



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 MATERIALS FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

**Tender No: PU4713/014**

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 **PU4713/014 THE PROVISION OF CLEANING MATERIALS FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

**TENDER DOCUMENTS:**

The closing time and date for receipt for online tender **PU4713/014** is at 11h00 AM on **Thursday, 11 December 2025**.

|                                           |                                                                                                         |                       |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------|
| <b>Tender number</b>                      | <b>PU4713/014</b>                                                                                       |                       |
| <b>Date issued</b>                        | <b>21 November 2025</b>                                                                                 |                       |
| <b>Tender closing date</b>                | <b>11 December 2025</b>                                                                                 | <b>Time: 11:00 AM</b> |
|                                           | <b>Tender Submission will be Electronic on <a href="http://www.purcosa.co.za">www.purcosa.co.za</a></b> |                       |
|                                           | <b><a href="#">Supplier Hub- Online Tender Submission Guide</a></b>                                     |                       |
| <b>Non-Compulsory Information Session</b> | <b>01 December 2025</b>                                                                                 | <b>Time: 10h30 AM</b> |
|                                           | <b>An online non-compulsory briefing session will be facilitated via MS Teams</b>                       |                       |

|                        |                    |        |
|------------------------|--------------------|--------|
| <b>Company Name</b>    |                    |        |
| <b>Address</b>         |                    |        |
| <b>Contact person</b>  | Mr/Mrs/Ms/Dr/Prof. |        |
| <b>Contact numbers</b> | (w)                | (cell) |
| <b>Email address</b>   |                    |        |

### 1.1.1 PRE-QUALIFICATION/MANDATORY INFORMATION REQUIREMENT

The Pre-qualification/Mandatory Information Requirement phase validates the tenderers' compliance to the legal requirements to conduct business in SA, as well as to specific industry requirement for the supply of services where applicable.

**Please see table below for the list of mandatory requirements and tick yes if documentation is submitted and no if not submitted.**

| <b>Description of Appendix</b>                          | <b>Requirement</b>                                                                                            | <b>Circle yes if submitted</b> |    |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|--------------------------------|----|
| RFP Document                                            | Each page of the RFP document to be initialled by a delegated representative                                  | Yes                            | No |
| Technical specifications and pricing                    | Attach your pricing schedule as per specifications, <b>Pricing schedule to also be saved in excel format.</b> | Yes                            | No |
| Proof of Bank Account                                   | Provide Confirmation letter from Bank not older than 6 months                                                 | Yes                            | No |
| Company registration documents                          | Provide Company registration documents                                                                        | Yes                            | No |
| Board resolution                                        |                                                                                                               |                                |    |
| ID Copies of directors                                  | Certified and not older than 6 months                                                                         | Yes                            | No |
| Tax clearance certification or Pin and VAT registration | Provide the original valid tax clearance certificate or Pin and VAT registration certificate                  | Yes                            | No |
| B-BBEE certification                                    | A valid B-BBEE certificate from a SANAS accredited agency/Affidavit                                           | Yes                            | No |
| Declaration of Interest                                 | Complete Point 9 of this tender document                                                                      | Yes                            | No |
| Registration On Central Supplier Data Base (CSD)        | Provide a copy of the full report of registration on National Treasury Central Supplier Database              | Yes                            | No |
| Fully signed SBD Forms                                  | SBD 4<br>SBD 6.1<br>SBD 8<br>SBD 9                                                                            | Yes                            | No |

|       |                                                                                                                                |     |    |
|-------|--------------------------------------------------------------------------------------------------------------------------------|-----|----|
| COIDA | Submit valid letter of good standing from the Department of Labour (Not from Federated Employers Mutual Assurance Company FEM) | Yes | No |
|-------|--------------------------------------------------------------------------------------------------------------------------------|-----|----|

**NB: No points will be allocated to this phase; however, tenders that do not meet the pre-qualification requirements may not advance to the next phase of the evaluation process.**

### 1.1.2 TAG 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 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>Previous Experience (Relevant Supply of Cleaning Materials Experience)</b><br><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><br>4 Completion verified =30 Points<br>3 Completion verified =20 Points<br>2 Completion verified =10 Points<br>1 Completion verified =05 Points<br>No evidence provided =00 Points | 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>                                                                                                                                                                                                                                                                                                                                                                                                                                           | 20               |
| <b>Recent Audit Annual Financial Statement or signed by an accountant</b> <ul style="list-style-type: none"> <li>Provided =10 Points</li> <li>Not Provided =00 Points</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 10               |

|              |     |
|--------------|-----|
| Total points | 100 |
|--------------|-----|

## SPECIFICATIONS

The appointed service provider will supply cleaning services for the KwaZulu-Natal CET College. Below is a table displaying the quantities of the stationery required.

| No of Items | Description                                                                                       | Unit per quantity (Incl Vat) |
|-------------|---------------------------------------------------------------------------------------------------|------------------------------|
| 1           | 25 litre Jik (specific)                                                                           | R                            |
| 2           | 25 litre Handy Andy (100% dirty removal and shine; ammonia fresh)                                 | R                            |
| 3           | 25 litre Sunlight liquid (Lemon 100 Dishwashing Liquid)                                           | R                            |
| 4           | 25 litre pin gel (detergent with aqua, sodium hydroxide, anionic surfactant, pine oil, colourant) | R                            |
| 5           | 48 toilet rolls 2ply                                                                              | R                            |
| 6           | Mops (industrial)                                                                                 | R                            |
| 7           | Bucket (plastic 10lt)                                                                             | R                            |
| 8           | 33 LT Mopping Trolley                                                                             | R                            |
| 9           | Yellow Gloves, sizes (S, M, L)                                                                    | R                            |
| 10          | Dust nuisance face mask                                                                           | R                            |
| 11          | Yellow duster                                                                                     | R                            |
| 12          | Feather duster (S, M, L)                                                                          | R                            |
| 13          | Toilet cleaning long latex gloves                                                                 | R                            |
| 14          | Floor polish (liquid)                                                                             | R                            |
| 15          | Platform Broom (sweeping outside)                                                                 | R                            |
| 16          | Grass broom                                                                                       | R                            |
| 17          | Toilet brush & holder (plastic)                                                                   | R                            |
| 18          | Dust pen combo                                                                                    | R                            |
| 19          | Furniture polish (eg Mr Mini – 750 ml)                                                            | R                            |
| 20          | Hand soap (liquid)                                                                                | R                            |
| 21          | Deo toilet blocks (bucket- 40 g)                                                                  | R                            |

## PRICING SCHEDULE

Pricing Schedule must be completed in full, failing which, such bidder/s will be disqualified. Pricing Schedule MUST not be changed. **Bidders MUST explain their pricing proposal, in detail, separately.**

### Pricing Instruction:

**1. No engagement of consultants will not be allowed.**

**2. ADDITIONAL INFORMATION**

2.1 By signing the Price Schedule, a bidder warrants that:

- 2.1.1 the relevant quotation is correct;
- 2.1.2 the rates(s) and prices(s) quoted cover all the work/item(s) specified in the quotation document;
- 2.1.3 the rate(s) and price(s) cover all the supplier's obligations under a resulting contract, including all disbursements;

Any mistakes and/or omissions regarding rate(s) and price(s) or errors in calculation

2.1.1 Shall be at the supplier's risk.

2.2 Bidders must show VAT payable separately on the Price Schedule.

**SIGNED at \_\_\_\_\_ (place) on the \_\_\_\_\_ day of \_\_\_\_\_ (month), 20\_\_\_\_.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Print name: \_\_\_\_\_

On behalf of the Supplier (duly authorised)