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 Treasury House, 145 Chief Albert Luthuli Street, Pietermaritzburg  
 Tel: 033 897 4440 Fax: 033 341 0986  
 Ref No. Bid 1254/2024-F

**MINUTES OF THE COMPULSORY BRIEFING AND SITE INSPECTION SESSION MEETING HELD FOR BID 1254/2024-F: SUPPLY OF CLEANING AND HYGIENE SERVICES TO THE KWAZULU-NATAL PROVINCIAL TREASURY FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

**COMPULSORY BRIEFING MEETING WAS HELD AS BELOW:**

**Date:** 17 September 2024  
**Time:** 10:00 am  
**Venue:** KZN Provincial Treasury, 145 Chief Albert Luthuli Road, Pietermaritzburg, 3200

**PRESENT:**

Ms. T. Makhathini	Supply Chain Management Representative
Ms. M Makhunga	Supply Chain Management – Secretariat
Mr. N Nxumalo	Supply Chain Management - Secretariat
Mr. M. Mzobe	Supply Chain Management – Secretariat
Mr. C. Nzuzza	Supply Chain Management - Secretariat
Mr. V. Xulu	End-user
Mr. P. Nzuzza	End-user
Mr. B. Mthembu	Facility Management Representative
Mr. S. Ngobese	Facility Management Representative
List of Service Providers	Attached as Appendix A

**1. OPENING AND WELCOME**

Ms. M. Makhunga, the Chairperson opened the meeting and welcomed all present. It was noted that the briefing session was compulsory, and it was mandatory for service providers to complete the attendance register.

The bid document was tabled, and the following was noted:

<b>NO.</b>	<b>OVERVIEW OF THE BID DOCUMENT</b>
1.	<b>PAGES 1-6 OF THE BID DOCUMENT</b>
	<p>It was noted that the aim of the bid was to invite prospective bidders to submit offers for the appointment of a suitable service provider for Cleaning and Hygiene Services to the KwaZulu-Natal Provincial Treasury offices allocated in the following sites: Treasury House; Nomalanga building and Offices of the MEC in Natalia Building for a period of thirty-six months.</p> <p>The evaluation criteria consisted of four Phases:</p> <ul style="list-style-type: none"> <li>a) Phase 1 – Supply Chain Administrative Compliance.</li> <li>b) Phase 2: Mandatory Requirements</li> <li>c) Phase 3: Execution Capacity</li> <li>d) Phase 4: 80/20 Preference Point System</li> </ul>



	<p>The submission of bid document was noted as follow:</p> <ul style="list-style-type: none"><li>✓ The closing date for the bid was 27 September 2024 at 11:00am. Any bid received later than the stipulated date and time shall not be accepted.</li><li>✓ The bid document must be deposited in the bid box located at the ground floor Treasury House, KZN Provincial Treasury, 145 Chief Albert Luthuli Street, Pietermaritzburg, 3200. Telegraphic, telephonic, telex, facsimile, e-mail, and late tender proposals shall not be accepted.</li></ul> <p>It was also emphasised the importance of ensuring that all the required information must be contained in the bid submitted as bidders shall not be permitted to submit additional information that substantiate the offer post the closing date and time of the bid. Service providers were urged to use the table of contents as a checklist to ensure that the information supplied with the offer was complete.</p> <p>The bidders were requested to familiarise themselves with the definitions of the bid document, to understand how the terminology used in the bid document was interpreted.</p>
2.	<b>STANDARD BIDDING DOCUMENTS – PAGES 7 TO 45</b>
	<p>The following was noted:</p> <p><b>SBD 1- Part A: <u>Invitation to bid:</u></b> Chairperson emphasised that the supplier information must be duly completed.</p> <p><b>SBD 1 – Part B: <u>Terms and Conditions for bidding:</u></b> Bidders must read to understand the T&amp;Cs outlined and it must be signed by an authorized person. Electronic signatures would be accepted.</p> <p><b>Section A – <u>Special Instruction and notice to bidders regarding the completion of bidding forms:</u></b></p> <p>The Chairperson emphasised the following:</p> <ul style="list-style-type: none"><li>(a) Under no circumstances whatsoever may the bid forms be retyped or redrafted</li><li>(b) Bids shall be lodged at the address indicated in the bid document not later than the closing date and time specified and in accordance with the directives in the bid documents, no bid sent through the post office will be collected and no bid submitted by telefax, telegraphic or other electronic means will be considered.</li><li>(c) Any alteration made by the bidder must be initialled, and the use of correcting fluid was prohibited.</li><li>(d) Bidder must initial each page of the bid document.</li></ul> <p><b>Section B - <u>Registration on the Central Suppliers Database (CSD):</u></b> Service providers must be registered on CSD.</p> <p><b>Section C: <u>Declaration that information on CSD is correct and up to date:</u></b> was for the declaration that the information on the CSD was correct and up to date.</p> <p><b>Section D – <u>Compulsory Briefing and Site Inspection Certificate:</u></b> It was emphasised that bidders must complete and sign the form as the required information.</p> <p><b>Section E- <u>SBD 3.1, Pricing Schedule (Firm Prices) and Pricing Schedule:</u></b> It was emphasised that bidders must complete as the required information or if space provided is insufficient, additional breakdown can be submitted.</p> <p><b>Section F – <u>SBD 4, Bidders Disclosures:</u></b> The Chairperson emphasised that bidders must complete and declare the information truthfully. It was also emphasised that on paragraph 2.3, bidders must declare by indicated yes or no and furnish (if applicable) whether their directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether they are bidding for this contract. Furthermore,</p>



bidders were cautioned to indicate the name of the signatory on paragraph 3 and ensure that the SBD 4 for was completed in fully as directed in the form. Failure to declare with honesty and failure to complete fully nullifies the offer submitted.

**Section G - The National Industrial Participation Programme:** was not applicable to Bid 1254/2024-F.

**Section H – SBD 6.1, Preference points claim form in terms of the preferential procurement regulations 2022:**

**Section H - General Conditions of Contract:** Bidders were requested to read the general conditions and familiarize themselves with the contents thereof.

**Section J - Special Conditions of Contract:** Bidders must ensure that they read through all the special conditions and the following were highlighted:

- (a) The successful bidders would be appointed for a period thirty–six months and Department reserves the right to terminate the contract should the awarded entity fail to fulfil its contractual obligation in terms of this contract.
- (b) Bidders must be registered with the Bargaining Council for Cleaning. A valid certificate in the name of the bidder must be submitted with the bid. Bidders who are not registered and/or who do not submit a valid certificate will be disqualified.
- (c) Bidders must comply with the minimum wages stipulated by the Bargaining Council for Cleaning. Bidders who quote below the minimum wage will be disqualified.
- (d) False Declaration or misrepresentation shall lead to disqualification.
- (e) The Department intends to award one (1) service provider for all sites.
- (f) A bidder must submit one consolidated price schedule for all three (3) sites. The pricing schedule must be fully completed. Failure to comply will lead to disqualification.
- (g) Prices quoted for employee remuneration must be in line with the rates stipulated by the Bargaining Council for Cleaning. Any bidder that quotes below these rates will be disqualified.
- (h) Prices quoted for overheads and profit must be market related and fully justified in the bid document. Where underquoting was not justified by the bidder in the bidding document, the Department reserves the right to consider the offer as non-responsive. Justification of price must be indicated on Annexure A, if the space provided is not sufficient, additional information must be attached as Annexure A.
- (i) Bidders may not under any circumstances utilize the amount quoted for employee remuneration for overheads or any other purposes.
- (j) Services shall be rendered only upon receipt of a written official order from the Department as per the contract.
- (k) Payment will only be processed upon receipt, verification of invoices and confirmation by the appropriately authorized officials of actual services rendered.
- (l) Bids are late if they are received at the address indicated in the tender documents after the closing date and time and late bid should be not considered.
- (m) The validity (binding) period for the bid must be 180 Days from close of tender be considered.
- (n) The publication of an award will be advertised in the same media as the invitation to bid.
- (o) The successful contractor will be encouraged to utilise business entities that are registered on the **Operation Vula Database** that is administered by the KwaZulu-Natal Department of Economic Development, Tourism and Environmental Affairs to procure toilet paper, detergent and paper towel related items.
- (p) Bid Appeal Tribunal (BAT) procedure lodge appeals was also highlighted.
- (q) The successful bidder shall be required to be registered with the Department of Labour as an employer within 7 days post to the signing of the Service Level Agreement (SLA)



	<p>(r) The successful bidder to be awarded this bid shall be subjected to a security screening investigation by the State Security Agency</p> <p><b>Section K - Authority to Sign a Bid:</b> It was emphasised that bidders must indicate the appropriate box for their enterprise status, complete all the required information and sign the form in line with the provisions of the Company's Act. Section K must be completed by the signatory who had been authorised by the directors or members or as applicable in the firm.</p>
3.	<p><b>TERMS OF REFERENCE- PAGE 46 TO 61</b></p>
	<p>Mr. Xulu, the end-user highlighted the following:</p> <ul style="list-style-type: none"><li>(a) Background -The Department seeks to appoint a suitable Service Provider that would supply of cleaning and hygiene services to the KwaZulu-Natal Provincial Treasury.</li><li>(b) Services to be provided into three sites namely Treasury house, Nomalanga building and Natalia Building</li><li>(c) Cleaning time between 06:00 and 15:30 from Monday to Friday and as and when required by Management excluding Public Holidays.</li><li>(d) The areas to be cleaned were explained such as Entrance halls, foyers, internal stairs, balconies/passageways, offices, boardrooms, committee rooms, storerooms, toilets, copy and print rooms, tea kitchens, verandas, undercover/open/parking areas, external entrance ramps as well as Government vehicles.</li><li>(e) The description and quantity of hygiene cleaning equipment required was explained as well as materials and the below items were highlighted:<ul style="list-style-type: none"><li>(i) Hand Paper Towel Holders with Paper Towels and Paper Towel Bins</li><li>(ii) Toilet paper holders with Toilet papers</li><li>(iii) Hand foam Dispensers</li><li>(iv) DEO Blocks</li><li>(v) Urinal Dispenser</li><li>(vi) Sanitary Towel Receptacles</li><li>(vii) Air Fresheners (Spray, Dispenser, and anti-theft bracket)</li><li>(viii) Sanitizer Dispenser</li></ul></li><li>(f) Bidders were informed about the particulars of cleaning services in terms of floor surface and frequency were explained to briefing session.</li><li>(g) The scope of work was highlighted by indicating the number of floors, Offices, number of toilets, number of toilets cubicles, hand wash basins, kitchens, entrance foyer, number of Government vehicles as well as for EXCO members, passages, boardrooms, surface to be cleaned approximately, balcony, Lifts, Stairways and indicated that the estimated number of Employees and visitors expected for each site.</li><li>(h) It was noted that there is specialized equipment namely computers, photographic equipment, printing machinery, facsimiles, PABX (switchboard) or electrical equipment must NOT be cleaned by the Contractor as cleaning may result in such equipment being damaged or defaced.</li><li>(i) It was noted that the cleaning and hygiene staff will be required as following:<ul style="list-style-type: none"><li>- Three (03) Supervisors (Allocation of staff must be clarified for cost implications)</li><li>- Thirty-two (32) Cleaners (Allocation of staff must be clarified for cost implications)</li></ul></li></ul>
4.	<p><b>EVALUATION CRITERIA</b></p>
	<p>The Evaluation Criteria will consist of the following four Phases:</p> <ul style="list-style-type: none"><li>(a) <b>Phase 1 - Supply Chain Administrative Compliance</b></li></ul>



- Bids submitted must be complete in all respects.
- The following forms must be duly completed and be submitted with the bid at the time of closing of bid.
- Failure to comply with the Supply Chain Administrative Compliance shall result in the offer considered non-responsive and shall be rejected.

**(b) Phase 2: Mandatory requirements**

- The following mandatory documents must be submitted with the bid at time of closing of the bid:
- Failure to comply with the Mandatory requirements shall result in the offer considered non-responsive and shall be rejected.

**(c) Phase 3: Execution Capacity**

- The Department requires the cleaning services on the three mentioned sites: Treasury House, Nomalanga building and Office of the MEC at Natalia in Pietermaritzburg.
- Staff compliment required to execute these services includes three supervisors and thirty-two cleaning personnel.
- The following evidence will be used to assess the execution capacity of the bidder. It is therefore compulsory that the following proof must be submitted with the bid at the time of closing of bid:
- Three reference letters indicating performance of the bidder in the cleaning services.
- It is **compulsory** for bidders to substantiate the veracity of the information submitted in the reference letter by client completing and stamping **Annexure B** issued with the bid.
- Failure to submit a duly completed **Annexure B** shall nullify the letters submitted thus bidder shall be considered as non-responsive.

**(d) Phase 4: Price and Preference Points**

The applicable preference point system for this tender is 80/20 preference point system wherein 80 points will be allocated for price and 20 points will be allocated for specific goals as follows.

- Women – 15 Points
- Enterprise located in KZN Province – 5 Points

It is compulsory for bidders to substantiate that they meet the above specific goals and requirements by submitting the following evidence:

- Copy of Enterprise Registration Certificate (CIPC).
- Copies of ID for any person having ownership percentage (ownership equity) in the enterprise as per Central Supplier Database (CSD) information.
- Municipal tax invoice for water and electricity with name of the bidder or tribal authority letter with name of the bidder for rural areas within the KwaZulu-Natal Province older than 3 months indicating Enterprise address as registered with CIPC or Central Supplier Database.

It is mandatory for tenderers to complete SBD 6.1 to claim points for specific goals, failure to complete SBD 6.1 shall be interpreted to mean that the points for specific goals are not claimed.



5.	<b>Question and Answers</b>
	<p>(a) The bidders requested to understand why a rental lease agreement couldn't be used as supporting documentation on specific goals points to claim for locality.</p> <ul style="list-style-type: none"><li>- It was mentioned that the aim of the desired municipal tax invoice is to confirm that service providers are registered with municipalities and making contributions as well.</li><li>- It was also noted that the majority of bidders does not own office spaces; as a result, the landlord will be listed on the municipal tax invoice for water and electricity. In order to support the Municipal Tax Invoice with the landlord's name, the bidders' services urged that it would be better to accept the rental lease agreement.</li></ul> <p>(b) The bidders asked whether this was the same bid that was marketed during the previous fiscal year, and if yes, why it was advertised again.</p> <ul style="list-style-type: none"><li>- It was noted that, this is the same tender as the one that was cancelled due to an administrative issue when it reached the appeals stage.</li></ul> <p>(c) It was noted that the deep cleaning will be conducted twice a year and there are other particulars of cleaning services that will be conducted by the landlords of buildings.</p> <p>(d) The Department intends to award one (1) service provider for all sites.</p>
6.	<b>AMENDMENT WAS MADE ON THE REQUIREMENT TO CLAIM POINTS FOR SPECIFIC GOALS AS FOLLOWS:</b>
	<ul style="list-style-type: none"><li>- Municipal tax invoice for water and electricity with name of the bidder or rental lease agreement and tax invoice from landlord or tribal authority letter with name of the bidder for rural areas within the KwaZulu-Natal Province older than 3 months indicating Enterprise address as registered with CIPC or Central Supplier Database.</li></ul>
7.	<b>COMPULSORY SITE INSPECTION SESSION WERE CONDUCTED ON THE BELOW SITES:</b>
	<p>Venue No.1: Treasury House, 145 Chief Albert Luthuli Street, Pietermaritzburg, 3200 Venue No.2: Nomalanga Building, 212 Langalibalele Street, Pietermaritzburg, 3200 Venue No.3: Natalia Building, 330 Langalibalele Street, 2nd Floor, Pietermaritzburg, 3200</p>
8.	<b>Meeting Closure:</b>
	<p>The Chairperson emphasised the completion of the register and site briefing certificate.</p> <p>The Chairperson then thanked all present and the meeting was adjourned at 12:20pm.</p>