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JOHANNESBURG SOCIAL HOUSING COMPANY

7 DAY ADVERT

Issued:25/01/2020

REQUEST FOR QUOTATIONS (RFQ): CLEANING AND AD HOC SERVICES AT VARIOUS JOSHCO SITES FOR A PERIOD OF TWO MONTHS

The Johannesburg Social Housing Company SOC Ltd (JOSHCO) Reg. No. 2003/008063/07 invites all suitable service providers that specialise in the following area of expertise:

Contact person	RFQ Description	Closing Date and Time
Name: Lehlohohonolo Molesiwa Tel: 011 406 7372 Email: lehlohonolo@joshco.co.za	CLEANING AND AD HOC SERVICES AT VARIOUS JOSCHO SITES FOR A PERIOD OF TWO MONTHS	Closing Date: 01/02/2021 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.

JOSHCO reserves the right to appoint service providers on a rotational basis and/or a right not to make an award to the lowest priced bid. National Hotline: 0800 002 587 or SMS 32840 - Tip-offs are anonymous.

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2. SCOPE OF WORK

Prospective service providers are hereby invited to submit quotations in accordance with the specification detailed below.

2.1 **Ad hoc services**

- Cleaning Scheduled
- Monthly meeting
- Daily cleaning rating

2.2 **Operations** – The JOSHCO operates on an 8-hour shift routine from Monday to Friday for the majority of its operations. The service times should commence from 06h00 – 15h00 for the team. Weekend work should be confirmed with the JOSHCO in advance for services that will affect JOSHCO' normal service operations.

2.3 **Labour** – The bidder will supply JOSHCO with sufficient cleaning on site (based on the nature & size of the project); and this staff compliment need be maintained throughout the contract duration. The staff complement should cover all day to day cleaning requirements to ensure the facility is well maintained and job descriptions of team members need to be provided. *NB: staff compliment to be sourced from the unemployed tenant within the projects.*

2.4 **Contract Management** – The proposed site supervisor will be the necessary point of contact with the JOSHCO for service requests. Weekly and Monthly management meeting will be required to assess progress and resolve any gardening maintenance matters.

2.5 **Equipment** – The bidder will be expected to provide all equipment required for the rendering of the service including those to be used for ad-hoc services (an inventory list must be submitted for all equipment). It will be the bidders' responsibility to ensure that all equipment is available, maintained and accounted for on a periodic basis.

2.6 **CLEANING SERVICES**

Project Site Office

Daily:

- Clean Glass and Door Handles
- Spot Clean Carpets
- Mop floors; Dust Desks, and wipe window seals
- Clean Toilets/bathroom/hand basins
- Clean Kitchen/ Dishes
- Wipe walls, doors and doorknobs.

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Weekly: -

- Polish Office Furniture

Monthly:

- Wash Office Windows

Security Reception

Daily: -

- Clean Glass and Door Handles
- Spot Clean Carpet
- Mop floors
- Clean Toilets/Hand basins
- Dust Windowsills
- Wipe walls, doors and door knobs.

Weekly: -

- Polish Furniture
- Wipe telephones/Computers
- Dust all vertical blinds

Monthly:

- Wash Windows

Project Units

Vacant Units

- Vacant units to be cleaned as and when required/ requested

Corridor and Stairway Cleaning/ Passages/Fire Escapes/Entrance Halls

Daily: -

- Dust mop floor or vacuum carpet
- Wash (mop) and disinfect passageways/ stairs/ under the staircases.
- Dust and wipe window seals 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 stored under the staircases

Weekly:

- Washing Staircases rails/walls with Handy Andy.

Communal Areas, Kitchens, Bathrooms and Toilet Facilities

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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
- Wipe internal and external windowsills
- Wipe and clean mirrors

Monthly:

- Wash Windows in bathrooms and kitchen areas

Every Second Month:

- Deep cleaning of all toilets

LIFTS

- Clean buttons inside/outside lifts
- Clean mirrors inside lifts
- Wipe down walls in lifts
- Clean and wipe down the floor of lift
- Wipe lift doors

Paving and parking**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 broom and hose

Gulley Drains/Storm Water Drains**Daily:**

- Remove all obstacles in gulley drains
- Clear any litter/refuse from storm water drains

Weekly:

- Degrease gulley drains

Monthly:

- Pour drain cleaner in the gulley drains

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Refuse Areas**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

<i>Cleaning Material and expected standards of quality: Compulsory</i>	
Refuse Bags (Heavy Duty)	
Brooms (Soft for bathrooms etc.)	
Brooms (Hard for paving, parking etc.)	
Mops	
Scoops/ Spades (Depending on Project)	
Face Masks	
Gloves (External / Internal use)	
Trolley buckets	
Toilet Brushes	
Feather Dusters (Long & Short)	
Sponges	
Hosepipes	
Wiping Cloths	
Paper Pickup Sticks	
Degreaser (for drains, parking and paving areas)	
Dip	
Pine gel	
Handy Andy	
Toilet Disinfected liquid/ Detox	
Deep Cleaner for Toilets	
Air Fresher/ Duo Blocks	
Weed killer for paving areas	
Brasso (where needed)	
Stepone	
<i>Miscellaneous</i>	
Furniture polish	
Cloths	
Floor signage	
Vacuum Clean (where needed)	

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GENERAL OPERATIONAL REQUIREMENTS TO BE MET	
<ul style="list-style-type: none"> • The service provider will be expected to sign a performance agreement with JOSHCO • The service provider will be obliged to attend performance meetings once a month with JOSHCO • The service provider will submit to JOSHCO inspection cleaning sheets daily and a monthly report • The service provider is expected to compile an evidence file for all work done and receipts of material purchased 	

3 Project Timelines

The appointed service provider(s) will be required to start immediately after signing the contract and provide the services for a period of **Two months**, subject to annual review of service provider's performance.

The JOSHCO reserves the right to extend the term of appointment for a longer period but not beyond **Two months**

4 .PROJECT LIST:

Project	Address	Required cleaners	No of Units
Textile building	125 Kerk Street, Johannesburg CBD	2	160
African Diamond	123 Kerk Street, Johannesburg CBD	4	62
Devland	Cnr Golden Highway & Foundry Street, Bokamoso Devland, EXT33 RE/6671	7	255
Hoek Street	27 Hoek Street, Johannesburg	5	265
Turffontein Housing	Corner Gardens and Forest Street	11	525

3. Phase 1 – Administrative Compliance

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

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4. Phase 2 - Evaluation in terms of Preferential Procurement Regulations, 2017

This bid will be evaluated and adjudicated according to the 80/20 preference point system, in terms of which a maximum of 80 points will be awarded for price and 20 points will be allocated based on the B-BBEE status level certificate.

Breakdown of Points:

80/20 Preference Point Components	Points
Price	80.00
B-BBEE level contribution	20.00
Total	100.00

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 prescripts.

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).

All prices must be **VAT inclusive and include all other related costs.**

Submissions must be hand delivered to JOSHCO head office Reception (Number 61Juta Street in Braamfontein, Johannesburg at Ground floor) in a sealed envelope **AD HOC Services/01/2021** Should you not hear from us within 10 working days after closing date, please consider your proposal unsuccessful

“Speak up against fraud and corruption; Blow the whistle”
National Anti-fraud Hotline: 0800 002 587 or SMS 32840
Tip-offs are anonymous



SUPPLY CHAIN MANAGER

JOHANNESBURG SOCIAL HOUSING COMPANY

Date: 21 JANUARY 2021

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