



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

INVITATION TO TENDER

**DEPARTMENT OF RESIDENCE AFFAIRS AND ACCOMMODATION
PROVISION OF REPAIR SERVICES ON BLINDS AND PROVISION OF
NEW BLINDS TO THE UNIVERSITY OF PRETORIA RESIDENCES**

TENDER NO.: RES-BLI-2014-120

The University of Pretoria, seeks to appoint a suitable service provider for the provision of repair services on blinds to different units in Department of Residence Affairs and Accommodation, and provision of new blinds as per request.

Prospective Tenderers interested in the supply and maintenance of blinds to the University of Pretoria are invited to tender.

Completed tender documents must be delivered in a sealed envelope clearly marked with the correct tender number (**RES-BLI-2014-120**), and title of the tender: **PROVISION OF REPAIR SERVICES ON BLINDS AND PROVISION OF NEW BLINDS TO THE UNIVERSITY OF PRETORIA RESIDENCES**

CLOSING DATE : 30 September 2014

CLOSING TIME : 12:00

NO LATE TENDERS WILL BE ACCEPTED!

SERVICE PROVIDER DETAILS

SERVICE PROVIDER DETAILS	
NAME OF SERVICE PROVIDER	
TELEPHONE NUMBER	
E-MAIL	
DATE	

SPECIFIC REQUIREMENTS FOR SUBMISSION OF TENDER

- Tenders must be submitted on the official forms below (TENDER FORM). Failure to comply may invalidate the tender.
- All tenders must be received with requested documentation on or before the closing date and time. No late submissions will be accepted.
- The contract will be for a 3 year term which will be performance based.
- Additional information must be submitted with the tender documents and clearly marked as annexures and recorded on the table provided.
- Request for clarification on any aspect to this invitation to tender received from the Service Providers to be requested in writing.
- The UNIVERSITY will apply a multi-criteria approach in evaluating the prospective tenders.
- The tender Evaluation Panel will select a preferred Service Provider on the basis of a ranking using the evaluation criteria and UP Procurement and Tender policy as a guideline.
- Detailed evaluation results and Service Provider ratings will not be published.
- Failure on the part of the Service Provider to sign this tender form and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaires and specifications in all respects, may invalidate the tender.
- The information contained in the invitation to tender has been prepared in good faith. Neither UP nor any of their respective representatives or employees, make any representation or warranty or give any undertaking express or implied, or accept any responsibility or liability whatsoever, as to the contents, accuracy or completeness of the information contained in the invitation to tender, or any other written or oral information made available in connection with the tender and nothing contained herein is, or shall be relied upon as a promise or representation, whether as to the past or the future.
- Attendance of the compulsory site visit.

- **SERVICES MUST COMPLY, BUT ARE NOT LIMITED TO THE FOLLOWING MINIMUM REQUIREMENTS SPECIFIC REQUIREMENTS:**

- Cleaning to be done as needed.
- Repairs to be done on blinds.
- Services to be rendered form Monday to Friday.
- E-mails from units will act as a job card.
- Possible sites include: Hatfield, Hillcrest, Groenkloof, Medical and Onderstepoort.
- All detergents must be environmentally friendly.
- Year-end service and cleaning of blinds as per request.

- **PRICING SCHEDULE**

1. Pricing must include all costs.
2. All prices must be inclusive of VAT.
3. All pricing must be submitted as per item on the schedule provided.
4. All prices must include delivery costs.
5. All prices quoted should be firm and fixed for the duration of the contract.

PRICING SCHEDULE

NO	ITEM DESCRIPTION	PRICE/ITEM/YEAR	SERVICE DELIVERY TIME
1	Slats: Ultrasonic cleaning of slats less than 2.2m	R	
2	Ultrasonic cleaning of slats more than 2.2m	R	
3	Shortening of slats	R	
4	Replacement of bottom chain as per meter	R	
5	Replacement of slat holder	R	
6	Replacement of bottom weights	R	
7	Rails: Repair/remove & re-installation of rails	R	
8	Shortening of rails	R	
9	Slimline/ Kool Allum: Tiltrod as per meter	R	
10	Brackets	R	
11	Replacement of retaining washer	R	
12	Replacement of distance tube	R	
13	Replacement of stop ring	R	
14	Replacement of operating chain as per meter	R	
15	Replacement of operating cord as per meter	R	
16	Replacement of end caps	R	

17	Replacement of runners	R	
18	Replacement of cord drive runners	R	
19	Replacement of spacer links	R	
20	Replacement of cord weight	R	
21	Replacement of complete rail as per meter	R	
22	Install new vertical blind (complete block out material) as per m ²	R	
23	Install new venetian blinds as per m ²	R	
24	Call out fee	R	

ALL SUBMISSIONS MUST BE DELIVERED TO:

Mrs Vanetia Scott

Finance Department
Hatfield Campus
Administration Building
Room 3-15
Vanetia.scott@up.ac.za

Tel: (012) 420 2115

NO LATE SUBMISSIONS WILL BE ACCEPTED!

ENQUIRIES

Mr Sakkie Thoage

Head: Maintenance Management
Residence Affairs and Accommodation
sakkie.thoage@up.ac.za

Matrooshuis, 1121 South Street, Hatfield
Room 1-19
Tel: (012) 420 2105

TENDER FORM

PROVIDE ALL THE INFORMATION REQUESTED IN THE SPACES PROVIDED.

(Failure to provide all the requested information will compromise the Tender Submission and may lead to disqualification from the tender process)

DETAILS OF TENDERER								
Name Of Tenderer								
Trading as (if different from above)								
Company registration no.								
Company Income Tax no.								
VAT registration no.								
Professional Registrations (if applicable)								
Primary-Business-Service Offering								
ANNUAL TURNOVER <i>(mark with a X)</i>								
Exempt Micro Enterprise		Qualifying Small Enterprise		Large Business				
FORM OF ORGANISATION								
Private Company			Sole Proprietor					
Sole Proprietor			Trust					
Public Company			Closed Corporation					
Other			Specify Below					
B-BBEE STATUS <i>(Level 1- non-compliant – mark with an x)</i>								
1	2	3	4	5	6	7	8	Non-Compliant

ADDRESS**Postal address**

Postal Code _____

Physical address

Postal Code _____

CONTACT DETAILS**Contact details of the
Person signing the
Tender**

Name : _____

Telephone: _____

Fax : _____

Cell No : _____

E-mail : _____

**Contact Details of the
Project Manager who will
represent the Tenderer in this
tender submission.**

Name : _____

Telephone: _____

Fax : _____

Cell No : _____

E-mail : _____

**Contact Details of the
Person responsible for
Accounts / Invoices**

Name : _____

Telephone : _____

Fax : _____

Cell. No : _____

e-mail : _____

WEBSITE

COMPANY MANAGEMENT (List All Partners, Proprietors, Shareholders, Relevant Management)					
Name	Surname	ID Number	% Ownership	Date Of Ownership	% Voting
DETAILS OF 3 (max 5) MAJOR CONTRACTS THAT ALIGN CLOSEST WITH THE ONE ON OFFER, EXECUTED IN PAST FIVE (5) YEARS					
NO.	Client	Year	Short Project Description	Value (R)	
1					
2					
3					
4					
5					
ADDITIONAL DOCUMENTS ATTACHED					
HAVE YOU INCLUDED ADDITIONAL DOCUMENTATION (TICK APPROPRIATE BLOCK)				YES	NO
DESCRIPTION OF DOCUMENT				NO. OF PAGES	
MANDATORY DOCUMENTS					
The Following Mandatory Documents Must Be Added At The End Of The Tender Document For Submission.					
<i>PLEASE TICK THE COLUMN ON THE RIGHT TO INDICATE DOCUMENTS SUBMITTED</i>					
Company Registration Certificate					
Correctly completed tender form, signed by authorized signatories					
Valid Tax Clearance Certificate					
VAT Registration Certificate					
Proof of public liability cover					
Valid BBBEE Certificate from a IRBA/SANAS accredited verification agency					
Proof of Bank Account					
Brief Company profile (should contain basic details relevant to this tender)					

STATEMENT OF COMMITMENT AND DECLARATION OF INTEREST

I, the undersigned.....

From (Name of Service Provider/s)

confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our tender, that the price(s) and rate(s) quoted cover all the item(s) in these documents; and that the price(s) and rate(s) cover all my/our obligations under a resulting contract. I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.

Declare that I have studied the contents of this document and that the organisation I represent is prepared to carry out the services according to the specifications and to the satisfaction of the University concerned. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions that are my/our responsibility in respect of the tender.

Has the authorisation to sign tender documents on behalf of my company. Attached a director's resolution or proxy, authorising to sign this document on behalf of the company.

The offer herein shall remain binding upon me/us and open for acceptance by the UNIVERSITY during the period indicated and calculated from the closing date and time of the tender.

Declare that the company has the financial ability to meet its obligations in respect of this contract and that it is in a sound position to meet its overall financial commitments.

Payment of any goods delivered or services rendered will be effected 30 days from statement date.

Certify that as far as I/we know (Delete which is not applicable):

No member/s of our company has any direct or indirect vested interest in the UNIVERSITY OF PRETORIA.

Member/s as detailed hereunder has a direct/indirect vested interest in the UNIVERSITY OF PRETORIA.

List name and occupation of contact within the UNIVERSITY OF PRETORIA

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Any conflict of interest has been declared in writing. State that the information submitted is true and correct.

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Signature

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Date