



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Tshwane South
TVET College

"achieve the future"

BID SPECIFICATIONS

**DESCRIPTION: PROVISION OF HYGIENE SERVICES FOR
TSHWANE SOUTH TVET COLLEGE**

REFERENCE NUMBER: TSTVETC-2024/06

**CLOSING DATE: THURSDAY 24 APRIL 2025
NOT LATER THAN 11:00**

DURATION: 36 MONTHS

**DELIVERY ADDRESS FOR TENDER DOCUMENTS / APPLICATIONS:
TSHWANE SOUTH TVET COLLEGE
HEAD OFFICE
85 FRANCIS BAARD STREET
PRETORIA**

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1. Background

Tshwane South TVET College is hereby looking to appoint a capable hygiene services supplier to provide hygiene services on behalf of the college.

Tshwane South TVET College invites suitable bidders who can demonstrate, the necessary capacity, to submit proposals and or quotations for the provision of the hygiene services.

Please Note: There will be no **briefing session.**

2. Scope of Work

The Scope of this project is to to facilitate the hygiene services on behalf of the college.
(REFER TO ANNEXURE A).

3. Delivery of Goods and or Service(s)

It is expected that the appointed service provider be able to provide hygiene services on behalf of the college. The approved service provider will be given a contract up to three years.

4. Profile of The Service Provider

The Service Provider must clearly demonstrate the capacity to deliver in the field of Hygiene Services. Tshwane South TVET College reserves the right to ask for documentation to prove financial capacity of the bidder(s).

5. Evaluation Criteria

TSHWANE SOUTH TVET COLLEGE APPLIES THE PROVISIONS OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, NO 5 OF 2000 and Preferential Procurement Regulations, 2011.

The evaluation of this bid shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria embodied in the bid documents.

- The minimum qualifying score for functionality will be 70 points and bids that fail to achieve the minimum qualifying score will be automatically disqualified.
- Only bids that achieve the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference point systems prescribed in Preferential Procurement Regulations 5 and 6.

The evaluation criteria for functionality will be as below:

No	Qualifying Criteria for Short Listing	Points	
1	Organisational capacity and experience	30	
	Company work experience	15	
	▪ 3-5 years experience	5	
	▪ 6-10 years experience	10	
	▪ 11 years and Above experience	15	
	Provide proof of similar projects with at least 3 reference letters on the client's letterheads (failure to submit at least 3 references will lead to 0 points scoring)	15	
	▪ 3 Projects	5	
	▪ 4-6 Projects	10	
	▪ 7 and Above	15	
2	The delivery of these services is time sensitive. As such the successful bidder will be required to produce a realistic programme and project methodology	25	
	▪ Project Plan (Fully Explained)	15	
	▪ Approach and methodology	10	
3	Proof of capacity to perform the required service	45	
	Company Accreditation with relevant bodies (e.g. CASA/NCCA)	15	
	Supervisor's Certificate in Hygiene	15	
	Demonstrate financial capability to execute the project, the service provider is expected to submit last three year's financial statements	15	
TOTAL POINTS = 100			

• List of Previous Completed Projects				
Name of Project	Client	Nature of works	Contract value	Contact person

• List of Current Projects					
Name of Project	Client	Nature of works	Contract value	Start Date	End Date

Bidders must provide sufficient proof/documents to justify awarding the above points, and such proof should include details of contactable references. Points will be awarded on a sliding scale, depending on the evidence provided.

The 80/20 preference point system shall be applicable as followings:

- Price **80**
- B-BBEE status level of contributor **20**

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, Tshwane South TVET College will adhere to its policy on the appointment of service providers.

6. Bid Conditions

The Tshwane South TVET College Supply Chain Management Policy will apply.

1. Tshwane South TVET College does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid.
2. Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
3. Bidders must submit a valid B-BBEE Verification Certificate from SANAS Accredited Verification Agency or Registered Auditor approved by Independent Regulatory Board of Auditors (IRBA) in order to be eligible for empowerment points.
4. Companies with annual turnover less than R10million, Exempted Micro Enterprises (EME) are allowed to submit a sworn affidavit.
5. Companies who bid as a joint venture must submit a consolidated B-BBEE Verification certificate prepared for this bid only, from SANAS Accredited Verification Agency or Registered Auditor approved by Independent Regulatory Board of Auditors (IRBA) in order to be eligible for empowerment points. Companies who form part of this joint venture **MUST** be accredited.
6. Bids submitted shall be valid for a period of 90 days. *Bidders must factor exchange rate fluctuations in their bids as no adjustment to the quoted price will be accepted once the bid has been submitted.*
7. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
8. Counter offers by service providers shall not be considered and shall therefore nullify the offer to the company.
9. Tshwane South TVET College reserves the right to amend the terms of reference before the closing date of the bid or to award whole or part of the bid to one or more service providers or to cancel the bid in whole, as well as to adjust the quantities before the final award is made.



7. Mandatory Documents

The following documents are mandatory and failure to submit them as specified will lead to a disqualification of the bidder's proposal.

- Valid Tax Clearance Certificate or SARS pin
- Certified B-BBEE Status Level of Contribution/sworn affidavit
- Invitation to Bid – SBD 1
- Declaration of Interest – SBD 4
- Preferential Points Claim Form – SBD 6.1
- Declaration of bidder's past SCM Practices – SBD 8
- Certificate of Independent Bid Determination – SBD 9
- CIPC Registration documentation
- Certified copies of ID's of shareholders/directors
- Proposed budget including costs (VAT Inclusive) per deliverable
- A description / company profile of the organization
- Audited financial statements for the last three (03) years
- Compensation for Occupational Injuries and Diseases (COID)
- Registration with hygiene/cleaning body e.g. CASA (Cleaning Association of South Africa) or NCCA (National Contract Cleaning Association)

PLEASE NOTE: Proper certification of documents means:

- A copy of the original document must be certified with an original certification stamp.
- No copies of certified documents will be accepted.
- Certification must be dated and the date must not be older than six months.



8. Submission of Bids

Bidders must submit technical and financial proposals in **ONE SEALED** envelope clearly marked as below.

8.1 ORGANISATION AND MARKING OF ENVELOPES

Please note the following with regards to the envelope:

- It must be marked as follows:

BID NUMBER: Ref: TSTVETC-2024/06

Company Name:

8.2 HANDLING OF BIDS

All bid submissions must be done in hard copies as follows:

Bids should be deposited into the Tender Box:

Supply Chain Management Unit

Tshwane South TVET College – Head Office

85 Francis Baard Street

PRETORIA

0001

9. Closing Date and Time

Closing date: THURSDAY 24 APRIL 2025

Closing time: 11h00.

No late submissions will be accepted!

NOTE: It is the responsibility of the bidder to ensure that all bid documents, as described above, reach the Tshwane South TVET College, at the above address, on or before the closing time. Please ensure that you sign the bid register.



10. Submission of Bids

NO telephonic or any other form of communication relating to this bid will be permitted with any other Tshwane South TVET College member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below.

- ANY MEANS OF ATTEMPTING TO INFLUENCE ADJUDICATION PROCESS OR OUTCOMES OF ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID.
- All enquiries regarding this bid must be in writing only and be directed to:

Procurement Office: Email: procureservices@tsc.edu.za

Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities, will be disqualified.




GD Mntshu

Acting Principal

18/3/2025

Date

APPROVED/NOT APPROVED



APPROVED

ANNEXURE A

SPECIFICATIONS REQUIREMENTS ARE AS FOLLOWS:

The appointed service provider is expected to supply the college with the items listed below. In addition, the service provider will provide deep cleaning services twice a month per campus.

NO.	COURSE ITEM FOR ATTERIDGEVILLE CAMPUS	QUANTITY
1.	Air fresheners dispensers	34
2.	Sanitary bins/ feminine hygiene unit-SHE Bins	53
3.	Hand wipes	02
4.	Paper towel dispenser	08
5.	Liquid soap dispensor	47
6.	Dual sanitisers – Urinal & WC	68
7.	Toilet seat sanitisers-spray	56
	DEEP CLELAN SERVICES	
8.	Basins	17
9.	Toilets	22
10.	Urinals	06

NO.	COURSE ITEM FOR CENTURION CAMPUS	QUANTITY
11.	Student SHE Bins	36
12.	Office SHE Bins	9
13.	Air freshener Dispenser	20
14.	Liquid soap dispensers	30
15.	Auto sanitizer dispenser	20
16.	Seat Sanitizer dispenser	90
17.	Wall bins	20
18.	Paper cabinet	20
19.	Foam dispensers	20
20.	White soap 1L	30
21.	Foam soap	30
22.	Paper towels	20
	DEEP CLELAN SERVICES	
23.	Basins	29
24.	Toilets	29
25.	Urinals	19

NO.	COURSE ITEM FOR ODI CAMPUS	QUANTITY
26.	Air fresheners Dispenser	13
27.	Liquid soap dispensers	16
28.	SHE Bins	73
29.	Auto sanitizer dispenser	48
30.	Seat Sanitizer dispenser	42
31.	Pink soap 1L	42
32.	Seat spray refills	03
	DEEP CLELAN SERVICES	
33.	Basins	230
34.	Toilets	169
35.	Urinals	72

NO.	COURSE ITEM FOR PRETORIA WEST CAMPUS	QUANTITY
36.	Air fresheners Dispenser	04
37.	Liquid soap dispensers	26
38.	SHE Bins	22
39.	Auto sanitizer dispenser	25
40.	Toilet roll holder	04
41.	Reinol Hand cleaner	10
42.	Pink soap soap 5L	15
	DEEP CLELAN SERVICES	
44.	Basins	69
45.	Toilets	109
46.	Urinals	54

NO.	COURSE ITEM FOR HEAD OFFICE	QUANTITY
47.	Air freshener Dispenser	11
48.	Liquid soap dispensers	07
49.	SHE Bins	09
50.	Auto sanitizer dispenser	23
51.	Seat Sanitizer dispenser	17
52.	Wall bins	07
53.	Paper cabinet	07
54.	Foam dispensers	06
55.	White soap 1L	16
56.	Foam soap	03
57.	Paper towels	07
	DEEP CLELAN SERVICES	
58.	Basins	17
59.	Toilets	22
60.	Urinals	06