merSETA
MANUFACTURING, ENGINEERING AND RELATED SERVICES SETA

REQUEST FOR QUOTATION (RFQ)
CLEANING OF CARPETS, REPAIR OF DRYWALL, AND TOUCH-UP PAINTING AT merSETA WESTERN CAPE OFFICE

1. INVITATION TO QUOTE

merSETA hereby invites suitably qualified and experienced service providers to submit quotations for the cleaning of office carpets, repair of damaged drywall, and touch-up painting works at the merSETA Western Cape Office.

The purpose of this request is to ensure that the office environment is maintained in a clean, safe, and professional condition through the provision of minor maintenance and cleaning services.

2. SCOPE OF WORK

The successful bidder shall be required to conduct a site inspection and provide all labour, materials, equipment, and supervision necessary to complete the required works.

2.1 Site Inspection

2.1.1 The service provider shall:

2.1.1.1 Conduct a compulsory site inspection at the merSETA Western Cape Office.

2.1.1.2 Assess the extent of drywall repairs, carpet cleaning requirements, and painting works.

2.1.1.3 Verify measurements and quantities prior to submitting a quotation.

2.1.1.4 Identify any additional requirements necessary to complete the works.

2.2 Carpet Cleaning

2.2.1 The service provider shall:

2.2.1.1 Deep clean all office carpets using suitable commercial-grade carpet cleaning equipment and products.

2.2.1.2 Remove stains, dirt, dust, and odours where possible.

2.2.1.3 Ensure carpets are left clean, dry, and fit for use upon completion of the service.

2.2.1.4 Use environmentally friendly cleaning products where applicable.

2.3 Drywall Repairs

2.3.1 The service provider shall:

2.3.1.1 Inspect and repair damaged drywall areas identified during the site inspection.

2.3.1.2 Fill cracks, holes, dents, and any other defects.

2.3.1.3 Sand repaired surfaces to achieve a smooth finish.

2.3.1.4 Prepare repaired surfaces for painting.

2.4 Touch-Up Painting

2.4.1 The service provider shall:

2.4.1.1 Conduct touch-up painting to the wall areas adjacent to the air conditioning units and any drywall repair areas.

2.4.1.2 Match the existing paint colour and finish as closely as possible.

2.4.1.3 Supply all necessary paint, fillers, and consumable materials.

2.4.1.4 Ensure a neat and professional finish.

3. DELIVERABLES

3.1.1 The successful bidder shall provide:

3.1.1.1 Site inspection report (if required).

3.1.1.2 Professionally cleaned carpets.

3.1.1.3 Repaired drywall surfaces.

3.1.1.4 Completed touch-up painting works.

3.1.1.5 Removal of all waste materials generated during the works.

3.1.1.6 Handover of completed works to merSETA Facilities Management.

4. CONTRACTOR REQUIREMENTS

4.1.1 The service provider shall:

4.1.1.1 Provide competent and suitably trained personnel.

4.1.1.2 Supply all equipment, materials, tools, and consumables required to complete the works.

4.1.1.3 Comply with all Occupational Health and Safety requirements whilst on site.

4.1.1.4 Ensure that work areas are left clean and free from debris upon completion.

5. PRICING SCHEDULE

Item No.	Description	Unit	Quantity	Amount (Excl. VAT)
1	Carpet Cleaning	Item	1	R_____
2	Drywall Repairs	Item	1	R_____
3	Touch-Up Painting (Adjacent to Air Conditioning Units and Repaired Areas)	Item	1	R_____
4	Labour, Equipment and Materials	Item	1	R_____

6. MANDATORY REQUIREMENTS

6.1.1 Bidders shall submit the following:

6.1.1.1 Company Profile.

6.1.1.2 Company Registration Documents.

6.1.1.3 Valid Tax Compliance Status PIN.

6.1.1.4 Quotation on Company Letterhead.

6.1.1.5 Proof of Previous Similar Work (where available).

6.1.1.6 Completed Pricing Schedule.

7. ACCEPTANCE CRITERIA

7.1.1 The works shall be deemed complete upon:

7.1.1.1 Successful completion of carpet cleaning.

7.1.1.2 Completion of all identified drywall repairs.

7.1.1.3 Completion of touch-up painting works to the satisfaction of merSETA.

7.1.1.4 Removal of waste and cleaning of the work area.

7.1.1.5 Inspection and acceptance by the merSETA Facilities Management representative.

Location: merSETA Western Cape Office:

35 Carl Cronje Drive,
Avanti Office Park, 2nd floor,
North Block,
Tygervalley,
7530.