



DPW-21: RECORD OF ADDENDA TO TENDER DOCUMENTS

Project title:	ADELAIDE, FORT BEAUFORT, KIESKAMMAHOEK AND SOMERSET EAST MAGISTRATE OFFICE: PROVISION OF HORTICULTURAL MAINTENANCE FOR A PERIOD OF TWENTY FOUR (24) MONTHS MAGISTRATE OFFICE		
Tender / Quotation no:	PEH 02/2023	Reference no:	1349

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)*

	Date	Title or Details
1.	05/10/2023	Number of Groundsman was omitted on Annexure A Attached annexure A included number of groundsman : Page 26 of 86
2.	05/10/2023	Validity period on bid 120 calendar days The correct validity period is 84 calendar days
3.	05/10/2023	Postpone of Closing date Closing date postponed to 24 October 2023 @ 11H00
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Handwritten signature and date: 05/10/23

Name of Tenderer	Signature	Date

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.

Name of Tenderer	Signature	Date



Table 2: Demonstration and Calculation of Six(6) Groundsman Salaries

Item	Description	Departmental Guide	Bidder's Offer (Rate)
T.2.1.	Basic Salary	hourly rate x 8 hours per day x 5 days per week x 4,33 weeks per month	Rate per hour R...../hour
T.2.2.	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 day	R...../ month
T.2.3.	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
T.2.4.	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
T.2.5.	Unemployment Insurance Fund (UIF) (1% contribution by employer, 1% contribution by employee)	2% of basic monthly salary	R...../ month
T.2.6.	Workman's Compensation (COIDA) (Class J: Sub-class 0501 Tariffs of Assessment)	2.65% of basic monthly salary	R...../ month
T.2.7.	Bonus (Payment of bonus by is subject to good / excellent performance by the Service Provider)	Annual bonus ÷ 12 months	R...../ month
T.2.8.	Monthly salary cost per groundsman carried to Schedule No. 2 of Pricing Schedule: Labour – Groundsman (10.3.1) (T2.8. = T.2.1.+T2.2.+T2.3.+T2.4.+T2.5.+T2.6+T2.7)		R...../ month

Carry over T2.8. (Monthly salary cost per groundsman) to the Pricing Schedule