

TO: ALL SERVICE PROVIDERS:-

ADDENDUM	PROJECT DESCRIPTION	INITIAL CLOSING DATE	EXTENDED CLOSING DATE
BID NUMBER: SCMU3-22/23-0143-PED	PROVISION OF CLEANING SERVICES AT PE PHARMACEUTICAL DEPOT FOR A PERIOD OF THIRTY SIX (36) MONTHS	11/07/2022 @ 11:00 Bid Box at 1104 Struanway Road, Straundale, PE Pharmaceutical Depot, 6000	15/07/ 2022 @ 11:00 Bid Box at 1104 Struanway Road, Straundale, PE Pharmaceutical Depot, 6000
OTHER CORRECTIONS			
SBD 1 (Pg.1)	Corrected the method of Bids submission: to deposit in the Bid Box situated at street address NOT through an email option		
Functionality (Pg. 11)	Correction of the required evidence as an ability to supply once off equipment		
Reference Form Pg. (14 - Pg. 15)	Corrected a typo which was reading security service instead of cleaning service		
Floor space in square metres (Pg. 21)	Added the required floor space (6680 sqm.)		
Type of Refuse Bag (Pg. 22 bullet 6.)	Bidders to provide clear/transparent refuse bags and NOT black bags as a measure to minimize theft of medicine		
Pricing Schedule (Pg. 42-45)	Added the correct pricing schedule with price escalation clause		

All enquiries must be in writing and addressed to:
mzwabantu.msakatya@echealth.gov.za
Tel : 041-406 9028



Province of the
EASTERN CAPE
HEALTH

SBD1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (EASTERN CAPE DEPARTMENT OF HEALTH)					
BID NUMBER:	SCMU3-P22/23-0143-PED	CLOSING DATE:	15 th JULY 2022	CLOSING TIME:	11H00
DESCRIPTION	PROVISION OF CLEANING SERVICES AT PE PHARMACEUTICAL DEPOT FOR A PERIOD OF THIRTY SIX (36) MONTHS				
BRIEFING SESSION (NON-COMPULSORY)	DATE	28 JUNE 2022	TIME	11am	
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
1104 Struanway Road, Straundale, PE Pharmaceutical Depot, 6000					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr. M.L. Msakatya		CONTACT PERSON	Mr. M.L. Msakatya	
TELEPHONE NUMBER	041 406 9828		TELEPHONE NUMBER	041 406 9828	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	mzwabantu.msakatya@echealth.gov.za or mzwabantumsakatya@gmail.com		E-MAIL ADDRESS	mzwabantu.msakatya@echealth.gov.za or mzwabantumsakatya@gmail.com	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		O R	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX) <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		(TICK APPLICABLE BOX) <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No (IF YES ENCLOSE PROOF)		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No (IF YES, ANSWER THE QUESTIONNAIRE BELOW)
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO					
DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO					
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO					
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO					
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO					
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

26. Stage 2: Technical Evaluation (FUNCTIONALITY)

<p>Equipment and Uniform Availability The bidder must have evidence that they have Equipment, uniform and Cleaning Material designed for the scope of work of the bid and meet the required equipment standard for Cleaning Services Staff.</p> <p>Equipment:- 1) An Agreement with Equipment Supplier for supply of Equipment on award (list the equipment)</p> <p>Uniform:- 2) Stock sheet of uniform or agreement with uniform supplier to supply uniform on award</p> <p>List of Equipment and Material</p> <ul style="list-style-type: none"> • Minimum of one (1) x Industrial scrubber (5) • Minimum of two (2) x Polisher (5) • Minimum of one (1) x high pressure hose/cleaner and minimum of one (1) Air blower (5) • Minimum of two (2) x Low noise vacuum cleaner (for office environment) (5) • Minimum of one (1) x Industrial wet/dry vacuum cleaner (5) • Protective Clothing (Uniform) (5) • Supply of Cleaning Chemicals (5) <ul style="list-style-type: none"> - Striper - 2 - Floor Polish and - 2 - Disinfectants - 1 	(35)
<p>Relevant experience: Bidders to submit copies of the actual contracts where possible. A reflection of the contract number, contract value of up to R500 000 and above and duration of such contract.</p> <ul style="list-style-type: none"> - Above 5 years = 20 - 3 to 4 years = 15 - 0 to 2 years = 10 	(20)
<p>The bidders must submit a proof that:-</p> <p>1. There is sufficient capacity to administer the rendering of services at the sites tendered for and that sufficient employees are available or can be contracted with for the facilities tendered for (Organogram, Payroll and Database of Cleaners).</p> <p>1.1 Organogram / Organizational Structure (10)</p> <p>1.2 Payroll (10)</p> <p>1.3 Database of Cleaners (10)</p>	(30)
<p>Contactable Written References (reference to Project Reference Annexure) confirming the Provision of Cleaning Services in a Public/Private Institution (provide the name of the institution and contactable references).</p> <p>0 - 1 reference (5) 2 - references (10) 3 - references (15)</p>	Total 15
Total	100

Note:

- A bidder that scores less than 70 points out of 100 in respect of functionality will be regarded as non-responsive bid and will be disqualified.
- Only bidders that obtain 70 points and above will qualify for stage two Technical Evaluation price and BBBEE evaluation.
- All points scored by qualifying bidders will not be taken into consideration for price evaluation.
- The department reserves the right to conduct INLOCO Inspection prior award

28. Provide list of client references

PROJECT REFERENCE

PROJECT REFERENCE RETURNABLE 1 OF 3

Project title:	
Bid No:	
Project title:	
Bid No:	
Project title:	
Bid No:	

Note: This returnable document must be completed by the referee to whom services of similar nature, scope, complexity and value was completed successfully by the bidder.

I, (name and surname)

..... (company name)

Declare that I was the recipient (client) of the following cleaning services successfully executed

by (name of bidder)

Project Name:

Project Location:

Commencement Date: Completion date:

Duration of the contract:

Contract Value:

A. Please score the performance of the Bidder on the abovementioned project, by inserting "Yes" in the relevant box below:

	Very poor	Poor	Fair	Good	Excellent
Experience					
Quality and Performance					
Personnel					
Condition of Control Room					

Part 4
SPECIFICATION

BID NO.	SCMU3 -22/23- _____ -PED
BID DESCRIPTION	PROVISION OF CLEANING SERVICES AT PE PHARMACEUTICAL DEPOT FOR A PERIOD OF THIRTY SIX (36) MONTHS

I. ALLOCATION OF CLEANERS

DESCRIPTION	NUMBER
Cleaners	9
Supervisors	1
TOTAL	10
Floor space in Square meters	6680 sqm

II. SCOPE OF WORK

NO.	ACTIVITY & SHORT DESCRIPTION	AREA	FREQUENCY
1.	Floor Maintenance: (Vinyl Epoxy floor / cement floors).	Change rooms, passages, Warehouse/Stores and stairways	Daily
	Strip and seal with 3 coats polymer based non-slip floor sealant	Offices, Boardroom and Warehouse Stores	Bi-Annually
2.	Carpet Maintenance: Spot clean and remove all chewing gum, marks, etc. Vacuum clean thoroughly to ensure that all grit and dust is removed.	Boardroom and Offices	Daily
	Deep steam clean all carpets in the building	Boardroom and Offices	Annually
3.	Dusting: Wipe all seats and floors with a chemically impregnated cloth disinfect all floors and seats . Clean and wipe down handrails and stairs	Offices, waiting areas, Canteen, Boardroom, vertical surfaces, pictures, doors and all accessible surfaces including roller doors.	Daily
		window sills, skirting, ledges, ceilings, light fitting, desk, telephone, furniture, etc.	Weekly
		Doors, mats, outside sub-stairs, and fire extinguishers.	
4.	Dust, damp wipe and Polish	Wooden furniture,	Weekly
5.	Dust & damp wipe	Gutters, cages, steel frames, shelving Outside Transit area up to ceiling level including light fittings.	Monthly

6.	<p>Waste Disposal:</p> <p>Empty, clean and wipe with disinfectant impregnated cloth all waste bins.</p> <ul style="list-style-type: none"> All refuse that is to be collected from offices and other areas will be in clear/transparent refuse bags and sealed before being taken to the disposal areas, bags to be checked by the security before sealing. Dust bins in waiting areas and offices are to be emptied into bags supplied by contractor and taken to the demarcated areas. All damaged bags to be placed inside another bag and sealed, after inspection by security. 	From offices areas to the demarcated areas as indicated from time to time (on site).	Daily
7.	<p>Wash Walls and Paintworks etc.</p> <ul style="list-style-type: none"> Wash down walls Spot clean all marks 	<p>Around door opening and staircases.</p> <p>From walls, doors and windows (not notice boards) and clean walls.</p>	Bi-Monthly (Fortnightly)
8.	<p>Cleaning of windows and glass walls etc.</p> <ul style="list-style-type: none"> Spot clean glass doors, glazed screens etc. Clean inside and outside faces of all windows including internal glass partitions. Clean and polish all door ironmongery, handles etc. 	Boardroom-Canteen Aluminum Windows and sliding doors, main entrance and in other offices within the Depot.	Weekly
9.	<p>Cleaning and Dusting of Vertical & Horizontal Blinds:</p>	Dirty spots, grease and splashes.	Weekly

**PRICING SCHEDULE – NON-FIRM PRICES
(PURCHASES)**

PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder.....Bid number.....

Closing Time 11:00 Closing date.....

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

NB: USE BLACK INK TO FILL IN THIS FORM

PRICE MUST BE INCLUSIVE OF VAT

No.	Item Description	Qty	Unit Price	Total Cost Per Month	Year 1 Price	Year 2 Price	Year 3 Price
1.	Provision of General Cleaning Staff	9	R	R	R	R	R
2.	Provision of Supervisor	1	R	R	R	R	R
3.	Daily supply of general transparent waste plastic refuse bags for	17	R	R	R	R	R
	- Large Heavy Waste Bins	43	R	R	R	R	R
	- Small 5L refuse bins	22	R	R	R	R	R
	- Large Wheel bins						
4.	Provision of Cleaning Equipment (once-off basis) <ul style="list-style-type: none"> 1 x Industrial scrubber 2 x Polisher 1 x high pressure hose/cleaner 1 x high pressure blower 2 x Low noise vacuum cleaner 1 x Industrial wet/dry vacuum cleaner 	8					
5.	Provision of Cleaning Material <ul style="list-style-type: none"> Uniform and Protective Clothing Supply SABS approved Cleaning Chemicals (safety data sheets to be provided) <ul style="list-style-type: none"> Striper, Floor Polish & disinfectant) 		R				
	TOTAL PRICE		R				
	VAT						
	TOTAL PRICE INCLUSIVE		R				

Country of origin

.....

Does the offer comply with the specification(s)?

***YES/NO**

If not to specification, indicate deviation(s)

.....

Period required for delivery

.....

Delivery:

***Firm/not firm**

**** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

***Delete if not applicable**

NON-FIRM PRICES SUBJECT TO ESCALATION

THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

P_a	=	The new escalated price to be calculated.
$(1-V)P_t$	=	85% of the original bid price. Note that P_t must always be the original bid price and not an escalated price.
D_1, D_2, \dots	=	Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D_1, D_2, \dots etc. must add up to 100%.
R_{1t}, R_{2t}, \dots	=	Index figure obtained from new index (depends on the number of factors used).
R_{1o}, R_{2o}	=	Index figure at time of bidding.
$V P_t$	=	15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

The following index/indices must be used to calculate your bid price:

Index.....Dated..... Index.....Dated..... Index.....Dated.....
Index.....Dated..... Index.....Dated..... Index.....Dated.....

FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

[illegible]

PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

PLEASE NOTE:

- BIDDERS WHO ARE NOT VAT VENDORS TO ACCOMMODATE VAT BUT IT WILL NOT BE INCLUDED IN TOTAL BID PRICE.
- SALARIES FOR CEANERS TO BE IN LINE WITH DEPARTMENT OF LABOUR RATES.
- BIDDERS TO COMMENCE SERVICES WITH IMMEDIATE EFFECT ON THE DATE OF RECEIPT OF ORDER FAILURE TO DO SO WILL INVALIDATE THEIR BID. OR MUST INDICATE HOW SOON CAN THEY RENDER THE SERVICE.

DATE:

SERVICE REQUESTED BY: Eastern Cape Department of Health- Port Elizabeth Pharmaceutical Depot

SIGNATURE OF BIDDER:

DATE: