

SANBI

Biodiversity for Life



South African National Biodiversity Institute

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE *(South African National Biodiversity Institute)*

| | | | | | |
|-------------|------------------|---------------|---------------|---------------|---------|
| BID NUMBER: | SANBI: G569/2026 | CLOSING DATE: | 28 April 2026 | CLOSING TIME: | 11:00am |
|-------------|------------------|---------------|---------------|---------------|---------|

| | |
|-------------|---|
| DESCRIPTION | THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CLEANING AND HYGIENE SERVICES FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) AT KIRSTENBOSCH NATIONAL BOTANICAL GARDEN IN CAPE TOWN FOR A PERIOD OF FIVE (5) YEARS. |
|-------------|---|

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:

Biodiversity Centre
Pretoria National Botanical Garden,
2 Cussonia Avenue,
Brummeria Pretoria

A compulsory briefing session will be conducted at the time and date given as follows:

Date: 16 April 2026

Time: 11H00 AM

Venue: Old Mutual Conference Hall, Visitor Centre, Kirstenbosch National Botanical Garden, Rhodes Drive, Newlands.

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

| | | | |
|------------------|--|------------------|--|
| CONTACT PERSON | | CONTACT PERSON | |
| TELEPHONE NUMBER | | TELEPHONE NUMBER | |
| FACSIMILE NUMBER | | FACSIMILE NUMBER | |
| E-MAIL ADDRESS | sanbi.tenders@sanbi.org.za | E-MAIL ADDRESS | f.poole@sanbi.org.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? [IF YES ENCLOSE PROOF] | <input type="checkbox"/> Yes <input type="checkbox"/> No | 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)? YES NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
 NO YES

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?
NO YES

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:

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

| | |
|---------------------|-------------------------------------|
| Name of bidder..... | Bid number: SANBI: G569/2026 |
| Closing Time 11:00 | Closing date: 28 April 2026 |

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

| ITEM NO. | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY |
|-----------------|-----------------|--------------------|----------------------------------|
|-----------------|-----------------|--------------------|----------------------------------|

**** (ALL APPLICABLE TAXES INCLUDED)**

- Required by:
- At:
.....
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)?
*YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
- *Delivery: Firm/not firm
- Delivery basis

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.**

***Delete if not applicable**

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:

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**

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.

2.3.1 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.
- 3.4 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.
- 3.5 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.
- 3.6 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.

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

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.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 To be completed by the organ of state

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

| | POINTS |
|--|------------|
| PRICE | 80 |
| SPECIFIC GOALS | 20 |
| Total points for Price and SPECIFIC GOALS | 100 |

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

| The specific goals allocated points in terms of this tender | Number of points allocated (90/10 system) (To be completed by the organ of state) | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (90/10 system) (To be completed by the tenderer) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|--|--|--|--|--|
| <p>Categories of persons historically disadvantaged by unfair discrimination on the basis of race.</p> <p>Information will be verified on the CSD report. Points will be allocated based on the percentage of ownership per goal</p> <p>Black Ownership = 10 Points</p> | | (10) | | |
| <p>Categories of persons historically disadvantaged by unfair discrimination on the basis of gender.</p> <p>Information will be verified on the CSD report. Points will be allocated based on the percentage of ownership per goal</p> <p>Female Ownership = 5 Points</p> | | (5) | | |
| <p>Categories of persons historically disadvantaged by unfair discrimination on the basis of disability</p> <p>Information will be verified on the CSD report. Points will be allocated based on the percentage of ownership per goal</p> <p>Disability Ownership = 5 Points</p> | | (5) | | |
| Total | | 20 | | |

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

| | |
|---|-------|
| SIGNATURE(S) OF TENDERER(S) | |
| SURNAME AND NAME: | |
| DATE: | |
| ADDRESS: | |
| | |
| | |
| | |

SANBI

Biodiversity for Life



South African National Biodiversity Institute

TERMS OF REFERENCE

FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CLEANING AND HYGIENE SERVICES FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) AT KIRSTENBOSCH NATIONAL BOTANICAL GARDEN IN CAPE TOWN FOR A PERIOD OF FIVE (5) YEARS.

PHYSICAL ADDRESSES:

Kirstenbosch National Botanical Garden, Rhodes Drive, Newlands, Cape Town

POSTAL ADDRESS:

The South African National Biodiversity Institute

Pretoria National Botanical Garden

Private Bag X101

Silverton

0184

TENDER NO.: SANBI: G569/2026

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1. INTRODUCTION AND BACKGROUND

Kirstenbosch National Botanical Garden (KNBG) is one of eleven (11) national botanical gardens managed by SANBI. The garden is located on Rhodes Drive, Newlands, Cape Town, Western Cape. The KNBG is open to the public every day of the year from 08:00 – 18:00 during winter (April to August) and from 08:00 – 19:00 during summer (September to March).

The KNBG receives approximately 1 million visitors annually. Cleaning and hygiene services are required to clean and maintain hygiene in the public toilets, halls (for exhibitions, conferences, and function venues), meeting rooms as well as in all staff quarters, offices, staff toilets, and staff accommodation on the Kirstenbosch campus. The buildings at the Centre for Biodiversity Conservation (CBC), and the Kirstenbosch Research Centre (KRC) as well as the Old Mutual Conference Centre and the Conservatory have elevated large windows (glass walls). These buildings are frequently used by visitors and external partners and require specialised equipment to clean high level windows on a regular basis.

2. INVITATION TO TENDER

Tenders are hereby invited for the appointment of a Service Provider to provide cleaning and hygiene services for the South African National Biodiversity Institute at the Kirstenbosch National Botanical Garden in Cape Town for a period of five (5) years.

The tender process will be co-ordinated by SANBI's Supply Chain Management (SCM) department, contactable at the following address:

Deputy Director: Supply Chain Management
The South African National Biodiversity Institute (SANBI)
Private Bag X101
Silverton
0184

Email: sanbi.tenders@sanbi.org.za

The tender closes on 28 April 2026 at 11:00

3. COMPULSARY BRIEFING SESSION

A compulsory briefing session will be held on:

Date: 16 April 2026

Time: 11h00 AM

Venue: Old Mutual Conference Hall, Visitor Centre, Kirstenbosch National Botanical Garden, Rhodes Drive, Newlands.

The briefing session and site inspection will provide potential Service Providers with an opportunity to clarify aspects of the process as set out in this document and will address any substantive issues that bidders may wish to raise.

Bidders are encouraged to direct all technical and bidding procedure enquiries to the email addresses below. All responses to questions via email will be communicated via this tender's advertisement webpage on the SANBI website www.sanbi.org.

For bidding procedure enquiries: sanbi.tenders@sanbi.org.za

For technical enquiries: f.poole@sanbi.org.za

SANBI will not respond to any questions or requests for clarification if received after **21 April 2026**.

4. REQUIREMENTS FOR PROPOSAL

4.1 Mandatory requirements

Tenderers must include the following documentation (**failure to submit this required documentation WILL lead to disqualification**):

- A current copy of the company Central Supplier Database (CSD) registration report.
- Fee/cost structure (Annexure E, F and G).
- A valid letter of Good Standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA). The letter should be issued by the Department of Labour.
- Signed compulsory briefing session attendance certificate.
- The company's Occupational Health and Safety Policy
- A valid waste management licence.
- Completed and signed SBD forms.
- A certified copy of **Liability Insurance Cover of R5 million** available per claim.
- A copy of the latest **Audited Financial Statement**.
- Bidder's business premises must be in the Cape Metropole. The bidder must submit valid documentary proof of address from a third (3rd) party to indicate that the company has an operating office/business in the Cape Metropole (E.g. municipal account, Local Authority Letter, (not older than three (3) months), valid signed lease agreement, etc.)

4.2 Other documents to be submitted

Service providers interested in this Request for Tender should submit a concise written proposal that addresses the scope of work and the above requirements. **Failure to submit these documents will not result in disqualification**, however, the information contained in them is required for evaluation purposes and **failure to include them will be considered non-responsive**. The proposal must include:

- **Company information and profile:** mission statement and policies with an indication of the management, communication and supervision structures.
- **Document on the management of staff on the campus, see section 5.2**, which should include the approach to improving performance.
- Proposed Standard Operating Procedure (SOP) with indication of a detailed and clear work schedule(s) of how work will be conducted

- **Training and Skills Development Plan, see section 5.2** (Please attach a detailed plan/ programme that the personnel will receive prior to commencement of work and for the duration of the contract).
- **Waste Management Plan, see section 6.2.**
- **Risk Management Plan, see section 6.3.**
- **Contingency Plan, see section 6.4.**
- **List of similar contracts carried out in the last three years** (include the client, scope and scale of work, date and duration and value of contract).
- **Three letters of reference for similar contracts** carried out by the Service Provider within the last three years, including contact details of the referees.
- CVs of four (4) supervisors and one (1) site manager.

5. SCOPE OF WORK

5.1 Scope of cleaning and dimensions of areas to be cleaned

Please see the following annexures to obtain the information required for tendering:

Annexure A: Garden areas

Annexure B: Spaces to be cleaned with dimensions indicated for the number of
offices/workspaces/ablution facilities

Annexure C: Scope of work

NB These areas/spaces can be viewed at the compulsory briefing session and Kirstenbosch site inspection.

5.2 Staff requirements, management and training

Please see the attached annexure to indicate the required staff, however, we require 20 staff, and 4 supervisors during week days and one site manager twice a week.

During weekends we require 4 staff and 1 supervisor.

Annexure D: Salaries for staff required.

NB Employment of existing contract staff by prospective Service Provider, while not compulsory, is encouraged.

5.2.1 General points relating to staff

- For security reasons, the appointed Service Provider must inform garden management when there is any removal or replacement of personnel.
- The appointed Service Provider's staff must all comply with SANBI's professional Code of Conduct and must abide by all Health, Safety and Environment regulations and practices.

5.2.2 Employment of four supervisors

The following requirements for supervisors must be met:

- There must be supervisors on a rotational basis of two (2) per shift but a total of four (4).
- Supervisors will liaise directly with garden management.
- Supervisors must ensure that cleaning personnel are assigned to all areas of the KNBG and must supervise all cleaning duties on a routine basis to ensure punctuality, efficiency and strict adherence to the SOP and schedule of works in order to maintain high levels of service quality.
- Communication system must be in place.

5.2.3 Staff management (Site Manager)

The following requirements for the site manager must be met:

- A site manager must be on site at least once a week to inspect all cleaning areas.
- The site manager must ensure that supervisors are performing their supervisory duties, and the site manager must inspect all areas with the supervisors to maintain high levels of service quality.
- The site manager must use an effective communication system which should include holding monthly meetings with the garden management to ensure efficient service delivery and to discuss any problems and matters that garden management must be made aware of.

- The site manager must also submit quarterly reports to the garden management about the upkeep and provisions of cleaning and hygiene services.

5.2.4 Staff training

The following requirements must be met by Service Providers:

- The Service Provider must demonstrate/ensure that all personnel working is adequately trained prior to the commencement of the contract.
- A training programme must be submitted with the tender submission indicating the training programmes available and completed, and how continued training will be implemented for the duration of the contract to maintain standards or improve the quality-of-service delivery to SANBI.

5.3 Equipment and materials

All equipment and materials to be used must be provided by the Service Provider, must comply with the South African National Standards (SANS) and the Occupational Health and Safety Act (OHSA) and its regulations. For more information on the type of cleaning materials to be used, see Annexure E attached.

The following requirements must be met:

- No equipment, tools or detergents that may cause damage to the environment, buildings, fittings and collections, or harm staff members and visitors may be used. SANBI has the right to reject harmful equipment, tools and detergents.
- All cleaning, hygiene equipment and detergents should be safely and securely stored daily.
- All scaffolding and/or lifters to clean windows and other areas on high levels must comply with the South African National Standards (SANS) and the Occupational Health and Safety Act (OHASA) and its resolutions.
- All toilet roll holders and soap dispensers shall be lockable to prevent theft.
- The Service Provider shall install all SHE bins, and sanitary towel covers for bins, automatic air freshener units, soap dispensers, urinal hygiene units, water saving urinal valves, hand dryers and/or paper hand towel units and toilet seat sanitizers in all areas where required. Servicing, maintenance, repairs or replacement of these units will remain the responsibility of the Service Provider.
- All dispenser batteries must be of high quality and durability, should be inspected regularly and replaced accordingly, and be disposed of offsite in an environmentally friendly manner (Indicate their disposal in the Waste Management Plan, see section 6.2).

- The Service Provider shall maintain a work schedule for conducting all routine cleaning and hygiene services in accordance with any/all prescribed safety, health and environment regulations and guidelines and shall ensure that all necessary precautions are taken.
- Sufficient accommodation shall be made by the Service Provider for conducting ad hoc, unplanned or emergency hygiene and cleaning service as required by SANBI from time to time.
- Upon termination of the contract, the Service Provider must remove all equipment installed by them from the premises without causing any damage to the property.
- The cost of repairs for any damages caused by the Service Provider may be deducted from SANBI's payment to the Service Provider.
- SANBI reserves the right to conduct tests and analyses on the selected cleaning and hygiene detergents and/or equipment provided by or used by the Service Provider to ascertain the level of effectiveness, safety, general compliance to acceptable quality standards with the South African National Standards (SANS) or other regulatory framework(s).

5.4 Cleaning days and times

- The garden is open to the public every day of the year and visitor numbers are influenced by peak season during spring and summer (September to March) and off-peak season during winter (April to August).
- Cleaning must be done daily from Monday to Friday between 08:00 and 16:00 in areas where no weekend activities take place.
- In areas where activities take place on public holidays and weekends, cleaning must be done between 08:00 and 17:00 seven days a week.
- When evening functions, or special events are taking place, the hours will be extended where cleaners will be required to work beyond these times. Where events and functions extend into evenings during weekdays and/or weekends and public holidays, the cleaning activities required will be communicated beforehand by the events and tourism office, host on duty, senior duty officer or delegated after-hours staff that are assigned during those periods.
- Cleaning and hygiene services will also be required for concerts which extend to early and late evenings on weekdays, weekends and public holidays. The Kirstenbosch concert series typically starts from the end of November to the end of March each year.
- Cleaning duties may also be required on an *ad hoc* basis as and when the need arises.

- Due to the location of the garden, public transport is limited and therefore staff transport is essential for cleaning staff to be on time on site and be transported safely during weekends and after hours during concerts and functions.

6. SAFETY, HEALTH AND ENVIRONMENTAL REQUIREMENTS

6.1 Minimum Compliance

- 6.1.1 Any Service Providers that enters into a contractual agreement with SANBI shall, as a minimum, be familiar and comply with:
- a) All applicable General Safety, Health and Environment (SHE) requirements as contained in The Occupational Health & Safety Act (OHSA) (Act 85 of 1993) and its Regulations. Furthermore, the Service Provider shall ensure that a Safety, Health, and Environment file for the company, be available on site and that its supervisors and staff remain familiar and comply with the contents of the file. A copy of the file must be made available to SANBI before commencement of the contract.
 - b) Site induction and training: The Service Provider's staff shall be expected to attend induction within the first week of appointment and before commencing any work including site specific training so that they become familiar with the campus and its inherent requirements. A signed register of such induction and training must be available in Safety, Health and Environmental file and be available to internal and external auditors as well as SHE representatives of SANBI on request.
 - c) The Compensation for Occupational Injuries & Diseases Act (Act 130 of 1996): The Service Providers will be required to submit a valid letter of good standing from the office of the Compensation Commissioner as required by the Compensation Commissioner for Occupational Injuries and Diseases. The Department of Labour should issue the letter.
 - d) National Environmental Management Act (Act No. 107 of 1998).
 - e) National Environmental Management: Waste Act (Act 59 of 2008).
 - f) The South African National Biodiversity Institute Health and Safety specifications and relevant policies.

6.2 Waste Management Plan

In terms of Schedule 5B of the Constitution of South Africa (Act 108 of 1996), waste management is a local government competence that must be executed to protect human and environmental health.

Potential Service Providers are requested to submit a Waste Management Plan as part of their proposal. The plan must describe all aspects of the management of waste that will be generated on the campus to be collected, processed or treated as part of the services to SANBI. Service Providers must be mindful of the fact that Kirstenbosch conducts recycling on its premises and as such all waste generated by Service Providers must be aligned to the Kirstenbosch recycling process.

The plan should emphasise the following:

- The management of waste generated through the cleaning and hygiene services provided, such as used cleaning chemicals and empty containers etc.
- The processes and responsibilities for the removal and disposal of sanitary waste in compliance with legislation, e.g. the National Environmental Management: Waste Act (Act 59 of 2008).
- The legal disposal of waste collected, including batteries, chemical containers and recyclable materials.
- An indication of how recyclable waste material will be managed in line with Kirstenbosch waste management plan

6.3 Risk Management Plan

Potential Service Providers are requested to submit a Risk Management Plan as part of their proposal. The plan must describe all aspects of the management of risk in terms of identifying, monitoring and managing potential risk related to cleaning and hygiene services to SANBI.

6.4 Contingency Plan

Potential Service Providers are to submit a Contingency Plan to indicate what measure will be put in place should any issue arise in the carrying out of its obligation in regard to the Service Level Agreement agreed upon.

The list below should only be used as a guideline of possible issues that might arise and that may have to be addressed on short notice:

- An appointed staff member not arriving on time or at all for a day or more
- Strikes or any employee action by own company staff
- An appointed staff member falling sick or getting injured on duty
- Civil unrest
- Load-shedding
- Transport problems
- Shortage of supplies and equipment, etc.

7. PRICING

NB: Bidders must price for all line items in ANNEXURES D, E, and F. Failure to do so will result in disqualification.

The wages of the cleaners, supervisors and *ad hoc* cleaners should not be less than the minimum wage rates as prescribed by the Department of Labour (compliance must be in accordance with wage labour rates & the Basic Conditions of Employment Act as per the Department of Labour's regulations).

The total amount of the contract must be fixed for the full period of the contract and must be VAT inclusive factoring in annual salary increases of the employees.

8. EVALUATION CRITERIA

In accordance with the National Treasury Instruction Note on the Amended Guidelines in Respect of Bids that include Functionality as a Criterion for Evaluation (issued 3 September 2010), this bid will be evaluated in three stages as follows:

- Stage 1 – Evaluation of eligibility and administrative compliance
- Stage 2 – Evaluation of functionality
- Stage 3 – Evaluation of tender price and specific goals
- Stage 4 – Site inspection

Sufficient information must be provided to allow the Bid Evaluation Committee to score bids against all these criteria.

STAGE ONE: ELIGIBILITY AND ADMINISTRATIVE COMPLIANCE

The first stage will determine whether bids are compliant with all mandatory and disqualifiable submission requirements. Bidders that are deemed compliant will be eligible for further evaluation.

STAGE TWO:

Stage two will evaluate functionality according to the criteria listed in the table below. Maximum points for each criterion are in bold while points for each sub-criterion are indicated in brackets.

| FUNCTIONALITY CRITERIA | | | | | | | | | | | | | | | | | | | | | | |
|--|---|--------------|--------|--|------|--|-----|--|------|--|------|--------------|--------|-------------------------------|---|----------------------|---|-----------------------|---|---------------------------------|----|----|
| ID | CRITERIA | POINTS | | | | | | | | | | | | | | | | | | | | |
| 1 | <p>Methodology and approach to scope of work Provide a detailed SOP with methodology to cover the proposed scope of work including task descriptions and how tasks will be performed daily.</p> <table border="1"> <thead> <tr> <th>Sub-Criteria</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>Proposed work schedule/duty sheet/work plan with clear milestones and timeframes for each task to be completed</td> <td>(20)</td> </tr> <tr> <td>Waste Management Plan (Refer to section 6.2)</td> <td>(5)</td> </tr> <tr> <td>Contingency Plan and flexibility in customer service in terms of turnaround times with regards to solving problems which may arise during the execution of the contract (Refer to section 6.4)</td> <td>(10)</td> </tr> <tr> <td>Risk Management Plan (Refer to section 6.3)</td> <td>(10)</td> </tr> </tbody> </table> | Sub-Criteria | Points | Proposed work schedule/duty sheet/work plan with clear milestones and timeframes for each task to be completed | (20) | Waste Management Plan (Refer to section 6.2) | (5) | Contingency Plan and flexibility in customer service in terms of turnaround times with regards to solving problems which may arise during the execution of the contract (Refer to section 6.4) | (10) | Risk Management Plan (Refer to section 6.3) | (10) | 45 | | | | | | | | | | |
| Sub-Criteria | Points | | | | | | | | | | | | | | | | | | | | | |
| Proposed work schedule/duty sheet/work plan with clear milestones and timeframes for each task to be completed | (20) | | | | | | | | | | | | | | | | | | | | | |
| Waste Management Plan (Refer to section 6.2) | (5) | | | | | | | | | | | | | | | | | | | | | |
| Contingency Plan and flexibility in customer service in terms of turnaround times with regards to solving problems which may arise during the execution of the contract (Refer to section 6.4) | (10) | | | | | | | | | | | | | | | | | | | | | |
| Risk Management Plan (Refer to section 6.3) | (10) | | | | | | | | | | | | | | | | | | | | | |
| 2 | <p>Track Record At least three relevant reference letters regarding work of <u>similar scope and scale</u> completed in the last ten (10) years. Please ensure that the contact details of all referees are correct as they will be verified by SCM.</p> <table border="1"> <thead> <tr> <th>Sub-Criteria</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>No reference letters provided</td> <td>0</td> </tr> <tr> <td>One relevant contactable reference letter</td> <td>3</td> </tr> <tr> <td>Two relevant contactable reference letters</td> <td>6</td> </tr> <tr> <td>Three or more relevant contactable reference letters</td> <td>10</td> </tr> </tbody> </table> <p>List of at least three other <u>similar</u> projects, with contact details, indicating scope and scale, value and duration of contracts completed in the last ten (10) years.</p> <table border="1"> <thead> <tr> <th>Sub-Criteria</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>No relevant projects provided</td> <td>0</td> </tr> <tr> <td>One relevant project</td> <td>3</td> </tr> <tr> <td>Two relevant projects</td> <td>6</td> </tr> <tr> <td>Three or more relevant projects</td> <td>10</td> </tr> </tbody> </table> | Sub-Criteria | Points | No reference letters provided | 0 | One relevant contactable reference letter | 3 | Two relevant contactable reference letters | 6 | Three or more relevant contactable reference letters | 10 | Sub-Criteria | Points | No relevant projects provided | 0 | One relevant project | 3 | Two relevant projects | 6 | Three or more relevant projects | 10 | 20 |
| Sub-Criteria | Points | | | | | | | | | | | | | | | | | | | | | |
| No reference letters provided | 0 | | | | | | | | | | | | | | | | | | | | | |
| One relevant contactable reference letter | 3 | | | | | | | | | | | | | | | | | | | | | |
| Two relevant contactable reference letters | 6 | | | | | | | | | | | | | | | | | | | | | |
| Three or more relevant contactable reference letters | 10 | | | | | | | | | | | | | | | | | | | | | |
| Sub-Criteria | Points | | | | | | | | | | | | | | | | | | | | | |
| No relevant projects provided | 0 | | | | | | | | | | | | | | | | | | | | | |
| One relevant project | 3 | | | | | | | | | | | | | | | | | | | | | |
| Two relevant projects | 6 | | | | | | | | | | | | | | | | | | | | | |
| Three or more relevant projects | 10 | | | | | | | | | | | | | | | | | | | | | |
| 3 | <p>Team capabilities and personnel The Tenderer should demonstrate the project team and personnel's capabilities which will be used in the execution of the contract (personnel skills, qualifications, and experience) with a focus on the Site Manager and Supervisors at the company and envisaged for the required services.</p> <p>Each CV submitted should not be longer than three (3) pages in total and should be structured as follows:</p> <ul style="list-style-type: none"> Relevant qualifications in cleaning and hygiene services | 25 | | | | | | | | | | | | | | | | | | | | |

| | <ul style="list-style-type: none"> Brief description of individual's experience of similar work in last three years. Name of previous employer/s and position in enterprise/s Role in the services to be provided in for this tender <p>Site Manager:</p> <table border="1"> <thead> <tr> <th>Sub-Criteria</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>Site Manager with no experience</td> <td>0</td> </tr> <tr> <td>Site Manager with less than 5 year's relevant experience</td> <td>5</td> </tr> <tr> <td>Site Manager with between 5 and 10 year's relevant experience</td> <td>10</td> </tr> <tr> <td>Site Manager with more that 10 year's relevant experience</td> <td>15</td> </tr> </tbody> </table> <p>Supervisors:</p> <table border="1"> <thead> <tr> <th>Sub-Criteria</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>Supervisors with no supervision experience</td> <td>0</td> </tr> <tr> <td>Supervisors with a combined supervision experience of less than 5 years</td> <td>2</td> </tr> <tr> <td>Supervisors with a combined supervision experience of between 5 and 10 years</td> <td>5</td> </tr> <tr> <td>Supervisors with a combined supervision experience of more than 10 years</td> <td>10</td> </tr> </tbody> </table> | Sub-Criteria | Points | Site Manager with no experience | 0 | Site Manager with less than 5 year's relevant experience | 5 | Site Manager with between 5 and 10 year's relevant experience | 10 | Site Manager with more that 10 year's relevant experience | 15 | Sub-Criteria | Points | Supervisors with no supervision experience | 0 | Supervisors with a combined supervision experience of less than 5 years | 2 | Supervisors with a combined supervision experience of between 5 and 10 years | 5 | Supervisors with a combined supervision experience of more than 10 years | 10 | |
|--|---|--------------|--------|--------------------------------------|------|--|---|---|----|---|----|--------------|--------|--|---|---|---|--|---|--|----|--|
| Sub-Criteria | Points | | | | | | | | | | | | | | | | | | | | | |
| Site Manager with no experience | 0 | | | | | | | | | | | | | | | | | | | | | |
| Site Manager with less than 5 year's relevant experience | 5 | | | | | | | | | | | | | | | | | | | | | |
| Site Manager with between 5 and 10 year's relevant experience | 10 | | | | | | | | | | | | | | | | | | | | | |
| Site Manager with more that 10 year's relevant experience | 15 | | | | | | | | | | | | | | | | | | | | | |
| Sub-Criteria | Points | | | | | | | | | | | | | | | | | | | | | |
| Supervisors with no supervision experience | 0 | | | | | | | | | | | | | | | | | | | | | |
| Supervisors with a combined supervision experience of less than 5 years | 2 | | | | | | | | | | | | | | | | | | | | | |
| Supervisors with a combined supervision experience of between 5 and 10 years | 5 | | | | | | | | | | | | | | | | | | | | | |
| Supervisors with a combined supervision experience of more than 10 years | 10 | | | | | | | | | | | | | | | | | | | | | |
| 4 | <p>Performance and staff management</p> <p>Demonstration of ongoing staff performance improvement.</p> <table border="1"> <thead> <tr> <th>Sub-Criteria</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>Training and skills development plan</td> <td>(10)</td> </tr> </tbody> </table> | Sub-Criteria | Points | Training and skills development plan | (10) | 10 | | | | | | | | | | | | | | | | |
| Sub-Criteria | Points | | | | | | | | | | | | | | | | | | | | | |
| Training and skills development plan | (10) | | | | | | | | | | | | | | | | | | | | | |
| TOTAL | | 100 | | | | | | | | | | | | | | | | | | | | |

NB: Any bidder who scores less than **70 points** out of a possible 100 points in terms of functionality will not be eligible for further consideration.

STAGE FOUR: PRICE AND SPECIFIC GOALS

The third stage will evaluate the price and specific goals of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20-point system will be applied

in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded based on the bidder’s specific goals

STAGE THREE: SITE INSPECTION

- A physical site inspection to the business premises will be done for bidders who have passed the minimum threshold on functionality.
- Site inspections will be conducted to confirm representations made in the bid document.

The visit to the business premises will inspect the following areas of business operation:

SANBI reserves the right, at its sole discretion to award this tender to a bidder that did not score the highest total number of points, only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000) as per below objective criterion :

- Not to appoint any service provider that has demonstrated unsatisfactory performance in any previous or current contract with SANBI or any other organ of state.
- SANBI reserves the right to obtain and consider additional information regarding a bidder’s past performance, even if such information is not included in the bid’s returnable documents.

| BUSINESS PREMISES VERIFICATION CHECKLIST | | | |
|---|--|------------|-----------|
| No | Criteria | | |
| 1 | Office Infrastructure | YES | NO |
| | a) Office equipment (i.e. computers, printers, cabinets, etc.). | | |
| | b) Office staff e.g. administration and human resources | | |
| | c) Proof of cleaning staff capacity e.g. staff files | | |
| 2 | CLEANING AND HYGIENE SERVICES EQUIPMENT STORAGE | YES | NO |
| | a) Applicable cleaning machinery including but not limited to high level cleaning equipment. | | |
| | b) Cleaning Tools/utensils and associated items e.g., brooms, containers, trolleys, bins, etc. | | |
| | c) Branded PPE | | |
| 3 | CLEANING AND HYGIENE CONSUMABLES AND MATERIALS | YES | NO |
| | a) Chemicals and detergents stock | | |
| | b) Stock for managing waste, servicing of ablutions, offices etc. | | |
| 4 | OPERATIONAL CAPACITY | YES | NO |
| | a) Transport and fleet for onsite deployment with Natis documentation | | |

9. PREPARATION OF PROPOSAL

SANBI shall not be held liable for any cost that has been incurred by the potential Service Provider in the preparation of the proposal, the obtaining of certificates or any other cost that might be incurred in submitting the proposal.

10. SUBMISSION REQUIREMENTS

This is a one-envelope tender process. Service Providers are to submit **one (1) pack of original bid documents**, in a sealed envelope, with both technical and financial proposals included, and **one (1) electronic copy on a USB**, also with both technical and financial proposals included. The envelope must be clearly marked with the Bid Number and the Bidder's Name.

Both technical and financial proposals must be included in the original bid documents and on the USB. NB. Failure to submit in the prescribed manner WILL lead to the bid being disqualified.

- One pack of original documents with both technical and financial proposals
- One electronic copy on USB with both technical and financial proposals

Failure to include other documents required for the functionality evaluation (see section xx) will not result in disqualification, however, the information contained in them is required for evaluation purposes and will lead to your proposal being considered non-responsive.

Tenders can be submitted in the tender box located in the reception area of the **Biodiversity Centre Building** at the **Pretoria National Botanical Garden**, 2 Cussonia Avenue, Brummeria, Pretoria, during office hours before the tender closing date and time.

Normal office hours are from 08:00 to 16:00 Monday to Friday. E-mailed and faxed submissions will not be accepted. **Late submissions will be disqualified.**

The closing date for submission of tenders: 28 April 2026 @ 11:00.

Note: E-mailed and faxed submissions will not be accepted. Late submissions will be disqualified.

11. TENDER DOCUMENTATION AVAILABILITY

No tender documents will be issued at the briefing session. Potential Service Providers are requested to download the tender documents from the SANBI website: www.sanbi.org.

12. REPORTING AND MANAGEMENT

The Service Provider will supply the KNBG Administration Manager with a management report on a monthly basis. The report shall be based on the different services delivered and shall cover all work performed and completed during the month as well as attendance registers, shift records etc.

13. CONTRACT PERIOD

The contract is for five (5) years, it is performance-based and will be reviewed every twelve (12) months from the date of commencement. The contract to be signed will include the Service Level Agreement (SLA) which must be adhered to by both parties.

13.1 Obligations of the South African National Biodiversity Institute (SANBI):

- Conduct business in a courteous and professional manner with the Service Provider and its staff.
- Provide change rooms with lockers for both male and female cleaners.
- Provide a lockable storage space for safeguarding cleaning equipment and detergents.
- Enter into a contract upon appointment of the suitable Service Provider (All the specified Terms and Conditions will form part of the contract).
- Ensure that payment upon submission of invoice is done within 30 days of date of invoice.

13.2 SANBI will not:

- Accept responsibility/liability for accounts/expenses incurred by the Service Provider that was not agreed upon by the contracting parties.
- Accept late invoices or invoices that are backdated due to failure to submit by the Service Provider.
- Accept responsibility/liability for any damages suffered by the Service Provider, their personnel, or subcontractors for the duration of the project.
- Take responsibility for the safeguarding of cleaning equipment and detergent or any personal assets of any of the company's staff members.

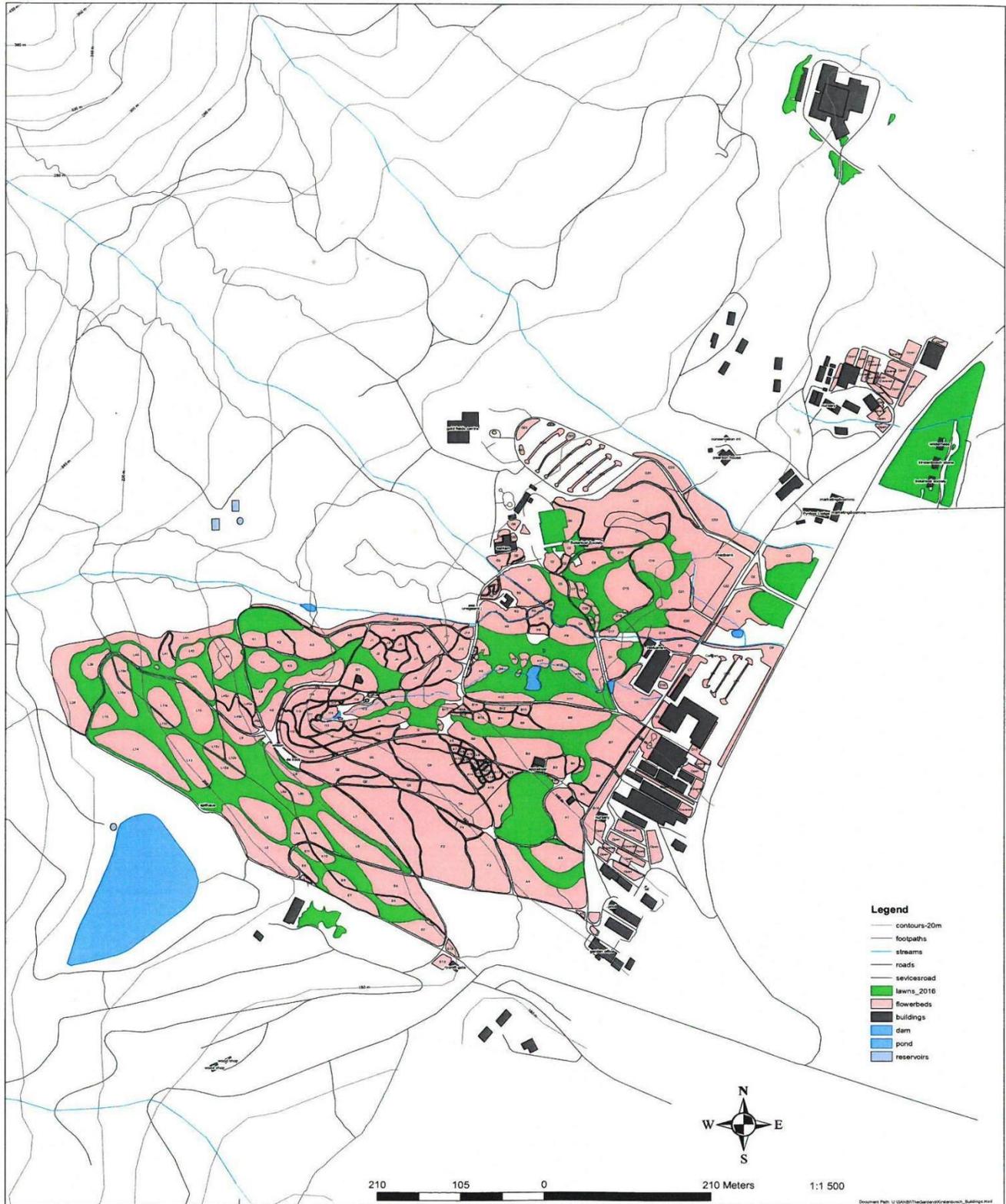
The Independent Contractor Agreement must be adhered to by both parties.

SANBI reserves the right to terminate the service should performance be found to be unsatisfactory.

ANNEXURE A: GARDEN AREAS KNBG MAP

Kirstenbosch Buildings about 7 Dec 2001, edited by LWP

by Les Powrie, 25 Aug 2017
Date: 29-Aug-2017



ANNEXURE C: SPACES TO BE CLEANED WITH ASSOCIATED DIMENSIONS

NOTE: Buildings to be cleaned on weekends and public holidays will be indicated below

| Building Name: RYCROFT GATE TOILET AND TICKET OFFICE (24/7; 365/12) | | | |
|--|----------------------|------------------------------------|---|
| Office number and description | Type of floor finish | Square meters | Upholstery chairs & windows |
| 1 × Ticket Office small building | Ceramic tiles | 83 m ² Ceramic tiles | All window cleaning & upholstered chairs/couches. |
| Public toilet Gents × 1; urinal × 1 | Ceramic tiles | | |
| Public toilet Ladies × 1 | Ceramic tiles | | |

| Building Name: PROTEA SECTION | | | |
|--|----------------------|--------------------------------------|--|
| Office number and description | Type of floor finish | Square meters | Upholstery chairs & windows |
| 1 × Office | Carpet | 89.8 m ² Ceramic tiles | All window cleaning & upholstered chairs/couches |
| Kitchen × 1 (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces | Ceramic tiles | | |
| Public toilets Gents × 1; urinal × 1 | Ceramic tiles | | |
| Public toilet Ladies × 1 | Ceramic tiles | | |
| Staff toilet × 1 Showers × 3 | Ceramic tiles | | |

ANNEXURE C (Continued)

| Building Name: GARDEN OFFICES, TOILETS AND TEA ROOM | | | |
|--|---------------------------------------|--------------------|--|
| Office number and description | Type of floor finish | Square meters | Upholstery chairs & windows |
| Offices × 20 | 10 wooden and 10 carpet | 785 m ² | All window cleaning & upholstered chairs/couches |
| Reception Office | Half wooden and half carpet | | |
| Entrance Hallway × 2 | Carpet | | |
| Kitchen × 1 (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces. | Ceramic tiles | | |
| Tea Room/Meeting Room × 1 | Carpet | | |
| Plant Recording office and library | Carpet | | |
| Gents toilets: 4 urinals, 3 toilets | Ceramic tiles | | |
| Ladies toilets × 3 | Ceramic tiles | | |
| Back toilet (Gents/Ladies) × 1 | Ceramic tiles and shower mosaic tiles | | |

| Building Name: SEED DEPARTMENT | | | |
|---------------------------------------|----------------------|--------------------|--|
| Office number and description | Type of floor finish | Square meters | Upholstery chairs & windows |
| Offices × 2 | Carpet | 463 m ² | All window cleaning & upholstered chairs/couches |
| Offices × 2 | Slate tiles | | |
| Drying room | Concrete | | |
| Seed processing room | Concrete | | |
| Storeroom | Slate tiles | | |
| Ladies toilet × 1 | Ceramic tiles | | |
| Gents toilet × 1; urinal × 1 | Ceramic tiles | | |

ANNEXURE C (Continued)

| | | | |
|--|---------------|--|--|
| Kitchen × 1 (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces. | Ceramic tiles | | |
|--|---------------|--|--|

| Building Name: STORES | | | |
|-------------------------------|----------------------|--------------------|--|
| Office number and description | Type of floor finish | Square meters | Upholstery chairs & windows |
| Stores | Concrete & carpet | 133 m ² | All window cleaning & upholstered chairs/carpets |

| Building Name: WORKSHOP | | | |
|--------------------------------|----------------------|--------------------|--|
| Office number and description | Type of floor finish | Square meters | Upholstery chairs & windows |
| Maintenance area | Concrete | 235 m ² | All window cleaning & upholstered chairs/carpets |
| Office × 2 (top and bottom) | Concrete and carpet | | |

| Building Name: GREEN DOORS STAFF QUARTERS AND SUPERVISOR OFFICES | | | |
|--|----------------------|--------------------|---|
| Office number and description | Type of floor finish | Square meters | Upholstery chairs & windows |
| Office × 1 | Carpet | 479 m ² | All window cleaning & tables and benches (picnic style) |
| Kitchen × 1 (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces. | Ceramic tiles | | |
| Open dining area | Concrete | | |
| Gents toilets × 5, urinals × 6 | Ceramic tiles | | |
| Ladies toilets × 2 | Ceramic tiles | | |
| Showers Gents × 8 | Mosaic tiles | | |
| Shower Ladies × 1 | Mosaic tiles | | |

ANNEXURE C (Continued)

| Building Name: COLLECTIONS NURSERY & BUILDING 33 (24/7; 365/12) | | | |
|--|----------------------|--------------------|--|
| Office number and description | Type of floor finish | Square meters | Upholstery chairs & windows |
| Offices × 2 | 1 tiles & 1 carpet | 240 m ² | All window cleaning & upholstered chairs/carpets |
| Gents toilets × 2, urinals × 3 | Ceramic tiles | | |
| Ladies toilet × 1 | Ceramic tiles | | |
| Showers × 3 Gents | Ceramic tiles | | |
| Kitchen & staff eating area (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces. | Ceramic tiles | | |

| Building Name: PLANT PRODUCTION NURSERY (24/7; 365/12) | | | |
|--|----------------------|---------------------|--|
| Office number and description | Type of floor finish | Square meters | Upholstery chairs & windows |
| Offices × 2 | Carpet | 99.5 m ² | All window cleaning & upholstered chairs/carpets |
| Gents toilets × 2, urinals × 2 | Ceramic tiles | | |
| Ladies toilet × 1 | Ceramic tiles | | |
| Showers × 3 Gents | Mosaic tiles | | |
| Showers × 2 Ladies | Mosaic tiles | | |
| Kitchen and staff eating area (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces. | Ceramic tiles | | |

| Building Name: CONSERVATORY (24/7; 365/12) | | | |
|--|---|----------------------|--|
| Office number and description | Type of floor finish | Square meters | Upholstery chairs & windows |
| Offices × 2 | Carpets | 1 620 m ² | All window cleaning & upholstered chairs/carpets |
| Toilet × 1 | Ceramic tiles | | |
| Showers × 2 | Mosaic tiles | | |
| Kitchen & staff eating area (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces. | Ceramic tiles | | |
| Open visitors viewing area (top and bottom) | Concrete/wood & steel rails & finishing | | |

ANNEXURE C (Continued)

| Building Name INFORMATION CENTRE/VISITORS' CENTRE/VIDEORAMA (24/7;365/12) | | | |
|---|----------------------|----------------------|--|
| Office number and description | Type of floor finish | Square meters | Upholstery chairs & windows |
| Offices × 1 open plan; 1 single | Carpet | 2 547 m ² | All window cleaning & upholstered chairs/carpets |
| Old Mutual Conference Centre | Laminated concrete | | |
| Videorama breakaway room | Ceramic tiles | | |
| Kitchen and staff eating area (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces. | Ceramic tiles | | |
| Staff toilet Gents × 2; showers × 2 Ladies × 2; showers × 2 | Mosaic tiles | | |
| Toilet at Gift Shop × 1 | Ceramic tiles | | |
| Public toilet below coffee shop: Gents × 2; urinals × 4 Ladies × 6 | Ceramic tiles | | |
| Public toilet: Visitor's Centre Gents × 3; urinals × 5 Ladies × 3 Toilet for persons with disability × 1 | Ceramic tiles | | |

ANNEXURE C (Continued)

| Building Name: DUTY HOUSE (24/7; 365/12) | | | |
|--|-------------------------------|--------------------|--|
| Office number and description | Type of floor finish | Square meters | Upholstery chairs & windows |
| Kitchen and staff eating area (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces. | Ceramic tiles | 255 m ² | All window cleaning & upholstered chairs/carpets |
| Bedrooms × 3 | Slate tiles | | |
| Lounge × 1 | Porcelain tiles | | |
| Gents toilets × 2 Showers × 2 Urinals × 1 | Ceramic tiles Mosaic tiles | | |
| Building Name: GATEHOUSE GUESTHOUSE | | | |
| Office number and description | Type of floor finish | Square meters | Upholstery chairs & windows |
| GATEHOUSE 1 | | | All window cleaning & upholstered chairs/carpets/curtains/blinds |
| Bedroom 1 | Carpet | 16 m ² | |
| Bedroom 2 | Carpet | 9 m ² | |
| Lounge | Carpet | 49 m ² | |
| Kitchen (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces. | Ceramic tiles | 12 m ² | |
| Bathroom 1 | Ceramic tiles | 12 m ² | |
| Bathroom 2 | Ceramic tiles | 7 m ² | |
| GATEHOUSE 2 | | | |
| Bedroom | Carpet | 23 m ² | |

| | | | |
|--|---------------|-------------------|--|
| Lounge | Carpet | 7 m ² | |
| Kitchen (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces. | Ceramic tiles | 15 m ² | |
| Bathroom | Ceramic tiles | 8 m ² | |
| GATEHOUSE 3 | | | |
| Bedroom | Carpet | 18 m ² | |
| Kitchenette (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces. | Ceramic tiles | 5 m ² | |
| Bathroom | Ceramic tiles | 6 m ² | |

| Building Name: ANNUALS SECTION (24/7; 365/12) | | | |
|--|----------------------|--------------------|--|
| Office number and description | Type of floor finish | Square meters | Upholstery chairs & windows |
| Public toilets Gents × 2; urinals × 5 Ladies × 14; 1 toilet for disability | Ceramic tiles | 55 m ² | All window cleaning including high level windows and upholstered chairs/ carpets/curtains/blinds |
| Public toilets Top of concert area Gents × 2; urinals × 7 Ladies × 12 | Ceramic tiles | 79 m ² | |
| Concert stage building Gents toilet × 1; urinal × 1 Ladies toilet × 1 | Ceramic tiles | 247 m ² | |

ANNEXURE C (Continued)

| Building Name: GENERAL GARDEN SECTION | | | |
|--|----------------------|----------------------|--|
| Office number and description | Type of floor finish | Square meters | Upholstery chairs & windows |
| Office × 1 | Carpet | 142.9 m ² | All window cleaning & upholstered chairs/carpets |
| Gents toilet × 3; urinals × 1 | Ceramic tiles | | |
| Showers × 3 | Tiles | | |
| Kitchen and staff eating area (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces. | Ceramic tiles | | |

| Building Name: DISPLAY KIOSK (24/7; 365/12) | | | |
|--|----------------------|-------------------|-----------------------------|
| Office number and description | Type of floor finish | Square meters | Upholstery chairs & windows |
| Small inside & back area Display Glass | Ceramic tiles | 48 m ² | All window cleaning |

| Building Name: DELL SECTION | | | |
|--|----------------------|-------------------|--|
| Office number and description | Type of floor finish | Square meters | Upholstery chairs & windows |
| Office × 1 | Carpet | 63 m ² | All window cleaning & upholstered chairs/carpets |
| Gents/Ladies toilet × 1 | Ceramic tiles | | |
| Public toilets Gents × 2; urinals × 2 Ladies × 3 | Ceramic tiles | | |
| Showers × 2 | Mosaic tiles | | |
| Kitchen and staff eating area (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces. | Ceramic tiles | | |

ANNEXURE C (Continued)

| Building Name: RICHARD CROWIE HALL | | | |
|---|----------------------|----------------------|--|
| Office number and description | Type of floor finish | Square meters | Upholstery chairs & windows |
| Medium size hall area | Wood | 433.3 m ² | All window cleaning & upholstered chairs/carpets |
| Small kitchen facility | Ceramic tile | | |
| Gents toilet × 1 | Ceramic tile | | |
| Ladies toilet × 1 | Ceramic tile | | |

| Building Name: OLD MUTUAL CONFERENCE CENTRE (24/7; 365/12) | | | |
|---|---------------------------|----------------------|--|
| Office number and description | Type of floor finish | Square meters | Upholstery chairs & windows |
| One large hall area | Stained cement | 1 000 m ² | All window cleaning & upholstered chairs/carpets |
| Stage area & podium | Laminated high shine wood | | |
| Small sound & audio rooms × 2 | | | |
| Hallway/passage area for entrance and setting out tables | Stained cement | | |
| Kitchen area × (fridge, box freezer, cupboards, working surfaces. | Stained cement | | |

| Building Name: MARQUEE LAWN (24/7; 365/12) | | | |
|---|----------------------|---------------------|-----------------------------|
| Office number and description | Type of floor finish | Square meters | Upholstery chairs & windows |
| Public toilets Gents × 7; urinals × 3; Ladies × 9 | Ceramic tiles | 77.9 m ² | All window cleaning |

ANNEXURE C (Continued)

| Building Name: FYNBOS STUDENT COTTAGES | | | |
|--|----------------------|-----------------------|---|
| Office number and description | Type of floor finish | Square meters | Upholstery chairs & windows |
| 7 × rooms (Bedding & linen) Cupboards, dressing table/study desk | Laminated wood | 8 × 10 m ² | All window cleaning & upholstered chairs/ carpets/curtains/blinds |
| 1 × communal bathroom; toilet; shower | Ceramic tiles | | |
| Kitchen (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces. | Ceramic tiles | | |
| Lounge | Slate tiles/carpet | | |

| Building Name: STUDENT COTTAGES (3 BUILDINGS NRS 15,16,19) | | | |
|--|----------------------|-----------------------|---|
| Office number and description | Type of floor finish | Square meters | Upholstery chairs & windows |
| 3 × bedrooms (Bedding & linen) Cupboards, dressing table/study desk | Laminated wood | 8 × 10 m ² | All window cleaning & upholstered chairs/ carpets/curtains/blinds |
| 1 × communal bathroom; toilet; shower | Ceramic tiles | | |
| Kitchen (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces. | Ceramic tiles | | |
| Lounge | Slate tiles/carpet | | |

ANNEXURE (Continued)

| Building Name: KIRSTENBOSCH RESEARCH CENTRE (KRC) & COMPTON HERBARIUM | | | |
|--|----------------------|---------------------|---|
| Office number and description | Type of floor finish | Square meters | Upholstery chairs & windows |
| Herbarium A Floor | | | All window cleaning including high level windows & upholstered chairs/couches |
| Office A5 | Carpet | 16.2 m ² | |
| Office A6 | Carpet | 16.2 m ² | |
| Lab A7 | Concrete | 31.8 m ² | |
| Office A9 | Carpet | 19.4 m ² | |
| Office A10 | Carpet | 15.9 m ² | |
| Office A11 | Carpet | 15.9 m ² | |
| Office A12 | Carpet | 33.6 m ² | |
| Office A14 (incl. Fridge, microwave and two freezers) | Hard surface | 33.6 m ² | |
| Office A15 | Carpet | 16.5 m ² | |
| Toilet for persons with disability × 1 | Ceramic tiles | 5.5 m ² | |
| Gents toilet × 2 urinal × 1 | Ceramic tiles | 15.9 m ² | |
| Ladies toilet × 3 | Ceramic tiles | 14.7 m ² | |
| Herbarium B Floor | | | |
| B4 KRC Reception | Carpet | 39.6 m ² | |
| B5 Herbarium reception | Carpet | 30.8 m ² | |
| B6 Herbarium library | Carpet | 30 m ² | |
| B7 Cabinet area | hard surface | 1988 m ² | |
| Office B8 (incl. Fridge) | Carpet | 20.2 m ² | |
| Office B9 | Carpet | 20.2 m ² | |
| Office B10 | Carpet | 19.7 m ² | |

| | | | |
|------------|--------|---------------------|--|
| Office B11 | Carpet | 20.6 m ² | |
| Office B12 | Carpet | 17.2 m ² | |

| | | | |
|--------------------------|--------------|----------------------|--|
| Office B14 | Carpet | 20.5 m ² | |
| Office B15 | Carpet | 20.5 m ² | |
| Office B16 | Carpet | 20.5 m ² | |
| Office B17 | Carpet | 20.5 m ² | |
| Office B18 | Carpet | 20.7 m ² | |
| Herbarium C Floor | | | |
| C22 Common area | Hard surface | 497.1 m ² | |
| Office C47 | Carpet | 18.7 m ² | |
| Office C48 | Carpet | 9.3 m ² | |
| Office C49 | Carpet | 9.3 m ² | |
| Office C50 | Carpet | 9.3 m ² | |
| Office C51 | Carpet | 8.6 m ² | |
| Office C52 | Carpet | 16.2 m ² | |
| Office C54 | Carpet | 13.2 m ² | |
| Office C55 | Carpet | 22 m ² | |

| Building Name: KIRSTENBOSCH RESEARCH CENTRE (KRC) – SOUTH WING | | | |
|--|----------------------|----------------------|--|
| Office number and description | Type of floor finish | Square meters | Upholstery chairs & windows |
| Floor B | | | |
| Library main | Carpet | 265.6m ² | All window cleaning including high level windows and upholstered chairs/ carpets/curtains/ |
| Library basement | Carpet | 159.3 m ² | |
| Kitchen (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces. | Ceramic tiles | 7.5 m ² | |
| Open plan offices B20 | Carpet | 33.1 m ² | |

| | | | |
|-------------------------------|---------------|---------------------|--------|
| EDRR open plan offices B19 | Carpet | 55 m ² | blinds |
| Office B28 | Carpet | 14.6 m ² | |
| Office B29 | Carpet | 12.6 m ² | |
| Office B30 | Carpet | 13.6 m ² | |
| Office B31 | Carpet | 12.3 m ² | |
| Office B32 | Carpet | 15.6 m ² | |
| Gents toilets × 1; urinal × 1 | Ceramic tiles | 8.6 m ² | |
| Ladies toilets × 2 | Ceramic tiles | 7.3 m ² | |
| Toilet for the disabled × 1 | Ceramic tiles | 6 m ² | |

| Floor C | | | All window cleaning including high level windows and upholstered chairs/ carpets/curtains/blinds |
|--|---------------|----------------------|--|
| KRC Seminar room | Carpet | 176.2 m ² | |
| Seminar Kitchen (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces. | Ceramic tiles | 8.4 m ² | |
| Ladies toilets × 3 | Ceramic tiles | 10.3 m ² | |
| Gents toilets × 1; urinal × 1 | Ceramic tiles | 8.3 m ² | |
| Office C30 | Carpet | 17.2 m ² | |
| Office C31 | Carpet | 10.2 m ² | |
| Office C32 | Carpet | 15 m ² | |
| Office C33 | Carpet | 13.5 m ² | |
| Office C34 | Carpet | 15.5 m ² | |
| C35 Foyer | Carpet | 39.6 m ² | |
| Office C36 | Carpet | 18.7 m ² | |
| Lab C38 toilet | Ceramic tiles | 14.2 m ² | |
| Lab C39 shower | Ceramic tiles | 4.9 m ² | |
| Lab C40 store | Ceramic tiles | 8.2 m ² | |
| C41 Lab | Concrete | 28.8 m ² | |

| | | | |
|--------------------------------|---------------|---------------------|--|
| Office C42 | Carpet | 9.3 m ² | |
| Office C43 | Carpet | 11.7 m ² | |
| C44 Lab | Concrete | 11.8 m ² | |
| Office C45 | Carpet | 13.3 m ² | |
| Gents toilets × 2; urinal × 1 | Ceramic tiles | 14.2 m ² | |
| Ladies toilets × 2; shower × 1 | Ceramic tiles | 8.2 m ² | |

| Floor D | | | All window cleaning including high level windows and upholstered chairs/ carpets/curtains/blinds |
|--|---------------|---------------------|--|
| Office D17 | Carpet | 23 m ² | |
| Office D18 | Carpet | 27 m ² | |
| Office D19 | Carpet | 31.4 m ² | |
| Office D20 | Carpet | 86 m ² | |
| Walk in freezer D16 | Ceramic tiles | 24 m ² | |
| Room for Horticultural Conservation Worker | Carpet | 6 m ² | |
| Outside offices (2) | Carpet | 27.5 m ² | |
| Hazard Store (outside) | Ceramic tiles | 7 m ² | |
| Outside toilet | Ceramic tiles | 6 m ² | |

ANNEXURE C (Continued)

| Building Name: KIRSTENBOSCH RESEARCH CENTRE (KRC) NORTH WING | | | |
|---|----------------------|---------------------|--|
| Office number and description | Type of floor finish | Square meters | Upholstery chairs & windows |
| Ground (B) | | | All window cleaning & upholstered chairs/carpets/curtains/blinds |
| B2 GIS Lab | Ceramic tiles | 24 m ² | |
| B2 Office | Carpet | 13.2 m ² | |
| Cleaners room | Ceramic tiles | 8.2 m ² | |
| Floor: C | | | |
| Office C1 | Carpet | 3.3 m ² | |
| C3 Lab | Ceramic tiles | 54.1 m ² | |
| Office C4 | Carpet | 13 m ² | |
| Office C5 | Carpet | 13 m ² | |
| Office C6 | Carpet | 12.7 m ² | |
| Office C7 | Carpet | 12.7 m ² | |
| Chemical Store C9 | Concrete | 12 m ² | |
| C10 – 15 Open kiosks in passage | Concrete | 57 m ² | |
| Office C16 | Carpet | 13,8 m ² | |
| Office C17 | Carpet | 13.5 m ² | |
| Office C18 | Carpet | 12.3 m ² | |
| Office C19 | Carpet | 13.5 m ² | |
| Office C20 | Carpet | 13.5 m ² | |
| Floor: D | | | |
| Office D1 | Carpet | 13.6 m ² | |
| Office D2 | Carpet | 18.1 m ² | |
| DNA Lab | Ceramic tiles | 48.9 m ² | |
| Gen Lab D11 | Ceramic tiles | 21.7 m ² | |

| | | | |
|------------------------------|---------------|---------------------|--|
| Shower Room D12 | Ceramic tiles | 7 m ² | |
| Growth Rooms D6 – D10 | Ceramic tiles | 20.1 m ² | |
| Gents toilet × 1; urinal × 1 | Ceramic tiles | 10 m ² | |
| Ladies toilets × 2 | Ceramic tiles | 10 m ² | |
| Toilet for the disabled × 1 | Ceramic tiles | 10 m ² | |

| Building Name: CENTRE FOR BIODIVERSITY CONSERVATION (CBC) | | | |
|--|----------------------|-------------------|---|
| Office number and description | Type of floor finish | Square meters | Upholstery chairs & windows |
| Ground floor | | | All window cleaning including high level windows & upholstered chairs/carpets/curtains/blinds |
| Office A1 | Carpet | 13 m ² | |
| Office A2 | Carpet | 13 m ² | |
| Office A3 | Carpet | 13 m ² | |
| Office A4 | Carpet | 13 m ² | |
| Office A5 | Carpet | 13 m ² | |
| Office A6 | Carpet | 13 m ² | |
| Office A7 | Carpet | 13 m ² | |
| Office A8 | Carpet | 13 m ² | |
| Office A9 | Carpet | 13 m ² | |
| A10 Reception | Carpet | 13 m ² | |
| Office A18 | Carpet | 13 m ² | |
| Office A19 | Carpet | 13 m ² | |
| Office A20 | Carpet | 13 m ² | |
| Office A21 | Carpet | 13 m ² | |
| Office A22 | Carpet | 13m ² | |
| Ghost Frog Meeting Room | Carpet | 30 m ² | |

| | | | |
|--|-----------------|--------------------|--|
| Kitchen (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces. | Ceramic tiles | 14 m ² | |
| Dining area | Porcelain tiles | 120 m ² | |
| Foyer | Carpet | 140 m ² | |
| Ladies toilet × 3 | Ceramic tiles | 10 m ² | |
| Gents toilet × 1; urinal × 2 | Ceramic tiles | 10 m ² | |

| First floor | | | All window cleaning including high level windows & upholstered chairs/carpets/curtains/blinds |
|--------------------|--------|-------------------|---|
| Office B24 | Carpet | 13 m ² | |
| Office B25 | Carpet | 13 m ² | |
| Office B26 | Carpet | 13 m ² | |
| Office B27 | Carpet | 13 m ² | |
| Office B28 | Carpet | 13 m ² | |
| Office B29 | Carpet | 13 m ² | |
| Office B30 | Carpet | 13 m ² | |
| Office B31 | Carpet | 13 m ² | |
| Office B32 | Carpet | 13 m ² | |
| Office B33 | Carpet | 13 m ² | |
| Office B35 | Carpet | 13 m ² | |
| Office B36 | Carpet | 13 m ² | |
| Office B37 | Carpet | 13 m ² | |
| Office B38 | Carpet | 13 m ² | |
| Office B39 | Carpet | 13 m ² | |
| Office B40 | Carpet | 13 m ² | |
| Office B41 | Carpet | 13 m ² | |
| Office B46 | Carpet | 13 m ² | |
| Office B47 | Carpet | 13 m ² | |

| | | | |
|-----------------------------|---------------|-------------------|--|
| Office B48 | Carpet | 13 m ² | |
| Office B49 | Carpet | 13 m ² | |
| Office B50 | Carpet | 13 m ² | |
| Ghost Frog Meeting Room | Carpet | 30 m ² | |
| Toilet for the disabled × 1 | Ceramic tiles | 7 m ² | |

| Second floor | | | All window cleaning including high level windows & upholstered chairs/carpets/curtains/blinds |
|-------------------------------|---------------|--------------------|---|
| Office C54 | Carpet | 13 m ² | |
| Office C55 | Carpet | 13 m ² | |
| Office C56 | Carpet | 13 m ² | |
| Office C57 | Carpet | 13 m ² | |
| Office C58 | Carpet | 13 m ² | |
| Office C59 | Carpet | 13 m ² | |
| Office C60 | Carpet | 13 m ² | |
| Office C61 | Carpet | 13 m ² | |
| Office C62 | Carpet | 13 m ² | |
| Common catering area | Carpet | 100 m ² | |
| Freylinia Meeting Room | Carpet | 30 m ² | |
| Black Harrier Meeting Room | Carpet | 30 m ² | |
| CBC Conference Room | Carpet | 180 m ² | |
| Gents toilet × 1; urinals × 2 | Ceramic tiles | 10 m ² | |
| Ladies toilets × 3 | Ceramic tiles | 10 m ² | |

ANNEXURE C (Continued)

| Building Name: PEARSON HOUSE BUILDING | | | | |
|--|----------------------|---------------------|--|--|
| Office number and description | Type of floor finish | Square meters | Upholstery chairs & windows | |
| Reception Area | Carpet | 14.7 m ² | All window cleaning & upholstered chairs/carpets/curtains/blinds | |
| Kitchen (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces. | Ceramic tiles | 7.5 m ² | | |
| Storeroom | Ceramic tiles | 6.2 m ² | | |
| Boardroom | Ceramic tiles | 63 m ² | | |
| Registry Office | Ceramic tiles | 15.3 m ² | | |
| Ladies toilets × 1 | Ceramic tiles | 2.8 m ² | | |
| Gents toilets × 1 | Ceramic tiles | 7 m ² | | |
| Offices × 2 | Carpet | 24.3 m ² | | |
| UPSTAIRS OFFICES | | | | |
| Office 1 | Carpet | 20 m ² | | |
| Office 2 | Carpet | 18.4 m ² | | |
| Office 3 | Carpet | 16 m ² | | |
| Office 4 | Carpet | 19 m ² | | |
| Office 5 | Carpet | 19 m ² | | |

ANNEXURE C (Continued)

| Building Name: PEARSON HOUSE ANNEXURE & BUILDING MAINTENANCE AND PLANNING OFFICE | | | |
|--|----------------------|--------------------|--|
| Office number and description | Type of floor finish | Square meters | Upholstery chairs & windows |
| Reception Area | Carpet | 18 m ² | All window cleaning & upholstered chairs/carpets/curtains/blinds |
| Office 1 | Carpet | 9 m ² | |
| Office 2 | Carpet | 9 m ² | |
| Office 3 | Carpet | 15 m ² | |
| Office 4 | Carpet | 12 m ² | |
| Toilet x 1 | Ceramic tiles | 1.8 m ² | |
| Kitchenette (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces. | Ceramic tiles | 3 m ² | |
| BUILDING MAINTENANCE AND PLANNING OFFICE | | | |
| Reception Area | Carpet | 18 m ² | |
| Office 1 | Carpet | 15 m ² | |
| Office 2 | Carpet | 13 m ² | |

ANNEXURE C (Continued)

| Building Name: ADMIN BUILDING | | | |
|--|---------------------------|-------------------|---|
| Office number and description | Type of floor finish | Square meters | Upholstery chairs & windows |
| GROUND FLOOR | | | All window cleaning including high level windows & upholstered chairs/carpets/curtains/blinds |
| Office Number 1 | Exposed polished concrete | 19 m ² | |
| Office Number 2 | Exposed polished concrete | 19 m ² | |
| Office Number 3 | Exposed polished concrete | 21 m ² | |
| Office Number 4 | Exposed polished concrete | 36 m ² | |
| Open Office Number 1 | Exposed polished concrete | 48 m ² | |
| Open Office Number 2 | Porcelain tiles | 10 m ² | |
| Open Office Number 3 | Porcelain tiles | 36 m ² | |
| Meeting Room 1 | Carpet | 53 m ² | |
| Meeting Room 2 | Carpet | 22 m ² | |
| Seminar Room | Carpet | 15 m ² | |
| Canteen | Ceramic tiles | 62 m ² | |
| Kitchen (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces. | Ceramic tiles | 17 m ² | |
| GROUND FLOOR FRONT | | | |
| Gents toilet × 1 | Exposed polished concrete | 13 m ² | |
| Ladies toilet × 1 | Exposed polished concrete | 13 m ² | |

| | | | |
|-----------------------------|---------------------------|-------------------|---|
| Toilet for the disabled × 1 | Exposed polished concrete | 13 m ² | All window cleaning including high level windows & upholstered chairs/carpets/curtains/blinds |
| GROUND FLOOR BACK | | | |
| Gents toilet × 1 | Exposed polished concrete | 13 m ² | |
| Ladies toilet × 2 | Exposed polished concrete | 13 m ² | |
| Shower × 1 | Exposed polished concrete | 13 m ² | |
| Storeroom 1 | Exposed polished concrete | 15 m ² | |
| Storeroom 2 | Exposed polished concrete | 14 m ² | |
| Storeroom 3 | Exposed polished concrete | 7 m ² | |
| Storeroom 4 | Exposed polished concrete | 4 m ² | |
| Records store | Exposed polished concrete | 37 m ² | |
| Reception Area | Exposed polished concrete | 13 m ² | |
| Printing station | Exposed polished concrete | 5 m ² | |
| Cleaner room | Exposed polished concrete | 5 m ² | |
| Meter room | Exposed polished concrete | 5 m ² | |
| Server office & room | Exposed polished concrete | 20 m ² | |
| Generator room | Exposed polished concrete | 13 m ² | |
| Refuse area | Exposed polished concrete | 7 m ² | |

| FIRST FLOOR | | |
|----------------------|---------------------------|-------------------|
| Office Number 5 | Exposed polished concrete | 39 m ² |
| Office Number 6 | Exposed polished concrete | 19 m ² |
| Office Number 7 | Exposed polished concrete | 19 m ² |
| Office Number 8 | Exposed polished concrete | 16 m ² |
| Office Number 9 | Exposed polished concrete | 16 m ² |
| Office Number 10 | Exposed polished concrete | 17 m ² |
| Office Number 11 | Exposed polished concrete | 15 m ² |
| Office Number 12 | Exposed polished concrete | 10 m ² |
| Office Number 13 | Exposed polished concrete | 15 m ² |
| Office Number 14 | Exposed polished concrete | 23 m ² |
| Office Number 15 | Exposed polished concrete | 23 m ² |
| Office Number 16 | Exposed polished concrete | 10 m ² |
| Office Number 17 | Exposed polished concrete | 12 m ² |
| Office Number 18 | Exposed polished concrete | 11m ² |
| Open Office Number 4 | Exposed polished concrete | 61 m ² |

All window cleaning including high level windows & upholstered chairs/carpets/curtains/blinds

| | | |
|----------------------|---------------------------|-------------------|
| Open Office Number 5 | Exposed polished concrete | 68 m ² |
|----------------------|---------------------------|-------------------|

| | | | |
|--|---------------------------|--------------------|---|
| IT Help Desk | Exposed polished concrete | 36 m ² | All window cleaning including high level windows & upholstered chairs/carpets/curtains/blinds |
| IT Workshop | Exposed polished concrete | 59 m ² | |
| Seminar Room 1 | Exposed polished concrete | 20 m ² | |
| Seminar Room 2 | Exposed polished concrete | 20 m ² | |
| Seminar Room 3 | Exposed polished concrete | 10 m ² | |
| Pause area | Exposed polished concrete | 10 m ² | |
| Kitchen (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces. | Exposed polished concrete | 5.5 m ² | |
| FIRST FLOOR FRONT | | | |
| Gents toilet × 1 | Exposed polished concrete | 13 m ² | |
| Ladies toilet × 1 | Exposed polished concrete | 21 m ² | |
| Toilet for the disabled × 1 | Exposed polished concrete | | |
| FIRST FLOOR BACK | | | |
| Gents toilet × 1 | Exposed polished concrete | 13 m ² | |
| Ladies toilet × 1 | Exposed polished concrete | 21 m ² | |
| Toilet for the disabled × 1 | Exposed polished concrete | | |
| Filing room 1 | Exposed polished concrete | 13 m ² | |

| | | | |
|-----------------------|---------------------------|-------------------|---|
| Filing room 2 | Exposed polished concrete | 21 m ² | All window cleaning including high level windows & upholstered chairs/carpets/curtains/blinds |
| Storeroom | Exposed polished concrete | 13 m ² | |
| Storeroom | Exposed polished concrete | 21 m ² | |
| Printing station | Exposed polished concrete | 13 m ² | |
| Fire escape staircase | Exposed polished concrete | 21 m ² | |

| Building Name: GOLDFIELDS ENVIRONMENTAL EDUCATION BUILDING | | | |
|---|----------------------|--------------------|--|
| Office number and description | Type of floor finish | Square meters | Upholstery chairs & windows |
| Reception office | Carpet | 18 m ² | All window cleaning & upholstered chairs/carpets/curtains/blinds |
| Foyer | Porcelain tiles | 36 m ² | |
| Office 1 | Carpet | 18 m ² | |
| Office 2 | Carpet | 18 m ² | |
| Office 3 | Carpet | 8.7 m ² | |
| Office 4 | Carpet | 8.7 m ² | |
| Office 5 | Carpet | 8.7 m ² | |
| Office 6 | Carpet | 5 m ² | |
| Office 7 | Carpet | 7.5 m ² | |
| Office 8 | Carpet | 2.5 m ² | |
| Office 9 | Carpet | 10 m ² | |
| Library Resource Room | Carpet | 44 m ² | |
| Lab teaching room | Ceramic Tiles | 64 m ² | |

| | | | |
|------------------------------|-----------------------|---------------------|---|
| Discovery Room | Wooden & vinyl floors | 289 m ² | All window cleaning including high level windows & upholstered chairs/carpets/curtains/blinds |
| Lecture Room | Wooden floors | 112 m ² | |
| Kitchen | Vinyl | 10.5 m ² | |
| Public toilets: Gents × 6 | Vinyl | 40 m ² | |
| Ladies × 6 | Vinyl | 40 m ² | |
| Toilet for the disabled | Vinyl | 4 m ² | |
| Staff toilets Gents × 2 | Vinyl | 40 m ² | |
| Ladies × 2 | Vinyl | 4 m ² | |
| Shower × 2 | Vinyl | 8.7 m ² | |
| Reception Office | Vinyl | 11 m ² | |
| Storerooms × 4 | Ceramic Tiles | 24m ² | |
| Photocopy room | Carpet | 3m ² | |
| Cleaner's room | Carpet | 3m ² | |

| Building Name: SECURITY GUARD HOUSE (24/7; 365/12) | | | |
|---|---------------------------|-------------------|---|
| Office number and description | Type of floor finish | Square meters | Upholstery chairs & windows |
| Small seating area with desk | Polished exposed concrete | 10 m ² | All windows and floor cleaning & upholstered chairs |
| Gents/Ladies toilet x 1 | Polished exposed concrete | | |

ANNEXURE D: SCOPE OF WORK

| CLEANING SERVICE TASK DESCRIPTION | FREQUENCY |
|---|--|
| ALL GENERAL BUILDINGS, OFFICES, FOYERS, OPEN AREAS AND PASSAGES CLEANING | |
| Carpets Spot-brush and clean carpets Vacuum thoroughly Steam clean carpets | Weekly Weekly Twice a year |
| Vinyl Flooring & Tiles Thoroughly sweep with a broom and clean with a wet mop Scrubbing of floors with power scrubber Burnishing floor with polishing machine and polish Strip and seal floors | Daily Twice a year Weekly Quarterly |
| Floors other i.e. toilets / bathrooms / staff quarter showers Sweep with dust control mop/broom Wash with wet mop Spot clean/wipe Strip and seal (Deep cleaning) | Daily Daily As required Quarterly |
| Surfaces, furniture, bedding (accommodation) Dust/wipe down all horizontal/vertical surfaces with a damp cloth/feather duster e.g. walls, picture frames, glass, directory/notice boards, handrails/bannisters, skirting etc. | Weekly |
| Spot clean marks from walls, doors, door handles, window handles and light switches | Daily |
| Steam clean upholstered furniture | Twice a year |
| Dust furniture, fittings and computers with a dry cloth | Weekly |
| Polish furniture and fittings | Weekly |
| Wipe all telephones with a damp cloth with a suitably diluted disinfectant | Weekly |

| | |
|---|---------------|
| Empty dust bins and waste paper baskets | Twice daily |
| Wash office dustbins if necessary and replace plastic inners | Daily |
| Pick up, clean all waste and dispose of all litter | Daily |
| Clean glass doors at all entrances and passages with window cleaner | Weekly |
| Spot clean all glass, glass doors | Daily |
| Dust all accessible landings, beams, ledges, glass with long feather duster | Weekly |
| Change bedding in Guest Houses and student accommodation | When required |

| CLEANING SERVICE TASK DESCRIPTION | FREQUENCY |
|---|------------------|
| ALL KITCHENS OF BUILDINGS GENERAL CLEANING | |
| Kitchen sink and cupboards must be disinfected and cleaned with water and detergent | Daily |
| Microwaves, urns and fridges must be cleaned with water and detergents | Daily |
| Fridges must be defrosted and washed with water and detergents | Monthly |
| Where available, outside of water coolers must be cleaned and disinfected | Daily |
| Where available, water coolers must be replenished with water | As required |
| Cutlery, crockery and glasses used must be washed and kept safe | Daily |
| Empty dust bins must be washed when necessary and plastic inners replaced | Daily |
| Ensure supply of washing liquid, dish towels in all kitchens | As required |

ANNEXURE D: SCOPE OF WORK CONTINUES PER BUILDING

| 1. VISITORS CENTRE FACILITIES AND TOP GATE FACILITIES | FREQUENCY |
|--|------------------|
| KITCHEN | |
| Putting out of crockery and cutlery for meetings and events | As required |
| Clean kitchen utensils from the Lecture Hall after meetings or events | As required |
| Where available, replace hand paper towels in holders | As required |
| TOILETS | FREQUENCY |
| Wipe all horizontal/vertical surfaces: tiles, mirrors, pipes, etc. with damp cloth | Weekly |
| Wash hand basins, toilet pans, wall mounted items with suitably diluted disinfectant | Twice daily |
| Replace toilet paper and hand towels in holders as required | As required |
| Sanitary pick ups | Twice a month |

| 2. EDUCATION CENTRE | FREQUENCY |
|--|------------------|
| Clean tables and chairs for events | Bi-weekly |
| Steam clean upholstered furniture | Twice a year |
| Arrange seating and refreshments (water/tea/coffee) | As required |
| Dust/wipe all horizontal/vertical surfaces with damp cloth/feather duster e.g. walls, picture frames, glass, directory/notice boards, skirting, etc. | Weekly |
| Polish furniture and fittings | Weekly |
| KITCHEN | |
| Clean and wash kitchen utensils from the Board Room and Lecture Hall after meetings | As required |
| Where available, replace hand paper towels in holders | As required |
| Putting out of crockery for the Board Room and Lecture Hall meetings and events | As required |
| Where available, replace hand paper towels in holders | As required |

| TOILETS | FREQUENCY |
|--|------------------|
| Wipe all horizontal/vertical surfaces: tiles, mirrors, pipes, etc. with damp cloth | Weekly |
| Wash hand basins, toilet pans, wall mounted items with suitably diluted disinfectant | Twice daily |
| Replace toilet paper and hand towels in holders as required | As required |
| Sanitary pick ups | Twice monthly |

| 3. RESEARCH CENTRE AND CENTRE FOR BIODIVERSITY CONSERVATION | |
|--|------------------|
| Putting out of crockery and cutlery for meetings | As required |
| Clean kitchen utensils after meetings | As required |
| Where available, replace hand paper towels in holders | As required |
| TOILETS | FREQUENCY |
| Wipe all horizontal/vertical surfaces: tiles, mirrors, pipes, etc. with damp cloth | Weekly |
| Wash hand basins, toilet pans, wall mounted items with suitably diluted disinfectant | Twice daily |
| Replace toilet paper and hand towels in holders as required | As required |
| Sanitary pick ups | Twice monthly |

| 4. ADMINISTRATION BUILDING | |
|--|------------------------------|
| KITCHENS | |
| Putting out of crockery for meetings in the Boardrooms | As required |
| Clean kitchen utensils after meetings | As required |
| TOILETS | FREQUENCY |
| Wipe all horizontal/vertical surfaces: tiles, mirrors, pipes, etc. with damp cloth | Weekly |
| Wash hand basins, toilet pans, wall mounted items with suitably diluted disinfectant | Twice daily |
| Replace toilet paper and hand towels in holders as required | As required |
| Sanitary pick ups | As required Twice monthly |

| | |
|--|-------------|
| 5. STUDENT ACCOMMODATION | |
| TOILETS | |
| Wipe all horizontal/vertical surfaces: tiles, mirrors, pipes, etc. with damp cloth | Weekly |
| Wash hand basins, toilet pans, wall mounted items with suitably diluted disinfectant | As required |
| Replace toilet paper and hand towels in holders as required | As required |
| Sanitary pick ups | As required |

| | |
|--|---|
| 6. STAFF HOUSES WHEN VACANT and STAFF BUSES | |
| Clean only when it becomes vacant and again before a staff member moves in. Normal cleaning of surfaces, floors, walls, carpets and windows. | As required |
| STAFF BUSES | |
| Clean staff buses Wash busses on the outside, mirrors and tyres. Sweep and wash floors of buses. Wipe seats with wet clothes as well as driver's seats. | Once per month On the last Friday of every month |

| | |
|--|------------------|
| 7. GARDEN OFFICES AND TEA ROOM | |
| KITCHENS | |
| Putting out crockery for Board Room for meetings | As required |
| Clean and wash kitchen utensils after meetings | As required |
| Where available, replace hand paper towels in holders | As required |
| TOILETS | FREQUENCY |
| Wipe all horizontal/vertical surfaces: tiles, mirrors, pipes, etc. with damp cloth | Weekly |
| Wash hand basins, toilet pans, wall mounted items with suitably diluted disinfectant | Twice daily |
| Replace toilet paper and hand towels in holders as required | As required |
| Sanitary pick ups | Twice monthly |

| 8. WORKSHOP AND STORE AREAS | |
|--|------------------|
| Sweep and clean floors | Daily |
| Wet wipe work benches & counters | Weekly |
| Empty dirt bins | Daily |
| TOILETS | FREQUENCY |
| Wipe all horizontal/vertical surfaces: tiles, mirrors, pipes, etc. with damp cloth | Weekly |
| Wash hand basins, toilet pans, wall mounted items with suitably diluted disinfectant | Twice daily |
| Replace toilet paper and hand towels in holders as required | As required |

| 9. SEED DEPARTMENT BUILDING | |
|--|------------------|
| Sweep and clean the floor | Bi-weekly |
| Dust off/polish desks, computers and all areas | Weekly |
| Empty dirt bins | Daily |
| TOILETS | FREQUENCY |
| Wipe all horizontal/vertical surfaces: tiles, mirrors, pipes, etc. with damp cloth | Weekly |
| Wash hand basins, toilet pans, wall mounted items with suitably diluted disinfectant | Twice daily |
| Replace toilet paper and hand towels in holders as required | As required |
| Sanitary pick ups | Twice monthly |

| 10. NURSERIES AND CONSERVATORY | |
|--|------------------|
| Sweep and clean the floor | Bi-weekly |
| Dust off/polish desks, computers and all areas | Weekly |
| Empty dirt bins | Daily |
| TOILETS | FREQUENCY |

| | |
|--|---------------|
| Wipe all horizontal/vertical surfaces: tiles, mirrors, pipes, etc. with damp cloth | Weekly |
| Wash hand basins, toilet pans, wall mounted items with suitably diluted disinfectant | Twice daily |
| Replace toilet paper and hand towels in holders as required | As required |
| Sanitary pick ups | Twice monthly |

| 11. STAFF SHEDS AND FOREMEN OFFICES | |
|--|------------------|
| Sweep and clean the floor | Bi-weekly |
| Wet wipe work benches and counters | Weekly |
| Empty bins | Monthly |
| TOILETS | FREQUENCY |
| Wipe all horizontal/vertical surfaces: tiles, mirrors, pipes, etc. with damp cloth | Weekly |
| Wash hand basins, toilet pans, wall mounted items with suitably diluted disinfectant | Twice daily |
| Replace toilet paper and hand towels in holders as required | As required |
| Sanitary pick ups | Twice monthly |

| WINDOW CLEANING (EXTERIOR AND INTERIOR) | |
|--|--|
| Clean accessible windows below 2 m with a window cleaner | Weekly |
| High level window cleaning (It must be noted that SANBI buildings do not have harness hooks. Relevant cleaning technologies to be utilized and provided by the service provider) | Twice a year (January and December in the same year) |
| HYGIENE SERVICES | |
| Removal and disposal of sanitary towels from all SHE bins by the Service provider | Monthly in Winter; bi-weekly in Summer |
| Deep cleaning of water closets and urinals including changing of p-mats | Quarterly |

CLEANER weekends

| D1 | Amount for Year 1 per cleaner | Amount for Year 1 x 4 staff | Amount for Year 2 x 4 staff | Amount for Year 3 x 4 staff | Amount for Year 4 x 4 staff | Amount for Year 5 x 4 staff |
|---|--------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| Basic salary (in line with sectoral determination) | R | R | R | R | R | R |
| UIF | R | R | R | R | R | R |
| Bonus | R | R | R | R | R | R |
| Skills training levy | R | R | R | R | R | R |
| Workmen's Compensation | R | R | R | R | R | R |
| Ad hoc Cleaners costing per shift: Daily rate including VAT: | | | | | | |
| TOTAL COST TO COMPANY | R | R | R | R | R | R |

SUPERVISOR

| D2 | Amount for Year 1 per supervisor | Amount for Year 1 x 1 supervisors | Amount for Year 2 x 1 supervisors | Amount for Year 3 x 1 supervisors | Amount for Year 4 x 1 supervisors | Amount for Year 5 x 1 supervisors |
|--|---|--|--|--|--|--|
| Basic salary (in line with sectoral determination) | R | R | R | R | R | R |
| UIF per supervisor | R | R | R | R | R | R |
| Bonus | R | R | R | R | R | R |

| | | | | | | |
|------------------------------|----------|----------|----------|----------|----------|----------|
| Skills training levy | R | R | R | R | R | R |
| Workmen's Compensation | R | R | R | R | R | R |
| TOTAL COST TO COMPANY | R | R | R | R | R | R |

SITE MANAGER

NB: Site manager to do site inspections at least twice a week and on one day over weekends including all public holidays

| D3 | Amount for Year 1 per site manager | Amount for Year 1 x 1 site manager | Amount for Year 2 x 1 site manager | Amount for Year 3 x 1 site manager | Amount for Year 4 x 1 site manager | Amount for Year 5 x 1 site manager |
|-----------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| Basic tariff (%) per site manager | R | R | R | R | R | R |
| Performance bonus (%) | R | R | R | R | R | R |
| TOTAL COST TO COMPANY | R | R | R | R | R | R |

ANNEXURE F: CLEANING MATERIALS TO BE SUPPLIED

NB: BIDDERS TO PRICE FOR ALL LINE ITEMS AS OUTLINED BELOW, IF NOT, THE BID WILL BE DISQUALIFIED

NB: All prices must be VAT inclusive

| ITEM | QUANTITIES | COSTS PER YEAR 1 | COSTS PER YEAR 2 | COSTS PER YEAR 3 | COSTS PER YEAR 4 | COSTS PER YEAR 5 |
|-----------------------|----------------------|------------------|------------------|------------------|------------------|------------------|
| 1. CONSUMABLES | | | | | | |
| Dish washing liquid | 250 litres per month | | | | | |

| | | | | | | |
|---|--|--|--|--|--|--|
| Liquid washing powder for bedding | 50 litres per month | | | | | |
| Disinfectants for hand basins, toilets, floors and wall / door surfaces | 175 litres per month | | | | | |
| Bleach | 150 litres per month | | | | | |
| Furniture polish @ 5L container | 6 containers per month | | | | | |
| Cleaning liquids general liquids for all surfaces | 175 litres per month | | | | | |
| Hand soap foam 800ml | 16 boxes of 6 per month | | | | | |
| Swinging bin refuse bags clear white (pack of 100) | 5 per month (500) | | | | | |
| Normal bin refuse bags (pack of 100) | 5 per month (500) | | | | | |
| Wheel bin refuse bags (pack of 100) | 3 per month (300) | | | | | |
| Toilet paper (48s) | 80 bales April - August 120 bales September - March | | | | | |
| Feather dusts (long) (to deliver 5 per quarter) | 30 twice @ year (60) | | | | | |
| Heavy duty mops (to deliver 10 per quarter) | 30 twice @ year (60) | | | | | |
| Brooms for sweeping floors | 30 twice @ year (60) | | | | | |
| Hand towel rolls with auto cut | 62 units 3 times per month (186) | | | | | |
| Toilet brushes | 181 units twice per year | | | | | |
| Micro fibre cloth | 40 per quarter @ pack of 10 each colour: red bathroom; green office; yellow kitchen; blue windows | | | | | |

| | | | | | | |
|--|--|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Dish cloths terry (drying) | 30 per quarter (120 per annum) | | | | | |
| Dish swabs/rags (washing up) | 30 per quarter (120 per annum) | | | | | |
| Latex household hand gloves | 150 pairs per annum | | | | | |
| Toilet bowl cleaner (acid) to be delivered monthly | 75 litres per month | | | | | |
| Urinal replenishment and p-mats | 105 units per quarter | | | | | |
| Floor polish | 50 litres per month | | | | | |
| TOTAL CONSUMABLES | | | | | | |
| 2. FIXED EQUIPMENT (INSTALL AND MAINTAIN) | | COSTS PER YEAR 1 | COSTS PER YEAR 2 | COSTS PER YEAR 3 | COSTS PER YEAR 4 | COSTS PER YEAR 5 |
| Hand foam soap dispenser | 105 units once off fee in year one only | | N/A | N/A | N/A | N/A |
| Automatic hand dryers | 53 units once off fee in year one only | | N/A | N/A | N/A | N/A |
| Toilet paper dispenser (Must be stainless steel and hold 3 toilet paper rolls) | 181 once off fee | | N/A | N/A | N/A | N/A |
| SHE bins | 125 units once off | | N/A | N/A | N/A | N/A |
| Sanitary towel wrappers (small plastic bags) | 181 packs every 3 months | | | | | |
| Automated air freshener dispenser | 181 units once off | | | | | |
| Mopping bucket with wringer | 20 units once off | | N/A | N/A | N/A | N/A |
| Wet floor safety signs | 20 units once off | | N/A | N/A | N/A | N/A |
| Vacuum cleaner heavy duty (wet and dry) | 8 per the duration of contract | | N/A | N/A | N/A | N/A |
| Floor buffing machine | 6 per duration of contract | | | | | |
| TOTAL FIXED EQUIPMENT | | | | | | |

| | | | | | | |
|--|--|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| 3. SANITARY DEEP CLEANING PER MONTH | | COSTS PER YEAR 1 | COSTS PER YEAR 2 | COSTS PER YEAR 3 | COSTS PER YEAR 4 | COSTS PER YEAR 5 |
|--|--|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|

| | | | | | | |
|----------------------------|---------------------|--|--|--|--|--|
| Basins | 110 units per month | | | | | |
| Urinals | 105 units per month | | | | | |
| Showers | 37 units per month | | | | | |
| Toilet bowls | 181 units per month | | | | | |
| TOTAL DEEP CLEANING | | | | | | |

| 4. CLEANING OF SHE BINS TWICE A MONTH | | COSTS PER YEAR 1 | COSTS PER YEAR 2 | COSTS PER YEAR 3 | COSTS PER YEAR 4 | COSTS PER YEAR 5 |
|--|--|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Cleaning of all SHE bins | 125 units twice a month in Summer and once a month in Winter | | | | | |

ANNEXURE G: PRICING SCHEDULE SUMMARY

NB: BIDDERS TO PRICE FOR ALL LINE ITEMS AS OUTLINED BELOW, IF NOT, THE BID WILL BE DISQUALIFIED

NB: All Prices must VAT inclusive.

| LINE ITEM | YEAR 1 | YEAR 2 | YEAR 3 | YEAR 4 | YEAR 5 |
|--|--------|--------|--------|--------|--------|
| Total cost to company for 20 CLEANERS (As per Annexure E1) | R | R | R | R | R |
| Total cost to company for 4 SUPERVISORS (As per Annexure E2) | R | R | R | R | R |
| Total cost to company for 1 SITE MANAGER (As per Annexure E3) | R | R | R | R | R |
| Total consumables (As per Annexure F1) | R | R | R | R | R |
| Total fixed equipment (As per Annexure F2) | R | R | R | R | R |
| Total Sanitary deep cleaning (As per Annexure F3) | R | R | R | R | R |
| Total Cleaning of SHE bins (As per Annexure F3) | R | R | R | R | R |
| Ablution hygiene services | R | R | R | R | R |
| Replacement of urinals and p- mats | R | R | R | R | R |
| High level window cleaning | R | R | R | R | R |
| Bathroom repairs and maintenance of equipment | R | R | R | R | R |

| | | | | | |
|---|---|---|---|---|---|
| Steam cleaning of carpets | R | R | R | R | R |
| Steam cleaning of upholstery furniture | R | R | R | R | R |
| Overheads (items not included above) | R | R | R | R | R |
| TOTAL Bid Price per annum | R | R | R | R | R |
| TOTAL Bid Price for the five year period | R | | | | |

NB: All Cleaning material must be SANS/SABS approved and environmentally friendly.