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Request for Quotation (RFQ) for the provision of cleaning services to the Accounting Standards Board (ASB) at Midridge Office Estate (South), cnr Pioneer and Atlantis Ave, Building A, Ground Floor, Midrand

RFQ No 01/10/02/2020

Date of issue	Monday, 27 January 2020
Closing Date and Time	Monday, 10 February 2020 at 11h00. <i>(Late Quotations will not be considered)</i>
Contact details	For submission of quotations or any other enquiries: Email info@asb.co.za <i>(Please use RFQ No. as subject reference)</i>

1. INVITATION FOR QUOTATION

Quotations are hereby invited from suitably experienced, skilled and competent service provider for the provision of cleaning services at *Midridge Office Estate (South), cnr Pioneer and Atlantis Ave, Building A, Ground Floor, Midrand*

2. SCOPE OF WORK AND QUOTATION REQUIREMENTS

The service provider is required to provide cleaning services as well as cleaning material and equipment (where applicable) to the ASB

Board Members: Mr V Ngobese (chair), Ms F Abba, Ms L Bodewig, Mr C Braxton,
Mr K Hoosain, Ms I Lubbe, Mr K Makwetu, Ms P Moalusi, Ms N Themba
Alternate: Ms M Sedikela
Chief Executive Officer: Ms E Swart, Technical Director: Ms J Poggiolini

The total office area is 180 square meters

Bathroom are as follows:

1 Male toilet and 2 two urinals

2 Female toilets

1 Disable toilet

Duration of Service:

The intended term of the contract will be for a period of 36 months.

Normal working hours

Working Days (Excluding Public Holidays) Monday to Friday 07h00 to 16h00.

Staffing requirements

The ASB require one (1) full day female cleaner. No overtime will be required.

Equipment

The service provider will provide cleaning equipment and materials to the cleaner. All material and equipment must be SABS approved.

The ASB require proper cleaning cloth for use in the various areas in colour codes as follow:

- Red for bathroom purposes;
- Yellow for the workstations and equipment amongst other telephone equipment and computers; and
- Blue for the kitchens.

Other materials / equipment required:

- Vacuum cleaner,
- Brooms and dustpan,
- Mops,
- Buckets,
- Feather duster (short and long),
- Squeegee with extendable handle for window cleaning,
- Safe and environmentally friendly cleaning chemicals.

This list is not certified to be fully comprehensive and other equipment must be provided as needed to provide the services listed in the table below.

3. STANDARD SERVICES REQUIRED AND FREQUENCY

The following table outlines the minimum requirements in terms of cleaning services and the frequency and can be adapted to accommodate changes in circumstances. This information will be used in the development of the Service Level Agreement.

- Daily refers to a minimum of once per day
- Weekly refers to a minimum of once per week (Monday to Friday)
- Monthly refers to a minimum of once or twice per month

NO	TASKS AND ACTIVITIES
	<p>ENTRANCES TO BUILDING</p> <ul style="list-style-type: none"> a) Sweep and mop all entrance floors - Daily b) Vacuum/sweep doormats – daily c) Wash doormats – Weekly d) Spot clean walls – daily e) Clean entrance doors – daily f) Clean all railings and remove bird droppings - weekly
	<p>DUSTING</p> <p>Unless otherwise stated, the under-mentioned should be dusted every day with a soft cloth or a duster, which is recommended specifically for this purpose, and should be cleaned daily:</p> <ul style="list-style-type: none"> a) Contents of each office / room b) All surfaces and partitions c) All artwork and frames
	<p>BLINDS</p> <ul style="list-style-type: none"> a) Dust blinds – Daily. b) Clean blinds – monthly
	<p>DOORS</p> <p>Remove all dirty spots on doors – daily.</p> <ul style="list-style-type: none"> g) Polish door knobs with an approved metal polish where applicable – weekly. h) Wash all glass doors (inside and outside) with a degreasing agent and equipment that will not scratch the surface, as required – weekly or on request
	<p>FURNITURE</p> <ul style="list-style-type: none"> a) Polish wooden furniture everywhere with an approved polish. Such polish should not be greasy and should not come off on anything it comes into contact with after it has been polished – weekly b) Remove all dirty spots from glass tops, desks and other furniture in a proper

	<p>way – daily</p> <p>c) Damp-wash those parts of furniture covered in leather or imitation leather – daily.</p> <p>d) Treat upholstered or leather covered parts of furniture with an approved agent – monthly.</p> <p>e) Vacuum those parts of furniture covered with fabric – weekly.</p> <p>f) Wipe telephones with a damp cloth using a suitable diluted disinfectant – daily.</p>
	<p>INSIDE WALLS</p> <p>Remove all spots such as fingerprints on walls, paintwork, and electric switches – daily.</p>
	<p>TILED FLOORS</p> <p>a) Wash floors with an appropriate cleaner and disinfectant (where required) – daily</p> <p>b) Balconies should be swept and dirty spots removed daily – washed with appropriate chemicals – min 2 times per week</p>
	<p>CARPETS (Fitted and loose)</p> <p>a) Vacuum all carpets - daily</p> <p>b) Clean spots or stains immediately on a daily basis. There should be guarded against the use of cleaning agents that could damage or discolour the carpets.</p> <p>c) Deep cleaning of carpets will be done annually – Quoted on request</p>
	<p>RUBBISH REMOVAL</p> <p>a) Empty all waste bins in office, kitchen, bathrooms and general areas – daily.</p> <p>b) All rubbish bins should be washed with an approved disinfectant.</p> <p>c) Sufficient rubbish bags need to be provided daily to line the bins in the kitchens, bathrooms or where necessary.</p> <p>d) All rubbish bags will be removed from the containers with the rubbish intact and the containers will be lined with new bags daily.</p> <p>e) The contents of waste bins and other office rubbish should be removed neatly in bags and deposited to the collection points of rubbish bins provided for this purpose</p> <p>f) Rubbish bags may not be dragged across floors or carpet tiles as the bags may be damaged.</p> <p>g) The service provider will be responsible for sorting wastepaper for rendering to wastepaper dealers. The manner of disposal to be indicated – daily.</p>
	<p>KITCHENS</p> <p>a) Kitchen floors to be washed - daily</p> <p>b) Counters tops, walls, microwave oven, fridge and dishes to be washed – daily</p> <p>c) Cupboards to be cleaned and washed inside weekly to avoid infestation</p>
	<p>BATHROOMS</p> <p>a) Bathroom floors to be swept and wet moped with disinfectant cleaner – daily</p>

	<ul style="list-style-type: none"> b) Clean and sanitise all surfaces, fixtures, basin, chrome fittings and dispensers - daily c) Toilet Pans, Covers, Urinals, Basins and rails are to be cleaned with approved disinfectant – twice a day d) An approved agent should be put in toilet pans to prevent deposits forming – weekly e) All mirrors and bright metal surfaces should be cleaned and polished – daily f) Empty all waste containers/disposals replace liners g) Approved agents should be put in basins and urinals to prevent clogging – weekly h) Glazed and enamel surfaces should be washed with a approved liquid agent, no abrasives or scouring materials may be used i) Toilet papers and hand towels to be replaced regularly during the day
	<p>WINDOWS</p> <p>Windows, interior and exterior must be washed once a month where reachable up to 2m. High windows are not included and will be quoted on request.</p>
	<p>MEETINGS</p> <ul style="list-style-type: none"> a) Prepare tea/coffee for visitors anytime of the day as required b) Assist in setting up meeting room c) Preparing cups, glasses and plates d) Providing water, tea and coffee, during meetings or lunches e) Clearing away after meetings

Additional Requirements:

- The supplier must submit quotation on their official company letterhead.
- The supplier must quote on all the items/services listed in the above table or scope of work.
- The pricing must be firm and inclusive of all costs required to render the required services to the ASB. No adjustment to the quotation will be allowed after the contract is awarded.

Training

Cleaning staff needs to be trained in every aspect relating to the handling of all equipment that they use with regards to this contract. The employer will be held responsible for any damages or injuries arising from any misuse or negligent use of such equipment by one of their “on site” staff members.

Absenteeism

Should a staff member not be present at work a replacement is required by 10H00 of that day or earlier.

Experience required:

Minimum of three (3) years in the cleaning environment

4. PRE-QUALIFICATION CRITERIA TO ADVANCE CERTAIN GROUPS

4.1 Only Qualifying Small Enterprises (QSEs) that are B-BBEE Level 1 and 2, will be considered. A valid certified copy of a B-BBEE Certificate or letter of exemption must be submitted to be considered for this contract

5. EVALUATION CRITERIA

5.1 Selection of suppliers will be based on the 80/20 preference point system.

5.2 Provide a B-BBEE Certificate, or letter of exemption indicating the B-BBEE Status level.

5.3 No B-BBEE status will equal zero points.

5.4 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.

5.5 No contract will be signed without a valid CSD number.

5.6 Elimination Criteria:

Suppliers will be eliminated under the following conditions:

- Late submission of Quotes;
- If supplier does not have any experience in the provision of cleaning services - meaning if they have **NOT** rendered such services in the past as the **main** contractor.
- Submission at wrong location or incorrect email address (***Please submit electronically to info@asb.co.za***);
- Non-submission of relevant company profile;
- Non-submission of at least a minimum of three (3) testimonial letters on similar work done;
- Non-submission of official documentary proof for compliance with COID Act; and
- If the supplier fails to submit any of the mandatory/returnable documents or make changes to any documents.

NB: Previous or some of the work done must be in Gauteng region to be accessible for site visits to verify quality service. If the quality of service is not satisfactory, ASB reserves the right not to appoint the supplier with the highest number of preferential procurement points

6. PRICING QUOTATION

6.1 Price needs to be provided in South African Rand (incl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.

6.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.

6.3 Payment will be according to the ASB Payment Terms and Conditions.

The price should be firm and inclusive of costs and all services required to complete the project.

7. SUB-CONTRACTING

- 7.1 A supplier will not be awarded points for B-BBEE status level if it is indicated in the quotation documents that such a supplier intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a supplier qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 7.2 A supplier awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 7.3 If the supplier intends to sub-contract, they must indicate the value of the work in Rands to be sub-contracted in relation to the total quoted amount. The supplier must also indicate the name(s) of the company / contractor.
- 7.4 All BBEE certificates of the sub-contractors must also be submitted. Non-submission will result in 0 points being awarded for BBEE.
- 7.5 In case of proposal from a joint venture, the following must be submitted together with the proposal/Quotation:
- Joint venture agreement including split of work signed by both parties;
 - The original or certified copy of the B-BBEE certificate of the joint venture;
 - The Tax Clearance Certificate of each joint venture member;
 - Proof of ownership/shareholder certificates/copies; and
 - Company registration certificates.

8. OTHER TERMS AND CONDITIONS

- 8.1 The supplier shall under no circumstances offer, promise or make any gift, payment, loan, reward, inducement, benefit or other advantage, which may be construed as being made to solicit any favour, to any ASB employee or its representatives.
- 8.2 Such an act shall constitute a material breach of the Agreement and the ASB shall be entitled to terminate the Agreement forthwith, without prejudice to any of its rights.

The **Service Provider** is required to:

- 8.3 Conduct business in a courteous and professional manner.
- 8.4 Provide the necessary documentation as requested prior to the cleaning service contract being awarded.
- 8.5 Comply with all relevant employment legislation and applicable bargaining council agreements, including UIF, PAYE, etc.
- 8.6 Ensure that all personnel working under this contract are in good health and pose no risk to any personnel in the ASB.
- 8.7 Comply with the ASB security and emergency policies, procedures and regulations.

- 8.8 Ensure that all work performed and all vehicles, plant and equipment brought onto or used on site will be in compliance with the Occupational Health and Safety Act of 85 of 1993 and any Regulations promulgated in terms of this Act and the standard instructions of the ASB.
- 8.9 Ensure that all personnel working under this contract are adequately trained prior to the commencement of the contract.
- 8.10 Provide all personnel working under this contract with uniforms, which state the name of the Service Provider and that can be clearly identified from other Service Providers, ASB personnel, etc. The ASB reserves the right to order the immediate removal of a staff member that does not adhere to this arrangement.
- 8.11 Provide all personnel working under this contract with adequate and appropriate Personal Protective Equipment (PPE) and clothing and to ensure these items are worn at all times.
- 8.12 Ensure that the ASB is informed of any removal and replacement of personnel.
- 8.13 Provide a contactable supervisor, available at all times.

The ASB shall:

- 8.14 Conduct business in a courteous and professional manner with the Service Provider.
- 8.15 Not accept responsibility for any damages suffered by the Service Provider or their personnel for the duration of the contract.
- 8.16 Not accept any responsibility of accounts/expenses incurred by the Service Provider that was not agreed upon by the contracting parties.
- 8.17 Shall provide a storage facility for equipment and materials.

9. MANDATORY DOCUMENTS REQUIRED / RETURNABLES:

- 9.1 Current company profile clearly showing the company's core activities. The profile must highlight the expertise of the contractor in building maintenance and flooring. It must also include a minimum of three carpeting/flooring projects done in the last 2 to 5 years.
- 9.2 The service provider must provide a minimum of three (3) written testimonial letters for similar work or services done in the last 2 to 5 years. The letters must include telephone numbers and email addresses of the referees. ***NB- (Cleaning service provided)***
- 9.3 Proof of compliance with the Compensation for Occupational Injuries and Disease Act (COID). Please submit proof.
- 9.4 Quotation on company letterhead
- 9.5 SBD 1 – Invitation to bid
- 9.6 SBD 4 – Declaration of interest.