



Issued: 31/10/2018

REQUEST FOR QUOTATIONS: 3 CLEANERS AND 2 GARDENERS FOR PHOENIX HOUSE, FOR A PERIOD OF 6 MONTHS

The Johannesburg Social Housing Company Pty Ltd (JOSHCO) Reg. No. 2003/008063/07 invites all suitable service providers to submit bids in response to the following required essential services:

CONTACT PERSON	DESCRIPTION	CLOSING DATE AND TIME
Name: Judian Inama Tel: 011 406 7315 Email: judian@joshco.co.za	3 Cleaners and 2 Gardeners for Phoenix House for the period of 6 month	Closing Date: 09 November 2018 Closing Time: 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 in the table below.

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PROJECT ADDRESS	PHOENIX HOUSE SOCIAL HOUSING PROJECT 3 Stepherson Street, Wemmer, Johannesburg						
DESCRIPTION OF THE SERVICE	CLEANING AND GARDENING SERVICES AT JOSHCO'S PHOENIX HOUSE SOCIAL HOUSING PROJECT						
2.1. THE SCOPE OF THE CLEANING COMPRISE THE FOLLOWING (the detail of the specification below is not comprehensive)							
Project Site Office	Security Reception	Project Units	Corridor and Stairway Cleaning/ Passages/Fire Escapes/Entrance Halls	Communal Areas, Kitchens, Bathrooms and Toilet Facilities	Paving and parking	Gully Drains/Storm Water Drains	Refuse Areas
Daily: ✓ Clean Glass and Door Handles ✓ Spot Clean Carpet ✓ Mop floors ✓ Clean Toilets/bathroom/hand basins ✓ Clean Kitchen/ Dishes ✓ Dust Desks ✓ Dust and wipe window sills ✓ Wipe walls, doors and door knobs. Weekly:- ✓ Polish Office Furniture Monthly: ✓ Wash Office Windows	Daily:- ✓ Clean Glass and Door Handles ✓ Spot Clean Carpet ✓ Mop floors ✓ Clean Toilets/Hand basins ✓ Dust Window sills ✓ Wipe walls, doors and door knobs. Weekly:- ✓ Polish Furniture Monthly: ✓ Wash Windows	Vacant Units ✓ Vacant units to be cleaned as and when required/ requested.	Daily:- ✓ Dust mop floor or vacuum carpet ✓ Wash (mop) and disinfect passageways/ stairs/ under the staircases. ✓ Dust and wipe window sills outside the units and in passageways ✓ Dust/ wipe staircase rails ✓ Wash/ Wipe dirty walls ✓ Dust corners in passageways and light fittings in passages ✓ Report to Housing Supervisor any items that are	Daily: ✓ Mop Floors ✓ Clean Hand Basins, Showers and Baths with Handy Andy ✓ Clean and brush toilets/urinals with disinfectant liquid ✓ Wipe all taps ✓ Wipe wall tiles in Kitchen and Bathrooms areas ✓ Clean counter tops/stoves ✓ Wipe doors/handles and external windowsills ✓ Wipe and clean mirrors	Daily: ✓ Sweep Paving and parking areas ✓ Degrease / wash oil spills on the parking and paving areas ✓ Pick up papers and remove any refuse or litter on all these areas Monthly: ✓ Wash paving areas with hard	Daily: ✓ Remove all obstacles in gully drains ✓ Clear any litter/refuse from storm water drains Weekly: ✓ Degrease gully drains Monthly: ✓ Pour drain cleaner in the gully drains	Daily: ✓ Sweep bin areas and ensure all refuse is placed in the bins Weekly: ✓ Wash/ disinfect bins ✓ Wash the floor area with disinfectant with a hard broom and hose ✓ Take bins to collection areas on refuse pick up day

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2.2. GARDENING SPECIFICATION							
✓ Sweep outside the building parameters							
✓ Cut any grass and remove the weed							
			stored under the staircases ✓ Clean the toilets and the showers Weekly: ✓ Washing Staircases rails/walls with Handy Andy.	Monthly: ✓ Wash Windows in bathrooms and kitchen areas Every Second Month: ✓ Deep cleaning of all toilets	broom and hose		

3. THE EVALUATION PHASES

Bids will be evaluated in terms of the following two phases:

- (1) Functionality,
- (2) Administrative Compliance

Only bidders who score a minimum of 80 Points out of 100 points on functionality will be evaluated in terms of Preferential Procurement Policy Regulations of 2017 using the 80:20 points system.

(3.) Preferential Procurement Policy Regulations of 2017 using the 80:20 points system, where 80 points are allocated to price and 20 points are allocated to B-BBEE Level of Contribution (3.)

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3.1. **THE FUNCTIONALITY EVALUATION SHALL BE AS FOLLOWS:**

EVALUATION CRITERIA	DOCUMENTS TO BE SUBMITTED	WEIGHTED SCORE
EXPERIENCE OF THE CLEANING SERVICE PROVIDER IN PROVIDING PROPERTY CLEANING SERVICES.	<p>Bidder must provide a list of no less than three (2) cleaning contracts in the past five (5) years by current key members of the firm. Include a brief description of each contract, the time period services were performed, contact name, address and phone number of the representative of the client/property owner having knowledge of the firm's work, and the contract value for the services</p> <p>1 of 2 past cleaning contract submitted : 10points</p> <p>2 of 2 past cleaning contract submitted : 15 points</p>	<p>15</p>
EXPERIENCE OF THE KEY STAFF TO BE ASSIGNED TO THE CONTRACT – BIDDER'S STAFF PROPOSAL	<p>Organogram and profiles/CVs of staff to be assigned to the contract with experience similar to the JOSHCO property.</p> <p>1-3 of 5 CV's submitted : 5 points 3-4 of 5 CV's submitted : 10 points 5 of 5 CV's submitted : 15 points</p>	<p>15</p>
PERFORMANCE ON PAST AND CURRENT PROJECTS	<p>At least three satisfactory letters/references/testimonials (including where applicable) any performance rating scores from previous or current clients:</p> <p>1 of 3 reference letter submitted: 5 points 2 of 3 reference letters submitted: 10 points 3 of 3 reference letters submitted: 15 points</p>	<p>15</p>
EXECUTIVE SUMMARY PROVIDING THE METHODOLOGY TO ACHIEVE THE END GOAL, PROCEDURES AND PROCESSES TO PROVIDE THE SCOPE OF SERVICES.	<p>Briefly describe the firm's procedures and processes for:</p> <p>(a) cleaning of different areas; (b) the products to be used; (c) Equipment to be used; (e) Work plan of work to be performed weekly and monthly; (f) System for tracking of complaints from client and poor performing areas; (g) Sample of monthly of reports.</p>	<p>15</p>
LOCALITY LOCATION OF BUSINESS (PROOF OF RESIDENCE BASED ON MUNICIPAL ACCOUNT/STATEMENT OR VALID LEASE AGREEMENT):	<p>a, City of JHB, ward 124 : 40 points b, City of JHB : 20 points c, Gauteng : 10 points d, Outside Gauteng : 0 points</p>	<p>40</p>
TOTAL		<p>100</p>

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4. ADMINISTRATIVE COMPLIANCE

The following documentation must be submitted with the bid:

- 4.1. Valid Original SARS Tax Clearance Certificate
- 4.2. Company Registration Documents.
- 4.3. Up to date municipal account/statement for both 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.
- 4.4. Proof of banking - Cancelled Cheque or a valid letter from the Bank (not older than 3 months).
- 4.5. B-BBEE Certificate (You will forfeit points allocated to B-BBEE if the B-BBEE certificate is not supplied).
- 4.6. CSD Registration Documents.
- 4.7. Completed JOSHCO Supplier database form

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 regulatory framework. 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 BBBEE Act No. 53 of 2003 (as amended).

Submissions must be hand delivered to JOSHCO head office (137 Sivewright Avenue, 1st Floor, New Doornfontein, 2094) in a sealed envelope – **RFQ /CLEANING & GARDENING/ PHOENIX HOUSE**. Should you not hear from us within 10 working days after closing date, please consider your proposal unsuccessful.

A complete document with MBD forms is downloadable on from JOSHCO website: www.joshco.co.za



**SUPPLY CHAIN MANAGER
JOHANNESBURG SOCIAL HOUSING COMPANY**

Date: 02/11/2015

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