



Invitation to Tender - ZNB 0086E/2022/2023 to ZNB 0114E/2022/2023

KwaZulu-Natal Department of Education

Suitable and capable service providers are invited to bid for:

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

The Department reserves the right to **cancel the bid**.

Briefing Session: There will be no briefing session

Prequalifying Criteria:

- i) Level 1 BBBEE; and
- ii) EME or QSE.

Queries relating to this bid document may be addressed to **Ms Nozizwe Makaula / Mr Fusi Radebe**
e-mail: nozizwe.makaula@kzndoe.gov.za / fusi.radebe@kzndoe.gov.za by 08 July 2022.

Closing of Bid:

The closing time for receipt of Tenders is **11h00 on 20 July 2022**. Telegraphic, telephonic, telex, facsimile, e-mail and late Tender Proposals will not be accepted. Bids must be deposited in the bid box specified below. Bids deposited in any other bid box and address will not be accepted.

Bid Box

228 Pietermaritzburg Street (Ex-NED Building)
Pietermaritzburg
3201

KWAZULU-NATAL PROVINCIAL GOVERNMENT BIDDING FORMS

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Definitions

1. **“Acceptance bid”** means any bid which, in all respects, complies with the specifications and conditions of bid as set out in the bid document under bid numbers **ZNB 0086 E/2021/2022 to ZNB 0114E/2021/2022**
2. **“Bid”** means a written offer in a prescribed or stipulated form in response to the invitation by the Department for the provision of goods, works or services under bid numbers **ZNB 0086E/2021/2022 to ZNB 0114E/2021/2022.**
3. **“Comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration.
4. **“Consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract.
5. **“Contract”** means the agreement that results from the acceptance of the bid by the Department.
6. **“Control”** means the possession by a person, of a permanent authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of appropriate managerial authority and power in determining the policies and directing the operations of the business.
7. **“Co-operatives”** means an autonomous association of persons united voluntarily to meet their common economic and social needs and aspirations, through a jointly owned and democratically controlled enterprise organized and operated on co-operative principles.
8. **“Department”** means the Department of Education within the KwaZulu-Natal Provincial Administration and listed in the first column of schedule 2 of the public Service Act, 1994 (Proclamation No. 103 of 1994).
9. **“Disability”** means, in respect of a person, permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.
10. **“Equity Ownership”** means the percentage ownership and control, exercised by individuals within an enterprise.
11. **“Historically Disadvantaged Individual (HDI)”** means a South African citizen,
 - I) Who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No. 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act no. 200 of 1993) (“the interim Constitution”); and/or
 - II) who is a female; and/or
 - III) who has a disability: Provided that a person, who obtained South African citizenship on or after the coming to effect of the interim Constitution, is deemed not to be a HDI.
10. **“Management”** means an activity inclusive of control and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director.
11. **“Owned”** means having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination of the substance, rather than the form of ownership arrangements.

12. **“Person”** includes reference to a juristic person.
13. **“Province”** means the procuring Department, incorporating the KwaZulu-Natal Provincial Legislature.
14. **“Rand value”** means the total estimated value of a contract in rand denomination that is calculated at the time of bid invitations and includes all applicable taxes and excise duties.
15. **“Small Medium and Micro Enterprises (SMME’s)”** bears the same meaning assigned to this expression in the National Small Business Act, 1996 (No 102 of 1996).
16. **“Specific Contract Participation Goals”** means the goals as stipulated in the Preferential Procurement Regulations of 2001.
17. **“Sub-contracting”** means the primary contractor’s assigning or leasing or making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
18. **“Youth”** mean all persons between the ages 18 to 35.

CHECK LIST FOR BIDDER

STANDARD BID DOCUMENTATION:

PART A	INVITATION TO BID (SBD 1)	YES	NO
PART B	TERMS AND CONDITIONS FOR BIDDING (SBD 1)	YES	NO
SECTION A	SPECIAL INSTRUCTIONS REGARDING COMPLETION OF BID	YES	NO
SECTION B	REGISTRATION ON CENTRAL SUPPLIERS DATABASE	YES	NO
SECTION C	DECLARATION THAT INFORMATION ON CENTRAL SUPPLIERS	YES	NO
SECTION D	OFFICIAL BRIEFING SESSION FORM	N/A	
SECTION E	PRICING SCHEDULE (SBD 3)	YES	NO
SECTION F	BIDDER'S DISCLOSURE (SBD 4)	YES	NO
SECTION G	CONTRACT FORM (SBD 7) - To be completed by successful bidder/s	N/A	
SECTION H	GENERAL CONDITIONS OF CONTRACT	YES	NO
SECTION I	SPECIAL CONDITIONS OF CONTRACT	YES	NO
SECTION J	AUTHORITY TO SIGN THE BID	YES	NO
SECTION K	TERMS OF REFERENCE	YES	NO
SECTION L	CERTIFICATE OF COMPLIANCE WITH BID DOCUMENTATION	YES	NO
SECTION P	PAST / CURRENT EXPERIENCE	YES	NO
SCHEDULE 1	FULL CSD REPORT NOT OLDER THAN 1 MONTH	YES	NO
SCHEDULE 2	AN ORIGINAL OR CERTIFIED COPY OF A RESOLUTION AS PER SECTION M	YES	NO
SCHEDULE 3	CERTIFIED COPY OR ORIGINAL VALID CERTIFICATE FOR BARGAINING COUNCIL FOR CLEANING	YES	NO
SCHEDULE 4	CERTIFIED COPY OF UIF LETTER OF GOOD STANDING FROM DEPARTMENT OF LABOUR NOT OLDER THAN 12 MONTHS	YES	NO
SCHEDULE 5	CERTIFIED COPY OF A LETTER OF GOOD STANDING FOR COIDA (WORKMEN'S COMPENSATION FUND) FROM DEPARTMENT OF LABOUR NOT OLDER THAN 12 MONTHS	YES	NO
SCHEDULE 6	PUBLIC LIABILITY INSURANCE COVER OR QUOTATION NOT OLDER THAN 3 MONTHS	YES	NO
SCHEDULE 7	CERTIFIED COPT OF PROOF OF PHYSICAL ADDRESS	YES	NO

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	ZNB 0086E/2022/2023 to ZNB 0114E/2022/2023	CLOSING DATE:	20 JULY 2022	CLOSING TIME:	11h00
DESCRIPTION	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				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
VISITORS ENTRANCE (TURNSTILE ENTRANCE)					
228 PIETERMARITZ STREET					
PIETERMARITZBURG					
KWAZULU-NATAL					
3201					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO					
CONTACT PERSON	Mr Fusi Radebe	CONTACT PERSON	Ms Nozizwe Makaula		
E-MAIL ADDRESS	fusi.radebe@kzndoe.gov.za	E-MAIL ADDRESS	nozizwe.makaula@kzndoe.gov.za		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

SECTION A

SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects and must be accurately completed. Bidders must ensure that all questions are answered. If questions are not applicable, bidders must ensure that "N/A" is indicated in the relevant space. It is not permissible to leave blank spaces or unanswered questions. Bidders will only be considered only if the bid document is fully and accurately completed and accompanied by all relevant supporting documents. Original signatures must appear on all relevant sections of the document. Failure to comply will result in the bidder being disqualified.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialed.
13. Use of correcting fluid is prohibited
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
17. Bidder must initial each and every page of the bid document.

SECTION B

REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE

1. In terms of the National Treasury Instruction Note, all suppliers of goods and services to the State are required to register on the Central Suppliers Database.
2. Prospective suppliers should self-register on the CSD website www.csd.gov.za
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Department may, without prejudice to any other legal rights or remedies it may have;
 - 3.1 cancel a bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favourable bid is accepted or less favourable arrangements are made.
4. **The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Central Suppliers Database, relating to changed particulars or circumstances.**
5. **IF A SUPPLIER IS NOT REGISTERED AT THE CLOSING TIME OF BID, THE SUPPLIER WILL BE DISQUALIFIED AT THE BID EVALUATION PROCESS.**

SECTION C

DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE IS CORRECT AND UP TO DATE
(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorized representative), WHO
REPRESENTS (state name of bidder)
CSD Registration Number.....

AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND
REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF
SUBMITTING THIS BID.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS
BID FROM THE BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON
THE BASIS OF THIS BID.

.....
SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE

DATE:

SECTION E

SBD 3.1

PRICING SCHEDULE – FIRM PRICES

NOTE: PRICES MUST BE FIRM FOR THE 1ST YEAR OF THE CONTRACT. PRICE INCREASES FOR THE 2ND AND 3RD YEARS WILL BE BASED ON THE PRICE INCREASES STIPULATED BY THE BARGAINING COUNCIL FOR CLEANING FOR SALARIES AND THE CPI FOR OVERHEADS.

PRICES FOR CLUSTERS THAT HAVE BEEN SELECTED MUST BE COMPLETED IN THIS PRICING SCHEDULE. "N/A" MUST BE COMPLETED FOR CLUSTERS NOT BIDDED FOR.

Name of bidder:	Bid number: ZNB 0086E/2022/2023 to ZNB 0114E/2022/2023
Closing Time: 11H00 am	Closing date: 20 July 2022

OFFER TO BE VALID FOR 180 DAYS FROM THE CLOSING DATE OF BID.

BID NO.	DESCRIPTION	Price excluding VAT	VAT	Total Bid Price including VAT
ZNB 0086E / 2022/2023	CLUSTER 1			
ZNB 0087E / 2022/2023	CLUSTER 2			
ZNB 0088E / 2022/2023	CLUSTER 3			
ZNB 0089E / 2022/2023	CLUSTER 4			
ZNB 0090E / 2022/2023	CLUSTER 5			
ZNB 0091E / 2022/2023	CLUSTER 6			
ZNB 0092E / 2022/2023	CLUSTER 7			
ZNB 0093E / 2022/2023	CLUSTER 8			
ZNB 0094E / 2022/2023	CLUSTER 9			
ZNB 0095E / 2022/2023	CLUSTER 10			
ZNB 0096E / 2022/2023	CLUSTER 11			
ZNB 0097E / 2022/2023	CLUSTER 12			
ZNB 0098E / 2022/2023	CLUSTER 13			
ZNB 0099E / 2022/2023	CLUSTER 14			
ZNB 0100E / 2022/2023	CLUSTER 15			
ZNB 0101E / 2022/2023	CLUSTER 16			
ZNB 0102E / 2022/2023	CLUSTER 17			
ZNB 0103E / 2022/2023	CLUSTER 18			
ZNB 0104E / 2022/2023	CLUSTER 19			

BID NO.	DESCRIPTION	Price excluding VAT	VAT	Total Price including VAT
ZNB 0105E / 2022/2023	CLUSTER 20			
ZNB 0106E / 2022/2023	CLUSTER 21			
ZNB 0107E / 2022/2023	CLUSTER 22			
ZNB 0108E / 2022/2023	CLUSTER 23			
ZNB 0109E / 2022/2023	CLUSTER 24			
ZNB 0110E / 2022/2023	CLUSTER 25			
ZNB 0111E / 2022/2023	CLUSTER 26			
ZNB 0112E / 2022/2023	CLUSTER 27			
ZNB 0113E / 2022/2023	CLUSTER 28			
ZNB 0114E / 2022/2023	CLUSTER 29			

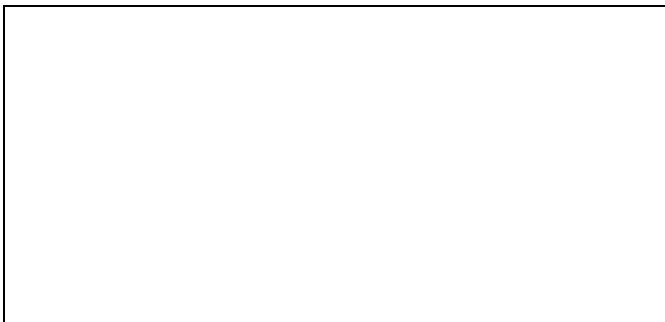
Note: * All delivery costs must be included in the bid price, for delivery at the prescribed destination.
 **All applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

.....
Signature

.....
Name of bidder

.....
Position

.....
Date



Company Stamp

SECTION F

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SECTION H

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The 80/20 preference point system will be applicable to this tender

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“price”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

- P_s = Points scored for price of bid under consideration
 P_t = Price of bid under consideration
 P_{min} = Price of lowest acceptable bid

4.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT

4.3 POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

- P_s = Points scored for price of bid under consideration
 P_t = Price of bid under consideration
 P_{max} = Price of highest acceptable bid

5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

5.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

6. BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

7.1 B-BBEE Status Level of Contributor: =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

8. SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

8.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....

9.6 COMPANY CLASSIFICATION

- Manufacturer
 - Supplier
 - Professional service provider
 - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business:.....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>
--

<p>..... SIGNATURE(S) OF BIDDERS(S)</p>
<p>DATE:</p> <p>ADDRESS</p> <p>.....</p> <p>.....</p>

EME'S AND QSE'S MUST COMPLETE THE FOLLOWING APPLICABLE AFFIDAVIT FORM TO CLAIM PREFERENCE POINTS

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	
Trading Name (If Applicable):	
Registration Number	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- I. before 27 April 1994; or II. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

3. I hereby declare under Oath that:

- The Enterprise is _____% Black Owned as per Amended Code Series 100 of the amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as amended by Act No 46 of 2013,
- The Enterprise is _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black Disabled % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise, which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: ____ / ____ / _____

Stamp

Signature of Commissioner of Oaths

SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	
Trading Name (If Applicable):	
Registration Number	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of “Black People”	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians – (c) who are citizens of the Republic of South Africa by birth or descent; or (d) who became citizens of the Republic of South Africa by naturalisation- III. before 27 April 1994; or IV. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”
Definition of “Black Designated Groups”	“Black Designated Groups means: (f) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (g) Black people who are youth as defined in the National Youth Commission Act of 1996; (h) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (i) Black people living in rural and under developed areas; (j) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”

3. I hereby declare under Oath that:

- The Enterprise is _____% Black Owned as per Amended Code Series 100 of the amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as amended by Act No 46 of 2013,
- The Enterprise is _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black Disabled % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At Least 51% black owned	Level Two (125% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise, which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: ____/____/_____

Stamp

Signature of Commissioner of Oaths

SECTION K

GENERAL CONDITIONS OF CONTRACT

1. Definitions

The following terms shall be interpreted as indicated:

- 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day.
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 1.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 1.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 1.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 1.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 1.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

- 4.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 4.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 4.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 4.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

- 1.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

2. Performance security

- 1.1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 1.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 1.3. The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
 3. a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 4. a cashier's or certified cheque
- 1.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

2. Inspections, tests and analyses

- 2.1. All pre-bidding testing will be for the account of the bidder.
- 2.2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 2.3. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 2.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 2.5. Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 2.6. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 2.7. Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 2.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

- 1.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during

transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

- 1.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

2. Delivery and documents

- 2.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 2.2 Documents to be submitted by the supplier are specified in SCC.

3. Insurance

- 3.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

4. Transportation

- 4.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

5. Incidental Services

- 5.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
 - (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
 - (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 5.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

6. Spare parts

- 6.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
 - (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
 - (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

7. Warranty

- 7.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 7.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

- 7.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 7.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 7.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

8. Payment

- 8.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 8.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 8.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 8.4 Payment will be made in Rand unless otherwise stipulated in SCC.

9. Prices

- 9.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

10. Contract amendments

- 10.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

11. Assignment

- 11.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

12. Subcontracts

- 12.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

13. Delays in the supplier's performance

- 13.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 13.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 13.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 13.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

- 13.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 13.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

14. Penalties

- 14.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

15. Termination for default

- 15.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
 - (b) if the Supplier fails to perform any other obligation(s) under the contract; or
 - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 15.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 15.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 15.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 15.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 15.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
 - (ii) the date of commencement of the restriction
 - (iii) the period of restriction; and
 - (iv) the reasons for the restriction.
- 15.6.1 These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- 15.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

16. Anti-dumping and countervailing duties and rights

16.1 When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

17. Force Majeure

17.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

17.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

18. Termination for insolvency

18.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

19. Settlement of Disputes

19.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

19.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

19.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

19.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

19.5 Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.

20. Limitation of liability

20.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

21. Governing language

21.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

22. Applicable law

22.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

23. Notices

23.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

23.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

24. Taxes and duties

24.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

24.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

24.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

25. National Industrial Participation (NIP) Programme

25.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

26. Prohibition of Restrictive practices

26.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

26.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

SECTION L

SPECIAL CONDITIONS OF CONTRACT

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

The offers must remain valid for a period of 180 days from the closing date of the submission of bids.

1. **CONTRACT PERIOD**

- 1.1 The contract period for this bid is 3 years (36 months) with an option to extend for 2 years (24 months).
- 1.2 The KwaZulu-Natal Department of Education reserves the right to terminate the contract should the awarded entity fail to fulfil its contractual obligation in terms of this contract.

2. **BID APPEALS TRIBUNAL**

PLEASE NOTE:

As per Treasury Practice Note Number: SCM-07 of 2006 , any appeals regarding the award of this bid should be lodged within 5 working days from the date of the publication of bid results in the Departmental Website and/or Government Tender Bulletin which is published every week on Friday and may be down loaded from the website www.tenderbulletin.gov.za.

The address provided for the lodging of appeals is:

The Chairperson
Bid Appeals Tribunal
Private Bag X9082
Pietermaritzburg
3200

Email: BATsecretariat@kzntreasury.gov.za

3. **BARGAINING COUNCIL FOR CONTRACT CLEANING SERVICES INDUSTRY (BCCCI)**

- 3.1 Bidders must be registered with the Bargaining Council for Cleaning. A valid certificate in the name of the bidder must be submitted with the bid. Bidders who are not registered and/or who do not submit a valid certificate will be disqualified.
- 3.2 Bidders must comply with the minimum wages stipulated by the Bargaining Council for Cleaning. Bidders who quote below the minimum wage will be disqualified.

4. **DISPOSAL OF WASTE**

- 4.1 The successful service provider must ensure that all types of waste generated on site is disposed in accordance with all relevant laws and regulations pertaining to management of waste.

5. CERTIFICATES OF COMPLIANCE

- 5.1 It is mandatory for service providers to submit the following:
- (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
- Failure to submit any of the above will lead to disqualification.

6. SWORN AFFIDAVIT / BBBEE CERTIFICATE

- 6.1 In terms of the BBBEE Commission, Exempted Micro Enterprises (EMEs) and black owned Qualifying Small Enterprises (QSEs) only have to use a sworn affidavit to indicate their B-BBEE compliance status.
- 6.2 The only legal and acceptable verification document for a Level 1 or 2 EME or QSE is a sworn affidavit.
- 6.3 The Department of Trade and Industry (the dti) has designed affidavit templates and qualifying measured entities must use the templates. The templates are also included in this bid document.
- 6.4 Please note that it is illegal for a measured entity to trade with an invalid/inconclusive or incorrect BBBEE Verification certificate. The procurement spend as a result of such an invalid document cannot be recognized during B-BBEE measurement, therefore, it is critical to determine the validity of B-BBEE certificates measured entities present in order to access an economic opportunity.
- 6.5 Also, in keeping with this principle, the dti issued a communique to all verification professionals through SANAS and IRBA advising that no verification professional is authorized to issue a level 1 or 2 B-BBEE certificate to an EME or black controlled and owned QSEs.

7. FALSE DECLARATION

- 7.1 All information requested in this document and provided by the bidder is accepted in good faith as being true and accurate.
- 7.2 Any false declaration or intentional omission of relevant facts shall lead to disqualification.

8. AWARD OF BIDS

- 8.1 The Department intends to award one (1) service provider per Cluster.
- 8.2 A bidder may apply for as many Clusters as desired but award will be limited to a maximum of three (3) Clusters per service provider.
- 8.3 The Department is not bound to award this bid to one service provider and may award it to multiple service providers.
- 8.4 The Department of Education is not bound to accept the lowest or any portion of the bid and reserves the right not to award.
- 8.5 If an award for a Cluster is not to the lowest bidder, the award will be at the price of the lowest compliant bidder.
- 8.6 The capacity of bidders and their ability to manufacture/ supply goods or render services may be examined before their bids are considered for acceptance.

9 PRICING

- 9.1 The sites are grouped into Clusters, each Cluster with its own Bid Number.
- 9.2 A bidder may bid for one (1) or more Clusters or all the Clusters. A bidder may not select a site out of a cluster and must bid for all sites under a Cluster. The pricing schedule for each chosen Cluster must be fully completed. Failure to comply will lead to disqualification.
- 9.3 Prices must be in South African Currency, be inclusive of VAT and exclude any trade discount.
- 9.4 Prices quoted for employee remuneration must be in line with the rates stipulated by the Bargaining Council for Cleaning. Any bidder that quotes below these rates will be disqualified.
- 9.5 Prices quoted for overheads must be reasonable. Where underquoting is detected or suspected, the Department reserves the right to interrogate the quoted prices. Where underquoting is confirmed and cannot be justified by the bidder, the Department reserves the right to disqualify the bidder.
- 9.6 Bidders may not under any circumstances utilize the amount quoted for employee remuneration for overheads or any other purposes.
- 9.7 Prices must be firm for the first year of the contract. Price increase for the 2nd and 3rd year of the contract will be guided by CPI for overheads and sanitation and the rates stipulated by the Bargaining Council for Cleaning for salaries.
- 9.8 Where there are items whose prices are affected by rate of exchange fluctuations, the successful bidder must approach the Department and provide supporting documentation. The Department reserves the right to negotiate.
- 9.9 All elements of the price schedule must be fully completed.

10. ORDERS

- 10.1 Services shall be rendered only upon receipt of a written official order from the Department of Education or as per the contract.

11. WARRANTS

- 11.1 The awarded entity warrants that it is able to deliver to the satisfaction of the department.
- 11.2 The involvement of the awarded entity in any other business or venture shall not compete or conflict with the obligations of the entity to provide the services to the Department in terms of this bid.

12. PAYMENT AND INVOICING

- 12.1 Payment will only be processed upon receipt, verification of invoices and confirmation by the appropriately authorized officials of actual services rendered.
- 12.2 Payment will be made to the awarded Entity only. Any deviations (e.g. cession of contract) will only be accepted after relevant approval has been granted by the Departmental Bid Adjudication Committee.
- 12.3 Invoices must clearly indicate the order number, invoice number and YES with VAT Act.
- 12.4 Any variation to the quantities other than those stipulated in this bid document shall be approved by the Bid Adjudication Committee.

13. AMENDMENT OF BID CONDITIONS, ORDER STIPULATIONS OF BID, ETC.

- 13.1 No agreement to amend or vary the bid conditions or order or stipulations of bid shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by contracting parties subject to approval by the departmental **Bid Adjudication Committee** and the Head of the Department.

14. CANCELLATION

- 14.1 The Department reserves the right to cancel the bid. Such cancellation shall be published in the print media and/or Departmental Website.

15. TAX CLEARANCE CERTIFICATE OR TAX COMPLIANCE STATUS PIN

- 15.1 The Department will verify the tax compliance status of a bidder through CSD.
- 15.2 Bidders must ensure that their tax matters are compliant on CSD. Failure to update Tax Status on CSD will lead to disqualification.
- 15.3 Each party to a Joint Venture/Consortium must ensure that their tax matters are compliant before the closing date and time of bid.

16. CENTRAL SUPPLIERS DATABASE (CSD)

- 16.1 A bidder submitting an offer must be registered on the Central Suppliers Database (CSD). A bidder who has submitted an offer and is not registered on the Central Suppliers Database will not be considered.
- 16.2 Each party to a Joint Venture/Consortium must be registered on the Central Suppliers Database at the time of submitting the bid.
- 16.3 A **full** CSD Report (not older than one month) must be attached to the bid document.
- 16.4 All information supplied in the bid document must correlate with information on CSD. It is the responsibility of the supplier to ensure that information on CSD is up to date at all times.
- 16.5 Failure to comply with any of the above will result in the bidder being disqualified.

17. STATUTORY CHECKS

- 17.1 Central Suppliers Database
- 17.2 Tax Compliance
- 17.3 CIPC
- 17.4 Database of Defaulters (Restricted Suppliers)
- 17.5 Persal Verification (Government Employee)
- 17.6 Any violation or non-compliance with any of the above will lead to disqualification.

18. COMPLETENESS OF THE BID DOCUMENT

- 18.1 The Bid will only be considered if it is correctly completed in all respects and accompanied by all relevant and other necessary and applicable information/documents, i.e. signatures should be appended where required and documents called for should be submitted. (This section must be read together with Clause 4 of Section A: Special Instructions and Notices to Bidders Regarding the Completion of Bidding Forms.

19. SUBMISSION OF BIDS

- 19.1 Bids are to be submitted to the offices of the Department of Education, ground floor entrance, 228 Pietermaritz Street, Pietermaritzburg before 11:00am. All bids are to be deposited in the bid box situated at the reception area. Late bids will not be accepted.
- 19.2 Documents submitted by Bidders will not be returned.

20. EXPENSES INCURRED IN PREPARATION OF BIDS

- 20.1 The department will not be responsible for any expenses or losses which the bidder may incur in the preparation of this bid.

21. COMPUTERIZED BID DOCUMENTS

- 21.1 Submission of reproduced computer printouts or faxed bid documents will not be accepted.

22. NOTIFICATION OF AWARD OF BID

- 22.1 The publication of an award will be advertised in the same media as the invitation to bid.
- 22.2 Notification of award of a bid shall be in writing to the successful bidder/s by a duly authorised official of the department.
- 22.3 The letter of acceptance of the bidder's offer or an official order note constitutes a legal and binding contract.

23. CONTRACT AND SERVICE LEVEL AGREEMENT

- 23.1 The successful bidder will be required to sign SBD 7.1 - Contract form of the bid document with the KwaZulu-Natal Department of Education.
- 23.2 The bid document constitutes a legal document and a binding contract.
- 23.3 Where necessary the Department may request a Service Level Agreement to be signed.

24. QUERIES FROM THE BIDDERS

- 24.1 Any correspondence with regards to this bid which the bidder wishes to raise must be emailed to the following officials by **08 July 2022**:
Mr Fusi Radebe at fusi.radebe@kzndoe.gov.za
Ms Nozizwe Makaula at nozizwe.makaula@kzndoe.gov.za
- 24.2 Bidders must note that all queries received via email before the stipulated date will be consolidated and a composite response will be sent to all who submitted queries and the same will be published on the Departmental Website.

25. JOINT VENTURES/CONSORTIUM

- 25.1 Any Bid by a Joint Venture (JV)/ Consortium must be accompanied by a copy of a duly signed Joint Venture Agreement. Such agreement must specify the portion of the bid to be undertaken by each participating entity.
- 25.2 Parties to the JV/Consortium must all sign the JV Agreement and the minutes of the meeting must be submitted with the bid at the closing date.
- 25.3 In terms of the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act 5 of 2000, a trust, consortium or joint venture must submit a consolidated BBBEE Status Level Verification Certificate for every separate bid.
- 25.4 Should the parties enter into a JV, the JV Agreement should reflect a lead partner and the following nominations:-
 - 25.3.1 Bank account to be used for the purpose of this Bid or Contract.
 - 25.3.2 authorized representative and signatory.
 - 25.3.3 Authorized letterhead, address, etc.

26. COMMUNICATION, MEDIA RELEASES, ETC

- 26.1 Bidders shall not in any way communicate with the press, or any representative of the written or electronic media, on a question affecting this bid during the period between the closing date for the receipt of bids and the dispatch of the written notification of the Department of Education, which on receipt of such report may, at their discretion, disqualify the bidder concerned. All rights of publication on articles in the media, together with any advertising relating to, or in any way concerned with this project shall vest in the Department of Education. The successful Bidder shall not, without the written consent of the Department of Education, cause any statement or advertisement to be printed screened or aired by the media.

27. COMMUNICATION WITH MEMBERS OF THE BID COMMITTEE

- 27.1 A bidder shall not in any way communicate with a member of a Bid Committee or with any officer, agent, or representative of the Department of Education on a question affecting any contract for the supply of goods or for any work, undertaking or service which is the subject of a bid during the period between the closing date for receipt of bids and the dispatch of the written notification of the decision on the award of the Contract provided that a bidder shall not hereby be precluded:

- 27.1.1 at the request of the Department of Education or his authorized representative, from furnishing him with additional information or with a sample or specimen for testing purposes or otherwise or from giving a demonstration so as to enable the recommendation on the award of the Contract to be formulated;
- 27.1.2 at the request obtained from the Department of Education or his authorized representative, information as to the date upon which the award of the Contract is likely to be made or, after the decision upon the award has been made by the Bid Committee to which the Department of Education had delegated its powers, information as to the nature of the decision or such information as was publicly disclosed at the opening of bids or from submitting to the Department of Education in writing any communication relating to this bid or the award of the Contract or for leave to withdraw his bid;
- 27.1.3 contravention of paragraph 27.1.1, as previously described, or any attempt to contravene such paragraph shall be reported to the Department of Education which may on receipt of such report either disqualify the bid of the bidder concerned or submit a report thereon to the Bid Committee of the Department of Education which may disqualify the bid.

28. UNDERTAKING

- 28.1 In the event of there being any change in the nature of the Contractor including, but not limited to, *inter alia*, it's:-
 - 28.1.1 Directors, shareholdings, membership and/or management;
 - 28.1.2 Constitution, memorandum and/or articles;
 - 28.1.3 Service providers, partners, joint venture entities and/or subcontracting parties;
 - 28.1.4 HDI, BEE and/or SMME status;
 - 28.1.5 Locality of principle place of business, branch offices and/or warehouses;
 - 28.1.6 Any changes ancillary to the above;
- 28.2 The Contractor undertakes, were possible, to inform the Department as least thirty (30) days before the above changes are effected of the details of the proposed changes.
- 28.3 Alternatively, the Contractor undertakes that there shall be no material changes in the nature of the Contractor for the duration of this contract, including, but not limited to, *inter alia*, the following:-
 - 28.3.1 Directors, shareholdings, membership and/or management; trustees;
 - 28.3.2 Constitution, memorandum and/or articles; trustee;
 - 28.3.3 Service providers, partners, joint venture entities and/or subcontracting parties;
 - 28.3.4 HDI, BEE and/or SMME status;
 - 28.3.5 Locality of principle place of business, branch offices and/or warehouses;
 - 28.3.6 Any changes ancillary to the above;
- 28.4 However, in the event of any of the above changes being anticipated, the Contractor undertakes to immediately inform the Department alternatively at least thirty (30) days prior to the proposed changes.
- 28.5 The Contractor furthermore undertakes to immediately inform the Department should the Contractor, any of it's directors, members, partners, service providers, subcontractors or managers:-
 - 28.5.1 has been listed on the national Treasury's Database as entities prohibited from doing business with the public sector;
 - 28.5.2 has been listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004);
 - 28.5.3 has been charged or convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption;
 - 28.5.4 has died or ceased to exist;
 - 28.5.5 has a civil judgment taken against it/them by a court of law or any other competent authority;
 - 28.5.6 or their estates being placed under judicial management or being provisionally or finally sequestered or liquidated.

- 28.5.7 In the event of the Contractor failing to act as aforesaid, the Department will be at liberty to, in its discretion, exercise any one or a combination of the following remedies:-
- 28.5.8 immediately cancel the contract;
- 28.5.9 revisit the contract and issue directives with regard to the remaining term of the contract;
- 28.5.10 engage the services of other parties and service providers;
- 28.5.11 engage the service of the next favourable bidder;
- 28.5.12 exercise the remedies available to it in terms of the provisions of paragraph 11 of the General Conditions of Contract;
- 28.5.13 recover from the Contractor all costs, losses or damages incurred or sustained by the Department as a result of the award of the contract;
- 28.5.14 cancel the contract and claim any damages which the Province may suffer by having to make less favourable arrangements after such cancellation;
- 28.5.15 Cash in any securities, utilise deposits and/or withhold any payment due to the Contractor in lieu of damages.

29. CESSION OF BID

- 29.1 Any cession of a bid will only be accepted after the relevant approval has been obtained from the Department of Education in conjunction with the KZN Provincial Treasury.

30. VALIDITY OF BIDS

- 30.1 Bids must hold good for a period of 180 days from the date of closing of the bid. However, circumstances may arise whereby the Department of Education may request the bidders to extend the validity period. Should this occur, the Department of Education will request bidders to extend the validity period under the same terms and conditions as originally tendered for by bidders.

31. EVALUATION CRITERIA

The Evaluation Criteria will consist of the following steps:

31.1 Step 1 – Prequalifying Criteria

Check and verify compliance with the Prequalification Criteria viz. BBBEE Level 1 and EME or QSE.

An original or certified copy of a valid sworn affidavit or BBBEE certificate must be submitted with the bid.

Failure to comply with the above will lead to disqualification.

31.2 Step 2 – Administrative Compliance

Check and verify compliance with the submission and completion of compulsory bid documents. Failure to comply with any of the sections contained in the bid document that constitute Step 2 will lead to disqualification.

The following documentation must be completed, each page initialed and stamped where required and submitted at time of closing of the bid:

Compulsory Bid Forms		Tick to indicate submission
PART A	PART A: INVITATION TO BID (SBD 1)	
PART B	TERMS AND CONDITIONS FOR BIDDING (SBD 1)	
SECTION A	SPECIAL INSTRUCTIONS REGARDING COMPLETION OF BID	
SECTION B	REGISTRATION ON CENTRAL SUPPLIERS DATABASE	
SECTION C	DECLARATION THAT INFORMATION ON CENTRAL SUPPLIERS IS CORRECT AND UP TO DATE	
SECTION E	PRICING SCHEDULE (SBD 3)	
SECTION F	DECLARATION OF INTEREST (SBD 4)	
SECTION H	PREFERENCE POINTS CLAIM FORM (SBD 6.1)	
SECTION K	GENERAL CONDITIONS OF CONTRACT	
SECTION L	SPECIAL CONDITIONS OF CONTRACT	
SECTION M	AUTHORITY TO SIGN THE BID	
SECTION N	TERMS OF REFERENCE	
SECTION O	CERTIFICATE OF COMPLIANCE WITH BID DOCUMENTATION	
SECTION P	PAST / CURRENT CONTRACTS	

31.3 Step 3 – Submission of Schedules (Supporting Documents)

Check and verify the submission of supporting documents by bidders who comply with both Step 1 and Step 2.

Failure to submit any of the required supporting documents or submission of non-compliant supporting documents will lead to disqualification. All submitted schedules must be initialed and stamped.

Schedules / Supporting Documents		Tick to indicate submission
SCHEDULE 1	FULL CSD REPORT NOT OLDER THAN 1 MONTH	
SCHEDULE 2	AN ORIGINAL OR CERTIFIED COPY OF A RESOLUTION AS PER SECTION M	
SCHEDULE 3	CERTIFIED COPY OR ORIGINAL VALID CERTIFICATE FOR BARGAINING COUNCIL FOR CLEANING	
SCHEDULE 4	CERTIFIED COPY OF UIF LETTER OF GOOD STANDING FROM DEPARTMENT OF LABOUR NOT OLDER THAN 12 MONTHS	
SCHEDULE 5	CERTIFIED COPY OF A LETTER OF GOOD STANDING FOR COIDA (WORKMEN'S COMPENSATION FUND) FROM DEPARTMENT OF LABOUR NOT OLDER THAN 12 MONTHS	
SCHEDULE 6	PUBLIC LIABILITY INSURANCE COVER OR QUOTATION NOT OLDER THAN 3 MONTHS	
SCHEDULE 7	CERTIFIED COPY OF PROOF OF PHYSICAL ADDRESS	

31.4 Step 4: Functionality

Bidders who pass Step 1, Step 2 and Step 3 will be scored on the functionality criteria tabled below.

31.5 Step 5: Evaluation on Preference Points

Bidders who pass functionality shall be evaluated on the 80/20 preference point system.

Functionality

CRITERION	SCORING (70)	MAXIMUM TO BE AWARDED	MEANS OF VERIFICATION
1. EXPERIENCE	(20)	<ul style="list-style-type: none"> • 20 points for five (5) years or more experience • 10 points for less than five (5) years' experience • 0 points for non-submission 	Company profile and Reference letters with contactable references or Purchase orders
2.VEHICLES	(20)	<ul style="list-style-type: none"> • 20 Points for ownership of an LDV vehicle/s • 10 Points for a valid lease agreement for LDV vehicle/s • 0 Points for non-submission of proof of vehicles 	Proof of ownership of vehicle(s) i.e. logbooks or a valid lease agreement signed by both parties.
3. EXECUTION PLAN	(20)	<ul style="list-style-type: none"> • 20 Points for a sound execution plan that includes the following: <ul style="list-style-type: none"> • Sourcing of staff (5 points) • Sourcing of cleaning material (5 points) • Skills development (5 points) • Health and safety requirements inclusive of Compliance with Covid Regulations (5 points) <p>Bidders who do not score full 20 points for this criteria will be disqualified</p>	Detailed Execution Plan
4.LOCALITY (Business Premises)	(10)	<ul style="list-style-type: none"> • 10 points for main operational office/ business premises within the Province of KwaZulu-Natal • 5 points for main operational office/business premises outside KwaZulu-Natal Province. 	<ul style="list-style-type: none"> • Proof of Physical Address (Utility Bill, First page of bank statement, Letter from local authority, etc) • Main address as per CSD Report
<p>TOTAL = 70 POINTS PASS MARK = 45 POINTS (inclusive of 20 points for execution plan)</p>			

SECTION M

AUTHORITY TO SIGN A BID

BIDDERS MUST COMPLETE THE RELEVANT APPLICABLE SECTION: A, B, C, D, E, F & G HEREUNDER

A. CLOSE CORPORATION

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorizing a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on 20..... at

Mr/Ms whose signature appears below, has been authorised to sign all documents in connection with this bid

on behalf of (Name of Close Corporation)

SIGNED ON BEHALF OF CLOSE CORPORATION: (PRINT NAME)

IN HIS/HER CAPACITY AS **DATE:**

SIGNATURE OF SIGNATORY:

WITNESSES:

1.....

2.....

B. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on20....., Mr/Mrs.....

(whose signature appears below) has been duly authorised to sign all documents in connection with this bid on behalf of

(Name of Company)

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:
(PRINT NAME)

SIGNATURE OF SIGNATORY: DATE:

WITNESSES:

1.

2.....

C. SOLE PROPRIETOR (ONE – PERSON BUSINESS)

I, the undersigned..... hereby confirm that I am the sole owner of the business trading as

.....

.....
SIGNATURE

.....
DATE

D. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner	Residential address	Signature
.....
.....
.....
.....

We, the undersigned partners in the business trading as.....

hereby authoriseto sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract on behalf of

.....
SIGNATURE

.....
SIGNATURE

.....
SIGNATURE

.....
DATE

.....
DATE

.....
DATE

E CO-OPERATIVE

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on 20..... at

Mr/Ms, whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of co-operative).....

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:

.....

IN HIS/HER CAPACITY AS:

DATE:

SIGNED ON BEHALF OF CO-OPERATIVE:

NAME IN BLOCK LETTERS:

WITNESSES:

1.

2.

F JOINT VENTURE

If a Bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorized representatives of the enterprises, authorizing the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE

By resolution/agreement passed/reached by the joint venture partners on20.....,

Mr/Mrs, Mr/Mrs.....

Mr/Mrs..... and Mr/Mrs..... (whose signatures appears below) has been

duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Joint Venture)

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:

(PRINT NAME)

SIGNATURE:

DATE:

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:

(PRINT NAME)

SIGNATURE:

DATE:

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:

(PRINT NAME)

SIGNATURE:

DATE:

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:

(PRINT NAME)

SIGNATURE:

DATE:

G. CONSORTIUM

If a bidder is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorized representatives of concerned enterprises, authorizing the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the consortium must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM

By resolution/agreement passed/reached by the consortium on.....20.....,

Mr/Mrs..... and Mr/Mrs..... (whose signatures appears below) has been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Consortium)

IN HIS/HER CAPACITY AS:

SIGNATURE:

DATE:

SECTION N

CLUSTERS

Note: A Bidder may bid for one, more or all clusters. Each selected Cluster must be identified by a tick in the applicable box. Failure to comply will lead to disqualification.

BID NUMBER	CLUSTER	SITES	TICK NEXT TO EACH SELECTED CLUSTER
HEAD OFFICE			
ZNB 0086E / 2022/2023	CLUSTER 1	DOKKIES	
ZNB 0087E / 2022/2023	CLUSTER 2	MALGATE BUILDING , HOWARD AVENUE	
ZNB 0088E / 2022/2023	CLUSTER 3	ABSA BUILDING, ELITS BUILDING	
ZNB 0089E / 2022/2023	CLUSTER 4	DOWDEN HOUSE, EX NED BUILDING	
ZNB 0090E / 2022/2023	CLUSTER 5	ANTON LEMBEDE BUILDING, DAVIS ALEZANDER	
UMKHANYAKUDE DISTRICT			
ZNB 0091E / 2022/2023	CLUSTER 6	UMKHANYAKUDE DISTRICT OFFICE – MKHUZE, UMKHANYAKUDE DISTRICT EXAM – MKHUZE, UMHLABUYALINGANA CMC, BANGIZWE DTDC (Hluhluwe),	
ZNB 0092E / 2022/2023	CLUSTER 7	INGWAVUMA CMC, UBOMBO CMC BUILDING, MANGUZI DTDC, MBAZWANA DTDC	
ZULULAND DISTRICT			
ZNB 0093E / 2022/2023	CLUSTER 8	VRYHEID DISTRICT OFFICE, EXAMINATION BUILDING, BHEKUZULU CMC (Vryheid), ABAQULUSI DTDC (Vryheid)	
ZNB 0094E / 2022/2023	CLUSTER 9	ULUNDI TDC, ULUNDI DISTRICT OFFICE	
ZNB 0095E / 2022/2023	CLUSTER 10	NONGOMA DTDC, NONGOMA CMC, NGXONGWANE DTDC (Nongoma), MAHLABATHINI	
ZNB 0096E / 2022/2023	CLUSTER 11	ALTONA DTDC (Pongola), PONGOLA DTDC, PONGOLA CMC, KHANYANJALO DTDC (Paulpietersburg), PAULPIETERSBURG CMC	
KING CETSHWAYO DISTRICT			
ZNB 0097E / 2022/2023	CLUSTER 12	KING CETSHWAYO DISTRICT OFFICE, UMFOLOZI CMC, UMHLATHUZE CMC, RIOT MKHWANAZI DTDC, MTHONJANENI – NGWELEZANA	
ZNB 0098E / 2022/2023	CLUSTER 13	NKANDLA CMC, MTHONJANENI - MELMOTH, UMLALAZI CMC, ENQOLENI DTDC, ESHOWE DTDC	
UMGUNGUNDLOVU DISTRICT			
ZNB 0099E / 2022/2023	CLUSTER 14	169 HOOSEN HAFJEJEE STREET- PMB, 220 PRINCE ALFRED STREET – PMB, OLD MUTUAL BUILDING, MASAKHUXOLO TDC (Richmond), ASSET MANAGEMENT OFFICE SERVICES, EXAMINATION BUILDING, MOOI RIVER WARD OFFICE	
ZNB 0100 / E 2022/2023	CLUSTER 15	SUKUMA COMPREHENSIVE SCHOOL, VULINDLELA CMC, VULINDLELA TDC	

BID NUMBER	CLUSTER	SITES	TICK NEXT TO EACH SELECTED CLUSTER
UGU DISTRICT			
ZNB 0101E / 2022/2023	CLUSTER 16	UGU DISTRICT OFFICE, ESAYIDI CMC, HARDING CMC, PHUNGASHE TDC (Esayidi), IZINGOLWENI DTDC, SCOTTBURGH CMC, TURTON TD (Umzumbe), UMZUMBE CMC	
HARRY GWALA DISTRICT			
ZNB 0102E / 2022/2023	CLUSTER 17	HARRY GWALA DISTRICT OFFICE, IXOPO CMC, UMZIMKHULU CMC, PHOLELA CMC CLEANING SERVICES, EMAWUSHENI TDC CLEANING, JOLIVET TDC, MAHWAQA TDC	
UMZINYATHI DISTRICT			
ZNB 0103E / 2022/2023	CLUSTER 18	UMZINYATHI DISTRICT OFFICE- 40 WILSON, UMZINYATHI DISTRICT OFFICE- 7 WATT, ENDUMENI CMC, UMZINYATHI TDC,	
ZNB 0104E / 2022/2023	CLUSTER 19	INDLOVANA TDC, MSINGA CMC, MVOTI CMC, NQUTHU CMC, TUGELA FERRY TDC	
UTHUKELA DISTRICT			
ZNB 0105E / 2022/2023	CLUSTER 20	EMBIZENI TDC, KWAMGABO TDC, MASHESHISA TDC, ZIKODE TELEMATIC TDC, MNAMBITHI CMC	
ZNB 0106E / 2022/2023	CLUSTER 21	UTHUKELA DISTRICT OFFICE - 46 SETTLERS, UTHUKELA DISTRICT OFFICE – MURCHISTON, ESCOURT CMC, MIMOSADALE TDC, UKHAHLAMBA TDC	
ILEMBE DISTRICT			
ZNB 0107E / 2022/2023	CLUSTER 22	ILEMBE DISTRICT OFFICE, NDWENDWE CMC, NDWEDWE TDC, NDWEDWE STATE FLATS	
ZNB 0108E / 2022/2023	CLUSTER 23	STANGER CMC, MAPHUMULO CMC, MAPHUMULO TDC, MAPHUMULO STATE FLATS	
AMAJUBA DISTRICT			
ZNB 0109E / 2022/2023	CLUSTER 24	AMAJUBA MAIN BUILDING - PART B, TLS BUILDING (New Castle), AMAJUBA MAIN BUILDING - PART A	
ZNB 0110E / 2022/2023	CLUSTER 25	NEWCASTLE CMC (Madadeni), DANNAHAUSER CMC, AMAJUBA TDC (Madadeni), UTRECHT TDC, MASIHAMBISANE TDC (Osizweni / Madadeni), QHUBEKA BUILDING (Madadeni)	
UMLAZI DISTRICT			
ZNB 0111E / 2022/2023	CLUSTER 26	TRURO HOUSE, BEREA ROAD OFFICE, DURBAN TDC (Overport)	
ZNB 0112E / 2022/2023	CLUSTER 27	LAMONTVILLE TDC, CHATSWORTH TDC, PHUMELELA CMC (Umlazi), UMBUMBULU CMC, LUGOBE TDC (Umbumbulu)	
PINETOWN DISTRICT			
ZNB 0113 E / 2022/2023	CLUSTER 28	HAMMARSDALE TDC, KWANDENGEZI TDC, PINETOWN DISTRICT OFFICE - 17 CROMPTON, PINETOWN DISTRICT OFFICE – 41 VOORTREKKER, PHOENIX TDC	
ZNB 0114E / 2022/2023	CLUSTER 29	DURBAN NORTH-WEST CMC, KWAMASHU TDC, MAFUKUZELA GANDHI CMC, TONGAAT TDC CLEANING, UMHLATHUZANA TDC	

Terms of Reference/ Specifications

1. SCOPE

The bid document calls for the appointment of service providers for the provision of sanitation, hygiene and garden services for various buildings under the Department of Education for a period of thirty-six (36) months with an option to extend for twenty-four (24) months.

2. SPECIFICATION AND SPECIAL CONDITIONS

Bidders must comply with the following specifications and bid requirements.

Sanitation Equipment will be procured and installed as and when required.

SANITATION EQUIPMENT / SERVICE	
2.1. BATTERY OPERATED TOILET CISTERN AND URINAL SANITIZERS	
<ul style="list-style-type: none">• Supply and install durable plastic drip wall mounted antibacterial fragranced toilet sanitizers in all toilets and urinals	
<ul style="list-style-type: none">• Battery-operated automatic toilet sanitizers with refills.	
<ul style="list-style-type: none">• Size: Height=241mm,Depth=75mm and Width=315mm	
<ul style="list-style-type: none">• Refills to be provided monthly / when necessary	
<ul style="list-style-type: none">• <i>Maintenance and repair of the equipment will be at the cost of the contractor during the contract period.</i>	
<ul style="list-style-type: none">• <i>Dispensers and drip wall mounted antibacterial fragranced toilet sanitizers should be left as the property of the Department and the Supplier is prohibited from removing the toilet sanitizer dispensers upon the end of the contract</i>	
2.2. SANITARY BINS	
<ul style="list-style-type: none">• Supply foot-operated durable plastic sanitary bins with a special mechanism to keep the contents out of sight	
<ul style="list-style-type: none">• SABS approved antibacterial chemicals to neutralise odour inside the unit	
<ul style="list-style-type: none">• Must fit easily in each toilet cubicle at a convenient height	
<ul style="list-style-type: none">• Size:23 Litres	
<ul style="list-style-type: none">• Collection of Sanitary bins to be done weekly. *Service providers must ensure that disposal is done in terms of applicable regulations/environmental health guidelines.	
<ul style="list-style-type: none">• Sanitary waste must be removed and not stay within the Departmental premises	
<ul style="list-style-type: none">• Disposal bins must be emptied, cleaned with a suitably diluted disinfectant and replace inner plastic bags with clean disinfected and scented ones	
<ul style="list-style-type: none">• One(1)bin per female cubicle	
<ul style="list-style-type: none">• <i>Maintenance and repair of the equipment will be at the cost of the contractor during the contract period.</i>	
<ul style="list-style-type: none">• <i>Sanitary bins should be left as the property of the Department and the Supplier is prohibited from removing the sanitary bins upon the end of the contract</i>	

2.3. HAND PAPER TOWEL DISPENSERS AND HAND TOWELS
<ul style="list-style-type: none"> • Supply and install durable plastic hand paper towel dispensers and hand paper towels • Tear- off Hand Paper Towel dispensers (Height=342mm, Depth=231mm, Width=347mm) and hand paper towel Roller= Length=150m. Portion control= 23cm • Refills to be done weekly /when necessary • <i>Hand paper towel dispensers should be left as the property of the Department and the Supplier is prohibited from removing the hand paper towel dispensers upon the end of the contract</i> • <i>Maintenance and repair of the equipment will be at the cost of the contractor during the contract period.</i>
2.4. 2.5Kw AUTOMATIC ELECTRIC WHITE HAND DRYER
<ul style="list-style-type: none"> • Fully automatic hand dryer with an airspeed of 30 m/s • White epoxy coated cover with chrome nozzle • 360° swivelling nozzle allows hand and face drying • Power cuts off automatically in case of irregular use, after 90 seconds • Blowing volume: 270m³/h • Dimensions (W x H x D): 270 x 240 x 20 • SABS/NRCS approved • 1 year carry-in warranty • <i>Electric Hand Dryers should be left as the property of the Department and the Supplier is prohibited from removing the hand dryer upon the end of the contract</i> • <i>Maintenance and repair of the equipment will be at the cost of the contractor during the contract period.</i>
2.5. WALL MOUNTED WASTE BINS
<ul style="list-style-type: none"> • Once off supply and installation of 20 – 25L durable plastic wall mounted bins. • <i>Bins should be left as property of the Department and the Supplier is prohibited from removing the bins at the end of the contract</i> • <i>Maintenance and repair of the equipment will be at the cost of the contractor during the contract period.</i>
2.6. FOAM SOAP DISPENSERS AND REFILL
<ul style="list-style-type: none"> • Supply and install durable plastic foam soap dispenser and antibacterial foam refills • <i>Size: Height=225mm,Depth=110mm,Width=135mm</i> • <i>Note: Service providers must ensure that dispensers are filled accordingly at all times.</i> • <i>Soap dispensers should be left as the property of the Department and the Supplier is prohibited from removing the soap dispensers upon the end of the contract</i> • <i>Maintenance and repair of the equipment will be at the cost of the contractor during the contract period.</i>
2.7. AIR FRESHENERS
<ul style="list-style-type: none"> • Supply and install durable plastic wall mounted air fresheners and refills • Battery operated, programmable to release fragrances once every 30 minutes. • Fragrances must be hypoallergenic contains no identified allergens or sensitizers, reducing the risk of an allergic reaction. • Units must be lockable to avoid stealing • <i>Size: Height=360mm, Depth=65mm and Width=140mm</i> • <i>Note: Service providers must ensure that dispensers are filled accordingly at all times.</i> • <i>Maintenance and repair of the equipment will be at the cost of the contractor during the contract period.</i>

<ul style="list-style-type: none"> • <i>Air Fresheners should be left as the property of the Department and the Supplier is prohibited from removing the air fresheners upon the end of the contract</i>
2.8. TOILET ROLL HOLDER
<ul style="list-style-type: none"> • 3 Tier toilet roll holder. Capacity: 3 x toilet rolls.
<ul style="list-style-type: none"> • Lockable mild white steel
<ul style="list-style-type: none"> • 14cm x 12,5cm x 40,5cm. Weight 1,55kg.
<ul style="list-style-type: none"> • <i>Maintenance and repair of the equipment will be at the cost of the contractor during the contract period.</i>
<ul style="list-style-type: none"> • <i>Toilet roll holders should be left as the property of the Department and the Supplier is prohibited from removing the air fresheners upon the end of the contract.</i>
2.9. DEEP CLEANING OF TOILETS
The contractor will be expected to do deep cleaning as follows:
<ul style="list-style-type: none"> • Conduct/do a specialised deep cleaning, internal and external cleaning of toilets, urinals and basins quarterly.
<ul style="list-style-type: none"> • Combine use of specially formulated disinfectant chemicals and high pressure cleaning system to penetrate and disinfect hard to reach areas.
Remove the brown stains caused by uric salt deposits causing bacteria and odours.
2.10. DEEP CLEANING OF OFFICES
The contractor will be expected to do deep cleaning as follows:
<ul style="list-style-type: none"> • Conduct/do a specialised deep cleaning of offices, kitchens and passage ways weekly.
2.11. SERVICING AND DISPOSAL
<ul style="list-style-type: none"> • The contractor will service and refill the equipment installed as per specification
<ul style="list-style-type: none"> • The disposal of waste from ladies toilets will be done by contractor and the expense will be borne by the contractor
<ul style="list-style-type: none"> • Staff who visit sites to service and to exchange units must be neat, trained, in a full uniform and wear protective clothing.
<ul style="list-style-type: none"> • The contractor must comply with Occupational Health and Safety Act 85 of 1993, and COVID 19 guidelines must be followed at all times in rendering services within the department of Education. Disinfectant and detergent are chemical agents recommended to be used.
2.12. MONITORING
<ul style="list-style-type: none"> • Delivery of consumables and refills
<ul style="list-style-type: none"> • Work must be confirmed, a copy of delivery note and invoice must be signed by the Auxiliary Services.
<ul style="list-style-type: none"> • Changing of sanitary bins to be signed for and confirmed by Auxiliary services/ designated officials
<ul style="list-style-type: none"> • Inspection of sites and requesting of corrective measures where required.
<ul style="list-style-type: none"> • Invoices submitted will be compared with monthly report

2.12 GARDENING SERVICES

REQUIREMENTS:

- Ensure that the necessary and correct gardening tools and equipment are available on site at all times.
- Ensure that all employees have all the necessary and protective clothing.
- Comply with occupational safety and health regulations and measures.
- Rake and remove leaves and grass from paved areas.
- Maintain exterior fence lines.
- Provide landscape services including plants and replanting based on the seasons.
- Cultivate, loosen soil and fertilize.
- Treat the soil with insecticide and pesticide.
- Trim and cut trees and shrubs around the building and parking lot to maintain a reasonable size.
- Poison the weeds on and around the paved areas
- Remove tree and invasive plants.
- Cut tree branches hanging across parking areas and those protruding to the building.
- Clear and remove all garden waste from the site to the legally designated dumping sites.

ZNB 0086/2022/2023E - CLUSTER 1

HEAD OFFICE

Table 1.1 CLEANING SERVICES

NO.	HEAD OFFICE BUILDINGS	NO. OF OFFICES	TYPE OF FLOOR	TOILETS	OTHER / i.e. Verandas, Kitchen, Passage	NO. OF CLEANERS
1.	DOKKIES – 81 BARTLE ROAD, UMBILO - DURBAN	69	Ceramic tiles in common areas (Passages, toilets, kitchen, and stair cases) and carpets in offices	52 Urinals 88 Seats 77 Basins	4	1 Supervisor 15 Cleaners 10 Gardeners

NB: offices include reception, key room, cleaner's room, library, foyer, store rooms, boardrooms and guard house.

Table 1.2 SALARIES

Personnel	Rate per Cleaner including all mandatory allowances	Total for 1 month
1 x Supervisor	R	R
15 x Cleaners	R	R
10 x Gardeners	R	R
TOTAL PER MONTH	R	R
TOTAL FOR 12 MONTHS	R	R

Table 1.3 OVERHEADS AND RELATED COSTS

All overheads must be costed for. Failure to comply will lead to disqualification.

Description	Monthly Rate for the Cluster	Rate for Year 1 for the Cluster
Cleaning materials including supply of toilet paper 2 Ply	R	R
Deep Cleaning Chemicals (inclusive of disinfecting chemicals as and when needed)	R	R
Cleaning & Gardening Equipment/Machinery	R	R
Uniform (Once off payment)		R
Other Overheads (Specify)	R	R
Sub-Total	R	R
VAT		R
Total for 12 Months	R	R

Table 1.4 AMOUNTS FOR SANITATION EQUIPMENT

All sanitation equipment must be costed for. Failure to comply will lead to disqualification. Sanitation Equipment will be procured and installed as and when required.

DESCRIPTION OF ITEMS	AMOUNT FOR 1 UNIT
Supply and install durable plastic drip wall mounted battery operated automatic antibacterial fragranced toilet sanitizer H = 241mm, D = 75mm and W = 315mm	R
Supply 23L durable plastic foot-operated sanitary bin with a special mechanism to keep the contents out of sight	R
Supply and install durable plastic hand paper towel dispenser Height=342mm, Depth=231mm, Width=347mm	R
Supply and installation of 20 – 25L durable plastic wall mounted bin	R
Supply and install durable plastic foam soap dispenser H =225mm,D = 110mm, W = 135mm	R
Supply and install durable plastic wall mounted programmable air fresheners , H=360mm, D =65mm,W =140mm	R
Supply and install 2.5Kw automatic electric white hand dryer White epoxy coated cover with chrome nozzle 1 year carry-in warranty, WxHxD: 270 x 240 x 200mm	R
Supply and install mild white steel lockable 3-tier toilet roll holder with capacity for 3 toilet rolls. 14cm x 12,5cm x 40,5cm. Weight 1,55kg.	R
TOTAL	R

Table 1.5 TOTAL AMOUNT FOR CLUSTER 1

DESCRIPTION OF ITEMS	TOTAL AMOUNT
TOTAL AMOUNT FOR SALARIES FOR 12 MONTHS (Table 1.2)	R
TOTAL AMOUNT FOR OVERHEADS AND RELATED COSTS FOR 12 MONTHS (Table 1.3)	R
TOTAL AMOUNT FOR SANITATION EQUIPMENT (Table 1.4)	R
GRAND-TOTAL FOR CLUSTER 1 FOR 12 MONTHS	R

.....
SURNAME AND INITIALS OF REPRESENTATIVE

.....
DATE

.....
SIGNATURE

OFFICIAL COMPANY STAMP

ZNB 0087/2022/2023E - CLUSTER 2

HEAD OFFICE

Table 2.1 CLEANING SERVICES

NO.	HEAD OFFICE BUILDINGS	NO. OF OFFICES	TYPE OF FLOOR	TOILETS	OTHER / i.e. Verandas, Kitchen, Passage	NO. OF CLEANERS
1.	MALGATE BUILDING -72 STALWART SIMELANE STREET, DURBAN	333	Ceramic tiles, Vinyl, concrete in common areas (passages, toilets, kitchen, and stair cases) and carpets in offices	39 Urinals 71 Seats 66 Basins	52	1 Supervisor 19 Cleaners
2.	HOWARD BUILDING - 40 HOWARD AVENUE, DURBAN	In house cleaning, only garden services and deep cleaning required		11 Seats 14 Basins	In house cleaning, only garden services and deep cleaning required	1 Gardener

Offices include reception, key room, cleaner's room, library, foyer, store rooms, boardrooms and guard house.

Table 2.2 SALARIES

Personnel	Rate per Cleaner including all mandatory allowances	Total for 1 Month
1 x Supervisor	R	R
19 x Cleaners	R	R
1 x Gardener	R	R
TOTAL PER MONTH	R	R
TOTAL FOR 12 MONTHS	R	R

Table 2.3 OVERHEADS AND RELATED COSTS

All overheads must be costed for. Failure to comply will lead to disqualification.

Description	Monthly Rate	Rate Per Year
Cleaning materials including supply of toilet paper 2 Ply	R	R
Deep Cleaning Chemicals (inclusive of disinfecting chemicals as and when needed)	R	R
Cleaning & Gardening Equipment/Machinery	R	R
Uniform (Once off payment)		R
Other Overheads (Specify)	R	R
Sub-Total	R	R
VAT		R
Total for 12 Months	R	R

Table 2.4 AMOUNTS FOR SANITATION EQUIPMENT

All sanitation equipment must be costed for. Failure to comply will lead to disqualification. Sanitation Equipment will be procured and installed as and when required.

DESCRIPTION OF ITEMS	AMOUNT FOR 1 UNIT
Supply and install durable plastic drip wall mounted battery operated automatic antibacterial fragranced toilet sanitizer H = 241mm, D = 75mm and W = 315mm	R
Supply 23L durable plastic foot-operated sanitary bin with a special mechanism to keep the contents out of sight	R
Supply and install durable plastic hand paper towel dispenser Height=342mm, Depth=231mm, Width=347mm	R
Supply and installation of 20 – 25L durable plastic wall mounted bin	R
Supply and install durable plastic foam soap dispenser H =225mm,D = 110mm, W = 135mm	R
Supply and install durable plastic wall mounted programmable air fresheners , H=360mm, D =65mm,W =140mm	R
Supply and install 2.5Kw automatic electric white hand dryer White epoxy coated cover with chrome nozzle 1 year carry-in warranty, WxHxD: 270 x 240 x 200mm	R
Supply and install mild white steel lockable 3-tier toilet roll holder with capacity for 3 toilet rolls. 14cm x 12,5cm x 40,5cm. Weight 1,55kg.	R
TOTAL	R

Table 2.5 TOTAL AMOUNT FOR CLUSTER 2

DESCRIPTION OF ITEMS	TOTAL AMOUNT
TOTAL AMOUNT FOR SALARIES FOR 12 MONTHS (Table 2.2)	R
TOTAL AMOUNT FOR OVERHEADS AND RELATED COSTS FOR 12 MONTHS (Table 2.3)	R
TOTAL AMOUNT FOR SANITATION EQUIPMENT (Table 2.4)	R
GRAND-TOTAL FOR CLUSTER 2 FOR 12 MONTHS	R

.....
SURNAME AND INITIALS OF REPRESENTATIVE

.....
DATE

.....
SIGNATURE

OFFICIAL COMPANY STAMP

ZNB 0088/2022/2023E - CLUSTER 3

HEAD OFFICE

Table 3.1 CLEANING SERVICES

NO.	HEAD OFFICE BUILDINGS	NO. OF OFFICES	TYPE OF FLOOR	TOILETS	OTHER / i.e. Verandas, Kitchen, Passage	NO. OF CLEANERS
1.	ABSA BUILDING – 194 LANGALIBALELE STREET	178	Ceramic tiles in common areas (passages, toilets, kitchen, and stair cases) and carpets in offices	11 Urinals 65 Seats 46 Basins	56	1 Supervisor 15 Cleaners
2.	ELITS BUILDING – 15 SCOTT STREET, PMBURG	22	Carpets in the offices and Ceramic Tiles in common Areas (Passages, toilets, kitchen and concrete verandas)	4 Urinals 9 Seats 6 Basins	06	4 Cleaners 1 Gardener

Offices include reception, key room, cleaner's room, library, foyer, store rooms, boardrooms and guard house.

Table 3.2 SALARIES

Personnel	Rate per Cleaner including all mandatory allowances	Total for 1 month
1 x Supervisor	R	R
19 x Cleaners	R	R
1 Gardener	R	R
TOTAL PER MONTH	R	R
TOTAL FOR 12 MONTHS	R	R

Table 3.3 OVERHEADS AND RELATED COSTS

All overheads must be costed for. Failure to comply will lead to disqualification.

Description	Monthly Rate for the Cluster	Rate for Year 1 for the Cluster
Cleaning materials including supply of toilet paper 2 Ply	R	R
Deep Cleaning Chemicals (inclusive of disinfecting chemicals as and when needed)	R	R
Cleaning & Gardening Equipment/Machinery	R	R
Uniform (Once off payment)		R
Other Overheads (Specify)	R	R
Sub-Total	R	R
VAT		R
Total for 12 Months	R	R

Table 3.4 AMOUNTS FOR EQUIPMENT

All sanitation equipment must be costed for. Failure to comply will lead to disqualification. Sanitation Equipment will be procured and installed as and when required.

DESCRIPTION OF ITEMS	AMOUNT FOR 1 UNIT
Supply and install durable plastic drip wall mounted battery operated automatic antibacterial fragranced toilet sanitizer H = 241mm, D = 75mm and W = 315mm	R
Supply 23L durable plastic foot-operated sanitary bin with a special mechanism to keep the contents out of sight	R
Supply and install durable plastic hand paper towel dispenser Height=342mm, Depth=231mm, Width=347mm	R
Supply and installation of 20 – 25L durable plastic wall mounted bin	R
Supply and install durable plastic foam soap dispenser H =225mm,D = 110mm, W = 135mm	R
Supply and install durable plastic wall mounted programmable air fresheners , H=360mm, D =65mm,W =140mm	R
Supply and install 2.5Kw automatic electric white hand dryer White epoxy coated cover with chrome nozzle 1 year carry-in warranty, WxHxD: 270 x 240 x 200mm	R
Supply and install mild white steel lockable 3-tier toilet roll holder with capacity for 3 toilet rolls. 14cm x 12,5cm x 40,5cm. Weight 1,55kg.	R
TOTAL	R

Table 3.5 TOTAL AMOUNT FOR CLUSTER 3

DESCRIPTION OF ITEMS	TOTAL AMOUNTS
TOTAL AMOUNT FOR SALARIES FOR 12 MONTHS (Table 3.2)	R
TOTAL AMOUNT FOR OVERHEADS AND RELATED COSTS FOR 12 MONTHS (Table 3.3)	R
TOTAL AMOUNT FOR SANITATION EQUIPMENT (Table 3.4)	R
GRAND-TOTAL FOR CLUSTER 3 FOR 12 MONTHS	R

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ZNB 0089/2022/2023E - CLUSTER 4

HEAD OFFICE

Table 4.1 CLEANING SERVICES

NO.	HEAD OFFICE BUILDINGS	NO. OF OFFICES	TYPE OF FLOOR	TOILETS	OTHER / i.e. Verandas, Kitchen, Passage	NO. OF CLEANERS
1.	BOWDEN HOUSE – 11 SCOTT STREET, PIETERMARITZBURG	66	Ceramic tiles in common areas (passages, toilets, kitchen, and stair cases) and carpets in offices	1 Urinals 26 Seats 26 Basins	11	1 Supervisor 8 Cleaners 2 Gardeners
2.	EX-NED BUILDING – 228 AND 251 PIETERMARITZ STREET, PIETERMARITZBURG	195	Vinyl tiles in common Areas (Passages, toilets, kitchen and concrete verandas) and carpets in offices as well as ceramic tiles in some offices	23 Urinals 60 Seats 68 Basins	24	1 Supervisor 12 Cleaners 2 Gardeners

Offices include reception, key room, cleaner's room, library, foyer, store rooms, boardrooms and guard house.

Table 4.2 SALARIES

Personnel	Rate per Cleaner including all mandatory allowances	Total per Month
2 x Supervisor	R	R
20 x Cleaners	R	R
4 x Gardeners	R	R
Total for 1 Month	R	R
Total for 12 Months	R	R

Table 4.3 OVERHEADS AND RELATED COSTS

All overheads must be costed for. Failure to comply will lead to disqualification.

Description	Monthly Rate	Rate Per Year
Cleaning materials including supply of toilet paper 2 Ply	R	R
Deep Cleaning Chemicals (inclusive of disinfecting chemicals as and when needed)	R	R
Cleaning & Gardening Equipment/Machinery	R	R
Uniform (Once off payment)		R
Other Overheads (Specify)	R	R
Sub-Total	R	R
VAT		R
Total for 12 Months	R	R

Table 4.4 Amounts for Sanitation Equipment

All sanitation equipment must be costed for. Failure to comply will lead to disqualification. Sanitation Equipment will be procured and installed as and when required.

DESCRIPTION OF ITEMS	AMOUNT FOR 1 UNIT
Supply and install durable plastic drip wall mounted battery operated antibacterial fragranced toilet sanitizer H = 241mm, D = 75mm and W = 315mm	R
Supply 23L durable plastic foot-operated sanitary bin with a special mechanism to keep the contents out of sight	R
Supply and install durable plastic hand paper towel dispenser Height=342mm, Depth=231mm, Width=347mm	R
Supply and installation of 20 – 25L durable plastic wall mounted bin	R
Supply and install durable plastic foam soap dispenser H =225mm,D = 110mm, W = 135mm	R
Supply and install durable plastic wall mounted programmable air fresheners , H=360mm, D =65mm,W =140mm	R
Supply and install 2.5Kw automatic electric white hand dryer White epoxy coated cover with chrome nozzle 1 year carry-in warranty, WxHxD: 270 x 240 x 200mm	R
Supply and install mild white steel lockable 3-tier toilet roll holder with capacity for 3 toilet rolls. 14cm x 12,5cm x 40,5cm. Weight 1,55kg.	R
TOTAL	R

Table 4.5 Total Amount for Cluster 4

DESCRIPTION OF ITEMS	TOTAL AMOUNTS
TOTAL AMOUNT FOR SALARIES FOR 12 MONTHS (Table 4.2)	R
TOTAL AMOUNT FOR OVERHEADS AND RELATED COSTS FOR 12 MONTHS (Table 4.3)	R
TOTAL AMOUNT FOR SANITATION EQUIPMENT (Table 4.4)	R
GRAND-TOTAL FOR CLUSTER 4 FOR 12 MONTHS	R

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ZNB 0090/2022/2023E - CLUSTER 5

HEAD OFFICE

Table 5.1 CLEANING SERVICES

NO.	HEAD OFFICE BUILDINGS	NO. OF OFFICES	TYPE OF FLOOR	TOILETS	OTHER / i.e. Verandas, Kitchen, Passage	NO. OF CLEANERS
1.	ANTON LEMBEDE BUILDING – 247 BURGER STREET, PIETERMARITZBURG	130	Ceramic tiles in common areas (passages, toilets, kitchen, and stair cases) and carpets in offices	10 Urinals 29 Seats 66 Basins	55	1 Supervisor 14 Cleaners 1 Gardener
2.	DAVIS ALEXANDER BUILDING – 145 CHURCH STREET, PIETERMARITZBURG	67	Ceramic Tiles in common Areas (Passages, toilets, kitchen and Stair Cases, Carpet to all the offices and concrete	0 Urinals 20 Seats 24 Basins	08	1 Supervisor 8 Cleaners

Offices include reception, key room, cleaner's room, library, foyer, store rooms, boardrooms and guard house.

Table 5.2 SALARIES

Personnel	Rate per Cleaner including all mandatory allowances	Total for 1 Month
2 x Supervisor	R	R
22 x Cleaners	R	R
1 x Gardener	R	R
Total for 1 Month	R	R
Total for 12 Months	R	R

Table 5.3 OVERHEADS AND RELATED COSTS

All overheads must be costed for. Failure to comply will lead to disqualification.

Description	Monthly Rate	Rate Per Year
Cleaning materials including supply of toilet paper 2 Ply	R	R
Deep Cleaning Chemicals (inclusive of disinfecting chemicals as and when needed)	R	R
Cleaning & Gardening Equipment/Machinery	R	R
Uniform (Once off payment)		R
Other Overheads (Specify)	R	R
Sub-Total	R	R
VAT		R
Total for 12 Months	R	R

Table 5.4 AMOUNTS FOR SANITATION EQUIPMENT

All sanitation equipment must be costed for. Failure to comply will lead to disqualification. Sanitation Equipment will be procured and installed as and when required.

DESCRIPTION OF ITEMS	AMOUNT FOR 1 UNIT
Supply and install durable plastic drip wall mounted battery operated automatic antibacterial fragranced toilet sanitizer H = 241mm, D = 75mm and W = 315mm	R
Supply 23L durable plastic foot-operated sanitary bin with a special mechanism to keep the contents out of sight	R
Supply and install durable plastic hand paper towel dispenser Height=342mm, Depth=231mm, Width=347mm	R
Supply and installation of 20 – 25L durable plastic wall mounted bin	R
Supply and install durable plastic foam soap dispenser H =225mm,D = 110mm, W = 135mm	R
Supply and install durable plastic wall mounted programmable air fresheners , H=360mm, D =65mm,W =140mm	R
Supply and install 2.5Kw automatic electric white hand dryer White epoxy coated cover with chrome nozzle 1 year carry-in warranty, WxHxD: 270 x 240 x 200mm	R
Supply and install mild white steel lockable 3-tier toilet roll holder with capacity for 3 toilet rolls. 14cm x 12,5cm x 40,5cm. Weight 1,55kg.	R
TOTAL	R

Table 5.5 TOTAL AMOUNT FOR CLUSTER 5

DESCRIPTION OF ITEMS	TOTAL AMOUNTS
TOTAL AMOUNT FOR SALARIES FOR 12 MONTHS (Table 5.2)	R
TOTAL AMOUNT FOR OVERHEADS AND RELATED COSTS FOR 12 MONTHS (Table 5.3)	R
TOTAL AMOUNT FOR SANITATION EQUIPMENT (Table 5.4)	R
GRAND-TOTAL FOR CLUSTER 5 FOR 12 MONTHS	R

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ZNB 0091/2022/2023E - CLUSTER 6**UMKHANYAKUDE DISTRICT****6.1 CLEANING SERVICES**

NO.	BUILDING AND LOCATION	NO. OF OFFICES	TYPE OF FLOOR	TOILETS	OTHER / i.e. Verandas, Kitchen, Passage	NO. OF CLEANERS
1.	UMKHANYAKUDE DISTRICT OFFICE BUILDINGS CORNER OF THEMBALETHU AND KLEBE STREETS, MKHUZE	216	Ceramic Tiles in all Areas and Carpet to some office which will be removed and replaced with ceramic tiles immediately	16 Urinals 38 Seats 29 Basins	Verandas =2 Kitchen=7 Storeroom=1 Registry=3 Boardroom=3 Open plan=3 Passages=17 Server room=4 Guard house=1 Reception=4 Garden	1 Supervisor 8 Cleaners
2.	UMKHANYAKUDE DISTRICT OFFICE EXAMINATIONS ERF 64 MLINGO VILLAGE, MKHUZE	18	Ceramic Tiles in all Areas	3 Urinals 15 Seats 7 Basins	Verandas =2 Kitchen=2 Storeroom=1 Boardroom=1 Open plan=3 Passages=3 Guard house=1 Reception=1 Garden	1 Supervisor 5 Cleaners
3.	UMHLABUYALING ANA CIRCUIT MANAGEMENT CLUSTER BUILDINGS DIBILIZA OFFICE PARK, NEW MANGUZI HOSPITAL ROAD, KWANGWANASE	14	Ceramic Tiles in all Areas	05 Toilets 2 Urinals 5 Seats 4 Basins	Verandas =2, Kitchen=1, Storeroom=1, Registry=1, Boardroom=2, Open plan=1, Passages=2, , Guard house=1, Reception=1, Garden	1 Supervisor 2 Cleaners
4.	BANGIZWE DISTRICT TEACHER DEVELOPMENT CENTRE, MADOLWENI AREA, HLUHLUWE	08	Ceramic Tiles in all Areas	08 Toilets 2 Urinals 8 Seats 3 Basins	Verandas =1, Storeroom=1, Kitchen=1, Boardroom=2, Passages=3, Guard house=1, Reception=1, Garden	1 Supervisor 2 Cleaners

Offices include reception, key room, cleaner's room, library, foyer, store rooms, boardrooms and guard house.

Table 6.2 SALARIES

Personnel	Rate per Cleaner including all mandatory allowances	Rate Per Month
4 x Supervisor	R	R
17 x Cleaners	R	R
Total for 1 Month	R	R
Total for 12 Months	R	R

Table 6.3 OVERHEADS AND RELATED COSTS

All overheads must be costed for. Failure to comply will lead to disqualification.

Description	Monthly Rate	Rate Per Year
Cleaning materials including supply of toilet paper 2 Ply	R	R
Deep Cleaning Chemicals (inclusive of disinfecting chemicals as and when needed)	R	R
Cleaning & Gardening Equipment/Machinery	R	R
Uniform (Once off payment)		R
Other Overheads (Specify)	R	R
Sub-Total	R	R
VAT		R
TOTAL	R	R

Table 6.4 AMOUNTS FOR SANITATION EQUIPMENT

All sanitation equipment must be costed for. Failure to comply will lead to disqualification. Sanitation Equipment will be procured and installed as and when required.

DESCRIPTION OF ITEMS	AMOUNT FOR 1 UNIT
Supply and install durable plastic drip wall mounted battery operated automatic antibacterial fragranced toilet sanitizer H = 241mm, D = 75mm and W = 315mm	R
Supply 23L durable plastic foot-operated sanitary bin with a special mechanism to keep the contents out of sight	R
Supply and install durable plastic hand paper towel dispenser Height=342mm, Depth=231mm, Width=347mm	R
Supply and installation of 20 – 25L durable plastic wall mounted bin	R
Supply and install durable plastic foam soap dispenser H =225mm,D = 110mm, W = 135mm	R
Supply and install durable plastic wall mounted programmable air fresheners , H=360mm, D =65mm,W =140mm	R
Supply and install 2.5Kw automatic electric white hand dryer White epoxy coated cover with chrome nozzle 1 year carry-in warranty, WxHxD: 270 x 240 x 200mm	R
Supply and install mild white steel lockable 3-tier toilet roll holder with capacity for 3 toilet rolls. 14cm x 12,5cm x 40,5cm. Weight 1,55kg.	R
TOTAL	R

Table 6.5 TOTAL AMOUNT FOR CLUSTER 6

DESCRIPTION OF ITEMS	TOTAL AMOUNT
TOTAL AMOUNT FOR SALARIES FOR 12 MONTHS (Table 6.2)	R
TOTAL AMOUNT FOR OVERHEADS AND RELATED COSTS FOR 12 MONTHS (Table 6.3)	R
TOTAL AMOUNT FOR SANITATION EQUIPMENT (Table 6.4)	R
GRAND-TOTAL FOR CLUSTER 6 FOR 12 MONTHS	R

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UMKHANYAKUDE DISTRICT**Table 7.1 CLEANING SERVICES**

NO.	BUILDINGS AND LOCATIONS	NO. OF OFFICES	TYPE OF FLOOR	TOILETS	OTHER / i.e. Verandas, Kitchen, Passage	NO. OF CLEANERS
1.	JOZINI TEACHER DEVELOPMENT CENTRE, MAPHAYA AREA, JOZINI	04	Ceramic Tiles in all Areas	03 Toilets 2 Urinals 3 Seats 4 Basins	Verandas =1, Storeroom=1, , Boardroom=1, Open plan=1, Passages=2, Guard house=1, Reception=1, Garden	1 Supervisor 2 Cleaners
2.	HLABISA CIRCUIT MANAGEMENT CENTRE BUILDINGS KWAMSANE TOWNSHIP, NEXT TO UMFOLOZI HIGH SCHOOL, MTUBATUBA	11	Ceramic Tiles in all Areas	05 Toilets 1 Urinal 5 Seats	Verandas =1, Kitchen=1, Storeroom=2, Open Hall=2 Boardroom=1, Passages=3, Guard house=1, Reception=1, Garden	1 Supervisor 2 Cleaners
3.	INGWAVUMA CIRCUIT MANAGEMENT CLUSTER BUILDINGS BHAMBANANA AREA, MAIN ROAD FROM JOZINI TO BHAMBANANA T JUNCTION, INGWAVUMA	21	Ceramic Tiles in all Areas	3 Urinals 8 Seats 5 Basins	Verandas =1, Kitchen=1, Storeroom=1, Registry=1 Boardroom=1, Passages=3, Guard house=1, Reception=1, Garden	1 Supervisor 2 Cleaners
4.	UBOMBO CIRCUIT MANAGEMENT CLUSTER: ERF 64 MLINGO VILLAGE, MKHUZE	23	Ceramic Tiles in all Areas	1 Urinals 5 Pans 3 Basins	Verandas =1, Kitchen=1, Storeroom=1, Boardroom=1, Open plan=1, Passages=3, Garden	1 Supervisor 2 Cleaners
5.	MANGUZI DISTRICT TEACHER DEVELOPMENT CENTRE TEMBE TRIBAL ROAD, KWANGWANASE	06	Ceramic Tiles in all Areas	2 Urinals 9 Pans 4 Basins	Verandas =4, Kitchen=2, Storeroom=1, Boardroom=1, Open plan=1, Passages=4, Guard house=1 Garden	1 Supervisor 2 Cleaners
6.	MBAZWANA DISTRICT TEACHER DEVELOPMENT CENTRE SODWANA BAY ROAD, MBAZWANA	11	Ceramic Tiles in all Areas	2 Urinals 10 Seats 6 Basins	Verandas=5, Kitchen=2, Passage=2, Boardroom=2, Storeroom=2, Guard house=1, Open plan=2	1 Supervisor 2 Cleaners

Table 7.2 SALARIES

Personnel	Rate per Cleaner including all mandatory allowances	Rate Per Month
6 x Supervisor	R	R
12 x Cleaners	R	R
Total for 1 Month	R	R
Total for 12 Months	R	R

Table 7.3 OVERHEADS AND RELATED COSTS

All overheads must be costed for. Failure to comply will lead to disqualification.

Description	Monthly Rate	Rate Per Year
Cleaning materials including supply of toilet paper 2 Ply	R	R
Deep Cleaning Chemicals (inclusive of disinfecting chemicals as and when needed)	R	R
Cleaning & Gardening Equipment/Machinery	R	R
Uniform (Once off payment)		R
Other Overheads (Specify)	R	R
Sub-Total	R	R
VAT		R
TOTAL	R	R

Table 7.4 AMOUNTS FOR SANITATION EQUIPMENT

All sanitation equipment must be costed for. Failure to comply will lead to disqualification. Sanitation Equipment will be procured and installed as and when required.

DESCRIPTION OF ITEMS	AMOUNT FOR 1 UNIT
Supply and install durable plastic drip wall mounted battery operated automatic antibacterial fragranced toilet sanitizer H = 241mm, D = 75mm and W = 315mm	R
Supply 23L durable plastic foot-operated sanitary bin with a special mechanism to keep the contents out of sight	R
Supply and install durable plastic hand paper towel dispenser Height=342mm, Depth=231mm, Width=347mm	R
Supply and installation of 20 – 25L durable plastic wall mounted bin	R
Supply and install durable plastic foam soap dispenser H =225mm,D = 110mm, W = 135mm	R
Supply and install durable plastic wall mounted programmable air fresheners , H=360mm, D =65mm,W =140mm	R
Supply and install 2.5Kw automatic electric white hand dryer White epoxy coated cover with chrome nozzle 1 year carry-in warranty, WxHxD: 270 x 240 x 200mm	R
Supply and install mild white steel lockable 3-tier toilet roll holder with capacity for 3 toilet rolls. 14cm x 12,5cm x 40,5cm. Weight 1,55kg.	R
TOTAL	R

Table 7.5 TOTAL AMOUNT FOR CLUSTER 7

DESCRIPTION OF ITEMS	TOTAL AMOUNT
TOTAL AMOUNT FOR SALARIES FOR 12 MONTHS (Table 7.2)	R
TOTAL AMOUNT FOR OVERHEADS AND RELATED COSTS FOR 12 MONTHS (Table 7.3)	R
TOTAL AMOUNT FOR SANITATION EQUIPMENT (Table 7.4)	R
GRAND-TOTAL FOR CLUSTER 7 FOR 12 MONTHS	R

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ZNB 0093/2022/2023E - CLUSTER 8

ZULULAND DISTRICT

Table 8.1 CLEANING SERVICES

NO.	BUILDINGS AND LOCATIONS	NO. OF OFFICES	TYPE OF FLOOR	TOILETS	OTHER / i.e. Verandas, Kitchen, Passage	NO. OF CLEANERS
1.	VRYHEID DISTRICT OFFICE, CORNER OF WEST AND SOUTH STREET, VRYHEID 3100	54	Parkhomes	9 Urinals 20 Seats 18 Basins		1 Supervisor 7 Cleaners
2.	EXAMINATION ASSESSMENT 02 STRETCH CRESCENT STREET VRYHEID 3100	117	All tiled	9 Urinals 18 Seats 24 Basins	06 kitchenettes 12 passages	1 Supervisor 7 Cleaners
3.	BHEKUZULU CMC, 150 HIGH STREET, VRYHEID 3100	24	3 Tiled 21 Carpeted	3 Urinals 9 Seats 7 Basins	Tiled Passage	1 Supervisor 3 Cleaners
4.	ABAQULUSI DTDC 02 STRETCH CRESCENT STREET VRYHEID 3100	19	Tiled Areas (Veranda, Passages, toilets, kitchen and Stair Cases)	3 Urinals 7 Seats 4 Basins		1 Supervisor 4 Cleaners

Offices include reception, key room, cleaner's room, library, foyer, store rooms, boardrooms and guard house.

Table 8.2 SALARIES

Personnel	Rate per Cleaner including all mandatory allowances	Rate Per Month
4 x Supervisor	R	R
21 x Cleaners	R	R
Total for 1 Month	R	R
Total for 12 Months	R	R

Table 8.3 OVERHEADS AND RELATED COSTS

All overheads must be costed for. Failure to comply will lead to disqualification.

Description	Monthly Rate	Rate Per Year
Cleaning materials including supply of toilet paper 2 Ply	R	R
Deep Cleaning Chemicals (inclusive of disinfecting chemicals as and when needed)	R	R
Cleaning & Gardening Equipment/Machinery	R	R
Uniform (Once off payment)		R
Other Overheads (Specify)	R	R
Sub-Total	R	R
VAT		R
TOTAL	R	R

Table 8.4 AMOUNTS FOR SANITATION EQUIPMENT

All sanitation equipment must be costed for. Failure to comply will lead to disqualification. Sanitation Equipment will be procured and installed as and when required.

DESCRIPTION OF ITEMS	AMOUNT FOR 1 UNIT
Supply and install durable plastic drip wall mounted battery operated automatic antibacterial fragranced toilet sanitizer H = 241mm, D = 75mm and W = 315mm	R
Supply 23L durable plastic foot-operated sanitary bin with a special mechanism to keep the contents out of sight	R
Supply and install durable plastic hand paper towel dispenser Height=342mm, Depth=231mm, Width=347mm	R
Supply and installation of 20 – 25L durable plastic wall mounted bin	R
Supply and install durable plastic foam soap dispenser H =225mm,D = 110mm, W = 135mm	R
Supply and install durable plastic wall mounted programmable air fresheners , H=360mm, D =65mm,W =140mm	R
Supply and install 2.5Kw automatic electric white hand dryer White epoxy coated cover with chrome nozzle 1 year carry-in warranty, WxHxD: 270 x 240 x 200mm	R
Supply and install mild white steel lockable 3-tier toilet roll holder with capacity for 3 toilet rolls. 14cm x 12,5cm x 40,5cm. Weight 1,55kg.	R
TOTAL	R

Table 8.5 TOTAL AMOUNT FOR CLUSTER 8

DESCRIPTION OF ITEMS	TOTAL AMOUNT
TOTAL AMOUNT FOR SALARIES FOR 12 MONTHS (Table 8.2)	R
TOTAL AMOUNT FOR OVERHEADS AND RELATED COSTS FOR 12 MONTHS (Table 8.3)	R
TOTAL AMOUNT FOR SANITATION EQUIPMENT (Table 8.4)	R
GRAND-TOTAL FOR CLUSTER 8 FOR 12 MONTHS	R

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ZNB 0094/2022/2023E - CLUSTER 9

ZULULAND DISTRICT

Table 9.1 CLEANING SERVICES

NO.	BUILDINGS AND LOCATIONS	NO. OF OFFICES	TYPE OF FLOOR	TOILETS	OTHER / i.e. Verandas, Kitchen, Passage	NO. OF CLEANERS
1.	ULUNDI TDC AT: 762 WOMBE, STREET, ULUNDI	41	Ceramic Tiles in offices and toilets. Passages, verandas and Stair Cases plain cement	4 Urinals 31 Seats 8 Basins	5	1 Supervisor 7 Cleaners
2.	ULUNDI DISTRICT OFFICES AT 2ND FLOOR , KING DINUZULU HIGH WAY ULUNDI 3838	19 and open space 1 st & 2 nd floors	Carpets & Tiles at Entrances	26 Urinals 52 Seats 52 Basins	Passages in basement 1 st & 2 nd floors	1 Supervisor 12 Cleaners

Offices include reception, key room, cleaner's room, library, foyer, store rooms, boardrooms and guard house.

Table 9.2 SALARIES

Personnel	Rate per Month including all mandatory allowances	Rate Per Month
2 x Supervisor	R	R
19 x Cleaners	R	R
Total for 1 Month	R	R
Total for 12 Months	R	R

Table 9.3 OVERHEADS AND RELATED COSTS

All overheads must be costed for. Failure to comply will lead to disqualification.

Description	Monthly Rate	Rate Per Year
Cleaning materials including supply of toilet paper 2 Ply	R	R
Deep Cleaning Chemicals (inclusive of disinfecting chemicals as and when needed)	R	R
Cleaning & Gardening Equipment/Machinery	R	R
Uniform (Once off payment)		R
Other Overheads (Specify)	R	R
Sub-Total	R	R
VAT		R
TOTAL	R	R

Table 9.4 AMOUNTS FOR SANITATION EQUIPMENT

All sanitation equipment must be costed for. Failure to comply will lead to disqualification. Sanitation Equipment will be procured and installed as and when required.

DESCRIPTION OF ITEMS	AMOUNT FOR 1 UNIT
Supply and install durable plastic drip wall mounted battery operated automatic antibacterial fragranced toilet sanitizer H = 241mm, D = 75mm and W = 315mm	R
Supply 23L durable plastic foot-operated sanitary bin with a special mechanism to keep the contents out of sight	R
Supply and install durable plastic hand paper towel dispenser Height=342mm, Depth=231mm, Width=347mm	R
Supply and installation of 20 – 25L durable plastic wall mounted bin	R
Supply and install durable plastic foam soap dispenser H =225mm,D = 110mm, W = 135mm	R
Supply and install durable plastic wall mounted programmable air fresheners , H=360mm, D =65mm,W =140mm	R
Supply and install 2.5Kw automatic electric white hand dryer White epoxy coated cover with chrome nozzle 1 year carry-in warranty, WxHxD: 270 x 240 x 200mm	R
Supply and install mild white steel lockable 3-tier toilet roll holder with capacity for 3 toilet rolls. 14cm x 12,5cm x 40,5cm. Weight 1,55kg.	R
TOTAL	R

Table 9.5 TOTAL AMOUNT FOR CLUSTER 9

DESCRIPTION OF ITEMS	TOTAL AMOUNT
TOTAL AMOUNT FOR SALARIES FOR 12 MONTHS (Table 9.2)	R
TOTAL AMOUNT FOR OVERHEADS AND RELATED COSTS FOR 12 MONTHS (Table 9.3)	R
TOTAL AMOUNT FOR SANITATION EQUIPMENT (Table 9.4)	R
GRAND-TOTAL FOR CLUSTER 9 FOR 12 MONTHS	R

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ZNB 0095/2022/2023E - CLUSTER 10

ZULULAND DISTRICT

Table 10.1 CLEANING SERVICES

NO.	BUILDINGS AND LOCATIONS	NO. OF OFFICES	TYPE OF FLOOR	TOILETS	OTHER / i.e. Verandas, Kitchen, Passage	NO. OF CLEANERS
1.	NONGOMA TDC AT: 22A NONGOMA MAIN STREET, NONGOMA	05	Ceramic Tiles in common Areas (Passages, toilets, kitchen and Stair Cases and Carpet to all the offices	3 Urinals 6 Seats 6 Basins	5	1 Supervisor 4 Cleaners
2.	NONGOMA CMC NEXT TO MAGISTRATE COURT NONGOMA MAIN ROAD 3950	15	Ceramic Tiled	3 Urinals 2 Seats 2 Basins		1 Supervisor 3 Cleaners
3.	NGXONGWANE PRIMARY SCHOOL EKUBUNGAZELEN I AREA NONGOMA 3950	04	Tiles In offices	06 Pit Toilets	01	1 Supervisor 3 Cleaners
4.	MAHLABATHINI 381 SOLWAZI EHM NXUMALO STREET, MAHLABATHINI, 3865	15	Ceramic Tiles in common Areas , Carpeted offices	3 Urinals 4 Seats 2 Basins	1 Kitchen 1 Boardroom 1 Passage 1 Printing Office 1 store room 1 Exam room Garden	3 Cleaners

Offices include reception, key room, cleaner's room, library, foyer, store rooms, boardrooms and guard house.

Table 10.2 SALARIES

Personnel	Rate per Cleaner including all mandatory allowances	Rate Per Month
3 x Supervisor	R	R
13 x Cleaners	R	R
Total for 1 Month	R	R
Total for 12 Months	R	R

Table 10.3 OVERHEADS AND RELATED COSTS

All overheads must be costed for. Failure to comply will lead to disqualification.

Description	Monthly Rate	Rate Per Year
Cleaning materials including supply of toilet paper 2 Ply	R	R
Deep Cleaning Chemicals (inclusive of disinfecting chemicals as and when needed)	R	R
Cleaning & Gardening Equipment/Machinery	R	R
Uniform (Once off payment)		R
Other Overheads (Specify)	R	R
Sub-Total	R	R
VAT		R
TOTAL	R	R

Table 10.4 AMOUNTS FOR SANITATION EQUIPMENT

All sanitation equipment must be costed for. Failure to comply will lead to disqualification. Sanitation Equipment will be procured and installed as and when required.

DESCRIPTION OF ITEMS	AMOUNT FOR 1 UNIT
Supply and install durable plastic drip wall mounted battery operated automatic antibacterial fragranced toilet sanitizer H = 241mm, D = 75mm and W = 315mm	R
Supply 23L durable plastic foot-operated sanitary bin with a special mechanism to keep the contents out of sight	R
Supply and install durable plastic hand paper towel dispenser Height=342mm, Depth=231mm, Width=347mm	R
Supply and installation of 20 – 25L durable plastic wall mounted bin	R
Supply and install durable plastic foam soap dispenser H =225mm,D = 110mm, W = 135mm	R
Supply and install durable plastic wall mounted programmable air fresheners , H=360mm, D =65mm,W =140mm	R
Supply and install 2.5Kw automatic electric white hand dryer White epoxy coated cover with chrome nozzle 1 year carry-in warranty, WxHxD: 270 x 240 x 200mm	R
Supply and install mild white steel lockable 3-tier toilet roll holder with capacity for 3 toilet rolls. 14cm x 12,5cm x 40,5cm. Weight 1,55kg.	R
TOTAL	R

Table 10.5 TOTAL AMOUNT FOR CLUSTER 10

DESCRIPTION OF ITEMS	TOTAL AMOUNT
TOTAL AMOUNT FOR SALARIES FOR 12 MONTHS (Table 10.2)	R
TOTAL AMOUNT FOR OVERHEADS AND RELATED COSTS FOR 12 MONTHS (Table 10.3)	R
TOTAL AMOUNT FOR SANITATION EQUIPMENT (Table 10.4)	R
GRAND-TOTAL FOR CLUSTER 10 FOR 12 MONTHS	R

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ZNB 0096/2022/2023E - CLUSTER 11**ZULULAND DISTRICT****Table 11.1 CLEANING SERVICES**

NO.	BUILDINGS AND LOCATIONS	NO. OF OFFICES	TYPE OF FLOOR	TOILETS	OTHER / i.e. Verandas, Kitchen, Passage	NO. OF CLEANERS
1.	ALTONA TDC ALTONA PRIMARY SCHOOL, NTUMBANE AREA, PONGOLA	05	Ceramic Tiles in common Areas (Passages, toilets, kitchen and Stair Cases and Carpet to all the offices	04 Pit Toilets	5	1 Supervisor 3 Cleaners
2.	PONGOLA TDC 982 KIEPERSOL STREET, PONGOLA	15	Ceramic Tiles in common Areas (Passages, toilets, kitchen and Stair Cases and Carpet to all the offices	2 Urinals 8 Seats 6 Basins		1 Supervisor 3 Cleaners
3.	PONGOLA CMC 182 KIEPERSOL STREET, PONGOLA	23	Ceramic Tiles in common Areas (Passages, toilets, kitchen and Stair Cases and Carpet to all the offices	3 Urinals 5 Seats 5 Basins		1 Supervisor 5 Cleaners
4.	KHANYANJALO DTDC, 462 EDUMBE LOCATION PAULPIETERSBURG 3180	05	Tiled Floors	6 Urinals 8 Seats 6 Basins		1 Supervisor 3 Cleaners
5.	PAULPIETERSBURG CMC 462 EDUMBE LOCATION PAULPIETERSBURG 3180	05	Tiled Floors	1 Urinal 4 Seats 2 Basins		1 Supervisor 4 Cleaners

Offices include reception, key room, cleaner's room, library, foyer, store rooms, boardrooms and guard house.

Table 11.2 SALARIES

Personnel	Rate per Cleaner including all mandatory allowances	Rate Per Month
5 x Supervisor	R	R
18 x Cleaners	R	R
Total for 1 Month	R	R
Total for 12 Months	R	R

Table 11.3 OVERHEADS AND RELATED COSTS

All overheads must be costed for. Failure to comply will lead to disqualification.

Description	Monthly Rate	Rate Per Year
Cleaning materials including supply of toilet paper 2 Ply	R	R
Deep Cleaning Chemicals (inclusive of disinfecting chemicals as and when needed)	R	R
Cleaning & Gardening Equipment/Machinery	R	R
Uniform (Once off payment)		R
Other Overheads (Specify)	R	R
Sub-Total	R	R
VAT		R
TOTAL	R	R

Table 11.4 AMOUNTS FOR SANITATION EQUIPMENT

All sanitation equipment must be costed for. Failure to comply will lead to disqualification. Sanitation Equipment will be procured and installed as and when required.

DESCRIPTION OF ITEMS	AMOUNT FOR 1 UNIT
Supply and install durable plastic drip wall mounted battery operated automatic antibacterial fragranced toilet sanitizer H = 241mm, D = 75mm and W = 315mm	R
Supply 23L durable plastic foot-operated sanitary bin with a special mechanism to keep the contents out of sight	R
Supply and install durable plastic hand paper towel dispenser Height=342mm, Depth=231mm, Width=347mm	R
Supply and installation of 20 – 25L durable plastic wall mounted bin	R
Supply and install durable plastic foam soap dispenser H =225mm,D = 110mm, W = 135mm	R
Supply and install durable plastic wall mounted programmable air fresheners , H=360mm, D =65mm,W =140mm	R
Supply and install 2.5Kw automatic electric white hand dryer White epoxy coated cover with chrome nozzle 1 year carry-in warranty, WxHxD: 270 x 240 x 200mm	R
Supply and install mild white steel lockable 3-tier toilet roll holder with capacity for 3 toilet rolls. 14cm x 12,5cm x 40,5cm. Weight 1,55kg.	R
TOTAL	R

Table 11.5 TOTAL AMOUNT FOR CLUSTER 11

DESCRIPTION OF ITEMS	TOTAL AMOUNT
TOTAL AMOUNT FOR SALARIES FOR 12 MONTHS (Table 11.2)	R
TOTAL AMOUNT FOR OVERHEADS AND RELATED COSTS FOR 12 MONTHS (Table 11.3)	R
TOTAL AMOUNT FOR SANITATION EQUIPMENT (Table 11.4)	R
GRAND-TOTAL FOR CLUSTER 11 FOR 12 MONTHS	R

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ZNB 0097/2022/2023E - CLUSTER 12**KING CETSHWAYO DISTRICT****Table 12.1 CLEANING SERVICES**

NO.	BUILDINGS AND LOCATIONS	NO. OF OFFICES	TYPE OF FLOOR	TOILETS	OTHER / i.e. Verandas, Kitchen, Passage	NO. OF CLEANERS
1.	KING CETSHWAYO BUILDING CORNER OF MAXWELL AND HANCOCK STREET, EMPANGENI	51	Ceramic Tiles in common Areas (Passages, toilets, kitchen and stair cases and carpet to the whole of management floor, bare floors at Administration building)	9 Urinals 26 Pans 24 Basins	28	1 Supervisor 5 Cleaners 1 Gardener
2.	IMFOLOZI CMC, CORNER OF ALOE LOOP VIA VERBANA, RICHARD'S BAY	12	Ceramic Tiles in all areas	2 Urinals 4 Seats 2 Basins	2	1 Supervisor 2 Cleaners 1 Gardener
3.	UMHLATHUZE CMC, H2680 MTHOLE ROAD, ESIKHAWINI	17	Marley floors in all areas	2 Urinals 8 Seats 3 Basins	3	1 Supervisor 2 Cleaners 1 Gardener
4.	RIOT MKHWANAZI 338 WEMVANE ROAD, VULINDLELA KWADLANGEZWA 3886	8	Ceramic Tiles in all areas	5 Urinals 44 Seats 2 Basins	25	1 Supervisor 4 Cleaners 1 Gardener
5.	MTHONJANENI CMC-NGWELEZANAE THINASOBABILI ROAD, NGWELEZANE	9	Carpet in all offices and in the passage, ceramic tiles at reception and cement in the veranda	1 Urinals 2 seats 3 basins	3	1 Supervisor 2 Cleaners 1 Gardener

Offices include reception, key room, cleaner's room, library, foyer, store rooms, boardrooms and guard house.

Table 12.2 SALARIES

Personnel	Rate per Cleaner including all mandatory allowances	Rate Per Month
5 x Supervisor	R	R
15 x Cleaners	R	R
5 x Gardener	R	R
Total for 1 Month	R	R
Total for 12 Months	R	R

Table 12.3 OVERHEADS AND RELATED COSTS

All overheads must be costed for. Failure to comply will lead to disqualification.

Description	Monthly Rate	Rate Per Year
Cleaning materials including supply of toilet paper 2 Ply	R	R
Deep Cleaning Chemicals (inclusive of disinfecting chemicals as and when needed)	R	R
Cleaning & Gardening Equipment/Machinery	R	R
Uniform (Once off payment)		R
Other Overheads (Specify)	R	R
Sub-Total	R	R
VAT		R
TOTAL	R	R

Table 12.4 AMOUNTS FOR SANITATION EQUIPMENT

All sanitation equipment must be costed for. Failure to comply will lead to disqualification. Sanitation Equipment will be procured and installed as and when required.

DESCRIPTION OF ITEMS	AMOUNT FOR 1 UNIT
Supply and install durable plastic drip wall mounted battery operated automatic antibacterial fragranced toilet sanitizer H = 241mm, D = 75mm and W = 315mm	R
Supply 23L durable plastic foot-operated sanitary bin with a special mechanism to keep the contents out of sight	R
Supply and install durable plastic hand paper towel dispenser Height=342mm, Depth=231mm, Width=347mm	R
Supply and installation of 20 – 25L durable plastic wall mounted bin	R
Supply and install durable plastic foam soap dispenser H =225mm,D = 110mm, W = 135mm	R
Supply and install durable plastic wall mounted programmable air fresheners , H=360mm, D =65mm,W =140mm	R
Supply and install 2.5Kw automatic electric white hand dryer White epoxy coated cover with chrome nozzle 1 year carry-in warranty, WxHxD: 270 x 240 x 200mm	R
Supply and install mild white steel lockable 3-tier toilet roll holder with capacity for 3 toilet rolls. 14cm x 12,5cm x 40,5cm. Weight 1,55kg.	R
TOTAL	R

Table 12.5 TOTAL AMOUNT FOR CLUSTER 12

DESCRIPTION OF ITEMS	TOTAL AMOUNT
TOTAL AMOUNT FOR SALARIES FOR 12 MONTHS (Table 12.2)	R
TOTAL AMOUNT FOR OVERHEADS AND RELATED COSTS FOR 12 MONTHS (Table 12.3)	R
TOTAL AMOUNT FOR SANITATION EQUIPMENT (Table 12.4)	R
GRAND-TOTAL FOR CLUSTER 12 FOR 12 MONTHS	R

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ZNB 0098/2022/2023E - CLUSTER 13

KING CETSHWAYO DISTRICT

Table 13.1 CLEANING SERVICES

NO.	BUILDINGS AND LOCATIONS	NO. OF OFFICES	TYPE OF FLOOR	TOILETS	OTHER / i.e. Verandas, Kitchen, Passage	NO. OF CLEANERS
1.	NKANDLA VILLAGE 208 NHLANGUBO ROAD, NKANDLA	19	Marley floors on all tiles	2 Urinals 9 Seats 8 Basins	3	1 Supervisor 2 Cleaners 1 Gardener
2.	MTHONJANENI CMC – MELMOTH 9 SIMON STREET, MELMOTH	15	Ceramic Tiles in all areas	1 Urinal 3 Seats 2 Basins	9	1 Supervisor 2 Cleaners 1 Gardener
3.	UMLALAZI CMC 874 UMSONTI ROAD	19	Marley floors in all areas	2 Urinals 9 Seats 8 Basins	3	1 Supervisor 2 Cleaners 1 Gardeners
4.	ENQOLENI CENTRE VILLAGE 208 NHLANGUBO ROAD, NEAR MATHUBU PRIMARY	1	Ceramic Tiles in all areas	7 Seats 7 Basins	11	1 Supervisor 4 Cleaners
5.	ESHOWE ENVIRONMENTAL CENTRE, 25 STREET ESHOWE SAUNDERS	3	Ceramic Tiles in all areas, except a wooden floor in one boardroom	12 Seats 12 Basins	11	1 Supervisor 4 Cleaners

Offices include reception, key room, cleaner's room, library, foyer, store rooms, boardrooms and guard house.

Table 13.2 SALARIES

Personnel	Rate per Cleaner including all mandatory allowances	Rate Per Month
5 x Supervisor	R	R
14 x Cleaners	R	R
3 x Gardeners	R	R
Total for 1 Month	R	R
Total for 12 Months	R	R

Table 13.3 OVERHEADS AND RELATED COSTS

All overheads must be costed for. Failure to comply will lead to disqualification.

Description	Monthly Rate	Rate Per Year
Cleaning materials including supply of toilet paper 2 Ply	R	R
Deep Cleaning Chemicals (inclusive of disinfecting chemicals as and when needed)	R	R
Cleaning & Gardening Equipment/Machinery	R	R
Uniform (Once off payment)		R
Other Overheads (Specify)	R	R
Sub-Total	R	R
VAT		R
TOTAL	R	R

Table 13.4 AMOUNTS FOR SANITATION EQUIPMENT

All sanitation equipment must be costed for. Failure to comply will lead to disqualification. Sanitation Equipment will be procured and installed as and when required.

DESCRIPTION OF ITEMS	AMOUNT FOR 1 UNIT
Supply and install durable plastic drip wall mounted battery operated automatic antibacterial fragranced toilet sanitizer H = 241mm, D = 75mm and W = 315mm	R
Supply 23L durable plastic foot-operated sanitary bin with a special mechanism to keep the contents out of sight	R
Supply and install durable plastic hand paper towel dispenser Height=342mm, Depth=231mm, Width=347mm	R
Supply and installation of 20 – 25L durable plastic wall mounted bin	R
Supply and install durable plastic foam soap dispenser H=225mm,D = 110mm, W = 135mm	R
Supply and install durable plastic wall mounted programmable air fresheners , H=360mm, D =65mm,W =140mm	R
Supply and install 2.5Kw automatic electric white hand dryer White epoxy coated cover with chrome nozzle 1 year carry-in warranty, WxHxD: 270 x 240 x 200mm	R
Supply and install mild white steel lockable 3-tier toilet roll holder with capacity for 3 toilet rolls. 14cm x 12,5cm x 40,5cm. Weight 1,55kg.	R
TOTAL	R

Table 13.5 TOTAL AMOUNT FOR CLUSTER 13

DESCRIPTION OF ITEMS	TOTAL AMOUNT
TOTAL AMOUNT FOR SALARIES FOR 12 MONTHS (Table 13.2)	R
TOTAL AMOUNT FOR OVERHEADS AND RELATED COSTS FOR 12 MONTHS (Table 13.3)	R
TOTAL AMOUNT FOR SANITATION EQUIPMENT (Table 13.4)	R
GRAND-TOTAL FOR CLUSTER 13 FOR 12 MONTHS	R

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ZNB 0099/2022/2023E - CLUSTER 14**UMGUNGUNDLOVU DISTRICT****Table 14.1 CLEANING SERVICES**

NO	BUILDINGS AND LOCATIONS	NO. OF OFFICES	TYPE OF FLOOR	TOILETS	OTHER / i.e. Verandas, Kitchen, Passage	NO. OF CLEANERS
1.	169 HOOSEN HAFFAJEE ST, PMBURG			3 Urinals 10 Seats 10 Basins	In house cleaning, only deep cleaning required	0
2.	MUTUAL SQUARE BUILDING, 185 LONGMARKET ST, PIETERMARITZBURG	76	Ceramic Tiles in common Areas and carpets in offices and passages.	4 12 Urinals 28 Seats 24 Basins	6	4 Cleaners
3.	220 PRINCE ALFRED ST, PMBURG			2 Urinals 13 Seats 6 Basins	In house cleaning, only garden services and deep cleaning required	3 Gardeners
4.	Asset Management 130 Boom Street, Pietermaritzburg	11	Ceramic Tiles in common areas (Passages, toilets, kitchen and carpet to all the offices)	4 Urinals 14 Seats 14 Basins	5	2 Cleaners 4 Gardeners
5.	Masakhuxolo Education Centre, 58 Harding St, Richmond	15	Ceramic Tiles in common Areas (Passages, toilets, kitchen and Carpets to all the offices)	2 Urinals 8 Seats 7 Basins	4	1 Cleaner
6.	EXAMS & ASSESSMENTS, 175 Loop Street, Pietermaritzburg			2 Urinals 12 Seats 6 Basins	In house cleaning, only deep cleaning required	0
7.	MOOI RIVER CIRCUIT OFFICE, 16 Claughton Rd, Mooi River	14	Ceramic Tiles in common areas and carpets.	1 Urinal 2 Seats 2 Basins	3	1 Cleaner

Offices include reception, key room, cleaner's room, library, foyer, store rooms, boardrooms and guard house.

Table 14.2 SALARIES

Personnel	Rate per Cleaner including all mandatory allowances	Rate Per Year
7 x Gardeners	R	R
8 x Cleaners	R	R
Total for 1 Month	R	R
Total for 12 Months	R	R

Table 14.3 OVERHEADS AND RELATED COSTS

All overheads must be costed for. Failure to comply will lead to disqualification.

Description	Monthly Rate	Rate Per Year
Cleaning materials including supply of toilet paper 2 Ply	R	R
Deep Cleaning Chemicals (inclusive of disinfecting chemicals as and when needed)	R	R
Cleaning & Gardening Equipment/Machinery	R	R
Uniform (Once off payment)		R
Other Overheads (Specify)	R	R
Sub-Total	R	R
VAT		R
TOTAL	R	R

Table 14.4 AMOUNTS FOR SANITATION EQUIPMENT

All sanitation equipment must be costed for. Failure to comply will lead to disqualification. Sanitation Equipment will be procured and installed as and when required.

DESCRIPTION OF ITEMS	AMOUNT FOR 1 UNIT
Supply and install durable plastic drip wall mounted battery operated automatic antibacterial fragranced toilet sanitizer H = 241mm, D = 75mm and W = 315mm	R
Supply 23L durable plastic foot-operated sanitary bin with a special mechanism to keep the contents out of sight	R
Supply and install durable plastic hand paper towel dispenser Height=342mm, Depth=231mm, Width=347mm	R
Supply and installation of 20 – 25L durable plastic wall mounted bin	R
Supply and install durable plastic foam soap dispenser H =225mm,D = 110mm, W = 135mm	R
Supply and install durable plastic wall mounted programmable air fresheners , H=360mm, D =65mm,W =140mm	R
Supply and install 2.5Kw automatic electric white hand dryer White epoxy coated cover with chrome nozzle 1 year carry-in warranty, WxHxD: 270 x 240 x 200mm	R
Supply and install mild white steel lockable 3-tier toilet roll holder with capacity for 3 toilet rolls. 14cm x 12,5cm x 40,5cm. Weight 1,55kg.	R
TOTAL	R

Table 14.5 TOTAL AMOUNT FOR CLUSTER 14

DESCRIPTION OF ITEMS	TOTAL AMOUNT
TOTAL AMOUNT FOR SALARIES FOR 12 MONTHS (Table 14.2)	R
TOTAL AMOUNT FOR OVERHEADS AND RELATED COSTS FOR 12 MONTHS (Table 14.3)	R
TOTAL AMOUNT FOR SANITATION EQUIPMENT (Table 14.4)	R
GRAND-TOTAL FOR CLUSTER 14 FOR 12 MONTHS	R

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ZNB 0100/2022/2023E - CLUSTER 15

UMGUNGUNDLOVU DISTRICT

Table 15.1 CLEANING SERVICES

NO	BUILDINGS AND LOCATIONS	NO. OF OFFICES	TYPE OF FLOOR	TOILETS	OTHER / i.e. Verandas, Kitchen, Passage	NO. OF CLEANERS
1.	VULINDLELA CMC			2 Urinals 5 Seats 6 Basins	In house cleaning, only gardening and deep cleaning required	5 Gardeners
2.	VULINDLELA EDUCATION CENTRE, Taylors Halt, Vulindlela	12	Ceramic Tiles in common Areas (Passages, toilets, kitchen and carpets.	2 Urinals 8 Seats 7 Basins	10	1 Cleaner 2 Gardeners
3.	SUKUMA COMP. SCHOOL			24 Urinals 76 Seats 72 Basins	In house cleaning, only garden services and deep cleaning required	8 Gardeners

Offices include reception, key room, cleaner's room, library, foyer, store rooms, boardrooms and guard house.

Table 15.2 SALARIES

Personnel	Rate per Cleaner including all mandatory allowances	Rate Per Year
15 x Gardeners	R	R
1 x Cleaners	R	R
Total for 1 Month	R	R
Total for 12 Months	R	R

Table 15.3 OVERHEADS AND RELATED COSTS

All overheads must be costed for. Failure to comply will lead to disqualification.

Description	Monthly Rate	Rate Per Year
Cleaning materials including supply of toilet paper 2 Ply	R	R
Deep Cleaning Chemicals (inclusive of disinfecting chemicals as and when needed)	R	R
Cleaning & Gardening Equipment/Machinery	R	R
Uniform (Once off payment)		R
Other Overheads (Specify)	R	R
Sub-Total	R	R
VAT		R
TOTAL	R	R

Table 15.4 AMOUNTS FOR SANITATION EQUIPMENT

All sanitation equipment must be costed for. Failure to comply will lead to disqualification. Sanitation Equipment will be procured and installed as and when required.

DESCRIPTION OF ITEMS	AMOUNT FOR 1 UNIT
Supply and install durable plastic drip wall mounted battery operated automatic antibacterial fragranced toilet sanitizer H = 241mm, D = 75mm and W = 315mm	R
Supply 23L durable plastic foot-operated sanitary bin with a special mechanism to keep the contents out of sight	R
Supply and install durable plastic hand paper towel dispenser Height=342mm, Depth=231mm, Width=347mm	R
Supply and installation of 20 – 25L durable plastic wall mounted bin	R
Supply and install durable plastic foam soap dispenser H =225mm,D = 110mm, W = 135mm	R
Supply and install durable plastic wall mounted programmable air fresheners , H=360mm, D =65mm,W =140mm	R
Supply and install 2.5Kw automatic electric white hand dryer White epoxy coated cover with chrome nozzle 1 year carry-in warranty, WxHxD: 270 x 240 x 200mm	R
Supply and install mild white steel lockable 3-tier toilet roll holder with capacity for 3 toilet rolls. 14cm x 12,5cm x 40,5cm. Weight 1,55kg.	R
TOTAL	R

Table 15.5 TOTAL AMOUNT FOR CLUSTER 15

DESCRIPTION OF ITEMS	TOTAL AMOUNT
TOTAL AMOUNT FOR SALARIES FOR 12 MONTHS (Table 15.2)	R
TOTAL AMOUNT FOR OVERHEADS AND RELATED COSTS FOR 12 MONTHS (Table 15.3)	R
TOTAL AMOUNT FOR SANITATION EQUIPMENT (Table 15.4)	R
GRAND-TOTAL FOR CLUSTER 15 FOR 12 MONTHS	R

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ZNB 0101/2022/2023E - CLUSTER 16**UGU DISTRICT****Table 16.1 CLEANING SERVICES**

NO	BUILDINGS AND LOCATIONS	NO. OF OFFICES	TYPE OF FLOOR	TOILETS	OTHER / i.e. Verandas Kitchen, Passage	NO. OF CLEANERS
1.	UGU DISTRICT OFFICE , 3 Jan Smuts Avenue, Port Shepstone	272 + open plan areas	Ceramic Tiles in common Areas (Passages, toilets, kitchen and Stair Cases and Carpet to all the offices	17 Urinals 31 Seats 40 Basins	5	1 Supervisor 4 Cleaners
2.	SAYIDI CMC 1 Ray Nkonyeni Road, Gamalakhe	30	Ceramic Tiles in common Areas (Passages, toilets, kitchen and Stair Cases and Carpet to all the offices	3 Urinals 6 Seats 6 Basins	6	1 Supervisor 1 Cleaners
3.	HARDING CIRCUIT OFFICE , Next to Harding Primary School	20	Ceramic Tiles in common Areas (Passages, toilets, kitchen and Stair Cases and Carpet to all the offices	0 Urinals 2 Seats 2 Basins	5	1 Supervisor 1 Cleaners
4.	PHUNGASHE EDUCATION CENTRE Eluphepheni, Phungashe	25	Ceramic Tiles in common Areas (Passages, toilets, kitchen and Stair Cases and Carpet to all the offices	3 Urinals 4 Seats 4 Basins	6	1 Supervisor 1 Cleaners
5.	IZINGOLWENI EDUCATION CENTRE Next to zingolweni Taxi Rank	11	Ceramic Tiles in common Areas (Passages, toilets, kitchen and Stair Cases and Carpet to all the offices	5 Urinals 5 Seats 6 Basins	5	1 Supervisor 1 Cleaners
6.	SCOTTBURGH CMC , Next to Vulamehlo Magistrate Court, Dududu	30	Ceramic Tiles in common Areas (Passages, toilets, kitchen and Stair Cases and Carpet to all the offices	3 Urinals 7 Seats 7 Basins	6	1 Supervisor 1 Cleaner
7.	TURTON EDUCATION CENTRE , Next to Turton Taxi Rank	11	Ceramic Tiles in common Areas (Passages, toilets, kitchen and Stair Cases and Carpet to all the offices	0 Urinals 1 Seat 2 Basins	5	1 Supervisor 1 Cleaner

NO	BUILDINGS AND LOCATIONS	NO. OF OFFICES	TYPE OF FLOOR	TOILETS	OTHER / i.e. Verandas Kitchen, Passage	NO. OF CLEANERS
8.	UMZUMBE CMC Eluphepheni, Next to Eluphepheni Magistrate Court	10	Ceramic Tiles in common Areas (Passages, toilets, kitchen and Stair Cases and Carpet to all the offices	0 Urinals 3 Seats 2 Basins	4	1 Supervisor 1 Cleaner

Offices include reception, key room, cleaner's room, library, foyer, store rooms, boardrooms and guard house.

Table 16.2 SALARIES

Personnel	Rate per Cleaner including all mandatory allowances	Rate Per Month
8 x Supervisor	R	R
11 x Cleaners	R	R
Total for 1 Month	R	R
Total for 12 Months	R	R

Table 16.3 OVERHEADS AND RELATED COSTS

All overheads must be costed for. Failure to comply will lead to disqualification.

Description	Monthly Rate	Rate Per Year
Cleaning materials including supply of toilet paper 2 Ply	R	R
Deep Cleaning Chemicals (inclusive of disinfecting chemicals as and when needed)	R	R
Cleaning & Gardening Equipment/Machinery	R	R
Uniform (Once off payment)		R
Other Overheads (Specify)	R	R
Sub-Total	R	R
VAT		R
TOTAL	R	R

Table 16.4 AMOUNTS FOR SANITATION EQUIPMENT

All sanitation equipment must be costed for. Failure to comply will lead to disqualification. Sanitation Equipment will be procured and installed as and when required.

DESCRIPTION OF ITEMS	AMOUNT FOR 1 UNIT
Supply and install durable plastic drip wall mounted battery operated automatic antibacterial fragranced toilet sanitizer H = 241mm, D = 75mm and W = 315mm	R
Supply 23L durable plastic foot-operated sanitary bin with a special mechanism to keep the contents out of sight	R
Supply and install durable plastic hand paper towel dispenser Height=342mm, Depth=231mm, Width=347mm	R
Supply and installation of 20 – 25L durable plastic wall mounted bin	R
Supply and install durable plastic foam soap dispenser H =225mm,D = 110mm, W = 135mm	R
Supply and install durable plastic wall mounted programmable air fresheners , H=360mm, D =65mm,W =140mm	R
Supply and install 2.5Kw automatic electric white hand dryer White epoxy coated cover with chrome nozzle 1 year carry-in warranty, WxHxD: 270 x 240 x 200mm	R
Supply and install mild white steel lockable 3-tier toilet roll holder with capacity for 3 toilet rolls. 14cm x 12,5cm x 40,5cm. Weight 1,55kg.	R
TOTAL	R

Table 16.5 TOTAL AMOUNT FOR CLUSTER 16

DESCRIPTION OF ITEMS	TOTAL AMOUNT
TOTAL AMOUNT FOR SALARIES FOR 12 MONTHS (Table 16.2)	R
TOTAL AMOUNT FOR OVERHEADS AND RELATED COSTS FOR 12 MONTHS (Table 16.3)	R
TOTAL AMOUNT FOR SANITATION EQUIPMENT (Table 16.4)	R
GRAND-TOTAL FOR CLUSTER 16 FOR 12 MONTHS	R

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OFFICIAL COMPANY STAMP

ZNB 0102/2022/2023E - CLUSTER 17

HARRY GWALA DISTRICT

Table 17.1 CLEANING SERVICES

NO	BUILDINGS AND LOCATIONS	NO. OF OFFICES	TYPE OF FLOOR	TOILETS	OTHER / i.e. Verandas, Kitchen, Passage	NO. OF CLEANERS
1	HARRY GWALA DISTRICT OFFICE 8 Main Street, JY Building, Kokstad	91	Ceramic Tiles in common Areas (Passages, toilets, kitchen and stair cases and carpet to all the offices)	7 Urinals 17 Seats 17 Basins	1	1 Supervisor 4 Cleaners 1 Gardener
2	IXOPO CMC 38 Margaret Street, Ixopo	12	Ceramic Tiles in common Areas (Passages, toilets, kitchen and stair cases and carpet to all the offices)	2 Urinals 7 Seats 4 Basins	1	1 Cleaner (No gardener)
3	UMZIMKHULU CMC Shop 49, Umzimkhulu Mall	14	Ceramic Tiles in common Areas (Passages, toilets, kitchen and stair cases and carpet to all the offices)	1 Toilet 3 Seats 3 basins	1	1 Cleaner (No gardener)
4	PHOLELA CMC Next to Hlanganani Magistrate	18	Ceramic Tiles in common Areas (Passages, toilets, kitchen and stair cases and carpet to all the offices)	2 Urinals 4 Seats 3 Basins	1	1 Cleaner 1 Gardener
5	EMAHUSHENI TDC, Rietvlei, Umzimkhulu	15	Ceramic Tiles in common Areas (Passages, toilets, kitchen and stair cases and carpet to all the offices)	2 Urinals 6 Seats 8 Basins	1	1 Cleaner 1 Gardener
6	JOLIVET TDC next to Jolivet Hall	15	Ceramic Tiles in common Areas (Passages, toilets, kitchen and offices)	2 Urinals 6 Seats 8 Toilets	1	1 Cleaner 1 Gardener
7	MAHWAQA TDC, Main Road, Bulwer	7	Ceramic Tiles in common Areas (Passages, toilets, kitchen and Stair Cases and Carpet to all the offices)	2 Urinals 7 Seats 5 Basins	1	1 Cleaner 1 Gardener

Offices include reception, key room, cleaner's room, library, foyer, store rooms, boardrooms and guard house.

Table 17.2 SALARIES

Personnel	Rate per Cleaner including all mandatory allowances	Rate Per Year
1 x Supervisor	R	R
10 x Cleaners	R	R
5 x Gardeners	R	R
Total for 1 Month	R	R
Total for 12 Months	R	R

Table 17.3 OVERHEADS AND RELATED COSTS

All overheads must be costed for. Failure to comply will lead to disqualification.

Description	Monthly Rate	Rate Per Year
Cleaning materials including supply of toilet paper 2 Ply	R	R
Deep Cleaning Chemicals (inclusive of disinfecting chemicals as and when needed)	R	R
Cleaning & Gardening Equipment/Machinery	R	R
Uniform (Once off payment)		R
Other Overheads (Specify)	R	R
Sub-Total	R	R
VAT		R
TOTAL	R	R

Table 17.4 AMOUNTS FOR SANITATION EQUIPMENT

All sanitation equipment must be costed for. Failure to comply will lead to disqualification. Sanitation Equipment will be procured and installed as and when required.

DESCRIPTION OF ITEMS	AMOUNT FOR 1 UNIT
Supply and install durable plastic drip wall mounted battery operated automatic antibacterial fragranced toilet sanitizer H = 241mm, D = 75mm and W = 315mm	R
Supply 23L durable plastic foot-operated sanitary bin with a special mechanism to keep the contents out of sight	R
Supply and install durable plastic hand paper towel dispenser Height=342mm, Depth=231mm, Width=347mm	R
Supply and installation of 20 – 25L durable plastic wall mounted bin	R
Supply and install durable plastic foam soap dispenser H =225mm,D = 110mm, W = 135mm	R
Supply and install durable plastic wall mounted programmable air fresheners , H=360mm, D =65mm,W =140mm	R
Supply and install 2.5Kw automatic electric white hand dryer White epoxy coated cover with chrome nozzle 1 year carry-in warranty, WxHxD: 270 x 240 x 200mm	R
Supply and install mild white steel lockable 3-tier toilet roll holder with capacity for 3 toilet rolls. 14cm x 12,5cm x 40,5cm. Weight 1,55kg.	R
TOTAL	R

Table 17.5 TOTAL AMOUNT FOR CLUSTER 17

DESCRIPTION OF ITEMS	TOTAL AMOUNT
TOTAL AMOUNT FOR SALARIES FOR 12 MONTHS (Table 17.2)	R
TOTAL AMOUNT FOR OVERHEADS AND RELATED COSTS FOR 12 MONTHS (Table 17.3)	R
TOTAL AMOUNT FOR SANITATION EQUIPMENT (Table 17.4)	R
GRAND-TOTAL FOR CLUSTER 17 FOR 12 MONTHS	R

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ZNB 0103/2022/2023E - CLUSTER 18

UMZINYATHI DISTRICT

Table 18.1 CLEANING SERVICES

NO	BUILDINGS AND LOCATIONS	NO. OF OFFICES	TYPE OF FLOOR	TOILETS	OTHER / i.e. Verandas, Kitchen, Passage	NO. OF CLEANERS
1.	UMZINYATHI DISTRICT OFFICE, 40 WILSON	51	Carpet, Tiles, Cement Tiles and paving	11 Urinals 25 Seats 16 Basins	Kitchen - 2 Passages - 3 Verandas - 0	1 Supervisor 4 Cleaners 1 Gardener
2.	UMZINYATHI DISTRICT OFFICE, NO 7 WATT STREET	41	Carpet, Tiles, Cement floor and paving	1 Urinals 15 Seats 10 Basins	Kitchen - 2 Passages - 1 Verandas - 3	1 Supervisor 2 Cleaners 1 Gardener
3.	ENDUMENI CMC	7	Carpet, Tiles, Cement floor and paving	1 Urinals 3 Seats 3 Basins	Kitchen -1 Passages - 1 Verandas - 1	2 Cleaners
4.	UMZINYATHI TDC	17	Carpet, Tiles, Cement floor and paving	2 Urinals 12 Seats 21 Basins	Kitchen -1 Passages- 7	1 Supervisor 4 Cleaners 1 Gardener

Offices include reception, cleaner's room, library, foyers, store rooms, boardrooms and guard house.

Table 18.2 SALARIES

Personnel	Rate per Cleaner including all mandatory allowances	Rate Per Year
3 x Supervisor	R	R
12 x Cleaners	R	R
3 x Gardeners	R	R
Total for 1 Month	R	R
Total for 12 Months	R	R

Table 18.3 OVERHEADS AND RELATED COSTS

All overheads must be costed for. Failure to comply will lead to disqualification.

Description	Monthly Rate	Rate Per Year
Cleaning materials including supply of toilet paper 2 Ply	R	R
Deep Cleaning Chemicals (inclusive of disinfecting chemicals as and when needed)	R	R
Cleaning & Gardening Equipment/Machinery	R	R
Uniform (Once off payment)		R
Other Overheads (Specify)	R	R
Sub-Total	R	R
VAT		R
TOTAL	R	R

Table 18.4 AMOUNTS FOR SANITATION EQUIPMENT

All sanitation equipment must be costed for. Failure to comply will lead to disqualification. Sanitation Equipment will be procured and installed as and when required.

DESCRIPTION OF ITEMS	AMOUNT FOR 1 UNIT
Supply and install durable plastic drip wall mounted battery operated automatic antibacterial fragranced toilet sanitizer H = 241mm, D = 75mm and W = 315mm	R
Supply 23L durable plastic foot-operated sanitary bin with a special mechanism to keep the contents out of sight	R
Supply and install durable plastic hand paper towel dispenser Height=342mm, Depth=231mm, Width=347mm	R
Supply and installation of 20 – 25L durable plastic wall mounted bin	R
Supply and install durable plastic foam soap dispenser H =225mm,D = 110mm, W = 135mm	R
Supply and install durable plastic wall mounted programmable air fresheners , H=360mm, D =65mm,W =140mm	R
Supply and install 2.5Kw automatic electric white hand dryer White epoxy coated cover with chrome nozzle 1 year carry-in warranty, WxHxD: 270 x 240 x 200mm	R
Supply and install mild white steel lockable 3-tier toilet roll holder with capacity for 3 toilet rolls. 14cm x 12,5cm x 40,5cm. Weight 1,55kg.	R
TOTAL	R

Table 18.5 TOTAL AMOUNT FOR CLUSTER 18

DESCRIPTION OF ITEMS	TOTAL AMOUNT
TOTAL AMOUNT FOR SALARIES FOR 12 MONTHS (Table 18.2)	R
TOTAL AMOUNT FOR OVERHEADS AND RELATED COSTS FOR 12 MONTHS (Table 18.3)	R
TOTAL AMOUNT FOR SANITATION EQUIPMENT (Table 18.4)	R
GRAND-TOTAL FOR CLUSTER 18 FOR 12 MONTHS	R

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ZNB 0104/2022/2023E - CLUSTER 19

UMZINYATHI DISTRICT

Table 19.1 CLEANING SERVICES

NO	BUILDINGS AND LOCATIONS	NO. OF OFFICES	TYPE OF FLOOR	TOILETS	OTHER / i.e. Verandas, Kitchen, Passage	NO. OF CLEANERS
1.	INDLOVANA TEACHER DEVELOPMENT CENTRE (SCHOOL-BASED)	2	Tiles	1 Urinal 2 Seats 2 Basins	Verandas -1	1 Cleaner 1 Gardener
2.	MSINGA CIRCUIT MANAGEMENT CENTRE- (MSINGA HIGH SCHOOL ROAD, TUGELA FERRY)	12	Carpet, Tiles, Cement floor and paving	2 Urinals 5 Seats 5 Basins	Kitchen -1 Passages -4 Verandas -2	1 Supervisor 1 Cleaner 1 Gardener
3.	MVOTI CIRCUIT MANAGEMENT CENTRE- 162 VOORTREKKER STREET GREYTOWN	11	Carpet, Tiles, Cement floor and paving	1 Urinal 5 Seats 3 Basins	Kitchen -1 Passages- 2 Verandas -2	1 Supervisor 1 Cleaner 1 Gardener
4.	TUGELA FERRY TEACHER DEVELOPMENT CENTRE (FREE-STANDING)	2	Tiles	0	Verandas-1	1 Cleaner 1 Gardener
5.	NQUTHU CIRCUIT MANAGEMENT CENTRE – (NONDWENI ROAD)	12	Carpet, Tiles, Cement floor and paving	1 Urinal 4 Seats 4 Basins	Kitchen -1	1 Supervisor 2 Cleaners 1 Gardener

Offices include reception, cleaner's room, library, foyers, store rooms, boardrooms and guard house.

Table 19.2 SALARIES

Personnel	Rate per Cleaner including all mandatory allowances	Rate Per Year
3 x Supervisor	R	R
6 x Cleaners	R	R
5 x Gardeners	R	R
Total for 1 Month	R	R
Total for 12 Months	R	R

Table 19.3 OVERHEADS AND RELATED COSTS

All overheads must be costed for. Failure to comply will lead to disqualification.

Description	Monthly Rate	Rate Per Year
Cleaning materials including supply of toilet paper 2 Ply	R	R
Deep Cleaning Chemicals (inclusive of disinfecting chemicals as and when needed)	R	R
Cleaning & Gardening Equipment/Machinery	R	R
Uniform (Once off payment)		R
Other Overheads (Specify)	R	R
Sub-Total	R	R
VAT		R
TOTAL	R	R

Table 19.4 AMOUNTS FOR SANITATION EQUIPMENT

All sanitation equipment must be costed for. Failure to comply will lead to disqualification. Sanitation Equipment will be procured and installed as and when required.

DESCRIPTION OF ITEMS	AMOUNT FOR 1 UNIT
Supply and install durable plastic drip wall mounted battery operated automatic antibacterial fragranced toilet sanitizer H = 241mm, D = 75mm and W = 315mm	R
Supply 23L durable plastic foot-operated sanitary bin with a special mechanism to keep the contents out of sight	R
Supply and install durable plastic hand paper towel dispenser Height=342mm, Depth=231mm, Width=347mm	R
Supply and installation of 20 – 25L durable plastic wall mounted bin	R
Supply and install durable plastic foam soap dispenser H =225mm,D = 110mm, W = 135mm	R
Supply and install durable plastic wall mounted programmable air fresheners , H=360mm, D =65mm,W =140mm	R
Supply and install 2.5Kw automatic electric white hand dryer White epoxy coated cover with chrome nozzle 1 year carry-in warranty, WxHxD: 270 x 240 x 200mm	R
Supply and install mild white steel lockable 3-tier toilet roll holder with capacity for 3 toilet rolls. 14cm x 12,5cm x 40,5cm. Weight 1,55kg.	R
TOTAL	R

Table 19.5 TOTAL AMOUNT FOR CLUSTER 19

DESCRIPTION OF ITEMS	TOTAL AMOUNT
TOTAL AMOUNT FOR SALARIES FOR 12 MONTHS (Table 19.2)	R
TOTAL AMOUNT FOR OVERHEADS AND RELATED COSTS FOR 12 MONTHS (Table 19.3)	R
TOTAL AMOUNT FOR SANITATION EQUIPMENT (Table 19.4)	R
GRAND-TOTAL FOR CLUSTER 19 FOR 12 MONTHS	R

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OFFICIAL COMPANY STAMP

ZNB 0105/2022/2023E - CLUSTER 20

UTHUKELA DISTRICT

Table 20.1 CLEANING SERVICES

NO.	BUILDINGS AND LOCATIONS	NO. OF OFFICES	TYPE OF FLOOR	TOILETS	OTHER / i.e. Verandas, Kitchen, Passage	NO. OF CLEANERS
1.	EMBIZENI HIGH SCHOOL PREMISES, Ekuvukeni	02	Ceramic Tiles in common Areas and	02 Pit Toilets	01 Verandas/ Passages	3 Cleaners / Gardeners
2.	KWAMGABO EDUCATION CENTRE	02	Cement	02 Pit Toilets	02 Verandas/ Passages	3 Cleaners / Gardeners
3.	MASHESHISA EDUCATION CENTRE	02	Cement	02 Pit Toilets	02 Verandas/ Passages	3 Cleaners / Gardeners
4.	ZIKODE TELEMATICS	02	Cement	02 Pit Toilets	01 Verandas/ Passages	3 Cleaners / Gardeners
5.	MNAMBITHI CMC	14	Ceramic tiles in common areas (passages, toilets, kitchen, and stair cases) offices	02 Urinals 05 Seats 03 Basins	1 x Kitchens 2 x Verandas/ Passages	3 Cleaners / Gardeners

Offices include reception, key room, cleaner's room, library, foyer, store rooms, Boardrooms and Guard House.

Table 20.2 SALARIES

Personnel	Rate per Cleaner including all mandatory allowances	Rate Per Month
15 x Cleaners / Gardeners	R	R
Total for 1 Month	R	R
Total for 12 Months	R	R

Table 20.3 OVERHEADS AND RELATED COSTS

All overheads must be costed for. Failure to comply will lead to disqualification.

Description	Monthly Rate	Rate Per Year
Cleaning materials including supply of toilet paper 2 Ply	R	R
Deep Cleaning Chemicals (inclusive of disinfecting chemicals as and when needed)	R	R
Cleaning & Gardening Equipment/Machinery	R	R
Uniform (Once off payment)		R
Other Overheads (Specify)	R	R
Sub-Total	R	R
VAT		R
TOTAL	R	R

Table 20.4 AMOUNTS FOR SANITATION EQUIPMENT

All sanitation equipment must be costed for. Failure to comply will lead to disqualification. Sanitation Equipment will be procured and installed as and when required.

DESCRIPTION OF ITEMS	AMOUNT FOR 1 UNIT
Supply and install durable plastic drip wall mounted battery operated automatic antibacterial fragranced toilet sanitizer H = 241mm, D = 75mm and W = 315mm	R
Supply 23L durable plastic foot-operated sanitary bin with a special mechanism to keep the contents out of sight	R
Supply and install durable plastic hand paper towel dispenser Height=342mm, Depth=231mm, Width=347mm	R
Supply and installation of 20 – 25L durable plastic wall mounted bin	R
Supply and install durable plastic foam soap dispenser H =225mm,D = 110mm, W = 135mm	R
Supply and install durable plastic wall mounted programmable air fresheners , H=360mm, D =65mm,W =140mm	R
Supply and install 2.5Kw automatic electric white hand dryer White epoxy coated cover with chrome nozzle 1 year carry-in warranty, WxHxD: 270 x 240 x 200mm	R
Supply and install mild white steel lockable 3-tier toilet roll holder with capacity for 3 toilet rolls. 14cm x 12,5cm x 40,5cm. Weight 1,55kg.	R
TOTAL	R

Table 20.5 TOTAL AMOUNT FOR CLUSTER 20

DESCRIPTION OF ITEMS	TOTAL AMOUNT
TOTAL AMOUNT FOR SALARIES FOR 12 MONTHS (Table 20.2)	R
TOTAL AMOUNT FOR OVERHEADS AND RELATED COSTS FOR 12 MONTHS (Table 20.3)	R
TOTAL AMOUNT FOR SANITATION EQUIPMENT (Table 20.4)	R
GRAND-TOTAL FOR CLUSTER 20 FOR 12 MONTHS	R

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OFFICIAL COMPANY STAMP

ZNB 0106/2022/2023E - CLUSTER 21

UTHUKELA DISTRICT

Table 21.1 CLEANING SERVICES

NO.	BUILDINGS AND LOCATIONS	NO. OF OFFICES	TYPE OF FLOOR	TOILETS	OTHER / i.e. Verandas, Kitchen, Passage	NO. OF CLEANERS
1.	UTHUKELA DISTRICT OFFICE, 45 and 49 Murchison Street	144	Ceramic tiles in common areas (passages, toilets, kitchen, and stair cases) offices	11 Urinals 57 Seats 45 Basins	05 x Kitchens 10 x Verandas / Passages	1 Supervisor 5 Cleaners / Gardeners
2.	UTHUKELA DISTRICT OFFICE, 46 Settlers Drive	15	Ceramic tiles in common areas (passages, toilets, kitchen, and stair cases) offices	02 Urinals 05 Seats 02 Basins	1 x Kitchens 1 x Verandas / Passages	3 Cleaners / Gardeners
3.	ESTCOURT CIRCUIT B315 Wembezi Township	14	Ceramic tiles in common areas (passages, toilets, kitchen, and stair cases) and carpets in all offices	02 Urinals 05 Seats 04 Basins	1 x Kitchens 2 x Verandas / Passages	3 Cleaners / Gardeners
4.	MIMOSADALE EDUCATION CENTRE	32	12 Carpet 19 Tiles 01 Cement	0 Urinals 26 Seats 10 Basins	2 x Kitchens 3 Verandas / Passages	4 Cleaners / Gardeners
5.	UKHAHLAMBA EDUCATION CENTRE	12	07 Carpet 05 Tiles and Cement verandas	02 Urinals 07 Seats 05 Basin	1 x Kitchens 2 x Verandas / Passages	3 Cleaners / Gardeners

Offices include reception, key room, cleaner's room, library, foyer, store rooms, Boardrooms and Guard House.

Table 21.2 SALARIES

Personnel	Rate per Cleaner including all mandatory allowances	Rate Per Month
1 x Supervisor	R	R
18 x Cleaners / Gardeners	R	R
Total for 1 Month	R	R
Total for 12 Months	R	R

Table 21.3 OVERHEADS AND RELATED COSTS

All overheads must be costed for. Failure to comply will lead to disqualification.

Description	Monthly Rate	Rate Per Year
Cleaning materials including supply of toilet paper 2 Ply	R	R
Deep Cleaning Chemicals (inclusive of disinfecting chemicals as and when needed)	R	R
Cleaning & Gardening Equipment/Machinery	R	R
Uniform (Once off payment)		R
Other Overheads (Specify)	R	R
Sub-Total	R	R
VAT		R
TOTAL	R	R

Table 21.4 AMOUNTS FOR SANITATION EQUIPMENT

All sanitation equipment must be costed for. Failure to comply will lead to disqualification. Sanitation Equipment will be procured and installed as and when required.

DESCRIPTION OF ITEMS	AMOUNT FOR 1 UNIT
Supply and install durable plastic drip wall mounted battery operated automatic antibacterial fragranced toilet sanitizer H = 241mm, D = 75mm and W = 315mm	R
Supply 23L durable plastic foot-operated sanitary bin with a special mechanism to keep the contents out of sight	R
Supply and install durable plastic hand paper towel dispenser Height=342mm, Depth=231mm, Width=347mm	R
Supply and installation of 20 – 25L durable plastic wall mounted bin	R
Supply and install durable plastic foam soap dispenser H =225mm,D = 110mm, W = 135mm	R
Supply and install durable plastic wall mounted programmable air fresheners , H=360mm, D =65mm,W =140mm	R
Supply and install 2.5Kw automatic electric white hand dryer White epoxy coated cover with chrome nozzle 1 year carry-in warranty, WxHxD: 270 x 240 x 200mm	R
Supply and install mild white steel lockable 3-tier toilet roll holder with capacity for 3 toilet rolls. 14cm x 12,5cm x 40,5cm. Weight 1,55kg.	R
TOTAL	R

Table 21.5 TOTAL AMOUNT FOR CLUSTER 21

DESCRIPTION OF ITEMS	TOTAL AMOUNT
TOTAL AMOUNT FOR SALARIES FOR 12 MONTHS (Table 21.2)	R
TOTAL AMOUNT FOR OVERHEADS AND RELATED COSTS FOR 12 MONTHS (Table 21.3)	R
TOTAL AMOUNT FOR SANITATION EQUIPMENT (Table 21.4)	R
GRAND-TOTAL FOR CLUSTER 21 FOR 12 MONTHS	R

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OFFICIAL COMPANY STAMP

ZNB 0107/2022/2023E - CLUSTER 22

ILEMBE DISTRICT

Table 22.1 CLEANING SERVICES

NO.	BUILDINGS AND LOCATIONS	NO. OF OFFICES	TYPE OF FLOOR	TOILETS	OTHER / i.e. Verandas, Kitchen, Passage	NO. OF CLEANERS
1.	ILEMBE DISTRICT OFFICE Cnr. R102 & Link Road, Stanger	Ground: 45 1 st floor: 75 2 nd floor: 60 Boardroom: 03 Storerooms: 04 Anciliary facilities Registry: 01 PABX: 01 Telephone Room:01 Sever Room: 01 Restrooms: 02 Cashier's Office: 01 Chartroom: 01 Strong rooms: 02 Waiting Room: 01	Tiles	6 Urinals 18 Seats 15 Basins	Kitchens: 6 Passages:21 Verandas:1	1 Supervisor 5 Cleaners 3 Gardeners
6.	NDWEDWE CIRCUIT OFFICE, P100 Road Near Police Station NDWEDWE	No of offices:10 Boardroom: 01 Storerooms: 01 Strong rooms: 02 Guard House: 01	Tiles	5 Toilets 2 Urinals 5 Seats 4 Basins	Kitchens: 1 Passages: 3 Verandas: 1	2 Cleaners 2 Gardeners
7.	NDWEDWE EDUCATION CENTRE Next to Ndwedwe Municipal Office	No of offices: 05 Boardroom: 01 Storerooms: 03 Strong rooms: 01 Computer lab: 02 Library: 01	Tiles	4 Toilets	Kitchens: 1 Passages: 1 Verandas: 1	2 Cleaners 2 Gardeners
8.	NDWEDWE STATE FLATS	2 houses				1 Cleaner 1 Gardener

Offices include reception, cleaner's room, library, foyers, store rooms, boardrooms and guard house.

Table 22.2 SALARIES

Personnel	Rate per Cleaner including all mandatory allowances	Rate Per Month
1 x Supervisor	R	R
8 x Gardener	R	R
10 x Cleaners	R	R
Total for 1 Month	R	R
Total for 12 Months	R	R

Table 22.3 OVERHEADS AND RELATED COSTS

All overheads must be costed for. Failure to comply will lead to disqualification.

Description	Monthly Rate	Rate Per Year
Cleaning materials including supply of toilet paper 2 Ply	R	R
Deep Cleaning Chemicals (inclusive of disinfecting chemicals as and when needed)	R	R
Cleaning & Gardening Equipment/Machinery	R	R
Uniform (Once off payment)		R
Other Overheads (Specify)	R	R
Sub-Total	R	R
VAT		R
TOTAL	R	R

Table 22.4 AMOUNTS FOR SANITATION EQUIPMENT

All sanitation equipment must be costed for. Failure to comply will lead to disqualification. Sanitation Equipment will be procured and installed as and when required.

DESCRIPTION OF ITEMS	AMOUNT FOR 1 UNIT
Supply and install durable plastic drip wall mounted battery operated automatic antibacterial fragranced toilet sanitizer H = 241mm, D = 75mm and W = 315mm	R
Supply 23L durable plastic foot-operated sanitary bin with a special mechanism to keep the contents out of sight	R
Supply and install durable plastic hand paper towel dispenser Height=342mm, Depth=231mm, Width=347mm	R
Supply and installation of 20 – 25L durable plastic wall mounted bin	R
Supply and install durable plastic foam soap dispenser H =225mm,D = 110mm, W = 135mm	R
Supply and install durable plastic wall mounted programmable air fresheners , H=360mm, D =65mm,W =140mm	R
Supply and install 2.5Kw automatic electric white hand dryer White epoxy coated cover with chrome nozzle 1 year carry-in warranty, WxHxD: 270 x 240 x 200mm	R
Supply and install mild white steel lockable 3-tier toilet roll holder with capacity for 3 toilet rolls. 14cm x 12,5cm x 40,5cm. Weight 1,55kg.	R
TOTAL	R

Table 22.5 TOTAL AMOUNT FOR CLUSTER 22

DESCRIPTION OF ITEMS	TOTAL AMOUNT
TOTAL AMOUNT FOR SALARIES FOR 12 MONTHS (Table 22.2)	R
TOTAL AMOUNT FOR OVERHEADS AND RELATED COSTS FOR 12 MONTHS (Table 22.3)	R
TOTAL AMOUNT FOR SANITATION EQUIPMENT (Table 22.4)	R
GRAND-TOTAL FOR CLUSTER 22 FOR 12 MONTHS	R

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ZNB 0108/2022/2023E - CLUSTER 23

ILEMBE DISTRICT

Table 23.1 CLEANING SERVICES

NO.	BUILDINGS AND LOCATIONS	NO. OF OFFICES	TYPE OF FLOOR	TOILETS	OTHER / i.e. Verandas, Kitchen, Passage	NO. OF CLEANERS
2.	STANGER CIRCUIT OFFICE 12 Cato Street Stanger	No of offices: 17 Boardroom: 01 Storerooms: 01 Strong rooms: 02	Tiles	2 Urinals 7 Seats 6 Basins	Kitchens: 1 Passages: 4 Verandas: 1	2 Cleaners 2 Gardeners
3.	MAPHUMULO RESOURCE CENTRE Next to Maphumulo Police Station	No of offices: 03 Kitchens: 01 Boardroom: 01 Storerooms: 01 Strong rooms: 01 Computer lab: 01 Library: 01	Tiles	4 Toilets Urinals - 0 Seats - 2 Basins - 1	Passages: 4 Verandas: 3	2 Cleaners 2 Gardeners
4.	MAPHUMULO CIRCUIT OFFICE, Maphumulo Main Road, Near Taxi Rank	No of offices: 18 Boardroom: 01 Storerooms: 01 Strong rooms: 02 Guard House: 01	Tiles	5 Toilets Urinals - 2 Seats - 4 Basins - 5	Kitchens: 1 Passages: 4 Verandas: 1	2 Cleaners 2 Gardeners
5.	MAPHUMULO STATE FLATS	12 flats 2 staircase 2 long verandas – 1st floor 2 long verandas – Ground floor	Tiles			1 Cleaner 1 Gardener

Offices include reception, cleaner's room, library, foyers, store rooms, boardrooms and guard house.

Table 23.2 SALARIES

Personnel	Rate per Cleaner including all mandatory allowances	Rate Per Month
7 x Gardener	R	R
7 x Cleaners	R	R
Total for 1 Month	R	R
Total for 12 Months	R	R

Table 23.3 OVERHEADS AND RELATED COSTS

All overheads must be costed for. Failure to comply will lead to disqualification.

Description	Monthly Rate	Rate Per Year
Cleaning materials including supply of toilet paper 2 Ply	R	R
Deep Cleaning Chemicals (inclusive of disinfecting chemicals as and when needed)	R	R
Cleaning & Gardening Equipment/Machinery	R	R
Uniform (Once off payment)		R
Other Overheads (Specify)	R	R
Sub-Total	R	R
VAT		R
TOTAL	R	R

Table 23.4 AMOUNTS FOR SANITATION EQUIPMENT

All sanitation equipment must be costed for. Failure to comply will lead to disqualification. Sanitation Equipment will be procured and installed as and when required.

DESCRIPTION OF ITEMS	AMOUNT FOR 1 UNIT
Supply and install durable plastic drip wall mounted battery operated automatic antibacterial fragranced toilet sanitizer H = 241mm, D = 75mm and W = 315mm	R
Supply 23L durable plastic foot-operated sanitary bin with a special mechanism to keep the contents out of sight	R
Supply and install durable plastic hand paper towel dispenser Height=342mm, Depth=231mm, Width=347mm	R
Supply and installation of 20 – 25L durable plastic wall mounted bin	R
Supply and install durable plastic foam soap dispenser H =225mm,D = 110mm, W = 135mm	R
Supply and install durable plastic wall mounted programmable air fresheners , H=360mm, D =65mm,W =140mm	R
Supply and install 2.5Kw automatic electric white hand dryer White epoxy coated cover with chrome nozzle 1 year carry-in warranty, WxHxD: 270 x 240 x 200mm	R
Supply and install mild white steel lockable 3-tier toilet roll holder with capacity for 3 toilet rolls. 14cm x 12,5cm x 40,5cm. Weight 1,55kg.	R
TOTAL	R

Table 23.5 TOTAL AMOUNT FOR CLUSTER 23

DESCRIPTION OF ITEMS	TOTAL AMOUNT
TOTAL AMOUNT FOR SALARIES FOR 12 MONTHS (Table 23.2)	R
TOTAL AMOUNT FOR OVERHEADS AND RELATED COSTS FOR 12 MONTHS (Table 23.3)	R
TOTAL AMOUNT FOR SANITATION EQUIPMENT (Table 23.4)	R
GRAND-TOTAL FOR CLUSTER 23 FOR 12 MONTHS	R

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ZNB 0109/2022/2023E - CLUSTER 24

AMAJUBA DISTRICT

Table 24.1 CLEANING SERVICES

NO	BUILDINGS AND LOCATIONS	NO. OF OFFICES	TYPE OF FLOOR	TOILETS	OTHER / i.e. Verandas, Kitchen, Passage	NO. OF CLEANERS
1.	AMAJUBA DISTRICT MAIN BUILDING, PART A, 113 PANORAMA DRIVE, LENNOXTON NEWCASTLE	45	Ceramic and vinyl tiles	4 Urinals 10 Seats 10 Basins	4 verandas, 8 passages, 3 kitchens	6 Cleaners 4 Gardeners
2.	TLS BUILDING 113 (B) PANORAMA DRIVE LENNOXTON NEWCASTLE 940	43	Hall-1 Storeroom-6 Boardroom-1 Kitchen-2 Passages-6 Verandahs-3	5 Urinals 12 Seats 8 Basins	3 Verandas 6 Passages 2 Kitchens 1 Boardroom 6 Storerooms 1 Hall	1 Supervisor 5 Cleaners 4 Gardeners
3.	AMAJUBA DISTRICT OFFICE, PART B, 113 (A) PANORAMA DRIVE LENNOXTON NEWCASTLE 2940	82	Storerooms-5 Boardroom-1 Kitchen-2 Passages-14 Verandahs-5 Guard house-1	3 Urinals 6 Seats 2 Basins	2 Storerooms 1 Registry 3 Verandas	1 Supervisor 5 Cleaners 2 Gardeners

Offices include reception, cleaner's room, library, foyers, store rooms, boardrooms and guard house.

Table 24.2 SALARIES

Personnel	Rate per Cleaner including all mandatory allowances	Rate Per Month
2 x Supervisor	R	R
16 x Cleaners	R	R
10 x Gardeners	R	R
Total for 1 Month	R	R
Total for 12 Months	R	R

Table 24.3 OVERHEADS AND RELATED COSTS

All overheads must be costed for. Failure to comply will lead to disqualification.

Description	Monthly Rate	Rate Per Year
Cleaning materials including supply of toilet paper 2 Ply	R	R
Deep Cleaning Chemicals (inclusive of disinfecting chemicals as and when needed)	R	R
Cleaning & Gardening Equipment/Machinery	R	R
Uniform (Once off payment)		R
Other Overheads (Specify)	R	R
Sub-Total	R	R
VAT		R
TOTAL	R	R

Table 24.4 AMOUNTS FOR SANITATION EQUIPMENT

All sanitation equipment must be costed for. Failure to comply will lead to disqualification. Sanitation Equipment will be procured and installed as and when required.

DESCRIPTION OF ITEMS	AMOUNT FOR 1 UNIT
Supply and install durable plastic drip wall mounted battery operated automatic antibacterial fragranced toilet sanitizer H = 241mm, D = 75mm and W = 315mm	R
Supply 23L durable plastic foot-operated sanitary bin with a special mechanism to keep the contents out of sight	R
Supply and install durable plastic hand paper towel dispenser Height=342mm, Depth=231mm, Width=347mm	R
Supply and installation of 20 – 25L durable plastic wall mounted bin	R
Supply and install durable plastic foam soap dispenser H =225mm,D = 110mm, W = 135mm	R
Supply and install durable plastic wall mounted programmable air fresheners , H=360mm, D =65mm,W =140mm	R
Supply and install 2.5Kw automatic electric white hand dryer White epoxy coated cover with chrome nozzle 1 year carry-in warranty, WxHxD: 270 x 240 x 200mm	R
Supply and install mild white steel lockable 3-tier toilet roll holder with capacity for 3 toilet rolls. 14cm x 12,5cm x 40,5cm. Weight 1,55kg.	R
TOTAL	R

Table 24.5 TOTAL AMOUNT FOR CLUSTER 24

DESCRIPTION OF ITEMS	TOTAL AMOUNT
TOTAL AMOUNT FOR SALARIES FOR 12 MONTHS (Table 24.2)	R
TOTAL AMOUNT FOR OVERHEADS AND RELATED COSTS FOR 12 MONTHS (Table 24.3)	R
TOTAL AMOUNT FOR SANITATION EQUIPMENT (Table 24.4)	R
GRAND-TOTAL FOR CLUSTER 24 FOR 12 MONTHS	R

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SURNAME AND INITIALS OF REPRESENTATIVE

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OFFICIAL COMPANY STAMP

ZNB 0110/2022/2023E - CLUSTER 25

AMAJUBA DISTRICT

Table 25.1 CLEANING SERVICES

NO	BUILDINGS AND LOCATIONS	NO. OF OFFICES	TYPE OF FLOOR	TOILETS	OTHER / i.e. Verandas, Kitchen, Passage	NO. OF CLEANERS
1.	NEWCASTLE CMC 9288 CHIEF ALBERT LUTHULI STREET SECTION 5 MADADENI 2951	15	Vinyl, Ceramic and Carpet	1 Urinal 5 Seats 2 Basins	2 verandas 1 kitchen 3 passages	2 Cleaners 1 Gardner
2.	AMAJUBA EDUCATION CENTRE - OLD MADADENI COLLEGE	13	Vinyl and ceramic	1 Toilets	Dormitories-22 Specialist rooms-24 Hall-1 Dining Room -1 Warehouse - 1 Passages – 4	1 Supervisor 5 Cleaners 1 Gardner
3.	DANNHAUSER CIRCUIT MANAGEMENT CENTRE 28 MAIN STREET DANNHAUSER 3080	19	Ceramic and carpet	10 Toilets 4 Urinals 10 Seats 4 Basins	Reception area-1 Storerooms-4 Boardrooms-2 Kitchens-2 Passages-5 Verandahs-1 IT Room-1 Shower-1 Guard House-1 Registry-1	1 Supervisor 3 Cleaners
4.	UTRECHT TEACHER DEVELOPMENT CENTRE, No.34 Balmoral Farm Blood River	2 Classes Garden = 34325 square metres	Vinyl tiles	8 Toilets	4 Verandas	1 Cleaner 1 Gardener
5.	MASIHAMBISANE TEACHER DEVELOPMENT CENTRE A 1398 Osizweni Township	5 Classes Garden = 34325 square metres	3 with ceramic tiles and 2 with carpet	22 Toilets	5 Verandas	1 Cleaners 2 Gardeners
6.	QHUBEKA PRIMARY Section 1, Madadeni	2 Offices Garden = 34325 square metres	Vinyl tiles	12 Toilets	4 Verandas	1 Cleaner 3 Gardeners

Offices include reception, cleaner's room, library, foyers, store rooms, boardrooms and guard house.

Table 25.2 SALARIES

Personnel	Rate per Cleaner including all mandatory allowances	Rate Per Month
2 x Supervisor	R	R
13 x Cleaners	R	R
8 x Gardeners		
Total for 1 Month	R	R
Total for 12 Months	R	R

Table 25.3 OVERHEADS AND RELATED COSTS

All overheads must be costed for. Failure to comply will lead to disqualification.

Description	Monthly Rate	Rate Per Year
Cleaning materials including supply of toilet paper 2 Ply	R	R
Deep Cleaning Chemicals (inclusive of disinfecting chemicals as and when needed)	R	R
Cleaning Equipment/Machinery	R	R
Uniform (Once off payment)		R
Monthly Overheads	R	R
Sub-Total	R	R
VAT		R
TOTAL	R	R

Table 25.4 AMOUNTS FOR SANITATION EQUIPMENT

All sanitation equipment must be costed for. Failure to comply will lead to disqualification. Sanitation Equipment will be procured and installed as and when required.

DESCRIPTION OF ITEMS	AMOUNT FOR 1 UNIT
Supply and install durable plastic drip wall mounted battery operated automatic antibacterial fragranced toilet sanitizer H = 241mm, D = 75mm and W = 315mm	R
Supply 23L durable plastic foot-operated sanitary bin with a special mechanism to keep the contents out of sight	R
Supply and install durable plastic hand paper towel dispenser Height=342mm, Depth=231mm, Width=347mm	R
Supply and installation of 20 – 25L durable plastic wall mounted bin	R
Supply and install durable plastic foam soap dispenser H =225mm,D = 110mm, W = 135mm	R
Supply and install durable plastic wall mounted programmable air fresheners , H=360mm, D =65mm,W =140mm	R
Supply and install 2.5Kw automatic electric white hand dryer White epoxy coated cover with chrome nozzle 1 year carry-in warranty, WxHxD: 270 x 240 x 200mm	R
Supply and install mild white steel lockable 3-tier toilet roll holder with capacity for 3 toilet rolls. 14cm x 12,5cm x 40,5cm. Weight 1,55kg.	R
TOTAL	R

Table 25.5 TOTAL AMOUNT FOR CLUSTER 25

DESCRIPTION OF ITEMS	TOTAL AMOUNT
TOTAL AMOUNT FOR SALARIES FOR 12 MONTHS (Table 25.2)	R
TOTAL AMOUNT FOR OVERHEADS AND RELATED COSTS FOR 12 MONTHS (Table 25.3)	R
TOTAL AMOUNT FOR SANITATION EQUIPMENT (Table 25.4)	R
GRAND-TOTAL FOR CLUSTER 25 FOR 12 MONTHS	R

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SURNAME AND INITIALS OF REPRESENTATIVE

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DATE

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OFFICIAL COMPANY STAMP

ZNB 0111/2022/2023E - CLUSTER 26

UMLAZI DISTRICT

Table 26.1 CLEANING SERVICES

NO	BUILDINGS AND LOCATIONS	NO. OF OFFICES	TYPE OF FLOOR	TOILETS	OTHER / i.e. Verandas, Kitchen, Passage	NO. OF CLEANERS
1.	TRURO HOUSE, 17 Margaret Mncadi Avenue, Durban	354 offices and 10 Boardrooms	Ceramic tiles in common Areas (Passages, toilets, kitchen and stair cases and carpet to all the offices	21 Urinals 61 Seats 63 Basins	20 Kitchens 1 Veranda 10 x Boardrooms Parking Areas Forecourt 1 Conference Room 1 Lecture Theatre	1 Supervisor 10 Cleaners
2.	BEREA ROAD CIRCUIT OFFICE 480 BERA ROAD DURBAN	33	Carpets in offices and boardroom , Wooden floor in hall, Tiles in kitchens, toilets & storeroom	4 Urinals 21 Seats 34 Basins	Kitchen Hall Storeroom Boardroom	4 Cleaners
3.	DURBAN EDUCATION CENTRE 2 COLLEGE ROAD, OVERPORT DURBAN	40	Carpet tiles in Blocks A, B, C, D, E & F. Ceramic tiles in Block B & C. Ceramic tiles in toilets and kitchens. Concrete in corridors.	10 Urinals 31 Seats 18 Basins	11 Verandas 1 Staff kitchen	5 Cleaners

Offices include reception, cleaner's room, library, foyers, store rooms, boardrooms and guard house.

Table 26.2 SALARIES

Personnel	Rate per Cleaner including all mandatory allowances	Rate Per Month
1 x Supervisor	R	R
19 x Cleaners	R	R
Total for 1 Month	R	R
Total for 12 Months	R	R

Table 26.3 OVERHEADS AND RELATED COSTS

All overheads must be costed for. Failure to comply will lead to disqualification.

Description	Monthly Rate	Rate Per Year
Cleaning materials including supply of toilet paper 2 Ply	R	R
Deep Cleaning Chemicals (inclusive of disinfecting chemicals as and when needed)	R	R
Cleaning & Gardening Equipment/Machinery	R	R
Uniform (Once off payment)		R
Other Overheads (Specify)	R	R
Sub-Total	R	R
VAT		R
TOTAL	R	R

Table 26.4 AMOUNTS FOR SANITATION EQUIPMENT

All sanitation equipment must be costed for. Failure to comply will lead to disqualification. Sanitation Equipment will be procured and installed as and when required.

DESCRIPTION OF ITEMS	AMOUNT FOR 1 UNIT
Supply and install durable plastic drip wall mounted battery operated automatic antibacterial fragranced toilet sanitizer H = 241mm, D = 75mm and W = 315mm	R
Supply 23L durable plastic foot-operated sanitary bin with a special mechanism to keep the contents out of sight	R
Supply and install durable plastic hand paper towel dispenser Height=342mm, Depth=231mm, Width=347mm	R
Supply and installation of 20 – 25L durable plastic wall mounted bin	R
Supply and install durable plastic foam soap dispenser H =225mm,D = 110mm, W = 135mm	R
Supply and install durable plastic wall mounted programmable air fresheners , H=360mm, D =65mm,W =140mm	R
Supply and install 2.5Kw automatic electric white hand dryer White epoxy coated cover with chrome nozzle 1 year carry-in warranty, WxHxD: 270 x 240 x 200mm	R
Supply and install mild white steel lockable 3-tier toilet roll holder with capacity for 3 toilet rolls. 14cm x 12,5cm x 40,5cm. Weight 1,55kg.	R
TOTAL	R

Table 26.5 TOTAL AMOUNT FOR CLUSTER 26

DESCRIPTION OF ITEMS	TOTAL AMOUNT
TOTAL AMOUNT FOR SALARIES FOR 12 MONTHS (Table 26.2)	R
TOTAL AMOUNT FOR OVERHEADS AND RELATED COSTS FOR 12 MONTHS (Table 26.3)	R
TOTAL AMOUNT FOR SANITATION EQUIPMENT (Table 26.4)	R
GRAND-TOTAL FOR CLUSTER 26 FOR 12 MONTHS	R

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SURNAME AND INITIALS OF REPRESENTATIVE

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DATE

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UMLAZI DISTRICT

Table 27.1 CLEANING SERVICES

NO	BUILDINGS AND LOCATIONS	NO. OF OFFICES	TYPE OF FLOOR	TOILETS	OTHER / i.e. Verandas, Kitchen, Passage	NO. OF CLEANERS
1.	LAMONTVILLE EDUCATION CENTRE, 1171 GWALA STREET, LAMONTVILLE	37	Vinyl tiles Concreted passages and verandas Toilets has ceramic tiles and concreted	4 Bathrooms 8 Urinals 29 Seats 65 Basins	2 kitchens & dining area 5 Verandas 1 Carport Parking Area	5 Cleaners
2.	CHATSWORTH EDUCATION CENTRE 219 FLORENCE NIGHTINGALE DRIVE, WESTCLIFF, CHATSWORTH	28	Vinyl tiles Ceramic tiles Carpets Concrete	8 Urinals 33 Seats 8 Basins	3 Kitchens & Dining area Passages & Corridors Boardrooms Workshop, Fax, Exam, Computer, Library, Laboratory, Circuit Office & staff rooms	4 Cleaners
3.	PHUMELELA CIRCUIT OFFICE PHUMELELA HOUSE NO3, SCHOEMAN ROAD, U SECTION, UMLAZI	33	Carpets and tiles	2 Urinals 5 Seats 12 Basins	1 x Kitchen Exam Room Storerooms	2 Cleaners
4.	UMLAZI DISTRICT OFFICE BUILDINGS UMBUMBULU CIRCUIT NEAR JUSTICE COURT, THOLWENI ROAD, UMBUMBULU	20	Vinyl tiles	2 Urinals 4 Seats 4 Basins	1x Kitchen 1x Boardroom 1x Printing Room	3 Cleaners
5.	LUGOBE EDUCATION CENTRE, R1068 INTIYANE RESERVE, UMBUMBULU	6	Vinyl Tiles Concrete	Nil	Veranda	3 Cleaners

Offices include reception, cleaner's room, library, foyers, store rooms, boardrooms and guard house.

Table 27.2 SALARIES

Personnel	Rate per Cleaner including all mandatory allowances	Rate Per Month
17 x Cleaners	R	R
Total for 1 Month	R	R
Total for 12 Months	R	R

Table 27.3 OVERHEADS AND RELATED COSTS

All overheads must be costed for. Failure to comply will lead to disqualification.

Description	Monthly Rate	Rate Per Year
Cleaning materials including supply of toilet paper 2 Ply	R	R
Deep Cleaning Chemicals (inclusive of disinfecting chemicals as and when needed)	R	R
Cleaning & Gardening Equipment/Machinery	R	R
Uniform (Once off payment)		R
Other Overheads (Specify)	R	R
Sub-Total	R	R
VAT		R
TOTAL	R	R

Table 27.4 AMOUNTS FOR SANITATION EQUIPMENT

All sanitation equipment must be costed for. Failure to comply will lead to disqualification. Sanitation Equipment will be procured and installed as and when required.

DESCRIPTION OF ITEMS	AMOUNT FOR 1 UNIT
Supply and install durable plastic drip wall mounted battery operated automatic antibacterial fragranced toilet sanitizer H = 241mm, D = 75mm and W = 315mm	R
Supply 23L durable plastic foot-operated sanitary bin with a special mechanism to keep the contents out of sight	R
Supply and install durable plastic hand paper towel dispenser Height=342mm, Depth=231mm, Width=347mm	R
Supply and installation of 20 – 25L durable plastic wall mounted bin	R
Supply and install durable plastic foam soap dispenser H =225mm,D = 110mm, W = 135mm	R
Supply and install durable plastic wall mounted programmable air fresheners , H=360mm, D =65mm,W =140mm	R
Supply and install 2.5Kw automatic electric white hand dryer White epoxy coated cover with chrome nozzle 1 year carry-in warranty, WxHxD: 270 x 240 x 200mm	R
Supply and install mild white steel lockable 3-tier toilet roll holder with capacity for 3 toilet rolls. 14cm x 12,5cm x 40,5cm. Weight 1,55kg.	R
TOTAL	R

Table 27.5 TOTAL AMOUNT FOR CLUSTER 27

DESCRIPTION OF ITEMS	TOTAL AMOUNT
TOTAL AMOUNT FOR SALARIES FOR 12 MONTHS (Table 27.2)	R
TOTAL AMOUNT FOR OVERHEADS AND RELATED COSTS FOR 12 MONTHS (Table 27.3)	R
TOTAL AMOUNT FOR SANITATION EQUIPMENT (Table 27.4)	R
GRAND-TOTAL FOR CLUSTER 27 FOR 12 MONTHS	R

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ZNB 0113/2022/2023E - CLUSTER 28**PINETOWN****28.1 CLEANING SERVICES**

NO	BUILDINGS AND LOCATIONS	NO. OF OFFICES	TYPE OF FLOOR	TOILETS	OTHER / i.e. Verandas, Kitchen, Passage	NO. OF CLEANERS
1.	HAMMARSDALE EDUCATION CENTRE, 26 BUTHELEZI ROAD, HAMMARSDALE	05	Ceramic Tiles in common Areas (Passages, toilets, kitchen and Stair Cases and Carpet to all the offices	Seats 07 Urinals 02 Basins 06	Verandas 01 Kitchen 01 Passage 02 Garden 01	2 Cleaners 1 Gardener
2.	KWANDENGEZI EDUCATION CENTRE, 5856 MAVIYO ROAD, KWANDENGEZI CLEANING SERVICES	07	Ceramic Tiles in common Areas (Passages, toilets, kitchen and Stair Cases and Carpet to all the offices	Seats 03 Urinals 00	Verandas 02 Kitchen 01 Passage 00	1 Cleaner 1 Gardener
3.	ITHALA BUILDING, 17 CROMPTON STREET, PINETOWN	70	Ceramic Tiles in common Areas (Passages, toilets, kitchen and Stair Cases and Carpet to all the offices	Seats 21 Urinals 09 Basins 21	Verandas 00 Kitchen 05 Passage 06	4 Cleaners
4.	41 VOORTREKKER STREET (PROMAT, PINETOWN)	119	Ceramic Tiles in common Areas (Passages, toilets, kitchen and Stair Cases and Carpet to all the offices	Seats 51 Urinals 18 Basins 52	Verandas 11 Kitchen 04 Passage 00	1 Supervisor 3 Cleaner 3 Gardener
5.	PHOENIX EDUCATION CENTRE, 1 Spire Road, Stonebridge, Phoenix	05	Ceramic Tiles in common Areas (Passages, toilets, kitchen and Stair Cases and Carpet to all the offices	Seats 08 Urinals 03	Verandas 04 Kitchen 01 Passage 02 Training Rooms 08	3 Cleaners 3 Gardeners

Offices include reception, cleaner's room, library, foyers, store rooms, boardrooms and guard house.

Table 28.2 SALARIES

Personnel	Rate per Cleaner including all mandatory allowances	Rate Per Month
1 x Supervisor	R	R
13 x Cleaners	R	R
8 x Gardeners	R	R
Total for 1 Month	R	R
Total for 12 Months	R	R

Table 28.3 OVERHEADS AND RELATED COSTS

All overheads must be costed for. Failure to comply will lead to disqualification.

Description	Monthly Rate	Rate Per Year
Cleaning materials including supply of toilet paper 2 Ply	R	R
Deep Cleaning Chemicals (inclusive of disinfecting chemicals as and when needed)	R	R
Cleaning & Gardening Equipment/Machinery	R	R
Uniform (Once off payment)		R
Other Overheads (Specify)	R	R
Sub-Total	R	R
VAT		R
TOTAL	R	R

Table 28.4 AMOUNTS FOR SANITATION EQUIPMENT

All sanitation equipment must be costed for. Failure to comply will lead to disqualification. Sanitation Equipment will be procured and installed as and when required.

DESCRIPTION OF ITEMS	AMOUNT FOR 1 UNIT
Supply and install durable plastic drip wall mounted battery operated automatic antibacterial fragranced toilet sanitizer H = 241mm, D = 75mm and W = 315mm	R
Supply 23L durable plastic foot-operated sanitary bin with a special mechanism to keep the contents out of sight	R
Supply and install durable plastic hand paper towel dispenser Height=342mm, Depth=231mm, Width=347mm	R
Supply and installation of 20 – 25L durable plastic wall mounted bin	R
Supply and install durable plastic foam soap dispenser H =225mm,D = 110mm, W = 135mm	R
Supply and install durable plastic wall mounted programmable air fresheners , H=360mm, D =65mm,W =140mm	R
Supply and install 2.5Kw automatic electric white hand dryer White epoxy coated cover with chrome nozzle 1 year carry-in warranty, WxHxD: 270 x 240 x 200mm	R
Supply and install mild white steel lockable 3-tier toilet roll holder with capacity for 3 toilet rolls. 14cm x 12,5cm x 40,5cm. Weight 1,55kg.	R
TOTAL	R

Table 28.5 TOTAL AMOUNT FOR CLUSTER 28

DESCRIPTION OF ITEMS	TOTAL AMOUNT
TOTAL AMOUNT FOR SALARIES FOR 12 MONTHS (Table 28.2)	R
TOTAL AMOUNT FOR OVERHEADS AND OTHER COSTS FOR 12 MONTHS (Table 28.3)	R
TOTAL AMOUNT FOR SANITATION EQUIPMENT (Table 28.4)	R
GRAND-TOTAL FOR CLUSTER 28 FOR 12 MONTHS	R

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ZNB 0114/2022/2023E - CLUSTER 29**PINETOWN****Table 29.1 CLEANING SERVICES**

NO	BUILDINGS AND LOCATIONS	NO. OF OFFICES	TYPE OF FLOOR	TOILETS	OTHER / i.e. Verandas, Kitchen, Passage	NO. OF CLEANERS
1.	DURBAN NORTH-WEST CIRCUIT MANAGEMENT CENTRE, 186 Musa Road, Kwamashu	18	Ceramic Tiles in common Areas (Passages, toilets, kitchen and Stair Cases and Carpet to all the offices)	Seats 07 Urinals 02 Basins 08	Verandas 01 Kitchen 01 Passage 03 Gardener 05	2 Cleaners 1 Gardener
2.	KWAMASHU EDUCATION CENTRE, F86 Ithendele Road, Ntuzuma	04	Ceramic Tiles in common Areas (Passages, toilets, kitchen and Stair Cases and Carpet to all the offices)	Seats 08 Urinals 03	Verandas 03 Kitchen 01 Passage 02 Garden 05 Training Rooms 05	2 Cleaners 1 Gardener
3.	MAFUKUZELA-GANDHI CIRCUIT MANAGEMENT CENTRE, 1 Spire Road, Stonebridge, Phoenix	12	Ceramic Tiles in common Areas (Passages, toilets, kitchen and Stair Cases and Carpet to all the offices)	Seats 05 Urinals 02 Basins 05	Verandas 01 Kitchen 01 Passage 03 Garden 01	2 Cleaners 3 Gardeners
1.	TONGAAT EDUCATION CENTRE, 6 High Street, Tongaat	03	Ceramic Tiles in common areas (Passages, toilets, kitchen and stair cases and carpet to all the offices)	Seats 10 Urinals 05	Verandas 02 Kitchen 01 Passage 01 Gardens 05 Training Rooms 06	1 Cleaner 2 Gardeners
2.	UMHLATHUZANA CIRCUIT MANAGEMENT CENTRE, 26 Buthelezi Road, Hammarsdale	19	Ceramic Tiles in common areas (Passages, toilets, kitchen and stair cases and carpet to all the offices)	Seats 08 Urinals 02	Verandas 02 Kitchen 01 Passage 04 Garden 01	2 Cleaners 1 Gardener

Offices include reception, cleaner's room, library, foyers, store rooms, boardrooms and guard house.

Table 29.2 SALARIES

Personnel	Rate per Cleaner including all mandatory allowances	Rate Per Month
9 x Cleaners	R	R
8 x Gardeners	R	R
Total for 1 Month	R	R
Total for 12 Months	R	R

Table 29.3 OVERHEADS AND RELATED COSTS

All overheads must be costed for. Failure to comply will lead to disqualification.

Description	Monthly Rate	Rate Per Year
Cleaning materials including supply of toilet paper 2 Ply	R	R
Deep Cleaning Chemicals (inclusive of disinfecting chemicals as and when needed)	R	R
Cleaning & Gardening Equipment/Machinery	R	R
Uniform (Once off payment)		R
Other Overheads (Specify)	R	R
Sub-Total	R	R
VAT		R
TOTAL	R	R

Table 29.4 AMOUNTS FOR SANITATION EQUIPMENT

All sanitation equipment must be costed for. Failure to comply will lead to disqualification. Sanitation Equipment will be procured and installed as and when required.

DESCRIPTION OF ITEMS	AMOUNT FOR 1 UNIT
Supply and install durable plastic drip wall mounted battery operated automatic antibacterial fragranced toilet sanitizer H = 241mm, D = 75mm and W = 315mm	R
Supply 23L durable plastic foot-operated sanitary bin with a special mechanism to keep the contents out of sight	R
Supply and install durable plastic hand paper towel dispenser Height=342mm, Depth=231mm, Width=347mm	R
Supply and installation of 20 – 25L durable plastic wall mounted bin	R
Supply and install durable plastic foam soap dispenser H =225mm,D = 110mm, W = 135mm	R
Supply and install durable plastic wall mounted programmable air fresheners , H=360mm, D =65mm,W =140mm	R
Supply and install 2.5Kw automatic electric white hand dryer White epoxy coated cover with chrome nozzle 1 year carry-in warranty, WxHxD: 270 x 240 x 200mm	R
Supply and install mild white steel lockable 3-tier toilet roll holder with capacity for 3 toilet rolls. 14cm x 12,5cm x 40,5cm. Weight 1,55kg.	R
TOTAL	R

Table 29.5 TOTAL AMOUNT FOR CLUSTER 29

DESCRIPTION OF ITEMS	TOTAL AMOUNT
TOTAL AMOUNT FOR SALARIES FOR 12 MONTHS (Table 29.2)	R
TOTAL AMOUNT FOR OVERHEADS AND RELATED COSTS FOR 12 MONTHS (Table 29.3)	R
TOTAL AMOUNT FOR SANITATION EQUIPMENT (Table 29.4)	R
GRAND-TOTAL FOR CLUSTER 29 FOR 12 MONTHS	R

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SURNAME AND INITIALS OF REPRESENTATIVE

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DATE

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SECTION O

Certificate of Compliance with Bid Documentation

It is certified that I/We

(Name of bidding entity)

- 1) have read through and fully understood all the requirements of the Bid Documents and any other associated documents.
- 2) am/are willing to submit the Bid based on all the Conditions of Contract, as described, and shall comply with all the terms and conditions of this Contract, as well as provide all annexures and schedules stipulated.
- 3) have witnessed the demographics of the Province and studied requirements and acknowledged all restrictions, etc thereto.
- 4) acknowledge, understand and confirm full acceptance of the specification incorporated in this Bid document, and that failure to comply with the submission of a completed bid document as well as failure to submit all relevant Annexures and Schedules will result in the immediate disqualification of the bid submitted.

NAME AND SURNAME IN BLOCK LETTERS: _____
(Duly authorized)

DESIGNATION: _____

SIGNATURE: _____

DATE: _____

COMPANY STAMP

SECTION P

PAST / CURRENT EXPERIENCE

A schedule reflecting the number of bids or contracts secured by the Bidding entity and/ or their individual Directors, members, trustees and partners.

No.	Name of Client	Description of Goods or Services	Contract Value	Start Date	End Date	Contact Person	Telephone No of Contact Person
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
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Surname and Initials of Representative

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Signature