

REQUEST FOR PROPOSALS (RFP)

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

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 for the Provision of maintenance services: cleaning & hygiene services to ELIDZ public toilets; turnstiles; ELIDZ entrances and guard houses located at our facilities within the West Bank area of the Buffalo City Metropolitan Municipality

The successful tenderer will be required to enter a 2-year Contract for the Provision of maintenance services: cleaning & hygiene services to ELIDZ public toilets; turnstiles; ELIDZ entrances and guard houses with the East London Industrial Development Zone SOC Ltd.

Reference No.	Description / Name	Closing Date
ES/23/CLEANING/01	PROVISION OF MAINTENANCE SERVICES: CLEANING & HYGIENE SERVICES TO ELIDZ PUBLIC TOILETS; TURNSTILES; ELIDZ ENTRANCES AND GUARD HOUSES	09 October 2023 at 12h00

The Services include the following summarized scope of work:

1. The Provision of maintenance services: cleaning & hygiene services to ELIDZ public toilets; turnstiles; ELIDZ entrances and guard houses scope of services include the specifications to the buildings the service provider is expected to render such services. This is inclusive of cleaning services and provision of the cleaning material they will need to use thereof.

Overall, Areas to be covered.

- Main Entrance (CCA) - Guard houses; Security Reception areas and public toilets
- Transport Building Entrance – Security Reception areas and public toilets
- HQ & Pavilion – Security guard house; Pavilion toilets and Pavilion
- Zone 1B Entrance - Security guard houses and public toilets
- Zone 1D Entrance – Security reception area and public toilets
- Maintenance Stores – public toilets
- Conference Centre outside Public toilets

BRIEFING MEETING:

Note: There will be a Compulsory briefing session with representatives of the Employer that will take place Virtually via **Microsoft Teams on 27 September 2023 starting at 10h00**. Participants are to register their interest in attending the briefing meeting by emailing anathi@elidz.co.za with subject line indicating the tender name and in the body of the email the details of the personnel that will be attending the meeting. This registering to attend is to be done by no later than 12:00 (Noon) on the 26 September 2023. **No Tenderers will be accepted to register or be sent links for the briefing on the day.**

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 a Sworn Affidavit.
- Tenderers to provide certified copy of Company Registration Certificate.
- Tenderers to provide Letter of Good Standing from Compensation Commissioner.
- 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.
- Registration with the **National Contract Cleaning Association (NCCA)** is compulsory for companies wishing to submit tenders.

EVALUATION:

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

Score breakdown:

- 80 Points for Price
- 20 Points for Specific Goals

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 **15 September 2023 from 12:00 (Noon)** at www.elidz.co.za under **Opportunities >> Tenders**.

To make a tender submission for an open tender you must have completed the registration process before and have an active login account. Navigate to <https://tenderportal.elidz.co.za> and login with your credentials captured as part of the registration process.

It will be the responsibility of the respondent to ensure that the tender/bid reaches the ELIDZ. All tender/bids documents are to be submitted online at <https://tenderportal.elidz.co.za> before the closing date and time of 12h00 on the 09 October 2023. Only PDF documents must be uploaded with a maximum size limit of 2GB per file. No tenders are to be submitted at the ELIDZ premises and No late tenders will be accepted.

TENDER ENQUIRIES:

Questions relating to the RFP will be accepted until **02 October 2023 at 12H00** with responses on 02 October 2023

Queries relating to this tender may be addressed to:

Ms A. Mzantsi **T:** +27 43 702 8200 **I E:** anathi@elidz.co.za

The above is in accordance with the organization's procurement policy section 8.5.2-8.5.4

