

THE MSUNDUZI MUNICIPALITY

SUPPLY AND SERVICES CONTRACT No. SS 6 OF 2023 - SECTION 2

APPOINTMENT OF SERVICE PROVIDER TO PROVIDE CLEANING SERVICES OF VARIOUS MUNICIPAL OFFICES

TENDER NOTICE

Tenders are hereby invited from suitably qualified and experienced service providers for the Cleaning of Municipal Offices for a period of three years.

Tender documents will be made available to tenderers from 12h00 on **Tuesday, 12 December 2023**. Tender documents can be downloaded and printed at the tenderer's cost from the National Treasury eTender Publication Portal on www.etenders.gov.za

Printed copies of the tender documents shall also be available from the Supply Chain Management Unit Offices, 5th Floor, A S Chetty Centre, 333 Church Street, Pietermaritzburg, as from the abovementioned date and time, at a non-refundable tender deposit fee of **R 719.22 (including VAT)** for each document drawn. Only cash or EFT payments will be accepted.

For any technical related enquiries, please contact Bongeka Kulu / Yusuf Ismail (Buildings Section) on direct Telephone No. 033 392 2427 / 033 392 2121 or e-mail address bongeka.kulu@msunduzi.gov.za / yusuf.ismail@msunduzi.gov.za

For any procurement related enquiries, please contact Vuyani Msimang (Supply Chain Management Unit) on direct Telephone No. 033 – 392 2807 or e-mail address vuyani.msimang@msunduzi.gov.za.

A non-compulsory Tender Briefing Meeting will be held on Friday, 26 January 2024, in the Auditorium No. 1, 1st Floor, Bessie Head Library, 260 Church Street, Pietermaritzburg, 3201, commencing promptly at 10h00.

Tenders must be submitted both in hard copy and on CD/USB Flash Drive contained in sealed envelopes and marked with “Supply and Services No. 6 OF 2023 – Section 2” and the Contract Description must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli Street (formerly Commercial Road), Pietermaritzburg, 3201, not later than 12h00 on Monday, 12 February 2024, when they will be publicly opened. Only tenders placed in the Tender Box shall be accepted.

Tender Validity Period: Four (4) months commencing from the closing date of tender.

Tender Adjudication/Evaluation Criteria: Tenderers meeting the Mandatory Requirements of the tender shall be evaluated on a Two Stage Evaluation System – Stage One: Functionality and Stage Two: 80/20 Point System in accordance with the Msunduzi Municipality's Supply Chain Management Policy (incorporating Preferential Procurement) as prescribed in terms of the

Preferential Procurement Regulations 2022, pertaining to the Preferential Procurement Policy Framework Act, Act No. 5 of 2000. The Functionality for Stage One shall be evaluated on the following criteria:

No.	Evaluation Criteria	Maximum Points
1.	Previous Experience in the Cleaning Industry (<i>The tenderer must submit an award letter indicating number of years or contract duration supported by a signed reference letter or completion certificate</i>)	10
2.	Experience in Cleaning Spaces to the Value of R100 000.00 (Excl. VAT) or more Per Month. (<i>The tenderer must submit a purchase accompanied by a certified invoice and a reference letter or completion certificate</i>)	10
3.	Previous Experience of a Supervisor in Monitoring Cleaning Staff (<i>The tenderer must submit a CV</i>)	10
Total Functionality Points		30
Minimum Threshold to Qualify for Stage Two		66,6% (20 Points)

The allocation of Preference Points will be according to the following Specific Goals:

Specific Goals	Description	Maximum Points
Locality	Within Msunduzi Municipality	10
Race	At least 51% black	5
Gender	At Least 51% ownership or management by a woman or women	5
Total Preference Points (Specific Goals)		20

The Msunduzi Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept the whole or any part of a tender. Each tenderer will be informed of the tender result.

The Msunduzi Municipality expects businesses within the Pietermaritzburg and Midlands Region to support its contract and BEE/SMME initiatives.

MR LH MAPHOLOBA (MUNICIPAL MANAGER)