

LEBONE II COLLEGE OF THE ROYAL BAFOKENG



LAUNDRY SERVICES CONTRACT FOR A THREE YEAR PERIOD

REQUEST FOR INFORMATION (RFI) DOCUMENT

MAY 2024

ISSUED BY:



PREPARED BY:



BGQS CONSULTING
QUANTITY SURVEYORS
RUSTENBURG
TEL: 014 – 592 5498

NAME OF TENDERER:

ADDRESS OF TENDERER:.....

TEL:EMAIL:

C O N T E N T S

1. Section A – Notice of Tender Opportunity: Request for Information (RFI)
2. Section B - Returnable Documents: Request for Information (RFI)

SECTION A

NOTICE OF TENDER OPPORTUNITY: REQUEST FOR INFORMATION (RFI)

SECTION A: LAUNDRY SERVICES: NOTICE OF TENDER OPPORTUNITY: RFI

LEBONE II COLLEGE OF THE ROYAL BAFOKENG

**NOTICE OF TENDER OPPORTUNITY AND REQUEST FOR INFORMATION (RFI)
APPOINTMENT OF LAUNDRY SERVICES CONTRACTOR FOR THE COMPLETE
LAUNDRY REQUIREMENTS OF THE COLLEGE**

The Lebone II College of the Royal Bafokeng wishes to procure a Laundry Services Contractor for a three year period.

Tender documents will be issued to Companies who can meet the following general eligibility criteria:

1. Tenderers must be currently operating a Laundry Services Business;
2. Tenderers must have an established current Laundry Services premises with washing machines, washing dryers and ironing facilities therein, and be prepared to upgrade such current facility to the necessary College standards if successful in securing this Laundry Services Contract;
3. Tenderers must be listed on the RBED SMME Database and be able to provide a Letter from the RBED confirming their listing;
4. Joint Ventures comprising a RBED SMME Company and an external company will be acceptable, provided that both the RBED SMME Company and the external company can each meet all the above requirements. In addition the RBED SMME Company must have at least a majority stake (>50.1% ownership) in the intended Joint Venture.

Should your Company be able to comply with the above eligibility criteria, you are invited to contact Mr. Bandile Edwards of BGQS Consulting Services, on telephone number (014) 592 5498 or e-mail: Bandile@bgqs.co.za and request the RFI Returnable Documents which must be completed by yourselves and submitted to the Quantity Surveyors for assessment by no later than 17h00 on Friday 10 May 2024.

If your Company can prove that it meets the above general eligibility criteria as well as the standards required for the other RFI Returnable Documents, then your Company will be added to the Tender List of companies that will be invited to receive the actual Tender Documents that will detail the Scope of the Laundry Services, the Contract Conditions, Pricing Schedules and all the other relevant Tender Information.

Thank you for your assistance and any queries in this regard may be addressed to the contact person listed above.

SECTION B

RETURNABLE DOCUMENTS: REQUEST FOR INFORMATION (RFI)

SECTION B**REQUEST FOR INFORMATION (RFI) RETURNABLE DOCUMENTS****Notes:**

- All Returnable Documents herein shall be filled out in full.
- If a Joint Venture entity is being considered, then all Returnable Information and Documents are required for each legal entity comprising the Joint Venture.
- The Lebone II College may request further information or clarification from entities responding to this RFI further than that set out herein.
- The Lebone II College reserves its rights to change the current methodology of generating the tender list for the envisaged Laundry Services Contract and will not necessarily make a selection of tendering entities based upon the information provided in response to this RFI. Furthermore, the Lebone II College shall be entitled to act in its best interests at all times including cancelling this RFI, not acting in accordance with the information provided, cancelling or postponing the issue of and award of the tender.

CONTENTS

1. General Company Information with supporting CIPC documentation
 - a. Copy of current Tax clearance certificate
 - b. Copy of current VAT certificate
 - c. Copy of BEE certificate
 - d. Financial statement (last 3 years)
2. Confirmation of current Laundry Services business & address of laundry facility
3. Schedule of current laundry equipment
4. Schedule of vehicles
5. Schedule of current laundry staffing
6. Current & previous experience with Laundry Projects including Clients
7. RBED SMME - Letter of Confirmation

1. GENERAL COMPANY INFORMATION

Name of Firm / Company / CC:	
Head Office Physical Address:	
Postal Address:	
Contact Person:	
Telephone No.:	
Cell No.:	
Email Address:	
Place of incorporation/registration:	Year of incorporation/registration:
Company Registration number:	VAT Registration number:
Company Tax registration number:	Employees PAYE registration number:
Annual Turnover (excluding VAT) per last 3 financial years: 2023: _____ 2022: _____ 2021: _____	

Note: Supporting CIPC documents are to be attached to verify the above information.

2. Confirmation of current Laundry Services business & address of laundry facility

I /We hereby confirm that we currently operate a Laundry Services Business operating under the name of:

.....

Name of person supplying the information:

Contact Details of person supplying the information:

Position in the Business:

The Shareholders / Members / Owners of the above entity are: (supply ID copies)

Mr/ MsID noand

Mr/ MsID noand

Mr/ MsID noand

The Directors of this entity are: (supply ID copies)

Mr/ MsID noand

Mr/ MsID noand

Mr/ MsID noand

The Laundry Services Facility is located at the following physical address: (supply proof of address)

.....

Do you have back-up electrical generators at this address to sufficiently operate all laundry Equipment? Yes / No:

Do you have back-up clean water supply from tanks at this address to sufficiently operate all laundry Equipment? Yes / No:

3. The following Laundry Equipment is currently utilised at the above facility address: (provide brand name and capacity of each laundry equipment)

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4. We have the following vehicles at our disposal:

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5. The following Laundry Staff Members are currently employed by us and utilised in executing the Laundry Services Business:

a. Name:

ID Number:

Mafokeng Yes/ No:

Job description:

Years of service with the Company:

b. Name:

ID Number:

Mafokeng Yes/ No:

Job description:

Years of service with the Company:

c. Name:
ID Number:
Mafokeng Yes/ No:
Job description:
Years of service with the Company:

d. Name:
ID Number:
Mafokeng Yes/ No:
Job description:
Years of service with the Company:

e. Name:
ID Number:
Mafokeng Yes/ No:
Job description:
Years of service with the Company:

**6. The current and previous Laundry Services experience and clients are as follows:
(proof of below information will be requested from yourself during the tender stage)**

a. Client Name:
Client contact number:
Type of Laundry Services performed:
Period when Laundry Services were performed:
Value of Laundry services performed in period (Rands):

b. Client Name:
Client contact number:
Type of Laundry Services performed:
Period when Laundry Services were performed:

Value of Laundry services performed in period (Rands):

c. Client Name:

Client contact number:

Type of Laundry Services performed:

Period when Laundry Services were performed:

Value of Laundry services performed in period (Rands):

d. Client Name:

Client contact number:

Type of Laundry Services performed:

Period when Laundry Services were performed:

Value of Laundry services performed in period (Rands):

e. Client Name:

Client contact number:

Type of Laundry Services performed:

Period when Laundry Services were performed:

Value of Laundry services performed in period (Rands):

7. RBED SMME - Letter of Confirmation

Provide a Letter from the RBED Confirming your Company registration of their SMME Database.
