



16 May 2024

Our ref:

**RFP UJ 31/2024: APPOINTMENT OF A SERVICE PROVIDER FOR THE CLEANING OF HIGH RISE WINDOWS ON ALL UJ CAMPUSES FOR THREE YEARS WITH AN OPTION TO EXTEND WITH FURTHER 2 YEARS TO MAKE 5 YEARS DEPENDENT ON THE ANNUAL PERFORMANCE REVIEW OF SERVICE PROVIDER.**

Dear Sirs / Madams

You are hereby invited by the University of Johannesburg, to a compulsory onsite briefing session for RFP UJ 31/2024: Appointment of a Service Provider for the Cleaning of High Rise Windows on all UJ Campuses for Three Years with an option to extend with further 2 Years to make 5 Years Dependent on the Annual Performance Review of Service Provider.

**Compulsory Onsite Tender Briefing Date:**

- UJ - APK Campus (Auckland Park Kingsway Campus) - Monday, 03<sup>rd</sup> of June 2024 start at 09h00am to 16h00pm Meetings at APK Auxiliary Office, D4 Lab next Aquarium.
- UJ - APB Campus (Auckland Park Bunting Road Campus) - Tuesday, 04<sup>th</sup> of June 2024 start at 09h00am to 14h00pm Meeting at ABP Auxiliary Office.
- UJ - JBS (Johannesburg Business School), UJ on Empire and UJ Atrium Building - Wednesday 05<sup>th</sup> of June 2024 start at 09h00am till 14h00pm Meeting at UJ JBS Entrance.
- UJ - DFC Campus (Doornfontein Campus) Thursday, 06<sup>th</sup> of June 2024 start at 09h00 till 14h00pm Meetings at Campus Directors Office.
- UJ – SWC (Soweto Campus) Friday 07<sup>th</sup> of June 2024 start 09h00am till 12h00pm Meeting at SWC Campus Director's Boardroom at Ukhamba Building

**NOTE:**

- **Strictly Window cleaner bidders will be allowed to participate.**
- **No Sub-Contracting.**
- **No Joint Venture.**
- **Bidders must attend all **seven (7)** briefing sessions at all the above-mentioned campuses to be able to tender.**
- **An attendance register will be circulated on all site briefings.**
- **Failure to attend site briefing sessions at the above-mentioned campuses will result in disqualification.**

Please note that only suppliers who attend all the compulsory tender briefing session will have access to the UJ bid document.

**Tender Closing date and time: 21<sup>st</sup> of June 2024 at 12h00pm.**

**Tender Submission: Strictly on UJ Portal not Hand delivery Nor Email.**

**Note: Bidders are requested to register on Oracle iCloud Application portal before attending the briefing session to enable access to the tender documents. Registration link is on the UJ website at supplier management. We have attached a User Training Manual - Oracle Cloud Supplier Response that will assist you during the registration process. Bidders who are already registered or on UJ data base please make sure that your company documents are updated and valid to avoid being deactivated on the system and not being able to access the tender pack.**

**For registration, please click on below link and follow instructions.**

<https://www.uj.ac.za/support-services/tenders/how-to-apply-to-be-a-uj-supplier/>

Enquiries regarding this Invitation to tender should be addressed to [phillipz@uj.ac.za](mailto:phillipz@uj.ac.za).

Yours faithfully

Mr Z Zodwa

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