

**TERMS OF REFERENCE FOR DEEP CLEANING OF CARPETS, CHAIRS AND  
COUCHES FOR THE W&RSETA HEAD OFFICE SITUATED IN CENTURION**



## TERMS OF REFERENCE FOR DEEP CLEANING OF CARPETS, CHAIRS AND COUCHES FOR THE W&RSETA HEAD OFFICE SITUATED IN CENTURION

### 1. BACKGROUND TO W&RSETA

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) was established in 2000 in terms of the Skills Development Act (as amended). The public entity aims to facilitate the skills development needs of the Wholesale and Retail (W&R) sector through the implementation of learning programmes, disbursement of grants and monitoring of education and training as outlined in the National Skills Development Strategy (NSDS).

### 2. OBJECTIVE OF THE TERMS OF REFERENCE (TOR)

The objective of the TOR is to procure a service provider to deep clean the carpets, chairs and couches at the W&RSETA Head Office situated at Hennops House, Riverside Office Park, 1303 Heuwel Avenue, Centurion.

### 3. SCOPE OF SERVICES

3.1. The service provider will be required to:

- 3.1.1. Deep clean 2400m<sup>2</sup> of carpets.
- 3.1.2. Deep clean 200 chairs
- 3.1.3. Deep clean 30 couches
- 3.1.4. Apply scotch guard on all chairs and couches.

### 4. CONTRACT MANAGEMENT

4.1. The W&RSETA shall monitor and evaluate the performance against the deliverables outlined in the General Conditions of Contracting (GCC) and the Purchase Order (PO).

### 5. PRICING

5.1. Proposals must include all costs inclusive of VAT, which must be in line with market-related rates.

5.2. All bidders are required to submit their cost breakdown on the table below:

Details	Unit of Measure	Unit cost	Sub Total	VAT (if Applicable)	Total
Carpet Deep Cleaning	m <sup>2</sup>				
Deep Cleaning of Chairs	Each				
Deep Cleaning of Couches	Each				
Scotch Guard of Chairs	Each				
Scotch Guard of Couches	Each				
<b>Total</b>					

