

## CSIR

RFP 3584-04-09-2022

### CLARIFICATIONS, QUESTIONS AND ANSWERS

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#### REQUEST FOR PROPOSALS (RFP) FOR THE PROVISION OF CLEANING SERVICES TO ALL CSIR SITES FOR A PERIOD OF SIXTY (60) MONTHS

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#### Compulsory Briefing Session clarifications (25 August 2023)

NO.	Items	Clarifications/Response
1.	If proposal size is more than 25Mb, can we send multiple emails?	<ul style="list-style-type: none"> <li>Yes, bidder can submit multiple emails. Email must be correctly labelled. i.e. <i>subject reference is RFP No. RFP Number: 3584/04/09/2023-The Provision of cleaning services to all CSIR sites for a period of sixty (60) months.</i></li> </ul> <p>On body of email state: <i>Part 1 – Technical Submission- 01 of 5</i></p>
2.	If company business is mostly at Gauteng and North West Province and has never done business at Durban but has eThekwiini vendor number, is the company at liberty to apply for this bid?	<ul style="list-style-type: none"> <li>Yes, any bidder can bid for coastal site.</li> </ul>
3.	Only square metres are indicated for each cleaning area in the RFP Document, do bidder supposed to propose the number of staff members at each cleaning area or is there a set number targeted?	<ul style="list-style-type: none"> <li>Yes, bidder would need to propose number of staff and cost for those proposed number of cleaning staff.</li> </ul>
4.	Do bidder need to include the pricing per worker or per duration of the project or for the duration off the project	<ul style="list-style-type: none"> <li>Pricing should be all inclusive per site per month and per annum, See Annexure E1 and E2</li> </ul>

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5.	<ul style="list-style-type: none"> <li>• What type of vehicles required for staff members?</li> <li>• What specialised cleaning</li> <li>• When are site walks?</li> </ul>	<ul style="list-style-type: none"> <li>• The vehicle must comply with applicable vehicle registration and transport legislation and be acceptable to transport staff.</li> <li>• Bidder is allowed to come for site visit to view key areas through prior arrangements to ensure availability of CSIR staff from: 28 August 2023 to 01 September 2023.</li> </ul>
6.	How many cleaners per site are required?	<ul style="list-style-type: none"> <li>• Bidder must propose number of cleaning staff and cost for those proposed number of staff.</li> </ul>
7.	Will pricing be fixed?	<ul style="list-style-type: none"> <li>• The prices must be held firm for the duration of the contract.</li> </ul>
8.	Should bidder also provide our own detailed price breakdown on our company letter head?	<ul style="list-style-type: none"> <li>• Price must be submitted on Bidder's Company Letterhead but aligned to Annexure E1 and E2</li> </ul>
9.	Can we have date and time for sites visits?	<ul style="list-style-type: none"> <li>• Pre-arranged sites visits are permitted from 28 August 2023 to 01 September 2023.</li> </ul>
10.	is the application for coastal and In-land optional?	<ul style="list-style-type: none"> <li>• Bidder can bid for both coastal and In-land or either coastal or In-land</li> </ul>

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11.	What are the square metres for high window cleaning	<ul style="list-style-type: none"> <li>Sizes are not available; bidder would have to come for site visit.</li> </ul>
12.	Clarify the record of training employees if it will be after appointment?	<ul style="list-style-type: none"> <li>Employee training records to be submitted with bid documents are described in Annexure C1 (Technical Evaluation Criteria) and Annexure F: SHEQ file contents. Other employee training records like in paragraph 3.18.8 will be submitted during contract negotiation prior to appointment of a successful bidder.</li> </ul>
13.	Clarify the minimum 50% threshold requirement	<ul style="list-style-type: none"> <li>Bidder must score at least 50% of each criterion, for example on the weight of 20, a bidder would need to score 10 points which is translated to 50% of the weight of 20.</li> <li>Bidder must achieve 50% on each criterion and 70% overall to pass technical evaluation.</li> </ul>
14.	where do bidders submit a name of a person who will do site visit?	<ul style="list-style-type: none"> <li>All requests must be submitted to <a href="mailto:tender@csir.co.za">tender@csir.co.za</a></li> </ul>
15.	Please share the dates for the site visits	<ul style="list-style-type: none"> <li>Pre-arranged visits as from 28 August 2023 to 01 September 2023.</li> </ul>
16.	Please kindly split the sqm provided for all the buildings as to what portion of sqm will be Carpet, Vinyl or tile	<ul style="list-style-type: none"> <li>Bidder encouraged to arrange and conduct site visit to obtain such information.</li> </ul>

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17.	Please indicated the total story of the buildings and indicated if High level window cleaning will be required	<ul style="list-style-type: none"> <li>Bidder encouraged to arrange and conduct a physical site visit to obtain such information.</li> </ul>
18.	Please kindly advise on the scope of work it requires staff to do replenishing, please confirm that CSIR will provide these items (Hygiene Consumables)	<ul style="list-style-type: none"> <li>Please peruse the RFP: Cleaning Standards &amp; Frequency, and Cleaning Service Specifications. List of cleaning (hygiene) consumables are provided by CSIR is: Batteries for quadrasan dispensers, Hand towel papers, PEE mats, Sanitary bags, Seat wipes/spray refills, Toilet papers and Quadrasan Refills.</li> </ul>
19.	Please advise on page 47 it mentions (Deep clean toilets and ablution facilities in public and highly used areas - July & Dec or when required) please provide the quantities for each building	<ul style="list-style-type: none"> <li>List of ablution facilities attached</li> </ul>

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**Site Visit Clarification (31 August 2023 at various CSIR sites.)**

**CARLOW ROAD and COTTESLOE**

Bidders Questions	CSIR Responses																				
<p>Number of chairs per site per building</p>	<p>Not readily available but agreed that the CSIR head count will suffice and was accepted by Bidders. CSIR Human Capital has provided the following data about headcount:</p> <table border="1" data-bbox="1146 842 2042 1262"> <thead> <tr> <th>CSIR Site</th> <th>Head Count</th> </tr> </thead> <tbody> <tr> <td>Carlow Road/ Auckland Park</td> <td>20</td> </tr> <tr> <td>Cottesloe</td> <td>24</td> </tr> <tr> <td>Durban</td> <td>44</td> </tr> <tr> <td>Klopperbos</td> <td>7</td> </tr> <tr> <td>Paardefontein</td> <td>4</td> </tr> <tr> <td>Pretoria</td> <td>2111</td> </tr> <tr> <td>Rosebank</td> <td>50</td> </tr> <tr> <td>Stellenbosch</td> <td>120</td> </tr> <tr> <td><b>Grand Total</b></td> <td><b>2 380</b></td> </tr> </tbody> </table>	CSIR Site	Head Count	Carlow Road/ Auckland Park	20	Cottesloe	24	Durban	44	Klopperbos	7	Paardefontein	4	Pretoria	2111	Rosebank	50	Stellenbosch	120	<b>Grand Total</b>	<b>2 380</b>
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<p>Site layout per site/building</p>	<p>Squares per CSIR per building is attached on Excel Spreadsheet. Floor plans are confidential and therefore cannot be shared with third parties unless non-disclosure agreement is signed.</p>																				

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List of ablution facilities	Please find attached list, Addendum 1.
Number of buildings at Cottesloe is four (4) not one (1) as indicated in the RFP	Please refer to published Erratum four.

**Pretoria Campus including ICC and Entabeni**

<b>Bidder's Question</b>	<b>Response</b>
How many cleaners does the CSIR have?	The cleaning industry norm for commercial cleaning spaces of 2500m <sup>2</sup> per Cleaner should be used using attached CSIR building sizes.
What is the square meter per building?	As per attached CSIR building sizes.
Can the CSIR share the map for Pretoria site? so that they could see the buildings.	CSIR Pretoria site is a National Key Point and therefore, bidders are requested to use attached CSIR building sizes.
What is the square meterage of each building for Conferencing and Accommodation (C&A)?	ICC it is <b>6897sm</b> , Knowledge Commons/Newtons and Entabeni confirmed by CSIR Properties as attached Excel Spreadsheet with Building sizes.

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What number of auditorium chairs needs to be cleaned and how frequently?	580 fixed chairs – quarterly.
What is the number of chafing dishes that needs to be cleaned?	47 (the number of chafing dishes used fluctuates depending on events).
ICC Operational hours	Shift: 06h00 - 06h00, service provider will have to allocate their shifts as we will require night shift cleaning. ICC operating hours include weekends, public holidays, this is only depending on events.
Carpet cleaning method preferred by C&A	Dry host powder method.
	Only heavy-duty detergents to be used at ICC as it is high traffic area, for cleaning only, and wooden polish for desks.
	No detergents required for dishwashing, and bathrooms, C&A will provide.