



ANNEXURE A

RFP UJ 75/2024: FOR SERVICE AND MAINTENANCE OF CLEANING MACHINERY IN ALL 4 CAMPUSES (APB, APK, DFC, SWC) AND UJ ISLAND FOR THREE (3) YEARS.

1. SCOPE OF WORK

The appointed supplier will be responsible to perform service and maintenance of cleaning machinery at the following sites:

- Auckland Park, Kingsway Campus (APK) and surrounding UJ facilities
- Bunting Road Campus (APB) and surrounding UJ Facilities
- Doornfontein Campus (DFC) and surrounding UJ facilities
- Soweto Campus (SWC) and Devland
- UJ Island at the Vaal dam

UJ would like to receive proposals from suppliers to render reliable service at the most cost-effective basis without jeopardising continuous service delivery.

Below tables are the lists of existing machinery per campus and UJ Island.

CLEANING SERVICES MACHINE

Table:1

CAMPUS	MACHINE	QUANTITY	FREQUENCY
DFC	Ride on Scrubber dryers. : Viper -AS850R	4	100hrs /monthly
	Manual floor sweeper: NLFISWSW350	8	Twice per year
	Walk behind Scrubber: Nilfisk -SC430	7	Quarterly
	Single Disc /Dual speed polisher -Viper-DS350:	5	Quarterly
	Wet & dry vacuum cleaner Numatic WV570	3	Twice per year
	Wet & dry vacuum cleaner Numatic WV900	2	Twice per year
	Vacuum and cleaner K353 Vortex 77L	2	Quarterly
	High pressure cleaner Kacher K4-64	2	Twice per year
	Buffing machine: Numatic-HFM1515G	22	Quarterly
	Dry Vacuum cleaner (8 L) Numatic-NVH180- 11	22	Quarterly
	Dry Vacuum cleaner (15L) Numatic-PSP370-11	12	Quarterly

Table:2

CAMPUS	MACHINE	QUANTITY	FREQUENCY
SWC	Walk behind Scrubber: Nilfisk SC430	3	Quarterly
	Wet & dry vacuum cleaner NumaticWV570- 2,CV70 :	3	Twice per year
	Manual floor sweeper NLFISKSW350:	5	Twice per year
	Single Disc /Dual speed polisher DS350 :	5	Quarterly
	Carpet cleaning Machine: Numatic- NHL15: -	2	Quarterly
	High pressure cleaner, (Washer)	1	Twice per year
	Single disc polisher, scrubber: Numatic- HFM1515G:	17	Quarterly
	Dry Vacuum cleaner 8 litres Numatic- NVH180-11	13	Quarterly
	Dry Vacuum cleaner 15 litres Numatic- PSP370-11	1	Quarterly
	Vacuum Backpack Numatic-RSV130-11:	5	Quarterly
	Hand Blower Husqvarna:	4	Quarterly
	Auto Scrubb Electric Numatic TTG4045:	2	Quarterly

Table:3

CAMPUS	MACHINE	QUANTITY	FREQUENCY
APK	Wet & Dry vacuum Numatic WV570- 2,CV70	6	Twice per year
	Wet & Dry vacuum Numatic CV900 25.2kg ipx4	1	Twice per year
	Carpet cleaning machine Numatic NHL15	4	Quarterly
	Auto scrubber electric Numatic TTG4045	2	Quarterly
	Blower Husqvarna 580BTS	12	Quarterly
	Vacuum cleaner 15l Numatic NVQ 370- 21 (11kg)	4	Quarterly
	Ride-on machine: AS850R	5	100hrs /monthly
	Scrubber dryer	1	Quarterly
	Walk behind Scrubber: Nilfisk SC430	5	Quarterly
	Manual floor sweeper	5	Twice per year
	Single disc floor polish scrubber: Numatic HFM1515g	51	Quarterly
	Dry vac 8 litre :Numatic nvh180-11	51	Quarterly
	Dry vac 15 litre:Numatic psp370-11	8	Quarterly
	Polisher: DS350	5	Quarterly
	Hand blower: Husqvarna 536lib	3	Quarterly

Table 4

CAMPUS	NAME OF MACHINE	QUANTITY	FREQUENCY
APB	Single Disk Numatic/HFM1515G	25	Quarterly
	Vacuum cleaner 8L Numatic/NVH180/11	10	Quarterly
	Vacuum Cleaner 15L Numatic/PSP370/11	41	Quarterly
	Sweeper	5	Twice per year
	Dual Speed Machine Viper Polisher DS350	5	Quarterly
	Blower/ Husqvarna	6	Quarterly
	Wet & Dry Numatic WUV570/2	5	Twice per year
	Wet& Dry Numatic WV470/2	4	Twice per year
	Walk behind NILFISKI-SC420	3	Quarterly
	Walk behind Numatic-TGB4055	1	Quarterly
	Ride -on Numatic-AS850R	1	100hrs /monthly
	Carpet Cleaner Numatic-NHL15	3	Quarterly
	Back-Pack Vacuum Cleaner Numatic/RSV130/11	4	Quarterly
	Hi-Pressure Karcher-G160Q	2	Twice per year

Table 5
UJ ISLAND

	NAME OF MACHINE	QUANTITY	FREQUENCY
CLEANING	Single Disk floor polish scrubber: Numatic /HFM1515G	2	Quarterly

2. **OPERATIONAL FACTORS**

- The service provider will provide a schedule based on the frequency of services to be done per the machine and submit it to responsible campus manager.
- The maintenance services which shall comprise routine, preventative and corrective maintenance of machinery should be carried out monthly.
- The service provider will provide labour, materials to inspect the machinery adjust, clean, repair and lubricate if necessary and replace worn or broken parts.
- Lead time to receive parts should take a maximum of a month to deliver the spare parts.
- If repairs to the Machinery cannot be carried out on site for any reason, it can be repaired off campus and should be authorised by the relevant manager.
- The service provider must complete the service record sheet with the date on which the service was done on the machinery must be signed by the relevant UJ staff.
- The service provider may be required to offer an after-hours emergency breakdown.
- The service provider must submit the technical report to the campus manager with identified risks if any and remedial actions after every service conducted.
- Replacement of parts must be quoted before being replaced and responsible campus managers should approve first.
- A list of defects must be included in a report accompanied by a quotation for remedial work.
- Breakdowns/Callouts - Respond within 2 hours and resolve within 24 hours.
- Request standards call out fee for the first 12 months and service provider should provide estimated increase on these fees for the 2nd and 3rd year.
- Call out maintenance services, which shall comprise on demand call out support and the resolution of machinery faults.

3. **NOTES TO THE TENDERER**

- The supplier will be expected to work in good faith.
- The supplier will be expected to train UJ staff on basic knowledge of how to handle and take care and proper operating of machinery.

4. **LIST OF TENDERERS TO BE INVITED**

The tenderers will not be recommended, due to the value of the tender it will be advertised on the UJ website and on Oracle Applications.

5. **EVALUATION CRITERIA**

Stage 1

- **COMPLIANCE TO PRESCRIBED TENDER RETURNABLE DOCUMENTS.**

Stage 2

- **FUNCTIONALITY EVALUATION CRITERIA**

The submitted tenders will be evaluated against the listed criteria below.

- Compliance with the scope of work specifications.
- Supplier workshop must be based on Gauteng Province.
- Technical competence to execute the work (Functionality Criteria).

Area	Functionality Criteria	Max Scoring Points
Company experience	<p>Provide three (3) contactable references and proven track record for the past five (5) years in services and maintenance of machinery for cleaning services</p> <p>Each project must have a minimum project value of R250k including VAT.</p> <p>Reference letters should be of a similar nature to the job.</p> <p>5 Points for each Reference Letter/ Completion Certificate</p> <p>5 Points for each Letter of award/Purchase Orders</p> <p>3x Contactable references verified Reference Letter/Completion Certificate + Letter of award/Purchase Orders = 30 points</p> <p>2x Contactable references verified Reference Letter/Completion Certificate + Letter of award/Purchase Orders = 20 Points</p> <p>1x Contactable references verified Reference Letter/Completion Certificate + Letter of award/Purchase Orders = 10 points.</p> <p>Please note : All reference letters provided must match with the proof of appointment letter provided.</p>	30
Capacity & Resources	<p>Proof of capacity and resources to ensure deployment of service at UJ.</p> <p>The list of key personnel required are:</p> <p>Site Manager x 1 for all sites</p> <p>Technician x 2 for all sites</p> <p>Skilled workers x 8 for all sites</p> <p>Overall, Team Review:</p> <p>Profile of project team -CV's, qualifications, experience relating to the scope of work</p> <p><i>All relevant documents submitted = 54 points</i></p> <p>Site Manager x1 -10points</p> <p>Qualified: (5 Points) Degree in Mechanical /electrical engineering (5 Points) Minimum experience of 5 years =10 points</p> <p>Qualified: (2.5 Points) Degree in Mechanical /electrical engineering (2.5 points) Minimum experience of 5 years =5 points</p> <p>Technicians x2 -20 points</p> <p>(5 Points) Diploma Mechanical /electrical Technician or N6 Artisan +Trade test Certificate (5 Points) Experience minimum of 5 years. = 20 Points (10 points each)</p> <p>(2.5 Points) Diploma Mechanical /electrical Technician or N6 Artisan + Trade test Certificate (2.5 Points) Experience of Less than 5years = 10 points (5 points each)</p> <p>Skilled workers x 8 -24points</p> <p>(1.5 Points) Grade 12 / N3 mechanical /electrical technician + Trade test Certificate (1.5 Points) Experience minimum of 3 years. = 24 points (3 points each)</p> <p>(0.5 Points) Grade 12 / N3 mechanical /electrical technician + Trade test Certificate (0.5 Points) Experience less than 3 years. = 8 points (1 point each)</p>	54

Area	Functionality Criteria	Max Scoring Points
Tender organogram	Provide an organogram chart indicating the key personnel's position and role in the project. = 3 points Note: Submitted organogram must tally with the submitted CV and qualifications or no point will be allocated.	3
Method statement	<ul style="list-style-type: none"> • Logistical Arrangements = 3 Points • Safety compliance = 5 Points • Proof of available workshop = 5 points <ul style="list-style-type: none"> - Physical address Ownership or lease agreement Physical address NB: All the above must be relevant to the project. No points will be allocated for generic submission.	13
	TOTAL POINTS AWARDED	100

Notes: *A minimum of 70 points is required by any tenderer in terms of the Phase 2: Functionality. All tenderers who achieve 70 points or more will be evaluated in terms of Phase 3: Financial and Other.*

Stage 3

- **B-BBEE AND PRICE**

CATEGORY	POINTS ALLOCATION
B-BBEE	20
Price	80
Total	100