



**higher education  
& training**

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**KWAZULU-NATAL COMMUNITY EDUCATION AND TRAINING COLLEGE (KZNCETC)**

**Herein referred to as (KZNCETC)**

**REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR THE  
PROVISION OF CLEANING PERSONNEL FOR A PERIOD OF 36 MONTHS**

**Tender No.: PU7611/060**

## 1.1 DELIVERY INSTRUCTIONS

All Suppliers must submit their responses in the following format:

<b>Appendix Number</b>	<b>Description of Appendix</b>	<b>Requirement</b>	<b>Circle yes if submitted</b>	
Appendix A	RFP Document	Each page of the RFP document to be initialled by a delegated representative	Yes	No
Appendix B	Technical specifications and pricing	Attach your pricing schedule as per specifications, <b>Pricing schedule to also be saved in excel format.</b>	Yes	No
Appendix C	Proof of Bank Account	Provide Confirmation letter from Bank not older than 3 months	Yes	No
Appendix D	Company registration documents	Provide Company registration documents	Yes	No
Appendix E	Board resolution			
Appendix F	ID Copies of directors	Certified and not older than 6 months	Yes	No
Appendix G	Tax clearance certification or Pin and VAT registration	Provide the original valid tax clearance certificate or Pin and VAT registration certificate	Yes	No
Appendix H	B-BBEE certification	A valid B-BBEE certificate from a SANAS accredited agency/Affidavit	Yes	No
Appendix I	Declaration of Interest	Complete Point 9 of this tender document	Yes	No
Appendix J	Registration On Central Supplier Data Base (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database	Yes	No
Appendix K	Fully signed SBD Forms	SBD1 SBD 4 SBD 8 SBD 9	Yes	No
Appendix L	COIDA	Submit valid letter of good standing from the Department of Labour (Not from Federated Employers Mutual Assurance Company FEM)	Yes	No

## Functionality Evaluation Criteria

FUNCTIONALITY CRITERIA	POINTS ALLOCATED
<b>Previous Experience (Relevant Supply of Cleaning Materials Experience)</b> <b>Provide Completion certificates at least two to the same value</b> <ul style="list-style-type: none"> <li>• Of contracts of similar but tender related nature or services</li> <li>• For the past five (5) years:</li> <li>• Letters must be clearly dated (Commencement ,Completion and Duration)</li> <li>• Letters must not be from the same company</li> </ul> <p>4 Completion verified =40 Points  3 Completion verified =30 Points  2 Completion verified =20 Points  1 Completion verified =10 Points  No evidence provided =00 Points</p>	30
<b>Company offices in KwaZulu-Natal (Send proof of address E,g Utility Bill)</b> <ul style="list-style-type: none"> <li>• 230km radius of main Campus = 30 Points</li> <li>• Outside 230km radius of all main Campus = 00 Point</li> </ul>	30
<b>Related to skill and development.</b> <ul style="list-style-type: none"> <li>• Competency, training, skills, and personnel development of the tendering service provider. (Cleaning service training OHS, first aid etc) of staff to be deployed.</li> <li>• Protective clothing (what is supplied and how often)</li> </ul>	10
<b>Execution plan</b> <ul style="list-style-type: none"> <li>• Proposed work plan including proposed methodology of staffing schedule, monitoring and co-ordination mechanism.</li> </ul>	25
<b>Locality:</b> <ul style="list-style-type: none"> <li>• within the KZN Province = 05 Points</li> <li>• Points outside the KZN Province = 0 Points</li> </ul>	5
<b>Total points</b>	<b>100</b>

## Pricing Schedule

Campuses		Cleaner	Groundsman	Hours required
Central Office	Central Office	3		8
Amajuba	Ilungeloletu CLC- PHU	2	2	8
Amajuba	Surrey	1	1	8
Amajuba	Endleleni CLC	1	1	8
Ilembe	Emlandeleni CLC	2	1	4
Ilembe	Wotana CLC	1		4
Ilembe	Bhovungana	1	1	8
Ilembe	Ethethe- A	1		4
	Ethethe- B	1		4
Harry Gwala	Bhongweni CLC	1	1	8
Harry Gwala	Ithuba CLC	1		4
Harry Gwala	Lathi-tha CLC	1		4
eThekwini Metro	Thandiwe CLC	1		8
eThekwini Metro	Ulwazi CLC	1		4
eThekwini Metro	Lethukukhanya	1		
eThekwini Metro	Dokkies CLC	3		8
eThekwini Metro	Phindangene CLC	1		8
eThekwini Metro	Phathisizwe CLC	1		4
uGu	Siyathuthuka CLC	1		8
uGu	Siyanatha CLC	2	2	8
uGu	Qinabawoti	1		8
uGu	Harding HRD CLC	1		4

uGu	Qinisela CLC	1		8
uMgungundlovu	Manaye CLC	1		8
uMgungundlovu	Zibuke CLC	1		4
uMgungundlovu	Stoffelton CLC	1		4
uMkhanyakude	121 Battalion CLC	1	1	8
uMkhanyakude	Bonela CLC	1		8
uMkhanyakude	Embonisweni CLC	1	1	4
uMkhanyakude	Jozini CLC	1	1	4
uMkhanyakude	Ncamane	1		4
uMkhanyakude	Zamani CLC	1	1	8
King Cetshwayo	Bonamuva CLC	2	1	8
King Cetshwayo	CB Addison CLC	1		8
King Cetshwayo	Phumelela	1		4
King Cetshwayo	Sesikwazi CLC/Zamani	2	1	8
Umzinyathi	Funulwazi CLC	1		4
Umzinyathi	Hlakaniphani CLC	1	1	8
Uthukela	Bekezela CLC	1	1	8
Uthukela	Inqabayamangwa ne CLC	1		8
Uthukela	Thathezakho CLC (Limehill)	1	1	8
Zululand	Ondini CLC	2	2	8
Zululand	Ifalethu Skills Centre	2	2	8
Zululand	Usizuzulu CLC	1		8
Zululand	Umendomuhle	1		4
Zululand	Isibani CLC	1		4
Zululand	Sikhanyiselwe CLC	1		4
Provincial	Provincial	3	3	8

