



**DPW-21: RECORD OF ADDENDA TO TENDER DOCUMENTS**

<b>Project title:</b>	<b>KWT SDC, ZWELITSHA, DIMBAZA AND STUTTERHEIM MAGISTRATE OFFICE: PROVISION OF CLEANING SERVICES FOR A PERIOD OF TWENTY FOUR (24) MONTHS.</b>		
<b>Tender / Quotation no:</b>	<b>PEC 12/2023</b>	<b>Reference no:</b>	<b>1718</b>

1. I / We confirm that the following communications received from the Department of Public Works before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer: *(Attach additional pages if more space is required)*

	<b>Date</b>	<b>Title or Details</b>
1.	26 September 2023	Revised Pricing Schedule Skills Development Levy added to pricing structure Bidder must use the revised pricing scheduled Revised pricing attached
2.	26 September 2023	Revised EPWP reporting Schedule (Changed from item 19 to item 20)
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

<b>Name of Tenderer</b>	<b>Signature</b>	<b>Date</b>

2. I / We confirm that no communications were received from the Department of Public Works before the submission of this tender offer, amending the tender documents.

<b>Name of Tenderer</b>	<b>Signature</b>	<b>Date</b>

*M. S. 26/9/2023*



**EXPANDED PUBLIC WORKS PROGRAMME (EPWP)**

The contractor shall comply with all the requirements of the Code of Good Practice for Employment and Conditions of Work for Public Works Programme issued in terms of the Basic Conditions of Employment Act, 1997 (Act No 75 of 1997) and the related Ministerial Determination, for the employment of locally employed temporary workers on a labour-intensive infrastructure project under the Expanded Public Works Programme (EPWP)

The **contractor** shall enter into an employment agreement with all workers and provide certified copies of such agreements and Identity documents of the workers to the principal agent within 28 calendar days.

The **contractor** shall maintain daily records with regard to the workers employed and shall, on monthly basis, submit a report to the **principal agent** in the prescribed format. Compulsory indicators such as the project budget, actual project expenditure, number of job opportunities created, demographic characteristics of workers employed, minimum daily wage rate, number of person-days of employment created and number of training person-days, shall be included in the said report all as defined in the guidelines for the Implementation of Labour-Intensive Projects under the Expanded Public Works Programme (EPWP)

Bill No. 1

EPWP Job creation reporting:

(Total to be carried over to Item 20 of the pricing schedule)

**KWT SDC, ZWELITSHA, DIMBAZA, AND STUTTERHEIM MAGISTRATE OFFICE**

Number of beneficiaries.....23.....

Service reporting fee not to **exceed R100** per beneficiary R .....per/beneficiary

Total cost for 23 beneficiaries R ...../ month  
(Calculation 23 beneficiaries x Service reporting fee / beneficiary)

**Amount to be carried over to Item 20 of the pricing schedule**

**Carried to Summary**

ANNEXURE A

PRICING SCHEDULE

Bid no: PEC 12/2023

Bid/ Project Description: KWT SDC, ZWELITSHA, DIMBAZA AND STUTTERHEIM MAGISTRATE OFFICE: PROVISION OF CLEANING SERVICES FOR A PERIOD OF TWENTY FOUR (24) MONTHS.

LABOUR COSTS

ALL BIDDERS MUST BE COMPLETE THIS ANNEXURE

NB: (FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED)

23 x Cleaners			
Item	Description	Departmental Guide	Bidder's offer
			Month's Rate
1.	Basic salary - hourly rate that must not be less than that published in terms of Government Notice	Please note: If this rate is incorrect, the bidder is required to at least comply with the minimum sectorial determination rate for the relevant area as gazetted at the closing date of the bid.	Bidder's hourly rate  R...../ hour
2.	Total Wage Cost per month	hourly rate x 8 hours per day x 5 days per week x 4,33 weeks per month	R _____ month
<b>Provisions to be made as additional costs incurred to the minimum rate of pay:</b>			
3.	Annual leave provision (pro rata per month) based on minimum determined days per year.	15 days per year ÷ 12 months x hourly rate x 8 hours per days	R _____ month
4.	Sick Leave (pro rata per month) based on minimum determined days per year	10 days per year ÷ 12 months x hourly rate x 8 hours per day	R _____ month
5.	Family Responsibility Leave (pro rata per month) based on minimum determined days per year	3 days per year ÷ 12 months x hourly rate x 8 hours per day	R _____ month
6.	Unemployment Insurance Fund (UIF)	1% of basic monthly salary	R _____ month
7.	Provident fund	5,25% of basic monthly salary	R _____ month
8.	Bonus	annual bonus ÷ 12 months	R _____ month
9.	<b>(EPWP BRANDING &amp; UNIFORM)</b>	<b>See page 10, bullet point 5.5</b>	R _____ month
10.	Workman's Compensation: (COIDA)	1.6% of total monthly wage	R _____ month
11.	Skills development Levy	1% of total monthly wage	R _____ month
12.	Any other allowance/s and or employers contributions must be specified .....	_____ Indicate if any	R _____ month
13.	Estimated Monthly Cost per cleaner	Add items 2 to 12	R _____ month
14.	Total Costs for (23) Twenty Three cleaner(s) personnel per month	Item 13 x number of cleaner(s)	R _____ month
15.	Total Labour Cost for Twenty- Four months, carry over to bullet 28	Item 14 x 24 months	R _____ for 24 months

*Mutsho* 20/9/2023

**ANNEXURE B**

**ALL BIDDERS MUST BE COMPLETE THIS QUESTIONNAIRE.**

**NB: (FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED)**

Costs to be incurred by the bidder:		
Item	Description of item(s) required	A
		Rates
16.	Total Transport Costs per month	R _____ / month
17.	Equipment (See paragraph 5.1) to hire per month	R _____ / month
18.	<b>Monthly cleaning material requirements</b> Add monthly cleaning materials in paragraph 5.2 & 5.4)	R _____ / month
19.	Hygienic Services per month (See paragraph 5.3) Add monthly items in paragraph 4	R _____ / month
20.	<b>EPWP Job creation reporting per beneficiary</b> (Carried over from Bill No.1)	R _____ / month
21.	Total Operating Costs per month (excl VAT) (Item 16+ Item 17+ Item 18 + Item 19 + Item 20)	R _____ / month
22.	Monthly Profit and Overheads (Excluding VAT)	R _____ / month
23.	Total Monthly Operating costs + Monthly Profit and Overheads) excluding VAT (Item 21 + Item 22)	R _____ / month
24.	Year 1: Total Operating costs + Profit and Overheads) excluding VAT (Item 23 x 12 months)	R _____ for 12 months
25.	Year 2: (Escalation on Year 1: Total Operating costs + Profit and Overheads) (Item 24 x 5%)	5% R _____ (Year 1 costs increased with 5%)
26.	Year 2: Total Operating costs + Profit and Overheads) excluding VAT (Item 24 + Item 25)	R _____ for the 12 months of Year 2
27.	Total Operating Cost + Profit and Overheads for 24 Months (Total Cost Year 1 + Total Cost Year 2) (Item 24 + Item 26)	R _____ for 24 months
28.	Total Labour costs for 24 months (carried over from bullet 15)	R _____ for 24 months
29.	Once-off cleaning material requirements for a period of 24 months (Add all once off cleaning material in paragraph 5.2	R _____ for 24 months
30.	Total Bid Price Excluding Vat for 24 months (Item 27 + Item 28 + Item 29)	R _____ for 24 months
31.	VAT @ 15% (Item 30 x 15%)	R _____ for 24 months
32.	TOTAL BID COSTS for 24 months including VAT (Item 30 + Item 31)	R _____ for 24 months
33.	<b>OFFER AMOUNTS IN WORDS:</b> (R-value of Item 32 in words)	

*MUSA* 26/09/2023