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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 3 YEARS.

2023/2024 FINANCIAL YEAR

Issued and prepared by:

Alfred Nzo Development Agency

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

Contact Person: Ms. N. Boti

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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 36 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 36 months from the date of appointment.

6. SCOPE & EXTENT OF WORK

- To provide cleaning services with provided cleaning material and supplies for a period of 36 months.
- To undertake deep cleaning within 30 days after appointment and once a year thereafter with their equipment and supplies
- To undertake grass cutting and weeding around offices monthly during summer season and every 2months on other seasons or as required
- Grass cutting around the entire complex/yard, pruning of trees and landscaping.

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, 3 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

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 (3) 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, 6.1, 8, and 9).
- Provide and attach a copy of company registration certificate.
- 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

- 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
- Joint Venture agreement should be in JV agreement forma (If applicable)

Proposals must be placed in a sealed envelope and clearly marked: "Provision of Cleaning services for a period of three (3) years" and placed in the tender box at the Alfred Nzo Development Agency not later than 12H00 on the

11. 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- Capacity to execute work
- 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).

Criteria description	Weight (100)
Bidder's relevant experience and track record	50
The following scoring matrix will be used to evaluate these criteria.	50

1 – 2 years' relevant experience = 20	
3 – 4 years of relevant experience = 30	
5 and above years of relevant experience = 50 Reference letters must be on the letterhead of that organisation and be signed	
CAPACITY AND EXPERTISE	50
<p>PROJECT TEAM</p> <ul style="list-style-type: none"> • Team leader/supervisor should have a minimum of two years office cleaning supervisory experience. 20 • Key Personnel: Demonstrate the ability of the Individual/Team to render the service and the expertise of key staff members. This must be supported with a submission of CV's for team members i.e. Contract Manager and the team of experienced cleaning staff must attach their highest qualifications. 30 <p><i>NB: Attach CVs and certified copies not older 6 months for all qualifications for project team. The bidders must clearly index and label the Management CV's of not more three pages.</i></p>	
Total Maximum Weighting	50

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	10
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
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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APPROVED/NOT APPROVED



**MR S. TSHONGA
BSC CHAIRPERSON**

Comments by Chairperson:

AUTHORISED BY:



**MR N.R KOLO
ACTING CHIEF EXECUTIVE OFFICER**