

28 July 2023

QUOTATION NUMBERS: 200H4.

NOTICE TO TENDERERS: ADDENDUM NO.2

PROJECT TITLE:

SUPPLY AND DELIVERY OF CLEANING STAFF TO PROVIDE CLEANING SERVICES TO AREA 200H4.

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 quotation document on the closing date of quotations.
- 2. Bidders are requested to utilise the information issued in terms of this addendum.

Mr. B. QALA	
SAO: SCM	

Date:

Regards



PROJECT TITLE: SUPPLY AND DELIVERY OF CLEANING STAFF TO PROVIDE CLEANING SERVICES TO AREA 200H4.

The above mentioned quotes were advertised on the 25/07/2023, on site briefing it was noticed that there are more than one (1) pricing schedule in each court and at the bottom it says that the bidder must transfer the amount from the pricing schedule to PA 32.

Therefore bidders are requested to transfer the grand total from final summary page to PA 32.

The service providers are therefore requested to download the rectified documents from our Departmental website: www.publicworks.gov.za /tenders.



THIS ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM MUST BE SUBMITTED TOGETHER WITH THE QUOTATION DOCUMENT

DEPARTMENT OF PUBLIC WORKS - CAPE TOWN **CUSTOMS HOUSE BUILDING** HEERENGRACHT STREET 8000 Dear Sir/Madam PROJECT TITLE: SUPPLY AND DELIVERY OF CLEANING STAFF TO PROVIDE CLEANING SERVICES TO AREA 200H4. l/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 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.

SCHEDULE C (PART 1A)

PRICING SCHEDULE

ATHLONE MAGISTRATE COURT

- **NB**: 1. THIS SECTION MUST BE COMPLETED IN FULL AND IS TO BE SUBMITTED TOGETHER WITH THE BID.
 - 2. FAILURE TO COMPLETE THIS SECTION IN FULL WILL RESULT IN DISQUALIFICATION FROM THE BIDDING PROCESS.
 - 3. 6 CLEANERS WITH 1 SUPERVISOR SHOULD BE APPOINTED FOR ATHLONE MAGISTRATE COURT.

SALARIES AND WAGES: BIDDER'S OWN PERSONNEL / MONTHLY

DESCRIPTION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATE PER MONTH	TOTAL BID OFFER (OVER THREE MONTH PERIOD)	
EXAMPLE: CLEANER	R27.97 PER HOUR	1	R27.97 PER HOUR X 8HOURS =R223.76 PER DAY X 5 DAYS = R1 790.08 X 4.33 MONTHLY RATE = R 7 751.05	R23 253,10	
Supervisor	@ R30.70 per hour	1	R	R	
Cleaner	@ R27.97 per hour	6	R	R	
Annual Bonus (Supervisor)	4.33 weeks of monthly salary÷ 12 months	1	R	R	
Annual Bonus (Cleaner)	4.33 weeks of monthly salary÷ 12 months	6	R	R	
UIF (Supervisor)	1% of basic monthly Salary	1	R	R	
UIF (Cleaner)	1% of basic monthly Salary	6	R	R	
Compensation for Occupational Injuries & Disease Act (C.O.I.D.A) (Supervisor)	1.6% of total monthly salary/wage	1	R	R	
Compensation for Occupational Injuries & Disease Act (C.O.I.D.A) (Cleaner)	1.6% of total monthly salary/wage	6	R	R	
Skills Development Levy (S.D.L.) (Supervisor)	1% of monthly Salary/wage	1	R	R	
Skills Development Levy (S.D.L.) (Cleaner)	1% of monthly Salary/wage	6	R	R	

Department of Public Works

DESCRIPTION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATE PER MONTH	TOTAL BID OFFER (OVER THREE MONTH PERIOD)
Provident Fund (Supervisor)	5.25% of basic monthly salary/wages	1	R	R
Provident Fund (Cleaner)	5.25% of basic monthly salary/wages	6	R	R
Annual Leave (Supervisor)	4 weeks of monthly salary ÷ 12 months	1	R	R
Annual Leave (Cleaner)	4 weeks of monthly salary ÷ 12 months	6	R	R
Sick Leave (Supervisor)	12 days per Annum ÷ 12 months	1	R	R
Sick Leave (Cleaner)	12 days per Annum ÷ 12 months	6	R	R
Family Responsibility Leave (Supervisor)	5 days per annum ÷12 months	1	R	R
Family Responsibility Leave (Cleaner)	5 days per annum ÷12 months	6	R	R
Total Salaries and Allowances	x Supervisor + 6 Clea	nars.	R	R

OPERATIONAL COSTS	QTY	COSTS PER MONTH Excl VAT	TOTAL AMOUNT (3 MONTHS) Excl VAT
Transport Costs		R	R
Cleaning Material		R	R
Consumables: Toilet Paper Hand Paper Towel		R	R
Window Cleaning: NB: All equipment to be used must be included for internal & external	1	R	R
Deep Cleaning: NB: All equipment to be used must be included	1	R	R
Profit (This amount includes hiring of any cleaning machinery required)		R	R

Total Operational Costs	R	R	
VAT 15% (IF VAT VENDOR)	R	R	*
Sub Total	R	R	***************************************
Total Salaries & Allowances	R	R	
Grand Total: Operational costs Salaries & Allowances	R	R	

IMPORTANT NOTICE: (EQUIPMENT TO BE USED)

Window cleaning to be done x1 (once)

Extended squeegee, extended ladders, scaffolding when necessary and if above 2metres full harness and safety gear, but limited to.

Deep Cleaning to be done x1 (once)

Buff machine, wet/dry vacuum cleaners for carpets, extended feather dusters, high pressure spray machines for outside areas, but not limited to.

SCHEDULE C (PART 1B)

PRICING SCHEDULE

BHORAT CENTRE (MAINTENANCE COURT)

- NB: 1. THIS SECTION MUST BE COMPLETED IN FULL AND IS TO BE SUBMITTED TOGETHER WITH THE BID.
 - 2. FAILURE TO COMPLETE THIS SECTION IN FULL WILL RESULT IN DISQUALIFICATION FROM THE BIDDING PROCESS.
 - 3. 2 CLEANER SHOULD BE APPOINTED FOR BHORAT CENTRE (MAINTENANCE COURT).

SALARIES AND WAGES: BIDDER'S OWN PERSONNEL / MONTHLY

POSITION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATE PER MONTH	BIDDERS AMOUNT PER 3 MONTHS
Cleaner	@ R27.97 per hour	2	R	R
Annual Bonus (Cleaner)	4.33 weeks of monthly salary: 12 months	2	R	R
UIF (Cleaner)	1% of basic monthly Salary	2	R	R
Compensation for Occupational Injuries & Disease Act (C.O.I.D.A) (Cleaner)	1.6% of total monthly salary/wage	2	R	R
Skills Development Levy (S.D.L.) (Cleaner)	1% of monthly Salary/wage	2	R	R
Provident Fund (Cleaner)	5.25% of basic monthly salary/wages	2	R	R
Annual Leave (Cleaner)	4 weeks of monthly salary ÷ 12 months	2	R	R
Sick Leave (Cleaner)	12 days per Annum ÷ 12 months	2	R	R

POSITION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATE PER MONTH	BIDDERS AMOUNT PER 3 MONTHS
Family Responsibility Leave (Cleaner)	5 days per annum ÷12 months	2	R	R
Total Salaries and Allowances	2 Ceaners		R	R

OPERATIONAL COSTS	QTY	COSTS PER MONTH Excl VAT	TOTAL AMOUNT (3 MONTHS) Excl VAT
Transport Costs		R	R
Cleaning Material		R	R
Consumables: Toilet Paper Hand Paper Towel		R	R
Window Cleaning: NB: All equipment to be used must be included for internal & external	1	R	R
Deep Cleaning: NB: All equipment to be used must be included	1	R	R
Profit (This amount includes hiring of any cleaning machinery required)		R	R
Total Operational Costs		R	R
VAT 15% (IF VAT VENDOR)	***************************************	R	R
Sub Total	**************************************	R	R
Total Salaries & Allowances	***************************************	R	R
Grand Total: Operational costs Salaries & Allowances	4000	R	R

TOTAL OFFER TO BE CARRIED OVER TO SCHEDULE C (FINAL SUMMARY ON PAGE 36)

IMPORTANT NOTICE: (EQUIPMENT TO BE USED)

Window cleaning to be done x1 (once)

Extended squeegee, extended ladders, scaffolding when necessary and if above 2metres full harness and safety gear, but limited to.

Deep Cleaning to be done x1 (once)

Buff machine, wet/dry vacuum cleaners for carpets, extended feather dusters, high pressure spray machines for outside areas, but not limited to.

SCHEDULE C (PART 1C)

PRICING SCHEDULE

FEZEKA COMMUNITY COURT

- NB: 1. THIS SECTION MUST BE COMPLETED IN FULL AND IS TO BE SUBMITTED TOGETHER WITH THE BID.
 - 2. FAILURE TO COMPLETE THIS SECTION IN FULL WILL RESULT IN DISQUALIFICATION FROM THE BIDDING PROCESS.
 - 3. 2 CLEANER SHOULD BE APPOINTED FOR FEZEKA COMMUNITY COURT.

SALARIES AND WAGES: BIDDER'S OWN PERSONNEL / MONTHLY

POSITION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATE PER MONTH	PER 3 MONTHS
Cleaner	@ R27.97 per hour	?	R	R
Annual Bonus (Cleaner)	4.33 weeks of monthly salary÷ 12 months	2	R	R
UIF (Cleaner)	1% of basic monthly Salary	2	R	R
Compensation for Occupational Injuries & Disease Act (C.O.I.D.A) (Cleaner)	1.6% of total monthly salary/wage	2	R	R
Skills Development Levy (S.D.L.) (Cleaner)	1% of monthly Salary/wage	2	R	R
Provident Fund (Cleaner)	5.25% of basic monthly salary/wages	2	R	R
Annual Leave (Cleaner)	4 weeks of monthly salary ÷ 12 months	2	R	R

POSITION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATE PER MONTH	BIDDERS AMOUNT PER 3 MONTHS
Sick Leave (Cleaner)	12 days per Annum ÷ 12 months	2	R	R
Family Responsibility Leave (Cleaner)	5 days per annum ÷12 months	2	R	R
Total Salaries and Allowances	ଥି ବିହର୍ଶ୍ୱର		R	R

OPERATIONAL COSTS QTY		COSTS PER MONTH Excl VAT	TOTAL AMOUNT (3 MONTHS) Excl VAT
Transport Costs		R	R
Cleaning Material		R	R
Consumables: Toilet Paper Hand Paper Towel		R	R
Window Cleaning: NB: All equipment to be used must be included for internal & external	1	R	R
Deep Cleaning: NB: All equipment to be used must be included	1	R	R
Profit (This amount includes hiring of any cleaning machinery required)	- Procedure as a	R	R
Total Operational Costs		R	R
VAT 15% (IF VAT VENDOR)	TT-AMPLE	R	R
Sub Total		R	R
Total Salaries & Allowances		R	R

Grand Total: Operational costs Salaries & Allowances	R	R
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IMPORTANT NOTICE: (EQUIPMENT TO BE USED)

Window cleaning to be done x1 (once)

Extended squeegee, extended ladders, scaffolding when necessary and if above 2metres full harness and safety gear, but limited to.

Deep Cleaning to be done x1 (once)

Buff machine, wet/dry vacuum cleaners for carpets, extended feather dusters, high pressure spray machines for outside areas, but not limited to.

SCHEDULE C (PART 1D)

PRICING SCHEDULE

MUIZENBURG PERIODICAL COURT

- **NB**: 1. THIS SECTION MUST BE COMPLETED IN FULL AND IS TO BE SUBMITTED TOGETHER WITH THE BID.
 - 2. FAILURE TO COMPLETE THIS SECTION IN FULL WILL RESULT IN DISQUALIFICATION FROM THE BIDDING PROCESS.
 - 3. 3 CLEANER SHOULD BE APPOINTED FOR MUIZENBURG PERIODICAL COURT.

SALARIES AND WAGES: BIDDER'S OWN PERSONNEL / MONTHLY

POSITION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATE PER MONTH	BIDDERS AMOUNT PER 3 MONTHS
Cleaner	@ R27.97 per hour	3	R	R
Annual Bonus (Cleaner) 4.33 weeks of monthly salary÷ 12 months		3	R	R
UIF (Cleaner)	1% of basic monthly Salary	3	R	R
Compensation for Occupational Injuries & Disease Act (C.O.I.D.A) (Cleaner) 1.6% of total monthly salary/wage		3	R	R
Skills Development Levy (S.D.L.) (Cleaner)	1% of monthly Salary/wage	3	R	R

Department of Public Works

Page 29

Any reference to the word "contractor" herein or in any other documentation shall be construed to have the same meaning as the word "supplier".

POSITION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATE PER MONTH	BIDDERS AMOUNT PER 3 MONTHS
Provident Fund (Cleaner)	5.25% of basic monthly salary/wages	3	R	R
Annual Leave (Cleaner)	4 weeks of monthly salary ÷ 12 months	3	R	R
Sick Leave (Cleaner)	12 days per Annum ÷ 12 months	3	R	R
Family Responsibility Leave (Cleaner)	5 days per annum ÷12 months	3	R	R
Total Salaries and Allowances	S Cleaners		R	R

OPERATIONAL COSTS	QTY	COSTS PER MONTH Excl VAT	TOTAL AMOUNT (3 MONTHS) Excl VAT
Transport Costs	44.000	R	R
Cleaning Material		R	R
Consumables: Toilet Paper Hand Paper Towel		R	R
Window Cleaning: NB: All equipment to be used must be included for internal & external	1	R	R
Deep Cleaning: NB: All equipment to be used must be included	1	R	R
Profit (This amount includes hiring of any cleaning machinery required)	***************************************	R	R
Total Operational Costs		R	R

VAT 15% (IF VAT VENDOR)	R	R	
Sub Total	R	R	
Total Salaries & Allowances	R	R	
Grand Total: Operational costs Salaries & Allowances	R	R	

IMPORTANT NOTICE: (EQUIPMENT TO BE USED)

Window cleaning to be done x1 (once)

Extended squeegee, extended ladders, scaffolding when necessary and if above 2metres full harness and safety gear, but limited to.

Deep Cleaning to be done x1 (once)

Buff machine, wet/dry vacuum cleaners for carpets, extended feather dusters, high pressure spray machines for outside areas, but not limited to.

SCHEDULE C (PART 1E)

PRICING SCHEDULE

PHILLIPHI MAGISTRATE COURT

- NB: 1. THIS SECTION MUST BE COMPLETED IN FULL AND IS TO BE SUBMITTED TOGETHER WITH THE BID.
 - 2. FAILURE TO COMPLETE THIS SECTION IN FULL WILL RESULT IN DISQUALIFICATION FROM THE BIDDING PROCESS.
 - 3. 4 CLEANER SHOULD BE APPOINTED FOR PHILLIPI MAGISTRATE COURT COURT.

SALARIES AND WAGES: BIDDER'S OWN PERSONNEL / MONTHLY

POSITION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATE PER MONTH	BIDDERS AMOUNT PER 3 MONTHS
Cleaner	@ R27.97 per hour	4	R	R
Annual Bonus (Cleaner)	4.33 weeks of monthly salary÷ 12 months	4	R	R
UIF (Cleaner)	1% of basic monthly Salary	4	R	R

Department of Public Works

Page 31

Any reference to the word "contractor" herein or in any other documentation shall be construed to have the same meaning as the word "supplier".

POSITION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATE PER MONTH	BIDDERS AMOUNT PER 3 MONTHS
Compensation for Occupational Injuries & Disease Act (C.O.I.D.A) (Cleaner)	1.6% of total monthly salary/wage	4	R	R
Skills Development Levy (S.D.L.) (Cleaner)	1% of monthly Salary/wage	4	R	R
Provident Fund (Cleaner)	5.25% of basic monthly salary/wages	4	R	R
Annual Leave (Cleaner)	4 weeks of monthly salary ÷ 12 months	4	R	R
Sick Leave (Cleaner)	12 days per Annum ÷ 12 months	4	R	R
Family Responsibility Leave (Cleaner)	5 days per annum ÷12 months	4	R	R
Total Salaries and Allowances	4 Cleaners		R	R

OPERATIONAL COSTS	QTY	COSTS PER MONTH Excl VAT	(3 MONTHS)		
Transport Costs		R	R		
Cleaning Material		R	R		
Consumables: Toilet Paper Hand Paper Towel		R	R		
Window Cleaning: NB: All equipment to be used must be included for internal & external	1	R	R		
Deep Cleaning: NB: All equipment to be used must be included	1	R	R		
Profit (This amount includes hiring of any		R	R		

Department of Public Works

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cleaning machinery required)			
Total Operational Costs	R	R	*
VAT 15% (IF VAT VENDOR)	R	R	
Sub Total	R	R	
Total Salaries & Allowances	R	R	
Grand Total: Operational costs Salaries & Allowances	R	R	

IMPORTANT NOTICE: (EQUIPMENT TO BE USED)

Window cleaning to be done x1 (once)

Extended squeegee, extended ladders, scaffolding when necessary and if above 2metres full harness and safety gear, but limited to.

Deep Cleaning to be done x1 (once)

Buff machine, wet/dry vacuum cleaners for carpets, extended feather dusters, high pressure spray machines for outside areas, but not limited to.

1F PRICING SCHEDULE

SIMON'S TOWN MAGISTRATE COURT

- NB: 1. THIS SECTION MUST BE COMPLETED IN FULL AND IS TO BE SUBMITTED TOGETHER WITH THE BID.
 - 2. FAILURE TO COMPLETE THIS SECTION IN FULL WILL RESULT IN DISQUALIFICATION FROM THE BIDDING PROCESS.
 - 3. 3 CLEANER SHOULD BE APPOINTED FOR SIMON'S TOWN MAGISTRATE COURT.

SALARIES AND WAGES: BIDDER'S OWN PERSONNEL / MONTHLY

POSITION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATE PER MONTH	BIDDERS AMOUNT PER 3 MONTHS
Cleaner	@ R27.97 per hour	3	R .	R
Annual Bonus (Cleaner)	4.33 weeks of monthly salary÷ 12 months	3	R	R

Department of Public Works

Page 33

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POSITION	LEGISLATIVE RATES	QTY	LEGISLATIVE RATE PER MONTH	BIDDERS AMOUNT PER 3 MONTHS
UIF (Cleaner)	1% of basic monthly Salary	3	R	R
Compensation for Occupational Injuries & Disease Act (C.O.I.D.A) (Cleaner)	1.6% of total monthly salary/wage	3	R	R
Skills Development Levy (S.D.L.) (Cleaner)	1% of monthly Salary/wage	3	R	R
Provident Fund (Cleaner)	5.25% of basic monthly salary/wages	3	R	R
Annual Leave (Cleaner)	A weaks of monthly		R	R
Sick Leave (Cleaner)	12 days per Annum ÷ 12 months	3	R	R
Family Responsibility Leave (Cleaner)	5 days per annum ÷12 months	3	R	R
Total Salaries and Allowances	3 Cleaners		R	R

OPERATIONAL COSTS	QTY	COSTS PER MONTH Excl VAT	TOTAL AMOUNT (3 MONTHS) Excl VAT
Transport Costs		R	R
Cleaning Material		R	R
Consumables: Toilet Paper Hand Paper Towel		R	R
Window Cleaning: NB: All equipment to be used must be included for internal & external	1	R	R

Department of Public Works

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Deep Cleaning: NB: All equipment to be used must be included	1	R	R	***************************************
Profit (This amount includes hiring of any cleaning machinery required)		R	R	
Total Operational Costs		R	R	
VAT 15% (IF VAT VENDOR)		R	R	
Sub Total		R	R	
Total Salaries & Allowances		R	R	
Grand Total: Operational costs Salaries & Allowances		R	R	

IMPORTANT NOTICE: (EQUIPMENT TO BE USED)

Window cleaning to be done x1 (once)

Extended squeegee, extended ladders, scaffolding when necessary and if above 2metres full harness and safety gear, but limited to.

Deep Cleaning to be done x1 (once)

Buff machine, wet/dry vacuum cleaners for carpets, extended feather dusters, high pressure spray machines for outside areas, but not limited to.

SCHEDULE C (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 SHALL BE CARIED OVER TO THE BID FORM WHICH MUST BE RETURNED TOGETHER WITH THIS DOCUMENT
 - 2. THE VALIDITY PERIOD IS 30 CALENDER DAYS FROM THE CLOSING HOUR AND DATE OF THE BID

BUILDING	PAGE NO.	AMOUNT
ATHLONE MAGISTRATE COURT	22-24	R
BHORAT CENTRE	25-26	R
FEZEKA COMMUNITY COURT	27-28	R
MUIZENBURG PERIODICAL COURT	29-30	R

Department of Public Works

Page 35

Any reference to the word "contractor" herein or in any other documentation shall be construed to have the same meaning as the word "supplier".

PHILIPPI MAGISTRATE COURT	31-32	R
SIMON'S TOWN MAGISTRATE COURT	33-34	R
TOTAL: (To be carried forward to the Invitation to Bid Form PA-32)	****	R

- **GRAND TOTAL OFFER TO BE CARRIED OVER TO THE PA32**
- FAILURE TO TRANSFER GRAND TOTAL OFFER FROM PRICING SCHEDULE (SCHEDULE C) TO PA32 WILL **RESULT TO ELIMINATION**