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REQUEST FOR PROPOSALS

**PROVISION OF CLEANING SERVICES AT JOHANNESBURG CBD PROPERTIES, IN
THE CITY OF JOBURG METROPOLITAN, GAUTENG**

RFP/JHB/131

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

12H00 ON 27 FEBRUARY 2015

TERMS OF REFERENCE

PROVISION OF CLEANING SERVICES AT JOHANNESBURG CBD PROPERTIES, IN THE CITY OF JOBURG METROPOLITAN, GAUTENG

1. INTRODUCTION

The Housing Development Agency (HDA) is a national public development agency established by an Act of Parliament (Act 23 of 2008). The HDA promotes sustainable communities by making well-located land and buildings available for the development of housing and human settlements. As an organ of state, the HDA is accountable through its board to the Minister of Human Settlements. Visit www.thehda.co.za for more information.

2. BACKGROUND

HDA owns 2 buildings in the Johannesburg Central Business District (CBD), namely, Union Square and the building, 27 Hoek Street. Union Square is ground to 19 floors high-rise building with 3 basement parking's and is partly utilised with its ground floor leased out and used by retail business tenants and the remainder of the building is vacant. 27 Hoek Street building is ground to 8 floors high-rise building with 2 basement parking's and is completely vacant. Both buildings are currently having securities guards on site on 24/7 guarding shifts.

Both buildings require cleaning services at the ground floor common areas including toilets, basements and outside areas within the building side walkways.

2.1. Physical Location

2.1.1 The Union Square building is located at no.80 Plein Street, Johannesburg CBD.

2.1.2 27 Hoek Street located at corner Hoek Street and Smit Street, Johannesburg CBD.

2.1.3 GPS Co-ordinates are: Union Square - Latitude 26°11'59"S and Longitude 28°2'51"E;
27 Hoek Street - Latitude 26°11'41"S and Longitude 28°2'36"E.

3. SCOPE OF WORK

3.1 The HDA requires from appropriately competent and experienced cleaning service providers to provide a proposal with quotation to provide cleaning services for Union Square building and the building, 27 Hoek Street.

3.2 The scope of services shall include, but not necessarily be limited to the provision on site by the Contractor of all statutory requirements including consumables, Contractor's equipment such as cleaning equipment, transport, trained and competent personnel necessary for the execution of the cleaning services.

4. SCHEDULING AND DURATION

4.1 The contract duration will be on month to month term and the contractor will be notified 30 days prior termination of the contract.

4.2 All quotations/price proposals must be valid for the duration of the service.

4.3 Cleaning services at Union Square building shall be conducted 4 times a week (Monday, Tuesday, Wednesday and Friday) between 7h00 and 15:30, by 2 cleaners (1 male and 1 female).

4.4 Cleaning services at 27 Hoek Street building once a week (Thursday) between 7h00 and 15:30, by 2 cleaners (1 male and 1 female).

5. CONTRACT REQUIREMENTS

The service providers shall,

- 5.1 have experience in commercial buildings cleaning services
- 5.2 have an understanding of different cleaning products, equipment and methods
- 5.3 provide prices in Rands (including VAT if charged) per month of service of their company
- 5.4 be fully responsible for all work and services performed by its labourers
- 5.5 ensure all cleaning works are done in accordance to OHS Act, including any applicable cleaning and building specifications and standard
- 5.6 ensure that has relevant expertise and necessary equipment and support to undertake the work
- 5.7 ensure its labourers are equipped and wear all required personal protective equipment at all times when executing work on site, failure to do so such personnel will be dismissed from site

6. EXPECTED DELIVERABLES

The service provider shall,

- 6.1 Provide and execute everything necessary for the work in accordance with industry standards, OHS Act, municipal bylaws, labour laws and any other relevant regulations, including, but not necessarily limited to execution of work as per details on scope of works above.
- 6.2 Submit all relevant documents and comply with requirements as detailed herein this document.

7. EVALUATION PROCESS

- 7.1 In order to facilitate a transparent selection process that allows equal opportunity to all services providers, the HDA will adhere to its policy on the appointment of services providers.
- 7.2 The table below demonstrate the criteria to be used for allocation of points for functionality as outlined above. Bids scoring less than 60 points on functionality will be set aside.

7.2.1. Table 1 – Functionality

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Company profile (Attach Organogram)	Company profile (s) to be submitted (in case of a joint Venture, all companies must submit separate profiles) indicating the Lead Company	10
Organisational Capacity and Experience	Related work and experience in fields related to commercial buildings cleaning.	20
	Proof of related and contactable references (attach	20

	copies of reference letters). Minimum of 3 references.	
Capacity and Experience of the proposed team	Project team demonstrable skills and capacity, level of relevant knowledge and experience in similar projects. Attach CV's.	20
Approach, Methodology, Work Plan and Process	Detailed approach, methodology and process to be adopted in the project. Project plan to be linked to deliverables and outputs	30
TOTAL		100

7.3 The following criteria will be used for points allocation for price and B-BBEE compliance on a 80/20 point system:-

7.3.1. Table 2 – Price and B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
TOTAL		100

- The HDI proposal will be evaluated as per PPPFA regulations.

8. RETURNABLES

8.1. Below are compulsory requirements for this service:

8.1.1. **There will not be a compulsory site briefing meeting for this service. The service providers are advised to arrange a visit to the site in order to familiarised themselves with the site setup and condition.**

8.1.2. It is important to note that the successful person will work under the supervision of a HDA representative, abide by HDA's Code of Conduct, and other organizational guidelines.

8.1.3. Kindly complete and submit the HDA Supplier Registration form if not already on our database and submit together with:

- SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website: www.thehda.co.za/procurement. Under compliance checklist.
- Breakdown price proposals on all work to be done on your company letter head template.
- **Valid and *Original* or *Certified* B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA.**
- **Valid original tax clearance certificate.**

8.2. Further information regarding technical matters can be sent an email to: thabiso.limpe@thehda.co.za or tel: 011 544100/0722045968

- 8.3. Further information regarding supply chain matter and queries can be send via email to: jerry.makofane@thehda.co.za or tel: 011 5441000
- 8.3. The selection of the qualifying proposal will be at the HDA's sole discretion. The HDA does not bind itself to accept any particular bid/proposal, and the HDA reserves the right not to appoint the service provider.

9. SUBMISSION OF QUOTATIONS

- 9.1. Proposals should be submitted on or before the **27th February 2015** by no later than **12h00** to the following address:

**The Procurement Officer
The Housing Development Agency,
Block A, 6-10 Riviera Road, Killarney, 2193,
Tel: 011 544 1000**

- 9.2. The selection of the qualifying proposal will be at the HDA's sole discretion. The HDA does not bind itself to accept any particular bid/proposal, and the HDA reserves the right not to appoint the service provider.