



## REQUEST FOR QUOTATIONS

**1.RFQ Name:** Appointment of service provider for the provision of cleaning services of windows, glass doors and panels

**RFQ Number:** KHC/RFQ/11/2025

**Specification Enquires:** Mr. M. Mpithi

**Contact Details:** 047 401 6400/6485

**Email address:** [mmpithi@khc.edu.za](mailto:mmpithi@khc.edu.za)

**SCM Enquiries:** Ms N. Maseme

**Contact No:** 047 401 6400/6437

**Email address:** [nmaseme@kinghintsacollege.edu.za](mailto:nmaseme@kinghintsacollege.edu.za)

## **2. Compulsory Site inspection**

**Date:** 28 March 2025

**Time:** 10:00AM

**Venue:** King Hintsa TVET College, Administration Centre, 218 Mthatha Road, Butterworth, 4960

**NB: PLEASE NOTE THAT THIS SITE INSPECTION IS COMPULSORY, FAILURE TO ATTEND PHYSICALLY WILL LEAD TO YOUR PROPOSAL NOT BEING CONSIDERED.**



## higher education & training

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### **3. Specifications**

Appointment of service provider for the provision of cleaning services of windows, glass doors and panels.

**Quantity:** 140 windows

NB: The appointed service provider **MUST** comply with the following Health and Safety measures and will be expected to provide the College with the - **SHE FILE INDEX**.

#### **Annexure A – High Risk**

1. SHE File Index on A Company Letterhead
2. Scope of Work / Detailed Method Statement
3. Sec 37(2) Agreement
4. Letter of Good Standing
5. Organogram
6. Employees List
7. Medical Fitness Certificates
8. Induction Training
9. Appointments & Competencies
10. Training & Attendance Register for section below
11. Emergency Preparedness
12. Incident/Accident Reporting & Recording
13. Risk Assessment, Review and Methodology Procedures
14. Safe Working Procedures
15. Company Policies
16. Personal Protective Equipment

17. Working at Heights, Fall plan, Training
18. Hazardous Chemical Management
19. Occupational Health, Safety & Environmental Management Plan
20. Toolbox Talks / SHE Talks
21. Check Sheets & Registers
22. Lifting Equipment & Elevated Work Platforms

#### **4. Compliance documentation**

##### **4.1 MANDATORY DOCUMENTS TO BE SUBMITTED WHEN SUBMITTING THE QUOTATIONS:**

- Original SARS Valid Tax Clearance Certificate or tax pin
- Copy of Business Registration Documents (CIPC)
- Proof of registration with Central Supplier Database (Full CSD report and NOT a summary)
- Proof of attendance of compulsory site inspection.
- Completed supplier declaration form (SBD 4) (obtainable from the website)
- Active compliance with Compensation for Occupational Injuries and Diseases Act (COIDA letter of good standing)

##### **4.2 OTHER REQUIREMENTS:**

- Completed SBD 6.1 Preferential points claim form and submission of applicable documents outlined on Specific goals document (obtainable from the website).
- Certified copy of ID of director(s), (Certification must not be older than 6 months)

#### **5. Closing date for submission of quotations.**

**04 April 2024**

**Time: 14:00pm**

**Strictly via email to: [nmaseme@khc.edu.za](mailto:nmaseme@khc.edu.za)**

**NO LATE QUOTATIONS WILL BE ACCEPTED.**