

MATTHEW GONIWE SCHOOL OF LEADERSHIP AND GOVERNANCE (MGSLG)

REQUEST FOR QUOTATIONS REPAIRS TO WINDOWS AND OTHER MAINTENANCE NEEDS AT BENONI AND VREDEDORP

1. Purpose

The Matthew Goniwe School of Leadership and Governance (MGSLG) invites offers from experienced service providers for the repairs to the roof and windows as detailed below. A compulsory briefing session/Site inspection will be held on **Friday 21 November 2025** at Matthew Goniwe School of Leadership and Governance, 55 Elston Avenue, Benoni. **TIME 09H00 at Benoni and 11h30 in Vrededorp**

2. Scope of Services

Key deliverable	Tasks
General Maintenance	<ul style="list-style-type: none"> • Paint and repair flaking sand stone cladding wall at bottom of building. • Replace broken Faci board at Security Guard room and Room 3 • New gutter at security and Garden room. • Secure Gate motor at Main gate as it is very loose. • Paint outside corner at kitchen area. • Replace broken ceiling at Kitchen stoep, 2m x 3m and paint entire ceiling, 36 m2, at kitchen and Resource centre. • Paint Ceiling inside reception 24m2 • Paint walls at Reception that was damaged with water, 62 m2 • Patch paintwork at Server room aircon. 1m2 • Paint entire lobby area at Resource centre, 80m2. • Install 3x fire extinguishers in parking lot with cage. • Level parking area, 40 m 2 • Install lights in Auditorium (MGSL will supply globes) • Fix hole in auditorium floor. • Fix back gate as round bar are rotten. • Fix kitchen geyser (no hot water) • Paint entire security guardroom, outside and inside. • Trim trees at back of Training room that block gutters • Fix gate motor with welding new track on gate at Governance gate VREDEDORP • Fit 2x new shade net covers at Vrededorp • Fit new door at back of auditorium and fix rotten wooden floor • Repair sagging aluminium door at Governance and replace broken trellis door (double trellis door) • Level asphalt parking at Vrededorp 50m2
Windows Benoni	<ul style="list-style-type: none"> • Sand and repaint all wooden window frames according to best practise to withstand weather elements. • 60 x wooden windows (outside) • Putty windows where necessary

Key deliverable	Tasks
	<ul style="list-style-type: none"> Replace broken and rotten wooden panels where necessary Replace 5 x broken window glass: 1x 1440x470: 3x 950x555: 2x 950x375 Refit 1x complete window as the frame fell out. Paint 52 Steel frame windows and fit putty where needed. (outside)

3. The following documents must be submitted with the quotation:

- 3.1 Valid Tax Clearance Certificate accompanied by a pin for verification.
- 3.2 Proof of company registration documents.
- 3.3 Proof of company banking details not older than 3 months.
- 3.4 Completed and signed Standard Bidding Documents attached to this document.
- 3.5 Sworn affidavit and/or certified BBBEE certificate
- 3.6 Company municipal rates, electricity or water account not older than 3 Months, proof of residential lease or rental or sworn affidavit if the business operates at a place of residence.
- 3.7 Proof of registration on National Treasury Central Supplier Database (CSD)
- 3.8 CIBD grading, minimum level 2
- 3.9 2 positive reference letters for similar work completed between 2019 and 2025.

4. Quotations

- 4.1.1 Quotations must be deposited in the tender box situated at the reception area on or before 3rd of December 2025 at the address below. Bidders must fill in submission register located at the reception before dropping off their quotations.
- 4.1.2 Quotations should be itemised, describing the services and requirements included in the estimate.
- 4.1.3 Quotations should indicate the lead-time from issue of order.
- 4.1.4 Completed documents must be submitted in a sealed envelope clearly marked with the quotation name, to MGSLG, **Physical Address: 40 Hull Street, Vrededorp, Johannesburg** during office hours (08h00 – 16h00).
- 4.1.5 Late quotations will not be accepted.

5. Contact Details

All enquiries relating to this quotation request must be directed to procurement email: procurement@mgsl.co.za. The MGSLG does not bind itself to accept the lowest or any quotation and this RFQ will be valid for the period of 90 days after closing.

THE FOLLOWING PARTICULARS MUST BE FURNISHED BY THE SERVICE PROVIDER
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER.....

POSTAL ADDRESS.....

STREET ADDRESS.....

TELEPHONE NUMBER CODE..... NUMBER.....

CELLPHONE NUMBER.....

FACSIMILE NUMBER CODE..... NUMBER.....

E-MAIL ADDRESS.....

VAT REGISTRATION NUMBER.....

ARE YOU THE ACCREDITED REPRESENTATIVE
IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERED?

YES/NO
(IF YES ENCLOSE PROOF)

Matthew Goniwe School of Leadership and Governance

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to+ bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) Any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) MGSLG Employees and members of its board
- (c) Any municipality or municipal entity;
- (d) Provincial legislature;
- (e) National Assembly or the national Council of provinces; or
- (f) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:.....
 Name of state institution at which you or the person
 connected to the bidder is employed :.....
 Position occupied in the state institution:.....

Any other particulars:

.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....
.....
.....

3. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax	State Number / Number	Employee Peral Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder