



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**westcol**  
Western College for Technical, Vocational Education and Training

**PURCHASING CONSORTIUM SOUTHERN AFRICA (PURCO SA) IN  
COLLABORATION WITH WESTERN TVET COLLEGE (WESTCOL)  
REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR THE  
PROVISION OF SANITARY HYGIENE SERVICES FOR THIRTY-SIX (36) MONTHS**

**TENDER NO: PU8114/006**

Prospective Suppliers who are interested in participating in the aforementioned tender are invited to submit a proposal in full compliance to the requirement of this tender document. Completed documents with all attachments must be signed and submitted on the **PURCO SA Website**.

The closing time and date for receipt for online tender **PU8114/006** is at 23h59 on Tuesday, 10 October 2023.

<b>Tender number</b>	<b>PU8114/006</b>
<b>Date issued</b>	<b>17 September 2023</b>
<b>Tender closing date</b>	<b>Date: 10 October 2023 Time: 23:59 Hrs (Mid-Night) Venue: Online</b>
<b>Information Session</b>	<b>No Information Session</b>

- **Completed documents with all attachments must be signed and submitted on the PURCO SA Website.**

<b>Appendix Number</b>	<b>Description of Appendix</b>	<b>Requirement</b>
Appendix A	RFP Document	Each page of the RFP document to be initialled by a delegated representative
Appendix A1	Proof of Payment	Attach Payfast proof of payment and include the company tendering for, if purchased by a different company
Appendix B	Technical specifications and pricing	Attach your pricing schedule as per specifications
Appendix C	Proof of Bank Account	Provide Confirmation letter from Bank not older than 3 months
Appendix D	Company registration documents	Provide Company registration documents
Appendix E	ID Copies of directors and Shareholders	Certified Id copies not older than six (6) months
Appendix F	Tax Pin	An original valid Tax Pin
Appendix G	Audited Annual Financial Statements / Annual Financial Statements	Provide fully signed Audited Annual Financial Statements or Annual Financial Statements for the last 2 Years
Appendix H	B-BBEE certification	Provide a valid B-BBEE certificate from a SANAS accredited agency or Auditor registered with the IRBA / Sworn Affidavit
Appendix I	Declaration of Interest	Complete Point 9 of this tender document
Appendix J	Registration On Central Supplier Data Base (CSD)	Provide a copy of the full and summary reports of registration on National Treasury Central Supplier Database

#### **STAGE 1: EVALUATION OF FUNCTIONALITY**

The evaluation criterion for functionality aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract. Tenderers need to obtain a minimum percentage score of 70% and above in order to progress to the next stage of evaluation.

All proposals will be evaluated on the following criteria indicated below. Step 1:  
References table

The references must be current clients that have done business with your company for a minimum of three (3) years and more for contracts of a similar size or more with a proven record of accomplishment.

FUNCTIONALITY CRITERIA		POINTS ALLOCATED
<b>Experience, Skills and Ability of Service Provider to fulfil Westcol's requirements, past experience in work of similar nature.</b>  The service provider must have at least 3 years' experience of providing Sanitary Hygiene or related service. Provide verifiable written references: <ul style="list-style-type: none"> <li>• 3 written verifiable references</li> <li>• 2 written verifiable reference</li> <li>• 1 written verifiable reference</li> </ul>	= 10 points = 05 points = 03 points	<b>10</b>
<b>Project Execution Plan (PEP) (Methodology and approach/ Work plan)</b> The bidder will be required to provide a detailed description of the scope of work to be offered relating to: <ul style="list-style-type: none"> <li>• Allocation of resources</li> <li>• Hygiene solution provided</li> </ul>	= 10 points = 15 points	<b>25</b>
<b>Compliance with standards</b> Proof of previous contract relating to the implementation of the OHS compliance programme and other regulatory requirements and a detailed plan addressing: <ul style="list-style-type: none"> <li>• Sanitary waste disposal strategy (including chemical treatment of waste)</li> <li>• Replenishment of sanitary bins</li> </ul>	= 25 points  = 10 points	<b>35</b>
<b>Capacity /Resources</b> <b>Guideline:</b> Human Resources including Management structure Infrastructure Key Account Manager (5 years relevant experience, submit CV) Financial resources (Audited / Annual Financial Statements)	= 05 points = 05 points = 05 points = 05 points	<b>20</b>
<b>Locality:</b> <ul style="list-style-type: none"> <li>• 10 Points within the Gauteng Province</li> <li>• 05 Points outside the Gauteng Province</li> </ul>	= 10 points = 05 points	<b>10</b>
<b>TOTAL</b>		<b>100</b>

## **TECHNICAL SPECIFICATIONS – SANITARY HYGIENE SERVICES**

### **BACKGROUND**

Westcol TVET College is a public TVET college situated in the West Rand providing training in the further-education and vocational sector.

Western TVET College (WESTCOL) is a schedule 3A Public Entity established in terms of the provisions of the CET Act 16 of 2006 (as amended), Its mandate is the provision of further education & training to all persons within the borders of South Africa

The customer base of WESTCOL comprises not only the South African public, but all foreigners within the borders of the country. WESTCOL has campuses in Krugersdorp, Krugersdorp West, Randfontein, Westonaria and Carletonville and Corporate Office (Randfontein, six sites)

### **GOAL**

To obtain a reputable, experienced suppliers responsible for the provision of sanitary hygiene products and services to Westcol six sites for a period of thirty-six (36) months (3 years).

#### **Campus details:**

- Krugersdorp Campus – c/o Market & Von Brandis street, Krugersdorp
- Krugersdorp Campus – c/o Figulus street & Fleming Ave, Krugersdorp West
- Corporate Office Park – 42 Johnstone street, Hectorton, Randfontein
- Randfontein Campus – 8 Kiewiet street, Helikon Park, Randfontein
- Carletonville Campus – 20 South Street, Carletonville
- Westonaria Campus – 106 Botha Avenue (Westonaria Sport complex), Westonaria

### **SCOPE OF WORK**

#### **Specifications:**

Supply and placement of sanitary bins in all female toilets.

#### **Bin specifications:**

- White plastic bin with pedal (floor unit) – no fixture required
- Bin to be fitted with 100% Eco friendly bin liner
- Anti bacterial crystals/powder inside container to provide optimal hygienic solution
- Supply and fitment of sanitary packet dispenser (plastic)
- Replenishment of sanitary packets upon weekly servicing.

#### **Supply and placement of urinal mats**

- Gradual fragrance release over a period of 30 days
- Replacement to be provided once a month for each urinal
- Approximate dimensions: WxHxD: 160 x 8 x 160mm

#### **Service required:**

- The sanitary bins provided to be emptied and cleaned once a week.
- New liner to be fitted with every collection.
- New crystals to be placed inside bin during collection.
- Refilling of sanitary packet dispenser during every visit.
- Replacement of urinal mats to be provided once a month for each urinal.

Servicing of all campuses to be per fixed schedule. Servicing to be done during office hours.

**Disposal as per regulations:**

**Bidders must in their proposals outline their disposal strategy/method.**

**The National Environmental Management: Waste Act, 59 of 2008 (NEMWA)**

This categorises waste into 2 categories: General Waste and Hazardous waste:

- **General waste** is defined as waste that **does not pose an immediate hazard** or threat to health or to the environment and includes domestic waste.
- **Hazardous waste** is defined as any waste that contains organic or inorganic elements or compounds that may - owing to the inherent physical, chemical or toxicological characteristics of that waste - have a **detrimental impact on health and the environment**.

The possibility of cross-contamination from infected blood logically puts sanitary waste into the Hazardous category.

Health regulations

**The Draft Health Care Risk Waste Regulations (part of NEMWA, act 59 of 2008)**

- This defines Health Care Risk waste as *waste capable of producing disease*, and includes, but is not limited to:
  - Infectious waste
  - Pathological waste etc
  - Infectious waste is defined as *material suspected to contain pathogens (bacteria, viruses parasite or fungi) in sufficient concentrations or quantity to cause disease in susceptible hosts*. Based on this definition, sanitary waste is also classed as Infectious waste.

**Proposed approach**

- The proposal submitted must address each of the elements mentioned above in detail.
- Pricing: Proposed pricing to be inclusive of all costs (supply, delivery, servicing, transport, etc).
- All pricing must be inclusive of VAT and fixed for the duration of the contract.

**Appointment:**

WESTCOL reserves the right:

- not to appoint any service provider
- to appoint a service provider to render only part of the services required

**GENERAL:**

The successful service provider must enter into a service level agreement with WESTCOL.

WESTCOL will reserve the right to cancel such agreement by giving 30-day notice.

The service level agreement will include invoicing conditions and maximum invoicing periods.

WESTCOL reserves the right to amend the final quantities of titles ordered as determined by registration numbers.

**PRICING SCHEDULE****TENDER PRICE:**

<b>Total bid price per Campus: Year 1 (2024)</b>			
<b>Campus</b>	<b>A Equipment cost (once off supply)</b>	<b>B Total cost of monthly supplies (consumables) as per table provided. Fixed for contract term</b>	<b>Total per campus (A+B) :(R.cc) – VAT inclusive, quoted in South African Rand (ZAR), for the 36 month period</b>
Krugersdorp Campus	R .....	R .....	R ....., .....
Krugersdorp West Campus	R .....	R .....	R ....., .....
Randfontein Campus	R .....	R .....	R ....., .....
Carletonville Campus	R .....	R .....	R ....., .....
Westonaria	R .....	R .....	R ....., .....
Corporate Office Park	R .....	R .....	R ....., .....
<b>TOTAL</b>	R .....	R .....	R ....., .....

<b>Total bid price per Campus: Year 2 (2025)</b>			
<b>Campus</b>	<b>A Equipment cost (once off supply)</b>	<b>B Total cost of monthly supplies (consumables) as per table provided. Fixed for contract term</b>	<b>Total per campus (A+B) :(R.cc) – VAT inclusive, quoted in South African Rand (ZAR), for the 36 month period</b>
Krugersdorp Campus	R .....	R .....	R ....., .....
Krugersdorp West Campus	R .....	R .....	R ....., .....
Randfontein Campus	R .....	R .....	R ....., .....
Carletonville Campus	R .....	R .....	R ....., .....
Westonaria	R .....	R .....	R ....., .....
Corporate Office Park	R .....	R .....	R ....., .....

<b>TOTAL</b>	<b>R</b>	<b>R</b>	<b>R ....., .....</b>
<b>Total bid price per Campus: Year 3 (2026)</b>			
<b>Campus</b>	<b>A Equipment cost (once off supply)</b>	<b>B Total cost of monthly supplies (consumables) as per table provided. Fixed for contract term</b>	<b>Total per campus (A+B) :(R.cc) – VAT inclusive, quoted in South African Rand (ZAR), for the 36 month period</b>
Krugersdorp Campus	R	R	R ....., .....
Krugersdorp West Campus	R	R	R ....., .....
Randfontein Campus	R	R	R ....., .....
Carletonville Campus	R	R	R ....., .....
Westonaria	R	R	R ....., .....
Corporate Office Park	R	R	R ....., .....
<b>TOTAL</b>	<b>R</b>	<b>R</b>	<b>R ....., .....</b>

<b>Campus</b>	<b>Number of Sanitary bins incl. Sani bin liners &amp; sanitary packet dispensers required (Female toilets only)</b>		<b>Number of urinal mats required per month – (Male toilets only)</b>	
	<b>Unit cost</b>	<b>No of units</b>	<b>Unit cost</b>	<b>No of units</b>
Krugersdorp	R	21	R	6
Krugersdorp West	R	9	R	12
Randfontein	R	28	R	1
Westonaria	R	11	R	1
Carletonville	R	17	R	13
Corporate Office Park (Randfontein)	R	4	R	1

Important: It is mandatory to indicate your total bid price per Campus as requested above. Should the total bid prices differ, the one indicated above shall be considered the correct price.

Westcol reserves the right to amend the number of units required as listed above at their own discretion

Sanitary bins inclusive of Sani Bin liners and Sanitary Packet dispensers to be provided as per table above. Urinal mats to be provided monthly for all urinals as per table above. Cleaning and removal of sanitary refuse required on a weekly basis. Replenishment of sanitary bins liners expected with every service (weekly)

Description	YEAR	TOTAL (NCL. VAT)
Provision of Sanitary Hygiene Services	Year 1 (2024)	R ....., .....
Provision of Sanitary Hygiene Services	Year 2 (2025)	R ....., .....
Provision of Sanitary Hygiene Services	Year 3 (2026)	R ....., .....
	<b>TOTAL BID PRICE FOR 3 YEARS (INCL. VAT)</b>	R ....., .....

**Note: Official company quotation to accompany this submission confirming above totals.**

**NOTE:**

**All prices must be VAT inclusive and must be quoted in South African Rand (ZAR).**

**All prices quoted should be fixed the contract period 3 years period (36 months).**