

## **BLOUBERG LOCAL MUNICIPALITY**

REQUEST FOR PROPOSALS: Cleaning,Repairs and Maintenance of (1)Madiba Sports Complex Facilities and Offices(2) Alldays Park Facilities for 9 months.

### **TERMS OF REFERENCE**

Project Number: BM12/18/19

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ANNEXURE A

RETURNABLE FORMS

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### **TERMS OF REFERENCE**

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**Project Number:** BM12/18/19

### **1. INTRODUCTION**

## 1.1 INVITATION

Blouberg local municipality hereby invite prospective services provider to submit bids for Cleaning, Repairs and Maintenance of (1) Madiba Sports Complex Facilities and Offices (2) Alldays Park Facilities for 9 months.

## 1.2 BRIEFING SESSION

A compulsory briefing session will be held as follows:

|              |   |
|--------------|---|
| <b>DATE</b>  | 14 June 2018                                    |
| <b>TIME</b>  | 11:00am   |
| <b>VENUE</b> | Blouberg Municipal Offices -<br>Council Chamber |

## 1.3 CLOSING DETAILS

The closing details for project proposal are as follows:

|              |   |
|--------------|---|
| <b>DATE</b>  | 22 June 2018                                      |
| <b>TIME</b>  | 11:00am   |
| <b>VENUE</b> | Blouberg Municipal Offices -<br>Municipal chamber |

## 2. FORMAT OF PROPOSAL

The format of the proposal must follow the information below as a guideline to ensure uniformity of approach, and to enable proper evaluation of proposals received:

- Detailed Company Profile
- Proof of Company Registration
- SARS Tax Clearance Certificate (copy)
- Certified copy of B-BBEE Certificate (not older than three months)
- Certified ID copies of all directors (not older than three months)
- Proof of Municipal account for rates and taxes for both company and directors (municipal rates or letter from tribal offices if the company is located in a tribal owned area) and
- CSD summary report not older than three months or CSD number

N.B Bidders who scores less than 60 points on functionality will not be evaluated for further evaluation

**Note:** It is compulsory to also fully complete the returnable forms attached in Annexure A

## 3. PROJECT DESCRIPTION AND BACKGROUND

Cleaning, Repairs and Maintenance of (1) Madiba Sports Complex Facilities and Offices (2) Alldays Park Facilities for 9 months.

#### 4. SCOPE OF WORK

Cleaning, Repairs and Maintenance of (1) Madiba Sports Complex Facilities and Offices (2) Alldays Park Facilities for 9 months.

Maintenance of the building and swimming pool: Ensure the availability of chemicals such as chlorine and related materials for a usable pool.

Ensure that the building facilities such as the following: Office, Kitchen, 6 showerrooms, 15 toilets are clean and usable.

Ensure an ever ready soccer pitch by doing the following:

Painting of the pitch and grass cutting for both sport complex and park. (Avail all working equipments e.g Lawn mower, spades fork and grass cutting machine, etc)

|   |               |
|---|---------------|
| Supply of Refuse bag x 20 Per packet as and when needed | 20 per packet |
| Toilet Bowl cleaner 20 Liters as and when needed        | 2             |
| Dishwashing liquid 20 Liters as and when needed         | 2             |
| Window-shine as and when needed                         | 10            |
| Lavenders 275 ml as and when needed                     | 10            |
| Air freshner 250ml as and when needed                   | 10            |

#### 5. EVALUATION CRITERIA

##### FUNCTIONALITY

| CRITERION   | Max points | Attach   | Weight    |
|---|------------|--|-----------|
| <b>Company's relevant Experience to the project</b> | <b>30</b>  | <b>Attach confirmation letters of three projects and each equals to 10 points</b>                            | <b>30</b> |
| <b>Composition of the staff</b>                     | <b>40</b>  | <b>Attach their appointment letters and Cvs and each staff member equals to 10 points. (Proof of payment</b> | <b>40</b> |

|                                 |           |  |           |
|---------------------------------|-----------|--|-----------|
|                                 |           | <b>to each staff member)</b>   |           |
| <b>Existence of the company</b> | <b>10</b> | <b>CK:3 each year=2 and maximum points is 10(maximum of 5 years)</b> | <b>10</b> |

The submission from service provider will be evaluated in terms of 80/20 point system as stipulated in the preferential procurement regulations, 2017 pertaining to the preferential procurement policy framework Act, 5 of 2000

The proposal will be evaluated as follows

| <b>CRITERION</b> | <b>POINTS</b> |
|------------------|---------------|
| Price            | 80            |
| B-BBEE           | 20            |

## 6. PRICING

R\_\_\_\_\_ **Vat inclusive/Not Vat inclusive for 9 Months**

## 7. APPOINTMENT OF SERVICE PROVIDER

Blouberg Municipality reserves the right to reject or accept any proposal received. The successful Bidder will be informed in writing and will be requested to accept or reject the offer within a stipulated time.

## 8. FORM OF AGREEMENT

A Service Level Agreement will be signed with the successful Bidder.

*END OF THE TERMS OF REFERENCE.*

APPROVED BY:

Machaba MJ

Machaba MJ

MUNICIPAL MANAGER

# **ANNEXURE A: RETURNABLE FORMS**