



City Power Johannesburg

40 Heronmere Road
Reuven
Johannesburg

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Booysens
2016

Tel +27(0) 11 490 7000
Fax +27(0) 11 490 7590

www.citypower.co.za

**CITY POWER
JOHANNESBURG**

Bidders are hereby invited for the following RFQ,
further details are available from CITY POWER,
Tender Advice Centre, 40 Heronmere Rd, Reuven, Booysens
Telephone 011 490-7000, Fax 011 490-7765/011 870-3688
CITY POWER JOHANNESBURG (PTY) LTD.

ADVERTISEMENT

**REQUEST FOR THE GENERAL CLEANING AND DECONTAMINATION SERVICES TO CITY POWER
OFFICES**

SITE MEETING VENUE:	N/A
SITE MEETING TIME:	N/A
DATE OF SITE VISIT:	N/A
RFQ CLOSING DATE:	8 DECEMBER 2021
RFQ CLOSING TIME:	11H00
CONTACT PERSONS:	ZANELE LESIKARA

**RFQ DOCUMENTS WILL BE AVAILABLE ON THE WEBSITE
AS FROM 1 DECEMBER 2021**

**SUBMISSIONS: QUOTATION BOX, TENDER ADVICE CENTRE
40 HERONMERE ROAD REUVEN, BOOYSENS**

PLEASE DO NOT FAX OR EMAIL THE SUBMISSIONS (RFQ's)

Please note:-

**That we also advertise on our Website: Website Address: www.citypower.co.za Available Bid's and
RFQ'S**

Request for Quotations

Supply Chain Management

Finance Group
CP Reference Number: 11720779
Date: 30/11/2021
Contact Person: Zanele Lesikara
Tel: +27 11 490 7073
Fax: +27 11 870 3339
Email: zlesikara@citypower.co.za

Delivery Address
40 Heronmere Road
Reuven
Johannesburg

Company name:

Attention:

Tel:

Fax:

You are hereby invited to submit a quotation for the items listed below. Please provide a written quotation to the above named contact person on or before the closing date indicated below. Only quotations which contain the information listed below will be accepted. Prices should be shown both exclusive and inclusive of VAT and fixed and firm. Delivery will be direct to the relevant City Power store.

Item No.	Description	Estimated Qty	Unit Price	Total
1.	General cleaning and decontamination services at City Power Offices NB: Schedule of rates to be completed in the Specification document attached			
	SUB TOTAL			
	VAT			
	TOTAL			

Evaluation criteria

A minimum threshold of 75% must be achieved to proceed to the 2nd Stage Evaluation. Evaluation will be done on a relationship to the weighting on a scale of 0 to 10

	Mandatory requirements	Weighting
1.	Provide valid letter of good standing (COIDA) certificate	compulsory
	Technical Evaluation	
	1st Stage Evaluation: A minimum threshold of 75% must be achieved to proceed to the 2nd Stage Evaluation. Evaluation will be done on a relationship to the weighting on a scale of 0 to 10	
2.	<u>Implementation plan</u> Provide an implementation plan that will outline the following: Max score points = 10 points <ul style="list-style-type: none"> ➤ Decontamination disinfecting service and deep cleaning of different areas = 6 points ➤ System for tracking of complaints from clients and improvement plan = 4 points 	30
3.	<u>Team composition</u> Provision for teams: Max score points = 5 points 4 teams = 5 points 3 teams = 4 points 2 teams = 3 points 1 teams = 2 points 0 team = 0 points A team must satisfy the following conditions: A team must consist of a team leader and 4 cleaners. Attach CV's for a team leader detailing relevant experience. Attach valid certified RSA ID copies for each cleaner. Qualification and organogram Max score points = 5 points <ul style="list-style-type: none"> ➤ Provide proof of COVID-19 training from an accredited service provider for a team leader and manager = 3 points ➤ Submit an organogram of a team structure with team composition of 1 Manager, ➤ 1 team leader and 4 staff) = 2 points 	20
4.	<u>Cleaning Equipment</u> Max score points = 10 points List minimum critical equipment's that will be used on site. <ul style="list-style-type: none"> ➤ 4 vacuum machines = 2 points ➤ 6 Disinfecting machines (spraying not fogging) = 4 points ➤ 2 Carpet shampoo machine = 2 points ➤ 4 Mopping trolleys (accessories)= 2 points 	20
5.	<u>SHERQ Requirements</u>	20

	<p>Submit the following certificates or compliance plan outlining the below:</p> <p>Max score points = 10 points</p> <ul style="list-style-type: none"> ➤ Safety & health plan or valid OSHAS 18001 certificate = 4 points ➤ Environmental plan inclusive of Waste management and disposal or valid ISO 14001 certificate = 2 points ➤ Quality plan inclusive of management control documents or valid ISO 9001 certificate = 4points 	
6.	<p><u>Contactable references</u></p> <p>Provide a minimum of three (3) contactable references of similar work done on a signed client's letterhead that includes the following: Duration Scope of work</p> <p>Max score points = 10 points</p> <ul style="list-style-type: none"> ➤ More than 3 contactable references = 10 points ➤ Minimum of 3 contactable references = 7 points ➤ Minimum of 2 contactable references = 5 points ➤ Less than 2 contactable references = 0 points <p><i>NB: Contactable references that are not on a signed client letter head that includes duration and scope of work they will not be considered.</i></p>	10
	TOTAL	100
	2nd stage evaluation	
	Price	80
	BBBEE	20

Closing date and time for submission of quotation: 08/12/2021 @ 11h00

Vendors must supply written quotations that reflect the following information on the quotation:

- Quotation Validity Period: _____
- Delivery period: _____
- Company Name: _____
- Company Registration Number: _____
- VAT Registration Number: _____
- Physical Address: _____
- Contact Person: _____
- Telephone Number: _____
- Fax Number/Email Address: _____
- Company Income Tax Number (i.e. SARS No): _____
- Tax Clearance Certificate Attached or SARS Pin for City Power to ascertain from SARS whether your status is in order: _____
- Signed disclaimer (Attached to this RFQ): _____

Please supply the following returnable documents to enable us to evaluate your submission:

- 1. Valid Tax Clearance Certificate (SARS PIN)**
- 2. Signed Declaration of Interest form (MBD 4)**
- 3. Declaration of Bidder's Past Supply Chain Management Practices (MBD8)**
- 4. Certificate of Independent Proposal Determination (MBD 9)**
- 5. Proof of CSD registration/MAAA Supplier Number**
- 6. BBBEE certificate/Sworn affidavit (none disqualifying)**

NB: Failure to submit the above mentioned documents will result in your bid being regarded as non-responsive.

2. Calculation of points for B-BBEE status level of contributor

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

CP Reference Number: **GENERAL CLEANING**

Disclaimer: Supplier (_____) hereby warrants that he/she/it has:

(Name of supplier)

1. Read, fully understood and hereby accept City Power's standard quotation Terms & Conditions as published on the official City Power website;
2. Submitted a true and accurate declaration of interests reflecting that the supplier has no immediate family relations and that none of its shareholders, directors, managers or stakeholders are in the employ of City Power or the state currently and that no such relatives, shareholders, directors, managers or stakeholders have been so employed in the previous 12 months;
3. Undertakes to complete a fresh declaration of interests should these circumstances have changed as at date of this quotation. (This declaration is obtainable from the City Power's website/ Commodity Managers and the abovementioned contact person).

Name, Date & Signature of Supplier (Person responsible for the Quote)	Name: Signature:	Date
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DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:

3.5 VAT Registration Number:

3.6 Are you presently in the service of the state* **YES / NO**

3.6.1 If so, furnish particulars.

.....

.....

3.7 Have you been in the service of the state for the past twelve months? **YES / NO**

.....

.....

* MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or

constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

3.8 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.8.1 If so, furnish particulars.

.....

.....

.....

3.9 Are you, aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES/ NO**

3.9.1 If so, furnish particulars

.....

.....

3.10 Are any of the company's directors, managers, principal shareholders or stakeholders in service of the state? **YES / NO**

3.10.1 If so, furnish particulars.

.....

.....

3.11 Are any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in service of the state? **YES / NO**

3.11.1 If so, furnish particulars.

.....

.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

.....

.....

- 3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state?

YES / NO

3.13.1 If yes, furnish particulars.

.....
.....

- 3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract.

YES / NO

3.14.1 If yes, furnish particulars:

.....
.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

CERTIFICATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS
DECLARATION FORM TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,
ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION
PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT PROPOSAL DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all proposals¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the proposal of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when proposal are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Proposal Determination (MBD 9) must be completed and submitted with the proposal:

¹ Includes price quotations, advertised competitive proposals, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

CERTIFICATE OF INDEPENDENT PROPOSAL DETERMINATION

I, the undersigned, in submitting the accompanying proposal:

(Proposal Number and Description)

in response to the invitation for the proposal made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying proposal has been authorized by the bidder to determine the terms of, and to sign, the proposal, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying proposal, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) have been requested to submit a bid in response to this proposal invitation;
 - (b) could potentially submit a proposal in response to this proposal invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying proposal independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a proposal;
 - (e) the submission of a proposal which does not meet the specifications and conditions of the proposal; or
 - (f) bidding with the intention not to win the proposal.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this proposal invitation relates.
9. The terms of the accompanying proposal have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to proposal and contracts, proposal that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder



TITLE	STANDARD FOR PROVISION OF SPECIALISED CLEANING SERVICES	REFERENCE CP_TSSTAN_131 DATE: PAGE:	REV 0 June 2020 OF	10
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FOREWORD

This specification was prepared by the following Work Group members:

Z. Ngqwala	Technology Services
P Ledwaba	Office Hygiene Manager

The Work Group was appointed by the Underground Systems Study Committee, which, at the time of approval, comprised of the following members:

Patricia Ledwaba	Office Hygiene Manager
Tshidi Thaga	Office Hygiene Team leader
Lindeni Mlangeni	Office Hygiene Team leader
Penelope Mbele	Occupational Health Practitioner
Patrick Radebe	Manager: Safety & Quality

Recommendations for corrections, additions or deletions should be addressed to the:

Technology Services General Manager
City Power Johannesburg (SOC) Ltd
P O Box 38766
Booyens
2016

INTRODUCTION

City Power is required to appoint a Tenderer / Bidder for the provision of specialised cleaning services, to complement general cleaning services as stated below at the various City Power complexes and buildings in Areas / Depots mentioned above.

Key Definitions:

Cleaning: the physical removal of foreign material (e.g., dust, soil) and organic material (e.g, blood, secretions, excretions, microorganisms/pathogens). Cleaning physical removes rather than kills microorganisms. It is accomplished with water and detergents and mechanical action.

Contamination: the presence of any potentially infectious agent on items such as environmental surfaces, clothing, bedding, surgical instruments or dressings, or other inanimate articles or substances including water, medications and food.

Disinfectants: chemical compounds that inactivate (i.e., kill) pathogens and other microbes and fall into one of three categories based on the chemical formulation: lower-level, mid-level, high-level. Disinfectants are applied only to inanimate objects. All organic material and soil must be removed by a cleaning product before application of disinfectants. Some products combine a detergent with disinfectant.

Routine cleaning: the regular cleaning (and disinfection, when indicated) when room is occupied to remove organic material, minimize microbial contamination and provide a visually clean environment, emphasis is on surface within the client's zone)

Specialised deep cleaning: an exceptionally intense cleaning process, especially a thorough cleaning, heavy duty cleaning or organizing enterprise including high-rise cleaning.

Decontamination disinfecting service: neutralize or remove dangerous substances, radioactivity, or germs from (an area, object, or person). Decontamination is to prevent the spread of micro-organisms and other noxious contaminants that may threaten the health of human beings or animals, or damage the environment.

1 SCOPE

This standard deals with the process of using provision of the hygiene and Specialised cleaning services in all City Power complexes situated at: Reuven, Roodepoort, Alexander (Kew), Lenasia, Midrand, Klipspruit, Siemert Road, Hursthill, Randburg and Bryanston. This service will be required as:

- Routine cleaning concurrently with cleaning schedule disinfection programme,
- Decontamination disinfecting service and specialised deep cleaning of identified contaminated area as and when required
- Specialised cleaning e.g. high-rise window.

The service provider shall provide all necessary machinery and materials of high standard, appropriately maintained and suitable for use. The service provider shall ensure that the OHS Act and other relevant legislatives prescripts, policies and procedures are observed.

2 REQUIREMENTS

- The specification and frequency schedule below serves as guideline to minimum requirements to ensure quality safe, healthy environment that is without risk to City Power Employees.
- All areas with a higher traffic, Boardrooms, Offices waiting area and Patients consultation room shall be expected to be serviced more frequently in order to meet the minimum standard according to Joburg SOP and City Power SOP for the containment/ management of the CORONA Virus (COVID 19) and Occupational. see annexure.
- The service provider shall have a team composition of minimum 20 employees and a Manager comprising of (1team leaders or supervisor and 4 staff).

- Service provider should have at least minimum of 4 team the service is required at one office or depot or at multiple depots at the same time.
- The service provider shall provide PPE ensure safety and wellness measure.
- Service provider to conduct daily screening of own employee prior to entry and present the daily register. Failure to adhere to COVID 19 Regulation and SOP shall result to termination of contract or service
- Service provider shall ensure that employees are well trained and conform to the provisions of the *Occupational Health and Safety Act, 85 of 1993, Basic Conditions of Employee Act, Employment Equity Act No: 55 of 1998 as amended, Skills Development Act, Cleaning and Decontamination of Workplace. DoH Statement, June 2020.*
- It is the responsibility of the service provider to ensure that UIF, COIDA, Letter of Good Standing is up to date and submitted
- Service provider shall provide cleaning schedule/programme that demonstrate fair distribution of the work-load, ensuring that each and every person is productive
- There shall be a hands on supervision with team leader/supervisor being aware of the contribution of their personnel. The team leader/supervisor must be able competence gaps and ensure the personnel receive the required training
- The service provider shall meet the minimum capacity requirements for resources i.e. plant, machinery and personnel. All machinery shall have maintenance and replacement plan
- The service provider shall take cognizance that cleaning service is regarded as essential service and shall therefore ensure the continuity of service in the event of employee's absenteeism, sickness or any form of leave, industrial action or any other service interruptive actions
- Service Provider shall deploy the number of personnel contracted for to site, daily for the total number of designated hours for the entire duration of the contract. Not at any point there shall be less staff than was agreed. Service provider to ensure that replacement of absent employee is done by 10:00 am
- Working hours 07H00-16H00 Monday to Friday. Week end, public holidays and shift work is required in (selected Depots) as and when required at hourly rate
- Service provider is required to provide Site SHERQ file which include all statutory and management information and documents such as:
 - OHS Policy and Procedures
 - Safe work Procedure
 - SHERQ plan
 - Department of Labour document e.g. COIDA Registration, UIF etc
 - Organogram
- Cleaning during emergencies:
 - In case of an emergency, cleaning services must be undertaken within 24 hours
 - Decontamination disinfecting service and deep cleaning
- Service provider will be required to conduct and submit a site assessment and weekly report with improvement plan.

Routine Cleaning of City Power Premises Companywide.	This shall include all Offices, windows, sanitisation of all toilets, hand basins, urinals, bathrooms and showers; cleaning & sanitisation this including and not limiting to all City Power Premises Company wide.	
Decontamination disinfecting service and deep cleaning of identified contaminated area of City Power Premise Companywide.	This shall include all Offices, windows, sanitisation of all toilets, hand basins, urinals, bathrooms and showers; cleaning & sanitisation this including and not limiting to all City Power Premises Company wide.	
FLOOR MAINTENANCE		
Floors(Marble, Stone, Terrazzo, Vinyl, Ceramic Tiles, etc.)	Sweeping and mop	Daily
Rugs, Carpeting, Upholstered Chairs, Sofas and Partitions	Vacuum	Daily

Toilets	Cleaning of toilets, bathrooms, urinals, showers, sanitary units to be emptied and sanitized	Daily
Staircases and Doors	Sweep and mop	Daily
High rise cleaning (Walls and windows)	Clean internal /external windows	Once off
Vertical / Venetian blinds / partitioning	Dusting and wiping	Weekly
Basement parking	Sweep and mop	Weekly
Kitchens/Canteens,	Clean Cyclo Vents, clean all surfaces, Fridges, Canteen Stores, Kitchen Cabinets, Stoves and Fryers. etc.	Daily

Cleaning consumables, chemicals, brush ware and equipment (ONLY CLEANING CHEMICALS WILL BE PROVIDED BY CITY POWER)	The successful bidder shall be provided with cleaning chemicals by City Power and these should abide by SABS approved standards. The successful bidder shall monitor and ensure correct usage according to MSDS.	
Equipment's	The successful bidder shall provide his/ her own cleaning consumables (equipment's) and these should abide by SABS approved standards. The successful bidder should ensure availability at all times, incl. repairs.	
Uniforms and PPE's	Tenderer shall provide the staff with uniform or relevant PPEs and ensure: that full uniform is worn when working in conditions for which these were issued; and that name tags are worn at all times.	
Transportation	The successful bidder shall provide his/ her own transportation of staff as and when required.	

Service Times	<ul style="list-style-type: none">• Day cleaning (Monday to Friday 07H00-16H00) required for all Depot.• Saturday, Sunday and Public holidays, shift work is required in (selected Depots) as and when required at hourly rate.
Included areas for decontamination and disinfection	Electrical, Mechanical Plant Halls, Ware house, substations and TSS. The service is required as and when at Rate per square meter.
Control	All equipment, chemicals, consumables, brush ware etc. shall be monitored and controlled by the Tenderer.

3 Period

- 3.1 The period of the contract shall be an estimate +/- 3 (three) months on an as and when required.
- 3.2 Any information furnished to the Tenderer by City Power that appears to be incorrect, erroneous or inaccurate shall be brought to the attention of Compliance and Office Hygiene General Manager and Office Hygiene Manager.
- 3.3 The personnel employed by the Tenderer shall at all times carry identification cards authenticating them as employees of the Tenderer in service of City Power.
- 3.4 City Power Johannesburg (Pty) limited reserves the right, at its sole discretion, to award or not to award any contract and/or order, where it is not in the interest of City Power to do so, without furnishing any reasons.
- 3.5 All contractors shall ensure that all labour legislations are strictly adhered to, that safety signs are used and equipment used are most suitable for the job.
- 3.6 Performance shall be measured according to the cleaning services that are provided to City Power, its employees and guests as well as abiding with safety laws and controls that is provided.
- 3.7 A monthly meeting shall be held with the Office Hygiene Manager at the premises of City Power at Reuven (or otherwise agreed by both parties) to evaluate the contractor's performance
- 3.8 Penalties shall be charged to the Tenderer for poor or non-performance to the amount of 10 % of the contracted price. Continuous non-performance shall terminate the contract immediately.
- 3.9 The contractor or City Power can both make changes to the tender after mutual agreement in writing. The charges shall be negotiated (increased or reduced cost) between both parties. No changes shall be accepted without the knowledge of the Office Hygiene Manager.
- 3.10 Should the Tenderer wish to make changes to the tender specification, a formal request must be submitted to City Power prior to the closing date of this tender.
- 3.11 City Power reserves the right to inspect all the aspects of performance measurements at any time, without the approval of or informing the contractor.
- 3.12 City Power has the right to any information as required by the project manager from time to time.
- 3.13 City Power reserves the right to award or split the contract in whichever way City Power sees fits.
- 3.14 The tenderer shall fully and accurately complete the technical information sheet; safety material data sheets and price schedule.
- 3.15 Should there be any specifications that the tenderer shall not comply with as required, the tenderer should state so under the omissions and variation sheet.

4 CITY POWER'S RESPONSIBILITIES

- 4.1 To provide the Tenderer, to the best of its ability, with current information relevant to the execution of the project
- 4.2 To advise the Tenderer in terms of this contract, of any changes to the working environment and/or responsible personnel nominated by City Power.
- 4.3 To provide light, water, power, change room and other facilities as agreed upon by both parties, which may be required by the contractor to enable it to perform its services.
- 4.4 City Power shall scrutinise the Tenderer on a regular basis to ensure that commitments to economic empowerment, employment equity and equity ownership by historically disadvantaged individuals, are met.

5 TENDERER'S RESPONSIBILITIES

- 3.16 The following are deemed some of the most pertinent, but not limited, responsibilities of the Tenderer:
- 3.17 The conformation to the standards and policies of City Power and shall endeavour to familiarize it with any such standards and policies.
- 3.18 To carry out all instructions issued by City Power, in respect of the contract, and to ensure that all deadlines and criteria are met.
- 3.19 To communicate any information or findings during execution of this contract that may be beneficial to City Power to the Office Hygiene Manager.
- 3.20 The generation of reports and/or any other management information, that may be requested from time to time.
- 3.21 To propose an effective Extended Public Works Program and targets, as mutually agreed with City Power, this shall also include Affirmative Procurement Process.
- 3.22 To ensure that fair labour practices are complied with and those comply with City Power's security and emergency regulations and procedures.
- 3.23 The appointed Contractor shall undertake to pay his / her employees on mutually agreed terms & conditions and to provide all necessary PPE and transport for the execution of the work.
- 3.24 5.8 The Contractor shall also ensure that issued equipment's are monitored, maintained and in good order so as to comply with City Power's safety and standards and relevant industry legislation.

6 ELIGIBILITY FOR PARTICIPATION FOR PROSPECTIVE TENDERERS

- 6.1 The Tenderer must be an established business entity with premises from which he operates and the necessary management skills with experience in managing a professional operation.
- 6.2 The Tenderer must have resources to provide manpower to the project on a full time basis and shall use only personnel trained and experienced in all aspects of cleaning.
- 6.3 The Tenderer must have the necessary infrastructure, adequate technical systems and understanding of the process to be able to deal with all the challenges of the project of this magnitude.
- 6.4 The Tenderer must be qualified to supply goods and services to City Power. Bidders that are not qualified shall not be considered.
- 6.5 City Power shall immediately terminate the contract with the successful tenderer on the following conditions. Those who have:
- 6.6 Not registered in accordance with all company, labour and relevant statutory body regulations
- 6.7 Been placed in liquidation, sequestration, judicial management and/or curator ship
- 6.8 Embarked on litigation against City Power or any of its directors
- 6.9 Been blacklisted by major credit bureaus, Eskom and any local authority
- 6.10 Have a poor credit rating with South African leading banks
- 6.11 Criminal convictions
- 6.12 Been considered by the Procurement Governance Structures not to be suitable to undertake the contracts concerned

- 6.13 Failed to settle amounts due to City Power including their electricity, water, rates, and taxes accounts in full
- 6.14. Failed to submit to City Power an original Tax Clearance Certificate and proof of VAT registration from the South African Revenue Service ("SARS") certifying that the taxes of that company are in order or those suitable arrangements have been made with SARS.
- 6.15 Promised, offered or given a bribe to City Power employees,
- 6.16 Acted in a fraudulent manner or in bad faith or in any other improper manner in their dealing with City Power
- 6.17 Submitted tenders shall be assessed on the following, but not limited to:
- 6.18 Technical ability
- 6.19 Competence and profile of key personnel
- 6.20 Experience in similar processes
- 6.21 Black Economic Empowerment, Employment Equity, Skills Development imperatives and commitments
- 6.21 Competitive pricing
- 6.22 Proposed approach in the execution of the project
- 6.23 Capacity building programme

7 CONDUCT

- 7.1 The Tenderer's staff shall be required to conduct themselves in a proper manner when dealing with City Power's customers and shall not solicit any compensation nor accept any favours, bribes or compensation of any kind whatsoever from any of City Power's customers & employees.
- 7.2 The Tenderer's staff shall under no circumstances tamper with any of City Power's equipment or property.
- 7.3 Any staff member of a Tenderer who is found guilty of any misconduct shall be withdrawn from performing the service and criminal charges shall be laid against him/her if applicable.

8 CONFIDENTIALITY

Under no circumstances shall any information pertaining to City Power's supplier database and other key stakeholders be sold, made available, divulged or in any manner whatsoever be communicated to any third party without the written consent of the Director: Corporate Services Group.

9 PRICE SCHEDULE

10.1 All tendered rates must exclude Value Added Tax.

10.2 The contract price shall only be adjusted by mutual agreement with the contractor and City Power as required due to additional services, reducing of services, relevant legislation or cost.

10 TECHNICAL DATA AND INFORMATION SHEET

How shall you control consumables supplied?

What additional capacity/equipment would City Power have to obtain for the operation of your business i.e. legislative compliance for the purpose of this tender?

Would additional assistance from City Power be required regarding any aspects of this tender? (do specify reasons)

11 QUALITY MANAGEMENT

A quality management plan shall be set up in order to assure the proper quality management of provision for specialised cleaning services during design, development, production, installation and servicing phases. Guidance on the requirements for a quality management plan may be found in the ISO 9001:2015. The details shall be subject to agreement between City Power and the Supplier.

12 ENVIRONMENTAL MANAGEMENT

An environmental management plan shall be set up in order to assure the proper environmental management of the provision for specialized cleaning services throughout its entire life cycle (i.e. during design, development, production, installation, operation and maintenance, decommissioning and disposal phases). Guidance on the requirements for an environmental management system may be found in ISO 14001:2015 standards. The details shall be subject to agreement between City Power and the Supplier. This is to ensure that the asset created conforms to environmental standards and City Power SHERQ Policy

13 HEALTH AND SAFETY

A health and safety plan shall be set up in order to ensure proper management and compliance of the provision for specialized cleaning services during installation operation, maintenance, and decommissioning phases. Guidance on the requirements of a health and safety plan may be found in OHSAS 18001:2007 standards. This is to ensure that the asset conforms to standard operating procedures and City Power SHERQ Policy. The details shall be subject to agreement between City Power and the Supplier.

14 . OMISSIONS AND VARIATIONS

Should the Tenderer not comply with any of the specifications or/and requirements as stated in the tender document or if any amendments are required of the specifications or/and requirement, the Tenderer should clearly state so here:

14. TERMS OF REFERENCE

City Power SHERQ Office Hygiene and Cleaning Service Standard Operating Procedure

Schedule of Rates: Routine cleaning

Description	Hourly Rate	Daily Rate	Saturday Rate	Sunday Rate	Over Time Rate	Public Holiday Rate
Salaries breakdown						
Per Cleaners @ R/hour						
Per Team Leader or Supervisor @ R/hour						
1 Manager @ R/hour						

ITEM	SQUARE METER RATE
Decontamination disinfecting service and deep cleaning of identified contaminated area of City Power Premise Companywide	
Specialised deep cleaning of identified area s and when required city Power Premises Companywide.	

NB: GAZETTED RATES WILL BE USED AS A BENCHMARK

ABOVE PRICES SHOULD EXCLUDE __15__ % VAT

Tender Number: _____

Tenderer's Authorised Signatory: _____

Name in block letters: _____

Signature: _____

Full name of company: _____