



## NOTICE

### APPOINTMENT OF A SERVICE PROVIDER TO RENDER CLEANING AND HYGIENIC SERVICES AT THE DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS FOR A DURATION OF THREE (3) YEARS.

SCMU7-19/20 - 0014

The Eastern Cape Department of Cooperative Governance & Traditional Affairs (hereafter referred to as "CoGTA" or "the Department") seeks to appoint a service provider for a period of three years to render Cleaning and Hygienic Services in the Department.

#### BIDDERS MUST SUBMIT THE FOLLOWING DOCUMENTS AS PART OF THE TENDER DOCUMENTS.

- Original or certified copy of original B-BBEE Status Level Verification Certificate / Certified copy of certified Sworn Affidavit or consolidated B-BBEE Status Level Verification Certificate.
- Bidders current CSD summary report or each party in the case of a consortium / joint venture is to form part of the bid.
- Proof of physical existence and location of business entity (Municipal bill utility) within the Eastern Cape premises.

#### A COMPULSORY BRIEFING SESSION WILL BE HELD ON 23 AUGUST 2019 SECOND FLOOR BOARDROOM AT 10H00 AM.

The validity period of the Bid is 90 days. Failure to provide adequate information or to adhere to the specification may result in disqualification.

The terms of reference and bidding documents can be collected from the Department of Cooperative Governance and Traditional Affairs, Tyamzashe Building, Phalo Avenue, Bheho, Supply Chain Management: Demand Management unit, 3<sup>rd</sup> Floor Room no. 3164, at a payment of R100 non-refundable fee. Bidders are requested to submit one (1) sealed envelope marked the "description of the bid", "name of the bidding company" and the "bid number".

Bids are to be submitted / deposited in the departmental bid box situated at the main entrance, foyer of the department not later than 11H00 on 06 September 2019 and address to:

The Director: Supply Chain Management  
Department of Cooperative Governance and Traditional Affairs  
Tyamzashe Building  
Bheho  
5605

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**BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING CONDITIONS:**

- A minimum of three (3) contracts with a duration of two (2) years awarded within the past ten (10) years in the cleaning service industry. Letters of reference in the client's letterhead with fixed land line contact numbers must be provided.
- Proof of disposal certificate from waste (SHE BINS) removal company. (If another institution certificate is submitted, provide an agreement to support the arrangement).
- Proof from the bank confirming financial viability with a minimum of R350 000.00 or an overdraft facility with minimum of R350 000.00. (Audited financial statement, or an agreement from a financial institution will be accepted).
- Prospective bidders must submit certified copies of accreditation for the bidding company.
- Proof of valid registration certificate under the name of the bidding company from the Department of Labour for all labour related laws.

**NB: Failure to submit the aforementioned documents will lead to disqualification.**

**PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:**

Price	80 points
B-BBEE Status Level of Contributor	20 points

All enquiries should be directed to:

Mr S. Mathumbu – Supply Chain Management Requirements – 040 609 5999  
Mr Z. Funzela – Supply Chain Management – 040 609 5426  
Email – [simphtwe.mathumbu@eccogta.gov.za](mailto:simphtwe.mathumbu@eccogta.gov.za) / [zola.funzela@eccogta.gov.za](mailto:zola.funzela@eccogta.gov.za)

Ms X Melani - Technical Requirements – 040 609 5839  
Email - [yolisa.melani@eccogta.gov.za](mailto:yolisa.melani@eccogta.gov.za)

  
Head of Department  
Department of Cooperative Governance and Traditional Affairs  
Date: 13/08/2019