



Specifications and Pricing Schedule

TERMS OF REFERENCE

1. WATERBERG TVET COLLEGE

The Waterberg TVET College (WTC) is an institution governed by the Continuing Education and Training Act 2006. The Minister of Higher Education and Training is the Executive Authority, and the WTC Council is the Accounting Authority of the WTC. The WTC is governed by the Council appointed by the Minister of Higher Education and Training.

1. BACKGROUND

Waterberg Technical and Vocational Education and Training (TVET) College requires an experienced hygiene services company to provide hygiene services in all the campuses and central office. Waterberg TVET College has the following campuses and sites:

- Skills development Lebowakgomo
- IT centre Mahwelereng
- Hotel school Mokopane
- Mahwelereng Business studies campus
- Waterberg TVET College farm
- Central office Mokopane

2. INVITATION TO TENDER

Bidders are hereby invited to submit their proposals for Hygiene services for a contract period of three (3) years for Waterberg TVET College

Tender processes will be coordinated by PURCO SA and Waterberg TVET College Supply Chain Management (SCM) Section at the following address:

Waterberg TVET College

C/O Totius and Hooge Street

Mokopane

Waterberg

0600

3. GENERAL TERMS

All documents submitted in the response to this tender shall be written in English completed with a black pen. Bid documents completed with a pencil will be disqualified. All corrections and scratching must be initialled. The use of correction pen (Tippex) will automatically invalidate your bid. All required documents must be attached behind the specified divider to allow for convenient checking during evaluation. Each tender shall be valid for a period of three months (90 days) calculated from the closing date of the tender.

4. RESPONSIBILITIES

Responsibility of the service provider:

- a) To install non-electrical dispensers
- b) To install automated dispensers
- c) To refill and exchange consumables according to the required frequency
- d) To deliver consumable products according to the required frequency
- e) To provide deep cleaning services according to the required frequency

5. DISCLAIMER

Waterberg TVET College serves the right:

- a) To verify any information supplied in the tender documents
- b) Not to appoint any service providers;
- c) To cancel or withdraw this tender at any time without attracting any penalties or liabilities;
- d) To appoint one or more service providers, depending on the outcome, to separate or jointly be responsible for the provision of hygiene services to the college
- e) To have the final say in the appointment and that this will be binding;
- f) To disqualify a tender or cancel any subsequent contract should it be found that information disclosed was factual inaccurate and/or that a misrepresentation of facts may have occurred.

6. CONFIDENTIALITY

Any or all information made available to the service provider by Waterberg TVET College shall be regarded as confidential and shall not be made available to third parties without the prior written consent of the college.

7. PREPARATION OF PROPOSAL

Waterberg TVET College shall not be liable for any costs that has been incurred by the service provider in the preparation of the proposal, the obtaining of certificates or any other cost that might be incurred in submitting the proposal.

8. CONTRACT PERIOD

It is a 3 years (36 Months) contract which will be reviewed, based on performance, every twelve (12) month from the date of commencement with a probation period of 3 months. Waterberg TVET College may conduct a due diligent before final appointment.

9. PRICING

Service providers are requested to give a specific pricing breakdown for the 3-year contract (please include the prices of all accessories, equipment's or other items charged for in the breakdown). Year one pricing should be firm. Clearly specify proposed annual increase for operating costs and percentage increase in the consumer price index (CPI) in year 2 and 3.

10. COMPLIANCE REPORTS AND MEETINGS

Both the service provider and Waterberg TVET College will enter into a service level agreement (SLA) for monitoring and compliance purposes. The SLA will be monitored through a monitoring tool and compliance meetings which will be held quarterly. The service provider will also meet the delegated Waterberg TVET College representative as and when deemed necessary.

TENDER SPECIFICATION

1. TENDER SPECIFICATION

Waterberg Technical and vocational education and training (TVET) College requires a hygiene company to provide hygiene services in the central office, all campuses and site. **THE PURCO SA SERVICE FEE OF 2% MUST BE INCLUDED IN THE PRICING.**

1.1 SKILLS DEVELOPMENT LEBOWAKGOMO CAMPUS

Description of Dispensers	Quantity	Service Frequency	Unit Price	Monthly Price (Incl. VAT)
Paper towel dispenser (Automated)	34	Install and maintain	R	R
Wall Bin	34	Install and maintain	R	R
She bin Dispenser (Foot Automated) 20L	49	Bi-Monthly	R	R
She packet dispenser	49	Install and maintain	R	R
Air freshener dispenser (Automated)	33	Install and maintain	R	R
Anti-theft bracket air fresheners	33	Install and maintain	R	R
Hand foam soap dispenser (Automated)	59	Install and maintain	R	R
Toilet roll holder dispenser	76	Install and maintain	R	R
Foam seat sanitiser dispenser (Automated)	35	Install and maintain	R	R
Hand sanitiser dispenser (Automated)	3	Install and maintain	R	R
Condom dispenser	30	Install and maintain	R	R
SUB TOTAL (INCLUDING VAT)				R

Description of Consumables	Quantity	Delivery Frequency	Unit Price	Monthly Price (Incl. VAT)
Paper towel refill	102	Monthly	R	R
She packets refill (50)	49	Monthly	R	R
Hand foam soap refill (1000 shots)	59	Monthly	R	R
Foam seat sanitiser refill (1000 shots)	35	Monthly	R	R
Hand sanitiser refill (20 litres)	6	Monthly	R	R
Hand sanitiser stand refill	1	Monthly	R	R
SUB TOTAL (INCLUDING VAT)				R

Description of Deep Clean Services	Quantity	Frequency	Unit Price	Monthly Price (Incl. VAT)
Deep cleaning of toilets (Toilet closets)	80	Monthly service	R	R
Deep cleaning of basins	127	Monthly service	R	R
Deep cleaning of Urinals	23	Monthly service	R	R
Deep cleaning of showers	39	Monthly service	R	R
Deep cleaning of baths	2	Monthly service	R	R
SUB TOTAL (INCLUDING VAT)				R

GRAND TOTAL (INCL. VAT) FOR SKILLS DEVELOPMENT LEBOWAKGOMO CAMPUS (Dispensers, Consumables and Deep cleaning)	R
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1.2 IT CENTRE MAHWELERENG CAMPUS

Description of Dispensers	Quantity	Service Frequency	Unit Price	Monthly Price (Incl. VAT)
Paper towel dispenser	11	Install and maintain	R	R
Wall Bin	11	Install and maintain	R	R
Air Towel 360	25	Install and maintain	R	R
She bin Dispenser	51	Bi-Monthly	R	R
She packet dispenser	51	Install and maintain	R	R
Air freshener dispenser	37	Install and maintain	R	R
Anti-theft bracket air fresheners	37	Install and maintain	R	R
Hand foam soap dispenser	79	Install and maintain	R	R
Toilet roll holder dispenser	90	Install and maintain	R	R
Condom dispenser	35	Install and maintain	R	R
SUB TOTAL (INCLUDING VAT)				R

Description of Consumables	Quantity	Delivery Frequency	Unit Price	Monthly Price (Incl. VAT)
Paper towel refill	33	Monthly	R	R
She packets refill (50)	51	Monthly	R	R
Hand foam soap refill (1000 shots)	79	Monthly	R	R
Hand sanitiser stand refill	1	Monthly	R	R
SUB TOTAL (INCLUDING VAT)				R

Description of Deep Clean services	Quantity	Frequency	Unit Price	Monthly Price (Incl. VAT)
Deep cleaning of toilets	91	Monthly service	R	R
Deep cleaning of basins	132	Monthly service	R	R

Deep cleaning of Urinals	24	Monthly service	R	R
Deep cleaning of showers	62	Monthly service	R	R
Deep cleaning of baths	36	Monthly service	R	R
SUB TOTAL (INCLUDING VAT)				R

GRAND TOTAL (INCL. VAT) FOR IT CENTRE MAHWELERENG CAMPUS (Dispensers, Consumables and Deep cleaning)	R
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1.3 HOTEL SCHOOL MOKOPANE

Description of Dispensers	Quantity	Service Frequency	Unit Price	Monthly Price (Incl. VAT)
Paper towel dispenser	20	Install and maintain	R	R
Wall Bin	20	Install and maintain	R	R
She bin Dispenser	17	Bi-Monthly	R	R
She packet dispenser	17	Install and maintain	R	R
Air freshener dispenser	21	Install and maintain	R	R
Anti-theft bracket air fresheners	21	Install and maintain	R	R
Hand foam soap dispenser	26	Install and maintain	R	R
Toilet roll holder dispenser	24	Install and maintain	R	R
Foam seat sanitiser dispenser	22	Install and maintain	R	R
Hand sanitiser dispenser	9	Install and maintain	R	R
Condom dispenser	12	Install and maintain	R	R
Hygenator Dispenser	1	Install and maintain	R	R
SUB TOTAL (INCLUDING VAT)				R

Description of Consumables	Quantity	Delivery Frequency	Unit Price	Monthly Price (Incl. VAT)
Paper towel refill	60	Monthly	R	R
She packets refill (50)	17	Monthly	R	R
Hand foam soap refill (1000 shots)	26	Monthly	R	R
Foam seat sanitiser refill (1000 shots)	22	Monthly	R	R
Hand sanitiser refill	9	Monthly	R	R
Hand sanitiser stand refill	1	Monthly	R	R
SUB TOTAL (INCLUDING VAT)				R

Description of Deep Clean Services	Quantity	Frequency	Unit Price	Monthly Price (Incl. VAT)
Deep cleaning of toilets	24	Monthly service	R	R
Deep cleaning of basins	34	Monthly service	R	R
Deep cleaning of Urinals	10	Monthly service	R	R
Deep cleaning of showers	12	Monthly service	R	R
SUB TOTAL (INCLUDING VAT)				R

GRAND TOTAL (INCL. VAT) FOR HOTEL SCHOOL MOKOPANE (Dispensers, Consumables and Deep cleaning)	R
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1.4 BUSINESS STUDIES CENTRE MAHWELERENG CAMPUS

Description of Dispensers	Quantity	Service Frequency	Unit Price	Monthly Price (Incl. VAT)
Paper towel dispenser	17	Install and maintain	R	R
Wall Bin	17	Install and maintain	R	R
She bin Dispenser	29	Bi-Monthly	R	R

She packet dispenser	29	Install and maintain	R	R
Air freshener dispenser	18	Install and maintain	R	R
Anti-theft bracket air fresheners	18	Install and maintain	R	R
Hand foam soap dispenser	26	Install and maintain	R	R
Toilet roll holder dispenser	42	Install and maintain	R	R
Foam seat sanitiser	42	Install and maintain	R	R
Condom dispenser	15	Install and maintain	R	R
SUB TOTAL (INCLUDING VAT)				R

Description of Consumables	Quantity	Delivery Frequency	Unit Price	Monthly Price (Incl. VAT)
Paper towel refill	51	Monthly	R	R
She packets refill (50)	29	Monthly	R	R
Hand foam soap refill (1000 shots)	26	Monthly	R	R
Foam seat sanitiser refill (1000 shots)	42	Monthly	R	R
Hand sanitiser stand refill	1	Monthly	R	R
SUB TOTAL (INCLUDING VAT)				R

Description of Deep Clean Services	Quantity	Frequency	Unit Price	Monthly Price (Incl. VAT)
Deep cleaning of toilets	42	Monthly service	R	R
Deep cleaning of basins	40	Monthly service	R	R
Deep cleaning of Urinals	14	Monthly service	R	R
SUB TOTAL (INCLUDING VAT)				R

1.5 GRAND TOTAL (INCL. VAT) FOR BUSINESS STUDIES CENTRE MAHWELERENG CAMPUS (Dispensers, Consumables and Deep cleaning)

R

1.5 FARM

Description of Dispensers	Quantity	Service Frequency	Unit Price	Monthly Price (Incl. VAT)
Paper towel dispenser	5	Install and maintain	R	R
Wall Bin	5	Install and maintain	R	R
She bin Dispenser	9	Bi-Monthly	R	R
She packet dispenser	9	Install and maintain	R	R
Air freshener dispenser	6	Install and maintain	R	R
Anti-theft bracket air fresheners	6	Install and maintain	R	R
Hand foam soap dispenser	6	Install and maintain	R	R
Toilet roll holder dispenser	9	Install and maintain	R	R
Foam seat sanitiser	9	Install and maintain	R	R
Condom dispenser	4	Install and maintain	R	R
SUB TOTAL (INCLUDING VAT)				R

Description of Consumables	Quantity	Delivery Frequency	Unit Price	Monthly Price (Incl. VAT)
Paper towel refill	15	Monthly	R	R
She packets refill (50)	9	Monthly	R	R
Hand foam soap refill (1000 shots)	6	Monthly	R	R
Foam seat sanitiser refill (1000 shots)	9	Monthly	R	R
Hand sanitiser stand refill	1	Monthly	R	R

SUB TOTAL (INCLUDING VAT)	R
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Description of Deep Clean Services	Quantity	Frequency	Unit Price	Monthly Price (Incl. VAT)
Deep cleaning of toilets	9	Monthly service	R	R
Deep cleaning of basins	9	Monthly service	R	R
Deep cleaning of Urinals	5	Monthly service	R	R
Deep cleaning-Baths	1	Monthly service	R	R
SUB TOTAL (INCLUDING VAT)				R

GRAND TOTAL (INCL. VAT) FOR FARM (Dispensers, Consumables and Deep cleaning)	R
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1.6 CENTRAL OFFICE MOKOPANE

Description of Dispensers	Quantity	Service Frequency	Unit Price	Monthly Price (Incl. VAT)
Paper towel dispenser	6	Install and maintain	R	R
Wall Bin	6	Install and maintain	R	R
She bin Dispenser	6	7 day service	R	R
She packet dispenser	6	Install and maintain	R	R
Air freshener dispenser	11	Install and maintain	R	R
Anti-theft bracket air fresheners	11	Install and maintain	R	R
Hand foam soap dispenser	6	Install and maintain	R	R
Toilet roll holder dispenser	8	Install and maintain	R	R
Foam seat sanitiser	7	Install and maintain	R	R
Condom dispenser	6	Install and maintain	R	R

SUB TOTAL (INCLUDING VAT)	R
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Description of Consumables	Quantity	Delivery Frequency	Unit Price	Monthly Price (Incl. VAT)
Paper towel refill	18	Monthly	R	R
She packets refill (50)	6	Monthly	R	R
Hand foam soap refill (1000 shots)	6	Monthly	R	R
Foam seat sanitiser refill (1000 shots)	7	Monthly	R	R
Hand sanitiser stand refill	1	Monthly	R	R
SUB TOTAL (INCLUDING VAT)				R

Description of Deep Cleaning Services	Quantity	Frequency	Unit Price	Monthly Price (Incl. VAT)
Deep cleaning of toilets	8	Monthly service	R	R
Deep cleaning of basins	8	Monthly service	R	R
Deep cleaning of Urinals	4	Monthly service	R	R
SUB TOTAL (INCLUDING VAT)				R

GRAND TOTAL(INCL. VAT) FOR CENTRAL OFFICE MOKOPANE (Dispensers, Consumables and Deep cleaning)	R
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1.7 THABAZIMBI CAMPUS

Description of Dispensers	Quantity	Service frequency	Unit price	Monthly Price (Incl. VAT)
Paper towel dispenser	17	Install and maintain	R	R
Wall Bin	17	Install and maintain	R	R
She bin Dispenser	29	Bi-Monthly	R	R
She packet dispenser	29	Install and maintain	R	R
Air freshener dispenser	18	Install and maintain	R	R
Anti-theft bracket air fresheners	18	Install and maintain	R	R
Hand foam soap dispenser	26	Install and maintain	R	R
Toilet roll holder dispenser	42	Install and maintain	R	R
Foam seat sanitiser	42	Install and maintain	R	R
Condom dispenser	15	Install and maintain	R	R
SUB TOTAL (INCLUDING VAT)				R

Description of Consumables	Quantity	Delivery Frequency	Unit Price (Incl. VAT)	Monthly Price (Incl. VAT)
Paper towel refill	51	Monthly	R	R
She packets refill (50)	29	Monthly	R	R
Hand foam soap refill (1000 shots)	26	Monthly	R	R
Foam seat sanitiser refill (1000 shots)	42	Monthly	R	R
Hand sanitiser stand refill	1	Monthly	R	R
SUB TOTAL (INCLUDING VAT)				R

Description of deep clean services	Quantity	frequency	Unit Price (Incl. VAT)	Monthly Price (Incl. VAT)
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Deep cleaning of toilets	42	Monthly service	R	R
Deep cleaning of basins	40	Monthly service	R	R
Deep cleaning of Urinals	14	Monthly service	R	R
SUB TOTAL				R

GRAND TOTAL (INCL. VAT) FOR THABAZIMBI CAMPUS (Dispensers, Consumables and Deep cleaning)	R
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SUMMARY OF PRICING SCHEDULES – ALL CAMPUSES

Item	Campus	Grand Total (Incl. VAT) Monthly
1.1	Skills Development Lebowakgomo Campus	R
1.2	IT Centre Mahwelereng Campus	R
1.3	Hotel School Mokopane	R
1.4	Business Studies Centre Mahwelereng Campus	R
1.5	Farm	R
1.6	Central Office Mokopane	R
1.7	Thabazimbi Campus	R
1.8	TOTAL BID PRICE, MONTHLY (INCL. VAT) FOR ALL CAMPUSES	R