AFRICAN DEVELOPMENT BANK GROUP

PRE-BID MINUTES OF THE MEETING FOR THE PROVISION OF CLEANING, HYGIENE AND LANDSCAPING SERVICES AT THE AFRICAN DEVELOPMENT BANK, PRETORIA. (AND/RFP/RDGS/2022/0109)

HELD ON 15th June 2022

Meeting Start Time : 10:00AM SAST  
Location : African Development Bank offices- 339 Witch Hazel Avenue

Present

African Development Bank

1. Oltesh Thobias, Regional Chief Procurement Officer, RDGS  
2. Ann Muriuki, General Services and Procurement Consultant  
3. Snott Mukukumira, Senior Investment Planner, CHGS 2/RDGS

AFMS
1. Catherine Sithole, Facilities Manager, AFMS

Name of the Bidders

1. Karabo Mabatle & Ketsile Mboka – IBIDA SA  
2. Chaukle Abednigo – 4cusgroup  
3. Solly Baloyi – Quatro Cleaning  
4. Tanya Galhrie – Liv Clean  
5. Francois Kruger – Camperdown Environmental  
6. Anne Kahts – Excellerate  
7. Nosiphiwe Maqa – PSU Services  
8. Abel Sikhosana – Delta Cleaning and Hygiene  
9. Brian Lewis – Corporate Cleaning  
10. Poppie Seele – Medilac Group  
11. Nelisa Konyama – Amandla Ethui projects and Trading  
12. Alex Nkosi – Bambanani Distributors  
14. Sally Anne Dicey – Global Cleaning  
15. Hennis Pritorios- Cristal company  
16. Martin Scott Robinson – SSG Cleaning  
17. Sithunya Ntoy – Bidvest Cleaning  
18. Lientjie Oelefse – Thetha Nathi  
19. Simon Nkuna – Morena  
20. M. Naidoo – AFMS/FMS  
21. Engela Manzini – Renaissance  
22. Khomotso Muhllo – Sbaba  
23. Tshepo Muhlallo – Sbaba  
24. Gabisile Jiyane – Nkherhu Projects  
25. Niel Oliver & Julie Peters– Sanitech  
26. Takalani Moleya – Leya Corporate
1. INTRODUCTION

Introductions were in order. All the attendees were requested to introduce themselves. The Procurement team further introduced the background of the of the institution in terms of history, its mission and vision and what it does as a multi-lateral development Bank.

In this assignment the Bank is looking for a competent service Vendor to provide cleaning, hygiene and landscaping services at the African Development Bank at the South Africa Office in Pretoria located in Centurion.

2. SITE VISIT

Bidders were given a walk-through of the office premises, namely the six blocks, outside grounds, parking areas, restroom, roof, utility rooms such as ( Datacentre, UPS Room, Generator room, training room and trading room. Bidders were also able to see the nature of walls, floors, curtains and the furniture in the premises. Given that there were more than 60
visitors, they were divided into three groups to ensure compliance with the COVID-19 regulation of the Bank and of the South African Government. The site visit was followed by the pre-bid conference, which is covered in section 3, below.

3. PRE-BID

Following the above exercise of visiting the site, the bidders were registered and invited for a pre-bid conference with more details indicated in the section that follow below.

3.1. Components of the RFP

The bidders were also taken through the RFP, the components of RFP and the documents that need to be filled. The appendices that were mandatory to fill were also captured in the presentation and bidders were encouraged to ensure those mandatory appendices were filled.

3.2 Terms of Reference

The bidders were taken through the Terms of Reference and what is expected from the Bank. The terms of reference provide the basis for evaluation of criteria. The bidders were encouraged to go through the table of contents on the RFP to understand the documents that are to be submitted. The bidders should also understand the terms of reference. The Procurement Team provided detailed information on how to fill the pass-fail evaluation criteria to make bidders aware of the mandatory requires of the Bank such as experience, minimum number of years, statutory registration of the bidder, number of years in business, the minimum turnover, etc for them to qualify to the next stage of technical evaluation.

4. QUESTIONS AND CLARIFICATIONS:

After taking bidders through the site and through the solicitation document, all in attendance were given an opportunity to ask questions or seek clarifications. The paragraphs indicated in bold are the questions asked while the text written in italics provide responses from the Bank.

1. **There are three recognized cleaning associations in South Africa but RFP only states that bidders must only be registered with NCCA. During the pre-bid meeting, all bidders confirmed that they are registered with National Contract Cleaners Association. Since the pre-bid meeting is a mandatory requirement for this RFP, the Bank will stick with this requirement.**

2. **The pest control is a separate service and number of bait boxes should be provided** – *This has been provided on the table in Appendix 1*

3. **Is there an option of providing independent financial statements or should bidders only provide the audited financial statements?** *Bidders should submit independently audited financial statements.*

4. **How should the bidders’ factor in the wage escalations** - *Wage escalation is allowed. Bidders are encouraged to factor in based on the historical wage escalations of the country. If the government gazettes higher wages than the ones quoted, then the Bank will consider subject to proof from the government or the National Contract Cleaners Association.*

5. **Some bidders want the minimum annual turnover lowered from 15 million** – *The minimum requirement will not be changed. However, bidders are encouraged to form a joint venture to meet the requirement.*
6. The number of floors should be provided in Sqm and should be broken down depending on types of floors – This has been provided in Appendix 1.

7. The number of sofas to be cleaned should be provided for example single couch or double couch – This has been provided in Appendix 1

8. The Bank to provide the number of toilets and offices to be cleaned in the premises - This has been provided in Appendix 1

9. The pricing model should match the TOR’s – The price schedule has been provided in Appendix 7B of the proposal. Bidders are encouraged to fill the price schedule provided; however, the bidder may exercise an option to submit a detailed breakdown of the cost.

10. How should the depreciation of machinery be factored in terms of the years considering that the contract is for an initial period of one year and renewal for a maximum period of 5 years? – bidders should submit their pricing for a period of five years, the issue of depreciation is up to the bidder to consider.

11. Should a joint venture party attend the site visit or is it okay for only one partner to attend the meeting – If one party to a joint venture attended the site visit / pre-bid meeting, then that qualifies both parties.

12. The price validity is 180 days, prices may change after the expiry of the bids. What will happen if new prices are proposed if the bid validity expires. It is expected that the bid evaluation process will be complete before the 180 days are over.

13. Bidders requested to extend the bid submission date. The Bank clarified that the deadline provided is sufficient for bidders to prepare and submit their proposals.

14. At the site walk, you required deep clean, upholstery and carpet cleaning this is not part of your pricing requirements on your “Price Schedule Form”. Can we please keep this as a separate quote when needed? If not, can we have the following to quote accurately: •Please can we have accurate number of basins, pedestals, and toilets. •Can we have carpet square meters. •Can we have Curtain square meters. Above have all been answered in – provided in Appendix 1

15. The Bank indicated that quarterly “High Level” will be included. The Bank also mentioned that we can arrange a site walk with our specialist team to assess the scope of work (can we arrange for a date on that?) This was arranged. Also, High level is not usually part of a basic scope of work, and we would like to request that this is also kept to as and when is needed. High level window cleaning is part of the terms of reference. Bidders are required to quote for this service as a standalone line item in the attached price schedule.

16. Hygiene, on page 22 “Breakdown of consumables” you have a complete list of equipment, but your tender document does not have a space for us to price on your “Price Schedule Form”. We will also need to know if you need these prices on equipment and services or just services. refer to the price schedule
which has both the equipment and service. Also, in the Price Schedule Form (page 56) you specify that we are only to price you in the service of a Sani bin? refer to the price schedule. If you could answer the previous question this would iron out both questions from No 3.

17. Under Section 5 “Evaluation Criteria and Methodology” You request a Certificate of Good conduct on criteria number 4 and 5. As this is an expensive exercise, may I request, if awarded the bid that we then submit the Certificates of good conduct before work is to be conducted? Bidders are required to provide a police clearance or a certificate of good conduct or any other acceptable document to prove the good character of the proposed staff. The Bank reserves the right to verify the documents provided.

18. Pricing structure – we have attached a proposed pricing structure as the one in the RFP document does not cover all items to be quoted – WILL THIS BE ACCEPTED? A new price schedule has been provided.

19. Curtain Cleaning – please provide the frequency and number of drops to be cleaned, can we price this item per drop? The information has been provided in the table on appendix 1.

20. Should equipment for irrigation be supplied by the service provider? There is an existing sprinkler system which will be serviced by the bidder.

21. Deep cleaning – please provide total number of toilet cubicles including basins and urinals for deep cleaning. The information has been provided per each block on the table in Appendix 1.

22. Pest control – please provide the total number of bait stations required on the premises. The number of bait stations has been provided in Appendix 1.

23. Please also confirm if the Sani bins will be supplied? The bidders will provide the Sani bins as per the quantities indicated.

24. Or do we only service the Sani bins? The Sani bins will be supplied and serviced.

25. Please provide the quantity of the Sani bins. Please refer to the Appendix 1.

26. How many Sani bins are required? the number of Sani bins required is 30 as indicated in the table on Appendix /rental or outright purchase? The Sani bins will be supplied on a rental basis.

27. Please clarify what is meant by “high rise areas” for the window cleaning? The areas where special equipment is required for cleaning at elevated heights.

28. What areas needs to be Fogged for Pest Control – spraying should be done both indoors and outdoors using an environmentally friendly chemical.

5. CLOSING THE MEETING

There being no other questions raised the Meeting was concluded at 13.30 PM.