



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 THIRTY-SIX (36) MONTHS**

Tender No: PU7611/065

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 **PU7611/065 THE PROVISION OF CLEANING PERSONNEL FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

TENDER DOCUMENTS:

The closing time and date for receipt for online tender **PU7611/065** is at 11h00 AM on **Thursday, 11 December 2025**.

Tender number	PU7611/065		
Date issued	21 November 2025		
Tender closing date	11 December 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	01 December 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			

1.1.1 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.

Description of Appendix	Requirement	Circle yes if submitted	
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, Pricing schedule to also be saved in excel format.	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	A signed letter from all directors/shareholders stating that the representative is duly authorised to sign. Not applicable to sole proprietors and single director led firms with no shareholders.	Yes	No
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 SBD 6.1 SBD 8 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
Previous Experience (Relevant Supply of Cleaning Materials Experience) Provide Completion certificates at least two to the same value - Of contracts of similar but tender related nature or services - For the past five (5) years: - Letters must be clearly dated (Commencement ,Completion and Duration) - Letters must not be from the same company 4 Completion verified =30 Points 3 Completion verified =20 Points 2 Completion verified =10 Points 1 Completion verified =05 Points No evidence provided =00 Points	30
Company offices in KwaZulu-Natal (Send proof of address E,g Utility Bill) 230km radius of main Campus = 30 Points - Outside 230km radius of all main Campus = 00 Point	30
Related to skill and development. - Competency, training, skills, and personnel development of the tendering service provider. (Cleaning service training OHS, first aid etc) of staff to be deployed. - Protective clothing (what is supplied and how often)	10

Execution plan Proposed work plan including proposed methodology of staffing schedule, monitoring and co-ordination mechanism.	25
Locality: - within the KZN Province = 05 Points - Points outside the KZN Province = 0 Points	5
Total points	100

SPECIFICATION

PURPOSE OF THE TENDER

The purpose of this request is to solicit proposals bidder(s) for the cleaning of the 40 Centres in compliance with COVID 19 regulations of The KwaZulu-Natal Community Education & Training College.

This request for proposal (RFP) document details and incorporates, as far as possible, the tasks and responsibilities of the cleaning of the identified Centres in compliance with COVID 19 regulations of The KWAZULU –NATAL Community Education & Training College. This RFP does not constitute an offer to do business with the KWAZULU –NATAL Community Education & Training College but merely serves as an invitation to bidder(s) to facilitate a requirements-based decision process.

SCOPE AND DEFINITION OF WORK

BACKGROUND

The College's primary objective in issuing this RFP is to enter into a 36-month agreement with a suitable service provider to provide cleaning services at all Identified Centres of the KWAZULU-NATAL Community Education and Training College.

SERVICE REQUIREMENTS

GENERAL

- Personnel
- Cleaning Material
- Cleaning Equipment
- PPE for Personnel

Duties/ Description for personnel but not limited to:

- Cleaning Services in Classroom (Sweeping, Moping, Dusting, window frames, and interior wall cleaning & other surfaces)
- Clean reception areas • Dustbins to be emptied every morning
- Replacement of consumables i.e. toilet paper and hand soap
- Clean all toilets bowls, seats, hand bins, urinals and mirrors
 - Pick up litter and remove to specific area
- Sweep entire parking area, pave for litter free
- Removal of all refuse, paper, tins and domestic waste

- Vacuum floors and carpets
- Sweep floors with implements that control dust
- Mop flows with detergent to remove dirt's and bacteria
- Strip the floor with a non-ammonic stripper
- Tables dusting and dam wipe chairs
- Vacuum chairs that are water resistance
- Dusting of cabinets, pedestals, filling cabinets, furniture and desk
- Toilets to be rechecked and maintained
- Clean door handles deep cleaning
- Wash equipment's
- Store all equipment, materials in the storerooms
- Lock storeroom
- Yard Maintenance (1. Cutting of grass 2. Cutting Trees)
- Cleaning toilets and replacing toilet essentials.

NB: Employ Local Personnel only

Clause: The College will only be invoiced on the period the centre was opened and duties of this tender was being performed. Any day or period that the duties were not performed must not be invoiced to the College.

Pricing and specifications

Campuses		Cleaner	Groundspersons	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