

12 Gloucester Road
Vincent, East London, 5217

Postnet Vincent
Private Bag X9063
Suite 302, Vincent, 5247

+27 (0)43 701 3400
+27 (0)43 701 3415

info@ecsecc.org
www.ecsecc.org



REQUEST FOR QUOTATIONS

DESCRIPTION	PROVISION OF CLEANING SERVICES (ONCE-OFF)		
RFQ004-2025	CLOSING DATE: 04 JULY 2024	CLOSING TIME: 15H00	
COMPULSORY BRIEFING SESSION	DATE: 28 JUNE 2024 TIME: 11H00 PLACE: ECSECC OFFICES 12 GLOUCESTER ROAD, VINCENT		
ENQUIRIES MAY DIRECTED AS FOLLOWS, REGARDING			
BIDDING PROCEDURE: Mr Malwande Ntongana, tenders@ecsecc.org and tenders.ecsecc@gmail.com		TECHNICAL INFO: Ms Natasha August natasha.august@ecsecc.org	

BIDDER'S INFORMATION					
NAME OF BIDDER					
BIDDER'S ADDRESS					
NAME OF BIDDER'S REPRESENTATIVE					
POSITION HELD IN COMPANY					
TELEPHONE NUMBER		VAT REGISTRATION NUMBER			
EMAIL ADDRESS					
COMPANY REGISTRATION NUMBER					
CSD NUMBER	MAAA	TCC COMPLIANT (TICK APPLICABLE)	YES		
			NO		
BID RESPONSE					
QUOTATION AND BID DOCUMENTS MAY BE DELIVERED ELECTRONICALLY BY EMAILING ZIP FILE OR SENDING A LINK THROUGH TO TENDERS@ECSECC.ORG AND TENDERS.ECSECC@GMAIL.COM					





Table of Contents

1. SCOPE OF WORK.....3

2. SPECIFICATION FOR CLEANING SERVICES3

3. COMPALSORY BRIEFING SESSION5

4. SUBMISSION OF QUOTATIONS5

5. SPECIAL CONDITIONS.....5

6. EVALUATION CRITERIA.....6

7. TERMS AND CONDITIONS8

8. SERVICE LEVEL AGREEMENT9

1. SCOPE OF WORK

ECSECC solicits prospective service providers to provide deep cleaning of carpet and couches. The cleaning service is expected to be rendered at **ECSECC OFFICES**:

2. SPECIFICATION FOR CLEANING SERVICES

Item	Description	Qty
Carpet	Main Building and Resource Centre (Passage & Offices) Size: 1151sqm	1
1-Seater Couch - fabric		2
3-Seater Couch -Velvet		1
2-Seater Couch- Leather		2
Typist Chair - fabric		1

2-Seater Couch - fabric		1
2-Seater Couch - fabric		1
3-Seater Couch - fabric		1
Day Bed Couch - fabric		1
1-Seater Chair - fabric		14

3. COMPULSORY BRIEFING SESSION

3.1 A compulsory briefing and clarification session will be held as follows:

Date: 28 of June 2024
Time: 11H00
Venue: ECSECC premises
Address: 12 Gloucester Road, Vincent, 5217.

3.2 Bids received from bidders who did not attend the compulsory briefing session will not be considered.

4. SUBMISSION OF QUOTATIONS

4.1 Bid documents may be submitted on or before the closing date and time, as follows:

4.1.1 Electronically by emailing a compressed zip folder to tenders@ecsecc.org and tenders.ecsecc@gmail.com quoting the reference **RFQ004-2025**.

OR

4.1.2 Electronically by emailing a link pointing to your cloud account for file access to tenders@ecsecc.org and tenders.ecsecc@gmail.com quoting the reference **RFQ004-2025**.

4.2 Bidding enquiries may be directed to Mr Malwande Ntongana at tenders@ecsecc.org and tenders.ecsecc@gmail.com or phone 043 701 3400.

4.3 Bidders are required to submit, **on or before 04 JULY 2024 at 15H00**, the following:

4.3.1 Quotation with sufficient detail to confirm the specification compliance.

4.3.2 Returnable documents (SDB 4 & 6.1) as supplied.

4.3.3 Failure to submit both documents stated in 3.3 above may render your bid non-responsive.

5. SPECIAL CONDITIONS

5.1 The prospective service provider must meet the following:

5.2 Carpets

5.2.1 Furniture to be moved and returned when done.

5.2.2 Stains to be pre-treated.

5.2.3 Semi-industrial vacuum cleaner

5.2.4 Fast drying time.

5.3 Chemicals to be used:

5.3.1 Non-toxic products that are eco-friendly

5.3.2 Products are non-hazardous to human beings.

5.4 Upholstery

5.4.1 Furniture to be moved and returned when done.

5.4.2 Stains to be pre-treated.

5.4.3 Fast drying time.

5.4.4 Because of the different types of fabric being cleaned, it needs to be advised on the type of machine that will be used.

6. EVALUATION CRITERIA

ECSECC has set minimum standards (Gates) that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Pre-qualification Criteria (Gate 0)	Specification Validation (Gate 1)	Price and Specific Goals (Gate 2)
Bidders must submit all documents as outlined in (Table 1) below. Only bidders that comply with ALL these criteria will proceed to Gate 1.	Only quotations that are compliant to the published specification shall proceed to Gate 2 (Price and Specific Goals).	Bidders will be evaluated out of 100 points, as per (Table 2) , below.

6.1 Gate 0: Prequalification

6.1.1 The bidders must return the documents listed in **Table 1 below**.

6.1.2 All documents must be completed and signed by the duly authorized representative of the prospective bidders.

6.1.3 During this phase Bidders' responses will be evaluated based on compliance with the listed administration, using the Central Supplier Database (CSD), and mandatory bid requirements.

6.1.4 The bidders' proposals may be disqualified for non-submission of any of the documents.

Table 1: Documents that must be submitted for Pre-qualification.

Document that must be submitted	Non-submission may result in disqualification?	
1. Tax Clearance Certificate	YES	a. ECSECC transacts with service providers that have a compliant tax status. b. ECSECC makes use of the CSD report to verify tax status of suppliers. Please ensure that your tax affairs are in good order with SARS. c. ECSECC does not transact with service providers that have a non-compliant tax status.
2. SBD 4 -Bidders' Disclosure	YES	Complete and sign the supplied pro forma document.
3. SBD 6.1 -Preference Points Claim Form in terms of Preferential Procurement Regulations, 2022	NO	Complete and sign the supplied pro forma document. Non-submission will lead to a zero (0) score on Specific Goals.

4. Detailed quotation	YES	The quotation must show the plan of how the cleaning work is going to be done and what resources are going to be deployed.
------------------------------	------------	--

6.2 Gate 1: Specification Validation

6.2.1 Bidders who comply with the specification and special conditions will be considered for further evaluation.

6.3 Gate 2: Price and Specific Goals

6.3.1 In terms of regulation 4 of the Preferential Procurement Regulations, 2022, pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:

- The bid price (maximum 80 points) and
- Specific Goals (maximum 20 points).

6.3.2 The evaluation of price and specific goals will be evaluated as outlined in **Table 2**.

Table 2: Price and Specific Goals Evaluation

Element	Weight
Price	80
Specific Goals	20
Historically Disadvantaged Individuals (HDIs)	
- Enterprises with ownership of 51% or more by person(s) who are black persons (5 points)	
- Enterprises with ownership of 51% or more by person(s) who are women (5 points)	
- Enterprises with ownership of 51% or more by person(s) who are youth (5 points)	
- Enterprises with ownership of 51% or more by person(s) with disability (2 points)	
- Enterprises located and/or operating within the boundaries of the Buffalo City Metropolitan Municipality (3 points)	
Total	100

6.4 The allocation of specific goals shall be based on the preferences claimed by the bidder on SBD6.1 Specific Goals Claim Form.

6.4.1 The bidder must ensure that the claims are verifiable against the CSD record especially related to ownership.

6.4.2 Should the bidder claim point for disability, the bidder must substantiate the disability ownership claim with a medical practitioner certification.

7. TERMS AND CONDITIONS

- 7.1 The RFQ forms should **not** be retyped or redrafted, but photocopies may be prepared and used.
- 7.2 Should the RFQ forms not be filled in by means of electronic devices, bidders are encouraged to complete forms in a **blank ink**.
- 7.3 The forms documents shall be completed, signed, and submitted with the bid.
- 7.4 Failure on the part of the bidder to sign any of the forms of the RFQ documents and thus to acknowledge and accept the conditions in writing or to complete the forms of RFQ documents, questionnaires, and specifications in all respects, may invalidate the bid.
- 7.5 Where items are specified in detail, the specifications form an integral part of the RFQ document and bidders shall indicate that the items offered are compliant to the specification, by way of a global code or picture detailing the specification or any other form that enables ECSECC to validate the items offered are compliant to the specification. In cases where items offered are not compliant to specification, bidders shall indicate the deviations from the specification.
- 7.6 In instances where the bidder is not the manufacturer of the items offered, the bidder must state the relevant manufacturer or supplier of the items offered.
- 7.7 This RFQ will be processed in accordance with the PPPFA requirements and in line with the ECSECC SCM Policy.
- 7.8 This RFQ is subject to the General Conditions of Contract (GCC) and re-issues thereof. Copies of these GCC are obtainable from ECSECC office.
- 7.9 The quotation should reach this office not later than the closing date and time above. Please indicate the estimated date of delivery, next to delivery date, above.
- 7.10 Bids received after the closing time (late bids), at the address indicated in the bid documents will not be accepted for consideration.
- 7.11 Prices should be in RSA currency and please indicate if VAT inclusive/exclusive. Price Offer should be valid for **60** days from the closing date of this RFQ.
- 7.12 ECSECC reserves the right to **not** award or cancel this bid at any time and shall not be bound to accept the lowest or any bid.
- 7.13 Should the quotation be submitted with any special terms and conditions which will govern or regulate or qualify the service that you will provide to ECSECC, same should be indicated as such in your quotation.
- 7.14 ECSECC reserves the right to accept those terms and conditions as originally submitted or to amend them in order to protect the rights and interests of ECSECC or reject them.

- 7.15 Should you refuse to agree to provide the said service subject to the amendment of the special terms and conditions, ECSECC will be entitled to reject your quotation.
- 7.16 ECSECC upholds good ethical principles. Should there be any transgression of ethics, you are required to report such to the CEO of ECSECC.
- 7.17 ECSECC does not pay for goods/services **not** received.
- 7.18 Please note that ECSECC has up to 30 days to settle the account after receiving the items and invoice.

8. SERVICE LEVEL AGREEMENT

- 8.1 Upon award, ECSECC shall issue an authorized purchase order to the successful bidder to show acceptance of price offer.
- 8.2 The successful bidder is obliged to supply and deliver the services at the agreed times, agreed price, and agreed delivery location.