



CENTRAL JOHANNESBURG TVET COLLEGE (CJC)

Herein referred to as (CJC)

REQUEST FOR PROPOSALS (RFP) FOR

Description of Tender: THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF CLEANING SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

TENDER NO: PU7611/064

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 **PU7611/064 THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF CLEANING SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

CLOSING DATE AND TIME FOR ONLINE SUBMISSION OF TENDER DOCUMENTS:

The closing time and date for receipt for online tender **PU7611/064** is at 11h00 AM on **Tuesday, 12 August 2025**.

Tender number	PU7611/064	
Date issued	23 July 2025	
Tender closing date	12 August 2025	Time: 11:00 AM
	Tender Submission will be Electronic on www.purcosa.co.za Supplier Hub- Online Tender Submission Guide	
Non-Compulsory Information Session	29 July 2025	Time: 12h00 AM
	An online non-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 Bidders must submit their responses in the following format:

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

All Suppliers must submit their responses in the following format:

Description	Requirement
RFP Document	Each page of the RFP document to be initialled by a delegated representative
Completed technical specifications and pricing	Submit a completed pricing schedule in a excel spreadsheet.
Proof of Bank Account	Cancelled cheque or signed letter from bank (not older than 6 months)
Company registration documents	Company registration documents
ID Copies of directors	Certified & not older than 6 months
Tax Pin	A copy of the Notice of VAT Registration document
BBBEE certification	A valid B-BBEE certificate from a SANAS accredited agency/Affidavit
Audited Annual Financial Statements or Annual Financial Statements	Latest (2024) Audited / Reviewed Annual Financial Statement (signed by Member/Director and Registered Accountant / Auditor)
Resolutions to sign RFP document	Resolution (authority to sign) on company letter
Declaration of Interest	Please sign point 9 of this tender document
SARS ITA34	Submit SARS ITA34 for 2024 and 2025
SBD forms	Fully completed SBD 1; SBD2, SBD 4; SBD 8; SBD 9
Registration National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database.
NCA or BEECA	Submit certified copy
COIDA (relevant industry)	Submit certified (not older than 6 months) copy of COIDA

The response deadline is **12 August 2025**. 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.

FUNCTIONALITY CRITERIA	POINTS ALLOCATED
Contactable References Provide three (3) contactable references (on the client's letterhead) for contracts (completed or current) of a similar size and nature (Cleaning services) within the past five (5) years. <ul style="list-style-type: none"> • 3 reference Letters = 30 Points • 2 reference Letters = 20 Points • 1 reference Letter = 10 Points • Not provided = 00 Point PO's and award letters unacceptable	30
Inventory of cleaning and garden equipment <ul style="list-style-type: none"> • Provide evidence of cleaning and garden equipment = 10 Points • No Company firearm license and registration = 00 Point 	10
Bidder Proposed Approach and Methodology <ul style="list-style-type: none"> • Quoted all aspects and specification of project and Service Contract management proposal (strategies of managing the sites which addresses the specification) = 10 Points • Generic methodology that does not talk to campuses = 02 Points 	10
OHS Programme <ul style="list-style-type: none"> • Attach OHS policy/program = 10 points 	10
Proposed key personnel and Experience The bidder is required to submit the CVs and qualifications of the key personnels, including Supervisors, along with certified copies of their South African identity documents. <ul style="list-style-type: none"> • CV's reflecting a minimum of three years' experience, along with a Grade 12 / equivalent qualification for all supervisors = 10 points • Only Experience and No Qualification = 05 Points • No Experience and No Qualification = 00 Point 	30

<ul style="list-style-type: none"> CV's reflecting a minimum of One year experience, along with a Grade 12 / equivalent qualification for all other personnel with competency x10 cleaners = 20 points 	
Locality (Provide proof of locality e.g Utility Bill or Lease Agreement) Based within Gauteng province =10 Points Outside Gauteng province =05 Points	10
Total points	100

SCOPE OF WORK

Standard Equipment

- a. All PPE's to be provided by the Bidder- (Overalls, boots, gloves, goggles, helmet, dustcoats, raincoats, warmers).
- b. There must be competent in using the required equipment (cleaning and gardening).

Required to:

- 9 hour shift everyday Monday to Friday
- Have one supervisor per site
- The company must provide liability insurance for their employees.

Regulatory Compliance:

- Occupational Health and Safety and COIDA
- National Contract Cleaners Association (NCCS)
- Institute of Waste Management of Southern Africa (IWMSA)
- Produce the health and safety certificate

Duties and Responsibilities of Security Guards/Officers and Company

Cleaning of the following:

- Classrooms
- Workshops
- Computer labs
- Offices
- Boardrooms
- Halls
- Corridors
- receptions
- Windows
- Ablution facilities
- Kitchens
- Music rooms
- Auditoriums
- Parking areas

- Paving/ driveways
- Landscaping (pruning/ felling of trees, grass cutting, leave blowing,)

Conditions

1. Formal monthly meetings need to be scheduled and held with the Campus Manager, where all cleaning matters and reports will be discussed and meeting records need to be kept monthly and as when the need arises
2. Campus specific standard operating procedures should be adhered to.

Supervision of Emergencies

A safety officer for all the sites to attend to emergencies

Occupational Health and Safety (OH&S)

1. Letter of good standing with Compensation Fund.
2. Employees to be provided with PPE.
All contractor employees must use their own PPEs at all times.
3. All employees must sign the attendance register at a point on the Campus as agreed with the Campus Manager, during every shift may it be day shift.
The daily cleaners must also sign in and out when leaving the Campus during working hours.
4. Only employees that have submitted a certified copy of their ID/passport would be permitted on to the campus grounds.
5. Any risks or potential risks needs to be reported immediately to the Campus Manager and/or delegated person at the Campus.

1. CJC Tender Specifications

2. Letter of Good Standing – Commission of Injuries and Diseases Act (COIDA)

4. National Contract Cleaners Association (NCCS)

3. Occupational Health and Safety Act

4. NASA

5. Regulations relevant to the SLA

- a. General Safety Regulations
- b. Hazardous Substance Regulations
- c. Noise – induced hearing loss Regulations
- d. Waste Management Regulations and Bylaws
- e. Any other relevant Environmental Regulations and/or Bylaws

- f. Any other relevant OH&S Regulations

6. Public Liability Insurance

7. Risk Assessments

- 11.1 Baseline (Pre-task) Risk Assessment [CJC]
- 11.2 Contractor's (Security Provider's) Cleaning company Assessment
- 11.3 CJC Activities Risk Assessment
- 11.4 Aspects and Impacts Register (Environmental)
- 11.5 Environmental Management Plan

8. Contractor (Cleaning) Employees' Certified Copy of IDs.

9. Training Records

- 11.1 OH&S and EMS by Cleaning Provider
- 11.2 Job specific training
- 11.3 Qualifications of all cleaners.

10. Checklists

- 14.1 Monitoring Checklist
 - 14.2 Any other applicable checklist.
- (As per requirement which will be communicated and checklist provided by CJC)

11. Communication

- 15.1 Reports
- 15.2 Attendance registers of Employees
- 15.3 Duty Roster (Allocation of areas, duties and time slots)
- 15.4 Equipment Inventory
- 15.5 Correspondence (E-mails)
- 15.6 Minutes of meetings