



BeyondZero

a partner in public health transformation

SUMMARY

Title	BZ-GF-RFQ-2023-09-01
Description	Beyond Zero seeks to appoint a suitably and experienced company provision of cleaning services in our Rivonia office.
Quotation by email only to	procurement@beyondzero.org.za
Contact Number Contact Person	010 601 4242 Johannes Mmako
Compulsory site visit	Date: 12 September 2023 Time: 14:H00 Address: 359 Rivonia Boulevard, Edenburg, Sandton, 2128
Documents included	<ol style="list-style-type: none">1. Valid BBB-EE Certificate (from SANAS Accredited Verification Agency) / Sworn Affidavit2. Valid SARS Tax Clearance Status/ Tax pin3. In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate proof of TCS / PIN4. Valid VAT registration certificate /Notice of Vat Registration for all expenditure more than R1 million (if applicable)5. Signed Global Fund Code of Conduct for Suppliers of Services6. Completed and signed Declaration of Interest7. CIPC Registration Documents8. Certified copy of directors ID9. Coida for cleaning services / related services
Closing Date and Time	15 September 2023, @ 15h00pm



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1. PURPOSE

1.1 Beyond Zero seeks to appoint a suitably, qualified, and experienced service provider to cleaning services.

2. SCOPE OF WORK

The service provider shall be expected to supply and deliver the required services as per the below specification.

The services required for a period of 12 months.

- basic office cleaning
- 5 working days, from 07h30 to 16h30
- provision of cleaning material and equipment

3. EVALUATION CRITERIA

3.1 The evaluation of proposals will be managed by an Evaluation Committee which will prepare a shortlist of applicants that meet the eligibility for appointment. The evaluation process will be conducted according to the following stages:

- **Stage 1:** Assessment of mandatory administrative compliance with eligibility criteria. Applications that do not comply will not be evaluated further. All the documents listed under 4.1 below must be submitted.
- **Stage 2:** The final stage of evaluation will be the application of the preference points system price at 80 points and B-BBEE 20 points.

3.2 STAGE 1: ELIGIBILITY EVALUATION

Table 1: Eligibility requirements

CRITERIA	SUB-CRITERIA	Comply/Not Comply
ELIGIBILITY	Valid BBB-EE Certificate (from SANAS Accredited Verification Agency)/ Sworn Affidavit	
	Valid SARS Tax Clearance Status/ Tax pin	
	In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate proof of TCS / PIN	



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CRITERIA	SUB-CRITERIA	Comply/Not Comply
	Valid VAT registration certificate /Notice of Vat Registration for all expenditure more than R1 million (if applicable)	
	Signed Global Fund Code of Conduct for Suppliers of Services	
	Completed and signed Declaration of Interest	
	Certified copy of directors ID	
	Coida for cleaning services / related services	
	CIPC Registration Documents	

3.3 STAGE 2: PRICE AND B-BBEE EVALUATION

Service Providers that have successfully qualified on the stage 1 above will be evaluated on stage 2 (Price and B-BBEE).

The service providers' tender response will be evaluated based on a combination of price and BBBEE in accordance with the ratios set out below:

Price and B-BBEE	Weighting
Price	80
B-BBBEE	20
Total	100

Price evaluations will be conducted using the following formula:

$$\text{Lowest bid price} = 80$$



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$$\text{Price under calculation} = 80 \left(1 - \frac{\text{Price under consideration} - \text{Lowest bid price}}{\text{Lowest bid price}} \right)$$

BBBEE evaluations will be conducted in accordance with the following table:

B-BBEE Status	Number of Points (80/20 system)
Level 1	20
Level 2	18
Level 3	12
Level 4	10
Level 5	8
Level 6	6
Level 7	4
Level 8	1
Non-compliant	0



ANNEXURE A - RETURNABLES

The documents listed herein are to be completed by the supplier return with the document:

- 1) Valid BBB-EE Certificate (from SANAS Accredited Verification Agency) / Sworn Affidavit
- 2) Valid SARS Tax Clearance Status/ Tax pin
- 3) In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate proof of TCS / PIN
- 4) Valid VAT registration certificate / Notice of Vat Registration for all expenditure more than R1 million (if applicable)
- 5) Signed Global Fund Code of Conduct for Suppliers of Services
- 6) Completed and signed Declaration of Interest
- 7) CIPC Registration Documents
- 8) Quotation in company letterhead
- 9) Certified copy of directors ID

Non – compliance in returning above mentioned documents, will deem the bid non-responsive.