



## REQUEST FOR BID CLEANING MAINTENANCE SERVICES

### BID DETAILS

**BID NUMBER:** NMSEC03-2012/12  
**CLOSE DATE:** 23 MARCH 2012  
**TIME:** 12:00  
**DESCRIPTION:** Appointment of a service provider to provide Cleaning and Maintenance services for the National Electronic Media institute of South Africa (NEMISA) for a period of three years.

**BRIEFING SESSION /SITE VISIT:** YES  NO

*(To be completed by the NEMISA)*

See Section a Part 1: Bid Submission Conditions and Instructions.

DETAILS OF BIDDER	
<b>ORGANISATION / INDIVIDUAL:</b>	
<b>CONTACT PERSON:</b>	
<b>DATE:</b>	
<b>EMAIL ADDRESS:</b>	
<b>TELEPHONE NO:</b>	
<b>CELLULAR NO:</b>	
<b>FAX NO:</b>	

*Please indicate whether it is the original or copy, tick the applicable block.*

**Original**  **Copy**

## GLOSSARY

NEMISA	National Electronic Media Institute of South Africa
PFMA	Public Finance Management Act
PPPFA	Preferential Procurement Policy Framework Act
SLA	Service Level Agreement
B-BBEE	Broad-based Black Economic Empowerment Act,2003 (Act No, 53 of 2003) and the Codes of Good Practice issued there under by the DTI
Bid	Written offer in a prescribed or stipulated form in response to an invitation by NEMISA for the provision of services, works or goods.
Contractor	Contracting entity with whom NEMISA will conclude a formal contract and potential service level agreement subsequent to the final award of the contract based on this Request for Bid
DTI	Department of Trade and Industry
SCM	Supply Chain Management
GCC	General Conditions of Contract
SMME	Small, Medium and Micro Enterprises
Original bid	Original document signed in ink or Copies of original document signed in ink or Facsimile of original document signed in ink
HDI	Historically Disadvantaged Individuals
EME	Exempted Micro Enterprises
SANAS	South African National Accreditation System
IRBA	Independent Regulatory Board of Auditors
CCA	Closed Corporations Act, Act No 69 of 1984
AO /AA	Accounting Officer / Accounting Authority
B-BBEEA	Broad Based Black Economic Empowerment Act, Act No 53 of 2003

## DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages (pp. [31](#)) of this document, which consist of the following sections:

### SECTION A

Note: Documents in this section are for information to or the instruction of bidders and must not be returned with bids.

- ✓ Section A Part 1: Bid Submission Conditions and Instructions
- ✓ Section A Part 2: Evaluation Process / Criteria
- ✓ Section A Part 3: Terms of Reference

### SECTION B

Note: Documents in this section must be completed and returned or supplied with bids.

PART	SBD Description	Document Number
1		
(i)	Invitation to Bid	SBD 1
(ii)	Application for Tax Clearance Certificate	SBD 2
(iii)	Pricing Schedules	SBD 3.3 (please also refer to section B part 7)
(iv)	Declaration of Interest	SBD 4
(vii)	Preference claims in terms of the Preferential Procurement Regulations, 2011	SBD 6.1
(ix)	Formal contracts	SBD 7.3 ( <i>The pro forma contract is only included for bidders to take note of the contents of the contract that will be entered into with the successful contractor</i> )

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(x)	Declaration of Bidder's past SCM practices	SBD 8
(xi)	Certificate of Independent Bid Determination	SBD 9

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- ✓ Section B Part 2: Valid, original Tax Clearance Certificate (The tax clearance certificate requirements page must not be returned with the bid)
- ✓ Section B Part 3: Invitation to Bid
- ✓ Section B Part 4: Technical Approach and Project Plan
- ✓ Section B Part 5: Team Details (CV Template Guideline / Compulsory CV template)
- ✓ Section B Part 6: Experience in this field
- ✓ Section B Part 7: Pricing Schedule (Professional Services)

# SECTION A

## PART 1: BID SUBMISSION CONDITIONS AND INSTRUCTIONS

### 1 FRAUD AND CORRUPTION

- 1.1 All providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

### 2 BRIEFING SESSION

- 2.1 There will be no briefing session.

### 3 CLARIFICATIONS/ QUERIES

- 3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing via email to [tenders@nemisa.co.za](mailto:tenders@nemisa.co.za) by not later than 12:00pm on the 18 MARCH 2012, reply will be forwarded within three (3) working days of receiving the query. The bid reference number should be mentioned in all correspondence. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all bidders by e-mail only.

### 4 SUBMITTING BIDS

- 4.1 One (1) original plus three (3) hard copies of the bid, i.e. four documents be handed in/delivered to:

PROCUREMENT OFFICER  
NEMISA  
21 GIRTON ROAD  
PARKTOWN  
JOHANNESBURG  
2193

- 4.2 **NB: Bidders must indicate on the cover of each document whether it is the original or a copy.**

- 4.3 An original version of the bid must be submitted. The original version must be signed in ink, but the additional three (3) copies of the original do not have to be signed in ink.

- 4.4 Bids should be submitted in a sealed envelope, marked with:

- Bid number: NMSEC03-2012/12
- Closing date and time: 23 MARCH 2012 at 12H00

- The name and address of the bidder

**4.5** Documents submitted on time by bidders shall not be returned.

## **5 LATE BIDS**

**5.1** Bids received late shall not be considered. A bid will be considered late if it arrived even one second after 12:00 or any time thereafter. The tender (bid) box shall be locked at exactly 12:00 and bids arriving late will not be considered under any circumstances. Bids received late shall be returned unopened to the bidder. Bidders are therefore strongly advised to ensure that bids be despatched allowing enough time for any unforeseen events that may delay the delivery of the bid.

The official Telkom time (Dial 1026) will be used to verify the exact closing time.

**5.2** Bids sent to NEMISA via normal post or any other mechanism shall be deemed to be received at the date and time of arrival at the NEMISA premises (in tender box in reception area or if too big for the tender box, over the counter in the reception area). Bids received at the physical address after the closing date and time of the bid, shall therefore be deemed to be received late.

## **6 DIRECTIONS TO NEMISA OFFICES FOR DELIVERY OF BIDS**

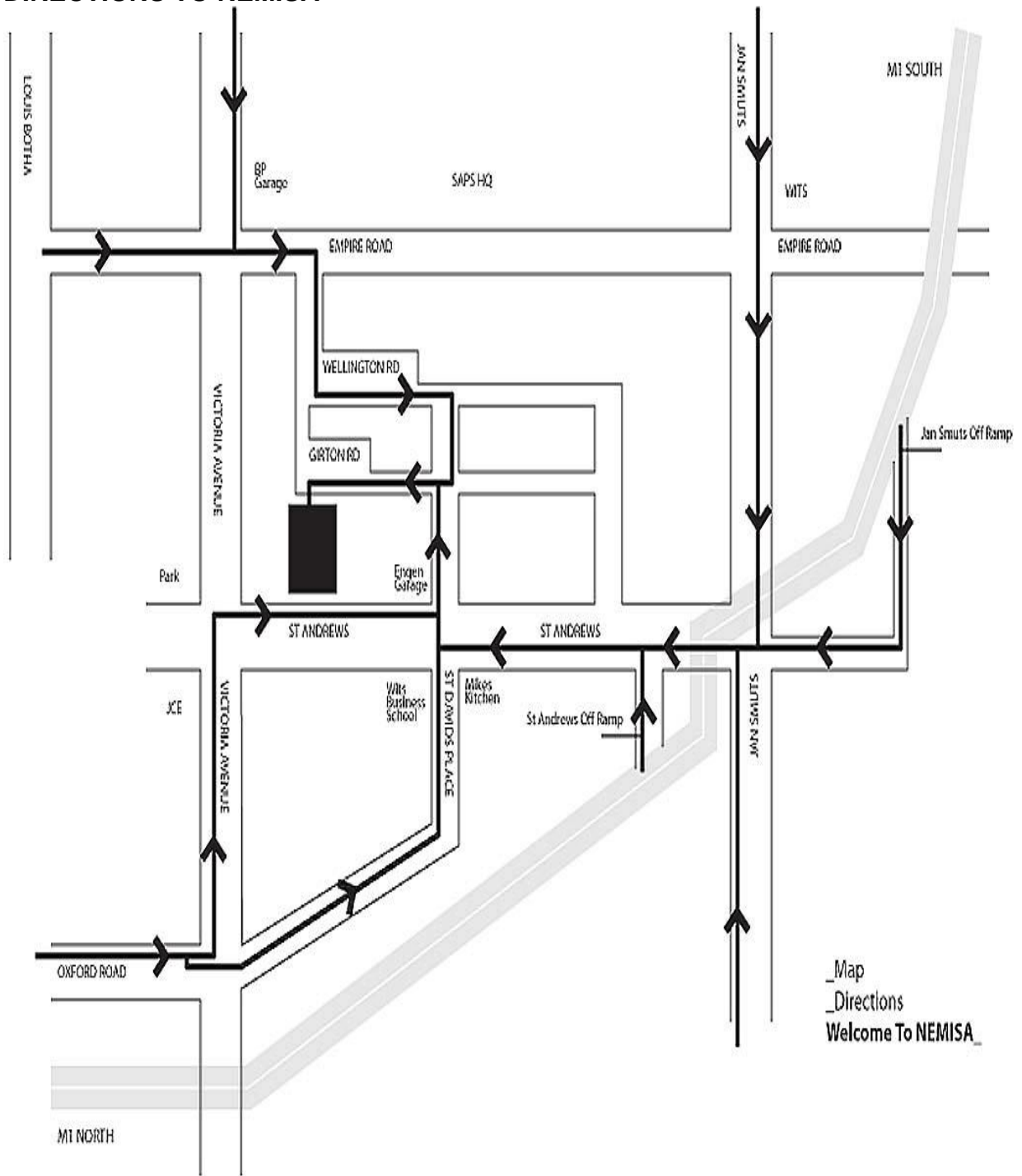
### **6.1 Physical Address**

NEMISA  
21 GIRTON ROAD  
PARKTOWN  
JOHANNESBURG  
2193

**Bidders should allow time to access the premises due to security arrangements that need to be observed.**



# DIRECTIONS TO NEMISA



## **7 NEGOTIATION AND CONTRACTING**

- 7.1** NEMISA have the right to enter into negotiation with one or more bidders regarding any terms and conditions, including price(s), of a proposed contract.
- 7.2** NEMISA shall not be obliged to accept the lowest of any quotation, offer or proposal.
- 7.3** A contract will only be deemed to be concluded when reduced to writing in a contract form and Service Level Agreement signed by the designated responsible person of both parties.
- 7.4** Under no circumstances will negotiation with any bidders constitute an award or promise / undertaking to award the contract.

## **8 ACCESS TO INFORMATION**

- 8.1** All bidders will be informed of the status of their bid once the procurement process has been completed.
- 8.2** Requests for information regarding the bid process will be dealt with in line with the NEMISA procurement policy and relevant legislation.

## **9 REASONS FOR REJECTION**

- 9.1** NEMISA shall reject a proposal for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 9.2** NEMISA may disregard the bid of any bidder if that bidder, or any of its directors:
  - 9.2.1** Have abused the SCM system of NEMISA.
  - 9.2.2** Have committed proven fraud or any other improper conduct in relation to such system.
  - 9.2.3** Have failed to perform on any previous contract and the proof exists.
  - 9.2.4** These actions shall be communicated to the National Treasury.

## **10 PAYMENTS**

- 10.1** NEMISA will pay the contractor the fees set out in the final contract according to the table of deliverables. No additional amounts will be payable by NEMISA to the contractor.
- 10.2** The contractor shall from time to time during the currency of the contract, invoice NEMISA for the services rendered.
- 10.3** The invoice must be accompanied by supporting source document(s) containing detailed information, as NEMISA may reasonably require, for the purposes of establishing the specific nature, extent and quality of the services which were undertaken by the contractor.
- 10.4** No payment will be made to the contractor unless an original tax invoice complying with section 20 of the VAT Act No 89 of 1991, as amended, has been submitted to NEMISA.

- 10.5** Payment shall be made by bank transfer into the Contractor's back account normally 30 days after receipt of an acceptable, original, valid tax invoice. Money will only be transferred into a South African bank account. (Banking details must be submitted as soon as the bid is awarded).
- 10.6** The Contractor shall be responsible for accounting to the appropriate authorities for its income tax, VAT or other moneys required to be paid in terms of the applicable law.

## **11 SECURITY CLEARANCE OF BIDDERS**

- 11.1** All relevant security clearance will be done to the appointed service provider.
- 11.2** Prior to the awarding of this contract NEMISA will verify with National Treasury database whether the bidder is listed on the List of Restricted Suppliers and Register for Tender Defaulters.

## **12 CANCELLATION OF PROCUREMENT PROCESS**

- 12.1** This procurement process can be postponed or cancelled at any stage provided that such cancellation or postponement takes place prior to entering into contract with a specific service provider to which the bid relates.

## **PART 2: EVALUATION PROCESS/CRITERIA**

### **1 EVALUATION PROCESS**

#### **1.1 COMPLIANCE WITH MINIMUM REQUIREMENTS CRITERIA**

- 1.1.1 All bids duly lodged as specified in this Request for Bid will be examined to determine compliance with bidding requirements and conditions. Bids with deviations from the requirements / conditions, will be eliminated from further consideration.
- 1.1.2 Firstly, the assessment of functionality will be done in terms of the evaluation criteria and minimum threshold referred to in table 2.1 below. A bid will be disqualified if it fails to meet the minimum threshold for functionality.
- 1.1.3 Thereafter, only the qualifying bids will be evaluated in terms of the 90/10 preference points systems, where 90 points will be used for price only and 10 points are BBEE Status Level Verification Certificates.
- 1.1.4 Bidders who do not submit B-BBEE Status Level Verification Certificates or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but should not be disqualified from the bidding process. They will score points out of 90 for price only and zero (0) points out of 10 for B-BBEE.
- 1.1.5 A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid.
- 1.1.6 A contractor is not allowed to sub-contract more than 25% of the contract value to another enterprise that does not have equal or higher B-BBEE status level, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 1.1.7 NEMISA will must ensure that the B-BBEE Status Level Verification Certificates submitted are issued by the following agencies:
  - 1.1.7.1 Bidders other than EMEs
    - (a) Verification agencies accredited by SANAS; or
    - (b) Registered auditors approved by IRBA.
  - 1.1.7.2 Bidders who qualify as EMEs
    - (a) Accounting officers as contemplated in the CCA; or
    - (b) Verification agencies accredited by SANAS; or
    - (c) Registered auditors. (Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates).

## 1.2 ELIMINATION OF PROPOSALS ON GROUNDS OF FUNCTIONALITY

1.2.1 Bids that score less than **60%** of the marks available for functionality will be eliminated from further consideration. Marks will therefore not be awarded for their cost proposals or for preference.

## 1.3 DETERMINATION OF PERCENTAGE FOR PRICE

1.3.1 If appropriate, implied contract price adjustments will be made to the cost proposals of all remaining bids.

1.3.2 The Bid evaluation committee will only evaluate the remaining bids on the 90/10 preference point system based only on price not functionality.

1.3.3 The Bid Evaluation Committee may recommend that the contract be awarded to the bidder obtaining the highest aggregate mark as determined below.

1.3.4 The percentage scored for price shall be calculated as follows:

- a. The value awarded for each criterion should be multiplied by the weight for the relevant criterion to obtain the score for the various criteria;
- b. The scores for each criterion should be added to obtain the total score; and
- c. The following formula should be used to convert the total score to percentage for functionality:

$$Ps = \frac{So}{Ms} \times 100$$

where:

Ps = percentage scored for functionality by bid under consideration

So = total score of bid under consideration

Ms = maximum possible score

The PPPFA prescribes that the lowest acceptable bid will score 90 points for price. Bidders that quoted higher prices will score lower points for price on a pro-rata basis.

The formulae to be utilised in calculating points scored for price are as follows:

**90/10 Preference point system [(for acquisition of services, works or goods with a Rand value above R1million) (all applicable taxes included)]**

$$P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for comparative price of bid or offer under consideration

$P_t$  = Comparative price of bid or offer under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid or offer.

Points scored must be rounded off to the nearest 2 decimal places.

## Step 2: Calculation of points for B-BBEE status level of contributor

Points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

A bid must not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the B-BBEE status level of contribution nor is a non-compliant contributor. Such a bidder will score zero (0) out of a maximum of 10 or 20 points respectively for B-BBEE.

### 1.4 PRESENTATIONS

**1.4.1** NEMISA reserves the right to invite bidders for presentations before the award of the bid.

**1.4.2** NEMISA may decide to have compulsory presentations made either by all bidders who have obtained at least **60%** of the marks for functionality, or by the bidders ranked first, to third once the functionality, price and preference marks have been combined.

**1.4.3** Presentations shall only affect the marks awarded for functionality. If NEMISA wishes to use presentations to discriminate between bidders, the evaluation criteria to be affected shall be determined in advance and due allowance made in the mark scheme and indicated in 2.1.

- 1.4.4 If the date of the presentation meeting is not indicated in the bid document, at least three days notice will be given to bidders required to attend a presentation as well as the detail of the venue for the presentation.
- 1.4.5 Presentations will be made to the full Bid Evaluation Committee.
- 1.4.6 Points determined by the presentation will be awarded to each bidder by each member of the Bid Evaluation Committee and then an average calculated.
- 1.4.7 The price and preference marks for each bidder will be added to their functionality marks adjusted as a result of the presentation and the Bid Evaluation Committee may recommend the bidder obtaining the highest aggregate or to a lower scoring bid on justifiable grounds.
- 1.4.8 Under no circumstances will a presentation by any bidder constitute an award or promise / undertaking to award the contract.

## **1.5 ADJUDICATION OF BID**

The Bid Adjudication Committee will consider the recommendations and make the final award. The successful bidder will usually be the service provider scoring the highest number of points or it may be a lower scoring bid on justifiable grounds or no award at all.

## 2 EVALUATION CRITERIA

2.1 The criteria and weights referred to in part 2,1.1, are as follows:

<b>Functionality scorecard</b>				
	<b>Criteria</b>	<b>Scoring guide</b>	<b>Max Weights</b>	<b>Allocated points</b>
1	Experience in Cleaning services: i. Years in service: 10 years and over – Extensive 5 to 9 years –Average Less than 5 years - Poor	Extensive =10-20 Average= 5-10 Poor = 5 and below	20	
	Daily cleaning and support service:	Submit details of company structure including capacity( e.g. management staff, operational staff, etc)	20	
		Provide details of previous experience and 3 contactable references.	10	
	Ability to provide Cleaning and Garden maintenance materials and tools.	Technical approach and project plan	10	
	Ability to provide Sanitary Equipment	Technical approach and project plan	10	
	Ability to provide window cleaning (once a month) and pest control services	Technical approach and project plan	10	
	Ability to provide gardening and daily ground maintenance	Technical approach and project plan	10	
	Rubble removal	Technical approach and project plan	10	
	<b>Functionality Threshold</b>		<b>60</b>	
	<b>Total points for Functionality</b>		<b>100</b>	

## **PART 3: TERMS OF REFERENCE**

### **REQUEST FOR PROPOSAL FOR THE CLEANING AND MAINTENANCE SERVICES FOR THE NATIONAL ELECTRONIC MEDIA INSTITUTE OF SOUTH AFRICA (NEMISA)**

#### **1. INTRODUCTION**

NEMISA invites applications from registered and experienced Cleaning Services companies to provide its services.

NEMISA (National Electronic Media Institute of South Africa) solicits quotes for the supply of Cleaning and Maintenance services from experienced and qualified service providers. Over the years the Institution has had the privilege of acquiring cleaning and maintenance services of a very high quality and standard. This has served the Institution well in terms of NEMISA satisfaction as well as its corporate image.

#### **2. PURPOSE OF THE PROPOSAL**

The purpose of the proposal is as follows:

- Assist NEMISA with cleaning and maintaining of the building
- Assist with maintenance of the garden and the premises
- Supply the required cleaning chemicals, detergents and hygienic products
- Supply and install the required detergent holders.
- Offer pest control services

The Facilities Manager at NEMISA is accountable for the daily liaison and monitoring of the Cleaning contract

Based on the quality of the bids submitted, NEMISA intends to select a preferred Bidder with a view to concluding a Service Level Agreement (SLA) where applicable with such successful Bidder. The bid will be evaluated in terms of the NEMISA procurement policy requirements.

#### **3. PROPOSAL INFORMATION**

The successful bidder shall be required to:

- a) Supply four (4) cleaners and one landscape maintenance personnel.
- b) Cleaning tools and material
- c) Gardening tools
- d) Rubble removal

The Four cleaners will be responsible for but not limited to;

- Cleaning and vacuuming of all offices
- Cleaning and vacuuming of the boardrooms and meeting rooms

- Cleaning and mopping of the reception area
- Cleaning and mopping of all passage walkways
- Emptying of dustbins
- Cleaning of windows, wooden and glass doors
- Cleaning and mopping of the kitchen and eating areas
- Removal of waste from the building to the waste area
- Ensuring the soap dispensers are kept full at all times
- Replacing the toilet rolls where necessary
- Ensure the air fresheners are replaced upon expiry
- Ensure detergents and other cleaning material are delivered timeously
- Arranging refreshment for executive staff members ,guests, etc
- Assists in setting up for meetings
- Assist with ad-hoc requests
- Cleaning and mopping of the toilets

The one (1) gardener will be responsible for,

- Providing assistance to the gardener
- Daily maintenance of the outside premises.
- Assist with ad-hoc requests

The following are the monthly duties required but not limited to:

- Window cleaning
- Pest Control services
- Tile strip cleaning

The following are the quarterly duties required but not limited to:

- Carpet cleaning



# **SECTION B**

**(PLEASE COMPLETE THIS SECTION AND INITIAL ON EACH PAGE)**

## PART 1: DOCUMENTS TO COMPLETE

Please complete the following compulsory documents and return them along with this tender document.

SBD Description	Document Number	Document submitted <i>(please indicate with an X)</i>
(i) Invitation to Bid	SBD 1	
(ii) Application for Tax Clearance Certificate	SBD 2 (Please also read Section B part 2)	
(iii) Pricing Schedules	SBD 3.3 (please also refer to section B part 7)	
(iv) Declaration of Interest	SBD 4	
(vii) Preference claims in terms of the Preferential Procurement Regulations, 2011	SBD 6.1	
(ix) Formal contracts	SBD 7.3 (please also read the GCC contract) <i>(The pro forma contract is only included for bidders to take note of the contents of the contract that will be entered into with the successful contractor)</i>	
(x) Declaration of Bidder's past SCM practices	SBD 8	
(xi) Certificate of Independent Bid Determination	SBD 9	



## PART 2: TAX CLEARANCE CERTIFICATE REQUIREMENTS

**It is a condition of bid (tender) that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African revenue Services (SARS) to meet the bidder's tax obligations.**

- 1 In order to meet this requirement, bidders are required to complete in full the form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders/ individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from date of approval.
- 3 The **original** Tax Clearance Certificate must be submitted together with the bid. Failure to submit the **original** and valid Tax Clearance Certificate **will** result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
- 6 Applications for Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).

**PART 3: INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENT OF NEMISA**

BID NUMBER NMSEC03-2012/12 CLOSING DATE 23 MARCH 2012 CLOSING TIME 12:00

DESCRIPTION Appointment of a service provider to provide Cleaning services for the National Electronic Media Institute of South Africa (NEMISA) for a period of three years

VALIDITY Offer to be valid for 90 days from the closing date of the bid.

**The successful bidder will be required to fill in and sign a written Contract Form**

BID DOCUMENTS MAY BE:

DEPOSITED IN THE BID/TENDER BOX SITUATED AT  
(Street address)

NEMISA  
21 GIRTON ROAD  
PARKTOWN  
JOHANNESBURG  
2193

OR

\* POSTED TO:

PROCUREMENT OFFICER  
NEMISA  
21 GIRTON ROAD  
PARKTOWN  
JOHANNESBURG  
2193

***No faxed or e-mailed bids will be accepted***

**Bidders should ensure that bids are delivered to NEMISA before the closing date and time to the correct physical address.**

**If the bid is late, it will not be accepted for consideration.**

**\* Refer to Paragraph 6 of the "Special Conditions of Bid and Contract: Portion 1".**

- Bids can be delivered and deposited into the bid / tender box between 08:00 and 16:30, Mondays to Thursdays and 08:00 to 16:00 on Fridays, prior to the closing date, and between 08:30 and 12:00 on the closing date.

- All bids must be submitted on the official forms (not to be re-typed).
- This bid is subject to the General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract.
- Bids submitted that do not comply with the following may not be considered for evaluation:
  - i. A bid that is not in the format prescribed.
  - ii. A bid without some or all of the required documents.
  - iii. Pricing schedules not in the required format.
  - iv. Bids without the required number of copies.
- Any queries regarding bidding procedures and technical information may be directed via to:

[tenders@nemisa.co.za](mailto:tenders@nemisa.co.za)

## **PART 4: TECHNICAL APPROACH AND PROJECT PLAN**

Submit your Technical Approach and detailed Project Plan as part of your bid.

Please also provide the following:

- Proof of Company / CC registration with Cipro
- ID Copies of Owners / Members
- Original Valid Tax Clearance Certificate
- Proof of Vat Registration (If registered)
- Company Profile
- B-BBEE Certificate

## PART 5: CV TEMPLATE GUIDELINE / COMPULSORY CV TEMPLATE

Proposed role in the project:

1. Family name \_\_\_\_\_

2. First name: \_\_\_\_\_

3. Date of birth: \_\_\_\_\_

4. Nationality: \_\_\_\_\_

### 5. Education

Institution (Date from - Date to)	Degree(s) or Diploma(s) obtained

6. Membership of professional bodies \_\_\_\_\_

7. Other skills (e.g. computer literacy, etc.) \_\_\_\_\_

8. Present position: \_\_\_\_\_

9. Years within the organisation: \_\_\_\_\_

10. Key qualifications (relevant to the project) \_\_\_\_\_

### 11. Professional experience

Date (From – To) (mm/yy)	
Organisation	
Location	
Position	
Description of duties	

Date (From – To)	
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<b>(mm/yy)</b>	
<b>Organisation</b>	
<b>Location</b>	
<b>Position</b>	
<b>Description of duties</b>	

**12. Other relevant information:**

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**PART 6: EXPERIENCE OF KEY DIRECTORS**  
*Submit your experience as part of your bid.*

## PART 7: PRICING SCHEDULE

(Professional Services)

NAME OF BIDDER: \_\_\_\_\_  
 OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID

BID DESCRIPTION: Appointment of service provider to provide CLEANING services for the National Electronic Media Institute of South Africa (NEMISA) for a period of three years

PAR NO	DESCRIPTION	BID PRICE IN RSA CURRENCY
1	The accompanying information must be used for the formulation of proposals.	

2 Bidders are required to indicate a ceiling price based on the total estimated time/fees for completion of all phases and including all expenses for the project.

Description	Quantity	Unit Rate	Total cost per month incl. vat -R
Contract cleaning and maintenance service: monthly			
Hand paper towel			
1 Ply Toilet paper			
5lt hand soap			
Soap dispenser			
Sanitary bins			
Waste paper bins			
Standard paper dispenser			
Standard paper Towel Dispenser			
Pest control -monthly			
Window cleaning -monthly			
Carpet cleaning: quarterly			
Rubble removal			
<b>Total amount per month</b>			