

Appointment of a service provider to provider cleaning and hygiene services to Umalusi for a period of five (5) years

Question and answers

1. Attached is the estimated breakdown as requested.- Please refer to page 4
2. Working hours - 07h30 till 16h00, Monday to Friday. Occasionally on weekends, public holidays or after hours. Every time this is planned to happen the service provider will be notified and asked to quote for as such.
3. Colour of the wall mounted dispensers - to be stainless steel, only the wet wipes dispensers and hand sanitisers dispensers can be of plastic.
4. Deep cleaning - to be done every six monthly
5. Warranty of the hardware – maintenance and warranty of the equipment remains the responsibility of the service provider till the end of the contract.
6. Strip and seal - to be done quarterly
7. Washing of windows - to be done every 6 months
8. Number of upholstered chairs – 314 plus 2 x 2 seater couches, 4 x 1 seater couches. These to be washed once every 12 months
9. Management of the COVID-19 virus is included in the TOR and must be included in the pricing
10. Submission of the tender documents - Umalusi is based in 37 General Van Ryneveld Street, Perseour Technopark, Pretoria, 0001
11. What is the square meterage of the carpeted areas in the building- Refer to additional information page 4
12. With regards to the sanitary bins, you say that the frequency is weekly in the tender document, however the frequency on the pricing template says 8 – please can you clarify frequency rate for sanitary bins. It must be done 2 times a week.
13. Is the hygiene equipment on an outright purchase or on a unit rental? All the hardware specified are on an outright purchase except from equipment, machinery, tools, etc.
14. Please kindly explain to me how I must fill in the pricing form on page 45 and 46 of the document. SBD 3.1 and 3.2. Do not complete those two SBD forms (3.1 & 3.2) , just sign them. Instead complete the excel pricing schedule

15. The pricing schedule document do you want us to submit typed or hand written prices on the document. – Please use the excel pricing schedule as it is formula driven. Follow the instructions. Print, sign and initial the pricing schedules.
16. Is it still allowed for a company to bid even if they were unable to attend the briefing session? The briefing session was not compulsory, therefore those who did not attend can still be bid
17. Can you kindly please clarify on the pricing on terms of the personnel, when you say frequency per month is 12, what do you guys refer to? The frequency is once monthly/12 times a year.
18. Also we still waiting for the carpet and strip & seal sizes.- Refer to additional information page 4.
19. On page 12, section 20.1.2 Administrative compliance. On Alpha-numeric "b)" it says bidders that do not comply with the pre-qualification requirements below will be disqualified from the bidding process. The question is if I did not attend Non-compulsory virtual briefing sessions does that mean I will be disqualified as well. The briefing session was not compulsory, therefore those who did not attend can still be bid
20. On page 14, it says we must provide Proof of OHS Compliance with the Department of Employment and labour. Does that mean you are looking for a UIF compliance certificate or COIDA compliance certificate? If not, kindly clarify exactly what is your requirement in this regard.
- SECTION 4: VALID REGISTRATION WITH THE COMPENSATION FUND (COID) - The bidder must attached a proof of valid registration with the Compensation Fund**
- SECTION 5: VALID PROOF OF OHS TRAINING BY SETA ACCREDITED ORGANISATION/SERVICE PROVIDER - The bidder must attached a proof of OHS training of minimum one (1) team member trained by SETA accredited organization/service provider.**
21. May you kindly advice further regarding the subject, which hygiene consumables will we be required to supply. On the pricing schedule, there is a tab named "Other" the bidder to indicate all other items and their pricing thereof if not specified or listed under Scope of work or in the pricing schedule.

22. Reference page 28, Vinyl floors – Strip and seal. What area is this? - Please refer to page 4
23. Are dispenses/hardware currently on site to remain or should the new service provider should quote for the supply and install. The bidder to quote for supply and install on all hardware
24. Please assist with the excel pricing schedule. It can't be edited, it is locked and need a password. Please send me the one that does not need the password. The excel pricing schedule has been provided for the bidders to populate. The template is formula driven and has been intentionally password protected to eliminate calculation errors.
25. We were scheduled to take part in the virtual briefing and experienced load shedding in our area which can be confirmed by our relevant power supplier City Power and therefore would like to know if this will have a negative impact on our proposal or lead to disqualification. The briefing session was not compulsory, therefore those who did not attend can still be bid

Estimated building breakdown

Umalusi 37

	Area
Carpet	1478m ²
Tiles	68.5 m ²
Vinyl	1759 m ²
Strip and seal	188 m ²

Umalusi 41 – Existing

	Area
Carpet	330m ²
Tiles	70 m ²
Vinyl	281 m ²
Strip and seal	281 m ²

Umalusi 41 – New

	Area
Carpet	857m ²
Tiles	229 m ²
Vinyl	26 m ²
Strip and seal	125 m ²

Washing of chairs

Number of cloth upholstered chairs – 314

Number of couches – 2 x 2 seater + 4 x 1 seater couches

IMPORTANT

In the process of finalisation and submission of your bid document, please take into account the **COVID-19** and social distancing in the submission of your documents. Please do not wait for last minute submissions. No exceptions will be made in the cut of time on submission date and time