

Request for Quotation (RFQ) for Cleaning Services for St Francis Community Learning Centre for a period of 3 months

RFQ No: STFCLC 01/2022

Date of issue:	05/09/2022
Closing Date and Time	13/09/2022 at 16:30
Contact details	For submission of quotations or any other enquiries: Technical Queries: Centre Manager: Ms N Madubula- 021 699 3593 / 021 928 8702 SCM Queries: Mr S Ngwenya – 064 619 0592 E-mail address: SCM@wc.cetc.edu.za and CC: Finance@wc.cetc.edu.za Telephone number: 021 180 1010/21

INVITATION FOR QUOTATION

A quotation is required to find a suitable Service Provider to assist us with Cleaning Requirements at the **St Francis Community Learning Centre, NY 18 Songeze Street, Gugulethu Street 7750.**

The Prospective service providers are required to inspect the centre before quoting.

QUOTATION REQUIREMENTS

FLOOR MAINTENANCE: Classrooms & passages/corridors	- Sweep, spot sweep, damp mop and spot mop	Daily
	- Strip and seal practical laboratories & residence	Quarterly
HARD FLOORS: COMMON AREAS	- Sweep, damp mop daily and buff	2 x weekly
RUGS and CARPETS: OFFICES & PASSAGES	- Vacuum heavy traffic areas daily, medium traffic areas alternate days and light traffic areas	Twice weekly
DUSTING	- Dust all horizontal surfaces (low level) - Dust all high-level ledges and fittings, vertical surfaces of walls and cabinets to a height of 2,5m all accessible window ledges and clean and disinfect all telephones	Daily Weekly
WASTE DISPOSAL	- Empty and clean all ashtrays, waste receptacles, and move waste to specified areas	Daily

WALLS & PAINTWORK	- Spot clean all low surfaces: glass, walls, doors and light switches	Daily
GLASS & METAL WORK	- Spot clean glass doors daily and clean and polish all bright metal fittings	Monthly
ENTRANCES & RECEPTIONS	- Sweep entrance steps and porch, clean doormats and wells and wash steps	Daily
ALL TOILETS & ABLUTIONS	- Damp mop floors with disinfectant, empty and clean waste receptacles, clean and sanitise all bowls, basins, urinals, showers and baths, mirrors, metal fittings, walls, doors, partitions, and lockers - Supply and replenish consumables ie toilet paper, soaps, hand sanitizer, paper towels and she-bins for all female ablutions.	Daily & twice daily for student Toilets
WINDOW CLEANING	- Clean partition glass	Daily
	- Clean all accessible windows	Bi-annually
CLASSROOMS	- Sweep floors and empty waste bins	Daily
	- Wipe desks, furniture and spot clean all low surfaces	Weekly
BLINDS	- Dust accessible blinds.	Once per month
OFFICES	- Polish desks, office furniture and wash vinyl covered furniture and vacuum cloth furniture	Weekly
STUDENT CENTRES & CANTEENS	- Clean floors, damp wipe furniture and clean and empty waste receptacles	Daily
	- Dust all vertical and horizontal surfaces 2,5 m high	Weekly
BUILDING SURROUNDS	- Pick up litter/Leaves and remove daily, sweep pathways, parking areas and student recreation areas	Daily

EVALUATION CRITERIA

- 3.1 Selection of suppliers will be based on the 80/20 preference point system.
- 3.2 Provide valid B-BBEE certificate with the quotation. No B-BBEE status will equal zero points.

PRICING QUOTATION

- 4.1 Price needs to be provided in South African Rand (incl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.
- 4.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 4.3 Payment will be according to the WCCETC Payment Terms and Conditions.

OTHER TERMS AND CONDITIONS

- 5.1 The supplier shall under no circumstances offer, promise, or make any gift, payment, loan, reward, inducement, benefit, or other advantage, which may be construed as being made to solicit any favour, to any WCCETC employee or its representatives. Such an act shall constitute a material breach of the Agreement and the WCCETC shall be entitled to terminate the Agreement forthwith, without prejudice to any of its rights.
- 5.2 A validity period of 7 days will apply to all quotations except where indicated differently on the quote.

6 Note: This is not a Purchase Order.

Request for Quotation 5223/ 05/09/2022

Mr. S. Ngwenya

05 SEP 2022

