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TERMS OF REFERENCE

PROVISION OF CLEANING AND HYGIENIC SERVICES FOR O.R. TAMBO DISTRICT OFFICE IN MTHATHA FOR A PERIOD OF THIRTY – SIX (36) MONTHS



1. INTRODUCTION

The Eastern Cape Provincial Treasury (ECPT) requires the provision of cleaning and hygienic services for the OR Tambo District Office in Mthatha for a period of Thirty-six (36) months.

2. OBJECTIVES

The objective of this bid is to appoint a suitable service provider who will be responsible for rendering cleaning and hygienic services as well as provision of pest control/fumigation and tea services to the district office in terms of the scope of work. The objective of the department is also to encourage the development of Exempted Micro Enterprises (EMEs) and developing the communities through promotion of cooperatives.

3. SCOPE OF WORK

The work to be carried out of this contract consist of cleaning of buildings and facilities and ablution facilities and the following services.

- 3.1 Provision of uninterrupted cleaning and hygienic services. The total size of the facility is 345m² with eight (08) members staff complement which requires one (1) Cleaner and one (1) Supervisor.
- 3.2 Provision of pest control/fumigation throughout the facility on a quarterly basis. The Supervisor will be responsible for the planning, implementation, and monitoring of the Pest Management Programme.
- 3.3 Provision of tea services as and when required.

4. EXPECTED DELIVERABLES AND OUTPUTS

The successful bidder must render cleaning and hygienic services in accordance with Section 6 of Occupational Health and Safety Act No 85 of 1993 and its Regulations for the Department as follows: -

	Services
4.1	General cleaning of ECPT district offices. Cleaning refers to an appropriate method of ensuring that all offices, passages etc. are free of moisture, dust, dirt, grease, or grime.
4.1.1	Daily Activities
	Floor Maintenance (Vinyl and Travertine Tiles, Ceramic Tiles, Carpets etc.): <u>Office Areas & Passages:</u> - Vacuum clean carpets in offices. - Sweep with a broom in offices and passages. - Wash with a clean chemical soaked or drenched spider mop. - Spray and buff with industrial floor polish. - Spot clean and remove marks or gum etc. Cleaning <u>Offices:</u> - Dusting of Files/Records/Documents and any appliances that are either on the Desks/Cupboards - Dust and chemically clean all furniture and fittings, including desks, tables, book tables, cabinets - Emptying of Shredders - Wipe all seats with a chemically soaked or drenched cloth to disinfect all seats in all areas - Dust windowsills, skirting, ledges, ceiling, etc. - Clean and wipe doors and handles - Dust vertical surfaces, pictures, cupboards, etc. - Cleaning of cutlery, crockery and electrical appliances <u>Kitchen:</u> - Cleaning of all kitchen sinks, cupboards, utensils, crockery, fridges, microwaves, dishcloths and all kitchen appliances utilized by the ECPT officials. Glass doors - Cleaning of all glass doors inside and outside main entrances. Blinds: - All vertical and roller blinds shall be dusted and cleaned from spots, grease and splashes Waste Bins & Waste Disposal in offices: - Empty, clean and wipe with chemical soaked or drenched cloth all waste bins in waiting areas, offices & kitchens twice daily - All waste bins must be lined with a plastic bag



	Services
	Water Coolers: - Cleaning and refilling of water cooler/s & ensure that they kept clean at all times - Report any defects or non-working machines to the District Director Ablution services: <u>General:</u> - Clean and sanitise with disinfectant all bowls, basins, vanities and urinals - Clean and disinfect floors - Clean the inside of all bowls and spray toilet cleaner under the rim of all toilets - Report any water leaks, malfunctions or defects including faulty tap washers, flush, valves, cisterns, faulty lights and obvious damage to building fabric - Always ensure that there is sufficient toilet paper, hand paper towels, air freshener filled and liquid soap dispensers filled - <i>Complete a cleaning schedule on the back of the toilet door indicating the name of the cleaner and times/frequency</i> - Emptying and cleaning of all bins - Clean and maintain the electric automated Hand Dryers, Air Freshener Units, Soap Dispensers, toilet paper holders and paper towel dispensers and seat wet wipe dispensers over the duration of the contract - Check and replenish deodorant blocks in urinals. Blocks that will cause blockage in the drainage system may not be used
4.1.2 Weekly Activities	
	Ablution services - Ensure that sufficient cleaning liquid is available in the toilets at all times (500 ml of approved drain cleaner liquid or granules into each urinal outlet in strict accordance with the manufacturer's instructions)
	Cleaning <u>Offices:</u> - Polishing of office furniture and equipment
	Fire equipment: - Wipe and clean fire extinguishers and hose reels - Dust and chemical clean fittings and fire equipment storage areas
	Doors - Clean and polish all doors and handles
	State owned Vehicles - Washing, vacuum cleaning, polishing of dashboards and tyres - There is one (1) vehicle in the district



	Services
4.1.3	Monthly Activities
	Windows Cleaning of all windows inside and outside and main entrances. Ablution Services - Spraying & wiping all surfaces and toilet seats with industrial disinfectant - Scrubbing floor with industrial cleaner - Scrub inside of bowls, with ammonia based industrial cleaning agent. - Remove covers from extractor fans, clean all dust from filters, louvers and fan blades - Remove all obstructions from drain holes, replenish deodorant products in urinals - Clean all the ventilator rooms next to toilets, by sweeping and vacuuming it - Strip Cleaning of Floors: <u>Hard Floors:</u> (Vinyl and Travertile Tiles, laminated floors etc: - Stripping and cleaning of passages, kitchen, stairs, stone tiles next to lifts and toilets (all floors not carpeted) - Seal with two coats polymer non-slip floor sealant
4.1.4	Quarterly Activities
	Carpets: - Deep / Clean all carpets with industrial machine with SABS approved chemicals for all offices and furniture must be removed in order to ensure that the entire carpet is clean. - Any furniture that is removed must be returned to its original position on completion. - Strict supervision of this operation is essential - Steam clean or wash with appropriate carpet cleaners suitable for the type of carpet in ECPT. - The successful service provider will be liable for any damage to carpets if the successful service provider fails to adhere to carpet manufacture's cleaning instructions



	Services
	Fabric Cleaning: - Steam cleaning of office chairs and couches - The successful service provider will be held liable for any damage to fabrics if the supplier fails to adhere to the manufacturer's cleaning instructions
	Walls - Clean all walls inside offices and corridors
	Pest Control Activities The Pest Management Programme will consist of the following: - Monthly inspection of all harbourages and likely harbourages - Each inspection must be concluded with a written report for inclusion into a service report - Identifying of pest infestation and specific pests - Develop a plan for eradication of pests through fumigation - Apply suitable remedy through application of pesticides/rodenticide - Carry out routine services for prevention of possible pest infection - Placement of monitoring roach traps and or inspection of areas - Bird deterrent control - Rodent control - Prevention and control of maggots and flies as and when required - Removal of bees - The method of treatment in respect of prevention and elimination is to conform to SA Government Legislation as outlined in the SABS Code of Practice. Such treatment methods must be environmentally friendly, humanely acceptable, effectively and professionally carried out on a quarterly basis
4.1.5 As and when required	
	Tea Services: - - The cleaners must provide tea services for departmental meetings - The department will provide all ingredients and utensils



5. ASSETS AND EQUIPMENT IN THE DISTRICT (PLEASE NOTE THAT THIS LIST IS NOT EXHAUSTIVE)

<i>Item</i>	<i>Description</i>	<i>Quantity</i>
1	Desks	9
2	Chairs	28
3	Computers and Laptops	13
4	Printers	1
5	Cabinets	7
6	Shredder	1
1	Desks	13
2	Chairs	55
3	Computers and laptops	8
4	Printers	1
5	Cabinets	1
6	Shredder	1
7	Electric fans	n/a
8	Hat and coat stand	7
9	Bar fridges	3
10	Telephones	14
11	Microwaves	2
12	Boardroom	1
13	Cupboards	13
14	Wall unit Executive	2
15	Round table	6
16	Pigeon hole	1
17	Water cooler	1
18	White board	1



6. THE SIZE OF THE FACILITY OF THE PROVINCIAL TREASURY OFFICES IS AS REFLECTED BELOW:

AREA	OFFICE SIZE
Office Complex (KD Matanzima Building)	345m ²

7. DETAILS ON TOILET LAYOUT

Floor	Toilet layout	Paper towel holder	Sanitizer dispenser	Hand driers	Air Freshener Units	Toilet paper holders	Soap Dispenser	Shoe Bins	Urinal basins
Female	2	1	2	1	1	2	1	2	n/a
Male	1	1	1	1	1	1	1	n/a	3
Physically challenged	1	1	1	1	1	1	1	1	n/a
Totals	4	3	4	3	3	4	3	3	3



SCOPE OF WORK FOR THE PROVISION OF CLEANING AND HYGIENIC SERVICES FOR THE OR TAMBO DISTRICT
OFFICE FOR A PERIOD OF 36 MONTHS

ITEM NO.	DESCRIPTION OF PRODUCT	UNIT OF ISSUE	ESTIMATED QUANTITIES (36 months)	COMPLIANCE
1.	Two ply white virgin (not recycled) toilet paper estimated (Females and Male toilets) x 24 bales per annum	48 rolls per bale	72 bales	Must be of good quality and SANS 1887 -2: 2021 approved
2.	Autospray air fresheners refill cans x 48 per annum	100 ml per can	144 cans	Must be of good quality and SABS approved
3.	Liquid hand soap x 12 labelled bottles per annum	5 liter bottle	36 bottles	Must be of good quality and SABS 238 approved
4.	Dish wash Liquid x 24 bottles per annum	5 liter bottle	72 bottles	Must be of good quality and SABS 238 approved
5.	Multi-purpose detergent x 12 labelled bottles per annum	5 liter bottles	36 bottles	Must be of good quality and SABS47/ CKS 459 approved.
6.	Ammoniated bleach detergent x 12 labelled bottles per annum	5 liter bottle	36 bottles	Must be of good quality and SABS 1225 approved.
7.	Toilet bowl cleaner x 2 labelled bottles per annum	25 liter bottle	6 bottles	Must be of good quality and SANS 2079: 2022 (Acidic liquid toilet cleaners Specifications)
8.	Waste disposal bags x 12 bales per annum	200 per bale	36 bales	Must comply with CKS 460.
9.	Bin liners (610mm x 710mm) 1 pack per annum	500 sheets per pack	3 packs	Must comply with CKS 460.
10.	Disposable hand towels in boxes x 12 bales per annum	6 rolls per bale	36 bales	SANS 1887-4: 2021 (Tissue paper Part 4: Paper towels) SANS 1887-5: 2021 (Tissue paper Part 5: Disposable wiping paper (in rolls))
11.	Furniture polish x 48 cans per annum	750 ml per can	144 cans	SANS 13: 2024 (Wax polish, solvent – based, for floors and furniture) SANS 15: 2024 (Wax emulsion polish for floors and furniture)

12.	Toilet seat sanitizer x 12 labelled bottles per annum	5 litre bottle	24 bottles	SANS 2079: 2022 (Acidic liquid toilet cleaners – Specification)
13.	Sanitisers x 12 bottles per annum	5 litre bottle	24 bottles	SANS 490: 2023 (Alcohol – based hand sanitizer and handrub)
14.	Urinal matts x 5 boxes per annum	5 in a box	10 boxes	SANS 2079: 2022 (Acidic liquid toilet cleaners - Specification)

8. EQUIPMENT

The successful bidder must have the following equipment to ensure uninterrupted cleaning services. The successful bidder will retain ownership of the equipment upon expiry of the contract.

Major Equipment

- Sucking machine
- Steam cleaning machine.
- Polish applicator
- Safety warning signs

Minor Equipment and other consumables

Roach traps, toilet wastepaper bins, buckets, dish cloths, blind dusters, long and short step ladders, spider mops, long and short squeegee, soft and hard brooms, mops, dust pans, feather dusters, yellow dusters, toilet brushes, mutton cloths and protective clothing.

9. TOILET EQUIPMENT

The successful bidder must supply, install, and maintain the toilet equipment over the period of the contract. The successful bidder will retain the ownership of the equipment.

Equipment	Quantity	Standard
Automated electric Hand Dryers	3	Must be SABS/SANS approved
Paper towel Holders	3	Must be SABS/SANS approved
Toilet seat sanitizer dispensers	4	Must be SABS/SANS approved
Soap Dispensers	3	Must be SABS/SANS approved

Installation of automated air freshener units	3	Must be SABS/SANS approved
Toilet paper holders	4	Must be SABS/SANS approved
Toilet dust bin	3	Must be SABS/SANS approved
Sanitary Bins	3 (Full services required)	National Environmental Management: Waste Act, 59 of 2008

10. PROVISION OF OFFICES, STORES, WATER AND ELETRICITY

The successful bidder will be provided space for the storage of cleaning materials, equipment, and workstation for cleaners. The size of the space is non-negotiable. If the area is not adequate, the successful bidder may source additional space at own cost. Water & Electricity will be provided by ECPT.

11. MONITORING, COMMUNICATION AND REPORTING

- 11.1 The successful bidder must assign a supervisor during all execution phases of this project and the name of the Supervisor must be submitted to ECPT. Should the Supervisor change during the contract for whatever reason, the Deputy Director: Security Management, Office Support and Auxiliary Services and the District Director must be notified in writing and the person replacing the Supervisor should be of equal or greater experience and skills than the previous Supervisor.
- 11.2 The Supervisor must submit a monthly report to the Deputy Director: Security, Office Support and Auxiliary Services and the Director of the district office regarding the execution of the contract.
- 11.3 Quarterly meetings will be held to conduct the performance assessments / evaluations with the successful bidder (owner and respective Supervisor) and the delegated ECPT Officials.
- 11.4 Monthly monitoring of salary payments will be conducted to ensure that the successful bidder's staff is paid as per legislation requirements. Timeous provision of pays lips/ salary advise.

12. WORK PLAN

The successful bidder must submit a work plan within fourteen (14) days of receiving the appointment letter from ECPT. The work plan must detail how the project should be carried out taking into consideration the Scope of Work and expected deliverables. The work plan must also address the following:

- How duties will be carried out, managed, and monitored for compliance in terms of the scope of work and Expected Deliverables.
- Control procedures and mechanisms put in place to monitor performance.
- How cleaners will be paid (salaries as per rates in the Sectoral Determination of Cleaners).
- Contingency Plan to ensure continuation of service during abnormal circumstances. e.g. human made disaster, natural disaster, industrial action, service delivery protests.
- A Health and Safety Plan in compliance with paragraph 14 below, indicating the safety measures that will be put in place to safeguard the cleaners as well as the employees of ECPT.
- Creation of jobs in the local area.

13. HEALTH AND SAFETY COMPLIANCE

- 13.1 The successful bidder is required to comply with all requirements of the applicable Occupational Health and Safety Act, No 85 of 1993 and Labour Relations Act, No 66 of 1995.
- 13.2 A Material Safety Data Sheet (MSDS) that details information on hazardous chemicals as well as physical and chemical properties of the product must be submitted. Furthermore, the successful bidder must ensure that their employees are aware of the hazardous chemicals used and take necessary precautionary measures.

14. SECURITY IDENTIFICATION OF EMPLOYEES

- 14.1 The successful bidder must ensure that their staff are issued with uniforms and identification cards. The uniform and the identification card must be always worn and visible whilst on the premises of the ECPT. The identification card must contain an ID size photo and full name of the employee. The successful bidder must have sufficient control over the identification cards to prevent any unauthorized use thereof.

- 14.2 A list of name / s of all cleaning staff who are to be employed on this contract must be furnished in writing to the Deputy Director: Security Management, Office Support and Auxiliary Services Unit at least a week before the commencement of this contract. It is the responsibility of the successful bidder to immediately notify the department in writing if there are any replacements including short-term replacement for cleaning staff on leave, prior to such taking place.
- 14.3 At no time may the successful bidder or his/her employees give out any information regarding any Government activities or documentation to the public or news media. The cleaning staff and company owners will be required to sign an oath of secrecy.
- 14.4 To ensure the quality of service rendered and to exercise control over the cleaning staff, it is expected that the successful bidder must **ensure that a supervisor is present** on the premises at all times, during the execution of the service referred to in the Terms of Reference.

15. CONTRACT PERIOD

The successful bidder will enter into a Service Level Agreement (SLA) with ECPT after the award of the contract. The contract shall remain in force for a period of thirty-six (36) months.

16. CONDITIONS OF THE CONTRACT

The following conditions shall be applicable during the execution of the contract:

- 16.1 ECPT reserves the right to subject any of the shortlisted bidders to undergo a security screening process for the company and directors to determine security competency. The employees of the successful bidder will be required to undergo screening process at a later stage.
- 16.2 ECPT reserves the right to undergo physical inspection / verification of the existing functional office.
- 16.3 The successful bidder must submit a work plan within fourteen (14) days of receiving the appointment letter from ECPT.
- 16.4 To promote clothing and Textile Industry manufactures / suppliers in Eastern Cape, service providers are required to source uniform for Cleaners from local manufactures



- / Suppliers based in the Eastern Cape. Therefore, the successful bidder will be required to submit proof thereof in the form of an agreement / invoice with an Eastern Cape textile manufacturers / supplier.
- 16.5 The successful bidder will be required to use SABS / CKS approved chemicals sourced from Eastern Cape based suppliers, which shall be monitored as and when required. Therefore, the successful bidder will be required to submit proof thereof in the form of an agreement / invoice with an Eastern Cape supplier.
- 16.6 The successful bidder must submit a certified copy of a valid Compliance Certificate with Unemployment Insurance Fund issued by the Department of Labour within twenty-one (21) days after commencement of the contract.
- 16.7 The successful bidder must submit a valid certified Letter of Good Standing issued by the Department of Labour on Compensation of Injuries and Diseases Act (COIDA) within twenty-one (21) days upon receipt of appointment letter.
- 16.8 The successful bidder must submit Proof of Registration as a Pest Control Operator with the Department of Agriculture as per Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act 36 of 1947, for the service provider that will be rendering pest control services within twenty-one (21) days after commencement of the contract.
- 16.9 The successful bidder shall indemnify, protect, defend and hold harmless the department from and against any and all claims, demands, actions and proceedings whatsoever including all fees, costs and expenses incurred in respect thereof arising out of:
- Any claims in respect of taxes payable by the bidder.
 - Any claims for Workmen's Compensation Insurance for any loss for which the bidder is liable.
 - Any claims by any third person including any employees of the department or of the bidder for any loss resulting from any bodily injury and/or damage to property by any act or omission of the contractor or any of his employees or agents.
- 16.10 The successful bidder must commit to pay the salaries and wages to employees at the agreed date and with the applicable rate as per Sectoral Determination of cleaners. ECPT will monitor this through the request of payrolls and Electronic Funds Transfer (EFT) printout.
- 16.11 The successful bidder must ensure uninterrupted cleaning and hygienic services to the department, failure to do so will result in invoking penalties for under performance and non-performance.



16.12 The sanitary / SHE Bins services must be provided by a reputable service provider in compliance with The National Environmental Management: Waste Act 59 of 2008. If the successful bidder is not certified to provide such services, a certified company must be sub-contracted.

16.13 The successful bidder must employ cleaner/s that reside within the OR Tambo District Municipality.

17. SPECIAL CONDITIONS OF THE BID

Bidders must comply with all the requirements listed below:

17.1 The bidder must have undertaken a minimum of two (2) projects in Cleaning and Hygienic services in an office environment as follows:

17.1.1 Each of these projects must have completed a minimum period of twelve (12) months.

17.1.2 At least one (1) of these two (2) projects must have been for cleaning a floor area of not less than 150 m².

17.1.3 **Annexure A** must be fully completed with contactable references.

17.2 The bidder must fully complete Pricing Schedule in **Annexure B**.

17.3 The bidder must fully complete **Annexure C** to declare compliance for remuneration of employees as per Sectoral Determination of Cleaners.

17.4 **Location:** A bidder must have at least one fully functional office within OR Tambo District Municipality and submit a signed lease agreement by both parties as proof of existing functional office.

**NOTE: FAILURE TO COMPLY WITH ALL THE ABOVE REQUIREMENTS WILL
RESULT IN DISQUALIFICATION OF THE BID**

18. PRICING

The following terms and conditions must strictly be adhered to by all bidders:

18.1 A pricing schedule template is attached indicating the elements of the cleaning service pricing (See attached **Annexure B**). The total bid price shall remain fixed for the duration of the contract except for labor costs which will be adjusted annually in accordance with the percentage rate increase as gazetted by the Sectoral Determination of Cleaners by the Department of Labour.



18.2 The total bid price must also be reflected on ECBD 3.1.

18.3 All prices must be inclusive of VAT whether the bidder is not registered for VAT. Where suppliers are VAT registered, all rates proposed must be VAT inclusive and presented in accordance with the stipulations of the VAT Act (Act no 89 of 1991). If the bidder does not include VAT, such bidder must absorb any cost escalations, with the contractually agreed prices not allowed to increase. No payment of VAT will be made to a supplier that quoted VAT that cannot prove its VAT registration at the point of invoicing.

NB: The department will not accommodate any proposal for price increases during the contract period except for the rates for salaries and wages.

19. EVALUATION CRITERIA

In terms of the new Preferential Procurement Regulations (PPR) 2022, pertaining to the Preferential Procurement Policy Framework Act, (Act No.5 of 2000), responsive bids will be evaluated using 80/20 preference point system and specific goals. Eighty (80) points will be allocated for the price and twenty (20) points will be allocated for the specific goals tabulated in the table below:

PRICE AND ALLOCATION OF SPECIFIC GOALS

CRITERIA		POINTS
Price and Specific Goals		80 / 20
Price points		80 Points
Specific Goals		20 Points
Below are the Specific Goals allocated in terms of this tender:	Number of Points	Proof Documentation Required to substantiate claiming of points on SBD 6.1 (<u>Copy of the Documents MUST be certified</u>)
1. Eastern Cape Based Suppliers:	12	



Within OR Tambo District where the service will be rendered = 12 Outside OR Tambo District = 0		Municipality Bill Statement/ Lease agreement / letter from the Chief/ letter form the councilor.
2. Women owned entities 100% owned = 5 60% to 99% = 3 59% and below = 2	5	Identity Documents and CIPRO/CIPC for the company Director/s
3. Youth owned entities	2	
4. Entities owned by people with disabilities	1	Confirmation from a registered medical doctor in respect of the Director/s
Total Points for Price and Specific Goals	100	

Note: Bidders who wish to claim points for Specific goals MUST:

- Complete the attached SBD 6.1
- 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.
- The organ of state reserves the right to require of a tender, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

20. BRIEFING SESSION AND SITE INSPECTION

The compulsory briefing session will be held at the premises on the 11 OCTOBER 2024 @ 10:00 to clarify to bidders (s) the scope of work to be executed. Potential bidders may seek clarity through email correspondence up to three (3) days before the closing date of the bid.

Note: The site inspection should be done through appointment with the district office to avoid congestion.

21. CONTACT PERSONS FOR ENQUIRIES

Should there be any enquiries, please direct them to the following:

Regarding Terms of Reference:	Regarding SCM Information
Mr. M.M. Qeqe Provincial Treasury Bhisho E-mail: Mpumezi.qeqe@ectreasury.gov.za	Ms. L. Garishe Provincial Treasury Bhisho E-mail: Lelethu.garishe@ectreasury.gov.za



27/ 09/2024

MS. B CAIN-NOVEVE

DATE

DEPUTY CHAIRPERSON: QUOTATIONS COMMITTEE

ANNEXURE A: TRACK RECORDS AND REFERENCES (MINIMUM OF TWO PROJECTS/CONTRACTS)

TERMS OF REFERENCE FOR PROVISION OF CLEANING AND HYGIENIC SERVICES FOR OR TAMBO DISTRICT OFFICE (MTHATHA) FOR A PERIOD OF THIRTY-SIX (36) MONTHS

Company names/Clients	Description of projects undertaken	Size of the floor space Cleaned (square metre)	Start date & year of contract	End date & year of contract	Duration of contract (min 12 / 24 months) etc.	No. of cleaners & supervisors used	Contactable references	
							Name of Contact persons	Work telephone numbers

Bidders Name: _____

Date: _____

Signed by: _____

Signature: _____



SCOPE OF WORK FOR THE PROVISION OF CLEANING AND HYGIENIC SERVICES FOR THE OR TAMBO DISTRICT OFFICE FOR A PERIOD OF 36 MONTHS

ANNEXURE B: PRICING SCHEDULE

Item description	No of Cleaners (A)	Labour costs per cleaner per month (B)	Total cost per month (C) AxB	Total costs of all cleaners per annum (D) (Cx12 months)	Total Cost of all cleaners for the Years (E) (Dx3 Years)
Cleaner	1				
Supervisor	1				
Total Direct cost					
Cost of materials					R
Cost of equipment and machinery					R
Pest Control Services					R
Sanitary services					R
Cost of overheads					R
Other costs (Specify)					R
Sub total					R
VAT @15% if applicable					R

SCOPE OF WORK FOR THE PROVISION OF CLEANING AND HYGIENIC SERVICES FOR THE OR TAMBO DISTRICT OFFICE FOR A PERIOD OF 36 MONTHS

Grand total (Bid price)

R

N.B:

1. The total labour costs must be inclusive of wages for ordinary hours, overtime, annual bonus, Contributions to UIF, Compensation for Occupational Injuries and Diseases, Provident Fund, Leave, Skills Development levies and Uniforms.
2. The rates of the cleaners will be escalated in accordance with the percentage rate as gazetted by Sectoral Determination of Cleaners.
3. Bidders price must take into account all costs, escalations, material and equipment if applicable, linking these to the duration of the contract (36 months).

Bidders Name: _____

Date: _____

Signed by: _____

Signature: _____



ANNEXURE C

DECLARATION OF COMPLIANCE WITH SECTORAL DETERMINATION FOR CLEANERS

This is to declare that (company name) will remunerate the cleaning staff in accordance with the prescribed hourly rate of the Sectoral Determination for Cleaners. In the first year of the contract, the employees will be remunerated are as follows:

ITEM	CLEANER	SUPERVISOR
Monthly basic salary	R.....	R.....
Annual 13 th cheque	R.....	R.....

The rates above will be adjusted annually in accordance with the percentage rate increase as gazetted by Sectoral Determination of Cleaners by the Department of Labour.

Company representative name:

Signature:

Date:

