



Tender Reference Number: BS/2024/RFQ1597

Review Date: 23 October 2024

Closing Date: 30 October 2024 at 11h00

Category: Cleaning Services

Location: Eastern Cape

Requesting Authority:

The tender is being requested by the **Banking Sector Education and Training Authority (BANKSETA)**, a statutory body established through the Skills Development Act 26 of 2011.

Description of Services/Products Required:

The tender is for **East London Cleaning Services**, specifically focusing on **housekeeping and related consumables**.

Summary of Request:

The RFQ seeks proposals from service providers to deliver cleaning and housekeeping services, which include:

- Regular cleaning and maintenance of facilities.
- Collection of sanitary bins.
- Deep cleaning services (twice a year and as needed).
- Fumigation services (twice a year and as needed).
- Provision of a housekeeper for three times a week for half a day.
- The contract is set to remain in force for a period of **two years**.

Terms of Reference / Specifications:

1. Scope of Work:

- The service provider will be required to perform housekeeping services at the BANKSETA East London office located at Waverly Office Park Phase 4 Building, 3-33 Phillip Frame Road, Chiselhurst, East London.
- Services are to be rendered three times a week (Monday, Wednesday, and Friday) from 08h00 to 12h00.

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- The service provider must supply all necessary cleaning materials and hygiene products.
 - Deep cleaning services must be conducted twice a year and as needed.
 - The service provider is responsible for the collection of SHE BINS contents on a fortnightly basis.
 - The provider must report to designated personnel upon delivery of any goods/products and prior to rendering any form of service.
 - Invoices must be furnished to BANKSETA at least once per month for all work completed during the review period.
2. **Minimum Requirements:**
- The service provider must have a minimum of three (3) years of experience in providing cleaning services.
 - A list of previous projects must be submitted, including client names, descriptions of services rendered, years of service, and contact details.

Eligibility Criteria for Bidders:

- Bidders must be registered on the National Treasury Central Supplier Database (CSD).
- Bidders must not have committed any proven corrupt or fraudulent acts in competing for the contract.
- Bidders must comply with the Protection of Personal Information Act (POPIA).

Preference Point Allocation:

The total points are allocated as follows:

1. **Price:** 80 points
2. **Preference Points using BANKSETA Goals:** 20 points

The specific goals for the preference points are as follows:

- **Empowerment of black persons (51% ownership threshold):** 10 points
- **Empowerment of women (33% ownership threshold):** 4 points
- **Youth empowerment (33% ownership threshold):** 3 points
- **Promotion of small and medium businesses, co-operatives, and non-governmental institutions:** 3 points

Required Documents and Certifications for the Bid:

1. **Cover Letter**
2. **Terms of Reference / Specifications**
3. **Returnable Documents:**
 - CSD Master Registration report.
 - Tax status verification on the CSD report.
4. **Returnable Forms:**
 - SBD 4: Bidder's Disclosure (fully completed, signed, and dated).
 - SBD 6.1: Preference Points Claim Form (complete the applicable sections).
5. **Quotation on the service provider/bidder's letterhead** showing total cost and VAT separately.
6. **Pricing Schedule** (Annexure A) must be used for price comparison.

Key Deadlines and Submission Guidelines:

- **Closing Date:** 30 October 2024 at 11h00.
- Quotations must be valid for **90 days** after the closing date.
- No pricing adjustments will be allowed after the closing date.
- All applications must be submitted in accordance with the specifications outlined in the RFQ.

The Bidding Process:

- Bidders must submit responsive applications that comply with all conditions and complete all mandatory fields and questionnaires.
- Applications will be evaluated based on stipulated evaluation criteria, which include price and preference points (80/20 system).
- BANKSETA reserves the right to verify the information submitted and request further information during the evaluation process.

Contact Information:

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