



## JOHANNESBURG SOCIAL HOUSING COMPANY

### 7 DAY ADVERT

Issued: 09/04/2021

#### REQUEST FOR QUOTATIONS (RFQ): CLEANING AND AD HOC SERVICES AT FRASER HOUSE FOR A PERIOD OF THREE MONTH

The Johannesburg Social Housing Company SOC Ltd (JOSHCO) Reg. No. 2003/008063/07 invites all suitable service providers that specialise in the following area of expertise:

| Contact person   | Description  | Closing Date and Time   |
|--|--|---|
| <b>Name:</b> Lehlohohonolo Molesywa<br><b>Tel:</b> 011 406 7372<br><b>Email:</b><br><a href="mailto:lehlohonolo@joshco.co.za">lehlohonolo@joshco.co.za</a> | <b>RFQ: CLEANING AND AD HOC SERVICES AT FRASER HOUSE FOR A PERIOD 3 MONTHS</b> | <b>Closing Date:</b><br>15/04/2021<br><b>Time:</b> 11:00 a.m. |

#### 1. PREAMBLE

**JOSHCO** was created by the City of Johannesburg as one of its preferred implementing agents for social and institutional housing developments and management of rental accommodation for low income earners within the Joburg metropolis.

**JOSHCO** is active in developing new and improving existing affordable rental housing for the residents of Johannesburg, the company has utilised its capital budget for the development of infrastructure, for the refurbishment of existing buildings and the conversion of hostels into liveable spaces. All of these are for the sole purpose of occupation by leasing tenants.

#### 2. SCOPE OF WORK

Prospective service providers are hereby invited to submit quotations in accordance with the specification detailed below.

This cleaning specification is applicable to all JOSHCO that are under contracted services.

**JOSHCO reserves the right to appoint service providers on a rotational basis and/or a right not to make an award to the lowest priced bid. National Hotline: 0800 002 587 or SMS 32840 - Tip-offs are anonymous.**

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### 3. BUILDING REQUIREMENT AND NUMBER OF CLEANERS

| Project Name | No. Cleaners | Duration |
|--------------|--------------|----------|
| Fraser House | 5            | 3 Months |

### 4. Cleaning and Hygiene Materials Required

- Hand Sanitizers with stands at entrance
- Hand soaps in toilets (Fraser House)
- Mops
- Buckets
- Brooms
- Dust Pans
- Vacuum Machine
- Sunlight Liquid Soap
- Germ Gel
- Wet floor Signs
- Cleaning cloths
- Feather duster
- Scrapper

When cleaning ensure that the Cleaning Schedule is followed as it acts as a guide in terms of what needs to be clean and at what frequency.

### 5. CLEANING PROCEDURES

#### 5.1. Sweeping of floors Manually

- Remove rubbish on the floor
- Use a scrapper to remove anything stuck to the floor
- Use dustpan and broom to remove sweepings
- The waste swept must be thrown away in the color-coded bins as follows:

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## 5.2. Mopping

- Put up the "Wet Floor" sign to avoid slip, trip, and falling
- Remove debris and any objects stuck on the floor
- Pour warm water in the bucket and add the All Surface chemical cleaner
- Dip mop into water and wring
- Mop the floor and rinse mop when both sides are dirty
- Let the floor dry
- Mops to be rinsed and left to dry

## 5.3. Toilets

- Same as for mopping of floors
- Clean the inside of the toilet with Germ Gel
- Wipe surfaces with a damp cloth
- Use feather dust to clean the dust-off surfaces
- Ensure that you use the mops and brooms with red handles

## 5.4. Surfaces

Dust and clean all surfaces using a feather duster, damp cloth and use a polish such as MR Min to clean wooden furniture.

## 6. PPE REQUIRED

- Full work suite
- High visibility vest
- Safety boots
- Dust masks
- Hand gloves

## 7. Safety Precautions

- Material safety Data Sheets (**MSDS**) for all cleaning chemicals must be kept in the Safety file and be displayed in the storeroom where the chemicals are kept.
- Mops and brooms that are used in the office floors not to be used in the toilets.
- Water from mopping of floors not to be thrown into the toilet or kitchen sinks.

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- All cleaning materials to be returned the designated storerooms when they are not in use.
- Dust masks to be used when sweeping areas with a high volume of dust.
- Wear gloves when mopping or using cleaning chemicals.

## 8. Removing of Bins

Bins will be removed as per Pikitup schedule.

## 9. Payment of salaries

Contractor should comply with the Minimum wage Bill of R3 800.00 per month

## 10. Pricing Schedule

| Item               | Description  | Unit     | Quantity | Rate       | Amount      |
|--------------------|--|----------|----------|------------|-------------|
| 1                  | Cleaners per month Salary (5 cleaners)             | No Month | 15       | R 3 800.00 | R 57 000.00 |
| 2                  | Profit and Attendance on Cleaners                  | %        | 57 000   | %          | R           |
| 3                  | Supply and refill soap dispensers to 12 toilets    | Month    | 3        | R          | R           |
| 4                  | Supply cleaning equipment and PPE to cleaners      | Sum      | 1        | R          | R           |
| 5                  | Supply cleaning Material                           | Month    | 3        | R          | R           |
| 6                  | Supply wall mounted stands for hand sanitizer (1L) | No       | 2        | R          | R           |
| 7                  | Refill 10 litres of hand sanitizer                 | Month    | 3        | R          | R           |
| <b>Sub-total A</b> |  |          |          |            | <b>R</b>    |
| VAT @15%           |  |          |          |            | R           |
| <b>TOTAL</b>       |  |          |          |            | <b>R</b>    |

## 11. Recruitment

The winning bidder will be expected to recruit from the Project and from the Ward

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## 12. Phase 1 – Compulsory Administrative Compliance

- a. Valid Original SARS Tax Clearance Certificate or SARS PIN
- b. Company Registration Documents.
- c. Up to date municipal account/statement for the company (not older than 3 months). In case where a bidder is a lessee, a certified copy of a valid lease agreement must be supplied. Both the Company and its Directors
- d. Proof of banking - Cancelled Cheque or a valid letter from the Bank (not older than 3 months).
- e. B-BBEE Certificate (You will forfeit points allocated to B-BBEE if the B-BBEE certificate is not supplied).
- f. CSD Registration Documents.
- g. Completed JOSHCO Supplier database form
- h. Completed MBD forms (4,6.1 and 8,9)

## 13. Phase 2 - Evaluation in terms of Preferential Procurement Regulations, 2017

This bid will be evaluated and adjudicated according to the 80/20 preference point system, in terms of which a maximum of 80 points will be awarded for price and 20 points will be allocated based on the B-BBEE status level certificate.

### 14. Breakdown of Points:

| 80/20 Preference Point Components | Points |
|-----------------------------------|--------|
| Price                             | 80.00  |
| B-BBBEE level contribution        | 20.00  |
| Total                             | 100.00 |

JOSHCO seek to provide an effective and efficient procurement service to its stakeholders through procurement best practices and optimal resource management, in compliance with the JOSHCO's Supply Chain Management Policy and relevant procurement prescripts.

JOSHCO is committed to affirmative procurement consistent with the South African Constitution and the approved DTI Codes of Good Practice issued in terms of the BBEE Act No. 53 of 2003 (as amended).

All prices must be **VAT inclusive and include all other related costs.**

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Submissions must be hand delivered to JOSHCO head office Reception (Number 61 Juta Street in Braamfontein, Johannesburg at Ground floor) in a sealed envelope

**AD HOC Services/02/2021**

Should you not hear from us within 10 working days after closing date, please consider your proposal unsuccessful must be **VAT inclusive and include all other related costs.**

**“Speak up against fraud and corruption; Blow the whistle”**  
**National Anti-fraud Hotline: 0800 002 587 or SMS 32840**  
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