



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

SPECIFICATION FOR RENDERING OF A ONCE OFF EFFECTIVE DEEP CLEANING SERVICES FOR THE DEPARTMENT OF WATER AND SANITATION KIMBERLEY OFFICE: BLOCK A AND BLOCK B

PROJECT DESCRIPTION: ONCE OFF DEEP CLEANING SERVICES

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1. BACKGROUND

The Provincial Operations Northern Cape urgently needs to appoint a service provider to render a once-off-deep cleaning service to ensure compliance with Occupational Health and Safety Act 85 of 1993, a service provider must be appointed to render this essential service.

2. CURRENT CHALLENGE

Currently the Provincial office in Kimberley office has been closed due to the removal of Asbestos ceilings. The asbestos has been removed and cleared. The clearance certificate has been issued.

3. BUSINESS OBJECTIVE

The objective of this business is to provide a once-off-deep cleaning service which is efficient, effective and economical. Once this service is implemented, DWS will be able to comply with the Occupational Health and Safety (OHS) Act 85 of 1993.

4. PURPOSE

After the asbestos removal from Block A and Block B premises of the Kimberley Office, the Facilities Manager needs to ensure all surfaces of the 2 buildings are properly cleaned before staff return to the office.

5. SPECIFICATION

Once off cleaning of the Department of Water and Sanitation Buildings in Kimberley: Block A (1763 Square meters) and Block B (2329 square meters). The service provider needs to have the knowledge for cleaning the building that has been affected by asbestos removal.

6. SCOPE

- 6.1 The Department requires a service from a professional service provider to render a once off effective deep cleaning service and provide with **deep cleaning certificate**.
- 6.2 Hygiene services with SABS approved disinfecting equipment and materials that are non-toxic and that can eliminate dust mites to achieve a higher level of hygiene and sanitation.
- 6.3 DWS will appreciate if the deep cleaning of offices would be a detailed cleaning which outlines all the areas including:
 - 6.3.1 **Offices, storerooms, filling rooms and strong rooms:** A thorough and intensive cleaning process that goes beyond regular or routine cleaning by tackling areas often overlooked or difficult to reach places like behind cabinets and inside cabinets, and on high shelves. or sensitive environments within offices.
 - 6.3.2 **Bathrooms:** Cleaning behind and under sinks and toilets, disinfecting surfaces, removing soap scum and mildew, and cleaning fixtures.
 - 6.3.3 **Kitchens:** Cleaning inside and outside of appliances, cleaning oven, microwave, and range hood, removing grease buildup, and cleaning countertops.
 - 6.3.4 **Floors:** Deep cleaning of rugs, and floors using the type of cleaning materials and equipment that are SABS approved.

6.3.5 Other Areas:

Deep cleaning of windows, door frames and handles and other hard-to-reach areas.

7. CONDITION/S

- a) The deep cleaning of offices must be completed within 3 working days
- b) The Department will not be liable to any damage caused by the contractor, whatsoever.
- c) The department will not be held liable of injury of the contractors' employees
- d) Suppliers are requested to provide a clear agreement regarding joint venture/consortia. The percentage involvement of each company in the joint venture agreement should be indicated on the agreement. A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid.
- e) A person will not be awarded points for B-BBEE status level if it is indicated in the quotation that such a supplier intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such supplier qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- f) Suppliers are required to submit original and valid B-BBEE Status level Verification Certificate or certified copies thereof together with their quotations, to substantiate their B-BBEE rating claims.

8. ADDITIONAL CONDITIONS

- 8.1 The service provider is supposed to have mask upon entering the offices for such inspections and when conducting the deep cleaning.
- 8.2 Service provider must provide DWS with a certificate/report that verifies that a deep cleaning procedure has been completed.
- 8.3 Upon commencement of the deep cleaning procedure, the service provider should ensure that cleaners are dressed in proper PPE for compliance with the Occupational Health and Safety Act.

9. PRICING

- The bidder must furnish a written quotation
- All prices must be inclusive of VAT where applicable

10. EVALUATION CRITERIA

PHASE ONE: ADMINISTRATIVE COMPLIANCE

PHASE TWO: MANDATORY COMPLIANCE (IF NOT COMPLIED WITH BIDDER WILL BE DISQUALIFIED)

PHASE THREE: FUNCTIONALITY CRITERIA

PHASE FOUR: POINTS AWARDED FOR PRICE AND SPECIFIC GOALS (80/20 PREFERENTIAL SYSTEM)

10.1 PHASE ONE: ADMINISTRATIVE COMPLIANCE

Bidders are required to comply with the following criteria listed below:

No	Criteria	Yes	No
1.	Companies must be registered with National Treasury's Central Supplier Database. Provide proof of print out from CSD.		
2.	Tax compliant with SARS (to be verified through CSD).		
3.	Complete, sign and submit SBD 1, SBD 3.2, SBD 4 and SBD 6.1		
4.	The service provider (and in the case of a consortium or joint venture – at least one member of such consortium or joint venture) should submit a notary agreement between the parties must clearly identify the lead partner (if applicable)		
5.	CERTIFICATE OF AUTHORITY FOR SIGNATORY (bidders to complete the relevant form.)		
6.	Copy of an Identity document of the authorised individual to represent the Service provider as per the CERTIFICATE OF AUTHORITY FOR SIGNATORY form		

10.2 PHASE TWO: MANDATORY (IF NOT COMPLIED WITH BIDDER WILL BE DISQUALIFIED)

Document that must be submitted	Compliant	Not Compliant
a) Proof of affiliation with the relevant cleaning bodies/associations (e.g. NCCA, BEECA, BCCCI or equivalent)		
b) Proof of compliance with government requirements (valid CIODA in cleaning services/cleaning hygiene services)		

10.3 PHASE THREE: FUNCTIONALITY CRITERIA

Below is the criteria that will be used to evaluate the bid

No	EVALUATION CRITERIA	POINTS
1	Submit a detailed workplan that entails the following:	60
	Cleaning, hygiene equipment and material (15)	
	Personal Protective Equipment (PPE) (15)	
	Company policy on OHS (15)	
	Disposal Procedure in line with OHS legislation (15)	
2	Relevant experience in cleaning and hygiene industry: Attach a copy of the relevant industry experience (Contract/appointment letter where the services are/were rendered/purchase order)	20

	More than 5 years experience (20)	
	3 to 5 years experience (15)	
	1-3 years experience (10)	
	Less than 1 year experience (5)	
3	Locality of the business Attach the municipal account not older than 3 months in the name of the owner of the company/company	20
	Office within the local municipality of the departmental premises to be deep cleaned (20)	
	Office within the district municipality of the departmental premises to be deep cleaned (15)	
	Office within the province of the departmental premises to be deep cleaned (10)	
	Office within the Republic of South Africa (5)	

NB: The prospective bidder needs to score a minimum of 65 points from phase three to progress to the next level of evaluation.

10.4 PHASE FOUR: POINTS AWARDED FOR PRICE AND SPECIFIC GOALS (80/20 PREFERENTIAL SYSTEM)

The 80/20 Preferential Procurement System will be used in evaluating these bids:

Evaluation element	Weighting (Points)
SPECIFIC GOALS	20
PRICE	80
Total	100

Price

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

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or}$$

Where:

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{min} = Comparative price of lowest acceptable bid

Preference point system

SPECIFIC GOALS	NUMBER OF POINTS TO BE ALLOCATED 80/20
Women	5
People with disability	5
Youth (35 and below)	5
Location of enterprise (Province)	2
B-BBEE status level contributors from level 1 to 2 which are QSE or EME	3
Total points for SPECIFIC GOALS	20

Documents Requirement for verification of Points allocation: -

Procurement Requirement	Required Proof Documents
Women	Full CSD Report
Disability	Full CSD Report
Youth	Full CSD Report
Location	Full CSD Report
B-BBEE status level contributors from level 1 to 2 which are QSE or EME	Valid BBEE certificate/affidavit Consolidated BEE certificate in cases of Joint Venture Full CSD Report

The definition and measurement of the goals above is as follows:

Women, disability, and youth:

This will be measured by calculating the pro-rata percentage of ownership of the bidding company which meets this criterion. E.g., Company A has five shareholders each of whom own 20% of the company. Three of the five shareholders meet the criterion, i.e. they are women/disability/youth. Therefore, this bidder will obtain 60% of the points allowable for this goal.

Location of enterprise

Local equals province. Where a project cuts across more than one province, the bidder may be located in any of the relevant provinces to obtain the points.

BBEE status level contributors from level 1 to 2 which are QSE or EME

Measured in terms of normal BBEE requirements.

Note: Formula for calculating points for specific goals

Preference points for entities are calculated on their percentage shareholding in a business, if they are actively involved in and exercise control over the enterprise. The following formula is prescribed:

$$PC = \frac{Mpa \times P\text{-own}}{100}$$

Where

PC= Points awarded for specific goal

Mpa= The maximum number of points awarded for ownership in that specific category

P-own = The percentage of equity ownership by the enterprise or business

Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. DWS will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.

The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

11. CONTACT ENQUIRIES

11.1 Please note that all formal enquiries should be submitted to both contact enquiries listed below.

11.2 All bid enquiries should be directed to:

SCM Administrative Enquiries

Any enquiries regarding the bidding procedure may be directed to:

Contact Person: Ms K Maako

Telephone No.: (083) 309 3794 (During office Hours)

Email Address: Maakop@dws.gov.za

Technical Enquiries

Any enquiries regarding technical information may be directed to:

Contact Person: Ms Y. Mcimeli

Telephone No.: (066) 143 1108 (During Office Hours)

Email Address: mcimeliy@dws.gov.za