

TERMS OF REFERENCE FOR THE PROVISION OF HEALTH AND HYGIENE SERVICES

1. BACKGROUND

Enterprise iLembe

iLembe Management Development Enterprise (Pty) Ltd t/a Enterprise iLembe is an economic development agency wholly owned by the iLembe District Municipality mandated to drive economic development and promote trade and investment in the key sectors of agriculture, tourism, manufacturing, property, and construction.

2. PROJECT DESCRIPTION

Enterprise iLembe Economic Development Agency invites quotations from experienced, suitably qualified, service providers to provide monthly Health and Hygiene Services for a period of twelve (12) months at Sangweni Tourism Centre, situated corner of Link Road and Ballito Drive, Ballito.

2.1 Good/ Services required at a minimum – Ablutions, Main Building, LED Office, and Boardroom :

Qty	Frequency of Supply	Size	Description	Brand
6	Monthly	2000 (Box) 240 x 324mm	1 ply C-fold Paper Towels (soft)	Hygiene Wholesaler
3	Once Off	Applicable for the size of hand towels	Paper Towel Dispenser	Hygiene Service wholesaler
8	Monthly	Bale (48)	Virgin 1ply Toilet paper (500 sheets)	Nova
6	Monthly	2l	Sealed All-purpose Cleaner (concentrate)	Blade
5	Monthly	5l	Sealed Dishwashing Liquid	West pack
6	Monthly	5l	Toilet bowl Cleaner	West pack
2	Monthly	Minimum 5 stamps/sticks per box	Toilet Freshener Gel scent cleaner (stamps/stick)	Hygiene Service Wholesaler

Qty	Frequency of Supply	Size	Description	Brand
4	Monthly	5l	Liquid Bleach	West pack
3	Once off	10mm x 80mm x 270mm	Supply and install Air Mist Aerosol Fragrance Dispensers and spray	Hygiene Service Wholesaler
6	Monthly	250ml	Air mist Arum Freshener Refills Aerosol	Hygiene Service wholesaler
6	Monthly	300ml	Wood Furniture Polish (Mr Min)	Retail brand
3	Every three months	Cloth	Dust Cloth (Yellow)	Retail Brand
4	Once Off	2 pack	Addis Dish Cloths	Retail Brand
2	Monthly	5L	Sealed Antibacterial Hand soap (liquid)	West pack
1	Monthly	5L	Sealed Hand Sanitizer 70 % Alcohol	Ef-Active
2	Monthly	250ml	Disinfectant Sanitizer Spray	Ef-Active
6	Monthly	600 x 750mm	Garbie Swingbag perforated (20 mic)	Retail brand
4	Monthly	750 x 950mm	Garbie Black Bags	Retail brand
1	Monthly	15L Rolls	SHE Sanitary bin Liners	Hygiene Service Wholesaler
2	Once off	Mops	Double Sided Spray Mop	Retail brand
2	Monthly	Scotchbrite pack	Foam Sponges	Retail brand
1	Monthly	Box	Anti-splash, highly perfumed <i>urinal pads</i> .	Pmat3.0
1	Quarterly	n/a	Office Pesticide Office Fumigation (Main building, Boardroom, LED Office)	n/a
3	Every 2 weeks	n/a	Deep Cleaning of all the Ablution facilities and sanitation of bins (ladies, gents, and disability)	n/a
2	Monthly	n/a	Monthly changeover of two (2) urinal mats	n/a
1	Every 2 months	n/a	Cleaning of all Office Windows on the premises every two months (interior and exterior) (adherence of Health & Safety regulations)	n/a

*Other items that may be required, as identified by the service provider, during the site inspection.

Please note the following:

- Enterprise iLembe reserves the right to add or remove the quantity of consumables, as detailed above, as per internal requirements and will notify the appointed service provider, in writing, of such changes.
- Should additional items be required for a month, the service provider will be required to provide these items at the same cost as originally quoted.
- **All quotes must be submitted in line with the pricing schedule (ANNEXURE A) prescribed by Enterprise iLembe. Service providers are to only include the unit costs (exclusive of Vat and the spreadsheet will automatically calculate the total. If the service provider is not a VAT Vendor, then please change the VAT amount to zero. (compulsory).**

2.2 Details of Compulsory Site Inspection:

Date: 13 July 2023

Time: 09h00

Venue: Sangweni Tourism Information Centre located at the Cnr Link Road & Ballito Drive, Ballito

Please note that the onus is on the service provider to ensure that an Attendance Register is signed at the site inspection.

3. SCM POLICY

Proposals will be evaluated in terms of the SCM Policy of Enterprise iLembe and shall be applied as follows: -

- a) **Mandatory Evaluation-** All proposals will be evaluated in terms of the mandatory (compulsory) documents/ submissions as set out in section 4.1 below. Failure of the service provider to submit any or all of the mandatory requirements will result in disqualification from further evaluation.
- b) **Price Evaluation-** As specified in the PPPFA (No.5 of 2000) read together with the 2022 PPPFA Regulations and the 2011 B-BBEE Regulations as detailed in section 4.2 below

4. CRITERIA FOR EVALUATION

4.1 Mandatory Evaluation

Proposals/ Quotations must be accompanied by the following mandatory documents/ submissions:

- Service Providers Proposal (compulsory)
- Annexure A (Pricing Schedule – the excel template circulated with this Terms of Reference) (compulsory)
- Valid TCS Pin issued by SARS (compulsory)
- Proof of registration on the Central Suppliers Database for Government (CSD). A CSD registration report or number must be submitted (compulsory). (The CSD report/number report will be available on the CSD Website once you have registered on the Central Suppliers Database. **Please visit <https://secure.csd.gov.za/> to register on the Central Supplier Database.**) The CSD will be used to verify the tax compliance status of the bidder. NB: Service providers who are in service of the state as per CSD will be disqualified from further evaluation unless supporting documents proving the supplier is not a government employee is submitted as part of the proposal. (compulsory)
- MBD 4 – Declaration of Interest Form (compulsory)
- MBD 6.1 – 2022 Preference Point Claim Form (compulsory) - please note that failure to indicate the number of points being claimed by the service provider on page 4 of MBD 6.1 and submit

the supporting documents as indicated in this form will result in no points being awarded in the 80/20 price calculation.

- Company registration document (Compulsory)
- A minimum of two (2) signed reference letters for the business for similar work undertaken (for the provision of Health and Hygiene Services) Reference letter must contain the following: Contact name, telephone number, email address and should be on the referee's letter head (compulsory). **NB: Reference checks will be conducted during the course of the evaluation process & failure to provide traceable, valid references will result in disqualification of your proposal.**

Note:

- Failure to submit compulsory documents will result in your proposal being disqualified.
- The successful service provider will be required to register on the Enterprise iLembe Suppliers Database.
- **All MBD forms** listed above must be completed correctly and signed, failure to complete and sign will result in disqualification.

4.2 Price Evaluation

The 80/20 preference point scoring system will be applied with points allocated as follows:

- 80 points for the price
- 20 points for specific goals

Service Providers wishing to claim a maximum of 20 preference points in terms of Specific Goals must attach the following:

- ***Proof of location of the business – Maximum 20 points (Please submit a signed councillor letter, valid signed lease agreement or a utility bill not older than three months) to claim points for this). Point allocation is as follows:***
 - Within the iLembe District= 20 points
 - Within KZN=10 points
 - Within SA= 5 points
 - No proof of residence = 0 points

5. **CLOSING DATE**

Proposals can be emailed to siyabongasi@enterpriseilembe.co.za on or before 19 July 2023 at 12h00.