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*Better District, Better Life and Growth for all.*

[www.anda.org.za](http://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 3 YEARS.**

### **2025/2026 FINANCIAL YEAR**

**Issued and prepared by:**  
**Alfred Nzo Development Agency**  
**Umzimvubu Goat Complex**  
**Hospital Road**  
**eMaxesibeni**  
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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**

The Alfred Nzo Development Agency (ANDA) is an institution of the Alfred Nzo District Municipality (ANDM); it is established in terms of the Municipal Systems Act No. 32 of 2000 and regulated in terms of the Municipal Finance Management Act No 56 of 2003. ANDA is registered in terms of the Companies Act No 71 of 2008. ANDA is governed by a plethora of legislation and regulations that intend to support and strengthen its role in transforming society and the developmental state.

The Multiyear business plan of the Entity compels Corporate Service/Finance and Admin Department to provide cleaning services, gardening services and landscaping at ANDA offices and within the whole yard. ANDA requires the effective provision of cleaning services for its office premises.

## **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 at their premises in the ANDA office in Emaxesibeni for a period of 36 months.

## **4. WORK SCHEDULE**

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

- 5 days a week, schedule to be submitted by the bidder
- The contractor will be provided with the official public holidays

## **5. DURATION**

The duration of the cleaning services will be 36 months from the date of appointment.

## **6. SCOPE & EXTENT OF WORK**

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

- Cleaning of 10 x office space, 1 x boardroom, 1x kitchen and common areas
- Cleaning of 5 x restrooms
- Waste management
- To undertake exterior cleaning
- To serve refreshments to ANDA staff

## **7. DELIVERABLES**

### **a. Cleaning of 10 x office space, 1 x boardroom, 1x kitchen and common areas**

- 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, doors, glass doors and glass partitions.
- Daily – Floors; tabletops; sinks cleaned.
- Waste bins emptied.
- Cleaning of dishes and all appliances when required

### **b. Cleaning of 5 x restrooms**

- Daily – floors washed; fixtures cleaned and disinfected.
- Refilling of toilet paper, liquid soap, toilet disinfectant, etc., replenished as required.
- Refilling hand sanitizers in the various points around the building, as and when required.

### **c. 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.

### **d. To undertake exterior cleaning**

- To undertake grass cutting/weeding, pruning of trees, landscaping as required  
N.B; **ANDA to provide Fuel and cleaning material and machinery**
- Cleaning of all windows – internal and external

### **e. To serve refreshments to ANDA staff when required.**

## **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 + B-BBEE contribution level points) 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 three (3) years, subject to the performance of the service provider(s).

## 10. SUBMISSION 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 together with a detailed cleaning schedules and time frames.
- Detailed information for the business owners such as their CVs certified, ID copies.
- Copies of all documents must be certified originals not older than 3 Months
- 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.
- Attach a proof of qualifications for bidders (CV and certificates).
- 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

Proposals must be placed in a sealed envelope and clearly marked: "Provision of Cleaning services for a period of two (3) years" and placed in the tender box at the Alfred Nzo Development Agency not later than 12H00 on the 08/09/2025 Bidder are requested to ensure that their proposal

include: company registration, a tax clearance certificate/pin BBEE Certificate/affidavit

## 11.CRITERIA

### Functionality Evaluation:

The bids will be evaluated in two stages, namely:

- Stage 1- Functionality
- Stage 2- Price and Preferential Points

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

ITEM	Weight
STAGE 1 OF EVALUATION – FUNCTIONALITY	100
• Previous Experience	50
• Capacity and Expertise	50
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	100
Preferential points/Specific goals	20
Price	80

All proposals received shall firstly be evaluated on functionality and thereafter only those who qualify for the next stage of evaluation will be evaluated in terms of the PPPFA No.5 of 2000 read together with the 2017 PPPFA Regulations and the B-BBEE Regulations.

Any bid that fails to achieve a minimum of 70 points on the functionality evaluation shall not be evaluated further and will be deemed to be non-responsive.

**The functionality evaluation points will be applied as per the table below; -**

**NB:** Bidders must demonstrate by submitting documentary proof in relation to the claim of points with respect to the following key: The successful bidders or consortium **must demonstrate the following key competencies** for the functionality evaluation as per the table that follows:

<b>Criteria description</b>	<b>Weight (100)</b>
<b>Bidder's relevant experience and track record</b>	<b>60</b>
<p>The following scoring matrix will be used to evaluate these criteria.</p> <p>2 years' relevant experience = 20</p> <p>To claim points bidders must submit 2 reference letters on the relevant letter hand and signed by the referring organisation.</p>	20
<p>4 years of relevant experience = 40</p> <p>To claim points bidders must submit 4 reference letters on the relevant letter hand and signed by the referring organisation.</p>	40
<p>6 years of relevant experience = 60</p> <p>To claim points bidders must submit at least 6 reference letters on the relevant letter hand and signed by the referring organisation.</p>	60
<b>CAPACITY AND EXPERTISE</b>	<b>60</b>



<p><b>PROJECT TEAM</b></p> <ul style="list-style-type: none"> <li>• Team leader/supervisor should have a minimum of two years office cleaning supervisory experience; this must be supported with a submission of CV and grade 12 certificate. <b>20</b></li> <li>• Personnel must have two years' experience in cleaning office spaces; this must be supported with the submission of CVs for team members. The team of experienced cleaning staff must attach a minimum grade 8 qualification. <b>20</b></li> </ul> <p><b><i>NB: Attach CVs and certified copies not older 3 months for all qualifications for project team. The bidders must clearly index and label the Management CV's of not more three pages.</i></b></p>	
<b>Total Maximum Weighting</b>	<b>40</b>

For any queries regarding this tender, please contact Ms. M. Mhlembana for project related queries; on (039) 492 0011/073 416 1023 or. [mhlembanam@anda.org.za](mailto:mhlembanam@anda.org.za) Ms O. Sompao for SCM related queries at telephone number 039-492-0011/066 4407301 [sompao@anda.org.za](mailto:sompao@anda.org.za) during office hours.

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**Approved by:**



**LUMKO MTIMDE**  
**CHIEF EXECUTIVE OFFICER**