

REQUEST FOR TENDER (OPS/CL/01/06)

The W&RSETA would like to request tenders for cleaning services at the W&RSETA head office situated at W&RSETA House, 224 Witch Hazel Street, Highveld Technopark, Centurion, 0046:

Scope of Work:

- 3 Service attendants working Monday to Friday from 07:00 till 16:00
- Cleaning of floors
- Vacuuming of carpets
- Cleaning of bathrooms
- Cleaning of offices and workstations
- Daily emptying of refuse bins
- Preparation for coffee and tea breaks at 08:00; 11:00 and 15:00
- Preparation of meeting rooms before meetings
- Supplying the necessary products and services in order to perform the duties as listed inclusive but not limited to:
- Vacuum cleaners
- Toilet Tissue
- Cleaning products
- 3 "wet floor" notices
- Uniforms for cleaning attendants

Submission Requirements:

- All prospective bidders must attend a compulsory site visit at 17:00 on 13 March 2006 at the abovementioned address
- Terms of reference and the standard format in which tenders must be presented will be available from www.wrseta.org.za or from Head office or the regional offices from 6 March 2006 at 09:00
- Two (2) copies of each tender must be delivered to **W&RSETA House, 224 Witch Hazel Street, Highveld Technopark, Centurion, 0046, for attention Tertia van der Merwe by 11:00 on 16 March 2006**
- All queries with regard to this tender must be in writing and addressed to tvdmerwe@wrseta.org.za

NO LATE SUBMISSIONS WILL BE ACCEPTED

REQUEST FOR TENDER (RES06/001)

The W&RSETA hereby request tenders from Service Providers to conduct a sector skills audit in the Wholesale and Retail Economic Sector including the sub sectors and provide the W&RSETA with a comprehensive "state of skills"-report outlining the findings.

Background:

In order for the W&RSETA to continuously improve its in-depth understanding of the status of skills within the sector, and for strengthening strategies to develop the skills of employees within the various segments of the sector, research needs to be conducted.

Objectives:

The objectives of this project are inclusive but not limited to: • develop a profile of the sector • provide an inventory of current training and development scenarios • identify, analyse and prioritise the current and future skills needs of the sector

Scope of Work:

The scope of work for this project includes but is not limited to: • Research a representative sample of the sector using selected methodologies • Complete a comprehensive "State of Skills"-report including a comprehensive scarce and critical priority list.

Submission Requirements:

• The Terms of Reference will be available from the W&RSETA website and offices as from 10:00 on Monday 6 March 2006 • The tender must be in the prescribed format as available from the W&RSETA website and offices as an attachment to the Terms of Reference • 3 Copies of the tender must reach the W&RSETA by 10:00 on 27 March 2006 • A compulsory briefing session will be held on 13 March 2006 at 09:00, the details of which is contained in the Terms of Reference • All queries with regard to this tender must be in writing and addressed to tvdmerwe@wrseta.org.za.

NO LATE SUBMISSIONS WILL BE ACCEPTED