOR THE RENDERING OF CLEANING SERVICES AT THE FACILITIES FOR A PERIOD OF THREE-YEARS	
INQUIRY	RESPONSE
NONE	
SD06-2024/2025 - APPOINTMENT OF SERVICE PROVIDERS FOR THE RENDERING OF CLEANING SERVICES AT THE FACILITIES FOR A PERIOD OF THREE-YEARS	
INQUIRY	RESPONSE

1. Is the above part of your existing hygiene contractual agreement with you. If not and we need to cost for these items in the new RFQ, can you kindly assist with the following quantities please: • Toilet paper • Hand paper towel • Waterless hand sanitizers • Urinal tablets • Air-freshers 2. Kindly advise if all your office areas are carpeted, if yes, what is the approximate square meters? 3. One of the equipment needed is a scrubber / polisher? Do you need one of these per site? 4. Do you have an office plan for the different sites, or approximate square meters for the different sites?	1. Yes it is part of the existing contract. Quantities are not indicated in the specification document. The department will not be prescribing how much quantities to be provided, a bidder must decide based on the information provided on annexure B (service area, and frequency, number of staff, number of visitors etc.) to determine the quantities that must be supplied and utilised throughout the contract period. The bidder must ensure that there is enough supplied. 2. Information pertaining to the estimated area sizes/floor plans and the number of carpeted areas will be provided in due course. 3. It is not required that each site must have a scrubber/polisher but the frequency schedule annexure D should help the bidder to determine whether they will keep a scrubber/polisher at a site for permanent basis. 4. Information pertaining to the estimated area sizes/floor plans detailing square meters will be provided in due course.
--	---

SD07-2024/2025 - APPOINTMENT OF SERVICE PROVIDERS FOR THE RENDERING OF CLEANING SERVICES AT THE FACILITIES FOR A PERIOD OF THREE-YEARS

INQUIRY	RESPONSE
Regarding the tender SD07/2024/25, I would like to know if a supplier may only submit a tender for a specific region or must the supplier submit a tender document for all the regions.	See par 1.6.1.2 – you have to bid on ALL items on a bid.
I have a question regarding tender SD 07-2024/2025. Is it mandatory to quote for all sites listed in the pricing schedule. Will I be disqualified if I only quote for one site?	See par 1.6.1.2 – you have to bid on ALL items on a bid.

SD08-2024/2025 - APPOINTMENT OF SERVICE PROVIDERS FOR THE RENDERING OF CLEANING SERVICES AT THE FACILITIES FOR A PERIOD OF THREE-YEARS

INQUIRY	RESPONSE
NONE	



REFERENCE: 3/3/2/4/4 & PN: 50674773

ENQUIRIES: Mr Tye Booth

MR CE JORDAN

CHIEF DIRECTOR: CHILDREN, FAMILIES & VULNERABLE GROUPS

APPOINTMENT: ACTING HEAD OF DEPARTMENT, DEPARTMENT OF SOCIAL DEVELOPMENT

1. In terms of section 32 of the Public Service Act, 1994 (as amended), you are hereby directed to temporarily perform the duties attached to the post of Head of Department, with effect from **30 September 2024 – 2 October 2024.**
2. You are herewith mandated to perform all the management functions, duties and responsibilities, attached to the post Head of Department for the above-mentioned period.
3. Please indicate in writing whether you accept the appointment as indicated above by completion of the attached annexure. On completion kindly return to the Directorate Operational Management Support, attention Mr Tye Booth, for further processing.
4. You are reminded that the appointment to this acting position does not assign you the legitimate right to either the full term of the acting assignment or that of the permanent post, which eliminates any legal disputes against the department.
5. It should also be noted that this acting will be **without remuneration.**

Yours faithfully

Isaac Sileku Digitally signed by Isaac
Sileku
Date: 2024.09.27 09:18:06
+02'00'

MR ISAAC SILEKU
MINISTER OF MOBILITY
DATE:

DEPARTMENT OF SOCIAL DEVELOPMENT
Directorate: Operational Management Support

ANNEXURE B

Your address:

THE DIRECTOR
OPERATIONAL MANAGEMENT SUPPORT
PRIVATE BAG X9112
CAPE TOWN
8000

FOR ATTENTION: MR T BOOTH

ACCEPTANCE OF ACTING POSITION: HEAD OF DEPARTMENT - DEPARTMENT OF SOCIAL DEVELOPMENT
MR CE JORDAN PN: 50674773

- a) I accept the appointment as **Head of Department**, for the period **30 September 2024 – 2 October 2024** at the Department of Social Development on the conditions as set out in your letter dated 27 September 2024 2024.
- b) ~~I do not accept the appointment as acting **Head of Department**, for the period **30 September 2024 – 2 October 2024** at the Department of Social Development on the conditions as set out in your letter dated _____ 2024.~~

Yours faithfully

Charles Jordan

FULL NAMES AND SURNAMES

50674773

PERSAL NUMBER

 Digitally signed by Charles Jordan
Date: 2024.09.27 10:58:44 +02'00'

SIGNATURE

DATE