

SPECIFICATIONS

Appendix Number	Description of Appendix	Requirement
Appendix A	RFP Document	Each page of the RFP document to be initialled by a delegated representative
Appendix B	Technical specifications and pricing	Bidder's offer must comply with the specification and complete pricing schedule in full
Appendix C	Proof of Bank Account	Signed letter from bank (not older than 3 months)
Appendix D	Company registration documents	Company registration documents
Appendix E	Tax Pin	An original valid Tax Pin
Appendix F	B-BBEE certification / Affidavit	A valid B-BBEE certificate from a SANAS accredited agency or Auditor registered with the IRBA / Affidavit
Appendix G	Declaration of Interest	Please sign point 9 of this tender document
Appendix H	Audited Annual Financial Statements or Annual Financial Statements - recent	Provide fully signed Audited Annual Financial statements / Annual financial Statement
Appendix I	NCCA/BEECA	Submit certified copy of NCCA / BEECA accreditation certificate
Appendix J	COIDA (relevant industry)	Submit certified (not older than 6 months) copy of COIDA
Appendix K	Registration on National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database.

FUNCTIONALITY CRITERIA		POINTS ALLOCATED
<ul style="list-style-type: none"> • Provide three (3) contactable references (on the client's letterhead) of contracts (completed or current) of similar size and nature (cleaning services) within the past three (3) years • 3 References verified • 2 References verified • 1 Reference verified 	= 30 Points = 20 Points = 10 Points	30
POs and award letters unacceptable		
Company's experience (Submit company profile) <ul style="list-style-type: none"> • More than 2 years of experience • Experience between 1 and 2 years • Experience below 1 year 	= 20 points = 10 points = 5 points	20
Infrastructure – provide list of equipment/assets Provided Not provided	= 10 points = 0 points	10
Proof of locality (e.g. municipality bill, lease/rental, letter ward councillor) Soweto/Roodepoort/Randburg Gauteng Outside Gauteng	= 20 points = 10 points = 5 points	20
Attach CVs of Manager/s and Supervisor/s Provided Not provided	= 20 points = 0 points	20
Total Points		100

SPECIFICATIONS PRICING SCHEDULE

Labour rates shall be subject to annual statutory increases. The bid price must include cost of labour, equipment, chemicals, profit and staff costs.

The successful bidder/s must absorb the current cleaners.

HEAD OFFICE (Incl. white house)

DESCRIPTION	LABOUR	TOTAL MONTHLY PRICE (INCL VAT)	BID PRICE (ALL-INCLUSIVE, INCL. VAT FOR THIRTY-SIX (36) MONTHS)
Admin blocks, mobile offices, ablution facilities, kitchens, passages, furniture, college vehicles, dustbins, tea/coffee preparations for meetings and training, cleaning, office dustbins, auditorium, guard house	6 Cleaners in total: *3 Females and *3 males	R	R
<ul style="list-style-type: none">• Windows cleaning and glass doors - inside and outside• Carpet deep cleaning• Wall scrubbing• Toilet deep cleaning• Drain deep cleaning• Floor scrubbing and waxing• Polishing furniture• Dusting furniture• Wash, vacuum and polish (college vehicles)• Take out dustbins, collect and wash• Daily mopping• Sweep daily• Hove carpet daily• Empty and clean office dustbins• Clean auditorium			

MOLAPO CAMPUS

DESCRIPTION	LABOUR	TOTAL MONTHLY PRICE (INCL	BID PRICE (ALL-INCLUSIVE, INCL. VAT FOR
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		VAT)	THIRTY-SIX (36) MONTHS
Classrooms, lecturer offices, admin block, ablution facilities, kitchens and staff room, passages, workshops, computer rooms, hall, cafeteria , tea/coffee preparations for meetings and training, boardroom, resource centre, student furniture, guard house, campus vehicles, SMME centre, WBE office, MIS office, photo copier room, book shop, first aid room, SSS offices, SRC offices	10 Cleaners in 2 M 8 F	R	R
<ul style="list-style-type: none"> • Windows cleaning - inside and outside • Carpet cleaning • Wall scrubbing • Toilet deep cleaning • Drain deep cleaning • Floor scrubbing and waxing • Dusting furniture • Wash, vacuum and polish (college vehicles) • Take out dustbins, collect and wash • Daily mopping • Sweep daily • Hove carpet daily • Empty and clean office dustbins • Clean classrooms daily • Dust and clean furniture 			

DOBSONVILLE CAMPUS

DESCRIPTION	LABOUR	TOTAL MONTHLY PRICE (INCL VAT)	BID PRICE (ALL- INCLUSIVE, INCL. VAT FOR THIRTY-SIX (36) MONTHS
Classrooms, lecturer offices, admin block, ablution facilities, kitchens and staff room, passages, computer rooms, hall, cafeteria, boardroom, resource centre, library, student furniture, music studio, W&R SETA, contact centre, workshop, book shop and	14 Cleaners in total 10 Female	R	R

filing room, staff working area, disability unit (SNE), guard house, , tea/coffee preparations for meetings and training, campus vehicles, SSS and SRC office	4 Male		
<ul style="list-style-type: none"> • Windows cleaning - inside and outside • Carpet cleaning • Wall scrubbing • Toilet deep cleaning • Drain deep cleaning • Floor scrubbing and waxing • Dusting furniture • Wash, vacuum and polish (college vehicles) • Take out dustbins, collect and wash • Daily mopping • Sweep daily • Empty and clean office dustbins • Clean classrooms daily • Dust and clean furniture 			

ROODEPOORT WEST

DESCRIPTION	LABOUR	TOTAL MONTHLY PRICE (INCL VAT)	BID PRICE (ALL-INCLUSIVE, INCL. VAT FOR THIRTY-SIX (36) MONTHS)
Classrooms, lecturer offices, admin block, ablution facilities, kitchens and staff room, passages, computer rooms, hall, cafeteria, boardroom, resource centre, library, student furniture, New Business Development, workshops, book shop, staff working area, guard house, Student centre, SSS and SRC Offices, under stage , tea/coffee preparations for meetings and	7 Cleaners in total 4 Female 3 Male	R	R

training, campus vehicles, MIS Office, guest rooms, sports officer office			
<ul style="list-style-type: none"> • Windows cleaning - inside and outside • Carpet cleaning • Wall scrubbing • Toilet deep cleaning • Drain deep cleaning • Floor scrubbing and waxing • Dusting furniture • Wash, vacuum and polish (college vehicles) • Take out dustbins, collect and wash • Daily mopping • Sweep daily • Empty and clean office dustbins • Clean classrooms daily • Dust and clean furniture 			

TECHNISA CAMPUS

DESCRIPTION	LABOUR	TOTAL MONTHLY PRICE (INCL VAT)	BID PRICE (ALL-INCLUSIVE, INCL. VAT FOR THIRTY-SIX (36) MONTHS)
Classrooms, lecturer offices, admin block, ablution facilities, kitchens and staff room, passages, computer rooms, hall, cafeteria, boardroom, resource centre, library, student furniture, book shop, staff working area, guard house, Student centre, SSS and SRC Offices, Distance learning offices, WBE offices, tea/coffee preparations for meetings and training, campus vehicles, Practicum room	7 Cleaners in total 4 Female 3 Male	R	R
<ul style="list-style-type: none"> • Windows cleaning - inside and outside 			

<ul style="list-style-type: none"> • Carpet cleaning • Wall scrubbing • Toilet deep cleaning • Drain deep cleaning • Floor scrubbing and waxing • Dusting furniture • Wash, vacuum and polish (college vehicles) • Take out dustbins, collect and wash • Daily mopping • Sweep daily • Empty and clean office dustbins • Clean classrooms daily • Dust and clean furniture 			
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GEORGE TABOR

DESCRIPTION	LABOUR	TOTAL MONTHLY PRICE (INCL VAT)	BID PRICE (ALL-INCLUSIVE, INCL. VAT FOR THIRTY-SIX (36) MONTHS)
<p>Classrooms, lecturer offices, admin block, ablution facilities, kitchens and staff room, passages, computer rooms, hall, cafeteria, boardroom, resource centre, library, student furniture, New Business Development, workshops, book shop, staff working area, guard houses, Student centre, SSS and SRC Offices, tea/coffee preparations for meetings and training, campus vehicles, MIS Office, Ecodeva coffee shop, SMME offices, photo copier room</p>	<p>15 Cleaners in total 9 Female 6 Male</p>	<p>R</p>	<p>R</p>
<ul style="list-style-type: none"> • Windows cleaning - inside and outside 			

<ul style="list-style-type: none"> • Carpet cleaning • Wall scrubbing • Toilet deep cleaning • Drain deep cleaning • Floor scrubbing and waxing • Dusting furniture • Wash, vacuum and polish (college vehicles) • Take out dustbins, collect and wash • Daily mopping • Sweep daily • Empty and clean office dustbins • Clean classrooms daily • Dust and clean furniture 			
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LAND IS WEALTH (FARM)

DESCRIPTION	LABOUR	TOTAL MONTHLY PRICE (INCL VAT)	BID PRICE (ALL-INCLUSIVE, INCL. VAT FOR THIRTY-SIX (36) MONTHS)
Classrooms, lecturer offices, admin block, ablution facilities, kitchens and staff room, passages, computer rooms, hall, cafeteria, boardroom, resource centre, library, student furniture, , staff working area, guard houses, Student centre, tea/coffee preparations for meetings and training, campus vehicles, Hostels, Guest house	5 Cleaners in total 4 Female 1 Male	R	R
<ul style="list-style-type: none"> • Windows cleaning - inside and outside • Carpet cleaning • Wall scrubbing • Toilet deep cleaning • Drain deep cleaning • Floor scrubbing and waxing • Dusting furniture 			

<ul style="list-style-type: none"> • Wash, vacuum and polish (college vehicles) • Take out dustbins, collect and wash • Daily mopping • Sweep daily • Empty and clean office dustbins • Clean classrooms daily • Dust and clean furniture 			
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ROODEPOORT

DESCRIPTION	LABOUR	TOTAL MONTHLY PRICE (INCL VAT)	BID PRICE (ALL-INCLUSIVE, INCL. VAT FOR THIRTY-SIX (36) MONTHS)
<p>Classrooms, lecturer offices, admin block, ablution facilities, kitchens and staff room, passages, computer rooms, hall, cafeteria, boardroom, resource centre, library, student furniture, , staff working area, guard houses, Student centre, tea/coffee preparations for meetings and training, campus vehicles, Restaurant (Dimonate)</p>	<p>15 Cleaners in total 9 Female 6 Male</p>	R	R
<ul style="list-style-type: none"> • Windows cleaning - inside and outside • Carpet cleaning • Wall scrubbing • Toilet deep cleaning • Drain deep cleaning • Floor scrubbing and waxing • Dusting furniture • Wash, vacuum and polish (college vehicles) 			

<ul style="list-style-type: none"> • Take out dustbins, collect and wash • Daily mopping • Sweep daily • Empty and clean office dustbins • Clean classrooms daily • Dust and clean furniture 			
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PRICING SUMMARY

CAMPUSSES	TOTAL MONTHLY PRICE (INCL VAT)	BID PRICE (ALL- INCLUSIVE, INCL. VAT FOR THIRTY-SIX (36) MONTHS
Head Office	R	R
Molapo	R	R
Dobsonville	R	R
Roodepoort West	R	R
Technisa	R	R
George Tabor	R	R
Land is Wealth Farm	R	R
Rooderpoort	R	R
TOTAL BID PRICE (INCL VAT)	R	R

NB: Labour rates shall be subject to statutory increases.