



Request for Quotation (RFQ)

Appointment of a service provider to assist with cleaning supplies and services for a period of 36 months.

| | |
|--------------------------------|--|
| RFQ Number | ASA 23/03/2024 |
| Date of Issue | 15 April 2024 |
| Closing Date & Time | <p>22 April 2024 @12:00</p> <p>NO LATE SUBMISSIONS WILL BE ACCEPTED</p> <p>SITE VISIT (Non-Compulsory):</p> <p>Time: 11:00am</p> <p>Date: 18 April 2024</p> <p>Location: 1090 Infotech Building, Arcadia Street, Hatfield.</p> |
| Submissions | procurement@agrement.co.za |

Technical inquiries may be directed to:

Procurement@agrement.co.za

1. BACKGROUND

The Agrément South Africa Act was accented to by the Honourable President of the Republic of South Africa as Act No 11 of 2015 from 1 April 2017. Agrément South Africa was established as a Schedule 3A entity on 1 April 2017. The entity operates under a delegation of authority from the Minister of Public Works.

The main objectives are:

- To provide assurance of fitness-for-purpose of non-standard construction-related products and systems to specifiers and users.
- To support and promote the process of integrated socio-economic development in the Republic as it relates to the construction industry.
- To support and promote the introduction and use of certified non-standardized construction-related products or systems in the local or international market.
- To support policymakers in minimizing the risk associated with the use of non-standard construction-related products or systems; and
- To be an impartial and internationally acknowledged South African centre for assessment and confirmation of fitness-for-purpose of non-standard construction-related products or systems.

2. INVITATION FOR PROPOSALS

Agrément South Africa is inviting proposals from qualified and experienced service provider to supply cleaning supplies and services for a period of 36 months at 1090, Arcadia Street, Hatfield, Pretoria,0001.

3. SPECIFICATIONS

The cleaning services shall be provided so that:

- Cleaning is carried out within times agreed by ASA for the building to suit the business needs.
- The suppliers will notify ASA in the event that effective cleaning might result in any surface or other damage.

The supplier will put in place and manage appropriate cleaning regimes in accordance with industry best practice, and to:

- Ensure minimum business disruption.
- Provide appropriate cleaning signage.

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- Ensure that the service and all incidental and related activities are at all times performed in compliance with all applicable South African Law and all statutory requirements including Health and Safety legislation and best practice guidelines.

3.1 Agrément South Africa details:

| | |
|------------------------------------|----------------------------------|
| Total employees/occupants | ± 40 approximate total occupants |
| Total Square meters of the offices | 695m ² |
| Space size per cleaner | ± 45m ² per cleaner |
| Number of cleaners required | 2 |
| Number of floors | 1 |
| Passages | All Office passages |
| Board rooms | 2 |
| Reception | 1 |
| Storage Rooms | 2 |
| No of offices | 33 |
| Hours per day | 8 |
| Days per week | Monday – Friday 07:00 – 16:00 |

3.2 The successful bidder shall provide all cleaning equipment which shall be included in the final bid price.

3.3 All cleaning equipment, such as industrial vacuum cleaners; window cleaning equipment, industrial auto scrubbers and sweepers etc. should be of an acceptable standard to ensure that it causes no damage to carpets, windows, furniture etc. when used by the service provider in task execution.

3.4 The following cleaning equipment should be included in the total bid price:

| No | Description | Quantity |
|----|--|----------|
| 1 | Hand Gloves – latex disposable and kitchen use, supply good Quality | 24 |
| 2 | Broom with dustpan – supply good quality | 2 |
| 3 | Pro Cleaning Mops or equivalent for Laminated floors and Tiles – supply good quality | 2 |
| 4 | Cleaning water bucket – Fred double bucket or equivalent | 2 |
| 5 | Small Cleaning pads – supply good quality cleaning pads | 12 |

| | | |
|---|---|---|
| 6 | Dusters/twister dusters or equivalent | 2 |
| 7 | Industrial auto scrubbers & sweepers (required for deep cleaning) | 1 |
| 8 | Industrial wet & dry vacuum cleaners | 1 |
| 9 | Legible warning notices or signs | 2 |

3.5 The bidder will be responsible for the maintenance of all cleaning equipment.

3.6 Equipment to be inspected regularly and to be safe, in good working order and appropriate for use.

3.7 Hygiene equipment installed is to be of good quality, clean and presentable in all offices.

3.8 Cleaning and maintenance of the offices:

3.8.1 The bidder shall provide the cleaning and maintenance services in accordance with the frequency outlined in the table below.

| No | Task | Frequency |
|------------------------|--|--------------------------|
| Floors | | |
| 1 | Sweep Vinyl and ceramic tiles, etc using duster and damp mop | Daily |
| 2 | Damp the floor with mop | Daily |
| 3 | Machine buff | As necessary |
| 4 | Scrub | As necessary |
| Carpets | | |
| 5 | Vacuum cleaning of all carpets | Daily |
| 6 | Washing of all carpets (ad hoc project) | Annually |
| 7 | Spot cleaning of carpets | Weekly or as necessary |
| 8 | Cleaning of all office blinds | Annually or as necessary |
| Dusting | | |
| 9 | Dust all horizontal surfaces (low level) | Daily |
| 10 | Dust all tables/desks | Daily |
| 11 | Dust all high ledges and fittings with twister dusters | Weekly |
| 12 | Dust all vertical surfaces (walls, cabinets, etc.) | Weekly |
| 13 | Dust all window ledges (high and low) | Daily |
| 14 | Telephones (all) | Daily |
| Waste Disposal: | | |

| | | |
|-----------------------------|---|--------------|
| 15 | Empty and clean all waste baskets and bins | Daily |
| 16 | Remove stains, disinfect all waste baskets and bins | Weekly |
| Walls and Paint work | | |
| 17 | Spot clean all low surfaces (finger marks, etc.) | Daily |
| 18 | Glass walls/panels, doors and light switches | Daily |
| 19 | Spot clean all aluminum walls (low level) | Daily |
| Glass and Metal work | | |
| 20 | Clean and polish all bright metal fittings | Weekly |
| 21 | Clean all glass partitioning/panels | Weekly |
| 26 | Damp mop floors | Twice a day |
| Window Cleaning | | |
| 27 | Clean interior and exterior of all windows | Quarterly |
| Miscellaneous | | |
| 28 | Polish all wooden furniture | Twice a week |
| 29 | Vacuum cloth covered couches and chairs | Weekly |
| 30 | Clean directory boards | Weekly |
| 31 | Clean all kitchen areas | Twice a day |
| 32 | Clean all strong rooms and archiving rooms | Monthly |
| 33 | Service times | Daily |
| 34 | Dusting only of all computer equipment | Daily |
| 35 | Sorting of recycling material (all cleaners) | Daily |
| 36 | Keep the recycling area neat and clean at all times | Daily |
| 37 | Carpet Deep Cleaning | Twice a year |

3.9 The bidder must make sure adequate provision of PPE and uniforms that are compliant to all regulatory requirements of the cleaning industry. The bidder will ensure that the cleaning teams are easily identifiable by wearing company branded uniforms.

3.10 Should a staff member not be present at work, replacement employee, with the requisite skills and experience, is required by 10h00 of that day.



4. SUBMISSION OF PROPOSALS AND EVALUATION CRITERIA

4.1. Submission of documents:

4.1.1. Mandatory requirements

| No. | Mandatory Requirements | Reference to page number of proposal |
|-----|---|--------------------------------------|
| 1 | Valid COIDA certificate for office cleaning or hygiene services in the name of the bidder | |
| 2 | Proof of public liability insurance | |
| 3 | Company profile indicating at least a minimum 10 years' experience as a service provider for office cleaning or hygiene services | |
| 4 | Detailed CVs of cleaners proving minimum 3 years' experience in providing cleaning services | |
| 5 | At least three signed references letters where similar work was done in the past 5 years | |
| 6 | Confirmation of full compliance with regards to payment of workers in line with the Sectoral Determination 1 for contract cleaners. We require bidders to confirm in the form of a <u>signed letter</u> that their staff are paid in line with the latest Sectoral Determination 1 for contract cleaners | |
| 7 | Completed Pricing Schedule | |

4.1.2. Procurement requirements

- Latest National Treasury's Central Supplier Database (CSD) report. It must be noted that no contract with a service provider will be entered if such a service provider is not registered on the CSD,
- Completed and signed standard bidding documents, **SBD 4 and 6.1 forms**.
- Signed General Conditions of Contract.

4.2. Evaluation

Please note for acquisitions below or equal to R50 Million, ASA evaluates these in terms of the 80/20 preference point system where:

80 points are allocated for price and 20 points will be awarded based on the specific goals.

Points for price will be calculated for all shortlisted service providers in accordance with the following formula:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where:

P_s = Points scored for the price of the quotation under consideration

P_t = Price of the quotation under consideration

P_{\min} = Price of lowest acceptable quotation

Preference points for the specific goals will be allocated as follows:

| NO. | SPECIFIC GOALS ALLOCATED POINTS | PREFERENCE POINTS ALLOCATION | SUPPORTING EVIDENCE TO BE SUBMITTED |
|-----|------------------------------------|---------------------------------|--|
| 1. | SMMEs | 10 points | - A B-BBEE certificate /sworn affidavit as supporting evidence / CSD report |
| 2. | >50% Black female ownership | 5 points | - CSD report or, - Company registration certificate, as issued by the CIPC, clearly indicating the percentage shareholding of all owners |
| 3. | >50% Black youth ownership | 5 points | - CSD report, - Company registration certificate, as issued by the CIPC, clearly indicating the percentage shareholding of all owners, or - Identification Documentation of all owners |

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Address: INFOTECH Building, 1090 Arcadia Street, Hatfield, Pretoria, South Africa

The final points will be calculated as follows:

| CRITERIA | WEIGHTING POINTS |
|---------------|------------------|
| Price | 80 |
| Specific goal | 20 |
| TOTAL | 100 |

ASA also reserves the right to conduct an investigation of the bidder's financial position, previous contracts carried out, availability of skills or knowledge, existing workload, etc.

A recommendation for award will then be formulated for approval by the relevant delegated authority.

5. TERMS OF CONTRACT AND SERVICE LEVEL AGREEMENT

Before the bid is awarded, the successful bidder shall be required to enter into a Service Level Agreement (SLA) with Agrément South Africa (ASA). The SLA shall form the contractual basis for the delivery of the service as well as how performance shall be measured. Contract extensions are at the sole discretion of ASA.



6. PRICE SCHEDULE

| Item no | Item Description | Year 1 | Year 2 | Year 3 | Total Price |
|-------------------------------------|--|--------|--------|--------|-------------|
| 01 | Provision of cleaning services as per the specifications | R | R | R | R |
| TOTAL AMOUNT (EXCL VAT) | | R | R | R | R |
| 15% VAT | | R | R | R | R |
| TOTAL AMOUNT (ALL INCLUSIVE) | | R | R | R | R |

7. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS.

In consideration of the fees paid, the service provider expressly assigns to ASA any copyright arising from the works the consultant produces while executing this contract. The consultant may not use, reproduce or otherwise disseminate or authorise others to use, reproduce or disseminate such works without prior consent from ASA.

8. FINAL APPROVAL

ASA reserves the right not to accept the lowest bid. ASA also reserves the right to reject any or all of the proposals, and/or not to appoint any service provider.

9. PROCEDURE FOR SUBMISSION OF PROPOSALS

9.1. All proposals must be submitted electronically to procurement@agrement.co.za .

9.2. Respondents must use the RFQ number as the subject reference number when submitting their bids.

9.3. All documents submitted electronically via e-mail must be clear and visible.

9.4. All proposals, documents, and late submissions after the due date will not be evaluated.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

10. VALIDITY PERIOD OF PROPOSAL

Each proposal shall be valid for a minimum period of **three (3) months** calculated from the closing date.

11. APPOINTMENT OF SERVICE PROVIDER

11.1 The contract will be awarded to the bidder who scores the highest total number of points during the evaluation process, except where the law permits otherwise.

11.2 Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement, ASA reserves the right to appoint an alternative supplier.

11.3. Awarding of contracts will be announced on the National Treasury website, and no regret letters will be sent to unsuccessful bidders.

12. ENQUIRIES AND CONTACT WITH ASA

12.1 Any enquiry regarding this RFQ shall be submitted in writing to procurement@agrement.co.za with RFQ No: ASA 23/03/2024 "Appointment of a service provider to assist with cleaning supplies and services for a period of 36 months" as reference.

12.2 Any other contact with ASA personnel involved in this Quotation is not permitted during the RFQ process other than as required through existing service arrangements or as requested by ASA as part of the RFQ process.

13. MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFQ must be in English.

14. COST OF PROPOSAL

Tenderers are expected to fully acquaint themselves with the conditions, requirements, and specifications of this RFP before submitting proposals. Each bidder assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFP process. ASA is not responsible directly or indirectly for any costs incurred by tenderers.

15. CORRECTNESS OF RESPONSES

15.1 The bidder must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.

15.2. The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

16. VERIFICATION OF DOCUMENTS

16.1 Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. ASA will accept no liability concerning anything arising from the fact that pages are missing or duplicated.

16.2 Only one electronic copy of the proposal must be submitted via email to procurement@agrement.co.za. If the bidder sends more than one proposal, the first submission shall take precedence should it not have been recalled/withdrawn in writing by the bidder.

17. ADDITIONAL TERMS AND CONDITIONS

17.1 A tenderer shall not assume that information and/or documents supplied to ASA, at any time prior to this request, are still available to ASA, and shall consequently not make any reference to such information document in its response to this request.

17.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

17.3 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.

17.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the proposal.

18. ASA RESERVES THE RIGHT TO

18.1 Extend the closing date.

18.2 Verify any information contained in a proposal.

18.3 Request documentary proof regarding any tendering issue.

18.4 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal).

18.5 Award this RFQ as a whole or in part.

18.6 Cancel or withdraw this RFQ as a whole or in part

19. DISCLAIMER

This document is only a RFQ is a request for proposals only and not an offer document. Answers to this RFQ must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of this proposal, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFQ. ASA makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFQ, whether with regard to its

accuracy, completeness or otherwise and ASA shall have no liability towards the tenderer or any other party in connection therewith.

20. POPIA

Protection of Personal Information - All bidders agree that personal information of persons related to or linked with bidders or respondents to this request for proposals may be required to fulfil the requirements for submitting a bid. All bidders agree that the ASA may collect, keep and process such information provided that the aforesaid uses shall be for purposes of evaluating the bid submitted. Where the information is sought to be used for other purposes, further and specific consent shall be obtained.