

Questions and Answers

BID NUMBER: CCMA/2024/21 – JHB

DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CLEANING SERVICES FOR THE JOHANNESBURG CCMA OFFICE FOR A DURATION OF THIRTY-FOUR(34) MONTHS COMMENCING 01 SEPTEMBER 2024 ENDING 30 JUNE 2027

1. **Question:**

I just wanted to find out in the case where the person has a disability that is attending treatment at the public hospitals and the doctors don't issue out a medical certificate to say that the person is disabled but have proof from SASSA that the person is disabled.

Does the SASSA work in this case as it has its own Doctor who does all the confirmation.

Answer:

OK, according to the SB 6.1, they didn't give the alternative proof of such.

So what is stated is the medical certificate, so that will guide us to go back to get the medical report just to do the confirmation that the person is disabled.

We have to abide and be compliant as per the SBD 6.1 there is no alternative that we were given in that regard.

2. **Question:**

Is it mandatory to submit our financial statements or we can we submit them by the later stage.

Answer:

The Financials are the mandatory requirement; therefore, they must be submitted together with the compiled bid response not later after the bid closing.



3. **Question:**
Do we have to fill the SBD 6.1 ourselves?

Answer:
Yes, Remember, the documents must be fully completed and there is a guide on how to do the calculations that must be followed.

4. **Question:**
OK, my question is on page 16 of 17 -the scope of work on the deep cleaning services that is required for carpet and the office chairs.
So are you able to provide us with the square meters for the carpets and the total number of the chairs?

Answer:
Kindly quote per square meter and a quote per chair.

5. **Question:**
On anything that has to do with the finances, do you put on the pricing envelope or it's only the SBD 3.3, our quotation on the price breakdown or anything that has to do with finances and should we include the financial state?

Answer:
Your Annual Financial report does not go to the pricing, it goes into the proposal as a mandatory document to be submitted. The SBD 3.3 and the Annexure 2A and the quotation are the documents confirming your pricing and must be shown on the three-part submission required (original, copy files and the USB.

6. **Question:**
Are people expected to work during holidays and weekends.

Answer:
NO



7. **Question:**

Cleaning detergents - You have written the quantities of the detergents that need to be supplied and the cleaning material that need to be supplied.

To ensure that the building is clean, meaning that we will have to have these detergents that you are requiring.

Do you want us to supply and deliver the material that you're going to keep in your stores, so that the cleaners get the detergents from, or the cleaning company must keep such?

Answer:

They must be supplied and delivered.

8. **Question:**

Are all that the machineries and tools of work to be bought, going to be owned by CCMA at the end of the period of the tender, or CCMA will be renting them from us?

Answer:

The machineries are the tools of work the bidder will be providing to render the services, once the contract has ended the bidder takes them with.

9. **Question:**

Do you have a storeroom that has been taken care of and the change room, perhaps where they could have their lunch or tea unlike seeing the cleaners having lunch by the pavements.

Answer:

Yes

10. **Question:**

If there is a tender that is currently in progress and has three years left to completion, will the reference letter be relevant?

Answer:

Yes.



11. **Question:**

Carpet cleaning

You've expressed that you don't have the measurements yet, could you provide a building a building plan that we can use in that regard?

If not what could the reasons why a building plan can't be used as an ease of reference to quote on a carpet cleaning?

Proposal

For fairness could the bidders just state their ad hoc price per square meter.

So that should there be any discrepancy that you know something is there understand because that the way we're going about now if individuals need to go to the building and then we are measuring on two different things and apples to apples wouldn't be comparable.

Answer:

The bidder to please quote per square meter and per chair. As and when the service is required it will be for that specific room or floor.

12. **Question:**

Proposal:

Assuming that goes the same As for the chairs.

It won't be advisable that we must come and physically count them than to just put an ad hoc price in the event that there may be a replacement in the duration of the contract, so that at least we know that there has been a price attributed to what's needed in the duration of the period to avoid the back and forth then you're going to reference on the final bid price put in.

Answer:

Please provide us with a quote per chair.

13. **Question:**

How sure are you that you're 25 litres request of some product is sufficient as a monthly supply?

Answer:

Verified with the current supervisor.



14. **Question:**

And the other thing concerning the references, what if I work with one company that deals with a lot of things, is it fine if I out that one company for bidding a contract?

Answer:

It is your call to decide which one company you want to place for the bid- placing all companies under your name for the same bid is self-competing and is not allowed.

15. **Question:**

Let's say I have five references from institution where I provided six months contract for cleaning services.

Does the number of years required necessarily mean one needs to have certain 10 minimum period reference letter for them to be considered.

Answer:

No. As explained in the briefing session, our interest is not on how many years you have provided service to a specific client, but that you are able to provide a professional service.

16. **Question:**

With the 8 cleaners needed, does the number include the supervisor or it's eight cleaners plus one which will make 9.

Answer:

8 cleaners. You will decide on the supervisor from the same cleaners.

17. **Question**

Can I, instead of a reference letter, put the appointment letter on the current project I'm busy with and to end in 2027.

Answer:

Absolutely not.



18. **Question**

I see you did not include tissue papers and hand and hand towels.
Are we not doing hygiene, is it cleaning only?

Answer:

Cleaning only.

19. **Question**

Are we allowed to absorb the current cleaners you have, or we strictly have to bring our own team?

Answer:

Yes, you are allowed.

20. **Question:**

Do you want the Hazardous chemicals certificate or what exactly are you looking for there? Taking note that you said the service provider undertakes to comply with the Occupational Health and Safety Act, what kind of document does exactly give confirmation?

Answer:

The certificate is acceptable.

21. **Question:**

One has a mixed bag of experience.

Can we put that through the domestic cleaning as a reference as well or just the commercial cleaning?

Answer:

Commercial cleaning.



22. **Question**

You made a promise to give us the total number of the chairs and the square meter for carpet.

Is it still necessary for us to come to the building for viewing and when is the due date of viewing the building?

Answer:

It was suggested later that you provide us with a quote per chair. That should resolve the issue as not all chairs will require cleaning at the same time.

23. **Question:**

Confirm in terms of the submission.

You need 2 hard copies and one original copy?

So I'm a bit confused.

Are we gonna have the full documents and have another copy of that full documents and submit everything at once?

Answer:

A 3- part submission is required – an original file, a copy of the original file and the (electronic copy) USB that has the information put in the original file.

24. **Question:**

I just need to everything on that area of BBBEE because we I'm not too sure if I'm familiar with the latest requirements in terms of the BBBEE compliance or the new law.

Answer:

The SBD 6.1 is amended replacing the BBBEE points with the specific goal points.

The total count on the specific goal preferences equates to the 20 points for the previous points, however there are categories set on the Directorship being the percentage on women, youth, people with disability and the black ownership.

The SBD6.1 has the percentage per category and the guide for calculation such

For example: you take the total points allocated for that category multiply your company percentage of that category divide by 100 then you get the percentage.



25. **Question:**

Your pricing I see here it says unit price and then it says total per month.
please clarify, is that the unit price for a monthly and then the total per month for the year one or what or was it for the 12 month?

Answer:

This will apply in instances where you are required to provide us with more than one of the same item in a month.

26. **Question:**

Are we allowed to attend the opening of price reading to be conducted?

Answer:

Normally we don't do price readings because the minute we do price readings as it yields a false information to bidders,

Remember, before we do the pricing, we still have to do the mandatory evaluation , the functionality then the pricing inclusive of the specific goals preference points.

27. **Question:**

I'd like to know if the tender box is a 24/7 or do we have specific time?

Answer:

The office operates during daily working hours and the tender box is only accessible during that period from 08h30am to 17h00pm daily.