

TERMS OF REFERENCE
QUOTATION NO: SANBI: Q5952/2018

Specifications for Cleaning Services Quotation

KWAZULU-NATAL HERBARIUM,
4 Problem Mkhize Road, Berea, 4001

P O Box 52099
Berea Road
4007
Durban

BACKGROUND

The South African National Biodiversity Institute (SANBI) requires a Cleaning Service Provider to provide cleaning services at KwaZulu-Natal Herbarium, Durban.

The KwaZulu-Natal Herbarium comprises 2 ha of land in Berea, Durban within the eThekweni Municipality.

The KwaZulu-Natal Herbarium is open visitors by appointment and is closed on weekends and public holidays.

Buildings on the property include:

- Medley Wood House
- The Herbarium
- The Lecture Room
- Garages x 2
- Umdoni Block – under renovation
- New office Block – in progress of being built

2. INVITATION TO QUOTATION

Quotations are hereby invited for the provision of cleaning services for a period of 12 months or 1 year with the option to renew for another year to the FSNBG. The quote process will be co-ordinated by the SANBI's Supply Chain Management (SCM) Directorate at the following address:

Deputy-Director: Supply Chain Management
South African National Biodiversity Institute (SANBI)
Private Bag X101
Silverton
0184

3. QUOTATION SPECIFICATION

In addition, from time to time additional cleaners may be required for special functions. This will be arranged through an ad hoc request based on the quoted rates.

4. GENERAL TERMS

All documents submitted in response to this Request for Quote (RFQ) must be written in English.

For Technical queries, please contact Dr Yashica Singh Curator: KwaZulu-Natal
Herbarium on Tel: **031 2024095** or at the following e-mail address: y.singh@sanbi.org.za

5. PRICING

Use Annexure A to give a **specific pricing breakdown** for **the 12 months or 1 year** contract and the next column which is year two must also be quoted for in the case of renewal the figures provided will be used. . Pricing should be firm.

6. COMPLIANCE REPORTS AND MEETINGS

Both the Service Provider and the SANBI will draw up a Service Level Agreement (SLA) for monitoring and compliance purposes. The SLA will be monitored through compliance meetings which will be held monthly. The Service Provider will also meet the designated SANBI representative as and when it deems necessary.

7 OPERATING HOURS

The Service Provider will be required to provide a cleaner on 2 days a week (excludes weekends), 8 hours a day over a one year contract period. Start time is 7:45 am and end time is 16h30 including tea and lunch times. In certain weeks, the cleaner will be required a third day.

8. GENERAL INFORMATION

The Service Provider must ensure that its staff members comply with the rules, regulations and by-laws of the site, which will be covered during the induction.

9. LANGUAGE PROFICIENCY

All cleaners must be proficient in English and isiZulu. Due to the nature of our business, communication is essential and it is therefore required that cleaners must be able to communicate efficiently.

10. SUPERVISION OF WORK

The Service Provider will supervise and exercise proper control over its personnel and shall not hold the SANBI liable for any loss or injury caused to the said personnel. The Service

Provider will seek to resolve any problems relating to its personnel in line with the laws of the country (e.g. Labour Laws).

11 RESPONSIBILITIES

11.1 The Service Provider will provide at cost and take responsibility for the following:

- Responsible for transportation of own staff
- Responsible for uniforms

The SANBI reserves the right:

- a) To verify any information supplied in quotation documents;
- b) Not to appoint any Service Provider;
- c) To cancel or withdraw this RFQ at any time without attracting any penalties or liabilities;
- d) To have the final say in the appointment and this will be binding;
- e) To disqualify a quotation or cancel any subsequent contracts should it be found that information disclosed was factually inaccurate and/or that a misrepresentation of facts may have occurred?
- f) To disqualify potential Service Providers who may attempt to bribe or influence any person employed by SANBI during the course of this quotation process.

CLEANING MATERIAL

- SANBI will provide all the cleaning material for the duration of the contract

11.2. INDUCTION AND PLACEMENT OF CLEANERS

The Service Provider's cleaner will have to undergo induction training regarding the site and the Emergency Plan for the site. Any new employee must first be inducted before placement on the site.

12. SPECIFICATIONS

SANBI requires a Cleaning Service Provider to provide cleaning services at the KwaZulu-Natal Herbarium.

The Cleaning Service Provider must comply with all relevant government legislation as well as comply with SANBI's terms and conditions including those specified in the Service Level Agreement.

SERVICES REQUIRED AND AREA NEEDING CLEANING SERVICES

The following areas in the KwaZulu-Natal Herbarium is expected of cleaning service provider to clean:

Buildings on the property include:

- Medley Wood House
- The Herbarium
- The Lecture Room
- Garages x 2
- Umdoni Block – under renovation
- New office Block – in progress of being built

Cleaning and maintenance of buildings will entail:

- Cleaning of floors (Mop and Sweep)
- Cleaning Windows in all buildings
- Dusting, washing of curtains, table cloths as and when required etc.
- Removal and sorting of office dustbins
- Stocking of staff ablution facilities
- Cleaning of staff ablution facilities (no public bathrooms)
- Cleaning of interior walls
- Ensure that facilities for hire are always cleaned and in good condition.
- Regular checks and reporting any risks in the allocated facilities to the supervisor
- Washing the dishes and ensuring the clean kitchen
- Set up venues for meetings etc.

Customer and visitor service

- Always act professionally to visitors to the herbarium collection

Stock control

- Control use of cleaning material
- Reports wastage to supervisor
- Report stock situation to the supervisor

13. EVALUATION CRITERIA

In accordance with the National Treasury Instruction Note on the Amended Guidelines in Respect of Bids that include Functionality as a Criterion for Evaluation (issued 3 September 2010), this quote will be evaluated in one stage.

The first stage will evaluate functionality according to the criteria listed in the table below:

FUNCTIONALITY CRITERIA	POINTS
a) Past Experience/Track Record: This refers to the experience of the Tenderer to undertaken the scope of work involved in this tender. The tenderer is required to provide details of previously undertaken work related to cleaning services. (A brief description of the scope and scale of current and past projects undertaken, including three traceable references)	30
b) Team capacity/Allocation of resources: The tenderer should demonstrate the capacity of his/her team to carry out the work required and they intend to resource the site with staff.	20
c) Method of supervision: The tenderer should demonstrate how they intend to provide supervision and monitoring of performance of its staff	20
d) Staff training and performance management (The service provider must indicate how they intend to provide training of its staff on various key performance area of their job and also indicate how they manage performance)	20
e) Technical merit of the proposal: Completeness/level of detail provided; organisation of proposal.	10
Total	100

Any Quotation that scores less than 60 out of 100 points against the functionality criteria in the table above will be disqualified from further consideration.

The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20 point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded based on the bidder's B-BBEE Status Level Certificate.

14. SITE BRIEFING

A compulsory site briefing for this quotation will be on **10 May 2018 10:00**, at the Kwa-Zulu Natal HERBARIUM,

4 Problem Mkhize Road, Berea, 4001

ANNEXURE A. PRICING SCHEDULE

Basic salary		
UIF		
Bonus		
Workman compensation		
Overheads costs		
Total monthly cost excluding VAT		
Total annual cost excluding VAT		

Total costs to SANBI

	Total costs per annum	Total costs for one year
VAT (15%)		
Total costs including VAT		

Pricing must be fixed for the duration of the contract and staff salaries or wages must be compliant to the cleaning sector determination

Documents Required:

Potential Service Providers must submit the following documentation:

**Stop Fraud, Theft and Corruption without Fear or Favour - Call our Hotline 086 011 1899
 Anytime**

- An original or certified copy of B-BBEE certificate or sworn affidavit. (Please note that failure to submit a valid original or certified B-BBEE; certificate/sworn affidavit mentioned above will result in the tender not being awarded points)
- A current copy of the Central Suppliers Database (CSD) registration report or registration number
- A proof of UIF registration or valid letter of compliance issued by the department of labour . If the service provider does not possess a UIF registration or valid letter of compliance this will be required within 30 days of commencing the work. If the certificate cannot be presented within this period the second recommended bidder will be appointed
- Service providers with one or more employees are required by law to contribute to the Compensation Fund. A valid letter of good standing certificate with COIDA is required. The certificate should be issued by the Department of Labour. If the service provider does not possess a COIDA certificate this will be required within 21 days of commencing the work. If the certificate cannot be presented within this period the second recommended bidder will be appointed.
- Proof of Public Liability Insurance or proof of application. If you have submitted proof of application. The bidder will be required to submit proof of insurance after 7 days of appointment. If a bidder failed to submit proof of insurance within 7 days the second recommended bidder will be appointed

Proposal Submissions

Closing date for submissions: 18 May 2018 @ 11:00 am

Submission of proposals must be emailed to Mlingani Mavimbela (M.Mavimbela@sanbi.org.za) with a copy to Prince Hlongwane (p.hlongwane@sanbi.org.za) or hand delivered to South African National Biodiversity Institute (SANBI), 2nd Cussonia Avenue, Brummeria, Pretoria, at Biodiversity Building (Tender box). Emailed applications must not be more than 5MB in size.

Request for further information to these ToR must be emailed to:

Dr. Yashica Singh (y.singh@sanbi.org.za)