



human settlements

Department:
Human Settlements
PROVINCE OF KWAZULU-NATAL

INVITATION FOR PROPOSALS

APPOINTMENT OF A SERVICE PROVIDER TO RENDER CLEANING SERVICES AT EAGLE BUILDING, DURBAN FOR THE KZN DEPARTMENT OF HUMAN SETTLEMENTS FOR A PERIOD OF 24 MONTHS

BID NUMBER	ZNB07/2016/17HSE
CLOSING DATE	14 JUNE 2017 @ 11H00
BID BOX NO.	16 (SITUATED AT GROUND FLOOR, SAMORA HOUSE, 2 SAMORA MACHEL STREET, DURBAN)
COMPULSORY BRIEFING SESSION DATE	<u>30 MAY 2017 – NO DOCUMENT WILL BE ISSUED ON OR AFTER BRIEFING SESSION DAY</u>
BRIEFING SESSION TIME	11H00
BRIEFING SESSION VENUE	9TH FLOOR BOARDROOM, EAGLE BUILDING, 353 – 363 DR PRIXELY KASEME STREET, DURBAN, 4001, AT 11:00
TECHNICAL ENQUIRIES	MS B. NDLOVU / MS N MANYATHI TEL: 031 336 5111/ 031 336 5103
BID ENQUIRIES	MR. S. MTHEMBU 031 336 5169/ MRS R. GAFOOR 031 336 5142

The KZN Department of Human Settlements hereby invites proposals from suitably qualified and experienced service providers with the requisite capacity for appointment as a service provider to render cleaning services for the Kwa-Zulu Natal Department of Human Settlements at Eagle Building for a period of 24 months.

Documents will be made available as from **12 May 2017 till 29 May 2017**. A non-refundable cash fee of R270-00 will be charged for the bid document. Payment must be made at cashiers office 1st floor, Samora House, 2 Samora Machel Street Durban, from 8h00 – 15h00. A receipt must be produced to the bid section at 5th floor, room 518 for issue of a bid document. Alternatively the bid document can be downloaded at no cost at www.etenders.gov.za. **No documents will be issued after 15h30 on 29 May 2017.**

The bidder or a person who is directly employed by the bidder and is suitably qualified and experienced to comprehend the implications of the work involved must represent the bidder at the compulsory briefing session.

Bidders must furnish original bid documents at the briefing session venue as section J will be endorsed by the Department's official.

1. SCOPE OF WORK

The work covered by this specification includes generally maintaining of the interior of the building in a clean and tidy condition, as well as external as defined

2. EQUIPMENT AND CONSUMABLES

The contractor will provide all equipment and materials necessary for the execution of the contract at their own expense.

2.1 AREAS TO BE SERVICED

- 2.1.1 Floors and entrances
- 2.1.2 Internal Windows
- 2.1.3 Stairs and landings
- 2.1.4 Refuse bin areas
- 2.1.5 Parking areas and ramps
- 2.1.6 Toilets
- 2.1.7 Boardrooms
- 2.1.8 Tea rooms and kitchens
- 2.1.9 Common area windows and panels
- 2.1.10 All passages and offices
- 2.1.11 Government vehicles.

3. AREAS EXCLUDED

- 3.1 External windows (Floor 07 to 23)
- 3.2 Strong rooms

4. DETAILS OF SERVICES REQUIRED

Services required are fully detailed in the bid document

THE BID WILL BE EVALUATED IN TWO STAGES AS FOLLOWS:

STAGE 1 – ELIGIBILITY CRITERIA

IN ADDITION TO ALL REQUIREMENTS A COMPREHENSIVE COMPANY PROFILE AND PROPOSAL MUST BE ATTACHED DETAILING ALL INFORMATION REQUIRED AS PER STAGE 1 OF EVALUATION CRITERIA. FOR PROGRESSION TO STAGE 2, SERVICE PROVIDERS MUST SCORE A MINIMUM OF 60% OF TOTAL POINTS. PROFILE MUST HAVE TRACEABLE REFERENCES (PROJECT NAME, VALUE OF PROJECT, CONTACT PERSON, BUSINESS CONTACT NUMBER, FAX NUMBER, CELL PHONE NUMBER AND EMAIL ADDRESS) WITH A PROVEN TRACK RECORD. DOCUMENTARY PROOF OF COMPLETED CONTRACTS MUST BE ATTACHED.

Key aspect of Eligibility	Basis for points allocation	Score	Max Points
Methodology	- Provide details of your company structure as well as profile of key personnel. - Provide a detailed plan on how the services/scope/tasks will be executed. - Organizational Capacity	Good	19 – 30
	Acceptable (in terms of above)	Fair	13 – 18
	Lacks the appropriate level of experience (in terms of above)	Poor	0 – 12
Experience	- Displays appropriate, applicable and relevant experience on previous similar assignments. - Provide details on which you undertook cleaning contract(s)	Good	19 – 30
	Acceptable (in terms of above)	Fair	13 – 18

	Lacks appropriate, applicable and relevant experience (in terms of above)	Poor	0 – 12
Financial Capacity	- Provide proof of financial capacity to satisfactorily execute the services required in consideration that DOHS has up to thirty days to make payment for services satisfactorily rendered. - Provide last 2 year Audited financial statements.	Good	16 – 25
	Acceptable (in terms of above)	Fair	11 – 15
	Lack of financial capacity	Poor	0 – 10
Resources and Equipment	- Provide detailed list of appropriate resources and equipment available to execute the required services	Good	10 – 15
	Acceptable (in terms of the above)	Fair	7 – 9
	Did not provide satisfactory solutions to the set of criteria dealing with key issues (in terms of above)	Poor	0 – 6
TOTAL		100	

STAGE 2 – 80/20 PREFERENCE POINTS SYSTEM

The 80/20 Preference Points System will be utilized. In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0