



12 September 2024

Our ref:

**RFP UJ 74/2024: 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 74/2024: 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:**

- **Date:** Monday, 30<sup>th</sup> of September 2024  
**Time:** 09h00am to 16h00pm  
**Meeting Place:** Meeting at UJ APK Auxiliary Office, D4 Lab next Aquarium - (Auckland Park Kingsway Campus).
- **Date:** Tuesday 1<sup>st</sup> of October 2024  
**Time:** 09h00am to 14h00pm Meeting at ABP Auxiliary Office.  
**Meeting Place:** ABP Auxiliary Office - (Auckland Park Bunting Road Campus)
- **Date:** Wednesday 2<sup>nd</sup> of October 2024 UJ-JBS (Johannesburg Business School),  
**Time:** 09h00am till 14h00pm  
**Meeting Place:** UJ JBS Entrance – we will then proceed to UJ on Empire and UJ Atrium Building- (41 Stanley Avenue).
- **Date:** Thursday 3<sup>rd</sup> October 2024  
**Time:** 09h00 till 14h00pm  
**Meeting Place:** Procurement Department UJ - DFC Campus (Doornfontein Campus)
- **Date:** Friday 4<sup>th</sup> of October 2024  
**Time:** 09h00am till 12h00pm  
**Meeting Place:** UJ Soweto Campus - Campus Director's Boardroom at Ukhamba Building (Soweto Campus)

**NOTE:**

- **Strictly Window cleaning 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: 18<sup>th</sup> of October 2024 at 12h00pm.**

**Tender Submission: Strictly on UJ Portal no Hand delivery or Email submission allowed.**

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

*ZZodwa*