

## Important Tender Notice

Reference No.:2024:20 Provision of Cleaning Goods and Services

Dear Tenderer,

### SUMMARY DOCUMENT

1. Kindly note this is a summary document for WITS Tender Reference No: 2024:20 Provision of Cleaning Goods and Services.

### 2. INTENT TO SUBMIT A TENDER SUBMISSION AND TENDERER REGISTRATION

Tenderer's should register their intent to participate in this tender on the PURCO SA site (refer to <https://purcosa.co.za/tenders>) or they can submit an e-mail indicating such to Bongani Machobane, on e-mail: [Bongani.Machobane@purcosa.co.za](mailto:Bongani.Machobane@purcosa.co.za) and copy in Wits Tender Admin at [admin.tenders@wits.ac.za](mailto:admin.tenders@wits.ac.za). Tenderer's who have registered before **27 August 2024**, will be sent the link to the **non-compulsory briefing session**.

### 3. NON-COMPULSORY INFORMATION SESSION: ONLINE MICROSOFT TEAMS

Registered tenderers to attend the Non-Compulsory Online Briefing Session to be held as follows:

- Date and Time: 27 August 2024 | 10h00 -11h30
  - Microsoft Teams: The link to the session will be made available to all registered tenderers
4. This document provides at a summary level the Scope of Work for the Components and Eligibility and Evaluation Criteria.
  5. Please refer to PURCO SA website for Purchasing of the Tender Document Pack and also tender submission details and protocols. The below guides you how to register, purchase and submit online.
  6. Tender documents can be purchased at a non-refundable fee of R 1,150.00 (VAT included) on the PURCO SA website. To download the tender documents, the steps below should be followed:

PURCO SA Tenders: How to register, purchase and submit online	
Read the following guide or visit <a href="https://purcosa.co.za/how-purchase-tender">https://purcosa.co.za/how-purchase-tender</a>	
<b>Login or register at <a href="https://purcosa.co.za">purcosa.co.za</a></b>	
1.	Navigate to <a href="https://purcosa.co.za">https://purcosa.co.za</a>
2.	Click on the 'Login or Register' button and select the appropriate option
3.	Not registered on the website?
a.	Click 'Register here'
b.	Complete the form and click 'Create new account'
c.	Wait for the Account details email from PURCO SA. Check your spam filter if necessary.
d.	Click on the link in the email to login to the PURCO SA website and add a password.
<b>View and purchase the tender</b>	
4.	Under the Supplier Hub menu click on 'Open Tenders'
5.	Select the tender and click on 'View'
6.	Click on the 'Buy now' button
7.	You will be redirected to our payment gateway (Payfast) to make payment.
8.	If you encounter problems on the Payfast pages go to <a href="http://www.payfast.co.za/contact">www.payfast.co.za/contact</a> for help.
9.	When your payment has been processed you will be automatically redirected back the PURCO SA Checkout page where you will find your purchased tender document/s
<b>View the tender requirements</b>	
10.	Read the Tender Document for instructions about submitting your bid documents and all requirements.
11.	On the Checkout page there is a link to view a list of all your purchased tenders
12.	To view your purchased tenders you can also click on 'My purchased tenders' in the dropdown menu under your username

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13. To view the bid requirements click the 'Submit bid' link to access the online submission tenderbox. Do it as soon as possible to check all the requirements.

**Submit your bid**

14. Log in to [purcosa.co.za](http://purcosa.co.za) as the user who purchased the tender.

15. Click on 'My purchased tenders' and then the 'Submit bid' link

16. Start submitting your bid as early as possible. Do not wait for the deadline.

17. You can save and edit the tenderbox as often as you like before the submission deadline.

**Help with online submissions**

18. You can watch a detailed video how to upload your bid at [youtu.be/Fwlz0bjKxbl](https://youtu.be/Fwlz0bjKxbl)

19. View the Online submission guide at [purcosa.co.za/online-tender-submissions-guide](http://purcosa.co.za/online-tender-submissions-guide)

**Should you require further assistance regarding purchasing, registering and online submission please contact the PURCO SA Office**

**Davy Ivins – 084 207 8148** [davy@assocworks.co.za](mailto:davy@assocworks.co.za)

**Bongani Machobane – 011 545 0548** [bongani.machobane@purcosa.co.za](mailto:bongani.machobane@purcosa.co.za)

**Pozisa Makonco – 011 545 0948** - [pozisa.makonco@purcosa.co.za](mailto:pozisa.makonco@purcosa.co.za)

**Contact Person at WITS**

Kindly ensure all communication must copy in Dept-Procurement-TendersAdmin [admin.tenders@wits.ac.za](mailto:admin.tenders@wits.ac.za)

## **A. HIGH-LEVEL SCOPE OF WORK**

### **1. SCOPE OF WORK**

Each service component has its own Scope of Work that contains detailed requirements of the University. The successful tenderer(s) chosen by the University must provide advice on how to reduce costs and use resources efficiently for the Services they will provide. They must also provide detailed recommendations on how to achieve this.

#### **1.1. Scope of Work – Component 1: Ad-Hoc Cleaning Services, High Rise Cleaning & Comprehensive Cleaning Of Peripheral/Teaching Hospitals**

The University of the Witwatersrand, Johannesburg ("the University") is looking to appoint a service provider for the provision of fit for purpose, specialised cleaning services which includes scheduled and ad hoc cleaning, high rise cleaning and comprehensive cleaning of peripheral/teaching hospitals. University has a responsibility through Services Department to provide a clean learning and working environment in accordance with the Occupational Health, Safety, and Environment Act.

The University seeks to appoint services from market leaders and/or start-ups specialising in environmentally safe practices and are expected to use environmentally friendly products, innovative systems, and methodology to deliver the best cleaning practices for the cleaning of university buildings.

#### **1.2. Scope of Work – Component 2: Hygiene & Pest Control Services**

The University of the Witwatersrand, Johannesburg ('the University') would like to appoint a service provider for the provision of labour, supervision, transportation, tools, materials and supplies for Hygiene Services and Pest Control Services.

#### **1.3. Scope of Work – Component 3: Provision Of Cleaning Chemicals, Consumables & Brushware**

The University of the Witwatersrand, Johannesburg ("the University") would like to appoint a service provider suitable, competent and qualified for the provision of cleaning chemicals, consumables and brush ware of a suitable quality and that are fit for purpose.

#### **1.4. Cost Savings**

1.4.1 The University requires the successful Tenderer to be an active partner in generating ideas to reduce costs, beyond only price reductions.

### **3.2 Pre-qualification Criteria**

Tenderers who have suitable experience and demonstrated capacity in the required work activities for cleaning goods and services may be eligible to partake in this Tender.

Only Tenderers who satisfy the pre-qualification criteria as set out in the tables below should submit a Tender Submission, failure to do so will result in disqualification.

The Tenderer must submit all of the information required in the Schedules below:

<b>Procurement Eligibility/Mandatory Criteria</b>	
It is compulsory that the Tenderer:	
1.	Provide Schedule 1: Signed Submission which has be signed by a duly authorised representative.
2.	Provide proof of your legal entity's registration documentation (e.g. CIPC) indicating date of registration/incorporation, list of directors, partners, and members.

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3.	Provide proof of current and valid SARS Tax Pin and VAT registration certificate. Provide rationale if not VAT registered.
4.	Submit annual financial as listed below, in compliance with the requirements of the Companies Act, and submit confirmation of the Public Interest Score if AFS are not audited with reasons supplied: <ul style="list-style-type: none"> <li>Non-EMEs must submit annual financial statements for the last three (3) financial years.</li> <li>EME tenderers must submit annual financial statements for the last two (2) financial years.</li> </ul>
5.	Please provide proof of <b>bank confirmation letter</b> : The letter should include: <ul style="list-style-type: none"> <li>The Tenderer's bank account name and number.</li> <li>A statement that engagements and accounts with the bank have always been properly and satisfactorily conducted; and</li> </ul> The Tenderer has access to lines of credit with the bank, they have the resources to meet their commitments, and that the bank considers the Tenderer a counterparty of good risk and good for business.
6.	The Tenderer must provide proof that it is in possession of a letter of good standing from the Compensation Fund or a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Disease ( <b>COIDA</b> ) Act No. 130 of 1993. The proof must be valid at the time of close of the Tender and a valid certificate must be produced at the time of award if the certificate expires between close of Tender and award.
7.	<b>NON- MANDATORY PROCUREMENT DOCUMENT:</b>
	Please provide the current, valid B-BBEE certificate issued by a SANAS accredited verification agency unless the Tenderer is an exempted micro enterprise (EME) or a qualifying small enterprise (QSE), in which case the Tenderer may submit a sworn affidavit in accordance with the B-BBEE Act: Codes of Good Practice published in Government Gazette No. 36928.

**Technical Eligibility/Mandatory Criteria for Component (1)**

It is compulsory that the Tenderer must:

8.	have a track record for at least three (3) years where a similar service has been conducted
9.	<ul style="list-style-type: none"> <li>minimum of two (2) references where similar implementation of the proposed solution has been conducted. (References within the last five (5) years).</li> <li>For daily cleaning of teaching hospitals Provide proof of a minimum service of 200 SHE bins across multiple contracts.</li> </ul>
10.	<ul style="list-style-type: none"> <li><b>For Teaching Hospitals:</b> Waste Disposal Permits. Provide permits for Waste Disposal Sites, Incineration sites /Agreements with licenced Waste Disposal Sites and/or Incineration Site. (Tenderers that subcontract this service must attach valid agreements with subcontractors).</li> <li><b>For High Rise:</b> Licensed Technicians for working at heights (Approved SETA &amp; SAQA Accredited Institution)</li> </ul>
11.	<b>For High Rise:</b> Construction Regulation – Tenderer to submit Fall Protection Plan certificate
12.	SABS approved chemicals or equivalent or higher than SABS standards
13.	Safety Data Sheets (SDS) must be attached for proposed chemicals.
14.	Attach all relevant legislations and proof compliance with Labour Relation Act, current COIDA, BCEA, OHS,
15.	Proof of current Compliance Certification from NCCA /BEECA

**Technical Eligibility/Mandatory Criteria for Components (2)**

It is compulsory that the Tenderer must:

16.	have a track record for at least three (3) years where a similar service has been conducted
17.	<ul style="list-style-type: none"> <li><b>For Hygiene:</b> minimum of two (2) references where similar implementation of the proposed solution has been conducted. (References within the last five (5) years). For at least a minimum service of 2000 SHE bins across multiple contracts.</li> </ul>

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	<ul style="list-style-type: none"> <li>• <b>For Pest Control</b> - minimum of two (2) references where similar implementation of the proposed solution has been conducted. One reference for a single client with multiple buildings/sites preferable for diverse areas (References within the last five (5) years).</li> </ul>
18.	<ul style="list-style-type: none"> <li>• <b>Hygiene:</b> Waste Disposal Permits. Provide permits for Waste Disposal Sites, Incineration sites /Agreements with licenced Waste Disposal Sites and/or Incineration Site. (Tenderers that subcontract this service must attach valid agreements with subcontractors).</li> <li>• <b>Pest Control:</b> Certified Pest Control Officer – Valid Proof of P-Registration from Department of Agriculture.</li> <li>• <b>Chemicals for pest</b> to be registered with Valid Proof of L-Registration from Department of Agriculture.</li> </ul>
19.	SABS approved chemicals or equivalent or higher than SABS standards
20.	Safety Data Sheets (SDS) must be attached for proposed chemicals
21.	Attach all relevant legislations and proof compliance with Labour Relation Act, current COIDA, BCEA, OHS, pertinent sectorial determination/ bargaining council.
22.	Proof of Compliance Certification from NCCA /BEECA
<b>Technical Eligibility/Mandatory Criteria for Components (3)</b>	
It is compulsory that the Tenderer must:	
23.	Have a track record for at least 3 years where similar service has been conducted
24.	Minimum of 2 references where similar implementation of the proposed contract has been conducted (References within the last 5 years)
25.	SABS approved chemicals or equivalent or higher than SABS standards
26.	Safety Data Sheets (SDS) must be attached for proposed chemicals
27.	Attach all relevant legislations and proof compliance with Labour Relation Act, current COIDA, BCEA, OHS, pertinent sectorial determination/ bargaining council.
28.	Proof of Compliance Certification from NCCA /BEECA