

P.O. Box 3209,
Houghton, 2041
Block A,
Riviera Office Park,
6-10 Riviera Road,
Riviera



TERMS OF REFERENCE

**APPOINTMENT OF A SERVICE PROVIDER TO
RENDER HYGIENE AND SANITATION SERVICES
TO THE ABLUTION FACILITIES FOR THE
HOUSING DEVELOPMENT AGENCY HEAD
OFFICE, 6-10 RIVEIRA OFFICE PAK, RIVIERA
ROAD, KILLARNEY**

RFQ/JHB/2020/004

**QUOTATION TO BE SUBMITTED BY
NOT LATER THAN
12 NOON ON 29 JUNE 2020**

1. INTRODUCTION

The Housing Development Agency (HDA) is a National Public Development Agency established by an Act of Parliament (Act 23 of 2008). The HDA promotes sustainable communities by making well-located land and buildings available for the development of housing and human settlements. As an organ of state, the HDA is accountable through its Board to the Minister of Human Settlements.

2. BACKGROUND

The HDA intends to appoint a service provider with suitable expertise and experience to render hygiene and sanitation services for a period of 36 months. Occupational Health and Safety Act (No: 85 of 1993), requires government offices or buildings to provide a clean, healthy, hygienic and safe working environment.

2.1 Physical Location

The HDA head office is located at 6-10 Riviera Office Park, Riviera Road, Killarney.

- Site 1 – Block A , Riviera Office Park, Riviera Road, Killarney which is 1 893.26 square meters.
- Site 2 – Block B, ground floor, Riviera Office Park, Riviera Road, Killarney which is 766.48 square meters.
- The floor plan of the offices are attached to this document as Annexure A.

3. SCOPE OF WORK

3.1. Hygiene Cleaning services

3.1.1. To provide sanitizing services to the ablution facilities :

- Deep Clean toilets and urinals.
- Rotate and dispose contents of SHE bins.

3.1.2. Hygiene cleaning services to be rendered during offices working hours once every second week and as and when required between 07h30 to 16h00 excluding weekends and public holidays unless where otherwise specified.

3.1.3. The total number of ablutions are as follows :

Block A

- 6 Female toilets
- 1 Disabled toilet

Block B

- 2 female toilets
- 1 disabled toilet

3.1.4 The appointed service provider will be expected to assist with the following , but not limited to, every second week and as and when required :

- Empty, clean and dispose SHE bins
- Deep clean toilets and urinals

4. Equipment and Materials

- The service provider will provide all necessary equipment, chemicals for the execution of the work. Hygiene equipment consumables will excluded from this contract.

5. OUTPUT AND DELIVERABLES

5.1. The service provider is expected to provide and maintain a clean, healthy and hygienic working environment.

5.2. The service provider will be fully responsible for all work and services performed by its personnel.

5.3 The service provider shall provide and execute everything necessary for the services in accordance with industry standards and norms in terms of the prevailing sectorial determination, and industry acceptable training levels, and any other relevant regulations, including but not limited to :

- The provision of all equipment, qualified, competent and well-trained personnel and supervision thereof, required for the servicing of the ablutions.
- Preparation and submission of detailed invoices for verification and approval by the HDA.
- Ensuring response times/submission time in respect of services and/or invoices are in accordance with the requirements of the HDA.

6. ROLES AND RESPONSIBILITIES OF THE AGENCY

6.1. The HDA will be responsible for payment within 30 days after service has been successfully rendered.

6.2. The HDA will provide storage facilities for all consumables.

7. INDEMNITY

- The service provider shall indemnify The Housing Development Agency against any claim for compensation in terms of workmans compensation legislation for any loss which the service provider shall be liable; and
- Any claim by any employee of the service provider for any loss or damage resulting from any bodily injury and/or damage to property caused by cleaning staff..

8. PROJECT PLAN

8.1. The service provider shall provide a detailed sanitation project plan indicating daily frames, weekly, monthly, quarterly and six-monthly duties and order of preferences etc.

8.2. The service provider shall provide a health and safety plan indicating the Occupational Health and Safety Act compliance in office working environment.

8.3. Service provider is required to provide South African Bureau of Standard (SABS) approved cleaning material, equipment and consumables.

8.4. Service provider is required to list and quantify all appropriate cleaning material, cleaning equipment associated to this project.

9. PRICING

The financial proposal shall contain the price breakdown in, which includes: the total bid prices and the bill of quantities for procurement of goods, or scope of work for procurement of services, the applicable price schedules; and the recurring and the maintenance costs if applicable

9.1 Provide fixed price quotation for the duration of the contract.

9.2. Cost must be VAT inclusive and quoted in South African Rand.

9.3. Costing should be aligned with the project activities/project phases.

The following criteria will be used for point's allocation for price and B-BBEE compliance on an 80/20 point system:

Table 1 – Price and B-BBEE

| CRITERIA | SUB-CRITERIA | WEIGHTING/ POINTS |
|--|---------------------------|------------------------------|
| Price | Detailed budget breakdown | 80 |
| B-BBEE (Status Level Verification Certificate) | B-BBEE Level Contributor | 20 |
| TOTAL | | 100 |

11. General

11.1. Below are compulsory requirements for this service

11.1.1. It is important to note that companies quote for the correct item listed on the attached schedule.

11.1.2. Kindly submit the following documents:

- CSD registration report.
- SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website: www.thehda.co.za/procurement. Under compliance checklist.
- Valid and Original or Certified B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA.

11.2. Further information regarding technical matters can be directed via email to: Jeanelle.Lovedale@thehda.co.za on Tel: 011 544 1000;

11.3. Further information regarding supply chain matter and queries can be sent via email to Nqobile.Mkhwanazi@thehda.co.za or at tell: 011 544 1000

12. Terms and Conditions.

12.1. HDA undertakes to pay in full within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.

12.2. No payment will be made where there is an outstanding information/work by the service provider/s.

13. Submission of Quotation

13.1. Quotations should be submitted on or before the 29 June 2020 by no later than **12h00** to procurement@thehda.co.za

13.2. The selection of the qualifying proposal will be at the HDA's sole discretion. The HDA does not bind itself to accept any bid/proposal, and the HDA reserves the right not to appoint the service provider.

Annexure A: Floor Plan



