



REQUEST FOR PROPOSALS: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE HYGIENE SERVICES AND SUPPLY HYGIENE CONSUMABLES TO THE NHBRC (HEAD OFFICE) FOR A PERIOD OF THREE (03) YEARS

RFP NO.: NHBRC 11/2020

CLOSING DATE: 04 MARCH 2021

TIME: 11:00AM

COMPULSORY BRIEFING SESSION

DATE: 19 FEBRUARY 2021

TIME: 11:00AM

**VENUE: NHBRC HEAD OFFICE 27 LEEUWKOP ROAD,
SUNNINGHILL,
JOHANNESBURG, GAUTENG**

1 TERMS AND CONDITIONS

This Request for Proposal (RFP) has been compiled by the NHBRC and it is made available to the Bidders on the following basis.

Bidders submitting a Bid in response to this RFP are deemed to do so, on the basis that they acknowledge and accept the terms and conditions set out below:

- 1.1 The Bidder must be registered on the National Treasury's Central Supplier Database ("the CSD") and ensure that, if it is successful, it remains so registered and further ensure that the information on the CSD is up-to-date for the duration of the contract.
- 1.2 The Bidder must ensure that it is tax compliant at the time of submitting its bid in response to this RFP, and if it is successful, it remains tax compliant for the duration of the contract. In this regard, the Bidder undertakes to provide the NHBRC with a Tax Clearance Certificate issued by the South African Revenue Services ("SARS") on an annual basis, confirming that it is tax compliant.
- 1.3 The NHBRC reserves the right to amend, modify or withdraw this RFP or amend, modify or terminate any of the procedures or requirements set out herein at any time (and from time to time), without prior notice and without liability to compensate or reimburse any person.
- 1.4 If the NHBRC amends this RFP, the amendment will be sent to each Bidder in writing or publicized as the case maybe. No oral amendments by any person will be considered or acknowledged.
- 1.5 The NHBRC reserves the right to carry out site inspections or call for supporting documentation in order to confirm any information provided by a Bidder in its RFP Bid.
- 1.6 This RFP is not intended to form the basis of a decision to enter into any transaction involving the NHBRC, and does not constitute an offer or recommendation to enter into such transaction, or an intention to enter into any legal relationship with any person.
- 1.7 A Bid submitted in response to this RFP will constitute a binding offer which will remain binding and irrevocable for a period of ninety (90) days from the date of submission to the NHBRC. The offer constituted by the Bid will be deemed not to have been accepted and no agreement will be deemed to be reached with any Bidder, unless and until a binding Agreement and other related transactions/documents are concluded between the NHBRC and the Preferred Bidder.
- 1.8 The distribution of this RFP outside the Republic of South Africa may be restricted or prohibited by the laws of other countries. Recipients of this RFP are advised to familiarize themselves with and comply with all such restrictions or prohibitions applicable in those jurisdictions, and neither the NHBRC, nor any of their respective directors, officers, employees, agents, representatives or advisors, accepts liability to any person for any damages arising out of or in connection with the breach of any restriction or provision outside the Republic of South Africa. Persons contemplating submitting a Bid are advised to obtain legal advice as to the possible consequences thereof in terms of the law of the jurisdictions in which they are located.
- 1.9 Recipients of this RFP document may only distribute it to other parties whom they wish to involve as part of their Bidder consortium in submitting a Bid.

- 1.10 Neither the NHBRC nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligation for any costs or expenses incurred by any party in or associated with preparing or submitting a Bid in response to the RFP.
- 1.11 No entity may be involved, whether directly or indirectly, in more than one Bid in response to this RFP. Failure to comply with this requirement may, within the sole discretion of the NHBRC, result in disqualification of the relevant entity.
- 1.12 Any material change in the control and/or composition of any Bidder or any core member of a Bidder after submission of a Bid, shall require the prior written approval of the NHBRC, and any failure to seek such approval from the NHBRC shall result in the NHBRC being entitled, in its sole discretion, to disqualify the relevant Bidder from any further participation in the Bid process. The NHBRC shall be the sole arbiter as to what constitutes a “material change in the control and/or composition of any Bidder”, and as to what constitutes a “core member of a Bidder” for purposes of such approval. Any request for such approval shall be made to the NHBRC’s Supply Chain Management (“SCM”) in writing and shall provide sufficient reasons and information to allow the NHBRC to make a decision. The NHBRC reserves the right to accept or reject any such request for approval at its sole discretion.
- 1.13 Briefing Session: There will be a compulsory briefing session. The sharing of information and clarifications of issues related to this Bid, as given by the NHBRC will form part of this Bid and responses.
- 1.14 Any requirement set out in this RFP that stipulates the form and/or content of any aspect of a Bid, is stipulated for the sole benefit of the NHBRC, and save as expressly stated to the contrary, may be waived by the NHBRC in its sole discretion at any stage in the RFP process.
- 1.15 The NHBRC and its advisors shall rely on a Bid as being accurate and complete in relation to the information and proposals provided therein by the Bidders.
- 1.16 All Bids submitted to NHBRC will become the property of the NHBRC and will as such not be returned to the Bidder. The NHBRC will make all reasonable efforts to maintain proposals in confidence. Proprietary information should be identified as such in each proposal.
- 1.17 The Bid submitted by the bidder shall be considered irregular if they show any omissions, alteration of form, additions, or conditions not called for, or irregularities of any kind. However, the NHBRC reserves the right to waive any irregularities and to make award in the best interest of the company.
- 1.18 Bids must only be submitted on documentation provided by the NHBRC. Late, emailed, faxed and telegraphic bids will not be considered.
- 1.19 The NHBRC reserves the right to accept or reject the Proposal.
- 1.20 RFP’s shall be rejected, among other reasons, where Bids are received after the closing date and time as specified in the RFP.
- 1.21 Potential service provider(s) shall be disqualified and their Bids not considered among other reasons, for any of the following specific reasons:
- 1.22 If the SCM Mandatory Documents are not submitted and completed as per this RFP; and/or
- 1.22.1 The Bid contains irregularities.
- 1.23 The NHBRC reserves the right to require that any bidder provide a formal presentation of its RFP at a date and time to be determined by the NHBRC. The NHBRC shall provide all instructions and clarification regarding the purpose and scope of the presentation. All expenses must be borne by the bidder.

- 1.24 All costs associated with the preparation and submission of the Bid is the responsibility of the Bidder. The costs shall not be chargeable to the NHBRC by successful or unsuccessful Bidder.
- 1.25 This document is released for the sole purpose of responding to this RFP and must be considered confidential. In addition, the use, reproduction or disclosure of the requirements, specifications or other material in this RFP is strictly prohibited.
- 1.26 All Bids must be formulated and submitted in accordance with the requirements of this RFP.

2 BACKGROUND

2.1 ABOUT THE NHBRC

2.1.1 The National Home Builders Registration Council (NHBRC) is a regulator established in terms of section 2 of the Housing Consumers Protection Measures Act 95 of 1998 (“the Act”). Section 3 of the Act provides that the objects of the NHBRC are to:

- (a) represent the interests of housing consumers by providing warranty protection against defects in new homes;
- (b) regulate the home building industry;
- (c) provide protection to housing consumers in respect of the failure of home builders to comply with their obligations in terms of this Act;
- (d) establish and to promote ethical and technical standards in the home building industry;
- (e) improve structural quality in the interests of housing consumers and the home building industry;
- (f) promote housing consumer rights and to provide housing consumer information;
- (g) communicate with and to assist home builders to register in terms of this Act;
- (h) assist home builders, through training and inspection, to achieve and to maintain satisfactory technical standards of home building;
- (i) regulate insurers contemplated in section 23 (9) (a); and
- (j) in particular, achieve the stated objects of this section in the subsidy housing sector.

2.2 NHBRC OFFICES

2.2.1 The NHBRC is a medium sized organization with a staff compliment of approximately 700 employees. The NHBRC’s Head Office is located in Sunninghill, Gauteng, with nine (09) Provincial Offices of varying size and 12 Satellite Offices which are located in the following areas:

	NHBRC OFFICE LOCATIONS	#	NHBRC OFFICE LOCATIONS
1	Head Office, (Sunninghill)	13	Eastern Cape (East London) - Satellite
2	Gauteng (Sunninghill) – Provincial	14	Western Cape (George) - Satellite
3	Kwa-Zulu Natal(Durban) – Provincial	15	North West (Klerksdorp) - Satellite
4	Western Cape (Cape Town) – Provincial	16	Limpopo (Tzaneen) - Satellite
5	Eastern Cape (Port Elizabeth) – Provincial	17	Limpopo (Bela Bela) - Satellite
6	North West (Rustenburg) – Provincial	18	Mpumalanga (Witbank) - Satellite
7	Limpopo (Polokwane) – Provincial	19	Free State (Bethlehem) – Satellite
8	Mpumalanga (Nelspruit) – Provincial	20	North West (Mafikeng) – Satellite
9	Free State (Bloemfontein) – Provincial	21	Limpopo (Thulamela) – Satellite
10	Northern Cape (Kimberly) - Provincial	22	Gauteng (Pretoria) – Satellite

11	Kwa-Zulu Natal (Newcastle) - Satellite	23	Eric Molobi Innovation Hub (Soshanguve)
12	Kwa-Zulu Natal (Richards Bay) - Satellite		

3 INTRODUCTION

The National Home Builders Registration Council is mandated by the Housing Consumers Protection Measures Act, 1998 (Act No. 95 of 1998) to regulate the homebuilding industry and protect housing consumers. The NHBRC ensures that it delivers on its mandate by delivering on its products and services, and the key performance indicators that are contained in the organisational scorecard.

VISION

To be the Champion of the Housing Consumers.

MISSION

To Protect the Housing Consumers and to Regulate the Homebuilding Environment.

MOTTO

Assuring Quality Homes.

STRATEGY OF NHBRC

The strategy of the NHBRC is based on the following pillars:

- a) To ensure that housing consumers and home builders are educated on their rights and obligations.
- b) To entrench a culture of compliance through fair and efficient enforcement mechanisms
- c) To research and introduce innovative products, methods and technologies within the homebuilding industry.
- d) To maintain a sustainable warranty fund.

4 OBJECTIVE

- 4.1 The objective of the project is to outsource hygiene services to the hygiene service provider with the requisite experience, skills and competencies.
- 4.2 The successful service provider will be required to enter into a Service Level Agreement (SLA) with NHBRC for a period of three years (03 years)

5 SCOPE OF WORK

- 5.1 The successful service provider shall focus on the provision of hygiene services and supply hygiene Consumables in line with commercial best practice. In particular without limiting the generality of the foregoing, the appointee will be responsible and shall be required to attend to the following.

- 5.1.1 The specifications / frequency schedules / attached appendixes/sections provide an indication of the areas and buildings to be serviced for hygiene purposes as well as a guideline to minimum requirements and may be adjusted to ensure better service delivery and end user's requests. Only the highest standards set by the hygiene industry will be accepted.
- 5.1.2 The service provider will provide a scheduled and reactive (for specific functions or incidents) hygiene service to all areas of the NHBRC in accordance with the negotiated access times to specific areas and with the provision of this specification and the service standards, which shall include but not limited to;
- Hygiene Services;(e.g. Sunninghill Head Office, all floors of the NHBRC and Security Cubicle)
- 5.1.3 The service provider must acquaint themselves as to the exact situation, boundaries and areas, as well as the various building floors.
- 5.1.4 It is expected that service provider makes ample time available for a comprehensive walk about to familiarize themselves with NHBRC Head office building floors and offices during the tender process, for all aspect of the service, they are tendering on. To provide everything necessary to fully satisfy the requirements of the tender documents and to ensure a complete, market related and competitive tender is submitted.
- 5.1.5 No additions to the tender will be allowed, after the tender is submitted, for any unforeseen costs by the service provider(s), during the tender stage.

6 PURPOSE OF THE HYGIENE SERVICES

- 6.1 The purpose of the hygiene services is to maintain health and prevent the spread of diseases in within the organisation.

7 DURATION OF THE CONTRACT

- 7.1 The service provider and NHBRC will enter into a three (3) years SLA on an effective date to be determined by the parties.

8 SERVICE PROVIDER RESPONSIBILITIES

- 8.1 The service providers enter into a Service Level Agreement (SLA) with the NHBRC and conduct the full scope as follows:
- 8.1.1 Supply LCD Air freshener refills
 - 8.1.2 Supply seat sanitizers refill
 - 8.1.3 Supply auto janitor refill and repair when it is faulty.
 - 8.1.4 Supply foam/hand soap refill
 - 8.1.5 Supply hand sanitizers refill
 - 8.1.6 Supply tear and dry paper towels (6X25)
 - 8.1.7 Supply toilet rolls (X 2ply packet of 48 X 45 rolls)
 - 8.1.8 Cleans She - Bins, supply bin liners/plastics and bin tablets

- 8.1.9 Supply She - bins plastics
- 8.1.10 Refill she - packets
- 8.1.11 Supply and Install 40 Bait stations.
- 8.1.12 Routine treatment of cockroaches, ants and any other insects inside and outside the building.
- 8.1.12 Supply batteries for air fresheners, auto janitor and hand sanitizers dispensers.
- 8.1.13 Supply 70% Alcohol based Surface Disinfected spray
- 8.1.14 Supply P-Met
- 8.1.15 Supply SHE bin powder when cleaning SHE bins
- 8.1.16 Deep cleaning of hand basins, kitchens sinks and showers
- 8.1.17 Replacement of faulty toilet roll holders, hand towel holders, hand soap dispenser and seat wipes dispenser.
- 8.1.18 Deep cleaning and Disinfecting of entire office space in case of Covid-19.

- 8.2 The hygiene service provider shall ensure that routine hygiene service does not interrupt NHBRC business function.
- 8.3 The hygiene service provider shall comply with the hygiene services standards and applicable industry legislation.
- 8.4 The NHBRC will advise the service provider of appropriate time should the services to be rendered be required outside normal working time.
- 8.5 All hygiene equipment and consumables should comply with the relevant SABS specifications and code of practice.
- 8.6 Hygiene procedures and schedules will be agreed upon between the NHBRC and the service provider.
- 8.7 Discard procedures are in place and applied in respect of disposable cleaning equipment.
- 8.8 Hygiene equipment and consumables are clearly defined for specific usage.
- 8.9 Hygiene equipment is clean and correctly stored.
- 8.10 Hygiene materials must be used in a safe and proper manner, in compliance with health and safety regulations.
- 8.11 Hygiene materials must be selected and used so as not to cause any damage to surfaces.
- 8.12 The bidder/s are requested to refer to **Annexure A and B**
 - 8.12.1 **Annexure A** - List of Consumables and Quantity
 - 8.12.2 **Annexure B** - Proposed fee structure per year

9 HYGIENE SERVICE STANDARD

9.1 The services will be rendered on a weekly, monthly, and quarterly intervals.

WEEKLY

- Cleans She-Bins, supply bin liners/plastics and bin tablets or Powder
- Deep cleaning of hand basins, kitchen sinks and showers

TWICE A MONTH

- Deep cleaning and Disinfecting of entire office space for Covid-19 purposes

MONTHLY

- Supply foam/hand soap refill
- Supply hand sanitizes refill
- Supply tear and dry paper towels (6 X 25 packets)
- Supply toilet paper/tissues (X 2ply 45 packet of 48 X rolls)
- Supply and service 40 X Bait stations and service them
- Supply LCD Air-freshener refill
- Supply Auto Janitor refill –Male
- Supply P-Mat for Urinals
- Supply 70% Alcohol based surface disinfected spray

QUATERLY

- Routine treatment of cockroaches, ants and any other insect's inside and outside the building when need arises

AS AND WHEN REQUIRED

- Deep cleaning and Disinfecting of entire office space in case of reported Covid-19
- Routine treatment of cockroaches, ants and any other insect's inside and outside the building when need arises.
- Supply Batteries for auto janitors dispensers
- Supply Batteries for air fresheners dispensers
- Supply Batteries for hand sanitizer dispensers
- Routine treatment of cockroaches,

10 HYGIENE SERVICE AND NORMS

10.1 The service provider needs to take into account the following hygiene standards and norms which needs to be applied during the course of the service:

10.1.1 Hygiene service and consumables must be environmentally friendly.

10.1.2 Hygiene product containers must be disposed of, reused and recycled appropriately.

10.1.3 All hygiene consumables and products must comply with SABS standards.

Notes to the Service providers:

- The provision of the hygiene services and consumables at the office specified shall be implemented and all the applicable “green hygiene” methodologies and hygiene products as dictated by advances in technology.
- It shall be the service provider’s responsibility to supply consumables and products that are safe and healthy and eliminate contaminants that may affect NHBRC employees’ health, performance and attendance.
- NHBRC is committed to the implementation of hygiene services processes and supplies that protect its employees’ health without harming the environment.
- The service provider shall supply and utilize environmentally friendly hygiene products.

11 SANITARY SERVICES

11.1 The handling and disposal of the contents of sanitary bins will be performed by the Hygiene Contracted Supplier.

12 FUNCTIONAL EVALUATION CRITERIA

12.1 The evaluation of the functional/ technical detail of the proposal will be based on the following criteria:

Functional Factors	Criteria Description
1. Number of years rendering hygiene services	At least five (05) years’ experience in providing hygiene services (company profile must clearly indicate the number of years in business providing hygiene services)
2. Client references	At least five (05) contactable references where the company has provided hygiene services (Letter with the letterhead of clients) of the companies that they have provided similar services.
3. Hygiene work Methodology/Plan	The Bidder must submit detailed work methodology or plan on the provision of hygiene service (i.e. weekly and monthly) showing how replenishment will be done, how consumable are stored in line with regulatory requirement, replenishment of sanitary bins and disposal of sanitary waste.

Proposals with functional/technical points that are less than minimum threshold of 60 points will be eliminated from further evaluation.

13 ELIMINATION CRITERIA

13.1 Proposals that do not meet the stipulated conditions of the NHBRC will be eliminated.

14 REPORTING

- 14.1 The report format will be agreed upon between the service provider and NHBRC Facilities Management Unit Manager
- 14.2 The service provider shall provide monthly and quarterly, reports to Facilities Management with Comprehensive accurate analysis, interpretations of trends and problem profiles with possible Interventions within five (5) working days from end of the month, quarterly or yearly.
- 14.3 Reports must contain amongst other the following:
- Any problem that need to be brought to the attention of the organisation (NHBRC)
 - Ways of improving the services
 - Report about the consumables received and stock levels

15 TRACK RECORD

- 15.1 A complete list of the five (05) recent projects where the service provider was rendering hygiene services signed off by the accounting officer or his/her delegated is required.

16 TECHNICAL DATA TO BE SUBMITTED BY BIDDER

16.1 General Information

16.1.1 The NHBRC requires the Goods or Services of interested and competent organisations or companies that are experienced in hygiene service and the Service Provider is expected to provide proof of expertise.

16.2 Requisites of the Service Provider:

16.2.1 A detailed proposal:

- Understanding of terms of reference.
- Team composition competencies (please attach CVs and indicate roles of individuals).
- Quality Assurance measures (process and control).
- Summary of projects executed and completed.

16.3 The following is what is required to be submitted by the bidder.

16.3.1 The structure of the hygiene company (experience and CV of staff)

16.3.2 The proposed fee structure should be outlined in detail as follows:

- Year one (1)
- Year Two (2)
- Year Three (3)
- Total Cost

16.3.3 The most recent five (5) projects, similar projects the bidder has completed. The bidder must submit a summary of the projects in the format presented below:

Name of Project	Project Description	Project Period (Start date – End date)	Contract Value (incl. VAT)	Client Name	Client Contact Tel

16.4 Provide projects details of five (05) of your projects that were successfully in the format below. Five (05) reference letters to be provided by the client, on the client’s letterheads, and signed off by an authorised delegated employee of the client. Please follow the format shown below:

Name of project:

Name of Client:

Client Contact Details

Contact person:

Role in Project:

Contact Tel No:

Contact Cell:

Project Start Date:

Project Completion Date:

Contract Amount (incl. VAT):

Summary of Project (maximum 200 words).

Note: Please attach a reference letter from the client indicating successful completion of the project as per the client’s brief. (Excluding the NHBRC)

16.4.1 Expertise and experience of key personnel

Note: In addition, please provide the following

- **CV for each of the staff member and highlight the experience**

17 TECHNICAL AND PRICE EVALUATION CRITERIA

17.1 In accordance with the NHBRC Supply Chain Management Policy, the bid evaluation process shall be carried out in three (03) stages namely:

17.1.1 Stage 1: Compliance check of Mandatory Requirements

17.1.2 Stage 2: Functional Evaluation Criteria

17.1.3 Stage 3: Price and Preference Points Evaluation

Stage 1: Compliance check of Mandatory Requirements

All mandatory documents as per the SCM Mandatory Checklist in this RFP should be completed in full, signed and submitted with the Bidder's response to this RFP. Failure to comply with this requirement or submission of false, fraudulent or misleading information or documents will result in the disqualification of the Bidder or termination of the successful bidder's contract. In this regard, the NHBRC reserves its rights to take appropriate legal action.

DOCUMENTS TO BE SUBMITTED

No.		Please note: the items marked with an (X) are mandatory requirements and failure to meet the requirements will result in your bid being disqualified.	Yes/No
1.		Valid B-BBEE Status Level or Copy/Sworn affidavit signed by the Commissioner of Oaths	
2.	X	SBD 1 (Invitation to bid, make sure it is completed and signed)	
3	X	SBD 3.1 - Pricing Schedule (Firm Price)	
4	X	Annexure B: Proposed fee structure (including a detailed costing breakdown of all costs and escalations)	
5.	X	SBD 4 (Declaration of interest, make sure it is completed and signed)	
6.	X	SBD 6.1 (Preference claim form should be completed and signed, regardless if points are claimed or not)	
7.	X	SBD 8 (Declaration of Bidder's past supply chain management practices, make sure it is completed and signed)	
8.	X	SBD 9 (Certificate of independent bid determination should be completed and signed)	
9.	X	Bidder must submit proof of COIDA (A Certified Copy)	
10.	X	Bidder must comply with Annexure A	
11.		CSD/Central Supplier Database supplier number Report	
12.		General Conditions of the contract (GCC).	

Stage 2: Functionality in terms of the set technical evaluation criteria

Bids must fully comply with all the Mandatory Requirements for the **Stage 1: Compliance check of Mandatory Requirements** in order to qualify for **Stage 2: Functional Evaluation** and those bids which failed to comply with all the requirements of Stage 1 will be invalidated or disqualified from the process.

The Bidders information will be scored according to the following points systems:

The following values and formulae will be applicable when evaluating the bid

Member score for criteria

X Weight per criteria = Total Score per criteria

Highest points for criteria

5=Excellent 4=Very good 3= Good 2= Average 1= Poor 0= Non-compliance

Item No	Evaluation Criteria	Description	Weight (%)
1.	Number of years rendering hygiene services.	<p>At least five (05) years' experience rendering hygiene services (Company profile must clearly indicate the number of years in business providing hygiene services)</p> <p>Bidder Experience 0 Years' Experience = 0 Points 1 Year Experience = 1 Point 2 Years' Experience = 2 Points 3 Years' Experience = 3 Points 4 Years' Experience = 4 Points 5 Years' Experience = 5 Points</p>	10
2.	Client References	<p>At least five (05) years contactable references where the company has provided hygiene equipment and services (Letter with the letterhead of clients) of the companies that they have provided similar services.</p> <p>Bidder Client Reference Letter 0 reference letter= 0 Points 1 reference letter = 1 Point 2 reference letters = 2 Points 3 reference letters = 3 Points 4 reference letters = 4 Points 5 – reference letters = 5 Points</p>	60
3.	Hygiene work Methodology/Plan	<p>The Bidder must submit detailed project plan as per section 8.1</p> <ul style="list-style-type: none"> • Project Plan not submitted = 0 Points • Project Plan that covers 1 of the below points = 1 Point • Project Plan that covers any 2 of the below points = 3 Points • Project Plan that covers any 3 of the below points = 4 Points • Project Plan that covers any 4 of the below points = 5 Points 	30

Item No	Evaluation Criteria	Description	Weight (%)
		NB: For the purpose of the approval the spec, the project plan must include the following: <ol style="list-style-type: none"> 1) What is the overall purpose of the project? 2) What is the end product? 3) Who will complete the work? 4) When will the work be done? 	

The minimum threshold for functionality is 60 out of 100 points. Bidders who fail to meet minimum threshold will be disqualified and will not be evaluated further for price and preference points.

Stage 3: Price and Preference Points Evaluation

Only bids that obtained a minimum qualifying score (**60 points**) for Stage 2 (**Functional Requirements**) will be evaluated further.

The contract will be awarded in terms of Regulations 4 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and Preferential Procurement Regulations, 2017 and bids will be adjudicated in terms of a (80/20) preference point system in terms of which points are awarded to bidders on the basis of:

80/20 Preference point system (for acquisition of services, works or goods with a Rand value not more than R 50 million) (all applicable taxes included)

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where;

P_s = Points scored for comparative price of bid or offer under consideration

P_t = Comparative price of bid or offer under consideration

P_{min} = Comparative price of lowest acceptable bid or offer.

The points scored will be rounded off to the nearest two decimal places.

The points will be awarded to a Bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

BBBEE Level	80/20
Level 1	20
Level 2	18
Level 3	14
Level 4	12
Level 5	8
Level 6	6
Level 7	4
Level 8	2
Non-Compliant Contributor	0

The points scored for price will be added to the points scored for B-BBEE status level to obtain the Bidders total points scored out of 100 points

18 RFP SUBMISSION INSTRUCTIONS

18.1 All RFP documents must be sealed in a clearly marked envelope and deposited into the tender box at the **NHBRC HEAD OFFICE: 27 LEEUWKOP ROAD, SUNNINGHILL, JOHANNESBURG**

19 AVAILABILITY OF THE RFP DOCUMENT

19.1 Bid documents can be downloaded on the NHBRC Website (www.nhbrc.org.za/current-tenders) from the **12 February 2021**

19.2 There will be a compulsory briefing session that will be held on the **19 February 2021 at 11h00** at the NHBRC HEAD OFFICE: 27 LEEUWKOP ROAD, SUNNINGHILL, JOHANNESBURG

20 RFP CLOSING DATE

20.1 Bid documents should be marked for Attention: Supply Chain Manager and deposited into the Bid boxes at the NHBRC National Office, 27 Leeuwkop Road, Sunninghill on or before the **04 March 2021 at 11h00am**. No emailed or faxed bids will be accepted. The bid document should be supplied in a sealed envelope and clearly marked (**Copy or Original**) with the bid number and the full name of the service provider.

20.2 No late submissions will be accepted.

21 VALIDITY PERIOD OF BIDS

21.1 All bids submitted by the bidders must be valid for a period of 90 days from the closing date specified above.

22 ADMINISTRATIVE ENQUIRIES

22.1 The administrative enquiries may be directed to:

Department: Supply Chain Management

Contact Person: Ms. Paballo Relela, Mr. Bernard Kekana

E-mail address: Tenders@nhbrc.org.za

23 SUBMISSIONS OF PROPOSALS

- 23.1 Submission of bid should include **one** (1) original and **three** (3) copies of the proposals in a clearly marked (**Copy or Original**) envelope and deposited into the Bid box.
- 23.2 All costs and expenses incurred by the Bidder relating to the participation in, and preparation of this proposal process shall be borne by the Bidder exclusively. All documentation and manuals submitted in respect of this RFP shall be retained by NHBRC, whether or not the proposal is accepted.

- **Annexure-A List of Consumables and Quantity**
- **Bidders are required to complete and must comply with all Annexure A- below**

	<u>Required Items</u>	<u>Sizes</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Frequency/ Number of times per month</u>
A 1	Hand Sanitizers refill	1100ml	17		Monthly
A 2	LCD Air-freshener refill	75ml	60		Monthly
A 3	Seat Sanitizer refill-	400ml	30		Monthly
A 4	Auto Janitor refill –Male	600ml	40		Monthly
A 5	Foam/Hand Soap refill	500ml	35		Monthly
A 6	Tear and Dry Paper Towel	200mm x 150m	150		Monthly
A 7	Toilet Rolls - Dulux 2 ply packet of 48 rolls		45		Monthly
A 8	Cleans She-Bins, supply bin liners/plastics and bin tablets or Powder		17		Weekly
A 9	She Bins Plastics		17		Weekly
A 10	Refill She Packets Dispenser		17		Weekly
A 11	Service of 40 Bait Stations(outside) and supply 25 cardboard bait boxes <u>once off</u> (Inside the building)		65		Monthly
A12	Routine treatment of cockroaches, ants and any other insects inside and outside the office		Office size is 4667m ²		Quarterly
A 13	Supply P-Mat for Urinals		10		Monthly
A 14	Supply batteries for air fresheners (2 batteries per air-freshener)	C	120		As and when required
A 15	Supply batteries for auto janitor (2 batteries per auto janitor)	D	84		As and when required
A 16	Supply batteries for hand sanitizers (4 batteries per Hand sanitizer).	C	68		As and when required
A 17	Deep cleaning of hand basins		34		Weekly
A 18	Deep cleaning of kitchen sinks		5		Weekly
A 19	Deep cleaning of showers		2		Weekly
A 20	Deep cleaning and Disinfecting of entire office space.	4997 M ²			Twice a Month
A 21	Deep cleaning and Disinfecting of entire office space in case of Covid-19.	4997 M ²			As and when required in the case of Covid 19 (Once off)
A 22	70% Alcohol based Surface Disinfected spray	750 ml	30		Monthly

PLEASE PROVIDE SEPARATE PRICE LIST FOR THE FOLLOWING ITEMS:

	<u>Required Items</u>	<u>Sizes</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Frequency/ Number of times per month</u>
A 1	Replacement of faulty toilet roll holders		29		As and when required
A 2	Replacement of faulty hand towel holders		20		As and when required
A 3	Replacement of faulty hand soap dispenser		35		As and when required
A 4	Replacement of faulty seat wipes dispenser.		30		As and when required
A 5	Clean NHBRC entrance Mats/Rug and replace them with new ones.	3m x 850cm			As and when required
A 6	Deep cleaning and Disinfecting of entire office space in case of Covid-19.	4997 M ²			As and when required

Annexure B: Proposed fee structure per year

Summary:

The pricing should be completed as follows:	Amount
Total Year 1	
Total Year 2	
Total Year 3	
Total for 3 years Excluding VAT	
VAT @15%	
Total for 3 years including VAT	