



higher education
& training
Department:
High Education and Training
REPUBLIC OF SOUTH AFRICA



Eastcape
Midlands
TVET College

EASTCAPE MIDLANDS TVET COLLEGE (EMC)

Herein referred to as (EMC)

**REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR THE
SERVICING AND REMOVAL OF SANITARY WASTE OF EXISTING SHE BINS AT ALL
EASTCAPE MIDLANDS TVET COLLEGE CAMPUSES FOR TWENTY-FOUR (24) MONTHS**

Tender No.: PU7612/041

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.

Proposals in response to **PU7612/041 THE**

**SERVICING AND REMOVAL OF SANITARY WASTE OF EXISTING SHE BINS AT ALL
EASTCAPE MIDLANDS TVET COLLEGE CAMPUSES FOR TWENTY-FOUR (24) MONTHS**

The closing time and date for receipt for online tender **PU7612/041** is at 11h00 on **Wednesday, 23
October 2024.**

Tender number	PU7612/041	
Date issued	03/10/2024 (03 October 2024)	
Tender closing date	23/10/2024 (23 October 2024)	11h00 AM
	Tender Submission will be Electronic on www.purcosa.co.za Supplier Hub- Online Tender Submission Guide	
Compulsory Information Session	09/10/2024 (09 October 2024)	10h00 AM
	An online compulsory briefing session will be facilitated via MS Teams	

Company Name		
Address		
Contact person	Mr/Mrs/Ms/Dr/Prof.	
Contact numbers	(w)	(cell)
Email address		

1.1 DELIVERY INSTRUCTIONS

All Suppliers must submit their responses in the following format:

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	Attach your pricing schedule as per specifications, Pricing schedule to also be saved in excel format.
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	A valid B-BBEE certificate from a SANAS accredited agency/Affidavit
Appendix I	COIDA	Submit valid letter of good standing from the Department of Labour (Not from Federated Employers Mutual Assurance Company FEM)
Appendix J	Declaration of Interest	Complete Point 9 of this tender document
Appendix	Registration on National Treasury (CSD)	Provide a copy of the full and summary reports of registration on National Treasury Central Supplier Database

1.1.1 STAGE 1: EVALUATION OF FUNCTIONALITY

Tenderers need to obtain a minimum percentage score of 70% and above in order to progress to the next stage of evaluation.

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

SPECIFICATION:

Sanitary bins necessary for the disposal of feminine hygiene products such as tampons and pads. These items brimming with bacteria and germs, which can cause illness and contamination if not consistently discarded.

PURPOSE:

Request for the appointment of a service provider for servicing and maintenance of SHE bins for a period of 24 Months for Eastcape Midlands TVET College campuses.

LOCATION:

The product services shall be provided at various buildings within Eastcape Midlands TVET College including Uitenhage, Port Elizabeth, Grahamstown and Graaff Reinet Campuses.

COORDINATION:

The service provider and their personnel shall coordinate all activities in consultation with the Camus Managers and their cleaning supervisors as and when required.

SCOPE OF WORK AND FREQUENCY:

The service provider is expected to perform the following duties namely:

- Servicing a total of 154 existing SHE bins and removal and disposal of contents on weekly basis at various ladies bathrooms within the campuses.
- All liner bags must be changed weekly at each campus.
- The successful service provider should provide a service schedule.
- The Service provider will be requested to submit proof of safe disposal certificates

GENERAL SAFETY, HEALTH AND ENVIRONMENTAL (SHE) REQUIREMENTS:

The service provider shall:

- Create and maintain a safe and healthy working environment for its own staff and those of ECM.
- Execute the work in a manner that complies with all the requirements of OHSA.
- Provide all related working equipment such as protective clothing, etc. to ensure the safety and health of its own staff and those of others.

THE PALN SHOULD EMPHASIZE THE FOLLOWING:

- The process and responsibilities for the removal and disposal of sanitary waste in compliance with the legislation, National Environmental Management: Waste Act (Act 59 of 2008).
- The legal disposal of SHE sanitary waste collected.

TARGET COMPLETION DATE:

The services are expected to commence as soon as possible as and when required for a period of 24 months.

INTENDED SERVICE AND PRICING

PRICING SCHEDULE

SURVICING AND REMOVAL OF SANITARY WASTE OF EXISTING SHE BINS AT ALL EASTCAPE MIDLANDS TVET COLLEGE CAMPUSES FOR TWENTY-FOUR MONTHS

CAMPUS	SHE BINS	MONTHLY RATE PER SITE (INCL VAT)	TOTAL PRICE (INCL VAT)
Central Office	8	R	R
High Street	14	R	R
Park Avenue	7	R	R
Charles Goodyear	16	R	R
Brickfields	36	R	R
Heath Park	18	R	R
Thanduxolo	11	R	R
Grahamstown	17	R	R
Middle Street - GR	12	R	R
Woeke Street - GR	15	R	R
TOTAL	154	R	R
TOTAL PRICE (INCL VAT)		R	R