

SPECIFICATIONS & TERMS OF REFERENCE

**RENDERING OF CLEANING
SERVICES FOR A PERIOD OF
TWENTY FOUR (24) MONTHS
& HYGIENE SERVICES FOR A
PERIOD OF SEVENTEEN (17)
MONTHS TO GOVERNMENT
COMMUNICATION &
INFORMATION SYSTEM AT
HEAD OFFICE,
TSHEDIMOSETSO HOUSE,
1035 FRANCIS BAARD CNR
FESTIVAL STREETS,
HATFIELD, PRETORIA
RFB NO:001 2013 2014**

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1. **BACKGROUND**

- 1.1 Government Communication and Information Systems (GCIS) invites service providers to bid for the rendering of a cleaning services **01 November 2013 – 31 October 2015** and Hygiene Services from **1 May 2014 – 31 October 2015** at Tshedimosetso House, Cnr Francis Baard and Festival Streets, Hatfield. The size of the area to be cleaned is **24'259.6 m²** consisting of **14'958.60 m²** office space and **9'301 m²** parking area.
- 1.2 The mandate of GCIS is to provide strategic communication leadership and support to all government departments. Our vision is to be the pulse of communication excellence in government.
- 1.3 Corporate Services is entrusted with the responsibly of ensuring that all GCIS staff and visitors experience and operate in a hygienic environment. In order to provide this environment, GCIS would like to appoint a service provider who can provide cleaning services to the premises. GCIS working hours are from 07h30 – 16h30 and may have special or emergency meetings conducted as early as 05:00.
- 1.4 GCIS has a moderate volume of members of the public who visit the Department's Information Centre situated on the ground and other floors.

2. **PURPOSE AND SCOPE**

2.1 **DESCRIPTION**

- 2.1.1 The GCIS Head Office is a multi-storey and a 4 star approved green building.
- 2.1.2 The office areas are on Ground, Mezzanine, 1st- 5th Floors and parking on Basement 1, Basement 2, Ground and Mezzanine levels. The layout drawings of the building are in Annexure 1: Layout Drawings.
- 2.1.3 The cleaning services are limited to the interior of the building, balconies and furniture in the courtyard/atrium;
- 2.1.4 The building consists of the following:
 - 2.1.4.1 **Offices**

Cellular offices, open plan office, meeting and boardrooms, pause areas, receptions, technical hubs, storerooms, strong rooms, canteen, kitchen, library, registry facilities, auditorium, balconies, wellness centre, media monitoring centre, conference facilities, etc.
 - 2.1.4.2 **Special Rooms**

Radio studios, video recording studios, photographic studio, video viewing room, record, editing suites, mixing rooms, television (TV) observation room, newspaper cutting area, research rooms, data room, patch rooms, cashier/teller, security surveillance, video and photographic material storage, etc.
 - 2.1.4.3 **Furniture**

Laminated worktable, wood veneer worktable, melamine, Formica, glass, chair Vulcan fabric, leather, garden furniture, cane, suede, leather, etc.

2.2 REQUIREMENTS

- 2.2.1 Cleaning should be completed by 07:30 when GCIS starts running its business in the mornings.
- 2.2.2 The bid proposal must include the provision of staff, cleaning & hygiene services, chemicals and equipment.
- 2.2.3 The chemicals and equipment that will be used in the Department must be SABS approved and suitable for green building.

2.3 CLEANING OF PARKING LEVELS

- Mezzanine (M) , Ground (G), Basement 1 (P1) and Basement (P2)

Table 1: Parking Levels

Task	Frequency
Dust wall ledges, fire-hose reels, water pipes, light units and concrete ledges.	Weekly
Pick up all scraps of paper and bits of refuse and remove to store room/compactor.	Daily
Sweep ramps, steps and whole parking area with appropriate equipment (like auto scrub)	Weekly
Wipe notice boards and signage with a damp cloth.	Weekly
Open and clean water outlets	Twice Weekly
Spot clean walls	Daily
Sweep staircases	Daily
Remove all paper and cigarette stubs from parking	Daily
Empty refuse bins. Use refuse trolleys that do not damage floors.	Daily
Removal of refuse to compactor/storage room.	Daily
Wipe refuse bin with cloth dipped in disinfectant.	Daily
Dust the following:	Daily
• Ceiling light units	
• Fire hose reels	
• Public phones	
• Spotlights	
• Hand rails	
• Notice and escape route	
• Rubber hand of escalators. Wipe stubborn stains with damp cloth	
• Air conditioning outlets	
• Seats	

2.4 CLEANING OF SERVICE LIFTS

Table 2: Service Lifts

Task	Frequency
Wipe inside and outside doors with a damp cloth.	Daily
Vacuum-clean soft finishing on the inside of lifts.	Daily.

Task	Frequency
Wipe “hard” lifts sides and push buttons.	Daily
Dust lift ceiling	Daily
Clean all mirrors and lift doors with correct material.	Daily
Professional Cleaning (during the weekend)	Twice annually
Wipe outside of doors, doorframe, floor indicator and knobs with damp cloth	Daily
Sweep and wash lift doorstep	Daily
Remove dirt from grooves	Daily

2.5 CLEANING OF RECEPTION, FOYERS, LIFT LOBBIES AND EMERGENCY STAIRS

Table 3: Reception, Foyers, Lift Lobbies and Emergency Stairs

Task	Frequency
Vacuum-clean soft floors	Daily
Scrub and wash hard floors.	Daily
Clean and wipe ashtrays in entrance halls.	Daily
Clean and wipe marks off walls.	Daily
Dust and wipe information signs.	Daily
Clean mirrors and internal windows	Daily
Clean corridor doors	Daily
Empty the rubbish bins daily.	Daily
<ul style="list-style-type: none"> • Sweep the emergency stairs 	2X per Weekly
<ul style="list-style-type: none"> • Mop/wash the emergency stairs 	Weekly

2.6 CLEANING OF OFFICE AREAS AND STUDIOS

Table 4: Office Areas

Task	Frequency
Empty refuse bins and ashtrays.	Daily
Dust the following:	
Air-conditioning outlets	Daily
Doors	Daily
Door-frames	Daily
Walls	Daily
Light units	Daily
Heating panels	Daily
Pelmets	Daily
Desks	Daily
Chairs	Daily
Filing cabinets	Daily
Partitions	Daily

Task	Frequency
Vacuum-clean all carpets and remove spots (spot cleaning)	Twice per week and as when the need arise. <ul style="list-style-type: none"> Professional Cleaning Twice annually (during the weekend)
Remove spots from walls with damp cloth and appropriate detergent	Daily
Clean counters and work surfaces	Daily
Polish wooden finishing and desks	Daily
Sweep stairs	Daily
Scrub stairs with scrubbing brush and (hot) water	Daily
Wash panes, glass and frames – on inside	Daily
Clean corridor doors	Daily

2.7 CLEANING OF ABLUTION AREAS

Table 5: Quantity of Toilets, Urinals and Showers

Floor	Female	Male		Unisex	Shower	
		Toilets	Urinals			
Security/Basement				1		
Ground	7	3	4			
				1 (disabled)		
Mezzanine include showers	1	1	0		4 Male	3 Female
1 st (include disabled)	5	3	3	2		
2 nd (include disabled)	5	3	3			
3 rd (include disabled)	5	3	3			
4 th (include disabled)	5	3	3			
5 th (include disabled)	5	3	3			
TOTALS (Groups)	33	19	19	4	7	

Table 6: Cleaning Toilets and Showers Areas

Task	Frequency
Empty refuse bins	Daily
Clean and disinfect refuse bins	Daily
Replace, replenish and check functioning:	Daily
Paper towel rolls	Daily
Liquid soap	Daily

Task	Frequency
Toilet paper	Daily
Dust/wipe windowsills, towel rolls holder	Daily
Sweep toilets. Vacuum-clean where dust may gather	Daily
Wipe wall tiles with cloth dipped in diluted disinfectant.	Daily
Clean urinals and toilet bowls with scrubbing-brush and light disinfectant. Wipe bowl lids with damp cloth moistened with disinfectant	Daily
Clean wash-basin with cloth and disinfectant	Daily
Rub and polish mirrors, all porcelain, tiles, pipes, chrome, etc. With a soft dry cloth. Damp cloth where necessary	Daily
Mop the floors and use a little disinfectant in water. Remove stubborn stains.	Daily
Wipe all doors with a damp cloth and disinfectant depending on finish.	Daily
Remove all chewing gum etc. with a putty knife.	Daily

2.8 CLEANING OF KITCHENS AND PAUSE AREAS

Table 7: Kitchens and Pause Areas

Floor	Pause	Kitchen	Restaurant	Bar
Ground		1		2
1st	2		1	1
2nd	2			
3rd	3			
4th	2			
5th	3			1 (Balcony)
TOTAL	12	1	1	4

Table 8: Cleaning Kitchens and Pause Areas

Task	Frequency
• Wash the kitchen utensils and dish cloths upon request;	Daily
• Clean walls, cupboards, mop and vacuum the floor	Daily
• Empty the rubbish bins twice a day	Daily
• There are 5 rubbish bin for Paper,	Daily

2.9 CLEANING OF DATA CENTRES AND SERVER ROOMS ONCE A MONTH:

- IT Data Centre
- Audio Visual Server Room
- Security Server Room
- CRC Server Room
- UPS Rooms

- All Patch rooms
- Radio Studios
- Control Rooms

Table 9: Data Centres and Server Rooms once a Month

DATA CENTRE CLEANING	FREQUENCY
All floors and walls are sealed to prevent against dust and static	MONTHLY
Under-floor void (if present) is visibly clean	MONTHLY
Ceiling void (if present) is visibly clean	MONTHLY
Designated lint-free mop and bucket for data centre floor use only	MONTHLY
No water bucket allowed into the data centre	MONTHLY
Cleaning regime is managed through Standard Operating Procedures SOPs)	MONTHLY
“Sticky anti-static doormats” at all entrances of the computer room	MONTHLY
Shoe socks are used for person movement in the computer room	MONTHLY
PH-Neutral cleaning detergent used for data centre floor	MONTHLY
No presence of air-fresheners in the computer room	MONTHLY
No packing material, food, drinks inside the computer room	MONTHLY
Vacuum cleaners:	
• Equipped with HEPA/S-Class filters (High Efficiency Particulate Air)	MONTHLY
• Has own circuit breaker with earth leakage	MONTHLY
• Only connected to raw power (non-UPS)	MONTHLY
• Grounded to prevent electro-static discharge	MONTHLY

2.10 SURFACES FINISHES DESCRIPTION AND RECOMMENDED CLEANING MATERIALS

Table10: Carpets Floors

AREA	FLOOR MATERIAL DESCRIPTION	FREQUENCY	RECOMMENDED CHEMICAL
<ul style="list-style-type: none"> • Press room, Fifth floor executive wing open plan, Offices • and Executive meeting rooms 	NEXUS SOLUTION DYED NYLON Fifth Avenue 100 % Stainproof SDX 50 × 50 CM Carpet Tiles Heavy Commercial	<ul style="list-style-type: none"> • Vacuum clean carpet floors twice per week and as when the need arise. • Professional Cleaning Twice annually (during the weekend) 	<u>Stain Removal Only</u> Bleach and Water, Pure Acetone and Dry-cleaning fluid
All open Plan Area (Excluding 5th floor Executive wing open plan), All Offices 1st till 5th floor (Excluding Executive wing) And All Meeting Rooms (Excluding Executive meeting rooms)	BERBPOINT 920 Nexus Belgotex Berberpoint 920 Resin BAC 50 × 50 CM Carpet Tiles Stainproof Miracle Fibre (Polyprop) and Stainproof Eco Fibre Blend	<ul style="list-style-type: none"> • Vacuum clean carpet floors twice per week and as when the need arise. • Professional Cleaning Twice annually (during the weekend) 	<u>Stain Removal Only</u> Bleach and Water, Pure Acetone and Dry-cleaning fluid

AREA	FLOOR MATERIAL DESCRIPTION	FREQUENCY	RECOMMENDED CHEMICAL
1 st and 5 th Floor Executive Boardrooms	NEXUS SOLUTION DYED NYLON “Avant GARDE” Broadloom,	<ul style="list-style-type: none"> Vacuum clean carpet floors twice per week and as when the need arise. <p>Professional Cleaning Twice annually (during the weekend)</p>	<u>Stain Removal Only</u> Bleach and Water, Pure Acetone and Dry-cleaning fluid
Ground Floor Executive Boardrooms	NEXUS SOLUTION DYED NYLON “Art Deco” Broadloom, “Westminster” Broadloom	<ul style="list-style-type: none"> Vacuum clean carpet floors twice per week and as when the need arise. <p>Professional</p> <ul style="list-style-type: none"> Cleaning Twice annually (during the weekend) 	<u>Stain Removal Only</u> Bleach and Water, Pure Acetone and Dry-cleaning fluid
Ground Floor Waiting Areas (m2)	Hand Tufted Wool Inlay Rug	<ul style="list-style-type: none"> Vacuum daily Vacuum both sides well. <p>Professional</p> <ul style="list-style-type: none"> Cleaning Quarterly (during the weekend) 	Shampoo the rug with cool water and mild liquid soap or rug shampoo (don't use strong detergents, ammonia water or sudsy ammonia Water).
Heavy Traffic Areas, Corridors	BERPOINT 920 Nexus Belgotex Berberpoint 920 Resin BAC 50 x 50 CM Carpet Tiles Stainproof Miracle Fibre (Polyprop) and Stainproof Eco Fibre Blend	<ul style="list-style-type: none"> Vacuum daily <p>Professional</p> <ul style="list-style-type: none"> Cleaning Twice annually (during the weekend) 	<u>Stain Removal Only</u> Bleach and Water, Pure Acetone and Dry-cleaning fluid

Table 11: Tiled Floor

AREA	FLOOR MATERIAL DESCRIPTION	FREQUENCY	RECOMMENDED CHEMICAL
<ul style="list-style-type: none"> Ground Floor (Iris FMG Tiles) Ground Floor IRC ALL Pause Area Kitchenettes Mezzanine Shower Floor 1st Floor Restaurant Kitchen Wellness Centre 	<p>Reconstituted granite tiles</p> <p>Porcelain Tiles</p>	<ul style="list-style-type: none"> Cleaned daily 	Clean Water – for Commercial, High Quality Porcelain Tiles

Table 12: Walls

WALLS AREA	WALLS MATERIAL DESCRIPTION	FREQUENCY	RECOMMENDED CHEMICAL
Wall Papered Walls	Vinyl Wall Coverings	Monthly	Remove ordinary dirt and smudges with clean water and natural sponge (NOT Polyester Sponge)
Ablutions	Marmolite Wall Covering	Daily	No Detergent of Any Kind
	Glass and Mirror	Daily	No Detergent of Any Kind
Ground Floor Auditorium and Press Rooms	Auditorium Weaver World Vulcan Fabric Operable Walls	Depending on the amount of dust on the surfaces: to be cleaned as needed OR once a year by vacuuming with a special soft nozzle	Professional Dry Cleaning or Hand Clean With Dry foam
	Rigitone	Depending on the amount of dust on the surfaces: to be cleaned as needed	Clean once a year by vacuuming with a special soft nozzle
Indoor windows	Glass	Daily	
Painted Wall		Depending on the amount of dirt on the surfaces: to be cleaned as needed on the area affected	By instruction, no chemicals required
Columns and Walls	Porcelain Tiles	Depending on the amount of dirt on the surfaces: to be cleaned as needed	Damp Cloth
Columns	Concrete	No cleaning required	No cleaning required
Curtains – 4 Meeting rooms Manco, 2X Oval and 2X Ground Floor Boardrooms,	Cloth	Shake off the dust daily	No cleaning required
Blinds	Aluminium Venetian	Dust off with feather duster daily	Damp cloth when needed

Table 13: Ceilings

Ceiling AREA	WALLS MATERIAL DESCRIPTION	FREQUENCY	RECOMMENDED CHEMICAL
Plastered Ceiling	Plastered Gypsum board	No cleaning required	No cleaning required
Suspended office ceiling grid 1200X600	Gypsum Board	No cleaning required	No cleaning required
Off shuttered ceiling	Concrete	No cleaning required	No cleaning required
Press room, Auditorium and 2x Ground Floor Boardrooms	Rigitone Acoustic Ceiling Board	Depending on the amount of dust on the surfaces: to be cleaned as needed	Clean once a year by vacuuming with a special soft nozzle

3. HYGIENE SERVICES

3.1 The service provider will provide hygiene execution to the prescribed building. This service will be rendered as per the requirement levels defined in the Occupational Health and Safety Act (OHASA and Environmental Management System (EMS) and SABS 00400.

3.2 The service provider will be requested to provide samples of the materials to be used.

3.3 Hygiene services shall entail the provision of the following:

- Toilet paper
- Liquid hand soap
- Paper hand towels
- Air Fresheners
- Seat Sanitizer
- Urinal Filters

3.4 The service provider undertakes to do the following regarding hygiene services:

Table 14: Hygiene Services

DESCRIPTION OF SERVICES	QTY	FREQUENCY
Service of Stainless Steel SHE Bin	34	Service every 7 th day
Supply of Air Fresheners	10	Twice Monthly
Supply of Seat Spray Sanitiser	55	• Twice Monthly
Supply of urinal filters	19	• Twice yearly (every six months)
Deep Cleaning hand Basins	73	• Weekly
Deep Cleaning Showers	8	• Weekly
Deep Cleaning Toilets	54	• Weekly
Deep Cleaning Urinals	19	• Weekly
Deep Cleaning Soap White Hand 1lt Valve	1	• Weekly

4. EXCLUSIONS

The following services are excluded from this bid:

- The removal of cutlery from the occupant's workstations.
- Cleaning of audio visual equipment.
- Cleaning of GCIS personnel personal belongings.
- Paving, Atrium/Courtyard, and Garden Services are excluded from the bid.

5. SPECIAL CONDITIONS

5.1 GCIS will through the relevant National Intelligence Structure conduct vetting of the successful bidder. This will require certified copies of the identity documents of all the directors of the company, or companies in case of consortiums. Copies of ID's must therefore be attached to the bid proposal.

- 5.2 Employees of the successful Bidder, who will be allocated to GCIS, will also undergo security screening. Identity Documents of all the employees that would be posted to render the services in the building must be attached.
- 5.3 Provide Job Specifications for identified staff; number of staff members to be employed for each job specification should be indicated.
- 5.4 The successful Bidder and its employees that will be posted at GCIS will be required to sign a Declaration of Secrecy.
- 5.5 The successful Bidder will be required to sign a Service Level Agreement with the department,
- 5.6 The company / closed corporation, must, at its own expense, take out sufficient insurance against any claims, costs, loss and / or damage ensuing from its obligations. The insurance should remain valid for the duration of the agreement.
- 5.7 Cleaning staff provided by the company / closed corporation must at least be paid the minimum wage, according to the Wage Determination Act. GCIS will have no responsibility for wage negotiation of cleaning officials provided by the successful Bidder.
- 5.8 All cleaners must receive a pay slip where the following information is clearly identified, but not limited with regards to his / her salary:
- Rate or salary scale
 - Deductions
 - UIF
 - Union
 - Provident Fund
- 5.9 To ensure compliance, GCIS reserves the right to request pay slips of the cleaners allocated to the department from the successful bidder.
- 5.10 Each cleaner should have a written work schedule that details their particular areas of responsibility and the times that they are allocated for each task/area.
- 5.11 Service Provider to ensure all standards of quality are maintained at all times.
- 5.12 Bidders must submit all signed SBD documents and the required supporting information.
- 5.13 Bidders must submit an original valid tax clearance certificate. Please note that it is mandatory to provide an original tax clearance certificate.

6. **PERIOD OF CONTRACT**

- 6.1 Bidders are hereby invited to quote (with VAT included) on the rendering of cleaning for a period of two years (24 months) and hygiene services for a period 17 months to GCIS The number of the required cleaners and supervisor will be determined by the bidding service providers based on the specifications and the area to be cleaned including the parking area contained in this document.

7. PRICE

7.1 The price quoted for cleaning service must be indicated in the following manner:

- Inclusive monthly costs for cleaning services and the total for **24** months.
- Inclusive monthly costs for hygiene services and the total for **17** months.

7.2 All prices quoted must be inclusive of VAT and other hidden cost.

7.3 The price should be fixed for the duration of the contract. No price increases will be allowed during the contract.

Table 15: BID PRICE FOR ALL CLEANING AREAS

DESCRIPTION OF SERVICES	AMOUNT INCLUDING VAT YEAR 1	AMOUNT INCLUDING VAT YEAR 2	TOTAL INCLUDING VAT
CLEANING OF PARKING LEVELS, SERVICE LIFTS, RECEPTION, FOYERS, LIFT LOBBIES, EMERGENCY STAIRS, OFFICE AREAS, ABLUTIONS AREAS, KITCHENS, PAUSE AREAS, DATA CENTRES, SERVER ROOMS AND SURFACES FINISHES (24 MONTHS)			

Table 16: BID PRICE FOR HYGIENE SERVICES

DESCRIPTION OF SERVICES	AMOUNT INCLUDING VAT YEAR 1 (5 months)	AMOUNT INCLUDING VAT YEAR 2	TOTAL INCLUDING VAT
HYGIENE SERVICES (17 MONTHS)			

Table 17: TOTAL BID PRICE

TOTAL BID PRICE INCLUDING VAT	R
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8. INFORMATION TO BE SUBMITTED BY BIDDERS

- 8.1 Submissions must indicate whether the company is able to meet the requirements.
- 8.2 Comprehensive company profile.
- 8.3 An outline of how the services would be rendered, the type of chemicals that would be used and equipment available for cleaning. Proof must be supplied, per chemical, to confirm that the chemicals used are approved by SABS.
- 8.4 The Skills Development Plan that includes occupational health and safety training.
- 8.5 Skills profile of the cleaning supervisor and his/her assistances. GCIS requires the Supervisor and his/her assistance to be skilled on first aid and fire prevention/fighting matters. Valid Certificates in these areas should be provided with the proposals.
- 8.6 An Operational Manager must be assigned to GCIS for the duration of the contract. The operational manager must be available during official working hours to immediately respond when needed. A CV of the operational manager that will be allocated to GCIS should be submitted with the bidding proposal.
- 8.7 Proposals on how the services will be provided in the event of labour disruptions or any shortage of staff.
- 8.8 Confirmation that the bidder will provide cleaning materials, chemicals and equipment.
- 8.9 Indicate how the relationship with GCIS project team will be handled.
- 8.10 Indicate the proposed floor area to be cleaned by each worker.
- 8.11 Detailed budget for the entire project, indicating the budget for the 8 months with no provision
- 8.12 If a consortium is formed, clear indication of what the role of each consortium member will be i.e. the percentage economic value that will accrue to each service provider, tax clearance certificates and ownership profile of all the consortium members.

IMPORTANT:

In the event of a consortium GCIS will be accountable to the main successful bidder in the consortium. It will remain the responsibility of the main successful bidder to ensure GCIS is provided with the services as agreed upon. In a case of a consortium there should one BEE certificate.

Table 18: The service providers must meet the following requirements:

SERVICE PROVIDER/S MUST INDICATE (✓) WHETHER THEY COMPLY WITH THE FOLLOWING MINIMUM SPECIFICATIONS/REQUIREMENTS:	<u>COMPLY</u> (Yes or No)
<ul style="list-style-type: none"> • The company must be officially registered in South Africa as a company or close corporation 	
<ul style="list-style-type: none"> • The company or close corporation must have a stand-by team to react in the event of emergencies. 	
<ul style="list-style-type: none"> • The company or close corporation must have a good track record of 	

SERVICE PROVIDER/S MUST INDICATE (✓) WHETHER THEY COMPLY WITH THE FOLLOWING MINIMUM SPECIFICATIONS/REQUIREMENTS:	COMPLY (Yes or No)
having rendered such services. A list of references and contact details in this regard must be supplied.	
• Proof that all staff is registered for UIF (UIF Certificate of Compliance) is also needed. A letter of good standing as confirmation that payments are being handed over to UIF and are up to date must be submitted GCIS reserves the right to confirm the correctness of the details with Department of Labour.	
• Proof that there is registration with Compensation fund. A letter of good standing as confirmation that payments are being made and are up to date. GCIS reserves the right to confirm the correctness of the details with Department of Labour	
• Proof that all staff belongs to the provident fund and a letter from the fund that the payments are up to date till 31 October 2013 must be submitted.	
• Proof of insurance and that the insurance is still active	
• Valid certificates for fire prevention and training with respect to the supervisor and his / her assistants	
• Completed and signed SBD documents	
• Original and valid tax clearance certificate	

9. AREA OF EVALUATION

9.1 PHASE ONE (1)

The proposal will be evaluated in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000) and Regulation (August 2001) on the basis of functionality and the 90/10 preference points system. A bidder that scores 70% or more for functionality will be shortlisted for the second phase.

Table 19: Phase 1 Evaluation

ASPECTS	AREA OF EVALUATION	WEIGHT	VALUE
Track Record	Comprehensive company profile Complete references indicating services provided, with contactable details for each referee. (Ensure that references are contactable at least 3); The services experience should be for a similar building – AAA commercial, multi-storey building, green principal approach, etc.;	25	
Resources	Availability of the equipment and cleaning materials to be used and frequency,	10	
	Availability of staff to deliver the services during crises periods	10	
	The skills/knowledge of the staff that would be posted to the department profile of staff	15	
	Operational and Skills Development Plan of staff that	10	

ASPECTS	AREA OF EVALUATION	WEIGHT	VALUE
	will be posted to GCIS		
Account executive and support team	Will an Account Manager/Team be appointed for this account?	5	
	What is their experience, expertise and skills in handling the project of this nature in relation to invoicing, project management, problem solving, etc.	15	
	How will the working relations with GCIS be handled (please provide a program detailing the working relationship)	10	
TOTAL		100	

GCIS will assess the functionality of each proposal taking into account the following:

TECHNICAL	WEIGHT	VALUE
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Values: 1 = Poor; 2 = Average; 3 = Acceptable; 4= Very Good; 5 = Excellent

The percentage for functionality will be calculated as follows:

$$\frac{A}{B} \times 100$$

Where:

A = total score of the bidder
B = maximum score i.e. 500

GCIS reserves the right to call service providers for a presentation (in-person) to GCIS's bid evaluation committee. The purpose would be to provide an opportunity for further clarifications on issues that are not clear.

Service providers will be notified in advance of the dates and venue of the presentations. The same evaluation criteria as indicated above will then be applied. The qualification of 70% still remains.

9.2 PHASE TWO (2)

The shortlisted candidates will be evaluated further in terms of the 90/10-preference points system, where 90 points will be for price only and the 10 points for BBEE Status Level of contribution.

Companies wishing to claim points in terms of preferential procurement evaluation points should kindly complete the SBD 6.1 form and note below the break-down of the points that will be awarded.

Table 20: Phase 1 Evaluation

AREAS OF EVALUATION 90/10	POINTS
Price	90
BBBEE	10
Total	100

10. SITE VISIT AND CLOSING DATE

Site inspection would be conducted on
Saturday, 24 August 2013 AT 10H00

**VENUE: TSHEDIMOSETSO HOUSE
CNR FRANCIS BAARD & FESTIVAL STREETS
HATFIELD
PRETORIA**

Closing date shall be on:

Friday, 06 September 2013 at 11h00

11. ENQUIRIES:

FOR SPECIFICATIONS-RELATED QUESTIONS ONLY

Contact Persons: Ms Xoliswa Job

Tel: (012) 473-0334

QUESTIONS ON BIDDING PROCEDURES ONLY

Contact Persons:

Mr Leshoka Mahloromela

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Mendrick Mlondobozi

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Keneilwe Mafa

Tel: (012) 473 0130

APPROVED AND SIGNED OFF BY:

MR KEITU SEMAKANE
ACTING DCEO: CORPORATE SERVICES
DATE: