



SUPPLY CHAIN MANAGEMENT DEPARTMENT

REQUEST FOR QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR SERVICING AND MAINTANANCE OF SHE BINS FOR A PERIOD OF 3 YEARS FOR SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY.

CLOSING DATE: 5 MARCH 2020

TIME: 10h00

The Sefako Makgatho Health Sciences University, hereby invites Interested service providers to submit quotations for the appointment of a service provider for the servicing and maintenance of 582 She-bins for Sefako Makgatho Health Sciences University.

1. Location

The project services shall be provided at various buildings within Sefako Makgatho Health Science University including Drielilies in town, and Bojanala residence in Rustenburg.

2. Coordination

The service provider and their personnel shall coordinate all activities in consultation with the Head: Cleaning Services and their delegates as and when required.

3. Project Expected Deliverables/Scope of work and frequency

The service provider is expected to perform the following duties namely;

- Supplying and servicing of a total of 582 She- bins and removal and disposal of removed contents on a weekly basis at various ladies' bathrooms within the Campus.
- Service intervals will be based on a seven (7) day cycle. All liner bags must be changed weekly with a set colour range indicating that the liners were serviced and changed.
- The Service Provider must remove the liner in a bio-bag sanitary waste removal bag to prevent spillage. Cleaning schedules for sanitary bins shall be on a weekly basis.
- The successful service provider should provide a service schedule.
- The service provider to provide a dedicated person/team per sector to ensure that the entire campus is serviced on the day of the service and as per schedule to be provided.

4. General Safety, Health and Environmental (SHE) requirements

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4.1 The Service Provider shall:

- Create and maintain a safe and healthy work environment for its own staff and those of SMU.
- Execute the work in a manner that complies with all the requirements of OHS Act and all its
- Provide all related working equipment such as protective clothing, harnessing, etc. to ensure the safety and health of its own staff and those of others.

5. Waste management plan:

In terms of Schedule 5B of the Constitution of South Africa (Act 108 of 1996), waste management is a local government competence that must be executed to protect human and environmental health. Potential Service Providers are requested to submit a Waste Management Plan as part of their proposals. The plan must describe all aspects of the management of waste that will BE collected and disposed as part of the services to SMU.

The plan should emphasise the following:

- The processes and responsibilities for the removal and disposal of sanitary waste in compliance with the legislation, National Environmental Management: Waste Act (Act 59 of 2008).
- The legal disposal of SHE sanitary waste collected.

6. Risk management plan

Potential Service Providers are requested to submit a Risk Management Plan as part of their proposal. The plan must describe all aspects of the management of risk in terms of identifying, monitoring and managing potential risk related to She bins maintenance services to SMU.

7. Logistical support

The Service Provider is expected to at all times have adequate resources available to perform all functions required. Resources will include labour, specialist expertise, tools and consumable materials to achieve the contract performance guarantee.

a) Target Completion Date

The services are expected to commence as soon as possible as and when require for a period of 3 years.

- Certified copies of director's IDs
- Letter of good standing (COID)
- Registration with relevant professional bodies
- SBD 6.1; 4; 8; 9
- Public liability cover

10. Evaluation Criteria

Bidders are requested to furnish the following information: (Failure to submit documents may disqualify your bid).

a. Stage 1: Evaluation in terms of Compliance Requirements

- i. Proof of tax compliance status e.g. valid tax clearance certificate or personal identification number (PIN) issued by South African Revenue Services (SARS).
- ii. Certificate of Intellectual Property and Commission (CIPC) Registration Certificate from the Department of Trade and Industry.
- iii. Certified copies of Identity Documents of the all the Directors/ trustees shareholder.
- iv. Letter of Good Standing (COID)
- v. Proof of Registration with relevant professional bodies
- vi. Proof of CSD supplier registration report
- vii. SBD 6.1; 4; 8; 9
- viii. Public liability cover

b. Stage 2: Evaluation in terms of Functionality

The 80/20 points principle will be applicable, the consultant must score 70 points on functionality before they can be considered for price and BBBEE points.

FUNCTIONALITY CRITERIA	POINTS
<p>Provide three (3) contactable references and proven track record of Hygiene Services with reference to sanitary bins and for the past three (3) years.</p> <ul style="list-style-type: none"> • 3 Contactable references verified = 15 points 2 • Contactable references verified = 10 points • 1 Contactable reference verified = 5 points • 	<p>20 points</p>

<p>Company experience</p> <p>Service providers must demonstrate that they have past experience in providing Hygiene Services of Sanitary SHE Bins (Attach Company Profile).</p> <ul style="list-style-type: none"> • Five (5) years and above = 20 • Experience between 2 years and 5 years = 15 points • Experience between 1 year and 2 years = 10 points • Below 1 year = 5 points 	20 points
<p>Structure and capacity of the company</p> <ol style="list-style-type: none"> 1. Existing resources for carrying out the hygiene and deep cleaning services (Equipment and vehicle). 2. Methods of supervision and service delivery. Approach to staff training and performance management. 3. Monitoring risk management and legal compliance with all relevant legislation. 	20 points
<p>Permits for Waste Disposal Sites (Attach valid Waste Disposal Permit) Provide permits for Waste Disposal Sites, Landfill Site /Agreements with licenced Waste Disposal Sites and/or Landfill Site/Incineration Site. (Bidders that subcontract this service must attach valid agreements with subcontractors)</p>	20 points
<p>Scope of work Provide detailed methodologies to cover the proposed scope of work including task descriptions and how many tasks will be performed on a weekly/monthly/quarterly basis: Proposed work schedule/duty sheet/work plan. Clear milestones and timeframes for each task to be completed. Waste Management Plan. Contingency Plan and flexibility in customer service in terms of turnaround times with regard to solving problems which may arise during the execution of the contract. Risk Management Plan</p>	20 points

- c. **Stage 3: Evaluation in terms of PPPFA (Price and B-BBEE - calculation of points:** only bidders that meet the stipulated mandatory compliance requirements will be further evaluated in terms of Price and B-BBEE components

i. **Pricing Evaluation**

A maximum of 80 points is allocated for price. The evaluation for price will be done based on the following formula:

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

Where:

P_s = Points scored for price of tender under consideration

P_t = Rand value of tender under consideration

P_{min} = Rand value of lowest acceptable tender

ii. B-BBEE Evaluation:

A bidder must submit proof of its B-BBEE status level contributor. Failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified and will score 0 points out of 20 for B-BBEE. The allocation of points for B-BBEE is as follows:

BBBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-complaint contributor	0

Please note that Sefako Makgatho Health Sciences University reserves the right not to appoint or accept any lowest quotation or appoint any other service provider. RFQ's will be evaluated on price and functionality. (80/20 principle will be applicable, 80 points for price and 20 points for preferential Points). **No Late, Copied, Faxed or E-mailed submission will be accepted.**

Procurement Enquiries must be directed to Ms. Kgomotso Molete on 012 521 4999 or email Kgomotso.molete@smu.ac.za

The proposal with a detailed price breakdown as per scope of work/ requirement, as well as terms, conditions of delivery must be deposited in a bid/ tender box located at Clinical Pathology Building, Fifth Floor, next to the Cashier, and be in a sealed separate envelope mark "Servicing and Maintenance of She-bins"



Kgomotso Molete
Supply Chain Management Department
Sefako Makgatho Health Sciences University
 Date: 23/02/2021