

**REQUEST FOR PROPOSALS UFS RFP UE 2/2023**  
**THE MANAGEMENT AND OPERATION OF A KINDERGARTEN/CRÈCHE BUILDING 146, UFS**  
**BLOEMFONTEIN CAMPUS**

**1. BACKGROUND**

- 1.1. The University of the Free State (UFS) invites interested parties to submit proposals regarding the management and operation of a kindergarten/crèche on the Bloemfontein Campus of the UFS.
- 1.2. The successful tenderer will lease the existing buildings and playground from the UFS and the successful tenderer will operate the facility for his/her own account.
- 1.3. Utilities will be metered and invoiced as per consumption and unit tariff.
- 1.4. Although the children of staff members of the UFS will have preference, the services will not be limited to them.
- 1.5. At present the kindergarten has seven (7) classrooms that can accommodate thirty (30) children each.
- 1.6. Maintenance of a structural nature will be the responsibility of the UFS.
- 1.7. Improvements/changes and maintenance to the building structures, fixtures and fitting, will be for the account of the approved tenderer.
- 1.8. Toys, furniture and learning material must be provided and maintained by the approved tenderer.
- 1.9. The facility consists of ±4500m<sup>2</sup> rentable area of which ±578m<sup>2</sup> consist of classrooms, an administrative block and kitchen.
- 1.10. In addition to childcare-related activities, the early learning centre is expected to:
  - a. Become a teaching school with appropriate facilities and a learning management system that is accessible to UFS staff and students from the premises;
  - b. Provide Work Integrated Learning (WIL) / Teaching Practice opportunities for BEd Foundation Phase, Diploma Grade R and, Diploma in Early Childhood Care and Education students of the University of the Free State;
  - c. Allocate teaching staff to mentor, supervise and evaluate students during WIL / Teaching Practice sessions;
  - d. Serve as a site for approved ethical research and experimentation conducted by UFS staff and students; and
  - e. Establish a functional governance structure/board/committee which includes representatives of the UFS Faculty of Education staff, students, and University Estates.
- 1.11. Lease agreement of three (3) years with renewal clause for an additional three (3) years, subject to no breach of contract during the initial lease period.
- 1.12. Envisage commencement date is January 2024.

**2. SITE VISIT AND SUBMISSION OF PROPOSALS**

- 2.1. Compulsory site visit: **Friday, 10 November @ 10:00**
- 2.2. A non-refundable tender deposit of **R500.00** is payable and proof of the **EFT**, must be send to:

[MoleliL@ufs.ac.za](mailto:MoleliL@ufs.ac.za) and [ElSHM@ufs.ac.za](mailto:ElSHM@ufs.ac.za)

Bank: Absa; Cheque Account  
Account Number: 1570850071;  
Branch: Brandwag  
Branch Code: 632005  
Reference: 145210411 UE2-2023

- 2.3. Suitable and qualified Service Providers to submit their RFP Documents and supporting documents as ONE pdf document in the order stipulated below. If the document is too large to send as an e-mail, the tenderer must send an email that includes a link for WeTransfer, so that larger files can be downloaded by the UFS, via WeTransfer.

To: [tenders4provisioning@ufs.ac.za](mailto:tenders4provisioning@ufs.ac.za)  
Reference in subject line: RFP UE 2/2023  
**Closing Date: On or before Friday, 17 November 2023 @ 11:00**

- 2.4. Property related enquiries can be addressed to the Property Manager: University Estates at e-mail [LouwA1@ufs.ac.za](mailto:LouwA1@ufs.ac.za). Education related enquiries can be addresses to Vice-Dean: Faculty of Education at e-mail [maforap@ufs.ac.za](mailto:maforap@ufs.ac.za)

### 3. GUIDELINES FOR THE PROPOSAL DOCUMENT

The proposal must contain the following information and in the same order:

- 3.1 Concise Curriculum Vitae (4 pages or less) including previous experience regarding the management and operation of a kindergarten/crèche. Provide the names of referees who may be contacted in this regard.
- 3.2 An educational concept for the kindergarten indicating its focus and scope (levels and age groups) and proposed curriculum for the different age groups.
- 3.3 Indicate in what way the kindergarten activities and ethos will support the values of the UFS in terms of diversity, democracy, and academic excellence.
- 3.4 An indication of the total number and profile of staff members who will be appointed.
- 3.5 A comprehensive explanation of the budgeted costs for the management and operation of the kindergarten/crèche, as well as the proposed fees charged for the services rendered.
- 3.6 An indication of the rent the tenderer is willing to pay, with an explanation of the calculations.
- 3.7 An indication of a possible break-even point regarding the number of children needed to make the facility financially viable.
- 3.8 The tenderer must state all relevant acts and regulations applicable and must be willing to comply accordingly.
- 3.9 Proof of financial means / startup capital (no detail necessary e.g., confirmation of a balance from an accountant / bank is sufficient).
- 3.10 CK Documents (if applicable)
- 3.11 Letter of Good Standing from the Department of Labour.

### 3.12 Valid Tax Clearance Certificate.

#### 3.12.1 SANAS APPROVED BBBEE CERTIFICATE OR B-BBEE Exempted affidavit for micro enterprises for Companies with turnover less than R3M

The UFS reserves the right to investigate further any or none of the proposals and to negotiate with any or none of the possible interested parties regarding their proposals and conditions and may expect the shortlisted applicant to do a presentation to the evaluation panel. The costs proposals will be for the tenderer's account. The University accepts no responsibility for costs incurred by unsuccessful tenderers.