an agency of the
Department of Arts and Culture

BID NO: SAHRA/FAC/CHS/28/07/2021

SOUTH AFRICAN HERITAGE RESOURCES AGENCY

REQUEST FOR QUOTATION TO RENDER CLEANING AND HYGIENE SERVICES AT SAHRA HEAD OFFICE

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1. PURPOSE

1.1 SAHRA invites suitably reliable and experienced hygiene and cleaning service providers with the necessary capacity and resources to submit quotations for cleaning and hygiene services at SAHRA Head Office based in Cape Town.

2. BACKGROUND

2.1 SAHRA is a statutory organisation established under the National Heritage Resources Act (NHRA) and a listed public entity in terms of Public Finance Management Act No 1 of 1999 (PFMA). The primary objective of SAHRA is to coordinate the identification and management of the national estate.

2.2 SAHRA needs to appoint a suitable service provider to provide cleaning and hygiene services in its Head Office based at 111 Harrington Street, Cape Town for a period of two (2) years.

3. SCOPE OF THE SERVICE REQUIRED

3.1 CLEANING SERVICES

3.1.1 Areas to be cleaned

- Reception areas
- Office space, open areas and passages
- Bathrooms (Toilets) and showers
- Meeting rooms
- Storerooms

- Kitchens
- Staircases and glass doors
- Internal windows

3.1.2 Duties to be performed

3.1.2.1 Provision of one male staff cleaner to carry out duties as specified below:

- Performing gardening, hygiene and cleaning duties in the yard, offices and parking areas of SAHRA Head Office.
- The staff member must assist on an ad-hoc basis with internal movement of furniture.
- Cleaning and vacuuming of floors and tiles.
- Daily cleaning, sweeping and disinfecting of bathroom facilities and mirrors.
- Daily dusting and polishing of all exposed areas furniture and other contents.
- Daily removal of rubbish bins.
- Cleaning and washing of dishes daily.
- Mopping tiled floors, passages and staircases daily.
- Washing of fabric towels
- Assisting in the setting up of meeting/board rooms, preparing cups and plates, providing tea, coffee, water and necessary refreshments during meetings.
- Collection of cutlery and crockery from meeting/board rooms.
- Deep cleaning of ablution facilities, urinals and kitchen sinks on a monthly basis.

3.1.3 Frequency of Service Provision

- Service to be provided five (5) days a week – Monday, Tuesday, Wednesday, Thursday and Friday from 07:30 to 16:00.
- The service provider awarded the contract shall ensure the impeccable presentation of its staff by wearing uniforms and name badges for identification.
- Replacement during sick/ annual leave of personnel should be provided.

3.1.4 Bi-annual pest (and mice) control services for SAHRA Head Office based at 111 Harrington Street and 79 Roeland Street Cape. This entails fumigation of offices, storerooms, kitchens, drainage and garages for elimination of pest and mice infestation.

3.1.5 Bi-annual carpet cleaning services for SAHRA Head Office. Size to be cleaned is 750 square metres for the office based at 79 Roeland street and 1500 square metres for the office at 111 Harrington Street.

3.1.6 Bi-annual cleaning of external windows at the main head office based at 111 Harrington Street, Cape Town.

3.2 HYGIENE SERVICES

3.2.1. Provision of hygiene services in the form of supplying, installation and periodical refilling of the following:

3.2.1.1 Office at 111 Harrington Street

Product	Quantity	Frequency
Quadrasan Sanitizers	9	Monthly
Air Freshener	5	Monthly
Soap Dispensers	6	Monthly
Safe Seat Dispensers	7	Monthly
Sanitary Bins	5	Weekly
Automatic Hand towel Dispensers	5	N/A
Wall bins	5	N/A
Sanitary Wipes	7	Monthly

3.2.2.2 Office at 79 Roeland Street

Product	Quantity	Frequency
Quadrasan Sanitizers	7	Monthly
Air Freshener	3	Monthly
Soap Dispensers	3	Monthly
Safe Seat Dispensers	7	Monthly
Sanitary Bins	4	Weekly
Automatic Hand towel Dispensers	3	N/A
Wall bins	3	N/A
Sanitary Wipes	7	Monthly

4. TERMS AND CONDITIONS OF PROPOSALS

1. All costs and expenses incurred by the potential service providers relating to their project proposal will be borne by each respective service provider. SAHRA is not liable to pay such costs and expenses or to reimburse or compensate service providers in the process under any circumstances, including the rejection of any proposal or the cancellation of this project.

2. SAHRA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its proposal.

3. SAHRA may require responsive bidders to present and discuss their proposals in person.

4. SAHRA reserves the right not to make any appointment from the proposals submitted.

5. Bidders shall not issue any press release or other public announcement pertaining to details of their project proposal without the prior written approval of SAHRA.

6. Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. It is important that bidders declare their conflict of interest through completion of relevant attached forms.

7. SAHRA reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise.

8. Any and all project proposals shall become the property of SAHRA and shall not be returned.

9. The bid offers and proposals should be valid and open for acceptance by SAHRA for a period of 60 days from the date of submission.

10. Bidders are advised that submission of a proposal gives rise to no contractual obligations on the part of SAHRA.

11. SAHRA reserves the right not to award the bid to the bidder that scores the highest points.

12. Disputes that may arise between SAHRA and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.

13. In addition to adherence to the specific terms and conditions of proposals, provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract attached hereto, an original signed copy of which must be submitted together with all other bid documentation.

14. All returnable bid documents must be completed in full and submitted together with the bidder’s proposal. Should the returnable documents not be completed, the bid will not be considered any further.

15. The successful bidder will be subject to supplier clearance process as prescribed by the National Treasury. This process includes, verification of supplier and its shareholders/ directors/members’ status on the list of defaulters and restricted suppliers.

16. The proposal must include a company profile/ organization profile, comprising a description of the organization of the bidder, its primary business activity, clients experience, management etc, including at least three references for companies, to whom the service provider has supplied the same service.

17. After the successful service provider has received the purchase order, they must be able to deliver in full compliance with South African approved standards and in compliance to the specifications provided.

5. RETURNABLE DOCUMENTS

a) SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document).
b) SBD 4 Declaration of Interests form.
c) SBD 2 Tax Clearance certificate application form.
d) SBD 7.1 Contract Form – Rendering of Service.
e) General Conditions of Contract
f) SBD 8 Declaration of Bidder's Past Supply Chain Management Practices.
g) Conditions of Contract.
h) SBD 9 Certificate of Independent Bid Determination.
i) Company profile.

NB: Failure to submit completed returnable forms as mentioned above shall automatically disqualify your quotation. Please ensure that you submit CSD Registration Report.

6. ANTICIPATED TIME SCHEDULE AND PROCESS

Request for Proposals Issued	Supplier registration on Central Supplier Database (CSD)	28 July 2021
Closing date & Opening of Proposals	Proposals opened at SAHRA Head Office	**6 AUGUST 2021 @ 11:00am**

7. EVALUATION CRITERIA

All bid offers received shall be evaluated based on a two stage bidding process. The phases are as follows:

- **Phase One**: Compliance to conditions of bid and Terms of Reference.
- **Phase two:** Preference points for Broad Based Black Economic Empowerment(BBBEE) Status Level of Contribution (80/20 preference points system), where 80 points are allocated to price, and 20 points are allocated to BBBEE status level as follows;

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

PRICE (VAT INCLUDED)

Price must be quoted in South African currency and must be inclusive of VAT. Bidders are further requested to indicate their price in all elements listed on the pricing schedule including management and transactional fee of the requested service. Price will be evaluated based on 80 points and the applicable formula of calculating points scored by each bidder.

8. SUBMISSION OF BID OFFER AND PROPOSALS

Project proposals must be submitted in a sealed envelope, marked as CONFIDENTIAL and for the attention of the Supply Chain Management Unit - **Bid No: SAHRA/FAC/CHC/28/07/2021**

Project Name: Cleaning and Hygiene Services

Bids must be emailed to: tenderinfo@sahra.org.za

SAHRA takes no responsibility for emailed documents. It is the onus of the service provider to ensure that the documents are received before closing date and time.

Closing date for bid offers and proposals: 6 August 2021 @ 11:00am

For technical information, please contact:
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