

Important Tender Notice
Tender No.:2026:11 Sterkfontein Cleaning, Hygiene, Landscape Maintenance, Waste Management and Pest Control Services

Dear Tenderer,

SUMMARY DOCUMENT

1. Kindly note this is a summary document for WITS Tender Reference No: 2026:11 Sterkfontein Cleaning, Hygiene, Landscape Maintenance, Waste Management and Pest Control Services
2. **COMPULSORY BRIEFING SESSION:** An information session and site inspection will be facilitated at Sterkfontein Caves, Kromdraai Road, Johannesburg, **Coordinates:** 26°00'59.6"S 27°44'01.0"E on **Tuesday, 28th April 2026 from 10h00 to 12h30**. Appropriate PPE must be worn on that day as the University cannot provide, specifically safety shoes, eye protection and hat. Kindly ensure you register for this tender on the PURCO SA website purcosa.co.za/tenders.
3. This document provides at a summary level the Scope of Work and Eligibility Criteria.
4. Please refer to PURCO SA website for Purchasing of the Tender Document Pack and tender submission details and protocols. The below guides you how to register, purchase and submit online.
5. Tender documents can be purchased at a non-refundable fee of R 1,150.00 (VAT included) on the PURCO SA website. To download the tender documents, the steps below should be followed:

PURCO SA Tenders: How to register, purchase and submit online
Read the following guide or visit https://purcosa.co.za/how-purchase-tender
Login or register at purcosa.co.za
1. Navigate to https://purcosa.co.za
2. Click on the 'Login or Register' button and select the appropriate option
3. Not registered on the website?
a. Click 'Register here'
b. Complete the form and click 'Create new account'
c. Wait for the Account details email from PURCO SA. Check your spam filter if necessary.
d. Click on the link in the email to login to the PURCO SA website and add a password.
View and purchase the tender
4. Under the Supplier Hub menu click on 'Open Tenders'
5. Select the tender and click on 'View'
6. Click on the 'Buy now' button
7. You will be redirected to our payment gateway (Payfast) to make payment.
8. If you encounter problems on the Payfast pages go to www.payfast.co.za/contact for help.
9. When your payment has been processed you will be automatically redirected back the PURCO SA Checkout page where you will find your purchased tender document/s
View the tender requirements
10. Read the Tender Document for instructions about submitting your bid documents and all requirements.
11. On the Checkout page there is a link to view a list of all your purchased tenders
12. To view your purchased tenders, you can also click on 'My purchased tenders' in the dropdown menu under your username
13. To view the bid requirements, click the 'Submit bid' link to access the online submission tenderbox. Do it as soon as possible to check all the requirements.
Submit your bid
14. Log in to purcosa.co.za as the user who purchased the tender.
15. Click on 'My purchased tenders' and then the 'Submit bid' link
16. Start submitting your bid as early as possible. Do not wait for the deadline.
17. You can save and edit the tenderbox as often as you like before the submission deadline.

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Help with online submissions

18. You can watch a detailed video on how to upload your bid at youtu.be/Fwlz0bjKxbl

19. View the Online submission guide at purcosa.co.za/online-tender-submissions-guide

Should you require further assistance regarding purchasing, registering and online submission please contact the PURCO SA Office

Davy Ivins – 084 207 8148 davy@assocworks.co.za

Lavern Kuppen Cullen – 011 545 0940 lavern.cullen@purcosa.co.za

Rosina Moota – 011 545 0948 – Rosina.moota@purcosa.co.za

Contact Person at WITS

Kindly ensure all communication must copy in Dept-Procurement-Tenders Admin admin.tenders@wits.ac.za

A. HIGH-LEVEL SCOPE OF WORK

1. SCOPE OF WORK

The scope defines the full set of services to be performed by the appointed service provider. It outlines service boundaries, performance expectations, and key deliverables. It includes, but is not limited to, the sections below:

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Cleaning Services

The service provider must deliver comprehensive daily cleaning from Monday to Sundays, covering all buildings, amenities, visitor areas, passages, offices, accommodation, laboratories, and glass surfaces. Cleaning includes provision of all chemicals, equipment, consumables, brush ware, and tools.

Specialised cleaning includes:

- Deep cleaning
- Carpet and hard floor treatments
- Post event, post renovation, and seasonal cleaning

Hygiene Services

The service provider must supply, maintain, and service sanitary waste bins, provide certified waste disposal documentation, and ensure weekly sanitisation and chemical treatment of bins.

Pest Control Services

Pest control must be delivered in accordance with legislation, using trained personnel and safe application methods.

Scheduled and ad hoc pest treatments include:

- Quarterly, biannual, monthly treatments depending on facility use
- Kitchen specific pest management
- Bed bug treatment
- Database tracked bait stations
- 24–72-hour response for re infestation callouts

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Landscape Maintenance

The contractor must maintain all lawn areas, planted landscapes, paved walkways, stormwater channels, and veld grass areas across the Sterkfontein precinct. Responsibilities include:

- Mowing, fertilising, scarifying, pruning, trimming, edging
- Veld management and invasive species removal
- Pest and disease mitigation for landscape environments
- Maintenance of paved surfaces, roads, caves cleaning, pedestrian routes, and open spaces

Waste Management

Daily litter picking, weekly bin cleaning, and removal of all waste to a registered landfill site. The service provider must ensure proper recycling and composting procedures in line with university waste reduction efforts.

Equipment, Labour, and Safety Compliance

The contractor must:

- Supply all labour, tools, equipment, and vehicles in safe, certified condition.
- Ensure all staff wear PPE and follow OHS requirements.
- Replace malfunctioning machinery promptly to avoid service disruption.

Cost Savings

The University requires the successful Tenderer to be an active partner in generating ideas to reduce costs, beyond only price reductions.

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Pre-qualification Criteria

Tenderers who have suitable experience and demonstrated capacity in the required work activities for Cleaning, Hygiene, Landscape Maintenance, Waste Management and Pest Control Services environment maybe eligible to partake in this Tender.

Only Tenderers who satisfy the pre-qualification criteria as set out in the tables below should submit a Tender Submission, failure to do so will result in disqualification.

The Tenderer must submit all the information required in the Schedules below:

Procurement Eligibility/Mandatory Criteria

It is compulsory that the Tenderer must have:

1.	Provides Schedule 1: Signed Submission which has to be signed by a duly authorised representative.
2.	Provides proof of its entity's registration documentation (e.g., CIPC) indicating the date of registration/incorporation, and a list of directors, partners, and members. Only South African registered entities are allowed to bid.
3.	Provide proof of current and valid SARS Tax Pin and VAT registration certificate. Provide rationale if not VAT registered.
4.	Provide Vat registration details. Provide rationale if not Vat registered. This will be considered for acceptability.
5.	Submit annual financial as listed below, in compliance with the requirements of the Companies Act, and submit confirmation of the Public Interest Score if AFS are not audited with reasons supplied: • Non-EMEs must submit annual financial statements for the last three (3) financial years. • EME tenderers must submit annual financial statements for the last three (3) financial years.
6.	Provide proof that it is in possession of a letter of good standing from the Compensation Fund or a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Disease Act No. 130 of 1993. The proof must be valid at the time of close of the Tender and a valid certificate must be produced at the time of award if the certificate expires between close of Tender and award.
7.	Submit all mandatory schedules, documents and annexures indicated in the tender documents for the Eligibility / Mandatory Criteria including the Pricing Schedule.
8.	Submit valid and current UIF Compliance Certificate.

Technical Eligibility/Mandatory Criteria

It is compulsory that the Tenderer must have:

9.	Have a track record for at least three (3) years and include largest site as a reference, where a similar contract (Cleaning and Grounds services) has been conducted (Submit reference letter on client letter head).
10.	Provide one (1) reference where landscape maintenance and projects services has been conducted. (References within the last five (5) years).
11.	Provide one (1) reference where waste management services have been conducted. (References within the last five (5) years).
12.	Details of one (1) registered Pest Control Operator (PCO) with the Department of Agriculture, Land Reform and Rural Development (DALRRD) (Registration must be valid at the time of close of tender and a Valid certificate must be supplied at the time of award if the registration expires between close of tender and award).
13.	A valid contract with a waste disposal /collection company for Hygiene waste.
	Tenderer must have adequate and comprehensive insurance cover of a minimum of R2 000 000,00 public liability insurance cover in place, which is satisfactory to the University's insurance brokers to adequately insure against all the liabilities imposed by the delivery of services to the University. The Tenderer must provide the University with proof of its insurance cover. It is the responsibility of the Tenderer to establish whether its cover is adequate to insure against all the liabilities imposed by the delivery of services to the University and that such cover is aligned to the industry standard bearing in mind the nature of the services to be delivered to the University. Alternatively, if adequate insurance is not in place, the

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	<p>Tenderer must commit (via a formal letter) to having it in place if appointed and at time of contract commencement date and indicate the type and projected value of cover. Provide proof of full & adequate insurance or commitment. Insurance must satisfy the University's insurers. The insurance / commitment should not have an impact on the Tenderer's submitted pricing information.</p>
Procurement Non-Mandatory Criteria	
14.	<p>Please provide the current, valid B-BBEE certificate issued by a SANAS accredited verification agency unless the Tenderer is an exempted micro enterprise (EME) or a qualifying small enterprise (QSE), in which case the Tenderer may submit a sworn affidavit in accordance with the B-BBEE Act: Codes of Good Practice published in Government Gazette No. 36928.</p>

SUMMARY DOCUMENT ONLY - REFER TO PURCO SA WEBSITE