higher education & training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

LIMPOPO COMMUNITY EDUCATION AND TRAINING COLLEGE
UPLIFTMENT WITHOUT LIMITS

**PURCHASING CONSORTIUM SOUTHERN AFRICA (PURCO SA) IN COLLABORATION WITH LIMPOPO COMMUNITY EDUCATION AND TRAINING COLLEGE (LPCETC)**

**Herein referred to as (LPCETC)**

# REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR THE PROVISION OF CLEANING SERVICES AT LIMPOPO COMMUNITY EDUCATION AND TRAINING COLLEGE FOR THIRTY-SIX (36) MONTHS

**TENDER NO: PU 7611/071**

Prospective suppliers who are interested in participating in the aforementioned tender are invited to submit a proposal in full compliance to the requirements 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 of online tender submissions: **PU7611/071** is **11h00**.

| | |
|---|---|
| **Tender number** | **PU7611/071** |
| **Date issued** | **08/11/2026 (Tender availability-09/11/2026)** |
| **Tender closing date** | **03/12/2026** **11h00 on Thursday**<br>**Tender Submission will be Electronic on www.purcosa.co.za**<br>**Supplier Hub - Online Tender Submission Guide** |
| **Non-Compulsory information session** | **16/11/2026** **09h00 on Monday** |

| | | |
|---|---|---|
| **Company name** | | |
| **Address** | | |
| **Contact person** | Mr/Mrs/Ms/Dr/Prof. | |
| **Contact numbers** | (w) | (cell) |
| **Email address** | | |



*Initial…….*

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

| Description | Requirements | Yes | No |
|---|---|---|---|
| RFP document | Each page of the RFP document to be **initialled** by a delegated representative | Yes | No |
| Technical specifications and pricing | Submit fully signed technical specifications and pricing **(Don't change the pricing schedule and specification)** | Yes | No |
| Proof of bank account | Submit signed or electronically stamped letter from bank (not be older than 3 months) | Yes | No |
| Company registration documents | Submit copy of company registration documents | Yes | No |
| ID documents | Certified copy(s) of Identity document(s) (ID) for directors/shareholders (not be older than six (6) months) | Yes | No |
| Tax Compliance certificate | Submit copy of valid SARS Tax compliance status (must be valid on the tender closing date) | Yes | No |
| B-BBEE certification | Submit a valid B-BBEE certificate from a SANAS accredited agency/Affidavit | Yes | No |
| SBD forms | Submit fully signed copies of SBD 1, SBD 4, SBD 6.1 | Yes | No |
| Board resolution | Submit a copy of signed board resolution, unless if you are sole proprietor | Yes | No |
| Registration National Treasury (CSD) | Submit a copy of the full report of registration on National Treasury Central Supplier Database | Yes | No |
| COIDA – Cleaning | Submit a valid copy of COIDA letter of good standing certificate from Department of Labour | Yes | No |
| Certificate of NCCA or BEECA | Submit a copy of NCCA or BEECA | Yes | No |

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

### 1.1.1 STAGE 1: EVALUATION OF FUNCTIONALITY

The evaluation criterion for functionality aims to assess the capability of Bidder to execute and maintain a contract. Bidders need to obtain a minimum percentage score of **70%** and above to progress to the next stage of evaluation.

| FUNCTIONALITY CRITERIA | POINTS ALLOCATED |
|---|---|
| **Provide three (3) relevant contactable references on the client's letterhead (reference letters must be work done within the past five (5) years: clearly dated-commencement, completion and duration)**<br><br>3 References = 30 points<br>2 References = 20 points<br>1 Reference = 10 points | **30** |
| **Company Expereince (Submit Company Profile, CV and Matric qualification of Supervisor)**<br><br>- Attach CV ( at least three (3)years relevant experience (Cleaning Service) and matric certificate of supervisor = 10 points<br>- Company Profile (at least three (3) years experience in cleaning) = 10 points | **20** |
| **Project Plan to address the following:**<br><br>- Resources to be used, i.e. number of cleaners, (organogram) comprehensive roll out plan indicating schedelu of work = 15 points<br>- Provide list and photos of cleaning equipment, uniform and chemicals to be used = 15 points<br>u | **30** |
| **Proof of locality under the bidding company (e.g ward councillors' letter, utility bill)**<br><br>- Business address in Limpopo Province = 20 points<br>- Business outside Limpopo Province = 00 points | **20** |
| **TOTAL POINTS** | **100** |

**Please include reference letters for all your clients in the table below.**

**Specifications Scope and Pricing Schedule**

## TERMS OF REFERENCE

**Bidders must complete the pricing schedule in full, failing which, such bidders will be disqualified.**

### BACKGROUND

The Community Education and Training (CET) Colleges came into existence on 1 April 2015 when the Public Adult Learning Centres (PALCs) migrated from the Provincial Education Departments (PEDs) to the Department of Higher Education and Training (DHET). The PALCs became the Community Learning Centres (CLCs) and were merged under the CET Colleges.
The mandate of the Colleges is to provide quality and relevant Education and Training programmes for youth and adults to improve their livelihoods. The CET Colleges, through the CLCs, offer programmes that will ensure that students attain skills that will enable them to either find employment or establish their own enterprises which are Community needs based. The College is situated in Limpopo Province in South Africa. Governance of the College rests with the Council subject to the relevant statutes and policies. Management structure of the College consists of the Principal and three Deputy Principals. The CET College operates in accordance with the requirements laid down in the Continuing Education and Training Act, Act No.16 of 2006.

### PURPOSE OF THE TENDER

The purpose of this request is to solicit proposals for the cleaning services to be provided at the 20 Main Community Learning Centres and 225 Satellite Centres of The Limpopo Community Education & Training College.
The request for proposal (RFP) document details and incorporates, as far as possible, the tasks and responsibilities of the cleaning services of the 20 Main Community Learning Centres and 225 Satellites Centres of the Limpopo Community Education & Training College.
This RFP does not constitute an offer to do business with the Limpopo CET College but merely serves as an invitation to bidder(s) to submit proposals that will enable the college to facilitate a requirements-based decision-making process pertaining to the service being sought.

### SCOPE AND DEFINITION OF WORK

The College's primary objective in issuing this Request for Proposals (RFP)/Tender is to enter into a 36-months agreement with a suitable service provider to render cleaning services at all 20 Main Community Learning Centres and 225 Satellites of the Limpopo CET College.

SERVICE REQUIREMENTS/DELIVERABLES

General Cleaning Requirements

- The number of cleaners per site should also be gender representative
- A Contract Manager must be provided by the service provider to liaise with Limpopo CET College whenever a need arises
- The attached Annexure A shows the physical addresses where the 17 Main Community Learning Centres and 225 Satellites are located.

The specific general cleaning services requirements must comply with Covid-19 cleaning protocols and procedures as required by them and are not limited to the following:

| Cleaning activity required | Frequency |
|---|---|
| Sweep and damp mop all floors with disinfectant in the classrooms | Three times a week |
| Dust and clean all skirting, windowsills, window ledges, doors and equipment in the classrooms | Three times a week |
| Polish the floor | Three times a week |
| Clean windows on the inside and outside where reachable | Three times a week |

- The service provider should make provision for cleaners who have basic general and Covid-19 management knowledge and expertise in order to amongst others ensure that waste material for Covid-19 is disposed of, to avoid any potential contamination.
- A register should be kept of all cleaning that takes place.
- Deep cleaning (in line with Covid-19 regulations and protocols) will be requested as and when needed.

**PERFORMANCE REQUIREMENTS**

The Service provider will need to conduct the required cleaning services as stipulated within the scope.

The Service provider must ensure that:

- The service provider shall be available to the Limpopo Community Education and Training College at all times for the duration of the contract, including both during normal working hours as well as after hours as and when required.
- For the duration of the contract, the service provider shall, at the request of the Limpopo Community Education and Training College, arrange for meetings, reports and/or feedback as agreed with the Limpopo Community Education and Training College.
- The elements of scope and other required services (provision of reports, feedback, etc.) shall prescribe to the formats held within the Limpopo Community Education and Training College Standard Documentation and/or any instructions, examples, samples provided by the authorized College official. There may be at short notice the need for certain functions to be different to those mentioned above and these will be discussed with the relevant College officials as and when required.
- They must always liaise with the Limpopo Community Education and Training College and always maintain strong ethical standards in its work.
- They work closely and engage with the Limpopo Community Education and Training College officials and/or employees for all accounts of information, knowledge and understanding of the Limpopo Community Education and Training College. Cleaning and Hygiene requirements/context for use in conjunction with their own specific material so as to enable the most accurate method of service provision, reporting and project deliverables as per scope.
- A complete breakdown of all costs per Cleaning and Hygiene service requirement is provided as an underlying contributor to the prices quoted on the pricing schedule
- All the Cleaning and Hygiene services requested and required by the Limpopo Community Education and Training College are achieved in terms of efficiency, effectiveness, service delivery, standards and/or other requirements on or before the required times
- No information is disclosed to any unauthorized person, and remains the property of the Limpopo Community Education and Training College and is maintained between themselves and the Limpopo Community Education and Training College at all times

- A safety file detailing the company's safety procedures and processes is provided upon appointment and that all employees are aware of these. The service provider must comply with health and Safety Act and provide evidence thereof. It is also required that the service provider team members/individuals executing the required scope under the contract are aware of the safety protocols at the office.
- The work plan is used to track service provision where it will be used to track and monitor each service executed on a daily basis which will feed into the weekly reports that feed into the monthly reports
- Provision of all required reports, dashboards and other required feedback as stated and requested by the Limpopo Community Education and Training College within the given time periods for the duration of the contract.
- Any changes to service team and/or any other administration will be communicated and documented to the Limpopo Community Education and Training College.
- The Service Provider will provide a scheduled and reactive (for specific functions or incidents) cleaning service to all areas of LCETC in accordance with the negotiated access times to specific areas and with the provision of this specification and the Service Standards, which shall include but not limited to;
    - Routine Cleaning Services;
    - Specialists cleaning services;
    - Submission of a register outlining the name of the cleaning product, the quantity used and the tasks the chemicals was used for shall be provided on a quarterly basis;
    - Waste removal, including sorting for recyclable materials from point source of waste generation, as well as the removal of separated waste to the central point on site;
    - Use of techniques that utilises minimal amounts of cleaning chemicals, Water, electricity and generates less dust;
    - Provide certificates of 3rd party certifications for Quality Management, Health and Safety Management, Environmental management, etc. that meets the standards of a recognized system such as ISO 14001 will be an added advantage;
    - Provide evidence of the appropriate storage, labelling, handling and disposal of empty chemical containers;
    - Submission of all training records of cleaning staff every year;
    - The supervisor should regularly inspect and report on all health and safety; environmental and quality management requirements and techniques employed by the cleaning staff;
    - Window cleaning to accessible and unreachable height;
    - Control of consumables including toilet paper; and
    - Provision and control of all cleaning staff, cleaning materials and cleaning equipment.

**Working Hours**

- Normal working hours for LCETC for weekdays excluding public holidays are from 07:30 to 16h00. However, cleaning services will be required from 06:30 to 15:30 weekdays' subject to change due to changes in business requirements.
- The operates outside normal working hours. The Service Provider has to cater and accommodate their special requirements.
- In order to provide for the requirements of LCETC, working hours shall be determined by the Service Provider in consultation with the LCETC's Representative at the site concerned and may be adjusted from time to time.
- Service could be required during weekends and/or public holidays and the Service Provider must make provision for workers to perform additional service as and when required.
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**CLEANING STANDARDS & NORMS**

The Service Provider needs to take into account the following cleaning standards and norms which need to be applied during the course of the service

| | |
|---|---|
| Cleaning detergents Must be environmentally friendly | Ammoniated liquid detergent cleaners shall comply with SABS 1225. Acidic Water bowl cleaner in powder or granule from shall comply with SABS 1256, and liquid acidic cleaner for sanitary ware shall comply with SABS 1257. Cleaning product containers must be disposed of, reused and recycled appropriately. |
| Disinfectants | Disinfectant liquids of the coal tar type shall comply with SABS 47. Disinfectants containing stabilized chlorine shall comply with SABS 643 Detergent disinfectants based on stabilized inorganic chlorine compound shall comply with SABS 1032. Disinfectants used for automatic dispensers to toilets and urinals shall comply with CKS 459. |
| Polish | The Service Provider will be advised by the LCETC representative which furniture, if any, may be polished. |
| Finishes (Walls and floors) | Vinyl tiles, flooring shall be cleaned in accordance with SABS 1224. Floor sealer for vinyl flooring in accordance with SABS 1042 applied in accordance with the manufacturer's instructions. Said ceramic tile (flooring) is to be stripped and sealed initially and on request of LCETC. Wipe and strip wooden wall finishes with approved detergent complying with SABS standards. Tile surfaces are to be cleaned with approved detergent complying with SABS 525. All cleaning and maintenance of floor shall be carried out in accordance with SABS Code of Practice 0170. Sweep concrete floors with a heavy-duty broom. Floors to be scrubbed with auto scrubber. |
| Carpets and carpet tiles | Carpets must be vacuumed and cleaned with industrial standard equipment. |
| Dusting, Wiping, Clean, etc. | Wipe all surface areas with a clean damp cloth All ornaments, windowsills needs to be dusted Turnstiles to be polished with turnstile polish Non-slip polish to be used for the granite top. |
| Bin Bags | Ensure that clear bins bags are used at all times. |

**Notes to Service providers:**

- The provision of the cleaning services at the offices specified shall implement all the applicable "green cleaning" methodologies and cleaning products as dictated by advances in technology. The Service Provider shall take cognizance of this requirement and make their recommendations on their proposal to LCETC.
- It shall be the Service Provider's responsibility to maintain clean, safe, healthy office facilities and eliminate contaminants that affect LCETC employees' health, performance and attendance. LCETC is committed to the implementation of cleaning processes and supplies that protect its employees' health without harming the environment.
- The Service Provider shall purchase and utilize environmentally sensitive cleaning products below (please note that this list is not exhaustive):
- **Bathroom Cleaners** – products used to clean hard surfaces in a bathroom such as counters, walls, floors, fixtures, basins, tubs or tile.
- **Carpet Cleaners** – products used to eliminate dirt and stains on rugs and carpeting.

- **General Purpose and Hard floor Surface Cleaners** – products used for routine cleaning of hard surfaces, including impervious flooring such as concrete or tile. This category does not include products intended primarily to strip, polish or wax floors and it does not include cleaners intended primarily for cleaning toilet bowls, dishes, laundry, upholstery or wood.
- **Glass, Window and Mirror Cleaners** – products used to clean glass, windows, mirrors or metallic or polished surfaces.
- **Hand Cleaners and Hands Soaps** – products used for routine, non-specialized hand cleaning.
- **Paper Products** – paper towels or other paper used for cleaning and do not include toilet paper, facial tissue or paper towels used for drying hands.

**PREMISES & EQUIPMENT**

The Service Provider(s) shall have use of Water and electricity, storage room, office and a rest room free of charge. The exact allocation of facilities will be agreed upon once the needs of both LCETC, and other Service Providers have been determined. The Service Provider's use of the facilities is subject to the following conditions:

- The premises are maintained in a clean and orderly manner, in keeping with good housekeeping principles.
- The premises are not used for any activities other than those relating to the rendering of the service as specified by this document.
- LCETC retains the rights of inspection.
- The Service Provider(s) must supply all furniture and equipment required.
- The Service Provider(s) shall ensure that all their staff comply with the regulations in terms of use of the facilities.
- In conclusion, LCETC will provide what it deems adequate office and storage facilities for the Service Provider and the Service Provider shall have access to such facilities for the duration of the contract period only.
- Upon termination and / or conclusion of the contract the Service Provider(s) shall remove all its equipment and material from the premises and hand back keys to LCETC.

**SANITARY SERVICES**

The handling and disposal of the contents of sanitary bins **will not** be performed by the Cleaning Contracted Supplier.

**STAFF STRATEGY**

- Service Providers are to allow for the provision of adequate Managerial and Supervisory staff.
- Service Providers are to allow for the provision of all general staff.
- Service Providers are also to provide for intensive training of all the staff appointed to ensure conformity with LCETC requirements.

**CLEANING SERVICE PERSONNEL**

- **Identification**
  The Service Provider is to issue all of their staff with personal identification tags at the Service Provider's cost. It will be the responsibility of the Service Provider to ensure that all cleaning personnel on site display their identity tags at all times in such a way as to be fully visible. Subject to satisfying the foregoing, staff failing to display their identification tags may be removed from the site. The Service Provider must take responsibility for deactivation of such cards in cases where staff is no longer in the service of the Service Provider or at the expiry of the contract.

- **Medical fitness**
  LCETC reserves the right to require that all Service Provider personnel be certified fit for duty.

- **Training**

  LCETC recognizes the need for training, both induction and during the course of employment, and expects to derive both benefit and value-for-money from all training undertaken by employees of the Service Provider engaged in relation to this contract. The Service Provider shall ensure that the absence from operational duty of staff attending a training course does not affect the satisfactory provision of the specified services and shall provide relief staff to cover the affected areas.

  All cleaning staff employed by the contractor must be regularly trained on waste separation at source and best environmental management practices. Records of such training must be submitted to the Environmental Management office on an annual basis.

- **Uniforms**
  - All Service Provider staff is to wear protective uniforms, headgear (including goggles, visors and masks) and fully covered shoes and/or boots and gloves (appropriate to their tasks and functions) whilst on duty. The Service Provider shall supply all uniforms, which shall be of good quality and in a style approved by LCETC. All uniforms must bear the name and logo of the Service Provider. Uniforms are to be worn at all times, without any exception.
  - The Service Provider shall ensure that all its personnel employed in rendering of the Service are at all times whilst on duty are neatly dressed, presentable and hygienic.

- **Staff Allocation and Management**

  The Service Provider shall ensure: -
  - That Staff is assigned to all offices and/or other accommodation and such other specific departments within LCETC as the LCETC Representative shall advise and agree with Service Provider and shall ensure that continuity in the deployment of such Staff is maintained;
  - Individual Staff are consistently allocated to work in a specific area or with a specific department with minimal changes, save to the extent reasonably required to maintain the Service Standards.
  - The Service Provider shall not use less than the human resources complement set out in tender submission document.
  - The Service Provider shall provide services of high quality and standard to the satisfaction of the LCETC.
  - The Service Provider should ensure fair Labour practice by complying with the industrial relations and personnel policies of LCETC, where they do not breach the parties' joint Labour practices.

- **Relief staff**

  The Service Provider shall provide relief staff, in the event of Labour unrest, seasonal workload peaks or to replace staff on training, leave or sick leave if LCETC's Representative is given reasonable notice and details of this. The Service Provider will bear all costs related to the provision of relief staff.

- **First Aid**

The Service Provider shall be responsible for the provision and replenishment of first aid boxes, which shall be under the control of a trained first aid provider. In cases of emergency, the supervisor on site shall refer the incident to the LCETC First Aider to access the situation or provide assistance. If there is a cost involved for the provision of such medical emergencies, then the Service Provider must bear the costs.

## COMPLAINTS REGISTER

A complaint register, in which complaints in respect of the service have been recorded, will be made available at an agreed point or points per building. The supervisor must check the entries in the books on a daily basis to ascertain what complaints have been made and to ensure that these receive attention within 24 hours at the most. Complaints must be resolved within 48 hours. All complaints must be registered in writing with the LCETC Representative.

## CONTROL OF MATERIALS, EQUIPMENT AND CONSUMABLES

- The Service Provider shall be responsible for the replenishing, safe storage, distributions and control of consumables, to agreed inventory levels, of consumables and some non-consumables required by the staff in the provision of the Cleaning Services.
- The Service Provider shall be responsible for safe storage of all consumables. Should any of its staff members be found to be pilfering the cost shall be recoverable from the Service Provider.
- Service Provider's supervisor to maintain records of receipts and issues which should be reconciled and report submitted to the LCETC on a monthly basis.
- The Service Provider will be responsible for the safe storage and use of materials and equipment required for the provision of the cleaning services and for all costs incurred in their safe storage and use.

The Service Provider shall:

- Ensure any non-compliant cleaning equipment is not used by any person whatsoever in the provision of the cleaning services;
- Ensure all cleaning materials are designed for specific use in specific areas of LCETC Premises;
- Ensure all cleaning equipment to be used in a particular area only is clearly designated for such area and under no circumstances are used elsewhere;
- Ensure that its staff is properly trained in the use of cleaning materials and equipment;
- Ensure that equipment used is safe and does not endanger the operator / s or member of the public in the surrounding areas where the equipment is being used.
- The service provider must provide an inventory or a register outlining the name of a cleaning product, the quantities used and the chemicals used shall be provided as required
- Ensure the standards of the equipment shall comply with the following: -
  1...1. All products shall be "fit for the purpose".
  1...2. In the case of electrically operated equipment, products shall comply with the applicable SABS standard
- The Service provider shall maintain a colour coding system for equipment and materials to minimize cross contamination from one type of area to the next: -

| | |
|---|---|
| Red | Toilets |
| Yellow | Kitchens |
| Blue | All other areas |

**Pricing Schedule**

| No | Name of CLC/SLC Centre | CLC/SLC Address | Quantity of Cleaners | Monthly Rate per one Cleaner per Campus (All-inclusive, including Equipment, Chemicals), incl. VAT | Total Monthly Rate for All Cleaners, per Campus (All-inclusive, including Equipment, Chemicals), incl. VAT |
|---|---|---|---|---|---|
| **1** | Vhembe TVET Makwarela Campus | Makwarela CLC | **1** | **R** | **R** |
| **2** | Mbilwana Primary School | Bunzhe Satellite | **1** | **R** | **R** |
| **3** | Muledane Primary School | Muledane Satellite | **1** | **R** | **R** |
| **4** | Tivumbeni EMPC | Tivumbeni CLC | **1** | **R** | **R** |
| **5** | Lotanang Primary School | Seshego Hospital CLC | **1** | **R** | **R** |
| **6** | Mokgoba Primary | Mokgoba Satellite | **1** | **R** | **R** |
| **7** | Sekgwari Primary School | Bakone CLC | **1** | **R** | **R** |
| **8** | Mokgohloe Makopo Secondary School | Makgwading Satelite | **1** | **R** | **R** |
| **9** | Dikobe Molaba Primary School | Malemati Satellite | **1** | **R** | **R** |
| **10** | Matshumu Primary School | Matshumu Satellite | **1** | **R** | **R** |
| **11** | Old Ratanang Special Schools | Helen Franza CLC | **1** | **R** | **R** |
| **12** | Old Creche Boledi Sekgakgapeng. | Megeme CLC | **1** | **R** | **R** |

| | | | | | |
|---|---|---|---|---|---|
| **13** | Fred Ledwaba Secondary School(Old School) | Maaka Maleka Satellite | **1** | **R** | **R** |
| **14** | Maphopha Primary | Maphopha CLC | **1** | **R** | **R** |
| **15** | Mokhulwane Secondary School | Jacob Marwale Satellite | **1** | **R** | **R** |
| **16** | Kgautswane Multiple Purpose Community Centre | Kgautswane Sattelite | **1** | **R** | **R** |
| **17** | Arkona Primary School | Khudutseke CLC | **1** | **R** | **R** |
| **18** | Old Home Affairs Office Public Works | Moreko SLC | **1** | **R** | **R** |
| **19** | Old Circuit Office Phokoane | Matime Manosoe | **1** | **R** | **R** |
| **20** | Sekhukhune TVET CS Barlow | Ikageng Satellite | **1** | **R** | **R** |
| **21** | Letaba TVET Modjadji Campus | Modjadji CLC | **1** | **R** | **R** |
| **Total Rate for All Cleaners for the CLC/SLC Centres for 36 Months Incl. VAT** | | | **21** | **R** | **R** |