

	Department: Supply Chain Management	Form Number: CA 183-541
	REQUEST FOR QUOTES (RFQ)	

DESCRIPTION OF GOODS/ SERVICE REQUIRED		Cleaning Services	
Date: 01, 04, 05 and 06 December 2025 Time: 06:00am to 17:00pm			
Venue : Margate Airport Kwa-Zulu Natal			
ITEM/ SERVICE:		QUANTITY	
To provide professional, efficient, and hygienic cleaning services to ensure clean, safe, and presentable event spaces for attendees, staff, and vendors throughout the event lifecycle. Date: 01, 04, 05 and 06 December 2025 Time: 06:00am to 17:00pm We will require the following 6 x Males 4 x Females 1x Supervisor Pre/Post-Event Cleaning • Cleaning and preparation of floors • Removal of dust, debris, and stains from the venue • Waste bin placement and labelling • You will be required to help shift and lift some equipment for space creations • Removal of waste from the Airport premises • Reinstatement of the venue to its pre-event condition • Trained in proper cleaning techniques, chemical use, and safety procedures; responsible for assigned areas • Staff must wear identifiable uniforms and personal protective equipment (PPE) such as gloves, masks, and safety shoes. • Inspection and reporting of any venue damage or hazards • The supplier must bring their own cleaning material, e.g mops, brooms, refuse bags and other cleaning detergents etc			
Responsibilities: • Clean where and when required • Help with other duties during the event • Make sure that each day before knocking off time from the 04 Dec - 06 December 2025 the Airfield is clean, and all the garbage is taken away.			
GENERAL/ COMMENTS:			
Service providers must reside in Margate, KZN. Site inspections will be conducted before appointing a service provider and a proof of business address will be required.			
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