

RFQ No: 14SEPTEMBER23

RFQ Date: 28 September 2023

From: Supply Chain Management

Contact Person : Makhosazana Hlatshwayo

Tel : 012 003 1400

Email : Makhosazana.Hlatshwayo@fpb.org.za

REFERENCE NO: 14SEPTEMBER23

You are hereby invited to submit a quotation as per the specification or terms of reference indicated below/attached. Please provide a written quotation to the above-named contact person in the Supply Chain Unit at FPB on or before the closing date and time as indicated below. Please read the notes below before completing your quotation.

Failure to specifically quote as per the specification or terms of reference, and complying with the listed instructions will result in your quotation being disqualified.

1. Detailed Specification/Terms of reference

The FPB requires services of a service provider to provide cleaning and hygiene service to the FPB Head Office for a period of 6 months.

The FPB will provide the necessary cleaning materials for daily cleaning however the service provider must provide necessary materials and equipment for deep cleaning and disinfecting service, also the service provider must supply the necessary labour to do the cleaning in the appropriate uniform/PPE.

1. Cleaning of approximately 1775m² office space.

2. Assign three (3) cleaners to the FPB to carryout daily cleaning with the necessary uniform and PPE
3. working hours required are from 07:00am-04:00pm from Monday – Friday (excluding public holidays)
4. Cleaning duties will include the following (amongst other things):
 - 4.1. Vacuuming all offices and boardrooms daily;
 - 4.2. Dusting all office furniture and apply surface sanitiser and furniture polish where needed daily;
 - 4.3. Mopping of the kitchen tiles daily;
 - 4.4. mopping the reception area daily;
 - 4.5. Daily sanitizing all door handles and stair hand rails;
 - 4.6. Washing dishes in the kitchens daily;
 - 4.7. Empty all office and kitchen bins daily;
 - 4.8. Ensure the coffee, tea and sugar containers in the kitchen are topped up daily;
 - 4.9. Cleaning the office fridge as an when needed;
 - 4.10. Ensure that the biometric devices are sanitised at least twice a day;
 - 4.11. Emptying the shredder machines daily and top up printing paper on the printers;
 - 4.12. Cleaning kitchen cabinets monthly;
 - 4.13. Cleaning all office windows every monthly;
 - 4.14. Cleaning the boardrooms after every meeting and topping up refreshments in preparation for the next meeting daily as needed;
 - 4.15. Record daily cleaning on cleaning registers to confirm cleaning done daily in the offices;
 - 4.16. Keep a daily record of any office maintenance items that need repairs and report those to the FPB(e.g Broken furniture, light bulb replacements, malfunctioning door handles, etc).
5. Provide 2 office deep cleaning service of carpets and upholstery furniture of the following estimated items:
 - 5.1. 300 fabric office chairs deep cleaning
 - 5.2. Cleaning and drying of 8: 2-seater couches
 - 5.3. Carpet deep cleaning and drying
6. Provide one odourless one pest control service.
7. **The service provider must have at least 6months experience in providing office cleaning services and must provide a reference letter(s) to confirm experience**
8. **The service provider must be a registered member of National Contract Cleaners Association (NCCA) and provide proof of registration.**

COMMENTS:

- The FPB will enter into a 6 month service level agreement with the successful bidder and quarterly engagements will be held with the appointed contract manager(s) to ensure quality of service is monitored together along with the key account manager.
- Suppliers are required to complete the attached pricing schedule which will be taken as their quotation for this FRQ

Closing date for submission of quotations/documents:

05 October 2023 at 11:00 am

2. Quotation instructions:

- 2.1. Quotations should be valid for at least: **60 days.**
- 2.2. Suppliers must supply written quotations that reflect the following information:
 - Price per item (All-inclusive prices are required)
 - Delivery lead time
 - Company Name
 - Company Registration Number
 - VAT Registration Number (If applicable)
 - Address
 - Contact Person
 - Telephone/Contact number
 - Email Address
- 2.3. Suppliers must sign the Quotation Declaration in paragraph 3 below and submit along with their quotation and other relevant documents.
- 2.4. Suppliers must sign and return the relevant Standard Bidding Documents (SBD) with their quotation.
- 2.5. Valid BBBEE certificates or certified copies thereof, sworn affidavits be submitted with the quotation (Non-submission will not lead to disqualification however points will not be allocated for BBBEE)

- 2.6. Suppliers should note that the 80/20 preference points system will be applicable to transactions from R2 000 (Refer to SBD 6.1)
- 2.7. All prices must be fixed and firm.
- 2.8. All prices must be VAT inclusive. If no indication is given, prices will be evaluated as inclusive of VAT.
- 2.9. FPB does not pay deposits/upfront payments. Payment will be made after delivery of goods and/services within 30 days of receipt of a valid tax invoice.
- 2.10. The 80/20 preferential points system will apply to procurement from R2 001 to R50 000 000. Points will be awarded in line with the criteria detailed in 2.10.1 below:

2.10.1. Preferential points scoring

a) POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

b) POINTS AWARDED FOR SPECIFIC GOALS

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the

- tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table Specific goals for the Requests for Quotation (RFQ) and points claimed are indicated per the table below.

Note to service provider: The service provider must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the service provider)
Owned by women	8	
Owned by youth	6	
Owned by people with disabilities	2	
BBBEE levels 3 or lower	4	

2.11. Delivery will be as per the delivery address above, unless specifically specified otherwise.

2.12. All purchases will be made through an official order form. Therefore, no goods or services must be committed/rendered or delivered before an official purchase order has been received.

2.13. Depending on the type of goods and services to be delivered the successful bidder may be requested to sign a contract/service level agreement before delivery of goods/services may commence.

Kind regards

Supply Chain Unit

Attachments: SBD 1, 4, 6.1.

QUOTATION DECLARATION

RFQ No: 14SEPTEMBER23

I/we the undersigned, who warrants that he/she is duly authorised to do so on behalf of the company declares that:

1. The information furnished on this quotation is true and correct.
2. If the information provided on this quotation is found to be incorrect, FPB, in addition to any other remedy it may have:
 - 2.1. Recover all costs, losses or damages it has incurred or suffered as a result of that person's conduct; and
 - 2.2. Cancel the purchase order and claim any damages which it has suffered as a result of having to make less favourable arrangement due to such cancellation;
3. I have read, fully understand and hereby accept FPB's standard quotation instructions detailed in paragraph 2.
4. **"In submitting any information or documentation requested above or any other information that may be requested pursuant to this RFQ/tender, you are consenting to the processing by FPB or its stakeholders of your personal information and all other personal information contained therein, as contemplated in the Protection of Personal Information Act, No.4 of 2013 and Regulations promulgated thereunder ("POPI Act"). Further, you declare that you have obtained all consents required by the POPI Act or any other law applicable. Thus, you hereby indemnify FPB against any civil or criminal action, administrative fine or other penalty or loss that may arise as a result of the processing of any personal information that you submit."**

Name (Person responsible for the quote)

Signature (Person responsible for the quote)

Date: