



## human settlements

Department:  
Human Settlements  
PROVINCE OF KWAZULU-NATAL

### INVITATION FOR PROPOSALS

**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE A SECURITY SYSTEM TO THE KZN DEPARTMENT OF HUMAN SETTLEMENTS AT THE EAGLE BUILDING, 353 – 363 DR PIXELY KASEME STREET IN DURBAN ON RENTAL BASIS. SERVICE PROVIDER TO SUPPLY, INSTALL AND PROVIDE MAINTENANCE SERVICES FOR A PERIOD OF 60 MONTHS**

<b>BID NUMBER</b>	<b>ZNB11/2016/17HSE</b>
<b>CLOSING DATE</b>	<b>13 JUNE 2017 @ 11H00</b>
<b>BID BOX NO.</b>	<b>18 (SITUATED AT GROUND FLOOR, SAMORA HOUSE, 2 SAMORA MACHEL STREET, DURBAN)</b>
<b>COMPULSORY BRIEFING SESSION DATE</b>	<b>29 MAY 2017 – <u>NO DOCUMENT WILL BE ISSUED ON OR AFTER BRIEFING SESSION DAY</u></b>
<b>BRIEFING SESSION TIME</b>	<b>11H00</b>
<b>BRIEFING SESSION VENUE</b>	<b>9TH FLOOR BOARDROOM, EAGLE BUILDING, 353 – 363 DR PIXELY KASEME STREET, DURBAN, 4001, AT 11:00</b>
<b>TECHNICAL ENQUIRIES</b>	<b>MR M. MZELEMU: 031 336 5115 MR M. MATEBESE: 031 336 5295</b>
<b>BID ENQUIRIES</b>	<b>MR. S. MTHEMBU 031 336 5169/ MRS R. GAFOOR 031 336 5142</b>

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 26 May 2017**. A non-refundable cash fee of R270-00 will be charged for the bid document. Payment must be made at cashiers office 1<sup>st</sup> floor, Samora House, 2 Samora Machel Street Durban, from 8h00 – 15h00. A receipt must be produced to the bid section at 5<sup>th</sup> floor, room 518 for issue of a bid document. Alternatively the bid document can be downloaded at no cost at [www.etenders.gov.za](http://www.etenders.gov.za). **No documents will be issued after 15h30 on 26 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

A detailed scope of works is contained 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.**

<b>Key aspect of Eligibility</b>	<b>Basis for points allocation</b>	<b>Score</b>	<b>Max Points</b>
<b>Methodology</b>	- Provide details of your company structure as well as profile of key personnel. - Provide contingency and risk management plan. - Organizational Capacity	Good	<b>19-30</b>
	- Acceptable (in terms of above)	Fair	13-18
	- Lacks the appropriate level of experience (in terms of above)	Poor	0-12
<b>Experience</b>	- Displays appropriate, applicable and relevant experience on previous similar assignments. -Provide details on which you undertook cleaning contract(s)	Good	<b>19-30</b>
	- Acceptable (in terms of above)	Fair	13-18
	- Lacks appropriate, applicable and relevant experience (in terms of above)	Poor	0-12
<b>Financial Capacity</b>	-Provide proof of financial capacity to b 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	<b>12-25</b>
	Acceptable (in terms of above)	Fair	11-15
	Lack of financial capacity	Poor	0-10
<b>Resources and Equipment</b>	Provide detailed list of appropriate resources and equipment available to execute the required services	Good	<b>10-15</b>
	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

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