



RFP14/26

APPOINTMENT OF A SERVICE PROVIDER TO RENDER HYGIENE AND CLEANING SERVICES AT VARIOUS IDFC PROPERTIES UNDER CLUSTER 4 IN KWAZULU-NATAL FOR A PERIOD OF 36 MONTHS

CLOSING DATE: 04 NOVEMBER 2026 AT 11:00 am

Issued by:

Ithala Development Finance Corporation Limited
29 Canal Quay Road (for GPS 29 Signal Road),
Point Waterfront
Durban

Procurement Enquiries:

Supply Chain Management Unit
Email: tenders@ithala.co.za
Tel: 031 907 8911

Name of Bidder:

Central Supplier Database No:	MAAA	
Joint Venture (tick whichever is applicable)	YES	NO

For any complaints regarding our supply chain management abuses, please contact Larissa Warren at 031 907 8610 or email complaints@ithala.co.za. Alternatively, you can lodge an anonymous complaint at our toll-free hotline number 0800 0004 82

REQUEST FOR PROPOSALS

**ITHALA DEVELOPMENT FINANCE CORPORATION LIMITED, 29 CANAL QUAY ROAD, POINT, DURBAN
(FOR GPRS 29 SIGNAL ROAD)** (Hereinafter referred to as “IDFC”)

BID NUMBER: **RFP14/26**

CLOSING DATE: **04 NOVEMBER 2026**

TIME: **11:00 am**

DESCRIPTION: **APPOINTMENT OF A SERVICE PROVIDER TO RENDER
HYGIENE AND CLEANING SERVICES AT VARIOUS IDFC
PROPERTIES UNDER CLUSTER 4 IN KWAZULU-NATAL FOR A
PERIOD OF 36 MONTHS**

*COMPULSORY ONLINE
BRIEFING SESSION*

Yes

☒

No

☐

DATE:	22 OCTOBER 2026 at 10:00-12:00
VENUE:	Online session
DETAILS:	Please click the link below to join the compulsory online briefing session. https://teams.microsoft.com/meet/3463848694386232?p=EtsN1GXnKtndIL0jv9
TELEPHONE:	031 907 8911
Bid Enquiries	Bidders are requested to email all queries to tenders@ithala.co.za

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C.1 TENDER NOTICE AND INVITATION TO TENDER

APPOINTMENT OF A SERVICE PROVIDER TO RENDER HYGIENE AND CLEANING SERVICES AT VARIOUS IDFC PROPERTIES UNDER CLUSTER 4 IN KWAZULU-NATAL FOR A PERIOD OF 36 MONTHS

COLLECTION OF BID DOCUMENTS

The bid documents can be obtained online from the IDFC website (www.ithala.co.za) and the National Treasury e-tender portal, www.etenderportal.gov.za at no cost.

SUBMISSION OF BID DOCUMENTS

The proposals must be submitted in sealed envelopes delivered at Ithala Trade Centre, 29 Canal Quay Road (for GPS use 29 Signal Road), Point, Durban and should be deposited in the tender box located at the ground floor reception. The closing time for receipt of tenders is **04 NOVEMBER 2026 at 11:00 am**.

One original and one electronic (USB) copy of the bid document must be submitted.

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted. It is important to note that all bids lodged will be examined to determine compliance with the bidding requirements and conditions. Bids with obvious deviation from the requirements will be eliminated.

Technical and administrative queries relating to these documents may be addressed in writing only quoting the Bid No. for attention: Supply Chain Management Unit by email to tenders@ithala.co.za

Tenders may only be submitted on the original tender documentation issued by IDFC, written in black ink. This tender document may not be reproduced.

For any complaints regarding our supply chain management abuses please contact Customer Services at 031 907 8610 or email Complaints@ithala.co.za alternatively you can lodge an anonymous complaint at our toll-free hotline number 0800 0048 23

PART A - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFP14/26	CLOSING DATE:	04 NOVEMBER 2026	CLOSING TIME:	11:00 am
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO RENDER HYGIENE AND CLEANING SERVICES AT VARIOUS IDFC PROPERTIES UNDER CLUSTER 4 IN KWAZULU-NATAL FOR A PERIOD OF 36 MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Ithala Trade Centre					
29 Canal Quay Road					
Point Waterfront					
Durban					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	SCM		CONTACT PERSON	SCM	
TELEPHONE NUMBER	0319078911		TELEPHONE NUMBER	0319078911	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	tenders@ithala.co.za		E-MAIL ADDRESS	tenders@ithala.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

1. BID SUBMISSION: 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. 1.3. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE 2.4 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. 2.5 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED. 2.6 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS WHO ARE PERSONS IN THE SERVICE OF THE STATE."

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

C.2 INTRODUCTION

Ithala Development Finance Corporation Limited is a development finance corporation operating within the confines of the KwaZulu-Natal Ithala Development Finance Corporation Act, No 5 of 2013

Our VISION is “Accelerating growth, socio-economic development, and empowerment in KwaZulu-Natal” and our MISSION is “To accelerate economic growth and transformation, entrepreneurship, and job creation for the people of KwaZulu-Natal”.

The Mission is enabled by building a capable, ethical, and sustainable organisation. We enable, develop, promote and implement innovative investment and transformation solutions to advance sustainable Black Economic Empowerment.

The objectives of IDFC are to promote, support and facilitate social and economic development in the Province of KwaZulu-Natal (KZN) by:

1. Mobilising financial resources and providing financial and supportive services to persons domiciled, ordinary resident, or carrying on business within the KZN Province
2. Planning, executing, financing and monitoring the implementation of development projects and programmes in the province of KZN
3. Promoting, assisting and encouraging the development of the Province’s human resources and its social, economic, financial and physical infrastructure
4. Promoting, encouraging and facilitating private sector investment in the Province and the participation of the private sector and community organisations in development projects and programmes and in contributing to economic growth and development generally
5. Acting as the Government’s agent for performing any development-related tasks and responsibilities that the government considers may be more effectively performed by a corporate entity

Our primary mandate is implemented by our two operating divisions and a subsidiary with an external market focus, namely:

1. Properties
2. Ithala SOC Limited
3. Business Finance
4. Implementing Agent

The quality, price and service that we provide our customers can only be as good as what we receive from our service providers.

PROCUREMENT PHILOSOPHY

It is the policy of IDFC, when purchasing goods and obtaining services, to follow a course of optimum value and efficiency by adopting best purchasing practices in supply chain management, ensuring that open and fair competition has prevailed, with due regard being had to the importance of :

- a) The promotion, development and support of businesses from disadvantaged communities (small, medium, micro enterprises, as well as established businesses within those communities) in terms of its BBEE Policy.
- b) The promotion of national and regional local suppliers and agents before considering overseas suppliers; and
- c) The development, promotion and support for the moral values that underpin the above, in terms of IDFC’s Business Ethics and Guidelines which requires that all commercial conduct be based on ethical and moral values and sound business practice. This value system governs all commercial behaviour within IDFC.

C.3 CONDITIONS OF BID AND CONTRACT

Bidders must indicate compliance or non-compliance on a paragraph-by-paragraph basis. Indicate compliance with the relevant bid requirements by marking the YES box and non-compliance by marking the NO box. If the contents of the paragraph only need to be noted, please mark the NOTED box.

	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
1.	GUIDELINE ON COMPLETION				
1.1	The bidder must clearly state if a deviation from these requirements is offered and the reason, therefore. If an explanatory note is provided, the paragraph reference must be attached as an appendix to the bid submission. Bids not completed in the manner prescribed may be considered incomplete and rejected.				
2.	IDFC SERVICE LEVEL AGREEMENT				
2.1	The IDFC Service Level Agreement will be the only contract signed by both parties and will form the basis of this contract. IDFC's standard terms and conditions will not be negotiated.				
3.	ADDITIONAL INFORMATION REQUIREMENTS				
3.1	During evaluation of the bids, additional information may be requested in writing from bidders. Replies to such request must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply, may lead to the bid being disregarded.				
4.	CONFIDENTIALITY				
4.1	The bid and all information in connection therewith shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid.				
4.2	All bidders are bound by a confidentially agreement preventing the unauthorized disclosure of any information regarding IDFC or of its activities to any other organization or individual. The bidders may not disclose any information, documentation, or products to other clients without written approval of the accounting authority or the delegate.				

5.	INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT	Yes	No	Noted	If no, indicate deviation
5.1	Copyright of all documentation relating to this assignment belongs to IDFC. The successful bidders may not disclose any information, documentation or products to other clients without the written approval of the accounting authority or the delegate.				
5.2	All the intellectual property rights arising from the execution of this Agreement shall vest in IDFC. The service provider undertakes to honour such intellectual property rights and all future rights by keeping the know-how and all published and unpublished material confidential.				
5.3	In the event that the service provider would like to use any information or data generated in terms of the Services, the prior written permission must be obtained from IDFC.				
5.4	IDFC shall own all materials produced by the service provider during the course of, or as part of the Services including without limitation, deliverables, computer programmes (source code and object code), programming aids and tools, documentation, reports, data, designs, concepts, know-how and other information whether capable of being copyrighted or not ("IP") which IP IDFC shall be entitled to freely cede and assign to parties nominated by IDFC.				
6	PAYMENTS				
6.1	IDFC. will pay the service provider for the actual services rendered in line with the contract.				
6.2	The service provider shall from time to time during the duration of the contract, invoice IDFC for the services rendered. No payment will be made to the service provider unless an invoice complying with section 20 of VAT Act No 89 of 1991 has been submitted to IDFC.				
6.3	Payment shall be made into the bidder's bank account or per cheque payment normally 30 days after receipt of an acceptable, valid invoice. (Banking details must be submitted as soon as this bid is awarded).				
7	NON-COMPLIANCE WITH DELIVERY TERMS	Yes	No	Noted	If no, indicate deviation
7.1	As soon as it becomes known to the service provider that he will not be able to deliver the goods/services within the delivery period and/or against the quoted price and/or as specified, IDFC must be given immediate written notice to this effect. IDFC reserves the right to implement remedies as provided for in the SLA.				

8	WARRANTIES				
8.1	The service provider warranties that: It is able to conclude this Agreement to the satisfaction of IDFC.				
8.2	Although the service provider will be entitled to provide services to persons other than IDFC, the service provider shall not without the prior written consent of IDFC be involved in any manner whatsoever, directly or indirectly, in any business or venture which competes or conflicts with the obligations of the contractor to provide the Services.				
8.3	The Service Provider under contract is obligated to ensure that, should a resource who is scheduled to carry out work for IDFC or is carrying out work for IDFC and becomes unavailable then, that resource should be replaced within 7 days with a resource in possession of the same professional registration and/or qualifications/experience. The replaced resource is subject to the vetting of the IDFC project manager.				
9.	PARTIES NOT AFFECTED BY WAIVER OR BREACHES				
9.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this Agreement by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof				
9.2	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this Agreement shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this Agreement.				
10	SUBMITTING BIDS				
10.1	Supply Chain Management (SCM)				
10.2	An original and electronic copy must be delivered to: ITHALA TRADE CENTRE 29 Canal Quay Road (for GPS use 29 signal road) Point Waterfront, Durban				
11	LATE BIDS	Yes	No	Noted	If no, indicate deviation
11.1	Late submissions will not be accepted. A submission will be considered late if it arrived one second after 11:00 or any time thereafter. The bid (tender) box shall be locked at exactly 11:00 and bids arriving late will not be accepted under any circumstances. Bidders are therefore strongly advised to ensure that bids be dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.				

12.	BID CLARIFICATIONS				
12.1	Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (by e-mail). Please refer to Bid Notice and Invitation to Tender page of this bid pack for contact details. The bid number should be mentioned in all correspondence. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all bidders by e-mail only.				
13.	FORMAT OF BIDS				
13.1	Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their proposal should be concise, written in plain English and simply presented.				
14.1	PART 1: INVITATION TO BID				
14.2	PART 2: PART 2: RFP SUMMARY AND DETAILS				
	Bid summary must be completed and indicate what returnable documents will be submitted.				
14.3	PART 3: COMPLIANCE TO SPECIAL CONDITIONS OF BID AND NOTING OF EVALUATION CRITERIA				
	Bidders must complete C.3 by indicating Yes or No or or Noted. In case of No the details and referencing to the specific paragraph is required.				
14.4	PART 4: SARS TAX STATUS				
	In compliance with National Treasury instruction note 9 of 2017/2018, the bidder must be in good standing with SARS prior to the award of the bid. and such information will be verified through Central Supply Database or using SARS e-filing pin). In case of a consortium/ joint venture, or where sub-contractors are utilized, each consortium/ joint venture member and/or sub-contractor (individual) <u>must be</u> compliant with SARS.				
14.5	<u>PART 5:</u> Certificate of Authority to Sign a Bid Declaration of Interest	Yes	No	Noted	If no, indicate deviation
14.5.1	Bidders must complete and submit the Declaration forms. A bidder must complete the relevant part of the document and must indicate who is delegated to communicate or deal with IDFC. Any other irrelevant sections to the tendering entity must be marked 'N/A'.				

14.6	PART 6: JOINT VENTURE/CONSORTIUM AGREEMENT				
14.6.1	A copy of the joint venture/consortium agreement must be included.				
14.7	PART 7: TECHNICAL PROPOSAL/FUNCTIONALITY PROPOSAL				
14.7.1	Bidders must, at least:				
14.7.1.1	Describe, in detail, exactly how they propose to carry out the activities to achieve the outcomes identified in the terms of reference. They should identify any possible problems that might hinder delivery and indicate how they will avoid or overcome such problems.				
14.7.2	The bidder must confirm by providing letters of reference from previous/current clients including contact details, for the previous, current, or ongoing projects of similar nature. This may be verified by IDFC.				
14.8	PART 8: DEVIATIONS FROM REQUEST FOR BID	Yes	No	Noted	If no, indicate deviation
14.8.1	Please indicate deviations or modifications to this Request for Bid on form C.13				
14.8.2	If no deviations are required, please mark the form “Nil” and sign				
14.9	PART 9: PRICING SCHEDULE				
14.9.1	Any budget amount that may be indicated in this document shall be deemed to be a guide only and bidders are expected to submit a costing that is fair and reasonable.				
14.9.2	A proposed pricing schedule with one of the specified elements (fees and reimbursable costs) omitted from the costing, may be considered non-responsive.				
14.10	PART 10: PROCUREMENT TIMELINES				
14.10.1	This part of a bid document informs bidders when the bid process is expected to be finalized. It may not necessarily be followed.				
14.10.2	Terms of reference (TOR) are the requirements by IDFC when the proposal is submitted, the bidder must be certain that the TORs are understood and has the capacity to offer a specified service.				
14.11	VAT				

14.11.1	IDFC is a VAT Vendor. Prices quoted must include VAT (where applicable).				
14.11.2	IDFC reserves the right to request the preferred bidder to register for VAT if the award is anticipated to be more than R2.3m in total for 12 consecutive months as the VAT Act requires.				
15	PRESENTATIONS				
15.1	IDFC reserves the right to invite bidders for presentations before the award of the bid.				
15.2	Presentation may affect the points awarded for functionality.				N/A
16	NEGOTIATION	Yes	No	Noted	If no, indicate deviation
16.1	IDFC has the right to enter into negotiations with the prospective service provider regarding any terms and conditions, including price(s), of a proposed contract.				
16.2	IDFC shall not be obliged to accept the lowest or any financial offer or proposal. Furthermore, IDFC reserve the right not to award the tender to highest ranking bidder in terms of SCM Policy.				
16.3	All bidders will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated persons of both parties.				
17	DOMICILIUM				
17.1	The parties hereto choose <i>domicilium citandi et executandi</i> for all purposes of and in connection with the final contract as follows: Ithala Trade Centre 29 Canal Quay Road (for GPS 29 Signal Road) Point Waterfront Durban				
18	COST OF BID PREPARATION				
18.1	Bidders shall prepare and submit a bid at their own expense.				
19.	SITE INSPECTIONS				
19.1	IDFC reserves the right to carry out site inspections of bidders to establish suitability of properties, vehicles, etc. to perform services effectively and efficiently				
20	BID VALIDITY PERIOD				
20.1	Bid will be valid for a period of 120 days				

20.2	The bidder must hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.				
20.3	If requested by the employer, the bidder must consider extending the validity period stated in the tender data for an agreed additional period.				
21	ISSUE ADDENDA	Yes	No	Noted	If no, indicate deviation
21.1	If necessary, the employer may issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until seven days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify those tendering entities appearing on the attendance list				
21.2	Tenderers must sign the attendance list in the name of the tendering entity. Addenda will be issued and tenders will be received only from those tendering entities appearing on the attendance list				
21.3	The bidder must acknowledge receipt of addenda to the tender documents, which the employer may issue.				
22	SUBMITTING OF FRAUDULENT DOCUMENTS				
22.1	IDFC will disregard the bid of any bidder if that bidder or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.				
22.2	IDFC will list bidders/ directors in the list of restricted suppliers, and they will not conduct any business with an organ of state.				
22.3	All documentation will be verified and bidders who have submitted fraudulent documentation will be disqualified from further evaluation and reported to the relevant authorities.				

23	<u>EVALUATION ON PRICE AND SPECIFIC GOALS</u>	Yes	No	Noted	If no, indicate deviation
23.1	Pricing and specific goals evaluation will be performed on bidders who qualified for Stage 3.				
23.2	All prices submitted may be subject to negotiation				

24	ADJUDICATION OF BID				
24.1	The Bid Adjudication Committee will consider the recommendations and make the final award.				
24.2	The bid shall be awarded at the sole and absolute discretion of IDFC. IDFC hereby represents that it is not obliged to award this bid to any bidder. IDFC is entitled to retract this bid at any time as from the date of issue. IDFC is not obliged to award this bid to the bidder that quotes the lowest.				
24.3	A bidder shall be disqualified from bidding if any attempt is made either directly to solicit and/or canvass any information from any employee or agent of IDFC regarding this bid from the date the offer is submitted until the date of award of the bid.				
25	Awarding of contract				
25.1	IDFC reserves the right to award this bid in full or in part.				
25.2	IDFC reserves the right to review the number of cleaners from time to time				
26	CONTRACT PERIOD				
26.1	The contract will be for a period of 36 months from date of appointment.				
27	SPECIAL CONDITION				
27.1	As part of IDFC's support of the KZN Township and Rural Economies Revitalisation Strategy, which was approved by the KZN Cabinet on 06 April 2022; and part of IDFC's revenue growth and diversification, the IDFC Board approved the revival of the Implementing Agent Unit responsible for mobilising projects from public and private sectors. IDFC's Implementing Agent Unit, in Partnership with Economic Development Tourism and Environmental has established Detergents Centres in the province of KZN. These detergents centres are part of KZN flagship program aimed at ensuring sustainable growth and alleviating poverty and unemployment. The programme incubates SMMEs and Cooperatives to produce the detergents. At the Detergent Manufacturing centres, high-quality SABS-approved cleaning and hygiene products are manufactured at 4 premises established in local KZN township areas. As part of ensuring access to market for MSMEs and Cooperatives, Service providers				

	appointed by IDFC to provide cleaning services to all its properties MUST source the following products only from the Detergent centres: 1. Dishwashing liquid 2. Antibacterial Dishwashing liquid 3. Hard Surface cleaner 4. Pine disinfectant gel 5. Pine gel 6. Surface disinfectant (Sani pine) 7. Liquid pine disinfectant 8. Antiseptic cleaner 9. Surface Disinfectant 10. Household bleach (3,5%) 11. Thick Bleach 12. Toilet bowl cleaner 13. Liquid Drain Cleaner 14. Multipurpose Degreaser 15. Floor Stripper 16. Floor Polish 17. Hand Soap 18. Antibacterial Hand Soap 19. Gel Hand Sanitiser 20. Liquid Hand Sanitiser 21. Window Cleaner 22. Air freshener Detergent centres: • KwaMashu Motor Park, eThekwini • Gamalakhe Township, Ugu • Esikhawini, King Cetshwayo • Madadeni Detergent Centre, Madadeni Estate Amajuba District • Any other Detergent centre that may become available during the contract period.				
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C.4 SECTION M

CERTIFICATE OF AUTHORITY TO SIGN A BID

The bidder must indicate the enterprise status by ticking the appropriate box hereunder.

(I) CLOSE CORPORATI ON	(II) COMPANIES	(III) SOLE PROPRIETO R	(IV) PARTNERS HIP	(V) CO- OPERATIVE	(VI) JOINT VENTURE / CONSORTIUM	
					Incorporated	
					Unincorporated	

I/We, the undersigned, being the Member(s) of Cooperative/ Sole Owner (Sole Proprietor)/ Close Corporation/ Partners (Partnership)/ Company (Representative) or Lead Partner (Joint Venture / Consortium), in the enterprise trading as:

.....

hereby authorise Mr/Mrs/Ms

acting in the capacity of

whose signature is

to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

NAME	ADDRESS	SIGNATURE	DATE

(If the space provided is not enough, a separate list should be attached)

Note:

Members of the enterprise must complete this form in full according to the type of enterprise, authorising the signatory to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

Note: In a case of a Sole proprietor, a director may appoint himself/herself if they will be the one signing all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

C.5 CERTIFICATE OF ATTENDANCE AT A COMPULSORY BRIEFING MEETING – N/A ONLINE

This is to certify that (tenderer).....
of (address)
..... was represented by the person(s)
named below at the compulsory meeting held for all tenderers at: -

Date	Time	Site
N/A ONLINE	N/A ONLINE	ONLINE

I / We acknowledge that the purpose of the meeting was to acquaint myself / ourselves with the site of the works and / or matters incidental to doing the work specified in the tender documents in order for me / us to take account of everything necessary when compiling our rates and prices included in the tender.

Particulars of Bidder’s representative attending the meeting:

Name: Signature:
Capacity:

Attendance of the above person(s) at the meeting is confirmed by the IDFC’s representative, namely:

Name: Signature:
Capacity: Date and Time:

C.6 PROCUREMENT TIMELINES

PROCUREMENT TIMELINE	DATE	TIME
RFP Release Date	13 OCTOBER 2026	
Compulsory online briefing session and clarification	22 OCTOBER 2026	10:00
Written questions of clarification – closing date	23 OCTOBER 2026	16:00
Written response to all clarifications	27 OCTOBER 2026	16:00
Service Provider Proposals Due	04 NOVEMBER 2026	11:00

***Indicative dates**

C.7 TERMS OF REFERENCE

1. PURPOSE

The purpose of the tender is for the appointment of an experienced service provider to render hygiene and cleaning services at various IDFC properties under cluster 4.

2. BACKGROUND

As one of the largest property portfolio holders in KwaZulu-Natal, IDFC is ideally placed to service the various business sectors, spread throughout the province. IDFC Properties undertakes the development and management of industrial and commercial-related projects. These projects relate to the development of new industrial and commercial properties as well as the redevelopment and expansion of existing properties. These activities are geared towards stimulating economic growth.

The portfolio of properties is made up of 1 million square metres of industrial property and 177 000 square metres of commercial shopping facilities, across 22 shopping centres spread throughout the province.

IDFC is the pioneer into many rural areas, bringing services, shopping and banking facilities closer to local communities. The establishment of IDFC commercial centres in remote regions of the province has served as a stimulus for development. Small businesses have mushroomed around the centres and in some areas, additional shopping malls and facilities have been built.

3. OBJECTIVE

The objective of the Service Provider is to provide professional cleaning, hygiene and garden (selected properties) services for IDFC Properties grouped in:

1. Cluster 4 – Far North: 7 Sites

4. SCOPE OF WORK

The service provider will be required to render a comprehensive cleaning, hygiene and garden services to IDFC. The scope of the required services includes the following:

- 4.1 Supply, installation and maintenance of new hygiene equipment, for the duration of the contract the equipment remains the property of the service provider. If the equipment is vandalised, damaged, broken or stolen, it remains the responsibility of the service provider to ensure a replacement unit is installed within 3 working days. At the end of the contract the service provider is responsible for the upliftment of the equipment.
- 4.2 Supply, delivery and refilling of cleaning materials and hygiene consumables - The service provider must ensure that the consumables are timeously replenished, there should be no shortage on site at any time.

- 4.3 Hand Soap, Toilet paper and sanitizer and other frequently utilised consumables must be replenished twice daily on all sites (only applicable where it is part of the site requirements)
- 4.4 Quarterly stripping and deep cleaning of toilets/ablution facilities. The bidder will be required to provide all necessary equipment and consumables.
- 4.5 Carpet cleaning and upholstery to be carried out every 6 months – this should be done after hours and over the weekends (Isithebe Industrial Estate office)
- 4.6 Sanitary waste must be removed weekly – removal and refreshing of sanitary bins must be done in an approved and environmentally compliant manner. IDFC's Risk Office requests proof of disposal on a regular basis.
- 4.7 Hand and surface sanitizer supplied to the site must be SABS approved and compliant to SANS 490
- 4.8 Grass cutting, disposal of garden waste and general upkeep of the garden and landscaped areas must be carried out on as per specified frequency at applicable sites by an off-site team.
- 4.9 Weed control - Roundup or an equivalent systemic, broad-spectrum glyphosate-based herbicide must be applied to all paved and other applicable areas to effectively control the weeds.
- 4.10 Service provider to supply labour and remunerate in terms of the provisions of the Bargaining Council for Contract Cleaning Industry (BCCCI) for sectoral determination 6 as gazetted
- 4.11 All staff to be issued with full uniform and required Personal protective equipment (PPE)
- 4.12 Where staff have taken leave as per provisions of the BCCCI, you are required to ensure a reliever is on site for the duration of the leave.
- 4.13 In the event of disease outbreak; Service provider to always follow standard practices and appropriate regulations specific to the type of facility.
- 4.14 High pressure cleaning using high pressure water spray to remove loose paint; mold; grime, dust, mud, and dirt from concrete surfaces. This is recommended for Isithebe Head office.
- 4.15 High Pressure cleaning of gutters and downpipes including removal of debris. This is recommended for all Cluster 4 premises.

In addition to the above list of required services, each site will have individual requirements according to the type of site and specific needs per site

5. CONSUMABLES

Ithala Development Finance Corporation Limited recommends the Detergent centres for quality, SABS-approved cleaning and hygiene products. The service providers appointed by IDFC must provide cleaning services at all its properties; must source these products only from the Detergent centers located in the following areas: -

- KwaMashu Motor Park, eThekweni: Erf 1134, No 36 Ntombela Road, KwaMashu
- Gamalakhe Township, Ugu: Portion 32 of Farm Esperanza No 1938, Highflats
- Esikhawini, King Cetshwayo: H3143, Esikhawini H, City Of Umhlathuze
- Madadeni Detergent Centre, H96, Mpumelelo Madadeni Estate, Amajuba
- Any other Detergent centre that may become available during the contract period

5.1 IDFC SITE SPECIFIC REQUIREMENTS

The below requirements are detailed according to type of site and specific needs per site, bidders are requested to visit the site where necessary. The appointed service provider will be responsible to ensure the required equipment is installed or available and the site is serviced with consumables as required.

5.2 PROPERTY TYPE – RETAIL PROPERTIES

The portfolio consists of strategically placed shopping centres which operate under IDFC's control, with various options and opportunities for businesses looking to access emerging markets:

Cluster	Property	Address	Contact	Services	Size
4	Jozini Shopping Centre	Main Road, Jozini	Nombulelo Beja- (031) 9078660, email: nbeja@ithala.co.za	• Cleaning – yes • Hygiene -yes • Gardening (once a week) • 2 cleaners – 7 times a week (day) • 1 cleaner – 7 times a week (late shift) • 1 lockable stainless toilet roll holder (1 per cubicle) • 3 – non-touch SHE sanitary bins • 5 – soap dispensers • 2 – wall mounted standard waste bins • 2 – automatic air freshener dispensers • 2 – Automatic Hand dryers	3122m2
4	Makhathini Shopping Centre	Main Road, Jozini	Nombulelo Beja- (031) 9078660, email: nbeja@ithala.co.za	• Cleaning – yes • Hygiene -yes • Gardening (once a week) • 2 cleaners – 7 times a week (day) • 1 cleaner – 7 times a week (late shift)	4764m2

				• 4 lockable stainless toilet roll holder (1 per cubicle) • 4 non-touch SHE sanitary bins • 4 soap dispensers	
4	Manguzi Shopping Centre	Main Road, Manguzi	Nombulelo Beja- (031) 9078660, email: nbeja@ithala.co.za	• Cleaning – yes • Hygiene -yes • Gardening (once a week) • 4 cleaners – 7 times a week (day) • 1 cleaner – 7 times a week (late shift) • 1 lockable stainless toilet roll holder (1 per cubicle) • 5 – non-touch SHE sanitary bins • 4 – soap dispensers • 4 – wall mounted standard waste bins • 4 – automatic air freshener dispensers • 4 – Automatic Hand dryers	9341m2
4	Mbazwana Shopping Centre	Main Road, Mbazwana	Nombulelo Beja- (031) 9078660, email: nbeja@ithala.co.za	• Cleaning – yes • Hygiene -yes • Gardening (2 times a month) • 2 cleaners – 7 times a week (day) • 1 lockable stainless toilet roll holder (1 per cubicle) • 4 – non-touch SHE sanitary bins • 3 – soap dispensers • 3 – wall mounted standard waste bins • 3 – automatic air freshener dispensers • 3 – Automatic Hand dryers	3422m2

The appointed service provider will be responsible for cleaning the following areas at each property:

- Parking and hard surface areas
- Gardens and outside verges
- Ablutions
- Staircases
- Verandas / Walkways
- Guard Houses
- Toilets/basins
- Windows
- Floors
- Bin/waste area

5.3. SERVICE TIMES AND STAFFING

- General Cleaning as specified per property
- One shift times (06:30 am – 15:00) – 8 hours with 30 min break
- Two shifts' times (06:30 am – 15:00) – day shift 8 hours with 30 min break
(15:00 – 19:30) – late shift 4.5 hours

5.3.1 HYGIENE REQUIREMENTS

- sanitary bins
- hand dryers
- hand soap/sanitizer drip dispenser
- 3-tier toilet roll lockable dispenser
- urinal sanitizer/deo blocks/p-mat (any)
- waste bins for ablutions

5.3.2 EQUIPMENT, MATERIALS AND EQUIPMENT

- Each site to be allocated industrial vacuum (only where cleaning is required)
- Each site to be allocated a janitor trolley complete with broom, dustpan and mop per cleaner
- Each site to be allocated mop, bucket, toilet brushes, cloths for ablutions (this equipment is be used only in the ablutions)
- Colour coded cloths for different applications

5.3.3 CLEANING MATERIAL AND CONSUMABLES

- All cleaning materials and consumables must be SABS approved.
- The service provider is responsible for an adequate supply of materials and consumables on site at all times.

5.3.4 GARDENING

- As per stipulated timeframes/frequencies (off-site team)
- All equipment must be available – brush cutter, garden tools, blowers, protective equipment
- The service provider to supply consumables, waste bags, fuel for equipment, brooms, fertilizer and weed-kill (round-up or equivalent)
- The service provider is responsible for the removal of garden waste from site.
- The service provider is responsible for an adequate supply of materials and consumables on site at all times.

5.3.5 TASK DESCRIPTION - RETAIL

TASK DESCRIPTION	FREQUENCY
Cleaning floor according to the type	Daily
Clean/disinfect/sanitize all surfaces with a damp cloth	Daily
Clean/mop paved/tarred areas/parking/driveways/walkways	Twice a week
Pressure wash paved/tarred areas/parking/driveways/walkways	Quarterly
Bin/waste area	Twice a week
Machine scrub/buff floors with high traffic at retail centres – (industrial machine to be used with industrial strength cleaning detergent	Monthly
Clean client directory/information boards/signs	Daily
Remove and dispose of waste at specified area	Twice Daily
Spot clean glass and metal Surfaces	Weekly
Cleaning of passages and staircases including skirting and handrails	Daily
Cleaning/sanitize toilets (closet pans, urinals, wash bins and mirror) with disinfectant	6 times a day
Supply plastic to line toilet bins	Twice Daily
Supply she bins in all ladies' toilets (1 unit per cubicle). She bins must have self-closing, tight-fitting lids with trap doors with a non-touch opening/closing mechanism- foot pedal operated and replaced with the clean, disinfected inner plastic. The sanitary waste must be removed and disposed of in compliance with the health and safety regulations.	When required, minimum Weekly
Supply and installation of plastic bag dispensers per female toilet cubicle and replenish bags	Weekly
Supply and installation of lockable toilet paper holders in both female and male toilets (1 per cubicle) and must be replenished twice daily with 1-ply SABS-approved toilet paper or as and when required	Twice daily
Supply and installation of soap dispenser in both female and male toilets. Hand soap/sanitiser must be replenished as and when required	Twice daily
Supply and installation of hand dryers in both female and male toilets; ensure the dryer is cleaned with a damp cloth	Daily
Urinal sanitizer dispenser must be supplied and replenished. deo blocks, p - mat or appropriate disinfectant	Weekly
All machinery, Equipment, cleaning materials and consumables must be supplied by the Service provider	Weekly
Each cleaner must always be dressed in company uniform including PPE	Daily
Garden beds to be kept neat and tidy	Weekly
Hedges and verges trimmed	Weekly
Garden refuse removed and disposed	Weekly
Cutting of grass	Weekly
Prune plants and trees	Weekly
Remove and dispose of all litter	Weekly
Apply fertilizer/compost/herbicide	Weekly
Water plants	Weekly

5.4 PROPERTY TYPE – SMME PROPERTIES

The MSME Property portfolio comprises the following small industrial units:

Cluster	Property	Address	Contact	Services
4	Hlabisa Factory Units A & B Size 756 M2	Lots 266-268, Hlabisa, KwaZulu-Natal	Bonginkosi Cele - (031) 907 8640, email: BCele@ithala.co.za	• Cleaning – yes • Hygiene - Yes • Gardening- 2 times a month • 1 cleaner – 5 times a week (day) • 1 lockable stainless toilet roll holder 1 per cubicle • 2 – non-touch SHE sanitary bins • 4 – soap dispensers • 2 – wall mounted standard waste bins
4	Mbazwana Factory Units Ph 1&2 Size 600 M2	Area 14, Ubombo, Mbazwane	Bonginkosi Cele - (031) 907 8640, email: BCele@ithala.co.za	• Cleaning – yes • Hygiene - Yes • Gardening- 2 times a month • 1 cleaner – 5 times a week (day) • 1 lockable stainless toilet roll holder 1 per cubicle • 1 – non-touch SHE sanitary bins • 1 – soap dispensers • 1 – wall mounted standard waste bins

The appointed service provider will be responsible for cleaning the following areas at each property:

- Parking and hard surface areas
- Gardens and outside verges
- Ablutions
- Staircases
- Verandas / Walkways
- Guard Houses
- Toilets / basins
- Windows
- Floors
- Bin/waste area

5.4.1 SERVICE TIMES AND STAFFING

- General Cleaning as specified per property
- One shift time (06:30am – 15:00) – 8 hours with 30 mins break

5.4.2 HYGIENE REQUIREMENTS

- sanitary bins
- hand dryers
- hand soap/sanitizer drip dispensers
- 3-tier toilet roll lockable dispensers
- urinal sanitizer/deo blocks/p-mat (any)
- waste bins for ablution

5.4.3 EQUIPMENT, MATERIALS AND EQUIPMENT

- Each site to be allocated industrial vacuum (only where cleaning is required)
- Each site to be allocated a janitor trolley complete with broom, dustpan and mop per cleaner
- Each site to be allocated mop, bucket, toilet brushes, cloths for ablutions (this is to be used only in the ablutions)
- Colour coded cloths for different applications

5.4.4 CLEANING MATERIALS AND CONSUMABLES

- All cleaning materials and consumables must be SABS approved.
- The service provider is responsible for an adequate supply of materials and consumables on site at all times.

5.4.5 GARDENING

- As per stipulated timeframes/frequencies (off-site team)
- All equipment must be available – brush cutters, garden tools, blowers and, protective equipment and clothing.
- The service provider to supply consumables, waste bags, fuel for equipment, brooms, fertilizer, and weed-kill (round-up or equivalent)
- The service provider is responsible for the removal of garden waste from site. The service provider is responsible for an adequate supply of materials and consumables on site at all times.

5.4.6 TASK DESCRIPTION – SMME PROPERTIES

TASK DESCRIPTION	FREQUENCY
Cleaning floor according to the type	Daily
Clean/disinfect/sanitize all surfaces with a damp cloth	Daily
Clean/mop paved/tarred areas/parking/driveways/walkways	Twice a week
Bin/waste area	Twice a week
Clean client directory/information boards/signs	Daily
Remove and dispose waste at specified area	Twice Daily

Spot clean all surfaces	Weekly
Cleaning/sanitize toilets (closet pans, urinals, wash bins and mirror) with disinfectant	2 times a day
Supply plastic to line toilet bins	Daily
Supply she bins in all ladies' toilets (1 unit per cubicle), She bins must have self-closing tight fitting lids with trap doors with non-touch opening / closing mechanism-foot pedal operated and replaced with the clean disinfected inner plastic. The sanitary waste must be removed and disposed off, in compliance with the health and safety regulations.	When required, minimum Weekly
Supply and installation of plastic bag dispensers per female toilet cubicle and replenish bags	When required, minimum Weekly
Supply and installation of 3-1 lockable toilet paper holders in both female and male toilets (1 per cubicle) and must be replenished twice daily with 1-ply SABS approved toilet paper or as and when required	Twice daily
Supply and installation of soap dispenser in both female and male toilets, Hand soap/sanitiser must be replenished as and when required	Twice daily
Supply and installation of hand dryer and ensure the dryer is cleaned with damp cloth	Daily
Urinal sanitizer must be supplied and replenished. deo blocks, p - mat or appropriate disinfectant	Weekly
All machinery, Equipment, cleaning materials and consumables must be supplied by the Service provider	Weekly
Each cleaner must always be dressed in company uniform including PPE	Daily
Garden beds to be kept neat and tidy	Weekly
Hedges and verges trimmed	Weekly
Garden refuse removed and disposed	Weekly
Cutting of grass	Weekly
Prune plants and trees	Weekly
Remove and dispose all litter	Weekly
Apply fertilizer/compost/herbicide	Weekly
Water plants	Weekly

5.5. PROPERTY TYPE – LARGE INDUSTRIAL PROPERTIES

4	Isithebe Estate Office Block	5 Blue Street Isithebe Industrial Estate, Mandeni	Russel Kumalo Tel: (032) 459 5409 email: rkumalo@ithala.co.za	• Cleaning – yes • Hygiene - Yes • Gardening- No • 3 cleaners – 5 times a week(day). • 8 lockable stainless toilet roll holders • 5 – non-touch SHE sanitary bins • 4 – soap dispensers • 2 – wall mounted standard waste bins
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TASK DESCRIPTION	FREQUENCY
Cleaning floor according to the type	Daily
Clean/disinfect/sanitize all surfaces with a damp cloth	Daily
Clean/mop paved/tarred areas/parking/driveways/walkways	Twice a week
Bin/waste area	Twice a week
Clean client directory/information boards/signs	Daily
Remove and dispose waste at specified area	Twice Daily
Spot clean all surfaces	Weekly
Cleaning/sanitize toilets (closet pans, urinals, wash bins and mirror) with disinfectant	2 times a day
Supply plastic to line toilet bins	Daily
Supply she bins in all ladies' toilets (1 unit per cubicle), She bins must have self-closing tight fitting lids with trap doors with non-touch opening / closing mechanism-foot pedal operated and replaced with the clean disinfected inner plastic. The sanitary waste must be removed and disposed off, in compliance with the health and safety regulations.	When required, minimum Weekly
Supply and installation of plastic bag dispensers per female toilet cubicle and replenish bags	When required, minimum Weekly
Supply and installation of 3-1 lockable toilet paper holders in both female and male toilets (1 per cubicle) and must be replenished twice daily with 1-ply SABS approved toilet paper or as and when required	Twice daily
Supply and installation of soap dispenser in both female and male toilets, Hand soap/sanitiser must be replenished as and when required	Twice daily
Supply and installation of hand dryer and ensure the dryer is cleaned with damp cloth	Daily
Urinal sanitizer must be supplied and replenished. deo blocks, p - mat or appropriate disinfectant	Weekly
All machinery, Equipment, cleaning materials and consumables must be supplied by the Service provider	Weekly
Each cleaner must always be dressed in company uniform including PPE	Daily

6. CONTRACT PERIOD

The contract period will be 36 months.

7 TECHNICAL PROPOSALS

The Technical Proposals must include the following information.

7.1 Company Profile and Experience

7.1.1 A company profile demonstrating the bidder's expertise in cleaning, hygiene and gardening services must be provided by the bidder.

7.2 Approach and Methodology

The approach and methodology should detail the bidder/s understanding of the scope of work and outline the proposed approach/methodology. It should explain why the approach and methodology is appropriate to achieving the scope of work as well as the objectives of the TOR. This section should also set out variables and risks associated with the approach/methodology and any other matters that might affect the achievement of the assignment. The approach and methodology should cover the following areas (but not limited to):

- All the activities that are required prior to commencement/ take-over of the site (recruitment of staff, purchase of equipment and materials, uniforms etc).
- All the activities that are required on the site-take over, this typically will include staff induction, staff training hand-over of uniforms/PPE, installation of hygiene equipment, setting the cleaning schedules and routines.
- All activities that are required to ensure the smooth running of the contract, which includes monitoring, supervision, contingency measures, follow up training etc).

7.3 Training Plan

- The bidder/s should provide a training and skills development plan that the cleaners will receive prior to commencement of work. Detailed plan covering general cleaning, deep-cleaning, use of PPE, and health and safety requirement in the case of disease outbreak.

7.4 Equipment, Machinery, Consumables and Uniforms

The Bidder to make a submission inclusive of all Equipment, Machinery, Consumables and Uniforms that will be supplied for the duration of the project. Protective clothing in line with the Occupational Health and Safety Act. This submission must include a detailed description as well as actual pictures or images.

7.5 Schedule of Duties

The bidder must prepare a duty list or schedule of tasks per cleaner to be carried out, this submission can be in the form of a chart demonstrating an understanding of allocation of duties per cleaner as per the cleaning requirements. The requirements for each Property Type (5.1 to 5.5) must be presented separately.

C.8 EVALUATION PROCESS & CRITERIA

The evaluation shall be conducted in three (3) stages as follows

1. Stage 1 - Administrative Compliance
2. Stage 2 - Functionality Evaluation
3. Stage 3 - Price and Specific Goals

<u>STAGE ONE: ADMINISTRATION COMPLIANCE</u>	Yes	No	Noted	If no, indicate deviation
<i>All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, may be eliminated from further adjudication.</i> Mandatory Bids will be considered compliant if the following documents have been submitted or condition met (whichever is applicable). • The bidder must be registered as a vendor on the National Treasury Central Supply Database (CSD), which can be found at https://secure.csd.gov.za/ in compliance with National Treasury instruction note 4a of 2016/2017, paragraph 4.2 . • The bidder must be in good standing with SARS prior to the award of the bid. and such information will be verified through Central Supply Database or using SARS e-filing pin, in compliance with National Treasury instruction note 9 of 2017/2018 • SBD 1 – A completed and duly signed Invitation to bid- A resolution letter MUST be attached as per the requirement of SBD 1. • SBD4 - A completed and duly signed declaration of Interest. Should a conflict of interest not be declared or identified, the bid would be declared non- responsive. NB Bidder must ensure all pages are complete and all questions answered, you are to indicate not applicable (N/A) where appropriate • Proof of compulsory online briefing attendance – MS Teams register will serve as proof. • Valid registration certificate with the Bargaining Council for Contract Cleaning Industry (BCCCI) • A fully completed Annexure – A pricing template for each site per cluster with detailed breakdown of labour rates inclusive of net salary and all deductions, as well all other costs. The wage rates must comply with the minimum wage rates as stipulated by the BCCCI (Failure to meet the minimum wage rate will result in disqualification) - 7 sites (cluster 4)				

• COIDA – Valid Letter of good standing (Compensation for Occupational Injuries Disease Act) • Proof of Public Liability Insurance or letter of intent from an insurance company or insurance broker for minimum comprehensive cover of R3M ✓ Cluster four minimum comprehensive cover of R3M • Letter of intent from sanitary waste removal company that would be removing and disposing of sanitary waste. The National Regulations on health care risk waste (NEMWA, act 59 of 2008) require that a professional waste removal company must demonstrate the safe management of the health care risk waste. The safe disposal of feminine hygiene waste is furthermore essential to comply with The Occupational Health & Safety Act, 85 of 1993 and The National Environmental Management: Waste Act, 59 of 2008 or proof that the bidder is accredited to perform the service. Failure to provide any mandatory information as requested above will result in the submission being deemed non-responsive.				
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<u>STAGE TWO: FUNCTIONALITY EVALUATION</u> Responsive bids will be evaluated according to the criteria indicated on pages 35-36				
<u>STAGE THREE: PRICE AND SPECIFIC GOALS</u> Price and specific goals evaluation will be performed on bidders who passed stage 1 and 2 above				
ADJUDICATION OF BID				
The bid shall be awarded at the sole and absolute discretion of IDFC. IDFC hereby represents that it is not obliged to award this quotation to any bidder. IDFC is entitled to retract this quotation at any time as from the date of issue. IDFC is not obliged to award this quotation to the bidder that quotes the lowest.				
A bidder shall be disqualified from bidding if any attempt is made either directly or indirectly to solicit and/or canvass any information from any employee or agent of IDFC regarding this quotation from the date the offer is submitted until the date of award of the bid.				

Awarding of contract				
The Bidder is required to submit the Letter of Good standing issued in terms of section 13A of the Pension Funds Act – valid letter from NBC Holdings for provident fund or an equivalent fund administrator must be submitted on award. The bidder will be required to submit within ten (10) working days from the date of letter of award, failure to do so will lead to disqualification.				
IDFC reserves its right to award this bid in full or in part.				
IDFC reserves their rights to commence services at sites damaged during public riots as an when these sites are repaired and occupied by tenants.				

C9.2 STAGE 2: FUNCTIONALITY (QUALITY CRITERIA)

THE QUALITY CRITERIA AND MAXIMUM SCORE IN RESPECT OF EACH OF THE CRITERIA ARE AS FOLLOWS:

All bids will be scored on functionality as below, bids that do not meet the minimum threshold value of 80 points will be considered non- responsive and will not be considered

TECHNICAL CRITERIA	Description	Max Points	Score	Total
COMPANY EXPERIENCE	The bidder is required to provide three signed contactable client reference letters that cover cleaning, hygiene, and gardening. The reference letter must be on a client's letterhead and must include a full project listing, value and description of projects managed by the bidder.	30		
	Cleaning Services: 10 Scoring Guide 3 or more client reference letters = 10 2 client reference letters = 5 Less than 2 reference letters or irrelevant letters = 0			
	Hygiene services: 10 Scoring Guide 3 or more client reference letters = 10 2 client reference letters = 5 Less than 2 reference letters or irrelevant letters = 0			
	Gardening Services: 10 Scoring Guide 3 or more client reference letters = 10 2 client reference letters = 5 Less than 2 reference letters or irrelevant letters = 0 IDFC reserves the right to authenticate the reference letters submitted.			
Approach and Methodology	The approach and methodology should detail the bidder/s understanding of the scope of work and outline the proposed approach/methodology. It should explain why the approach and methodology is appropriate to achieving the scope of work as well as the objectives of the TOR. This section should also set out variables and risks associated with the approach/methodology and any other matters that might affect the achievement of the assignment. (Kindly refer to paragraph 7.2 on page 30 of the bid document for areas to be covered in this section) Scoring guide Detailed approach and methodology covering all areas listed above = 30 Brief or partial approach and methodology not covering all areas listed above = 15 No submission = 0	30		

Training Plan	The bidder/s should provide a training and skills development plan that the cleaners will receive prior to commencement of work. Detailed plan covering general cleaning, deep-cleaning, use of PPE, and health and safety requirements. Scoring guide Training plan inclusive of all areas listed above = 10 Brief or partial training plan not including all requirements listed above = 5 No submission = 0	10		
Equipment, Machinery, Consumables and Uniforms	The Bidder to make a submission inclusive of all Equipment, Machinery, Consumables and Uniforms that will be supplied for the duration of the project. Protective clothing in line with the Occupational Health and Safety Act. This submission must include a detailed description. Scoring Guide: Detailed Submission = 10 Brief or Partial submission not including all requirements above= 5 No submission = 0 <i>Full points will only be allocated for a submission that is specific to the service requirements and includes all items as listed in the description above.</i>	10		
Task Scheduling	The bidder must prepare a duty list or schedule of tasks per cleaner to be carried out. This submission can be in the form of a chart demonstrating an understanding of allocation of duties per cleaner as per the cleaning requirements. The requirements for each Property Type (5.1 to 5.5) must be presented separately. Scoring Guide: Detailed submission as per above requirements inclusive of task description and frequency = 20 No submission = 0 <i>Full points will only be allocated for a detailed submission that is specific to the requirements per property type</i>	20		
Total		100		
Minimum qualifying score		80		
Failure to obtain the minimum of 80 points on functionality will result in disqualification from further evaluation.				

STAGE 3 - PRICE (80 points) AND SPECIFIC GOALS (20 points)

PROPOSED FEES

Pricing Schedule Final Summary – CLUSTER 4 - FAR NORTH REGION

NAME OF BIDDER:

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

CONSOLIDATED PRICING SCHEDULE

Notes:

- The bidder must provide a detailed breakdown of costs for **each site (Annexure A)** that they will be bidding for,
- All prices indicated below must be Inclusive of VAT @15% where applicable

	SITE	PRICE FOR 36 MONTHS
1	Jozini Shopping Centre	
2	Makhathini Shopping Centre	
3	Manguzi Shopping Centre	
4	Mbazwana Shopping Centre	
5	Hlabisa Factory Units A & B	
6	Mbazwana Factory Units Ph 1&2	
7	Isithebe Industrial Estate Office Block	
SUB-TOTAL		
VAT		
TOTAL PRICE (INCLUDING VAT)		

Tenderer's signature.....

C.9 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 or 90/10 preference point system.
- b) The 80/20 preference point system will be applicable in this tender if the lowest/ highest acceptable is below R50 million.
- c) The 90/10 preference point system will be applicable in this tender if the lowest acceptable tender is above R50 million.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim regarding preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation.
- (b) **“price”** means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$	or	$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.
Note to tenderers: The tenderer must indicate how they claim points for each preference point system.

Specific goals allocated points in terms of this tender			
PRICE – 80 points			
SPECIFIC GOALS – 20 points			
Specific goals	Points for Specific Goal target	Proof / Evidence to be submitted by the tenderer	Points claimed by bidder (Max total of 20)
≥51%Black Ownership	5	CSD, CIPC registration or BBBEE Certificate	
≥33%Women Ownership	5	CSD, CIPC registration or BBBEE Certificate	
≥33%Youth Ownership	5	CSD, CIPC registration - Youth is defined as person under the age of 35 or BBBEE Certificate	
≥25% Persons with disability Ownership	5	CSD report support by Certificate of disability issued by a medical practitioner.	
TOTAL POINTS	20		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned

Company [TICK

APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process.
 - (b) recover costs, losses or damages it has incurred or suffered because of that person's conduct.
 - (c) cancel the contract and claim any damages which it has suffered because of having to make less favourable arrangements due to such cancellation.
 - (d) recommend that the tenderer or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNA TURE(S) OF TENDERER(S)

SURNAME AND NAME:

DA TE:

ADDRESS:

.....

.....

C.10 TAX CLEARANCE REQUIREMENT

IT IS A CONDITION OF BIDDING THAT

- The taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with the Receiver of Revenue to meet his/her tax obligations.
- In bids where Consortia/Joint Ventures/Sub-contractors/Partners are involved, each party must be in compliance with SARS and such information will be verified through central supplier database (CSD).

C 11 BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is listed in the Register for Tender Defaulters and/or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

- 2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**
- 2.3.1 If so, furnish particulars:

.....

.....

- 2.4 Does the bidder or any of its directors/trustees/shareholders members/partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise, whether or not they are bidding for this contract? **YES/NO**
- 2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I,, the undersigned, in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

- i. I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....
Signature

.....
Date

.....
Designation

.....
Name of bidder

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

.....

SIGNATURE

.....

OFFICIAL STAMP

WITNESSES

1

2

DATE:

C.13 DEVIATIONS FROM THE REQUEST FOR PROPOSAL

Should the bidder desire to make any departures from, or modifications to this Request for Proposal or to qualify its bid in any way, it shall clearly set out its proposals hereunder or alternatively state them in a covering letter attached to its bid and referred to hereunder, failing which the bidder shall be deemed to be unqualified and conform exactly with the requirements of this Request for Proposal.

If no departures or modifications are desired, the Schedule hereunder is to be marked “NIL” and signed by the bidder.

Unless otherwise specified specifically and stipulated in writing, the Contract constitutes the sole memorial of the Contract between the parties and any terms and conditions forming part of the bidder’s Bid or other documentation shall not form part of the Contract and shall be of no force or effect.

PAGE NUMBER	CLAUSE NUMBER	DEVIATION

SIGNATURE OF BIDDER

DATE

C.14 BID SUMMARY AND DETAILS

We the undersigned submit this bid in accordance with the conditions contained in the referenced RFP document and attach the documents required:

No.	Description in detail	Documents Attached (Yes/ No/ N.A.)
A. Commercial Documents		
1.	Deviations from Request for Proposal	
2.	Covering letter	
3.	Entire Bid Document	
	BBBEE Certificate/affidavit	
4.	CC or Company Registration Documents or copy of ID if sole propriety	
5.	In good standing with SARS and such information will be verified through Central Supply Database (CSD);	
6.	Declaration of Interest and Declaration of past SCM Practices	
7.	Joint Venture Agreement /Sub-contractor agreement where applicable (Pro-forma)	
8.	Bargaining Council for Contract Cleaning Industry (BCCCI) registration	
9.	A fully completed Annexure - A pricing template for each site per cluster	
10.	Proof of compulsory online briefing attendance – MS Teams register will serve as proof	
11.	COIDA – Valid Letter of good standing (Compensation for Occupational Injuries Disease Act)	
12.	Proof of Public Liability Insurance or letter of intent from an insurance company or insurance broker for minimum comprehensive cover of R3 000 000.00	
13.	Letter of intent from a sanitary waste removal company that would be removing and disposing of sanitary waste.	
B. Technical Documents		
14.	Proposal: Detailing Company Profile and client reference letters	
15.	Approach and methodology	
16.	Training Plan	
17.	Equipment, Machinery, Consumables and Uniforms	
18.	Duty List	
AWARD CONDITION		
19	Letter of Good standing issued in terms of section 13A of the Pension Funds Act – valid letter from NBC Holdings for provident fund or an equivalent fund to be submitted within 10 working days from the date of letter of award; failure to do so will lead to disqualification.	

Name

Date

Signature

ANNEXURE A -TEMPLATE) NAME OF SERVICE PROVIDER _____

NAME OF SITE _____

CLUSTER (4)

MANDATORY – YOU ARE REQUIRED TO PREPARE A SEPARATE COST PAGE FOR EACH SITE

Description	CLEANER	
	DAY SHIFT	LATE SHIFT
Hourly rate (current minimum wage rate – R32.40)		
Gross Monthly (hr. rate x 4,33 x hrs.)		
Annual Bonus (Gross monthly x 1.03%)/12		
UIF (1%)		
COVID (0.83%)		
Provident Fund (6%)		
Annual Leave (hr. rate x hrs. per day x 15 days)/12		
Sick Leave (7%)		
Uniforms		
Skills Levy (1%)		
Severance (1.92%)		
BCL (0.5%)		
Maternity Leave		
Sunday Work (time and a half)		
Shift allowance (10% x hr. rate) per hr. worked	N/A	

Reliever (to make provision to relieve permanent cleaners while on leave)		
TOTAL COST PER CLEANER PER MONTH		
QUANTITY OF CLEANERS PER MONTH		
TOTAL MONTHLY LABOUR PRICE (PER SHIFT)		
TOTAL MONTHLY LABOUR PRICE (DAY SHIFT + LATE SHIFT)		
MONTHLY COST (EQUIPMENT, HYGIENE, MACHINERY, OVERHEADS AND CONSUMABLES)		
PROFIT PER MONTH		
TOTAL COST PER MONTH		
TOTAL PRICE FOR YEAR 1		
TOTAL PRICE FOR YEAR 2 (ESCALATION)		
TOTAL PRICE FOR YEAR 3 (ESCALATION)		
TOTAL FOR 36 MONTHS (YEAR 1+ 2+3)		

*All prices ex-vat

**Total to be carried to price page in bid document.

*** Only BCCCI increases to be considered as and when gazette on labour rates only