

Physical Address
Umzimvubu Goats
Complex
Hospital Road
4735

Private Bag X 511
Mount Ayliff
South Africa
4735

Tel Number
+27 394 920 011
Fax Number
+27 866 833 718



Better District, Better Life and Growth for all.

www.anda.org.za

Alfred Nzo Development Agency SOC Ltd
Reg nr: 2008/009093/30

TERMS OF REFERENCE

FOR

THE APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF CLEANING SERVICES
FOR A PERIOD OF 2 YEARS.

2022/2023 FINANCIAL YEAR

Issued and prepared by:

Alfred Nzo Development Agency

Acting Chief Executive Officer: Mr. N.R. Xolo

Contact Person: Ms. S. Jijana

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1. BACKGROUND AND OVERVIEW OF THE PROJECT

The Occupational Health and Safety Act (OHSA) No. 85 of 1993 requires government offices, Entities or buildings to provide a clean, healthy, hygienic and safe working environment

2. INTRODUCTION

Occupational Health and Safety compels Corporate Services Department to provide Cleaning services, gardening services and landscaping at ANDA premises.

ANDA therefore, requires the effective provision of cleaning services for premises and Twelve (12) offices, Two (2) reception areas, Two (2) passages and One (1) Boardroom.

3. PURPOSE AND OBJECTIVES

The purpose of this project is to appoint a suitable service provider who will render professional cleaning and hygiene services to ANDA inside and outside premises of ANDA and provide cleaning material for a period of 24 months.

4. WORK SCHEDULE

The cleaning services will be carried out in ANDA offices and entire yard within the following timeframes:

- 5 days /48 hours a week.
- The contractor will be provided with the official public holidays.

5. DURATION

The duration of the cleaning services will be 24 months from the date of appointment.

6. SCOPE & EXTENT OF WORK

- To provide cleaning services with own cleaning material and supplies for a period of 24 months.
- To undertake deep cleaning once a year with their equipment and supplies
- To undertake grass cutting and weeding around offices every after two months
- Grass cutting around the entire complex/yard, pruning of trees and landscaping twice a year.

7. DELIVERABLES

The scope of the Contract shall include but not be limited to the following:

- Cleaning of 12 x office space, 1 x boardroom, 2 x reception areas, 2 x Passages, 1x kitchen and common areas
- Cleaning of 5 x restrooms
- Cleaning of all windows – internal and external
- Waste management

a. Offices / Reception

- Daily – paper/waste bins emptied.
- Floors/carpets vacuumed.
- Cleaning/dusting/vacuuming of fixtures such as cupboards, shelves, picture frames, couches, chairs, including desks / desk equipment, window-sides/heaters, doors, glass doors and glass partitions

b. Bathrooms

- Daily – floors washed; fixtures cleaned and disinfected;
- Refilling of toilet paper, liquid soap, toilet disinfectant, etc., replenished as required (provided by service provider)

c. Kitchenettes

- Daily – Floors; tabletops; sinks cleaned.
- Waste bins emptied.
- Cleaning of dishes and all appliances

d. Waste management

- The contractor will empty the dustbins from each office twice a day.
- Waste bins will be emptied according to the municipal collection schedule.
- Picking up the waste around the premises of ANDA.

8. GENERAL CONDITIONS OF THE CONTRACT

- **Validity period for bid/quote**

All prices must be valid for a period of three months (90 days) from the closing date of the bid.

- **Pricing**

Only bids that meet all administrative requirements and the minimum functional requirements will be evaluated in terms of the provisions of the Preferential Procurement Framework Act of 2000 and related regulations. The Bidder that receives the highest PPPFA score (price points + specific goals) will be the Preferred Bidder.

- **Service Level Agreement.**

The successful bidder and the Alfred Nzo Development Agency will sign a Service Level Agreement prior to commencement of works.

9. PROJECT TIME FRAME

The service provider will be appointed by the Alfred Nzo Development Agency for a period of (2) years, subject to the performance of the service provider.

10. MINIMUM REQUIREMENTS

Technical proposals shall be submitted in the following format, failure to adhere to this format requirement will lead to the bid being regarded as non-compliant.

- Submission of Clear financial breakdown with the proposal.
- Signed Implementation plan with relevant time frames.
- Detailed information for the business owners such as their CVs certified, ID copies.
- The potential bidder must be registered with national treasury central supplier database (CSD). CSD report must be attached.
- Bid document must be signed and duly completed, together with all declaration of interest/ standard bidding documents (MBD's 1, 4, 8, and 9).
- Provide and attach a copy of company registration certificate.
- The tenderer must submit valid proof of its B-BBEE status level of contributor/ sworn affidavit.
- The potential bidder must attach valid tax clearance / pin number
- Company profile with the relevant experience and track record. Please clearly index your company profile

- The company must have a minimum of five (5) years proven track record and experience in provision of Cleaning Services (Attach at least 3 reference letters from different institutions where the service provider undertook similar work in the past)

Proposals must be placed in a sealed envelope and clearly marked: "Provision of Cleaning services for a period of two (2) years" and placed in the tender box at the Alfred Nzo Development Agency not later than 12H00 on the **MAY 2023**.

11. COMPLIANCE REQUIREMENTS

Note to Prospective Bidders: Compulsory submissions (Failure to submit any of the following will result in disqualification).

- Valid SARS pin number confirmation certificate to be included.
- Municipal clearance certificate certifying that no municipal rates and service charges are owed by the bidder and any of its directors to Alfred Nzo District Municipality or to any other municipality where the bidder's business operations are located, are in arrears for more than three months/ Proof of residence/Lease agreement
- Copies of ID Documents and all submitted certificates must be certified with a certification that is not older than 3 months.
- The bid will be evaluated according to the Preferential Procurement Regulations 2022
- Company profile with traceable references
- Joint Venture agreement should be in JV agreement forma (If applicable)
- All bidders should complete MBD 1, MBD 4, MBD 8, MBD9
- All prospective service providers of goods and services and infrastructure procurement are to be registered on Central Database in order to do business with all organs of state in the Republic of South Africa.

12. SELECTION AND EVALUATION CRITERIA

ANDA subscribes to the Preferential Procurement Regulations 2022, pertaining to the Preferential Procurement Policy Framework Act (PPPFA) principles whereby a bidder's submission will be evaluated according to the sum of the award of points in respect of the tender value and Specific Goals. Price and Preference goal 3 will be used for evaluation. The 80/20 preferential point system will be applicable, with 80 points for price and 20 points for Specific Goals.

The bids will be evaluated in two stages, namely:

- **Stage 1- Minimum compliance and mandatory responsiveness criteria**
- **Stage 2 - Price and Preference Point system (Goal 3)**

Bids will be evaluated in terms of the SCM Policy of Alfred Nzo Development Agency and shall be applied as follows: -

All proposals received shall firstly be evaluated on Minimum compliance and mandatory responsiveness criteria and then after the Preference Point system will be applicable.

The submitted proposals are to be evaluated using the 80/20 preference points system in accordance with the PPPFA guidelines. Based on this system the points will be allocated as follows:

- **Price – 80%**
- **Specific Goal 3 – 20%**

Only service provider(s) that can demonstrate the required experience and skills relating to the execution of this project will be considered. The following criteria will be taken into account for the appointment of a successful Service provider(s).

ITEM	WEIGHT
<p>STAGE 1</p> <p>In this stage all proposals received will be verified for compliance and completeness as per set of the minimum requirements listed under section 6 and 7. Service Providers who comply with the listed requirements progresses to the next phase of bidder(s) price and preference evaluation requirements.</p> <p>NB: Only bidders who fully comply with minimum requirements progress to the next stage</p>	100%
STAGE : PRICE & PREFERENCE POINTS	
Price	80%
Preferential Goal 3- Combination of any Goals	20%

SPECIFIC GOAL 3: COMBINATION OF ANY GOALS	Attachment to claim maximum points	Criteria Points
Priority population groups	Attach CK and Certified IDs of directors, percentage of equity held must be 51% or more	8
Women	Certified IDs of directors, percentage of equity held must be 51% or more	5
Youth	Certified IDs of directors, percentage of equity held must be 51% or more	5

Disabled	Attach signed letter from Health practitioner	2
TOTAL WEIGHT	Attachment to claim maximum points	20%

Bidders should take note of the above technical (functionality) evaluation criteria.

All the necessary documentation must be submitted for the Evaluation Panel to make an informed evaluation. Evaluation of the Technical Requirements will be based on the information provided by the bidder.

For any queries regarding this tender, please contact Ms. S. Jijana for project related queries; on (039) 492 0011/072 846 6566, email: jijanas@anda.org.za or;

Ms O. Sompa for SCM related queries at telephone number 039-492-0011/ 066 440 7301, email: sompao@anda.org.za during office hours.

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Yours in local economic development



MR. N.R. XOLO

ACTING CHIEF EXECUTIVE OFFICER