



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



SOUTH WEST GAUTENG TECHNICAL AND VOCATIONAL
EDUCATION AND TRAINING COLLEGE
EDUCATION OF DISTINCTION

RE-TENDER

**SOUTH WEST GAUTENG TVET COLLEGE (SWGC) IN COLLABOURATION WITH THE
PURCHASING CONSORTIUM SOUTHERN AFRICA (PURCO SA)**

**REQUEST FOR POTENTIAL BIDDERS FOR PROVISION OF CLEANING SERVICES AT
VARIOUS CAMPUSES FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

TENDER NO: PU7611/058

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 **PU7611/058** is at 11h00 on Monday, 30 September 2024

Tender number	PU7611/058		
Date issued	27 August 2024		
Tender closing date	30 September 2024	Time 11h00	Tender Submission will be Electronic on www.purcosa.co.za Supplier Hub- Online Tender Submission Guide
Non Compulsory Information Session	03 September 2024	Time 11h00	An online compulsory briefing session will be facilitated via MS Teams
Compulsory Site Visit	16 September 2024	Time: 10h00	Site: Head office / Molapo. George Tabor, Dobsonville
	17 September 2024	Time: 10h00	Site: Technisa/Roodeport/ Roodeport West & Land is Wealth Campus

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

Confidential

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The information is the property of SWGC and is not to be used under any circumstances.

Initial.....

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	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	Recent signed Annual Financial Statements or	Provide fully signed recent Annual Financial statements
Appendix I	NCCA/BEECA	Submit certified copy of NCCA / BEECA accreditation certificate
Appendix J	COIDA (relevant industry-Cleaning)	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.

The response deadline is **30 September 2024** Only responses to this RFP received by due date and time will be considered. No exceptions will be considered.

1.1.1 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

FUNCTIONALITY CRITERIA		POINTS ALLOCATED
Provide three (3) contactable (Email and Tel no) (Cleaning) references on the client's letterhead within the past five (5) Years - With contract duration - Commencement and completion date - Contract Value 3 References with all the above provided 2 References with all the above provided 1 Reference with all the above provided NB: Reference from the same institution will be regarded as one regardless of the services provided -POs and award letters unacceptable	= 30 Points = 20 Points = 10 Points	30
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 = 05 Points	20
Infrastructure – provide list of equipment/assets Provided Not provided	= 10 Points = 00 Points	10
Proof of locality (e.g. municipality bill, lease/rental, letter ward councillor) Soweto/Roodepoort/Randburg Gauteng Outside Gauteng	= 20 Points = 10 Points = 05 Points	20
Attach CVs of Manager/s and Supervisor/s Provided Not provided	= 20 Points = 00 Points	20
Total Points		100



Request for Proposal: PU7611/058

APPENDIX B

Technical Specifications and Pricing

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.

NB: THE RATE PER CLEANER MUST BE INLINE WITH THE CURRENT STATUTORY PRICES

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 VAT)	BID PRICE (ALL-INCLUSIVE, INCL. VAT FOR 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 filing room, staff working area, disability unit (SNE), guard house, , tea/coffee preparations for meetings and training, campus vehicles, SSS and SRC office	14 Cleaners in total 10 Female 4 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• 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 training, campus vehicles, MIS Office, guest rooms, sports officer office	7 Cleaners in total 4 Female 3 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 • 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• 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			

GEORGE TABOR

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 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	15 Cleaners in total 9 Female 6 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 • 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 			

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• 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

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, Restaurant (Dimonate)	15 Cleaners in total 9 Female 6 Male	R	R
<ul style="list-style-type: none"> • Windows cleaning - inside and outside • Carpet cleaning • Wall scrubbing • Toilet deep cleaning x 2 annum • 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 			

PRICING SUMMARY

CAMPUSES	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.