



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Terms of Reference - PUR 301/12 Supply of Cleaning Materials

TALETSO TVET College intends appointing a Panel of Service Providers to supply cleaning materials on an ad-hoc basis at various sites /campuses of TALETSO for two (2) years.

Bidders must complete pricing schedule in full, failing which, such bidder/s will be disqualified. Alternative pricing and/or menu will not be considered.

PRICING SCHEDULE IS ATTACHED SEPARATELY

Mandatory Requirements

Appendix Number	Description of Appendix	Requirement
Appendix A	RFP Document	Each page of the RFP document to be initialled by a delegated representative
Appendix A1	Proof of Payment	Attach Payfast proof of payment and include the company tendering for, if purchased by a different company
Appendix B and B1	Technical specifications and pricing	Complete and Attach your pricing schedule as per specifications
Appendix C	Proof of Bank Account	Provide Confirmation letter from Bank
Appendix D	Company registration documents	Provide certified Company registration documents
Appendix E	Tax clearance certification	Provide an original valid tax clearance certificate or Tax Pin Number
Appendix F	B-BBEE certification	Provide a valid SANAS B-BBEE Verification Certificate
Appendix G	Board resolution	Provide Valid Board Resolution if not Sole Proprietor
Appendix H	Declaration of Interest	Complete form in this tender document
Appendix I	Registration on National Treasury	Provide a copy of your unique supplier number (MAAA....).

Appendix J	Identity documents	Submit certified ID copies (not older than 3 months) of all directors, shareholders and personnel to be allocated to the college
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FUNCTIONALITY CRITERIA	POINTS ALLOCATED
Provide three (3) contactable references of contracts of similar size and nature (cleaning materials) done within the past three (3) years: 3 References verified = 40 Points 2 References verified = 20 Points 1 Reference verified = 10 Points	40
Offices/workplace in North West Province (submit proof of location, eg municipality statement, lease) Based in North West = 20 points Based outside of North West = 5 points	20
Provide a list of cleaning materials that you supply to your current customer base Provided = 20 points Not provided = 0 points	20
Provide proof of vehicle to be used for delivery Provided = 20 points Not provided = 0 points	20
Total points	100