



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

Private Bag X54315, Durban, 4000, Tel (031) 314 7000
Corner of West and Aliwal Streets, Durban

**From: NATIONAL DEPARTMENT OF PUBLIC WORKS
Tel: (031) 314 7003**

**Enquiries: Jabulani Mkhize / Gugulethu Mbongwa Ref: DBNQ24/01/38
Email: jabulani.mkhize@dpw.gov.za / Email: gugulethu.mbongwa@dpw.gov.za**

ERRATUM NOTICE FOR : DBNQ24/01/38 That was erroneously advertised on the Departmental website on the 18/01/2024 without Bill Of Quantities (BOQ)

**DBNQ24/01/38 – JUSTICE: RICHARDS BAY MAGISTRATES COURT:
PROVISION OF CLEANING AND HYGIENE SERVICES FOR A PERIOD OF 16
MONTHS**

TENDERERS ARE NOTIFIED THAT DBNQ24/01/38 WAS ERROUNOUSLY ADVERTISED ON THE DEPARTMENTAL WEBSITE ON THE 18/01/2024 WITHOUT BILL OF QUANTITIES (BOQ).

CLOSING DATE IS STILL THE 22/01/2024 AT 11AM.

**TENDERERS TO TAKE NOTE OF BILL OF QUANTITIES (BOQ)
ON THE WEBSITE**

ORIGINAL ADVERT DATE: 18/01/2024

ERRATUM NOTICE DATE : 19/01/2024


Supply Chain Management
For: REGIONAL MANAGER

19/1/2024

Lefapha la Ditiro tsa Setshaba Department of Public Works Lefapha la Mesebetsi ya Setjhaba Kgoro ya Mešomo ya Setshaba Ndzawulo ya Mintirho ya Vaaki LiTiko leTemisebenti yaHulumende Yemphakatsi lSebe leMisebenzi yotuNtu UmNyango wezemiSebenzi yomPhakathi uMnyango Wemisebenzi Yomphakathi eMiphakattini Muhasho wa Mishumo ya Tshitshavha Departement van Openbare Werke



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

TENDER DBNQ23

RETURNABLE DOCUMENTS

AND

TERMS OF REFERENCE

FOR THE

APPOINTMENT OF A SERVICE PROVIDER

FOR THE

RENDERING

OF

CLEANING SERVICES

AT THE

DEPARTMENT OF JUSTICE OFFICE (RICHARDS BAY)

IN THE

KWAZULU NATAL

FOR A

PERIOD OF 16 MONTHS

APPOINTMENT OF A SERVICE PROVIDER FOR THE RENDERING OF CONTRACT CLEANING SERVICES AT THE DEPARTMENT OF JUSTICE OFFICES FOR A PERIOD OF 16 MONTHS

1. INTRODUCTION

The Department of Public Works (DPW) invites bids for the provision of contract cleaning services at specified premises occupied by, or under the control of, the Department of Justice and Constitutional Development.

2. DURATION OF CONTRACT

The contract will endure for a period of Eighteen (16) months calculated from the date of acceptance of the bid offer made by the successful bidder.

3. SUBMISSION REQUIREMENTS

3.1 Bidders must be registered with the Bargaining Council for the Contract Cleaning Services Industry (BCCI) in KZN.

3.2 Bidders must be registered on (CSD) Central Supplier Database NB: ensure the overall Tax status is *compliant*

3.3 Bidders must comply strictly with the Basic Conditions of Employment Act (BCEA), Act 75 of 1997, as amended and any applicable sectoral determination in regard to salaries and wages on contract cleaning services.

4. CONTRACTUAL ASPECTS

4.1 The terms of this specification and all contracts emanating therefrom will be subject to the General Conditions of Contract issued in accordance with Chapter 16A of the Treasury Regulations published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999).

4.2 Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract shall prevail.

4.3 The bid document, together with the specifications contained in this document, shall constitute part of the Contract.

4.4 Bidders shall not perform any work or render any services in terms of the Contract unless in receipt of a written instruction to this effect by the Department.

4.5 The successful bidder 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.

5. WORK SCHEDULE

- 5.1 The official working hours for this contract, will be from 07:00 to 15:30, Monday to Friday. Lunch break between 12:00 to 13:00 will be permitted.
- 5.2 The service required in terms of this bid will be for week days only, therefore, not required on weekends or public holidays. Absence from work must be managed internally by the successful bidder and not hamper service delivery.

6. MINIMUM REQUIREMENTS

- 6.1 Bidders need to take account of the cleaning standards and norms as per **Schedule A** which must be applied during the course of the services.
- 6.2 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. Bidders must clearly state if a deviation from these requirements are offered 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. Answering questions or supplying detail by referring to other sections will not be accepted. Should bidders fail to indicate compliance to the requirements, DPW will assume that the bidder is not in compliance or agreement with the statement(s) as specified in the bid and the bid will be eliminated from further evaluation.

7. NATURE AND SCOPE OF SERVICES TO BE RENDERED

- 7.1 The Scope of work is as per **Schedule B** which is mandatory tasks and associated deliverables in normal working hours.

8. EVALUATION METHODOLOGY

- 8.1 Only qualifying bids are evaluated in terms of the 80/20 preference points system, where the 80 points will be used for price and the 20 points are awarded to the bidder for attaining B-BBEE status level contributor.

9. PRICING

- 9.1 Bidders must submit details regarding the bid price for the services on the Pricing **Schedule C** which must be submitted together with the bid documents.
- 9.2 The prices quoted must be firm for the duration of the contract and it is expected that bidders will cover the risk of price increases in the composition of the pricing structure.

9.3 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.

9.4 Bidders' attention is drawn to **Schedule D** to assist them in compiling their bid price. The items listed in the schedule are not exhausted and bidders must allow for any or all other requirements in order to effect the necessary cleaning services.

10. SPECIFICATIONS & STANDARDS

10.1 Unless otherwise specified, the products to be utilised under this contract must comply with the relevant standards of the South African Bureau of Standards (SABS).

10.2 Bidders must complete and submit **Schedule E** to indicate what type of products they intend to use under this contract.

10.3 The Department may request samples of the products, which must be provided within seven (7) days upon request.

11. ORDERS

11.1 This specification and other submitted bid documents and the signed Offer and Acceptance will constitute the Contract between the successful bidder and the Department.

11.2 An Official Order will be issued to the successful bidder indicating the period of the Agreement (16 months).

12. PAYMENTS

12.1 Payment will be made monthly on submission of an **Original Invoice** for the services rendered and delivery notes.

12.2 Invoices and delivery notes must be placed in a sealed envelope addressed to **The Department of Public Works** and deposited in the invoice boxes provided on the ground floor Public Works Building Corner Aliwal (**Samora Machel**) and West Street (**Dr Prixley Ka Seme**).

12.3 The original invoice must indicate / include the unique number for which month's payment is claimed, and must reflect the Order Number, contractor's banking details, full company name, SARS Income Tax Number, VAT Number (where vendor is registered) and signature of the contractor.

12.4 The original invoice must be submitted at the beginning of the first week of each month.

- 12.5 Payment shall be made by bank transfer into the successful bidder's bank account within 30 days after receipt of an acceptable, original and valid tax invoice.
- 12.6 The successful bidder shall be responsible for accounting to the appropriate authorities for its income tax, VAT, or other moneys required to be paid in terms of the applicable law.

13. DISCLAIMER

Bidders must make and rely on their own investigations and satisfy themselves as to the correctness of any and all aspects of the bid. The Department will not be liable for any incorrect or potentially misleading information in relation to any part of this document and any accompanying bid documents.

14. ABSENCE OF OBLIGATION

No legal or other obligation shall arise between bidders and the Department unless and until the formal appointment documentation has been signed. 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.

15. DEFAULT / BREACH OF CONTRACT AND CANCELLATION OF THE CONTRACT

- 15.1 In the event that the Department fails to pay the Contractor without valid reason, for 30 days, the contractor may cancel the contract by giving the Department one (1) month written notice of such cancellation.
- 15.2 In case where the successful bidder fails to commence with the contracted work/service within seven (7) days of receiving an official notification the Department may cancel the contract.
- 15.3 The Department reserves the right to terminate the contract in the event of the contractor failing to comply with applicable statutory obligations.
- 15.4 The Department reserves the right to terminate the contract in the event of persistent and unresolved complaints regarding poor service delivery from the user Departments.
- 15.5 Notwithstanding any other provision contained herein the Department shall be entitled to terminate this contract in the event of at least three written notifications during the currency of this contract having been furnished to the contractor requiring the latter to remedy his / her default.
- 15.6 For purposes of this contract a "written notification" shall include a notification transmitted by e-mail or facsimile.

16. PROVISION OF MATERIALS AND EQUIPMENT

The contractor will be responsible for the provision of all materials and equipment that may be required to ensure efficient service. In this regard the contractor will ensure he/she has equipment in stock to see that there is no interruption in the service.

LIST OF EQUIPMENT NEEDED ON SITE

- **Wringer bucket X 2**
- **Industrial floor polisher X1**
- **Caution signs (wet floor) X 2**
- **20m Extension cord X 1**
- **Window squeegees (Long and Short) X 4**

All equipment must be clean and in a fully functional and safe condition at all times. Comply with all applicable regulations. Maintenance of the equipment is the contractor's responsibility.

All equipment shall be supplied by and shall remain the property of the Contractor, unless otherwise specified.

The Contractor will ensure that there will be no break in the service.

17. OTHER

Inquiries can be directed as follows:

Bid Enquiries :
Tel: (031) 314 7003

Specification Enquiries : Mr J Mkhize
Tel: (031) 314 7096

SCHEDULE A

CLEANING STANDARDS AND NORMS

#	REQUIREMENTS	COMPLY		
		YES	NO	IF "NO", INDICATE DEVIATIONS
1.	Cleaning Detergents <ul style="list-style-type: none">○ Ammoniated liquid detergent cleaners shall comply with SABS 1225○ Acidic water bowl cleaner in powder or granule form shall comply with SABS 1256○ Liquid acidic cleaner for sanitary			

	ware shall comply with SABS 1257			
2.	<p>Disinfections</p> <ul style="list-style-type: none"> ○ Disinfectant liquids of the coal tar type shall comply with SABS 47 ○ Disinfectant containing stabilised chlorine shall comply with SABS 643 ○ Detergent disinfectants based on stabilised inorganic chlorine compound shall comply with SABS 1032 ○ Disinfectants used for automatic dispensers to toilets and urinals shall comply with CKS 459 			
3.	<p>Polish</p> <ul style="list-style-type: none"> ○ The Bidder will be advised by DPW representative which furniture to be polished 			
4.	<p>Finishers (Walls & Floors)</p> <ul style="list-style-type: none"> ○ Vinyl tiles, flooring shall be cleaned in accordance with SABS 1224 ○ Floor sealer for vinyl flooring will comply with SABS 1042 applied in accordance with the manufacturer's instructions ○ Ceramic tiles must be cleaned with normal tile cleaner ○ Wipe and strip wooden wall finishes with approved detergent complying with SABS 525 ○ Tile surfaces are to be cleaned with approved detergent complying with SABS 525 ○ All cleaning and maintenance of floor shall be carried out in accordance with SABS Code 0170 ○ Screed floor tiles to be cleaned with approved detergent complying with SABS 525 ○ Laminated floor covering to be cleaned with approved detergent complying with SABS 525 			
5.	<p>Carpets</p> <ul style="list-style-type: none"> ○ All carpets must be vacuumed, cleaned daily with industrial standard equipment 			
6.	<p>Dusting, Wiping, Clean, etc.</p> <ul style="list-style-type: none"> ○ Wipe all surfaces areas with a 			

	<ul style="list-style-type: none"> ○ clean damp cloth ○ All ornaments, window sills needs to be dusted ○ Turnstiles to be cleaned and polished ○ Non-slip polish to be used on all surfaces 			
7.	Overall Requirements			
	<ul style="list-style-type: none"> ○ Provide adequate vacuum cleaners, brooms, mops, dusters, cloths, detergents and cleaning trolleys 			
	<ul style="list-style-type: none"> ○ Attached list of proposed equipment to be used 			
	<ul style="list-style-type: none"> ○ Attached Organogram indicating the proposed team for this contract 			
8.	Personnel Requirement			
	<ul style="list-style-type: none"> ○ Conduct business in a courteous and professional manner 			
	<ul style="list-style-type: none"> ○ Ensure that all personnel working under this contract are in good health and pose no risk to any DPW employees 			
	<ul style="list-style-type: none"> ○ Provide all personnel working under this contract with uniforms, which state the name of the Service Provider and that can be clearly identified 			
	<ul style="list-style-type: none"> ○ Ensure that all personnel under this contract are adequately trained prior to the commencement of the contract 			
	<ul style="list-style-type: none"> ○ Ensure that replacement staff is available should the need arise 			
	<ul style="list-style-type: none"> ○ Ensure that DPW is informed of any removal and replacement of personnel 			
	<ul style="list-style-type: none"> ○ All personnel must be SA Citizens and DPW reserves the right to validate citizenship 			
9.	General Conditions			
	<ul style="list-style-type: none"> ○ Equipment brought onto or used on site will be in compliance with the Occupational Health and Safety Act and any Regulations promulgated in terms of this Act and the standard instructions of DPW 			
	<ul style="list-style-type: none"> ○ Provide all personnel working under this contract with adequate Personnel Protective Equipment (PPE) and clothing and to ensure these items are worn at all times 			
	<ul style="list-style-type: none"> ○ Comply with the relevant employment legislation and 			

	applicable bargaining council agreements, including UIF, PAYE, etc.			
	o DPW will not accept responsibility for any damages suffered by the Service Provider or their personnel for the duration of the contract			
	o DPW will not accept responsibility for accounts / expenses incurred by the Service Provider that was not agreed upon by the contracting parties			
	o All broken / damaged items such as toilet seats, taps, etc. must be reported to the Court Manager for urgent attention o All cleaning equipment such as brooms, mops, cloths must be cleaned with an applicable disinfectant on a daily basis			

**SCHEDULE B
SCOPE OF WORK**

DESCRIPTION	FREQUENCY
OFFICES, WATING AREAS, BOARDROOMS, CUBICLES, COURT ROOMS, ETC.	
Furniture:	
o Wipe work stations and filing cabinets	Daily
o Clean / dust chairs	Weekly
o Wipe and dust Boardroom tables	Daily
o Vacuum upholstered chairs	Weekly
Internal Glassed:	
o Wipe glazed doors, including handles and frames	Daily
o Wipe glazed windows, including frames	Daily
Carpet Floor Covering:	
o Vacuum	Daily

○ Spot clean marks	Daily
○ Deep cleaning carpets	Twice per Annum
○ Deep cleaning of high traffic areas	As and when required
Wall Cleaning:	
○ Clean internal walls	Adhoc
○ Passage walls	Adhoc
Floor Cleaning:	
○ Broom sweep and wash floor tiles	Daily
Telephones	
○ Dust and damp-wipe telephones, including cables, etc.	Weekly
Curtains & Blinds:	
○ Wipe and dust blinds	Weekly
○ Vacuum curtains	Weekly
Plants:	
○ Water plants	Weekly
○ Clean artificial plants and plant containers	Weekly
Wipe / clean light switches, door handles and air condition diffuses	Weekly
Dust / wipe / clean office automation (fax machines, photocopiers, etc.)	Weekly
Dust / wipe / clean computers	Daily
HALL AND TELLER'S COUNTERS	
Floor / wooden tiles:	
○ Broom sweep and wash tiles	Daily
○ Machine scrub	Monthly
○ Strip tiles	Monthly
Dust / wipe / clean office automation (fax machines, photocopiers, etc.)	Weekly
Dust / wipe / clean computers	Daily
Wipe / clean security glass at teller's counters	Daily
Wipe / clean security entrance cubicle glass, doors and handles	Daily
Wipe down walls, doors, vending machines, public telephone booths and furniture	Daily
Wipe / clean light fittings, light switches, pictures and mirrors	Daily

Dust / wipe / clean reception and security furniture	Daily
Dust / wipe / clean access control equipment (e.g. x-ray machines and metal detectors)	Daily
Empty, clean and disinfect waste bins	Daily
Clean artificial plants and plant containers (if applicable)	Weekly
Water plants (if applicable)	Weekly
Dust / wipe blinds and vacuum curtains (if applicable)	Weekly
Wipe / clean directory boards	Weekly
KITCHEN	
Replenish hand towels	Daily
Floor / wooden tiles:	
o Broom sweep and wash tiles	Daily
o Machine scrub	Monthly
o Strip tiles	Monthly
Wipe / clean and disinfect appliances	Daily
Wipe down / clean and disinfect inside cupboard and doors	Daily
Wipe / clean and disinfect kitchen zinc	Daily
Wipe / clean and disinfect kitchen utensils, cutlery and crockery	Daily
LIFTS	
Broom sweep floor	Daily
Wipe all Mirrors	Daily
Wash and clean floor	Daily
Damp-Wipe control panel and all vertical surfaces	Daily
ENTRANCE HALL	
Floor / wooden tiles:	
o Broom sweep and wash tiles	Daily
o Machine scrub	Monthly
o Strip tiles	Monthly
Wipe down walls, doors, vending machines, public telephone booths and furniture	Daily
Wipe / clean light fittings, light switches, pictures and mirrors	Daily
Dust / wipe / clean reception furniture	Daily

Dust / wipe / clean access control equipment (e.g. x-ray machines and metal detectors)	Daily
Empty, clean and disinfect waste bins	Daily
Clean artificial plants and plant containers (if applicable)	Weekly
Water plants (if applicable)	Weekly
Vacuum carpets (if applicable)	Daily
Dust / wipe blinds and vacuum curtains (if applicable)	Weekly
ABLUTION FACILITIES	
○ Clean and was all urinals, wash hand basins and water closets	Daily
○ Wipe all Mirrors	Daily
○ Clean down and wipe all toilet doors	Daily
○ Replenish soap dispensers	Continuously
○ Place toilet rolls in dispensers	Continuously
○ Refill automated air fresheners (if applicable)	Daily
○ Replenish hand towels	Continuously
○ Empty SHE bins	Weekly
Floor Tiles:	
○ Broom sweep and wash floor tiles	Daily
○ Machine scrub	Monthly
○ Strip tiles	Monthly
Wall tiles splash backs:	
○ Wash tiles	Daily
COORIDORS / PASSAGES	
Floor Tiles:	
○ Broom sweep and wash floor tiles	Daily
○ Machine scrub	Monthly
○ Strip tiles	Monthly
○ Polish floors	Monthly
Dust / wipe / clean furniture, walls, doors, handles, cupboard doors, vending machines, public telephone booths, counter tops	Daily
Polish public benches	Weekly
Clean artificial plants and plant containers (if applicable)	Weekly

Water plants (if applicable)	Weekly
STORE ROOM	
Broom sweep, wash floors and vacuum	Daily
WASTE DISPOSAL	
Clean and empty all waste bins and receptacles	Daily
Wash all waste bins and receptacles	Weekly
WINDOWS	
Dust / clean / wash window sills	Daily
Cleaning of windows (internal and external)	Quarterly
Cleaning inter-office windows	Weekly
Removal of all bird droppings on windows	Weekly
CELLS AND HOLDING AREAS	
Broom sweep floors	Daily
Wash and disinfect walls and doors	Weekly
Empty, clean and disinfect waste bins	Daily
Deep cleaning holding areas and cells	Monthly
Deep cleaning of toilets	Monthly
Clean and disinfect toilet bowls and urinals	Daily
Remove graffiti marks	As and when required
Dust / clean metal bars	Daily
DEEP CLEANING TOILETS	
Cleaning toilets by spray	Monthly
PEST CONTROL	
Ants (Spray)	Every after three months
Cockroaches (Spray)	Every after three months
Rats (Pallets)	Every after three months
GROUNDS UPKEEP	
Dispose of all litter	Daily
Broom sweep yard	Weekly

Hose wash hard standing	Twice Monthly
REFUSE AREA / ROOM	
Broom sweep, clean, wash and disinfect refuse room / area	Weekly
Ensure refuse bins is ready for pick up by Municipality / removal company	Weekly
Clean, Wash and disinfect drains	Daily
Wipe down, clean and disinfect walls	Weekly
Wash and disinfect refuse bins	Weekly
BASEMENT AREA (If applicable)	
Broom sweep floors	Weekly
FIRE ESCAPE STAIRS (If applicable)	
Broom sweep floors	Weekly
GENERAL (ALL AREAS)	
Damp-wipe signage (of various sizes)	Weekly
Dust picture frames (of various sizes)	Twice Weekly
Spot clean finger marks from paintwork and light switches	Daily
Vacuum blinds	Monthly
Wipe and clean finger, water, coffee marks, etc. on all surfaces	Daily
Clean hand rails	Weekly
Clean and polish all upright metal fittings	Weekly
Wipe all internal doors	Weekly
Wipe all metal and timber shelves	Monthly
Dust light fittings	Twice Monthly
Wash / clean external entrance façade and pillars	Monthly
Wipe / clean external notice boards	Weekly
Remove graffiti marks	As and when required
	Weekly

SCHEDULE C (PART 1)

PRICING SCHEDULE

RICHARDS BAY 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 WILL RESULT IN DISQUALIFICATION FROM THE BIDDING PROCESS
3. FAILURE TO COMPLY WITH DEPT OF LABOUR/BCCCI WAGES RATES INCLUSIVE OF ALLOWANCES FOR EMPLOYEES IN THIS SECTION WILL RESULT IN DISQUALIFICATION DURING THE BIDDING PROCESS

1. SALARIES AND WAGES: BIDDER'S OWN PERSONNEL / MONTHLY

a. This below rates includes the following:

- Actual monthly wage, Uif, Provident fund, Coida, Annual bonus, Absent, sick, maternity, Family resp leave, Uniforms/Overall, BCCCI levy, NCCA, Severance Pay, Annual Leave & Service SETA 23.

POSITION	SALARIES / WAGES			
	LEGISLATIVE RATES	MONTHLY WAGE	NO. OF WORKERS	TOTAL FOR MONTHLY SALARY
General worker: 01/02/2024 – 28/02/2024 Actual Wage rate				
UIF @ 1% of monthly wage				
COIDA @ 0.83% of monthly wage				
Pro-rata bonus paid on the month of December @ 3%				
Absent, sick, maternity, Family resp. leave @ 7% of monthly basic wage				
Uniforms/Overall: You are required in terms of Main Agreement to provide serviceable condition & free of charge any PPE.				
Bargaining Council Levy The cleaner also pays an equal amount but it deducted from monthly wage @ 0.05%				
NCCA: The monthly levy is R 2.00 per employee				
<i>Total monthly salary inclusive of allowances</i>			<i>02 workers</i>	<i>R</i>
Total for 01 month salaries inclusive of allowances			02 workers	R

General worker: 01/03/2024 – 28/02/2025 Actual Wage rate Actual Wage rate	R	per hour	R	02	R
UIF @ 1% of monthly wage	R		R		R
Provident Fund @ 6% of monthly wage					
COIDA @ 0.83% of monthly wage					
Annual bonus paid on the month of December @ 3%					
Absent, sick, maternity, Family resp. leave @ 7% of monthly basic wage					
Uniforms/Overall: You are required in terms of Main Agreement to provide serviceable condition & free of charge any PPE.					
Bargaining Council Levy The cleaner also pays an equal amount but it deducted from monthly wage @ 0.05%					
NCCA: The monthly levy is R 2.00 per employee					
Severance Pay: However the employer must pay the employee on the expiry of the contract one week's remuneration for each completed year service @ 1.92%					
Annual Leave: The employer to pay 21 consecutive days annual leave, which equates to 15 working days					
Service SETA 23: If you are registered with SARS i.e an employer & annual turnover is in R 6 000 000 per year or payroll in excess of R 500 000 per year then you required to pay to SARS a 1% monthly levy					
<i>Total monthly salary inclusive of allowances</i>				02 workers	R
<i>Total for 12 months salaries inclusive of allowances</i>				02 workers	R
General worker 01/03/2025 – 31/03/2025 Actual Wage rate	R	per hour			
UIF @ 1% of monthly wage					
Provident Fund @ 6% of monthly wage					
COIDA @ 0.83% of monthly wage					
Absent, sick, maternity, Family resp. leave @ 7% of monthly basic wage					
Bargaining Council Levy The cleaner also pays an equal amount but it deducted from monthly wage @ 0.05%					

NCCA: The monthly levy is R 2.00 per employee				
Total Monthly Salary inclusive of allowances		02 workers	R	
Total for 03 months salaries inclusive of allowances		02 workers	R	
03 Labour(s) salaries inclusive of allowance for a period of 16 months			R	

2. MONTHLY CONSUMABLES AND CHEMICALS

2. MONTHLY CONSUMABLES AND CHEMICALS

2.1 Monthly Cleaning Chemicals			
Description	Cost per item	Qty	Total monthly cost
Equivalent to Pink Soap/hand soap 5 Lt		02	
Equivalent to Germitol 5 Lt		02	
Equivalent to Sunlight liquid 5Lt		02	
Equivalent to Handy Andy 5 Lt		01	
Pine gel 5L		01	
Stripper 5 Lt		04	
Liquid Floor polish 5Lt		04	
Black Dip Equivalent to Jeyes Fluid 5 Lt		02	
Deo-block 5kg/ Sweet cherry 5lt		01	
Equivalent to Furniture Polish 5L		01	
Bleach equivalent to Jik 5Lt		01	
Carpet shampoo 5L		01	
Equivalent to Brasso 1Lt		01	

Total Cleaning Chemicals per month	R
Total Cleaning Chemicals for 16 months	R

2.2 Monthly Cleaning Consumables

Description	Cost per item	Qty	Total monthly cost
Toilet Paper (1 ply) 350 sheets of 48 Rolls		06 packs	
Paper Towel (box) Kim Dry		02 Boxes	
Refuse Bags (pack of 20's)		02 Rolls	
Steel wool 500g		01	
Kitchen sponges		01	
Yellow dusters (5 in a pack)		01	
Total Cleaning Consumables per month			R
Total Cleaning Consumables for 16 months			R

2.3 Consumables to be supplied on quartley basis: (every 03 months - 04 months)

NB: These are items that have a limited expectancy and that are normally discarded;

Description	Cost per item	Qty	Total quartely cost
Gloves Latex (10's)		01	
Mutton cloth 500g		01	
Banister brooms		02	
Swaps (pack of 05's)		01	
Soft Brooms		02	
Mops		04	
Dust pan with handles		02	
Feather dusters (long)		02	
Window cleaner 5L		01	

Machine pads : black/blue/red (box/pack)		04		
Total cost per quarter			R	
Total cost per quarter for 16 months			R	
2.4 Hygiene Services				
<i>Description</i>	<i>Frequency of servicing</i>	<i>Cost per item</i>	<i>Qty</i>	<i>Total monthly cost</i>
Chemicals for sanitary bins (Including hygienic bin liners, She bags and disinfectant chemical)	Once per week for each calendar month of contract		04 bins	
Air fresheners with batteries and Refills	Every month 10 min setting time and last 30 days		05	
Pee/ urinal mats	Every month		03	
Total hygiene service per month			R	
Total hygiene service for 16 months			R	
2.5 Equipment (ONCE-OFF)				
NB: This equipment must on site until the contract expires				
<i>Description</i>	<i>Cost per item</i>	<i>Qty</i>	<i>Total</i>	
Industrial floor polisher		01		
Double bucket mopping trolley		02		
Industrial wet & dry vacuum cleaner 80LT		01		
Extension on reel @ 20M		01		
Wet sign boards		02		
Total equipment for once off			R	

2.6 Summary Page		
(a) Total Cleaning Chemicals: 16 months		R
(b) Total Cleaning Consumables: 16 months		R
(c) Total quarterly: 16 months		R
(d) Total Hygiene services: 16 months		R
(e) Equipment (once-off)		R
Sub-Total A		R
Total for Labour: 16 months		R
Sub-Total B		R
Profit @ 20%		R
Overheads- (Sub-Total B)		R
Inflation @6% (Sub-Total A)		R
Safety Plan		R
VAT @ 15% (Sub-Total A)		R
Grand Total: 16 months <i>(Grand total to be forwarded on PA-32)</i>		R

NB: Overheads

Transport within 50km radius @ 282, 7 = R 141.35 per month x 16 months = R
+
Running cost of the business: Subtotal B @ 5% = R 103, 98 per month x 16 months
= R

SCHEDULE D

CHECKLIST FOR COMPILING BID PRICE

This schedule is inserted to assist bidders in compiling the bid price. The listed items are provided to indicate to the bidders what the minimum is that should be allowed for in the bid. The items as listed are not necessarily exhausted and bidders may add to the list as it suit their requirements. Bidders must therefore make allowance for any other items in their bid price in order to effect the necessary cleaning services.

The information provided is done in good faith by the Department. The Department does not accept any liability for the correctness thereof. All bidders must indicate compliance with the veracity of all information contained in the bid, conversances with the onsite conditions and that they have the capacity to fulfil the requirements of this bid.

In compiling the bid price, the bidders' attention is drawn to, but not limited to the items as listed below.

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

It must be borne in mind that the quantities must be for the duration of the contract.

CHECKLIST FOR COMPILING BID PRICE
<p>Labour Costs:</p> <ul style="list-style-type: none">○ Salary (One staff member per 650m² is considered average)○ UIF Pension / Provident Fund○ Supervisor○ Replacement for staff: Leave, sick leave, etc.) <p>Uniforms for Staff:</p> <ul style="list-style-type: none">○ ID Cards○ Shoes○ Overall –Dress (Ladies) and / or Suit (Men)
<p>Material (Chemicals / Consumables)</p> <p><u>Do not forget to make allowances for:</u></p> <p>Hand soap / liquid soap for soap dispensers; brasso; Handy Andy (or equal); deo block 100 gram round blocks; furniture polish – Mr Min (or equal); disinfectant pine / germitol / calpine; jeyes fluid, liquid bleach; liquid window cleaning detergent; graffiti remover; cement cleaner; mutton cloth; heavy duty black bags; red pads for polisher; black pads for polisher; floor sealer; floor stripper; penlight AA batteries, etc.</p>
<p>Equipment and Machinery:</p> <p><u>Do not forget to make allowances for:</u></p> <p>Polisher; scrubbing machine; 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</p> <p>NB: Has allowance been made for equipment / machinery?</p>
<p>Toilet Paper and hand Towels:</p> <p>A continued supply of toilet paper, hand towels and soap must be supplied to all ablution facilities.</p> <p>NB: Toilet paper: single ply, white only, 1st grade – 500 sheet, SABS code 174 – minimum requirement</p>
<p>Window Cleaning:</p> <p>Has allowance been made for internal and external cleaning of windows?</p>

SCHEDULE E

CLEANING MATERIALS LIST AND PRODUCT DATA SHEET

ITEM	PRODUCT NAME	CODE	SABS APPROVED (Y/N)	SUPPLIER NAME
Chemical Useable: /				
Equivalent to liquid floor polish				
Equivalent to Hand Soap / liquid for dispensers				
Equivalent to Brasso				
Equivalent to Handy Andy or of equal quality				
Deo blocks or of equal quality				
Equivalent to Furniture polish – Mr Min or of equal quality				
Equivalent to Disinfectant pine / germitol / calpine or of equal quality				
Equivalent to ship dip or of equal quality				
Equivalent to Liquid bleach				
Equivalent to Liquid window cleaning detergent				
Graffiti remover				
Cement cleaner				
Equivalent to Liquid soap				
Mutton Cloth				
Heavy duty black bags				
Red pads for polisher				
Black pads for polisher				
Floor sealer				

Floor stripper				
Drain / trap cleaner				
Sanitiser/disinfectant for gullies/gutters/channels				
General surface disinfectant/ cleaner				
Toilet Paper:				
Toilet paper (single ply, white only, 1 st grade – 500 sheet, code 174) – minimum requirement to be supplied				
Paper hand Towel:				
Paper Hand Towels (Kim-dry)				