

# REQUESTS FOR PROPOSAL (RFP)

## PROVISION OF MAINTENANCE SERVICES: CLEANING AND HYGIENE SERVICES TO ELIDZ PUBLIC TOILETS; TURNSTILES; ELIDZ ENTRANCES AND GUARD HOUSE

The **East London Industrial Development Zone SOC Ltd** is the operator of the East London Industrial Development Zone (ELIDZ), an entity which exists to help manufacturers to become globally competitive through the development and efficient management of a modern, purpose built industrial location, which offers investing industries a streamlined business environment enhanced by a range of supporting services. The zone is already operational and currently houses a number of manufacturers that supply products for the local and international markets.

### SCOPE OF WORK:

Tenders are hereby invited from suitably qualified and experienced service providers to undertake Cleaning and Hygiene services to ELIDZ public toilets; turnstiles; ELIDZ entrances and guard houses in the East London Industrial Development Zone, located at our facilities within the West Bank area of the Buffalo City Municipality.

The successful tenderer will be required to enter into a Contract for the Provision of Maintenance services: Cleaning and Hygiene services to ELIDZ public toilets; turnstiles; ELIDZ entrances and guard houses with the East London Industrial Development Zone SOC (Pty) Ltd.

Reference No.	Description / Name	Closing Date / Time
ES/21/ CLEANING/01	PROVISION OF MAINTENANCE SERVICES: CLEANING AND HYGIENE SERVICES TO ELIDZ PUBLIC TOILETS; TURNSTILES; ELIDZ ENTRANCES AND GUARD HOUSES	10 December 2021 at 12h00

The Services include the following summarized scope of work:

- Service Provider is expected to be on site both for morning shift and night shift, from Mondays to Sundays 06h00 am to 06h00 am (Excluding public holidays).
- The Service provider shall provide chemicals/ material which are not harmful to either persons or the environment
- Service provider provides staff and supervisor for the maintenance service

### BID CONDITIONS:

- Tenderers are required to submit a Valid SARS Tax Clearance Certificate with their tender, or the relevant SARS pin code which will allow the ELIDZ to confirm the tenderers tax status on-line.
- Tenderer must be registered on Central Supplier Database (CSD) from National Treasury and MAAA number must be provided.
- Tenderers should submit a Valid original or certified B-BBEE certification. Companies with annual turnover less than R10 million to submit an accountant or SARS letter confirming turnover.
- Tenderers to provide certified copy of Company Registration Certificate.
- Tenderers to provide Letter of Good Standing from Compensation Commissioner.
- Proof of Registration with National Contract Cleaning Association (NCCA) or Letter confirming Registration with National Contract Cleaning Association (NCCA).
- Tenderers must submit technical and financial proposals in two separate envelopes clearly marked **"Envelope A -Technical Proposal"** and **"Envelope B-Financial Proposal"**. Then the financial proposal will only be opened should the technical proposal be found to be acceptable.
- A non-signed "Form of Offer" in the financial proposal in the "Envelope B" submission will result in the disqualification of the tender.
- Inclusion of Price Offer and/or any other price related details in "Envelope A-Technical Proposal" will result in the disqualification of the tender.
- The successful Tenderer will be required to have sufficient and competent staff available to commence full time operations in accordance with the contract with effect from the Commencement Date, failing which the contract will be awarded to the next most preferred Tender.
- A registered office within the Buffalo City municipal boundaries will be given preference.

### EVALUATION:

The evaluation will be guided by the ELIDZ procurement policy. Points will be awarded on the basis of Price and BBBEE.

### Score breakdown:

- 80 Points for Price
- 20 Points for BBBEE

All tenders not providing compulsory responsive documentation and with functionality scoring less than 70%, will not be considered for the next stage of tender evaluation.

### PROPOSAL DOCUMENT & SUBMISSION:

The RFP document will be available for download on **19 November 2021 by 12h00 (Noon)**, at [www.elidz.co.za](http://www.elidz.co.za) under **Opportunities >> Tenders**.

The tender must be placed in a sealed envelope marked "Confidential" with the name/address of submitting company and the tender reference number. They must be deposited in the tender box in **ELIDZ Administration 1 Building situated at Lower Chester Road, Sunnyridge, East London, 5214**

**ELIDZ will not be responsible for tenders placed in an incorrect tender box. The ELIDZ and ELIDZ representative will not be held responsible for the receipt of tenders via courier services and the like.**

**No late tenders will be accepted. Only original tenders will be accepted. Telegraphic, telephonic, telex, facsimile and e-mail will not be accepted.**

### TENDER ENQUIRIES:

Questions relating to the RFP will be accepted until 16h30 pm on 26 November 2021.

Queries relating to this tender may be addressed to: Ms A Mzantsi,

T: +27 43 702 8200 | E: [anathi@elidz.co.za](mailto:anathi@elidz.co.za)



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