

HEAD OFFICE

Hosken's House
45 Mooi Street
Johannesburg
2091
Private Bag X105
Melville, 2109
Tel: (011) 372 3300

EASTERN CAPE

Waverley Office Park
3 - 33 Philip Frame Road
Chiselhurst
East London, 5200
Tel: (043) 726 8314
Fax: (043) 726 8302

FREE STATE

Motheo TVET College
National Artisan Academy
R657+P3, Ehrlich Park
Bloemfontein, 9312
Tel: (051) 430 5072
Fax: (051) 430 5080

GAUTENG

112 Main Street
9th Floor
Marshalltown
Johannesburg CBD
Tel: (011) 403 1301/2/3/6
Fax: (086) 614 8781

KWAZULU-NATAL

Thynk Desk, Thynk Box Building
1 Neptune Road
Berea West, Westville
Durban, 3630
Tel: (031) 304 5930
Fax: (031) 301 9313

LIMPOPO

89B Biccard Street
Polokwane
0700
Tel: (015) 295 9303
Fax: (015) 295 9301

MPUMALANGA

Streak Office Park
6 Streak Street
Block B, 1st Floor
Nelspruit, 1201
Tel: (087) 352 7108
Fax: (013) 752 2917

NORTHERN CAPE

Montrio Corporate Park
Monument Heights
10 Oliver Road
Kimberly
Tel: (053) 832 0051/ 2
Fax: (053) 832 0047

NORTH WEST

Sparkling Office Park
78 Retief Cnr Peter
Mokaba Street
Potchefstroom, 2531
Tel: (018) 294 5280
Fax: (018) 294 5719

WESTERN CAPE

Sunbel Building
2 Old Paarl Road
Office 205, 2nd Floor
Belville, 7530
Tel: (021) 946 4022
Fax: (021) 946 4043



Education, Training and Development Practices Sector Education and Training Authority

Question	Answer
The following Q & A arose:	
1. Is there a list of consumables and quantities that will be provided, or should bidders make their own determination?	Bidders were advised to use the square meters of the building as well as the number of employees.
2. How many cleaners were needed?	Bidders were again advised to use the square meters of the building as well as the number of employees.
3. Are there any carpets in the new building?	The carpet area will be approximately 2700 square meters (after excluding kitchens and toilets which are tiled).
4. Was it possible to separate hygiene on the costing model?	This would be answered with the final Q&A. Costing module amended.
5. Must bidders supply hygiene consumables, and could the number of toilets be confirmed?	Bidders were advised to refer to paragraph 4, Scope of Work on the ToR.
6. Are bidders allowed to view the offices beforehand and must appointments be made?	Yes, between 09:00 and 15:00 during office hours. No appointments necessary.
7. Are we doing deep cleaning for carpets only?	Yes, it will also include carpet and toilets/bathrooms
8. Should Coida include cleaning services?	A confirmation letter from the labour department to be attached confirming that the company is covered in terms of cleaning services.

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9. Annexure A of the costing model: office name

Amended to reflect Head Office.

10. Office/bathroom services (will it include material also?)

Please See scope of work on par 4

11. Do bidders need to complete BBBEE on documents and submit a Sworn Affidavit?

Either one of the 2 would be acceptable.

12. It was asked that packaging for Folder B was to be explain

Clarity was provided on Folder B (Only financial proposal)

13. Should the COIDA certificate reflect Cleaning and Hygiene as some certificates only reflect Office Cleaning?

It was noted that the certificate would be accepted provide it stated Cleaning. Industrial Cleaning would be acceptable.

14. Some companies have more than one type of business under the same umbrella and in some cases Cleaning Services is not listed on the certificate but is stated on the business profile at the Department of Labour. Would bidders be disqualified in that instance?

It was suggested that those bidders were to indicate in writing in the proposal that this was the case as the BEC would not be in a position to verify all COIDA certificates in the event of large volumes of proposals. Further clarity would be provided by Facilities business unit.

15. Should separate USBs with different folders be provided?

One USB with different, clearly marked folders would suffice.

16. Should the original tender documents be in hardcopy and the copies on a USB?

Hardcopies were not necessary, USB only.

17. Can a new company which was registered in 2024, also submit a proposal?

Yes, they can, references for similar projects must however be provided in order to score points.

Bidders were asked to clearly mark their envelopes with the company name.