

**ANNEXURE A.4**

**CLAUSE BY CLAUSE COMPLIANCE TO SPECIFICATION**

**RFP NUMBER: HOAC-HO-36782**

**Category 4: Provision of office cleaning services at Heidelberg, Volkrust and Vooruitsig for a period of thirty-six (36) months**

The compliance response is to contain ONLY the following statement, “**Comply**” or “**Do not comply**”. Bidders Are To Refer to The Specifications (page 14-99 of the RFP) For Full Detailed scope of work for Provision of Office Cleaning, Gardening, Grass Cutting, Weed Control, Hygiene, Deep Cleaning and Pest Control Services at Various Areas Within the Central Region for A Period of Thirty-Six Months

**FAILURE TO FULLY COMPLETE OR COMPLY WITH ANNEXURE A WILL BE REGARDED AS NON-COMPLIANCE.**

Description (Clause)	Comply	Do not Comply	Remarks
<i>Cleaning service</i>			
<b>1.4. General Service requirement</b>			
1.4.1.			
1.4.2.			
1.4.3.			
1.4.4.			
1.4.5.			
1.4.6.			
1.4.7.			
1.4.8.			
1.4.9.			
1.4.10.			
1.4.11.			
1.4.12.			
1.4.13.			
1.4.14.			
1.4.15.			
1.4.16.			
1.4.17.			
1.4.18.			
<b>1.5. Personnel requirements</b>			
1.5.1.			
1.5.2.			
1.5.3.			

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Respondent’s Signature

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Date & Company Stamp

Description (Clause)	Comply	Do not Comply	Remarks
1.5.4.			
1.5.5.			
1.5.6.			
1.5.7.			
<b>1.6. Cleaning personnel</b>			
1.6.1.			
1.6.2.			
1.6.3.			
1.6.4.			
1.6.5.			
<b>1.7. Relief staff</b>			
1.7.1.			
1.7.2.			
1.7.3.			
1.7.4.			
<b>1.8. The Supervisor</b>			
1.8.1.			
1.8.2.			
1.8.3.			
1.8.4.			
1.8.5.			
1.8.6.			
1.8.7.			
1.8.8.			
1.8.9.			
1.8.10.			
1.8.11.			
1.8.12.			
1.8.13.			

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Description (Clause)	Comply	Do not Comply	Remarks
1.8.14.			
1.8.15.			
1.8.16.			
<b>1.9. Site Manager/Customer Service Manager</b>			
1.9.1.			
1.9.2.			
1.9.3.			
<b>1.10. Training</b>			
1.10.1.			
1.10.2.			
1.10.3.			
1.10.4.			
<b>1.11. Site File</b>			
1.11.1.			
1.11.2.			
1.11.3.			
<b>1.12. Orientation sessions</b>			
1.12.1.			
1.12.2.			
<b>1.13. Meetings</b>			
1.13.1.			
1.13.2.			
1.13.3.			
<b>1.14. General service requirements</b>			
1.14.1.			
1.14.2.			

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Description (Clause)	Comply	Do not Comply	Remarks
1.14.3.			
1.14.4.			
1.14.5.			
1.14.6.			
1.14.7.			
<b>1.15. Equipment</b>			
1.15.1.			
1.15.2.			
1.15.3.			
1.15.4.			
1.15.5.			
1.15.6.			
<b>1.16. Cleaning consumables</b>			
1.16.1.			
1.16.2.			
1.16.3.			
1.16.4.			
<b>1.17. Scope of service and schedule</b>			
1.17.1			
1.17.2			
1.17.3			
1.17.4			
<b>1.18. Cleaning of floor types</b>			
<b>1.18.1 Polished concrete floors</b>			
1.18.1.1			
<b>1.18.1.2</b>			

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<b>Description (Clause)</b>	<b>Comply</b>	<b>Do not Comply</b>	<b>Remarks</b>
<b>1.18.2 Tiles</b>			
1.18.2.1			
1.18.2.2			
<b>1.18.3 Terrazzo</b>			
1.18.3.1			
1.18.3.2			
<b>1.18.4 White or Coloured Rubbed Granite</b>			
1.18.4.1			
<b>1.18.5 Marble</b>			
1.18.5.1			
1.18.5.2			
<b>1.18.6 Thermo-Plastic (asphalt or Vinyl) Tiles</b>			
1.18.6.1			
1.18.6.2			
1.18.6.3			
<b>1.18.7 Quarry Tiles</b>			
1.18.7.1			
1.18.7.2			
1.18.7.3			
<b>1.18.8 Teak Block Floors</b>			
1.18.8.1			
1.18.8.2			
<b>1.18.9 Glazed Tiles</b>			
1.18.9.1			
<b>1.18.10 Linoleum</b>			
1.18.10.1			

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Description (Clause)	Comply	Do not Comply	Remarks
<b>1.18.11 Rubber Flooring</b>			
1.18.11.1			
1.18.11.2			
1.18.11.3			
1.18.11.4			
1.18.11.5			
1.18.11.6			
<b>1.18.12. Cork Flooring</b>			
1.18.12.1			
1.18.12.2			
1.18.12.3			
1.18.12.4			
1.18.12.5			
1.18.12.6			
<b>1.18.13 Painted Surface (Oil)</b>			
1.18.13.1			
1.18.13.1.1			
1.18.13.1.2			
1.18.13.2			
1.18.13.2.1			
1.18.13.2.2			
1.18.13.2.3			
<b>1.18.14 Stainless Steel</b>			
1.18.14.1			
1.18.14.2			
1.18.14.3			

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Description (Clause)	Comply	Do not Comply	Remarks
<b>1.18.15 Bronze Finishes</b>			
1.18.15.1			
1.18.15.2			
<b>1.18.16 Aluminium</b>			
1.18.16.1			
<b>1.18.17 Chrome Finishes</b>			
1.18.17.1			
<b>1.19. Windows and blinds</b>			
1.19.1			
1.19.2			
1.19.3			
1.19.4			
1.19.5			
<b>1.20. Doors</b>			
1.20.1			
1.20.2			
1.20.3			
<b>1.21. Walls and surfaces</b>			
1.21.1			
1.21.2			
1.21.3			
1.21.4			
1.21.5			
<b>1.22. Restrooms and ablution facilities:</b>			
1.22.1			

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Description (Clause)	Comply	Do not Comply	Remarks
1.22.2			
1.22.3			
1.22.4			
1.22.5			
<b>1.23. Equipment and appliances</b>			
1.23.1			
<b>1.24. Workstations</b>			
1.24.1			
1.24.2			
<b>1.25.Upholstery (suites, chairs, couches etc.)</b>			
1.25.1			
<b>1.26. Cleaning scope and schedule</b>			
1.26.1			
1.26.2			
<b>1.27.Carpet shampooing/Dry cleansing to be done quarterly</b>			
1.27.1			
1.27.2			
1.27.3			
<b>1.28.Strip and seal</b>			
1.28.1			
<b>1.29. Insurance</b>			
1.29.1			

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Description (Clause)	Comply	Do not Comply	Remarks
<b>1.30 List of Assets</b>			
<i>1.30.4 Heidelberg, Volkrust and Vooruitsig</i>			

**FAILURE TO COMPLY 100% WITH SPECIFICATIONS WILL LEAD TO DISQUALIFICATION.**

**BIDDERS MUST COMPLY WITH ALL LINE ITEMS.**

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