



Specifications and Pricing Schedule

TERMS OF REFERENCE

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 Cleaning company to provide cleaning services for the carpets, windows, gutters and down pipes as and when a need arises in all the campuses and the central office. All the campuses and the central office have carpets in the offices that has piled up dirt and dust over a long period of time. The windows and the roofs in all the campuses and the central office are dirty and needs to be cleaned. Some of the windows in the buildings are very high and needs specialized equipment's and machinery to clean them. 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
- Thabazimbi Campus

2. INVITATION TO TENDER

Bidders are hereby invited to submit their proposals for cleaning services for the carpets, windows and roofs for a contract period of three (3) years for Waterberg TVET College as and when a need arise.

Tender processes will be-coordinated by PURCO 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 clean the carpets, windows and the roof as and when a need arise
- b) To provide its workers with cleaning material, detergents and equipment's
- c) To adhere to health and safety standard set by college
- d) To use the appropriate elevating/lifting equipment's when working on high areas
- e) To use the appropriate cleaning detergents that will not pose health risks on employees
- f) To preserve the quality of the carpet, windows and roofs

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 cleaning services on the campus;
- 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

This 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

This is a three years (36 months) contract. 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 cleaning company to provide cleaning services on the carpets, windows and roofs in the central office, all campuses and site as and when a needs arise.

BOQ – Windows, Carpet and Roof cleaning services on “As and When” required basis for a period of 36 months

THE PURCO SA SERVICE FEE OF 2% MUST BE INCLUDED IN THE PRICING.

1. Skills Development Lebowa kgomo

Item	Description	Unit	Once- off Rate (Year 1) Including VAT
1.	Normal working Hours (Monday to Friday from 7am to 4:00pm)		R
	1.1. Window cleaning	m ²	R
	1.2 Carpet cleaning	m ²	R
	1.3 Roof cleaning	m ²	R
2.	After hours		

	2.1.Window cleaning	m ²	R
	2.2 Carpet cleaning	m ²	R
	2.3 Roof cleaning	m ²	R
3.	Sunday Hours		
	3.1 Window Cleaning	m ²	R
	3.2 Carpet cleaning	m ²	R
	3.3 Roof cleaning	m ²	R
4.	Public Holidays		
	4.1.Window cleaning	m ²	R
	4.2 Carpet cleaning	m ²	R
	4.3 Roof cleaning	m ²	R
5.	Travel Rate to be calculated from central office, Mokopane (SARS rate will be used, currently R3,66/km)	km	R 3,66/KM
	0-50	km	No Charge
	>50 up to 500 maximum	km	
	SUB-TOTAL (Incl. VAT)		R

2. IT centre Mahwelereng

Item	Description	Unit	Once- off Rate (Year 1) Including VAT
1.	Normal working Hours (Monday to Friday from 7am to 4:00pm)		R
	1.1. Window cleaning	m ²	R
	1.2 Carpet cleaning	m ²	R

	1.3 Roof cleaning	m ²	R
2.	After hours		
	2.1.Window cleaning	m ²	R
	2.2 Carpet cleaning	m ²	R
	2.3 Roof cleaning	m ²	R
3.	Sunday Hours		
	3.1 Window Cleaning	m ²	R
	3.2 Carpet cleaning	m ²	R
	3.3 Roof cleaning	m ²	R
4.	Public Holidays		
	4.1.Window cleaning	m ²	R
	4.2 Carpet cleaning	m ²	R
	4.3 Roof cleaning	m ²	R
5.	Travel Rate to be calculated from central office, Mokopane (SARS rate will be used, currently R3,66/km)	km	R 3,66/KM
	0-50	km	No Charge
	>50 up to 500 maximum	km	
	SUB-TOTAL (Incl. VAT)		R

3. Hotel School Mokopane

Item	Description	Unit	Once- off Rate (Year 1) Including VAT
1.	Normal working Hours (Monday to Friday from 7am to 4:00pm)		R

	1.1. Window cleaning	m ²	R
	1.2 Carpet cleaning	m ²	R
	1.3 Roof cleaning	m ²	R
2.	After hours		
	2.1.Window cleaning	m ²	R
	2.2 Carpet cleaning	m ²	R
	2.3 Roof cleaning	m ²	R
3.	Sunday Hours		
	3.1 Window Cleaning	m ²	R
	3.2 Carpet cleaning	m ²	R
	3.3 Roof cleaning	m ²	R
4.	Public Holidays		
	4.1.Window cleaning	m ²	R
	4.2 Carpet cleaning	m ²	R
	4.3 Roof cleaning	m ²	R
5.	Travel Rate to be calculated from central office, Mokopane (SARS rate will be used, currently R3,66/km)	km	R 3,66/KM
	0-50	km	No Charge
	>50 up to 500 maximum	km	
	SUB-TOTAL (Incl. VAT)		R

4. Mahwelereng Business Studies Campus

Item	Description	Unit	Once- off Rate (Year 1) Including VAT
1.	Normal working Hours (Monday to Friday from 7am to 4:00pm)		R
	1.1. Window cleaning	m ²	R
	1.2 Carpet cleaning	m ²	R
	1.3 Roof cleaning	m ²	R
2.	After hours		
	2.1.Window cleaning	m ²	R
	2.2 Carpet cleaning	m ²	R
	2.3 Roof cleaning	m ²	R
3.	Sunday Hours		
	3.1 Window Cleaning	m ²	R
	3.2 Carpet cleaning	m ²	R
	3.3 Roof cleaning	m ²	R
4.	Public Holidays		
	4.1.Window cleaning	m ²	R
	4.2 Carpet cleaning	m ²	R
	4.3 Roof cleaning	m ²	R
5.	Travel Rate to be calculated from central office, Mokopane (SARS rate will be used, currently R3,66/km)	km	R 3,66/KM
	0-50	km	No Charge

	>50 up to 500 maximum	km	
	SUB-TOTAL (Incl. VAT)		R

5. Waterberg TVET College Farm

Item	Description	Unit	Once- off Rate (Year 1) Including VAT
1.	Normal working Hours (Monday to Friday from 7am to 4:00pm)		R
	1.1. Window cleaning	m ²	R
	1.2 Carpet cleaning	m ²	R
	1.3 Roof cleaning	m ²	R
2.	After hours		
	2.1.Window cleaning	m ²	R
	2.2 Carpet cleaning	m ²	R
	2.3 Roof cleaning	m ²	R
3.	Sunday Hours		
	3.1 Window Cleaning	m ²	R
	3.2 Carpet cleaning	m ²	R
	3.3 Roof cleaning	m ²	R
4.	Public Holidays		
	4.1.Window cleaning	m ²	R
	4.2 Carpet cleaning	m ²	R
	4.3 Roof cleaning	m ²	R

5.	Travel Rate to be calculated from central office, Mokopane (SARS rate will be used, currently R3,66/km)	km	R 3,66/KM
	0-50	km	No Charge
	>50 up to 500 maximum	km	
	SUB-TOTAL (Incl. VAT)		R

6. Central Office Mokopane

Item	Description	Unit	Once- off Rate (Year 1) Including VAT
1.	Normal working Hours (Monday to Friday from 7am to 4:00pm)		R
	1.1. Window cleaning	m ²	R
	1.2 Carpet cleaning	m ²	R
	1.3 Roof cleaning	m ²	R
2.	After hours		
	2.1.Window cleaning	m ²	R
	2.2 Carpet cleaning	m ²	R
	2.3 Roof cleaning	m ²	R
3.	Sunday Hours		
	3.1 Window Cleaning	m ²	R
	3.2 Carpet cleaning	m ²	R
	3.3 Roof cleaning	m ²	R
4.	Public Holidays		

	4.1.Window cleaning	m ²	R
	4.2 Carpet cleaning	m ²	R
	4.3 Roof cleaning	m ²	R
5.	Travel Rate to be calculated from central office, Mokopane (SARS rate will be used, currently R3,66/km)	km	R 3,66/KM
	0-50	km	No Charge
	>50 up to 500 maximum	km	
	SUB-TOTAL (Incl. VAT)		R

7. Thabazimbi Campus

Item	Description	Unit	Once- off Rate (Year 1) Including VAT
1.	Normal working Hours (Monday to Friday from 7am to 4:00pm)		R
	1.1. Window cleaning	m ²	R
	1.2 Carpet cleaning	m ²	R
	1.3 Roof cleaning	m ²	R
2.	After hours		
	2.1.Window cleaning	m ²	R
	2.2 Carpet cleaning	m ²	R
	2.3 Roof cleaning	m ²	R
3.	Sunday Hours		
	3.1 Window Cleaning	m ²	R

	3.2 Carpet cleaning	m ²	R
	3.3 Roof cleaning	m ²	R
4.	Public Holidays		
	4.1.Window cleaning	m ²	R
	4.2 Carpet cleaning	m ²	R
	4.3 Roof cleaning	m ²	R
5.	Travel Rate to be calculated from central office, Mokopane (SARS rate will be used, currently R3,66/km)	km	R 3,66/KM
	0-50	km	No Charge
	>50 up to 500 maximum	km	
	SUB-TOTAL (Incl. VAT)		R

8. SUMMARY PRICING SCHEDULE

Item	Campus / Site	Propose Number of Cleaners	Total Once-off Price (incl. VAT)
1	Skills Development Lebowakgomo		R
2	IT Centre Mahwelereng		R
3	Hotel School Mokopane		R
4	Mahwelereng Business Studies		R
5	Waterbeg College Farm		R
6	Central Office Mokopane		R
7	Thabazimbi Campus		R
8	TOTAL BID PRICE, ALL-INCLUSIVE (INCL. VAT)		R