

ZNB 0086 E/2022/2023 TO ZNB 0114 E/2022/2023: Provision of Cleaning, Sanitation and Hygiene Services to KwaZulu-Natal Department of Education for a period of thirty-six (36) months with an option to extend for twenty-four (24) months.

NO.	QUERY	RESPONSE
1.	I would like to you find out for the tender of cleaning you need a company registered with the bargain council of cleaning and what other certificate of cleaning do you require.	<p>Certificates required for the bid are listed as follows under the Special Terms and Conditions of the bid:</p> <p>CERTIFICATES OF COMPLIANCE It is mandatory for service providers to submit the following:</p> <ul style="list-style-type: none"> (i) Valid Certificate for Bargaining Council for Cleaning (ii) UIF, letter of good standing not older than 12 months from Department of Labour (iii) A letter of good standing for COIDA (Workmen’s Compensation Fund) from Department of Labour not older than 12 months (iv) Public Liability Insurance Cover or quotation not older than 3 months <p>Failure to submit any of the above will lead to disqualification.</p>
2.	I would like to enquire about ZNB0086E/2022/2023 to ZNB 0114 E/2022/2023 Is the above bids a provincial contract or can be quoted per district?	For ZNB 0086/2022/2023 to ZNB 0114/2022/2023 you can quote for a cluster or any selected clusters or for the whole bid. The pricing for each selected cluster must be fully completed (no items should be left out).
3.	Please I want know Mrs Makaula, if I am Calculating the price , The total price of the employees Multiple By the 12 months? and how many percentage can I add the second year and Third year.	<p>The price required for salaries is for 1 year and the monthly salary for a cleaner must therefore be multiplied by the total number of cleaners required and by 12 months to get the total for a year.</p> <p>The price calculated must be for the first year only. Prices for the 2nd and 3rd years are not required and will be calculated during the contract period based on CPI for overheads and sanitation equipment and the rates stipulated by the Bargaining Council for Cleaning for salaries.</p>

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4.	<p>1.What do you mean by rate , is it rate per hour or monthly salary 2.The schedule ask to calculate a price per year and they ask you to multiply by 12 months.</p>	<p>Please be advised that the rate required is per month. The price for a year is the rate per month multiplied by 12.</p>
5.	<p>As per the tender document , please see the below questions Do you require a copy of the tender submission, submitted with the original? 1. The document makes mention that we must include firm pricing for the first year. The Bargaining Council stipulates that the labour rate is R25,58 per hour at present. As of 1 March 2023 this will increase as per Bargaining Council regulations. The new rate per hour for 2023 has not been agreed upon. Will Department of Education allow us to increase the rate once this hourly wage rate has been promulgated? So, in other words, should we quote at the current labour rate and does point 9.8 of the tender document confirm that the Department of Education will accept a labour increase, once this is confirmed as at 1 March 2023?</p>	<p>An original tender document should be submitted. If it is a copy, signatures must be original. There is no need to submit both an original and a copy.</p> <p>Price are firm for the first year of the contract and price increases will be allowed for the 2nd and 3rd years. As stated under Clause 9.7 of the Special Terms and Conditions (page 35), prices for the 2nd and 3rd years will be guided by CPI for overheads and sanitation equipment and the rates stipulated by the Bargaining Council for Cleaning for salaries.</p>
6.	<p>Kindly assist with the following questions, on page 34 under the CERTIFICATE OF COMPLIANCE, there are mandatory documents which the service provider must submit, my question is we must submit this documents after you've been awarded the contract or they must be provided with the tender documents on submission on the closing date.</p> <p>And my second question is what if my company is registered by the Bargaining Council for cleaning and got</p>	<p>Please be advised that all certificates required for compliance have to be submitted together with the bid on or before the closing date of the bid. Failure to submit any of the required certificates listed under Clause 5 of the Special Terms and Conditions on page 34 will lead to disqualification.</p> <p>Compliance with COIDA has been made as a requirement on its own separate to compliance with the Bargaining Council for this bid. Compliance with this is essential and non-compliance will lead to disqualification.</p>

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	<p>certificate but not registered with COIDA (WORKMENS COMPENSATION FUND) reason being that Department of Labor don't issue Letter of Good standing if you're not awarded the contract, you only registered by Department of Labor provided you've been awarded the contracts and you have employees at hand.</p> <p>Since we're registered with the Bargain Council for Cleaning can we submit our Bargain Council Certificate instead of LETTER OF GOOD STANDING as we believe it's serve the same purpose.</p>	
7.	<p>So, if you require firm prices, I need to know what the estimated start date of the tender is, so that I can incorporate the estimated bargaining council increase</p>	<p>The estimated start date of the contract is not known. You are required to utilize the current bargaining council rates.</p>
8.	<p>What are the hours and days that the cleaners work – Monday-Friday 07h00-16h00? Please can this be confirmed</p>	<p>The working hours for cleaners is 8 hours per day 7am to 3pm or 8am to 4pm), Monday to Friday.</p>
9.	<p>On page 53 table 1.2 Salaries it says total for 1 month but pg 120 of a similar requirement says Rate per month, kindly help me understand what is required on pg 120 table 24.2 Salaries.</p>	<p>Please be advised that “Rate per Month” is the same as “Total for 1 Month” and both refer to the total salaries for all required cleaners for 1 month.</p>
10	<p>I hereby wish to enquire about the contract duration of the above-subjected Bid number, The Bid description state that " Provision of Cleaning, Sanitation and Hygiene for the period of Thirty-Six Months but on the Pricing Schedule provided the grand total appears as for 12 Months, may you please clarify on that</p>	<p>The contract period for the bid is 36 months with an option to extend for 24 months as per the bid description and Clause 1 of the Special Conditions of Contract (page 33).</p> <p>The pricing required is for 12 months. The prices for the 2nd and 3rd year will be subject to price increases and are not included or required for the bid.</p>
11.	<p>I would like to know the list of documents submitted along with my tender documents.</p>	<p>Please be advised that there is no cost attached to the documents. You can download and print the document at your own cost.</p>

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	I have not submitted because of the cost of the documents.	<p>It is mandatory for service providers to submit the following compliance documents together with the bid:</p> <ul style="list-style-type: none"> (i) Valid Certificate for Bargaining Council for Cleaning (ii) UIF, letter of good standing not older than 12 months from Department of Labour (iii) A letter of good standing for COIDA (Workmen’s Compensation Fund) from Department of Labour not older than 12 months (iv) Public Liability Insurance Cover or quotation not older than 3 months <p>Failure to submit any of the above will lead to disqualification.</p>
12.	I wanted to find out if a separate bid document must be submitted for each cluster to be bid for or if one document can be submitted for all clusters to be bid for?	Please submit one bid document for all clusters that you are bidding for. You may bid for 1 cluster or any number of selected clusters or all clusters.
13.	<p>Kindly assist us with the estimates on the following:</p> <ul style="list-style-type: none"> • TOILET PAPER ROLLS on the 3-tier toilet roll holder per DAY • Quantities of the Hygiene Equipment Dispensers <p>The information called for would enable us to complete Tables 24.4 and 25.5 respectively.</p>	<p>Please be advised that the estimate for toilet rolls is unknown. The number of offices and toilets (seats) is provided so as to give bidders an idea of the number of people utilizing the toilets.</p> <p>Quantities for hygiene equipment / sanitation equipment are not provided as these will be bought as and when required, hence unit prices are required.</p>
14.	I would like to inquire if the cleaning certificate is mandatory on this bid, I will also request if there is any addendum patterning this bid, to be emailed on this address.	<p>The certificate for cleaning issued by the Bargaining Council for Cleaning is mandatory for this bid.</p> <p>An addendum regarding working hours will be uploaded tomorrow morning.</p> <p>The working hours for cleaners are 8 hours per day, week days from Monday to Friday.</p>

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15.	Kindly please send me quotation document for the invite of quotation document ZNB0086E/2022/2023 to 0114E/2022/2023.	The bid document is available for downloading and printing on the departmental website, www.kzneducation.gov.za . Select Circulars under the tabs, then Tenders.