

## SPECIFICATIONS & TERMS OF REFERENCE

**RENDERING OF CLEANING & HYGIENE SERVICES FOR A PERIOD OF THIRTY SIX (36) MONTHS TO GOVERNMENT COMMUNICATION & INFORMATION SYSTEM (GCIS) AT GCIS HEAD OFFICE, TSHEDIMOSETSO HOUSE, CNR FRANCIS BAARD & FESTIVAL STREETS, HATFIELD, PRETORIA**

**RFB NO:002 2015 2016**

### **1. BACKGROUND**

- 1.1** Government Communication and Information Systems (GCIS) invites service providers to bid for the rendering of cleaning services and hygiene services from **01 December 2015 – 30 November 2018** at Tshedimosetso House, Cnr Francis Baard and Festival Streets, Hatfield. The size of the building is approximately **24'000 m<sup>2</sup>** and the area to be cleaned is **15000 m<sup>2</sup>** office and **9301 m<sup>2</sup>** 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** The Facilities Management Directorate is entrusted with the responsibility of amongst others 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 high volume of members of the public who visit the Department's Information Centre situated on the ground and other floors. GCIS host other Government Departments for their Press Briefings, Meetings and Conferences.

### **2. PURPOSE AND SCOPE**

#### **2.1 DESCRIPTION**

The GCIS Head Office is a multi-storey and a 4 star rated green building located at the corner of Festival and Francis Baard Streets in Hatfield, Pretoria. The building (Theimosetso House) received 2014 Nedbank Capital Sustainable Business Awards for Infrastructure and Renewable Energy. Tshedimosetso House was also awarded the "Overall best innovation merit" at the South African Property Owners Association (SAPOA) International Property Convention & Exhibition awards.

2.1.1 The office areas are on Ground, Mezzanine, 1<sup>st</sup>- 5<sup>th</sup> Floors and parking on Basement 1, Basement 2, Ground and Mezzanine levels.

2.1.2 The cleaning services are limited to the interior of the building, balconies, entrance staircase, ramp and furniture in the courtyard/atrium.

2.1.3 Assist with cleaning of utensils and setting up for meetings.

2.1.4 Number of cleaners to be provided:

- (1) Supervisor
- (18) Cleaning Staff

2.1.5 The building consists of the following:

2.1.5.1 **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.

2.1.6 **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.

2.1.7 **Furniture**

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

**REQUIREMENTS**

2.1 Cleaning should be completed by 07:30 when GCIS starts running its business in the mornings.

2.2 The bid proposal must include the provision of staff, cleaning & hygiene services, chemicals and equipment.

2.3 The chemicals and equipment that will be used in the Department must be SABS approved and suitable for green building.

2.4 The Service Provider must have an offsite store of where cleaning and hygiene consumables are going to be stored. There must be a plan on how the

consumables are going to be replenished to ensure that there is no shortage and ensure business continuity.

**2.5** The Service Provider must have an operational / project manager immediately available on a 24 hour basis to react in the event of work needed to be done after hours.

**2.6** The Operational Manager and the Supervisor will be expected to have bi-monthly operational meetings on site and must provide operational reports.

**2.7 Cleaning Of Parking Levels**

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

**Table 1:**

<b>Task</b>	<b>Frequency</b>
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
Clean Braai Stands	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	

Task	Frequency
<ul style="list-style-type: none"> <li>• Air conditioning outlets</li> </ul>	
<ul style="list-style-type: none"> <li>• Seats</li> </ul>	

## 2.8 Cleaning of Service Lifts

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

## 2.9 Table 2: Cleaning Of 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"> <li>• Sweep the emergency stairs</li> </ul>	2X per Weekly
<ul style="list-style-type: none"> <li>• Mop/wash the emergency stairs</li> </ul>	Weekly

## 2.10 Table 3: Cleaning of Office Areas

Task	Frequency
Empty refuse bins and ashtrays.	Daily

Task	Frequency
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
Vacuum-clean all carpets and remove spots (spot cleaning)	Twice per week and as when the need arise. <ul style="list-style-type: none"> <li><b>Professional Cleaning</b> Twice annually (during the weekend)</li> </ul>
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

**2.11 Table 1: Cleaning Toilet Areas**

Floor	Female	Male	Unisex	Shower
Security/Basement			1	
Ground	1	1		
Mezzanine	1	1		2 (1 Male & 1 Female)
1 <sup>st</sup>	1	1	2	
2 <sup>nd</sup>	1	1		
3 <sup>rd</sup>	1	1		
4 <sup>th</sup>	1	1		
5 <sup>th</sup>	1	1		
<b>TOTALS</b>	<b>7</b>	<b>7</b>	<b>3</b>	<b>2</b>

Floor	Female	Male	Unisex	Shower

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
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

## 2.12 Cleaning Kitchens and Pause Areas

Floor	Pause	Kitchen	Eating Area	Bar
Ground		1		2
1st	2		1	1
2nd	2			
3rd	3			
4th	2			
5th	3			1 (Balcony)
<b>TOTAL</b>	<b>12</b>	<b>1</b>	<b>1</b>	<b>4</b>

Task	Frequency
<ul style="list-style-type: none"> <li>Wash the kitchen utensils and dish cloths upon request;</li> </ul>	Daily
<ul style="list-style-type: none"> <li>Clean walls, cupboards, mop and vacuum the floor</li> </ul>	Daily
<ul style="list-style-type: none"> <li>Empty the rubbish bins twice a day</li> </ul>	Daily
<ul style="list-style-type: none"> <li>There are 5 rubbish bin for Paper,</li> </ul>	Daily

### 2.13 Cleaning of Data Centers 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

DATA CENTRE CLEANING	MONTHLY
All floors and walls are sealed to prevent against dust and static	
Under-floor void (if present) is visibly clean	
Ceiling void (if present) is visibly clean	
Designated lint-free mop and bucket for data centre floor use only	
No water bucket allowed into the data centre	
Cleaning regime is managed through Standard Operating Procedures (SOPs)	
“Sticky anti-static doormats” at all entrances of the computer room	
Shoe socks are used for person movement in the computer room	
PH-Neutral cleaning detergent used for data centre floor	
No presence of air-fresheners in the computer room	
No packing material, food, drinks inside the computer room	
Vacuum cleaners:	
<ul style="list-style-type: none"> <li>Equipped with HEPA/S-Class filters (High Efficiency Particulate</li> </ul>	

Air)	
• Has own circuit breaker with earth leakage	
• Only connected to raw power (non-UPS)	
• Grounded to prevent electro-static discharge	

## 2.14 SURFACES FINISHES DESCRIPTION AND RECOMMENDED CLEANING MATERIAL

Table: Carpet

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



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

**Table: Tiles**

<b>TILED AREA</b>	<b>FLOOR MATERIAL DESCRIPTION</b>	<b>FREQUENCY</b>	<b>RECOMMENDED CHEMICAL</b>
<ul style="list-style-type: none"> <li>• <b>Ground Floor (Iris FMG Tiles)</b></li> <li>• <b>Ground Floor IRC</b></li> <li>• <b>ALL Pause Area Kitchenettes</b></li> <li>• <b>Mezzanine Shower Floor</b></li> <li>• <b>Fifth Floor CEO Bathroom</b></li> <li>• <b>1<sup>st</sup> Restaurant Kitchen Wellness Centre</b></li> </ul>	<b>Porcelain Tiles</b>	<ul style="list-style-type: none"> <li>• Cleaned daily</li> </ul>	Commercial, High Quality Porcelain Tiles

**Table: Wall Paper**

<b>WALLS AREA</b>	<b>WALLS MATERIAL DESCRIPTION</b>	<b>FREQUENCY</b>	<b>RECOMMENDED CHEMICAL</b>
<b>Wall Papered Walls</b>	<b>Vinyl Wall Coverings</b>	As an when required	Remove ordinary dirt and smudges with clean water and natural sponge (NOT Polyester Sponge)
<b>Ground Floor Ablutions</b>	<b>Marmolite Wall Covering</b>	As an when required	No Detergent of Any Kind
<b>Ground Floor Auditorium</b>	<b>Auditorium Weaver World Vulcan Fabric Operable Walls</b>	As an when required	Professional Dry Cleaning or Hand Clean With Dry foam

## Hygiene Services

- 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.
- The service provider will be requested to provide samples of the materials to be used.
- Hygiene shall entail the following:
  - **Provision of the following consumables**
    - Toilet paper
    - Liquid hand soap
    - Paper hand towels
    - Air Fresheners
    - Seat Sanitizer
- In terms of hygiene services, the service provider undertakes to do the following:

DESCRIPTION OF SERVICES	QTY	FREQUENCY
Service of Stainless Steel SHE Bin	39	Service every 7 <sup>th</sup> day
Supply of Air Fresheners	16	Twice Monthly
Supply of Seat Spray Sanitiser	55	• Weekly
Deep Cleaning hand Basins	73	• Weekly
Deep Cleaning Showers	8	• Weekly
Deep Cleaning Toilets	54	• Weekly
Deep Cleaning Urinals	19	• Weekly
Pee mats	19	• Weekly
Changing of Urinal Filters	19	• Bi Monthly

### 3. EXCLUSION

#### 3.1 The following services are excluded from this bid:

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

#### **4. SPECIAL CONDITIONS**

- 4.1** 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.
- 4.2** 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.
- 4.3** Provide Job Specification for identified staff and all staff members must have name tags when on duty.
- 4.4** The successful Bidder and its employees that will be posted at GCIS will be required to sign a Declaration of Secrecy.
- 4.5** The successful Bidder will be required to sign a Service Level Agreement with the department.
- 4.6** 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.
- 4.7** 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.
- 4.8** 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
- 4.9** To ensure compliance, GCIS reserves the right to request pay slips of the cleaners allocated to the department from the successful bidder.
- 4.10** 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.
- 4.11** Service Provider to ensure standards of quality are maintained at all times.

4.12 To provide the department with a progress report on a quarterly basis indicating training that has been provided to officials in line with individuals PDP's.

4.13 The Service provider must commit to pay 13th cheque to staff members.

## 5. INFORMATION TO BE SUBMITTED BY BIDDERS

5.1 Submissions must indicate whether the company is able to meet the requirements.

5.2 Comprehensive company profile.

5.3 The following set of documents / certificates must be attached together in sequence ;

- Certified copy of Compensation Commissioners
- Unemployment Insurance Fund registration (UIF)
- Copy of proof of insurance contract taken with a reputable company and proof that it is still active
- Proof of provident fund must be handed in with bid proposal. Proof that the provident fund is still active and paid up to date must be provided. The details of the institution where the money is deposited must be provided
- An original valid Tax Clearance Certificate

**(NB: All bidders that do not submit the above documents listed on paragraph 5.3 will be deemed non-compliant).**

5.4 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. The Chemicals must be suitable for a green building and be environmental friendly.

5.5 The service provider must also provide a project plan that indicates how is the cleaning and hygiene consumables are going to be stored and replenished.

5.6 The Skills Development Plan for each staff members that includes occupational health and safety training.

5.7 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.

- 5.8 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.
- 5.9 Service providers must indicate how the services will be provided in the event of labour disruptions or any shortage of staff.
- 5.10 Confirmation that the bidder will provide cleaning materials, chemicals and equipment.
- 5.11 Indicate how the relationship with GCIS project team will be handled.
- 5.12 Bidders must submit all signed SBD documents and the required supporting documentation.

**6. PERIOD OF CONTRACT**

- 6.1 Bidders are hereby invited to quote (with VAT included) on the rendering of cleaning and hygiene services for a period of three years (36 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 and hygiene services and the total for **36 months**.
- 7.2 All prices quoted must be inclusive of VAT and other hidden cost and must be broken down into 3 financial Years.
- 7.3 The onus / responsibility lies with the bidder to ensure that they have taken all the costs and escalations into consideration when compiling bid prices. Bidders must make provision for all cost escalations to cover inflation. E.g. annual statutory wage increases as stipulated in the sectoral determination of Contract Cleaning Sector in South Africa, fuel increases, administration cost, etc.
- 7.4 The price should be fixed for the duration of the contract. No price increases will be allowed during the contract.

DESCRIPTION OF SERVICES	AMOUNT YEAR 1	AMOUNT YEAR 2	AMOUNT YEAR 3	TOTAL INCLUDING VAT
CLEANING SERVICES (36 months)				

DESCRIPTION OF SERVICES	AMOUNT YEAR 1	AMOUNT YEAR 2	AMOUNT YEAR 3	TOTAL INCLUDING VAT
HYGIENE SERVICES (36 months)				
<b>TOTAL</b>				

Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

**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 order to claim BBEE credential level for a consortium, there should be a consolidated BBEE certificate.

**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"> <li>The company must be officially registered in South Africa as a company or close corporation</li> </ul>	
<ul style="list-style-type: none"> <li>The company or close corporation must have a stand-by team to react in the event of emergencies.</li> </ul>	
<ul style="list-style-type: none"> <li>The company or close corporation must have a good track record of having rendered such services. A list of references and contact details in this regard must be supplied.</li> </ul>	
<ul style="list-style-type: none"> <li>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.</li> </ul>	
<ul style="list-style-type: none"> <li>Proof that there is registration with Compensation fund. <b>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</b></li> </ul>	

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"> <li>• Proof that all staff belongs to the provident fund and a letter from the fund that the payments are up to date till <b>30 June 2015</b> must be submitted. The details of the institution where the money is deposited must also be provided.</li> </ul>	
<ul style="list-style-type: none"> <li>• Proof of insurance and that the insurance is still active</li> </ul>	
<ul style="list-style-type: none"> <li>• Completed and signed SBD documents</li> </ul>	
<ul style="list-style-type: none"> <li>• Original and valid tax clearance certificate</li> </ul>	

## 8. AREA OF EVALUATION

The bid will be evaluated on as follows:

### 8.1 Phase I: Compliance with qualification criteria

All bids will be screened to determine compliance with the qualification criteria as well as the statutory requirements. Bidders not complying with the below qualification criteria and / or statutory requirements will not be considered for evaluation.

- I. 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 Labor.
- II. 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**
- III. Proof that all staff belongs to the provident fund and a letter from the fund that the payments are up to date till **30 June 2015** must be submitted. The details of the institution where the money is deposited must also be provided.
- IV. Proof of insurance and that the insurance is still active



V. Original and valid tax clearance certificate

**8.2** Phase II: Evaluation in terms of functionality

The proposal will be evaluated in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000) and Regulation (December 2011) 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.

ASPECTS	AREA OF EVALUATION	WEIGHT	VALUE
<b>Detailed cost structure</b>	<ul style="list-style-type: none"> <li>Details of the bidders cost structure to be provided for year one (1), year two (2) and year (3). All escalations should be taken into consideration</li> </ul>	5	
<b>Track Record</b>	Comprehensive company profile with complete references indicating services provided, with contactable details for each referee. (provide at least 3 contactable references)	20	
	The services experience should be for a similar building – AAA commercial, multi-storey building, green principal approach, etc.;	15	
<b>Resources</b>	Availability of the equipment and cleaning materials to be used and frequency of replenishment	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 will be posted to GCIS	10	
<b>Account support team</b>	What is their experience, expertise and skills in handling the project of this nature in relation to		

ASPECTS	AREA OF EVALUATION	WEIGHT	VALUE
	invoicing, project management, problem solving, etc. CV to be attached.	15	
<b>TOTAL</b>		<b>100</b>	

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.

### 8.3 Phase III: Evaluation in terms of Price and BBEE

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. Bidders must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS

<b>AREAS OF EVALUATION 90/10</b>	<b>POINTS</b>
Price	90
BBBEE	10
<b>Total</b>	<b>100</b>

## 9. SITE VISIT AND CLOSING DATE

Site inspection would be conducted on

**SATURDAY, 15 AUGUST 2015 at 10H00**

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

All bidders must submit their proposals to GCIS tender box, all relevant documentation and forms attached to this bid, by no later than **11:00** on **04 September 2015**. Late submission will not be considered.

**Postal address:**

The Head: Supply Chain Management  
Government Communication and Information System (GCIS)  
Private Bag X 745  
Pretoria  
0001

**Physical address:**

GCIS Head Office  
Tshedimosetso House  
C/O Francis Baard and Festival Streets  
Hatfield  
Pretoria

**10. ENQUIRIES:**

**FOR SPESIFICATIONS-RELATED QUESTIONS ONLY**

Contact Persons: Mr Avhasei Tshirangwana  
**Tel: (012) 473-0439**

**QUESTIONS ON BIDDING PROCEDURES ONLY**

Contact Persons: Mr Leshoka Mahloromela  
**Tel: (012) 473-0151**

Mr George Storey  
**Tel: (012) 473 0093**

Ms Keneilwe Mafa  
**Tel: (012) 473 0130**

**APPROVED AND SIGNED OFF BY:**

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**Zwelinjani Momeka**

**CFO:**

**Date:**