

18 September 2023

TENDER NUMBER: CPTSC 04/23

NOTICE TO TENDERERS: ADDENDUM NO.1

PROJECT TITLE:

APPOINTMENT OF A PANEL OF SERVICES PROVIDERS FOR THE PROVISION OF CLEANING SERVICES IN THE WESTERN CAPE FOR A PERIOD OF 36 MONTHS.

Dear Tenderer

1. The above mentioned matter bears the reference.
2. Herewith Addendum No.1 for your attention
3. The following amendment is to be included with the above tender document when submitting the tender on the closing date.

PLEASE ACKNOWLEDGE RECEIPT OF THIS AMENDMENT AS FOLLOWS:

1. Confirm receipt of this addendum by completing and signing the attached acknowledgement of receipt and send back with your tender document on the closing date of tenders.
2. Bidders are requested to utilise the information issued in terms of this addendum.

Regards



Deputy Director: SCM



public works
& infrastructure
Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

THIS ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM NO. 1 MUST BE SUBMITTED TOGETHER WITH THE TENDER DOCUMENT

DEPARTMENT OF PUBLIC WORKS – CAPE TOWN

CUSTOMS HOUSE BUILDING

HEERENGRACHT STR

8000

Dear Sir/Madam

PROJECT TITLE:

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF CLEANING SERVICES IN THE WESTERN CAPE FOR A PERIOD OF 36 MONTHS.

TENDER NUMBER: CPTSC 04/23

Changes to the document:

- **Extension of Closing Date:** the extension of the closing date has been changed from 19 September to 29 September 2023 at 11:00 am.
- Kindly note the following amendments on the advertised tender document:

TENDER ADVERTISED AS:	CHANGES REQUIRED IN TERMS OF THIS ADDENDUM:
Page 2 1.3 The site information is provided as per Schedule D hereto.	Page 2: <ul style="list-style-type: none">• Remove item 1.3 as the Schedule D is no longer required.• Replace with the attached page 2.
Page 4: 7.1.6 The bidder must submit 3 completed projects in the Cleaning Services industry with a minimum accumulated value of R100 000.00 only .	Page 4: 7.1.6 The bidder must submit 3 completed projects in the Cleaning Services industry with a minimum accumulated value of R100 000.00. <ul style="list-style-type: none">• Replace with the attached page 4.

TENDER ADVERTISED AS:	CHANGES REQUIRED IN TERMS OF THIS ADDENDUM:
Page 7 11.2 The services required in terms of this bid will be for week days only. No services may be rendered on week-ends or public holidays. All sites must be adequately staffed to ensure unbroken service delivery.	Page 7 11.2 The services required in terms of this bid will be for week days. Deep cleaning will be done on weekends. All sites must be adequately staffed to ensure unbroken service delivery.
Page 9 18.5 The Department will cancel the contract with immediate effect if, the Contractor does not have all the resources or proof of resources to complete the contract. This is stipulated as:	Page 9 Removing "sentence with immediate effect" and replacing with sentence and Basic conditions of Employment Act. 18.5 The Department will cancel the contract should the contractor not comply with the following: (a) Basic Conditions of Employment Act, 75 of 1997
Page 19 Replace with the attached page 19.	
<p style="text-align: center;">SITE INFORMATION</p> Pages 22 - 25	Removing pages as no longer required: <p style="text-align: center;">SITE INFORMATION</p> Pages 22 – 25 removed Information will be given per project per site as and when required.
<p style="text-align: center;">SCHEDULE G PRICING SCHEDULE</p> Pages 29 - 34	Changes to pricing schedule that did not make provision for consumables and summary page. <p style="text-align: center;">SCHEDULE G PRICING SCHEDULE</p> Pages 29 – 34 <u>Replace with the attached pages 29-34 and final summary page</u>
Page 28 NB!! All machinery and equipment needed for the tender to be in place 30 calendar days of receiving your appointment letter.	Page 28 Change wording in making provision for machinery NB!! 1) No work will be allocated to without the necessary machinery and equipment. 2) Service providers will be given 30 days to comply with obtaining the necessary machinery and equipment, before work commence. Failure to do so will result in cancellation/termination of contract. Replace with the attached page 28.

I/We _____ accept that this Addendum forms part of the Tender Document.

(a) Have noted the contents of this Addendum

(b) Have fully considered this Addendum

(c) Have incorporated the amendments contained in this Addendum in my/our Tender Document for Tender

COMPANY NAME: _____

SIGNATURE: _____

DATE: _____

STATUS: This Addendum forms an integral part of the Tender Document and the subsequent contract with the successful Tenderer. The variations and amendments to the tender document as described hereafter, shall take precedence. Notwithstanding anything said during the tender period, only the additional information or variations and amendments contained in this Addendum, will be legally binding.

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF CLEANING SERVICES IN THE WESTERN CAPE FOR A PERIOD OF 36 MONTHS

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF CLEANING SERVICES IN THE WESTERN CAPE FOR A PERIOD OF 36 MONTHS.

1. INTRODUCTION

- 1.1 The Department of Public Works (DPW) invites bids for the provision of cleaning services at specified premises.
- 1.2 The required norms and standards of the service to be rendered, and the precise scope thereof, are set out in Schedules A and B hereto.

2 DEFINITIONS & INTERPRETATION

- “Bid”: includes “tender, and vice versa.
- “Contractor”: means the successful bidder in terms of this Bid, and Supplier as referred to in the General Conditions of Contract
- “Premises” and “site”: means the physical location where the services are to be rendered.
- “The Contract”: means the contract arising from the formal acceptance of a bid, governed by the General Conditions Contract, and as supplemented and/or varied by the terms of this document.
- “The Department”: means the National Department of Public Works.
- “The General Conditions of Contract”: means the General Conditions of Contract (GCC) issued in accordance with Chapter 16A of the Treasury Regulations published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999).
- “User Department”: means the Department of Justice and Constitutional Development (DOJCD).
- Any reference to the singular shall include the plural, and *vice versa*, unless the context clearly indicates otherwise.
- Any reference to one gender shall include the other, as well as gender-neutral persons and/or entities.

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6 STATUTORY COMPLIANCE

- 6.1 Bidders must comply with all applicable statutory and other regulatory stipulations, particularly the Basic Conditions of Employment Act, 75 of 1997 as amended and the applicable Sectorial Wage Determination promulgated from time to time.
- 6.2 Bidders are requested to provide proof that the salaries / wages paid to the employees adhere to the provisions of the Act at the end of each month.
- 6.3 The above-mentioned requirement forms part of the Bid conditions.

7 RESPONSIVENESS CRITERIA

- 7.1 Substantive responsiveness criteria
 - 7.1.1 Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
 - 7.1.2 Tender offer must be properly received on the tender closing date and time specified on the invitation, fully completed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink. (All as per standard conditions of Tender).
 - 7.1.3 The use of correction fluid is prohibited.
 - 7.1.4 Submission of a PA32: Invitation to bid.
 - 7.1.5 Submission of record of attending compulsory briefing session. The bidder must sign the attendance register at the meeting as proof of attendance and the register will be closed at the venue after the meeting. Failure to sign the attendance register will render your bid non-responsive.
 - 7.1.6 The bidder must submit 3 completed projects in the Cleaning Services industry with a minimum accumulated value of R100 000.00.

The following documents must be submitted in relation to the above:

- 1. Appointment letter(s) with clear contract description, contract value, contract duration and contact details.
- OR
- 2. Service Level Agreement with clear contract description, contract value, contract duration and contact details.
- OR
- 3. Purchase order with clear contract description, contract value, contract duration and contract details.

The above documents must be accompanied by the reference letters, must be aligned to the submitted completed projects.

Failure to submit any of the above required documents will render the bid non-responsive and duly disqualified.

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- 10.3 The Contractor must advise the Regional Manager: Department of Public Works immediately when unforeseeable circumstances will adversely affect the execution of the contract. Full particulars of such circumstances as well as the period of delay must be furnished.
- 10.4 The department will arrange for a site handover with the successful service provider where services will be rendered.
- 10.5 The successful bidder will be required to produce monthly progress reports per site.

11 WORK SCHEDULE

- 11.2 The services required in terms of this bid will be for week days. **Deep cleaning will be done on weekends.** All sites must be adequately staffed to ensure unbroken service delivery.
- 11.3 As regards Periodic Courts, subject to prior agreement between NDPWI, the User Department and the Contractor, **only days worked at such courts will be compensated for.**
- 11.4 **The Contractor shall ensure that all personnel engaged shall be cleared by the South African Police Services before they commence any duties on site, and shall provide proof of such clearance to the Department upon request. (This should form part of the security clearance)**

12 MINIMUM REQUIREMENTS

- 12.1 Bidders must take cognisance of the cleaning standards and norms as per **Schedule A** the Specifications which must be adhered to during the performance of the services.
- 12.2 Bidders must indicate compliance or non-compliance in Schedule A on a paragraph basis. Indicate compliance with the relevant paragraph by marking the **YES** box and non-compliance by marking the **NO** box
- 12.3 Bidders must clearly state if any deviation from these requirements is proposed and the reason therefore. If an explanatory note is provided, the paragraph reference must be attached as an appendix to this part of the bid submission.

13 PRICING

- 13.1 Bidders must submit details regarding the bid price for the services on the Pricing **Schedule G** of the Specifications which must be submitted together with the bid documents.
- 13.2 The prices quoted must be firm and reasonable for the duration of the contract. It is expected that bidders will cover the risk of price increases for consumables, uniforms and cleaning material.
- 13.3 It is an express requirement of this invitation to bid that the bidders provide some transparency in respect to their pricing approach. In this regard, bidders must indicate the basis on which they have calculated their pricing by completing all aspects of the Pricing Schedule form.

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF
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potentially misleading information in relation to any part of this document and any accompanying bid documents.

- 16.2 No legal or other obligation shall arise between bidders and the Department unless and until the formal appointment letter or purchase order has been issued to the successful bidder. The Department is not obliged to proceed with any proposals of any bidder. The Department also reserves the right to request changes to any proposed consortia.

17 BREACH AND TERMINATION

- 17.1 The Department reserves the right to terminate the Contract under any one of the following circumstances:-

17.1.1 The Contractor has failed to comply with a statutory/or other regulatory obligation, and has not remedied such breach within 14 days of written notice by the Department to remedy such breach;

17.1.2 The Contractor has received at least three (3) written notifications from the Department during the currency of the Contract in respect of any breach.

17.1.3 The User Department has made persistent and unresolved complaints in regard to the standard, quality or level of service rendered by the Contractor.

17.2 The Contractor shall be liable for all damages and/or loss which may be incurred by the Department as a result of his failure to perform any portion of the contract and or his failure to perform the services at an acceptable level, quality or standard.

18 NOTIFICATION

18.1 Any formal notification required in terms of the Contract may be transmitted by email or written official letter and shall be deemed to have been received on the day following transmission: Provided that the following days is not a Sunday or public holiday.

18.2 No contractor should vacate premises without notifying the Department a week before such vacation takes place.

18.3 Should any of the premises served by this contract be vacated or should the service for any other reason become wholly unnecessary, the Bidder agrees to claim no payment in respect of such centre and the contract shall be considered as cancelled in respect of such centre.

18.4 Empty premises will not be cleaned except only on written instruction from the Department.

19 The Department will cancel the contract should the contract not comply with the following:

- (a) Basic Conditions of Employment Act, 75 of 1997
- (b) Public Liability Insurance
- (c) All risk insurance

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF
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DESCRIPTION	FREQUENCY
Wash / clean external entrance façade and pillars	Monthly
Wipe / clean external notice boards	Weekly
Remove graffiti marks	As and when required
DEEP CLEANING TOILETS AND CELLS	
Cleaning toilets and cells by spray	Quarterly
CELLS (if applicable)	
o Clean toilets	Daily
o Broom sweep and wash floor tiles	Daily
o Disinfect area	Daily
o wash floor tiles	Daily

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CHECKLIST FOR COMPILING BID PRICE

Equipment and Machinery:

The bidder must prove ownership of cleaning equipment and tools, such as industrial buff machines, industrial vacuum cleaners, ladders, buckets, mops, etc., by providing an Asset Register signed by the accountant or auditor.

OR

A lease Agreement signed by lessee and lessor which must be valid for the duration of the contract for cleaning equipment and tools.

OR

A signed letter of intent to lease or buy the cleaning equipment and tools by the bidder. If the bidder submits a Letter of Intent to lease or buy cleaning equipment and tools, it must be provided within seven (7) calendar days if awarded the tender.

Do not forget to make allowances for:

Polisher; scrubbing machine; carpet cleaning machines; extension leads; industrial vacuum cleaners; polish applicator; caution signboards (e.g. "floor wet", "slippery"); dust pan; medium platform broom (soft / hard); household broom; rubber hand gloves; mop; bucket; toilet brush; trolley, yellow dusters; all-purpose scrubbing brush steel wool

NB: Has allowance been made for equipment / machinery at each site?

Toilet Paper and hand Towels:

A continued supply of toilet paper, hand towels and soap must be supplied to all ablution facilities.

NB: Toilet paper: single ply, white only, 1st grade – 500 sheet, SABS code 174 – minimum requirement

Window Cleaning:

Has allowance been made for internal and external cleaning of windows?

NB!! 1) No work will be allocated to without the necessary machinery and equipment.

2) Service providers will be given 30 days to comply with obtaining the necessary machinery and equipment, before work commence. Failure to do so will result in cancellation/termination of contract.

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SCHEDULE G

PRICING SCHEDULE

PRICING SCHEDULE 1 – METROPOLITAN AREAS

- NB:** 1. THIS SECTION MUST BE COMPLETED IN FULL AND SUBMITTED TOGETHER WITH THE BID DOCUMENT.
2. FAILURE TO COMPLETE THIS SECTION IN FULL WILL RESULT IN DISQUALIFICATION FROM THE BIDDING PROCESS.

SALARIES AND WAGES: BIDDER'S OWN PERSONNEL / MONTHLY

DESCRIPTION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATE PER MONTH
EXAMPLE: CLEANER	R27.97 PER HOUR	1	R27.97 PER HOUR X 8 HOURS =R223.76 PER DAY X 5 DAYS = R1 118.81 X 4.33 MONTHLY RATE = R4 850.00
Supervisor	@ R30.71 per hour	1	R
Cleaner	@ R27.97 per hour	1	R
Annual Bonus (Supervisor)	4.33 weeks of monthly salary ÷ 12 months	1	R
Annual Bonus (Cleaner)	4.33 weeks of monthly salary ÷ 12 months	1	R
UIF (Supervisor)	1% of basic monthly Salary	1	R
UIF (Cleaner)	1% of basic monthly Salary	1	R
Compensation for Occupational Injuries & Disease Act (C.O.I.D.A) (Supervisor)	1.6% of total monthly salary/wage	1	R
Compensation for Occupational Injuries & Disease Act (C.O.I.D.A) (Cleaner)	1.6% of total monthly salary/wage	1	R
Skills Development Levy (S.D.L.) (Supervisor)	1% of monthly Salary/wage	1	R
Skills Development Levy (S.D.L.) (Cleaner)	1% of monthly Salary/wage	1	R
Provident Fund (Supervisor)	5.25% of basic monthly salary/wages	1	R
Provident Fund (Cleaner)	5.25% of basic monthly salary/wages	1	R

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DESCRIPTION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATE PER MONTH
EXAMPLE: CLEANER	R27.97 PER HOUR	1	R27.97 PER HOUR X 8 HOURS =R223.76 PER DAY X 5 DAYS = R1 118.81 X 4.33 MONTHLY RATE = R4 850.00
Annual Leave (Supervisor)	4 weeks of monthly salary ÷ 12 months	1	R
Annual Leave (Cleaner)	4 weeks of monthly salary ÷ 12 months	1	R
Sick Leave (Supervisor)	12 days per Annum ÷ 12 months	1	R
Sick Leave (Cleaner)	12 days per Annum ÷ 12 months	1	R
Family Responsibility Leave (Supervisor)	5 days per annum ÷12 months	1	R
Family Responsibility Leave (Cleaner)	5 days per annum ÷12 months	1	R
Total Salaries and Allowances	1 Supervisor + 1 Cleaner		R

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF
CLEANING SERVICES IN THE WESTERN CAPE FOR A PERIOD OF 36 MONTHS**

OVERHEADS AND MARK UP/ PROFIT PERCENTAGE - MONTHLY

OVERHEADS AND PROFIT MARK-UP/ PROFIT PERCENTAGE COSTS	QTY (Unit Price)	COSTS PER MONTH Excl VAT
Overhead cost (%) <i>E.g.: Equipment and tools (Vacuums, polishers, carpet machines, high pressure machines, janitor trolleys, etc.)</i>	1	R
Cleaning Material <i>Consumables (all cleaning chemicals, black bags, etc.)</i>	1	R
Consumables: Toilet Paper <i>Hand Paper Towel</i>	1	R
Window Cleaning: Price per m² NB: <i>All equipment to be used must be included for internal & external. Extended squeegee, extended ladders, scaffolding when necessary and if above 2 metres full harness and safety gear, but not limited to.</i>	1	R
Deep Cleaning: Price per m² NB: <i>All equipment to be used must be included. Buff machine, wet/dry vacuum cleaners for carpets, extended feather dusters, high pressure spray machines for outside areas, but not limited to.</i>	1	R
Mark-up/ profit percentage (%)	1	R
Sub Total		R
Total Salaries & Allowances		R
VAT 15% (IF VAT VENDOR)		R
TOTAL:		R

- **TOTAL TO BE CARRIED TO SUMMARY PAGE ON 35**
- **FAILURE TO TRANSFER THE TOTAL OVER TO SCHEDULE G (PART 2): FINAL SUMMARY PAGE WILL RESULT IN DISQUALIFICATION / ELIMINATION**

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF
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PRICING SCHEDULE 2 – RURAL AREAS

- NB:** 1. THIS SECTION MUST BE COMPLETED IN FULL AND SUBMITTED TOGETHER WITH THE BID DOCUMENT.
2. FAILURE TO COMPLETE THIS SECTION IN FULL WILL RESULT IN DISQUALIFICATION FROM THE BIDDING PROCESS.

SALARIES AND WAGES: BIDDER'S OWN PERSONNEL / MONTHLY

DESCRIPTION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATE PER MONTH
EXAMPLE: CLEANER	R27.97 PER HOUR	1	R27.97 PER HOUR X 8 HOURS =R223.76 PER DAY X 5 DAYS = R1 118.81 X 4.33 MONTHLY RATE = R4 850.00
Supervisor	@ R30.71 per hour	1	R
Cleaner	@ R25.25 per hour	1	R
Annual Bonus (Supervisor)	4.33 weeks of monthly salary ÷ 12 months	1	R
Annual Bonus (Cleaner)	4.33 weeks of monthly salary ÷ 12 months	1	R
UIF (Supervisor)	1% of basic monthly Salary	1	R
UIF (Cleaner)	1% of basic monthly Salary	1	R
Compensation for Occupational Injuries & Disease Act (C.O.I.D.A) (Supervisor)	1.6% of total monthly salary/wage	1	R
Compensation for Occupational Injuries & Disease Act (C.O.I.D.A) (Cleaner)	1.6% of total monthly salary/wage	1	R
Skills Development Levy (S.D.L.) (Supervisor)	1% of monthly Salary/wage	1	R
Skills Development Levy (S.D.L.) (Cleaner)	1% of monthly Salary/wage	1	R
Provident Fund (Supervisor)	5.25% of basic monthly salary/wages	1	R
Provident Fund (Cleaner)	5.25% of basic monthly salary/wages	1	R

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF
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DESCRIPTION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATE PER MONTH
EXAMPLE: CLEANER	R27.97 PER HOUR	1	R27.97 PER HOUR X 8 HOURS =R223.76 PER DAY X 5 DAYS = R1 118.81 X 4.33 MONTHLY RATE = R4 850.00
Annual Leave (Supervisor)	4 weeks of monthly salary ÷ 12 months	1	R
Annual Leave (Cleaner)	4 weeks of monthly salary ÷ 12 months	1	R
Sick Leave (Supervisor)	12 days per Annum ÷ 12 months	1	R
Sick Leave (Cleaner)	12 days per Annum ÷ 12 months	1	R
Family Responsibility Leave (Supervisor)	5 days per annum ÷12 months	1	R
Family Responsibility Leave (Cleaner)	5 days per annum ÷12 months	1	R
Total Salaries and Allowances	1 Supervisor + 1 Cleaner		R

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF
CLEANING SERVICES IN THE WESTERN CAPE FOR A PERIOD OF 36 MONTHS**

OVERHEADS AND MARK UP/ PROFIT PERCENTAGE - MONTHLY

OVERHEADS AND PROFIT MARK-UP/ PROFIT PERCENTAGE COSTS	QTY (Unit Price)	COSTS PER MONTH Excl VAT
Overhead cost (%) <i>E.g.: Equipment and tools (Vacuums, polishers, carpet machines, high pressure machines, janitor trolleys, etc.)</i>	1	R
Cleaning Material <i>Consumables (all cleaning chemicals, black bags, etc.)</i>	1	R
Consumables: Toilet Paper <i>Hand Paper Towel</i>	1	R
Window Cleaning: Price per m² NB: <i>All equipment to be used must be included for internal & external. Extended squeegee, extended ladders, scaffolding when necessary and if above 2 metres full harness and safety gear, but not limited to.</i>	1	R
Deep Cleaning: Price per m² NB: <i>All equipment to be used must be included. Buff machine, wet/dry vacuum cleaners for carpets, extended feather dusters, high pressure spray machines for outside areas, but not limited to.</i>	1	R
Mark-up/ profit percentage (%)	1	R
Sub Total		R
Total Salaries & Allowances		R
VAT 15% (IF VAT VENDOR)		R
TOTAL:		R

- **TOTAL TO BE CARRIED TO SUMMARY PAGE ON 35**
- **FAILURE TO TRANSFER THE TOTAL OVER TO SCHEDULE G (PART 2):
FINAL SUMMARY PAGE WILL RESULT IN DISQUALIFICATION / ELIMINATION**

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF
CLEANING SERVICES IN THE WESTERN CAPE FOR A PERIOD OF 36 MONTHS**

SCHEDULE G (PART 2)

FINAL SUMMARY PAGE

NB: 1. The total bid price for this service must include all labour and material required for the proper execution of the work and will be carried over to the bid form which must be returned together with this document

BUILDING	PAGE NO.	AMOUNT
PRICING SCHEDULE 1 – METROPOLITAN AREAS	28 – 30	R
PRICING SCHEDULE 2 – RURAL AREAS	31 - 33	R
TOTAL OFFER: (To be carried forward to the Invitation to Bid Form PA-32)		R

NB: Total offer must be transferred to PA 32: Invitation to Bid Part B as Total Bid Price, failure to do so will invalidate the bid for further evaluation. For VAT vendors, it is mandatory to include VAT in their bid price.

No additional costs will be accepted for whatever reason except:

- 1) increase or decrease in VAT; or
- 2) escalation of rates as per the annual minimum wage increase stated in the Sectorial Determination 1 for the Contract Cleaning sector.

The Department reserves the right to negotiate with bidders who are excessively high in their offers including overheads and profit.

SIGNED: _____