



21 January 2019

NOTICE OF UPCOMING TENDERS

The College intends to issue a Request for Proposal (“RFP”) for the following Goods and Services:

RFP reference number	Request for Proposal Title & Requirement	Company Prospectus Deadline	Estimated RFP Issue Date
PPP-St Stithians/013/2019	Provisioning of Cleaning Services- To explore alternative Service Providers to provide the College with all “under roof” cleaning as well as Cleaning of the boarding houses and staff accommodation on the campus.	31 January 2019	February 2019

Parties that wish to be included in the Bidders list, should forward the following documents to procurement@stithian.com by the deadline dates indicated above:

- Brief Company Profile – highlighting what the company does, experience and achievements;
- Valid B-BBEE Certificate;
- Company Registration Document;
- Valid SARS certificate of good standing;
- Confirmation of membership to the *National Contract Cleaners Association (NCCA)*;
- Relationship of Company owners or managers with St Stithians (parents, alumni, etc); and
- Outline experience with schools with contactable references.

Please note:

- i) Submission of Company Documents by an interested Party does not constitute your automatic inclusion on the **Bidders List**;
- ii) Compilation of the Bidders List is done by the College in its sole and absolute discretion.
- iii) The College is entitled to add and remove bidders as deemed necessary in the circumstances;
- iv) The College reserves the right to compile the Bidders List based on specific requirements of each Scope of Work.
- v) Only bidders formally vetted and included on the Bidders List will be issued with an **RFP** Invitation to tender.
- vi) Should you submit documents other than the list of requisite Company Documents, the College is not obliged to review or keep additional submissions on record.
- vii) No interested party shall have any claim against the College for actions taken by it in the procurement process; as such, any submission of Company Documents is made at your own risk.
- viii) The College will not be liable for any costs incurred in the submission of Company Documents.

Upcoming Tenders:

- i) Please review the College’s website for upcoming requirements and sourcing events.
- ii) The Notices of upcoming tenders will be updated as required.

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