



ITEM TITLE	RFP FOR THE SUPPLY AND DELIVERY OF CLEANING MATERIALS AND CONSUMABLES FOR A THREE (3) YEAR PERIOD
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1. BACKGROUND

The University of Johannesburg seeks to appoint a suitable service provider(s) for the Supply and Delivery of Cleaning materials for a three (3) year period in an open and competitive tender process. This is to ensure that the university conducts a fair process that grants an opportunity to various service providers in the market where the university will make the best pick out of a pool of qualifying service providers.

The University of Johannesburg has a Warehousing and Distribution Unit that oversees the replenishment and distribution of Cleaning Supplies to the university's facilities. It is the responsibility of the unit to ensure that stock levels in the warehouses are always adequate in order to enhance overall operational efficiency and avoid stock-out challenges. Stock availability of cleaning supplies in the university's warehouse will ensure that employees entrusted to keep the university's facilities clean are able to conduct their duties efficiently with the required resources thus ensuring that university employees and students conduct their day-to-day business in conducive environments in line with the Occupational Health and Safety Act.

2. PURPOSE OF THE RFP

The purpose of this RFP is to invite proposals for the appointment of a service provider(s) for the Supply and Delivery of Cleaning Materials and Consumables as and when required by the University of Johannesburg over a period of three (3) years. The successful service provider(s) shall provide the necessary expertise, equipment, resources, and other means necessary for the supply and delivery of cleaning materials and consumables in accordance with the best commercial practice.

This RFP is intended to allow the successful bidder to specify and present their skills, and cost for the above-mentioned services to University of Johannesburg.

3. OVERVIEW AND SCOPE OF WORKS

The Supply Chain Management Department will liaise with the appointed service provider(s) for the procurement, distribution and logistics services required for the Supply and Delivery of Cleaning Materials and Consumables in its capacity and as per the following requirements:

- The awarded service provider(s) will sign a service level agreement (SLA) with UJ.
- The annual escalation will be negotiated by UJ.

- The estimated quantities on the RFP are based on previous purchases and cannot be guaranteed. Operational requirements will determine actual quantities.
- Delivery will be Monday to Friday, 7:30 a.m. to 15:30 p.m., excluding weekends, university holidays and public holidays.
- No back-order invoices will be accepted (Only delivered items must be invoiced, an item that is not delivered or that is on back-order must not be invoiced).
- Invoicing will only be accepted from the successful bidder (No collaborative ventures will be permitted).
- Pre-payments will not be made by the institution.
- Service provider(s) will be paid 30 days from date of statement.
- Service provider(s) must complete the Pricing Schedule or BOQ provided.

Delivery of Items

The Main University of Johannesburg Warehousing and Distribution Offices are located at the Auckland Park Campus and Doornfontein Campus. However, the delivery site/address will not be limited to the warehouses, the Purchase Order/s will state the delivery or collection information.

Pricing schedule

The bidder must complete the attached **Annexure A: Pricing Schedule or BOQ** provided by the University of Johannesburg to be considered.

The following Annexure has been attached to this submission:

- **Annexure A: Pricing Schedule or BOQ**

The bidder must quote on the specified brands and products for all items as per UJ's requirements.

The bidder may use the UJ-provided quotation format or their own format without changing the UJ standards; instead, add on the current options.

4. EVALUATION CRITERIA

The following standard evaluation criteria will be utilised in the evaluation process:

- 4.1 Phase 1:** Mandatory Requirements (Evaluation Criteria)
- 4.2 Phase 2:** Functional/Technical (Evaluation Criteria)
- 4.3 Phase 3:** Site Visits to Warehouses (Evaluation Criteria)
- 4.4 Phase 4:** Price & B-BBEE Points Scoring (Evaluation Criteria)

Only proposals received within the proper time frame and composition from bidders, who, in the University of Johannesburg's sole discretion, are competent and have the necessary facilities, experience, organization, and financial capacity to fulfil the requirements of University of Johannesburg will be considered. Any acceptance of a response to this Request for Proposal will be subject to the negotiation of agreed costs/fees and service levels.

The University of Johannesburg, at its sole discretion, reserves the right to:

- Appoint one or multiple suitable suppliers.
- Request additional information from all or any respondent.
- Reject or accept any RFP without disclosing the reason thereof.

4.1 Phase 1: Mandatory Requirements

All mandatory documents as per the SCM Mandatory requirements in this RFP should be completed in full, signed and submitted with the Bidder's response to this RFP. Failure to comply with this requirement or submission of false, fraudulent, or misleading information or documents will result in the disqualification of the Bidder or termination of the successful bidder's contract.

Mandatory Requirements:

- Signed Tender Document, fully completed and signed.
- A copy of the certificate of incorporation or summary of proof of registration with National Treasury's CSD with an active status.
- A valid SARS Tax Compliance Status (certificate/pin);
- A valid B-BBEE Contribution Level Certificate/ Sworn affidavit.
- Products should be SABS and/or SANS approved.
- Public Liability Insurance/Certificate
- Material Safety Data Sheet
- A Participant who is required by the Companies Act to have its financial statement audited, must submit its audited financial statements for the last 3 years
- A Participant who is not required by the Companies Act to have its financial statements audited, shall submit independently reviewed statements, and insofar as permitted by the Companies Act, reviewed statements together with a financial accountability supplement for the last 3 years; and
- Any additional information required under Annexure A, including but not limited to copies of a letter of good standing in terms of COIDA, quality assurance certificates, SABS certificates and ISO certificates (where applicable)

4.2 Phase 2: Functional/Technical (Evaluation Criteria)

NO.	DESCRIPTION	POINTS ALLOCATED
1	Bidder Experience	
	<p>Service provider(s) must submit a company profile detailing the number of years' experience on the Supply and Delivery of Cleaning Material and Consumables or Related, with written contactable References (on company letterheads and signed) of companies that they have provided similar services to and the value of such contracts.</p> <p>Number of references submitted (20)</p> <ul style="list-style-type: none">• 5 Written references = 20 Points• 3 Written references = 15 Points• 2 Written references = 10 Points• 1 Written reference = 5 Points• No written reference = 0 Points	50

	<p>Number of years' experience in providing a similar service (10)</p> <ul style="list-style-type: none"> • 7 years or more = 10 Points • 5-6 years = 7 Points • 3-4 years = 5 Points • 2 years and less = 2 Points <p>Contract values of similar work (VAT Incl.) (per annum) (20)</p> <ul style="list-style-type: none"> • R1 500 001 or more = 20 Points • R1 000 001 – R1 500 000 = 18 Points • R 900 001 – R1 000 000 = 16 Points • R 700 001 – R 900 000 = 14 Points • R 500 001 – R 700 000 = 12 Points • R 500 000 – or less = 5 Points 	
2	Staff Capacity	
	<p>Provide a list of team members that will be assigned to this contract, showing their reporting lines (E.g.: Account Manager, Delivery Clerks, Warehousing Clerks & Drivers)</p> <ul style="list-style-type: none"> • Organogram Provided = 10 Points • Organogram Not Provided = 0 Points 	10
3	Warehouse Size	
	<p>Provide Proof of warehouse size and capability to safely store required capacity of stock.</p> <ul style="list-style-type: none"> • 2 000 m2 or more = 20 Points • 1 500 m2 – 1 900 m2 = 15 Points • 500 m2 – 1 400 m2 = 10 Points • below 499 m2 = 5 Points 	20
4	Warehouse Location	
	<p>Warehouse Facility in Gauteng (submit proof of location, e.g. municipal statement, lease agreement etc.).</p> <p>A site visit to the warehouse will be conducted.</p> <ul style="list-style-type: none"> • Based in Gauteng = 20 Points • Based outside of Gauteng = 0 Points 	20
	TOTAL	100

Only Bidders who meet the minimum threshold of 70 points/70% on the **Phase 2: Functional/Technical (Evaluation Criteria)** will be evaluated further for **Phase 3: Site Visits to Warehouses (Evaluation Criteria)**

4.3 Site Visit Evaluation Criteria

Only Bidders who meet the minimum threshold of 70 points/70% on the **Phase 3: Site Visits (Evaluation Criteria)** will be evaluated further for **Phase 4: Price & B-BBEE Point Scoring (Evaluation Criteria)**.

4.4 Phase 4: Price & B-BBEE Point Scoring (Evaluation Criteria)

- Price = 80 Points
- B-BBEE = 20 Points

5. MANDATORY REQUIREMENTS (APPLICABLE TO SHORTLISTED BIDDERS ONLY)

- A mandatory site visit for the Warehouse Facility of the shortlisted bidders will be required.
- Shortlisted Bidders will be required to avail their Warehouse Facility to the UJ team when requested for verification purposes.
- The shortlisted bidders will be evaluated as follows in terms of the Warehouse Facility:

No.	Criteria	Points
1	Monitoring systems	20
	The tenderer to present an existing or a proposed service monitoring system (an online monitoring system is preferred) for orders, dispatch and delivery monthly spend and monitoring reports.	20
2	Item handling	20
	Evaluate the layout and shelving system to ensure easy access, proper categorization and efficient storage of items	10
	Quality control measures to check condition of items upon receipt and before distribution	10
3	Standard Project Plan of Initial Delivery and lead times for supply and delivery of the items	20
	Project plan for sending quotes and lead times and invoicing procedure	20
4	Supplier's Stock Capacity of holding sufficient inventory of all items and supplies at their facilities	20

	Proof in a form of municipal rates statement or lease agreement of suppliers existing warehouse capacity, distribution and delivery infrastructure and pictures of the warehouse	5
	Warehouse and Distribution centre within Gauteng	5
	Return and Replacement Procedure	5
	Maximum stock holding capacity and delivery frequency (specify weeweekly/Daily) Capability to deliver weekly daily = 10 Capability to deliver Weekly = 5	5
5	Supplier's Ordering & Delivery Procedures that are efficient and user friendly	20
	Electronic based ordering and tracking system	10
	Manual system with tracking system	5
	Standard manual ordering system without tracking system	5
Total Points		100

6. ATTACHMENT / ANNEXURES

The following Annexure has been attached to this submission:

- **Annexure A: Pricing Schedule**