



PSiRA invites suitable service providers to submit bids for the following services:

Bid No.	Description	Points Preference System	Bid Document Fee	Closing Date
PSiRA/2021/RFB/02	REQUEST FOR PROPOSALS FOR APPOINTMENT OF PROVISION OF CLEANING SERVICES AT PSiRA OFFICES FOR A PERIOD OF 36 MONTHS	80/20	No Fee	21 MAY 2021 @ 11h00

Collection of Bid Document

Bid Documents will be made available from PSiRA Website and National Treasury; Office of Chief Procurement Officer, e-tender website

Submission of Bids:

Sealed and clearly marked bids (indicating the Bid Reference No. i.e. PSiRA/2020/RFB/01) must be deposited in the PSiRA Head Office tender box located at the following address before the closing date: 420 Witch Hazel Avenue, Eco Glades, Block B2, Eco Park, Centurion, Pretoria

Opening of bids:

Received bids will be opened in public on the closing date at 11h30.

Please Note:

Bids should be submitted at the correct address, before or on the closing date and time. No late bids will be accepted under any circumstances. Only original bid documents will be accepted. No e-mailed or posted copies will be accepted. Bidders may make use of courier services and have to confirm bid acknowledgement with SCM office, (before the closing date).

Minimum Requirements:

All compulsory forms contained in the bid documentation must be completed and signed in full. National Treasury CSD (Central Supplier Database Report) must be attached. Failure to comply with the above-mentioned conditions may invalidate your bid.

Enquiries: bids@psira.co.za OR Supply Chain Management Office at 012 003 0487 or 012 003 0521

PSiRA is not obliged to accept the lowest or any bid thereof, and reserves the right to withdraw this bid.



**REQUEST FOR PROPOSALS FOR APPOINTMENT OF PROVISION
OF CLEANING SERVICES AT PSiRA OFFICES FOR A PERIOD OF
36 MONTHS**

[BID NO: PSiRA/2021/RFB/02]

DATE ISSUED: 19 APRIL 2021

CLOSING DATE AND TIME: [21 MAY 2021 at 11:00]

**VIRTUAL COMPULSORY BRIEFING SESSION : 05 May
2021 at 10:00 (SERVICE PROVIDERS TO REGISTER FOR
VIRTUAL BRIEFING SESSION BY SENDING EMAILS TO
bids@psira.co.za NO LATER THAN 29 April 2021.**

Bid Validity Period : [120 days]

TENDER BOX ADDRESS:

420 Witch -Hazel Avenue ,Block B-Eco Glades 2 Office Park,
Highveld Ext 70,Centurion

TERMS OF REFERENCE

PROVISION OF CLEANING SERVICES AT PSIRA OFFICES FOR A PERIOD OF 36 MONTHS

1. PURPOSE

The purpose of this bid is to appoint a suitable service provider that can render cleaning services to the Private Security Industry Regulatory Authority (herein after referred to as the "PSIRA") for a period on 36 months.

2. BACKGROUND

The Private Security Industry Regulatory Authority has 11 offices in the Republic. Except the Centurion Head Office all offices had one or two cleaning staff members depending on the size of the office. There were several challenges and complaints against the Authority by its clients on the level of cleanliness at its offices. There were several issues ranging from understaffed cleaners at offices to absenteeism. Apart from hygienic issues different offices exposed the Authority to health and safety concerns which needed to be addressed urgently and hence the route followed to outsource these services.

3. SCOPE OF SERVICE

- 3.1 The service provider will be expected to render a comprehensive cleaning service to the Authority.
- 3.2 Cleaning of all offices, kitchen, storage areas, and ablution facility areas and parking areas.
- 3.3 The cleaning will comprise cleaning, sweeping, mopping, vacuuming, polishing & dusting of floors (incl. walls), doors, equipment, all fixtures and furniture. Cleaning of windows and glass items.
- 3.4 Daily removal of waste from all bins and cleaning of bins
- 3.5 Prepare and make all boardrooms ready for meeting as and when requested by staff Team Leader.

3.6 Washing of company dishes, upkeep of kitchen consumables

4. SPECIAL CONDITIONS OF CONTRACT

- 4.1 This is a total outsourced function which implies that the appointed service providers shall be responsible to provide a cleaning service and use all cleaning consumables provided by the Authority.
- 4.2 The cleaning staff must dress in a distinctive acceptable uniform which is line with PSiRA colors.
- 4.3 Working hours are 07h00 to 15h00 with a 30 minutes lunch break.
- 4.4 The contractor supervisor must do a weekly inspection on the quality and standard of services rendered.
- 4.5 The Authority will not be held responsible in any way for damages, losses, theft of equipment or any valuables of the contractor or injury of his/her employees while on site or in the execution of their duties. The service provider will be held responsible for damages of items caused by the contractor's staff within the Authority premises.
- 4.6 The bidder must submit a letter of Good Standing with UIF, COID and have a Public Liability Insurance with a minimum value of R500 000.00. Failure to do so will disqualify the bidder.
- 4.7 The appointed company will be subjected to vetting/clearance, process to be done by PSiRA
- 4.8 Preference will be given to locally-based service providers within the respective province.

5. SPECIFICATION FOR CLEANING SERVICES

- 5.1 A General Cleaner is required to render cleaning services at the PSiRA office
- 5.2 Bidders are requested to indicate the price per office that is being quoted for.

5.3 These buildings are;

OFFICE	ADDRESS	Number of Cleaners Required
Polokwane	80 Hans Van Rensburg Street, Polokwane	1
Centurion	420 Witch Hazel Street, Centurion	1
Pretoria	Shop RW01, 170 Thabo Sehume Street, Pretoria	2
Johannesburg	Romi Lee Building, Cnr Marshall & Eloff street, Johannesburg CBD	2
Bloemfontein	Shop 8 Fedsure Building 53 Charlotte Maxeke street, Bloemfontein	1
Durban	26 Matthew Meyiwa Street Cnr Fynn and Methew Meyiwa Street Greyville Durban	1
Cape Town	3rd Floor, Louwville Place, Bellville, Western Cape	1
Port Elizabeth (Ad-hoc)	3rd Floor, Louwville Place, Bellville, Western Cape	1

5.4 Office hours:

5 days a week, Monday to Friday from 07:00 to 16:00 with 30 minutes lunch break

6. EVALUATION CRITERIA OF BIDS RECEIVED

Bidders will first be evaluated in terms of the minimum requirements / gatekeepers. Bidders who do not fulfill all the requirements or do not submit the required documents will be disqualified. Those who fulfill all the minimum requirements or have submitted the required documents will be further evaluated on criterion 2 which is the functionality.

6.1. CRITERIA 1 – COMPULSORY/MANDATORY REQUIREMENTS

The tender must be submitted in the prescribed format. Standard bidding documents should be filled in (not re-typed). These standard-bidding documents include the following:

- 6.1.1. SBD1 Invitation to Bid.
- 6.1.2. SBD 2 central supplier database (CSD) report to be submitted confirming the Bidders tax compliance.
- 6.1.3. SBD 3.1 Pricing Schedule. (
- 6.1.4. SBD 4 Declaration for Interest.
- 6.1.5. SBD 6.1 Preference Points Claim Form.
- 6.1.6. SBD 8 Declaration of Bidder's Past Supply Management Practices
- 6.1.7. SBD 9 Certificate of Independent Bid Determination.
- 6.1.8. General Conditions of Contract (ALL pages to be initialled by the bidder).
- 6.1.9. Terms of reference (ALL pages to be initialled by the bidder and signed at the last page).

ALL forms should be completed and signed, Incomplete Bids will be disqualified

6.2. MANDATORY REQUIREMENT

- 1. Valid letter of good standing from UIF and COID
- 2. Attach proof that you are registered member with provident fund
- 3. Certificate or confirmation letter indicating Public Liability Insurance with a

minimum value of R500 000.00 from the insurance company.

Note: failure to comply with the mandatory requirements will lead to disqualification.

7. CRITERIA 2 – FUNCTIONALITY CRITERIA

- i. Technical/Functionality Evaluation – Bidders will be evaluated out of 100 points and are required to achieve minimum threshold of 70 points of 100 points to proceed to criteria 3: Price and BBEE evaluation.
- ii. Bidders who score less than 70 points on functionality will therefore be disqualified

Functionality Criteria	Weight
PROJECT PLAN	20
<p>The bidder must provide PSIRA with the implementation plan for cleaning services. The implementation plan needs to indicate supervision of daily activities, monitoring of the contract performance and timelines.</p> <p>Points Allocation</p> <ul style="list-style-type: none"> ✓ Supervision- 5 points ✓ Monitoring- 10 points ✓ Timelines- 5 points 	
EXPERIENCE	50
<p>The bidder provides a company profile indicating years of experience</p> <p>Points Allocation</p> <ul style="list-style-type: none"> ✓ Three (3) years' experience providing cleaning services (10 points) ✓ 4 years to 5 years' experience providing cleaning services (15 points) 	

<p>✓ 5 years and more experience providing cleaning services- (20 points)</p>	
<p>Experience of the Bidder's staff in providing cleaning services</p> <p>Bidder's staff and project manager (supervisor) allocated to PSiRA must have a minimum of one year experience in cleaning services (must be able to read and write).</p> <p>As proof thereof the Bidder must provide CV's of cleaning staff who will be deployed to PSiRA.</p> <p>Points Allocation:</p> <ul style="list-style-type: none"> ✓ 1-3 years' experience in providing cleaning services (10 points) ✓ 3-5 years' experience in providing cleaning services (15 points) ✓ 5 years and more experience in providing cleaning services (20 points) <p>As proof thereof, the Bidder must provide CV's project manager (supervisor) who will be deployed to PSiRA.</p> <p>Points Allocation:</p> <ul style="list-style-type: none"> ✓ 3-5 years' experience in providing cleaning services (5 points) ✓ 5 years and more experience in providing cleaning services (10 points) 	
<p>REFERENCES</p>	<p>30</p>
<p>Provide a minimum of three reference letters for cleaning services not older than 36 months; letters must be on a client letterhead with contactable references (telephone and email).</p> <p>Points allocation:</p>	

✓ No references = 0 point	
✓ 1 references = 15 points	
✓ 2 references = 20 points	
✓ 3 references = 30 points	
Total	100

8. CRITERIA 3 – EVALUATION OF PRICE AND PREFERENCE

The Service Provider will be evaluated on a points system for Price and Preference as per Preferential Procurement Framework Act of 2000 (Act 5 of 2000).

The price / preference weighting applicable for RFQ are as follows:

Price / Preference	Weighting percentage
Preference:	20%
Price:	80 %
Total must equal:	100%

Preference Point allocation – 80/20

Preference: 20 Points	
Other: B-BBEE Status Level Contributor	
B-BBEE Level	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4

8	2
Non-Compliant contributor	0

Price Calculation 80/20

The following formula will be used to calculate the points for price.

$$Ps = 80 \left[1 - \frac{(Pt - Pmin)}{Pmin} \right]$$

Pmin

Where:

- Ps = Points scored for price of bid under consideration
 Pt = Rand value of bid under consideration
 Pmin = Rand value of lowest acceptable bid

8. PSiRA RIGHTS

Notwithstanding anything else in this Request for Proposal (RFP), and without limiting its rights at law or otherwise, PSiRA reserves the right, in its absolute discretion at any time:

- Cancel or Call for new Tenders.
- To appoint more than one bidder or contractor.
- Reject any Tender received after the Closing Time.
- Consider and accept or reject any alternative tender.
- Alter the structure and/or the timing of this RFP or the Tendering Process.
- Reject any Tender that does not comply with the requirements of this RFP.
- Terminate the participation of any Bidder or any other person in the Tendering Process.
- Vary or extend any time or date specified in this RFP for all or any Bidder or other persons.

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- i. Cease to proceed with, or suspend the Tendering Process prior to the execution of a formal written contract.
 - j. Require additional information or clarification from any Bidder or any other person or provide additional information or clarification.
 - k. PSiRA is not obliged to accept the lowest or any bid thereof, and reserves the right to withdraw this bid.

9. GENERAL INFORMATION

- a. Bid documentation will be made available from National Treasury E-Tender Website, ready to be downloaded by bidders;
- b. All compulsory forms contained in the bid documentation must be completed and signed in full.
- c. Proof of Registration with the National Treasury Central Supplier Database (CSD) must be provided.
- d. Received bids will be opened in public on the closing date at 11h30.
- e. Bids should be submitted at the correct address, before or on the closing date and time. No late bids will be accepted under any circumstance.
- f. Only original bid documents will be accepted. No e-mailed or posted copies will be accepted (one original and three copies will be sufficient).
- g. Bidders may make use of courier services and have to confirm bid acknowledgement with SCM office.

- h. Sealed and clearly marked bids indicating the Bid Reference No. i.e. RFB/2018/PSiRA/06 must be deposited in the PSIRA Head Office tender situated at 420 Witch Hazel Avenue, Eco Glades, Block B2, Eco Park, Centurion, Pretoria

10. INSTRUCTIONS TO BIDDERS

- a. The bidder is required to confirm that it will hold its proposal valid for 90 days from the closing date of the tender, during which time it will maintain without change, their proposed rates and prices.
- b. Bidders are required to submit **4 indexed** hard copies of bids (one original and 3 copies).
- c. All documents must be correctly referenced from the index to the actual document.
- d. Bidders are requested to indicate the price per office that is being quoted for.

11. CONTACTS PERSONS

The contact person for this assignment (Technical Enquiries):

Mr. Thulane Motaung

Tel: 012 003 0677

Email: bids@psira.co.za

Bidding Procedures Enquiries

Ms. Thabo Tshounyane

Tel: 012 003 0487

Email: bids@psira.co.za

Ms Nonkululeko Sibiya

(Chairperson)

Bid Specification Committee



Signature

Date

Name of Bidder

Signature

Date