



land reform & rural development

Department:
Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA



Provincial Shared Services Centre. Address: 524 Suncardia Shopping Centre, Cnr Steve Biko & Stanza Bopape Streets, Arcadia, Pretoria

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDERING OF STANDARD CLEANING AND HYGIENE SERVICES TO THE DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT: PSSC GAUTENG FOR A PERIOD OF TWENTY-FOUR (24) MONTHS. PRICING SCHEDULE [SBD 3.3]

Bid No.: _____

Name of Bidder: _____

PRICING SCHEDULE

RENDERING OF STANDARD CLEANING AND HYGIENE SERVICES TO THE DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT PSSC GAUTENG OFFICE FOR A PERIOD OF TWENTY- FOUR (24) MONTHS.

BID NO : DLRRD (PSSC GP) -0001 (2026/2027)



PRICING SCHEDULE

NAME OF BIDDER: BID NO.: DLRRD (PSSC GP) -0001 (2026/2027)

CLOSING TIME: 16 JULY 2026 AT 11:00

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED TAX</u>
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1. The accompanying information must be used for the formulation of a proposal.
2. Bidders are required to indicate rates based on the total Cost to the department for completion of each stage and including expenses for the project.

TOTAL BID PRICE (VAT Inclusive) R.....

SALARY/ RENUMERATION FOR CLEANERS AND A SUPERVISOR

PRICE BREAKDOWN	HOURLY RATE PER	NO OF HOURS TO BE WORKED PER DAY	MONTHLY SALARY FOR EACH CLEANER	PERIOD OF CONTRACT	TOTAL
12 X Basic salary per cleaner as per labour wage	R.....	8HRS	R.....	24 months	R.....
1 X Basic Salary per Supervisor as per labour wage	R.....	8HRS	R.....	24 months	R.....
1- SALARY/ RENUMERATION FOR CLEANERS AND A SUPERVISOR X 24 MONTHS TOTAL TO BE CARRIED TO SUMMARY					R.....

2 Name of the bidder:

Signature of the Bidder

Date:

OVERTIME NORMAL FOR CLEANERS AND SUPERVISOR FOR THE PERIOD OF 24 MONTHS				
<u>PRICE</u> <u>BREAKDOWN</u>	<u>HOURLY</u> <u>RATE PER</u> <u>CLEANER</u>	<u>QUANTITY</u> <u>(Number of</u> <u>Cleaners)</u>	<u>DAYS</u>	<u>TOTAL</u>
Overtime Normal for cleaners	R.....	12	16 days	R.....
Overtime Normal for Supervisor	R.....	1	16 days	R.....
2- TOTAL FOR OVERTIME NORMAL FOR CLEANERS AND A SUPERVISOR FOR THE PERIOD OF 24 MONTHS TOTAL TO BE CARRIED TO SUMMARY				R.....
LEAVE (CLEANERS AND A SUPERVISOR). NB: SUPPLIER TO INDICATE THE NUMBER OF DAYS CLEANERS ARE ALLOWED FOR LEAVE IN 24 MONTHS PERIOD OF THE CONTRACT)				
<u>PRICE</u> <u>BREAKDOWN</u>	<u>CLEANERS</u> <u>PER MONTH</u>	<u>QUANTITY</u>	<u>NO OF DAYS</u> <u>IN 24</u> <u>MONTHS</u>	<u>TOTAL FOR 24 MONTHS</u>
Normal Leave pay for cleaners	R.....	12		R.....
Sick leave for cleaners	R.....	12		R.....
Compassionate leave for cleaners	R.....	12		R.....
Normal Leave pay for supervisor	R.....	1		R.....
Sick leave for supervisor	R.....	1		R.....

Compassionate leave for supervisor	R.....	1		R.....
3- TOTAL FOR LEAVE (CLEANERS AND A SUPERVISOR) FOR THE PERIOD OF 24 MONTHS. TOTAL TO BE CARRIED TO SUMMARY				R.....
OTHER RELATED LABOUR SERVICES FOR CLEANERS FOR THE PERIOD OF 24 MONTHS				
<u>PRICE</u> <u>BREAKDOWN</u>	<u>CLEANERS PER</u> <u>MONTH</u>	<u>QUANTITY</u>	<u>PERIOD</u>	TOTAL FOR 24 MONTHS
Provident Fund for cleaners	R.....	12	24 months	R.....
UIF for cleaners	R.....	12	24 months	R.....
COIDA for cleaners	R.....	12	24 months	R.....
Skills development levy for cleaners	R.....	12	1 X in 24 months	R.....
Provident Fund for a supervisor	R.....	1	24 months	R.....
UIF for supervisor	R.....	1	24 months	R.....
COIDA for supervisor	R.....	1	24 months	R.....
Skills development levy for supervisor	R.....	1	1 X in 24 months	R.....
Uniform for				

4 Name of the bidder:

Signature of the Bidder

Date:

cleaners and supervisor	R.....	13	2 X in 24 months	R.....
4- TOTAL FOR OTHER RELATED LABOUR SERVICES FOR CLEANERS AND SUPERVISOR FOR THE PERIOD OF 24 MONTHS TOTAL TO BE CARRIED TO SUMMARY				R.....

CLEANING SERVICE TASK DESCRIPTION FOR THE PERIOD OF 24 MONTHS

<u>PRICE BREAKDOWN</u>	<u>QUANTITY</u>	<u>TOTAL COST FOR 24 MONTHS</u>
Cleaning of Offices with carpets floors, tiles, concrete and wooden floors as per Section A (A) of the Cleaning Service Task Description	190	R
Cleaning of a Server Room (1) vinyl floor and patch rooms (3) as per Section A (B) of the Cleaning Service Task Description	4	R
Cleaning of entrances, foyers, passages and staircases as per Section A (C) of the Cleaning Service Task Description	5 floors	R
Cleaning of Toilets (restrooms) with tiles as per Section A (D) of the Cleaning Service Task Description	9 Toilets/Restrooms	R
Cleaning of boardrooms (4), and Photocopier rooms (2) with carpets floors as per Section A (E) of the Cleaning Service Task Description	4 Boardrooms	R
	2 Photocopier rooms	R
Cleaning of interior and exterior windows as per Section A (F) of the Cleaning Service Task Description	190 offices with windows	R

Cleaning of kitchens with tiles floors as per Section A (G) of the Cleaning Service Task Description (Please note that other Fridges and microwaves are not in the kitchen, and supplier will be expected to clean)	3 Kitchen	R
Cleaning of GG vehicles with proper car wash material and equipment as per Section A (H) of the Cleaning Service Task Description	Minimum of 5 per week	R
Deep cleaning of Carpets and upholstered furniture as per Section A (I) (Supplier is requested to bring a minimum of four (4) machines per service) (two Deep cleaning and two for Vacuum dry))	8 Quarters (4 per year)	R
Weekly Removal/ Disposal of Sanitary Bins (SHE-BINS) in the women cubicles as per Section B (A) of Task Description (Note: This must be done by a Professional/Qualified person)	104 weeks	R
5- TOTAL FOR CLEANING SERVICE TASK DESCRIPTION FOR THE PERIOD OF 24 MONTHS. TOTAL TO BE CARRIED TO SUMMARY		R

SUPPLY OF HYGIENE CONSUMABLES, CLEANING CHEMICALS AND MATERIALS FOR THE PERIOD OF 24 MONTHS ACCORDING TO THE STIPULATED FREQUENCY ON THE TASK DESCRIPTION TABLE

<u>ITEMS PRICE BREAKDOWN (ALL ITEMS MUST BE SABS APPROVED)</u>	<u>QUANTITY</u> <u>(Estimated Monthly usage)</u>	<u>TOTAL COST</u> <u>(24 MONTHS)</u>
590mm x 740mm plastic bags for office bins, kitchen bins, restroom bins	800	R

590mm x 740mm odor controlling bags for SHE-BINS	85	R
Small size sanitary disposal bags	300	R
2 ply paper towel	60	R
2 ply toilet paper	600	R
Seat Sanitizer Spray Refill	33	R
Hand wash Liquid Soap Refill (25 litres)	1	R
Air Freshener Refill for the toilets	15	R
Urinal Drip Sanitizer Refill	6	R
Deo Pellets for Urinal Basins (60kg)	1	R
Multipurpose Cleaner (25 litre container)	1	R
Dish Washing Soap (25 litre container)	1	R
Furniture Polish (300ml)	15	R
Cleaning Materials (Dish wash cloth, Micro-fibre cloths, Dust cloths, Buckets, Heavy duty vacuum machines, Heavy pressure washer, Cautions boards, Brooms, and any other materials that might be needed) For 24 months	R	

6- TOTAL FOR SUPPLY OF HYGIENE CONSUMABLES AND CLEANING CHEMICALS AND MATERIALS FOR THE PERIOD OF 24 MONTHS. TOTAL MUST BE CARRIED TO SUMMARY	R
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SUPPLY AND INSTALLATION OF TOILET EQUIPMENT IN BATHROOMS (ONCE-OFF)

<u>ITEMS PRICE BREAKDOWN (ALL ITEMS MUST BE SABS APPROVED)</u>	<u>QUANTITY (Estimated Monthly usage)</u>	<u>TOTAL COST (24 MONTHS)</u>
SANITARY DISPOSAL BINS (SHE-BINS) IN WOMEN CUBICLES PLACEMENT (PLASTIC CLASSIC WHITE IN COLOUR) 182 mm X 345 mm X 543 mm, with Sensor	21 (Once-Off)	R
SANITARY HYGIENE BAG DISPENSER : 12 L, heavy duty pedal for hands-free sanitary refuse disposal : 435 x 465 x 115mm, • Weight: 1.7kg	21 (Once-Off)	R
AUTOMATIC SEAT SANITISER SPRAY DISPENSER: liquid based toilet seat sanitizer spray refills that contain 70% alcohol-based disinfectant/ antiseptics/germicides	33 (once off)	R
AUTOMATIC HAND WASH LIQUID SOAP DISPENSER (5 per floor) : 100 mm X 220 mm x 127 mm	15 (once off)	R
AUTOMATIC AIR FRESHENER DISPENSER (5 per floor) : 360 mm X 65 mm X 140 mm	15 (once off)	R
AUTOMATIC PAPER TOWEL DISPENSER (5 per floor) :Width 292 mm X height 292 mm X depth 167 mm	15 (once off)	R
3 TIER LOCKABLE TOILET PAPER ROLL HOLDER :13.5 cm X 12.7 cm X 38 cm	33 (once off)	R
URINARY DRIP SANITIZER DISPENSER:		

8 Name of the bidder:

Signature of the Bidder

Date:

152 mm X 93 mm X 224 mm	6	R
7-TOTAL FOR SUPPLY AND INSTALLATION OF TOILET EQUIPMENT IN BATHROOMS (ONCE-OFF). TOTAL MUST BE CARRIED TO SUMMARY		R

SUMMARY FOR COSTING

NUMBER OF TOTALS	SERVICES REQUIRED	PERIOD	TOTAL
1	SALARY/ RENUMERATION FOR CLEANERS AND A SUPERVISOR X 24 MONTHS	24 months	R.....
2	TOTAL FOR OVERTIME NORMAL FOR CLEANERS AND A SUPERVISOR FOR THE PERIOD OF 24 MONTHS	24 months	R.....
3	TOTAL FOR LEAVE (CLEANERS AND A SUPERVISOR) FOR THE PERIOD OF 24 MONTHS.	24 months	R.....
4	TOTAL FOR OTHER RELATED LABOUR SERVICES FOR CLEANERS AND SUPERVISOR FOR THE PERIOD OF 24 MONTHS	24 months	R.....
5	TOTAL FOR CLEANING SERVICE TASK DESCRIPTION FOR THE PERIOD OF 24 MONTHS. TOTAL TO BE CARRIED TO SUMMARY	24 months	R.....
6	TOTAL FOR SUPPLY OF HYGIENE CONSUMABLES AND CLEANING CHEMICALS AND MATERIALS FOR THE PERIOD OF 24 MONTHS TOTAL MUST BE CARRIED TO SUMMARY	24 months	R.....
7.	TOTAL FOR SUPPLY AND INSTALLATION OF TOILET EQUIPMENT IN BATHROOMS (ONCE-OFF). TOTAL MUST BE CARRIED TO SUMMARY		R.....
SUB-TOTAL BID PRICE			R.....
ADD VAT (15%)			R.....
TOTAL BID PRICE VAT INC (THE TOTAL MUST BE TRANSFERRED/ WRITTEN ON THE FIRST PAGE)			R.....