Tender Number : FOSRBY-RFP-15-26/27

Tender Description : FOR THE PROVISION OF OFFICE CLEANING SERVICES FOR A PERIOD OF THREE YEARS

ADDENDUM: NO. 1

NOTICE TO ALL BIDDERS

Kindly note the following change to the RFP document.

Tender Closing Date extension

Kindly note that the closing date has been amended and extended as follows:

Original Closing date: 08 December 2026
Extended Closing date and time: **15 December 2026 at 12:00**

Clarification Deadline Date extension

Kindly note that the Clarifications deadline date has been amended and extended as follows:

Original Clarification deadline date: 24 November 2026
Extended Clarification deadline date and time: **08 December 2026 at 12:00**

Clarification questions and answers

The pricing schedule on RFP document section 4 on page 15 is it for 12 or 36 months?

The amount is for 36 months (Refer to Annexure A for detailed BOQ).

Should we use the BCCI rates for the next financial year (01 March 2027 to February 2028)?

No. Bidders must use current rates and include a clause stating that rates are subject to adjustment in line with BCCI rates.

BOQ

Kindly note that the BOQ has been updated.
Refer to Annexure A

Non-compulsory site visit

A non-compulsory site visit will be held on Thursday 26 November 2026.
Please note the following important information:

- Time 09h00 to 12H00
- PPE: suppliers must wear PPE as per the attached Annexure B.

Please note that supplies will do a 20-minute induction before going into the plant which will start at 09h00.

Name: Lungile Mngomezulu
Designation: Acting GM Procurement
Foskor (Pty) Ltd
Date: 23 November 2026

Annexure A

SCOPE DETAILS : CONSUMABLES									
No.	Description Consumables		UoM	Qty	Frequency	Rate per item	Year 1	Year 2	Year 3
1	Singly Ply Toilet Roll (SABS approved)	48 Packs *115	Pack	115	Monthly				
2	Supply of big burrel paper hand towel rolls (SABS approved) per pack	4 packs *20	Pack	20	Monthly				
3	Supply of mini paper hand towel rolls (SABS approved) per pack	6 packs *20	Pack	20	Monthly				
4	Transparent Disposable rubbish bags	20 Packs *100	Pack	100	Monthly				
5	Centre Feed 240mm x 360m	4 packs *20	Pack	20	Monthly				
6	Auto cuts standard	6 packs *20	Pack	20	Monthly				
7	Liquid Dispenser hand soap	25L*4	Liters	4	Monthly				
8	Dishwasher	25L*4	Liters	4	Monthly				
9	Gematol	25L*3	Liters	3	Monthly				
10	Pine Gel	25L*3	Liters	3	Monthly				
11	Toilet Bowl	25L*2	Liters	2	Monthly				
12	Bleach (Jik or similar)	5L*5	Liters	5	Monthly				
13	Air Fresher (Geofresh or similar)	25L*4	Liters	4	Monthly				
14	Degreaser	25L*3	Liters	3	Monthly				

15	All-purpose cleaner	25L*1	Liters	1	Monthly				
16	Floor Polish	25L*1	Liters	1	Monthly				
17	Floor Striper	25L*2	Liters	2	Monthly				
18	Furniture polish	30 tins	Tins	30	Monthly				
19	Window Cleaner	5L*2	Liters	2	Monthly				
20	Dash Polish	5L*1	Liters	1	Monthly				
21	Wash and wax	5L*1	Liters	1	Monthly				
22	Floor it Cleaner	25L*3	Liters	3	Monthly				
23	Green pads	10*10	packs	100	Monthly				
24	Dettox	25L*1	Liters	1	Monthly				
25	Thick bleach (Germgel or similar)	5L*2	Liters	2	Monthly				
26	Duro coat floor dressing	5L*2	Liters	2	Monthly				
27	Black Refuse bag	20 pack *100	Pack	2000	monthly				
28	Gloves Yellow	60pair	Pair	60	monthly				
29	Gloves Green	60 pair	Pair	60	monthly				
30	Cloths coded blue	60	Pack	60	monthly				
31	Cloths coded Yellow	60	Pack	60	Monthly				
32	Cloths coded Green	60	Pack	60	Monthly				
33	Cloths coded Red	60	Pack	60	Monthly				

34	Dish swabs	20	Pack	20	Monthly				
35	Drying Dishcloths	29	Pack	29	Monthly				
	TOTAL COST								

Equipment	Quantity	Frequency		Rate Per Unit	Total per Year 1	Total per Year 2	Total per Year 3
Industrial Single disk Scrubbing Machine	4	36	Months				
Caution signage for wet floor	60	36	Months				
Gear Press wringer and bucket	87	36	Months				
Toilet brush and holders	150	36	Months				
Mop Jumbo	60	36	Months				
Flat Mop Sweepers	60	36	Months				
Household Brooms	29	36	Months				
Long feather duster	29	36	Months				
Shorts feather duster	29	36	Months				
Window Kit	4	36	Months				
Extension ladders	4	36	Months				
Single Disk Pads (Black, Red and white)	3 box (a box per colour)	4	Quartely				
Different colour buckets (blue and Red)	60 (30 per colour)	3	Annually				
Long dustpan with broom	30	18	Bi- Annually				
1 litre spray bottle Three different colours	87	18	Bi- Annually				
short dustpan with brush	34	18	Bi- Annually				
Extension cords	3	36	months				
Chamois for Vehicle washing	5	4	Quartely				
Scrubbing Brush	4	4	Quartely				
Total Cost excl.VAT							

Foskor Fleet	Qty	Frequency	Rate per Unit	Year 1	Year 2	Year 3
Toyota Hilux 2,4GD 6	1	Weekly				
Toyota Hilux 2.8GD 6	1	Weekly				
Toyota Hilux 2,8 GD 6	1	Weekly				
Toyota Hilux 2,4 GD 6 SC	1	Weekly				
Toyota Hilux 2,4GD 6	1	Weekly				
Toyota Hilux 2,8 GD 6	1	Weekly				
Toyota Camry 2.4i	1	Weekly				
Toyota Quantum 2.5 D4-D	1	Weekly				
Mercedes Benz Vito Microbus- NEW	1	Weekly				
Toyota Corolla Quest -NEW	1	Weekly				
Toyota Fortuner 2,4 GD6 4x4	1	Weekly				
Toyota Hilux 2,4GD 6	1	Weekly				
Total Cost						

Cost of Labour to be aligned with the BCCCI Guidelines

Cleaners	No employees	Rate Per employee	Total Per Month	Total Per Year 1	Total Per Year 2	Total Per Year 3
Cleaners Mon-Friday 8 hrs. Including Foskor external sites	23					
Cleaners' night shift Mon-Friday 6pm-6am	2					
Cleaner's weekends Day shift Sat and Sun and public holiday 6am to 6pm	2					
Cleaner's weekends Night Shift, Sat, Sun and Public holidays 6pm to 6am	2					
Supervisor Mon - Friday	1					
Safety Officer 8 hrs. biweekly	1					
TOTAL	**31**					

	Rate per month	Year 1	Year 2	Year 3
Overhead and Management				
Fuel				
audit fees				
Bank Charges				
Running cost				
Transport				
Printing Stationary				
Other				
Total				
	Rate	Year 1	Year 2	Year 3

PPE					
Medical					
Access cards					
Total					

LIST OF SQUARE METERS

Description of an Area	ESTIMATED SQUARE METERS	TYPES OF FLOORS
Entire Main Building	1182 m²	Ceramics
Information Technology	200 m²	Ceramics
Canteen (Kitchen, Dining Hall, Dishing area, storing area, Locker and toilet area including Foyer, toilets and VIP Dining Room)	544 m²	Ceramics
Main Laboratory Process Laboratory Tea room Facilities	727 m²	Ceramics
Drawing Offices	60 m²	Ceramics
Standby Rooms & surrounding facilities	500 m²	Ceramics
Change Rooms/ Ablutions Facilities	685 m²	Ceramics
Human Resources	349 m²	Ceramics
Security Building	102 m²	Ceramics
Security Reception	105 m²	Ceramics
Security Induction Office	155 m²	Ceramics
Safety Building	133 m²	Ceramics
Training Building	242 m²	Ceramics
Simulator (Training)	33 m²	Ceramics
Club Building/Procurement	409 m²	Ceramic
Club Offices	176 m²	Ceramics
Electrical & Instrumentation Building	240 m²	Ceramics
Technical Building	634 m²	Ceramics
Technical boardroom	37 m²	Ceramics
Phosphoric Acid control room and Offices	240 m²	Ceramics
Stores and warehouse	1407 m²	Ceramics
Main Stores and Office	1780 m²	Cement
Bridge / Gate Offices (New)	50 m²	Ceramics
Gas room containers	110 m² x 5	Ceramics
Rail offices and tearoom	135 m²	Ceramics

Projects department	269 m²	Ceramics
Weighbridge offices	170 m²	Ceramics
Main workshop offices	320 m²	Ceramics
Sulphuric Workshop: Mechanical, Electrical & Instrumentation	130 m²	Ceramics
Sulphuric control Rooms and offices	310 m²	Ceramic
Granulation Plant Control Room &Offices	77 m²	Ceramics
Phosphoric plant workshop (R&F, Electrical, Rigging shop &Conce)	130 m²	Ceramics
Fabrication workshop	50 m²	Ceramics
Granulation Workshop: Mechanical, Electrical, Instrumentation & Rigger	475 m²	Ceramic
Materials Handling Workshop: Electrical & Mechanical	109 m²	Ceramics
Office in Town (Alton)	115 m²	Ceramics
Office in Town (Sanlam)	155 m²	Ceramics
Port offices	60 m²	Ceramics
Control Room and Tea Room in Harbour	110 m²	Ceramics
Other areas that may have been omitted or newly built after Tender process	500 m²	Ceramics / Vinyl

URINALS & TOILETS BILL OF QUANTITY					
The monthly Deep Clean Units	**Quantity**	**Rate Per unit**	**Total Cost Y1**	**Total Cost Y2**	**Total Cost Y3**
Change Rooms/ Ablutions Facilities					
Showers	**34**				
hand basin/Sink	**38**				
Toilets	**32**				
Urinals	26				
Canteen					
hand basin/Sink	9				
Toilets	9				
Urinals	4				
Main Laboratory					
hand basin/Sink	**2**				
Toilets	**4**				
Urinals	**2**				
Security Building					
hand basin/Sink	6				

Toilets	5				
Urinals	2				
Training Centre Building					
hand basin/Sink	**6**				
Toilets	6				
Urinals	4				
Club Building/Procurement					
hand basin/Sink	10				
Toilets	6				
Urinals	3				
Shower	5				
Technical Building					
hand basin/Sink	4				
Toilets	6				
Urinals	2				
Phosphoric Acid control					
hand basin/Sink	2				
Toilets	3				

Urinals	1				
Stores and warehouse					
hand basin/Sink	7				
Toilets	6				
Urinals	2				
Main Stores and Office					
hand basin/Sink	6				
Toilets	6				
Urinals	5				
South Gate Offices					
hand basin/Sink	3				
Toilets	3				
Urinals	2				
Shower	3				
Rail offices and Main Worksop					
hand basin/Sink	4				
Toilets	4				
Urinals	3				

Projects department					
hand basin/Sink	2				
Toilets	3				
Urinals	2				
Phosphoric Acid control room and Offices					
hand basin/Sink	9				
Toilets	7				
Urinals	4				
Sulphuric control Rooms and Workshop offices					
hand basin/Sink	8				
Toilets	13				
Urinals	5				
Granulation Plant Control Room &Offices					
hand basin/Sink	4				
Toilets	4				
Urinals	1				
Phosphoric plant workshop (R&F, Electrical, Rigging shop &Conce)					
hand basin/Sink	13				

Toilets	9				
Urinals	11				
Fabrication workshop					
hand basin/Sink	9				
Toilets	9				
Urinals	6				
Port Control Room and Tea Room in Harbour					
hand basin/Sink	2				
Toilets	2				
Urinals	2				
Materials Handling and Weighbridge offices					
hand basin/Sink	13				
Toilets	12				
Urinals	2				
Entire Main Building					
hand basin/Sink	12				
Toilets	11				

Urinals	4				
Total Cost	**464**				

MEMORANDUM From the office of: **SHREQ**

To:	**ALL MANAGERS** **DEPARTMENTAL HEADS** **SUPERVISORS** **CONTRACTORS** **DISTRIBUTION: ALL RICHARDS BAY**	From:	**Safety Superintendent – Mbali Ngwenya**
Circular no:	**0459/2024**	Date:	28/02/2024

NEW PPE OVERALL

Take note of the Foskor PPE Requirements, all contractor personnel found in any other PPE except for what is specified below will not be granted access onto Foskor site:

Garments:

BLUE Sweet Orr overall (80%Polyester 20% Viscose Rayon Acid repellent) – with company names either on front of jacket or back.



The escape respirator pack consists of: A double face piece,

- An ABEK Cartridge,
- Uvex Goggle – Uvex Ultra Vision Fire Red
- and a Pouch

DIRECTORS: Mr RM Godsell (Chairman), Mr JT Palliam (Interim CEO/CFO), Ms NVB Magubane, Mr DP Martin, Mr SP Ngwenya, Mr NG Nika, Mr TML Setiloane, Mr SS Subramanian (India), Ms MJ Vuso, Ms AUS Khanyile (Company Secretary)



Take note of the expiry date on Cartridges and ensure that it is changed accordingly.



Eye Protection: Uvex Carbon vision SV extreme clear with strap: Anti fog inside and anti-scratch coating outside

All contractor employees must ensure that they are always in possession of the above specified PPE when entering site and during execution of their tasks. Any employee found not in possession or is found with defective equipment in the opinion of an authorized Foskor official will be denied access onto site.

Note: This is for your SAFETY

M. Ngwenya
Safety Superintendent

DIRECTORS: Mr RM Godsell (Chairman), Mr JT Palliam (Interim CEO/CFO), Ms NVB Magubane, Mr DP Martin, Mr SP Ngwenya, Mr NG Nika, Mr TML Setiloane, Mr SS Subramanian (India), Ms MJ Vuso, Ms AUS Khanyile (Company Secretary)

Signed with Impression - Chain of Custody

Signature Request			
Signature Request ID:	c18a7cc2-c90a-498c-9244-b3183df06730	Timestamp:	2026-11-23 14:29:13 GMT
Signee Name:	Lungile Mngomezulu	Sender Name:	Amanda Poncana
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED
Original Document			
Document Name:	Addendum For Office Cleaning.pdf	Document Size:	886.3 KB
Email Evidence			
Signee Email:	lungilemn@foskor.co.za	Email Subject:	A document from Amanda Poncana is ready for signature
Email Sent Timestamp:	2026-11-20T12:38:15.815075	Email Opened Timestamp:	Not available in Silent Mode
Web Evidence			
Signee IP Address:	102.141.77.78	Request Timestamp:	2026-11-23 14:28:23 GMT
Signee GPS (if shared):	ZA: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/158.0.0.0 Safari/537.36 Edg/158.0.0.0	Terms Accepted Timestamp:	2026-11-23 14:28:35 GMT
Annotations and Modifications			
Signature Count:	1	Form Fields Filled Count:	0
Text Annotation Count:	1	Initial All Pages Count:	0
Single Initial Count:	0		
Signing Evidence			
Signee Mobile:	+27359023387	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	9be0ea28-a39a-4945-8a79-2e021c57d54a
Chain Of Custody Generation			
Attached Document Name:	20261123T142913.515792Z Addendum For Office Cleaning.pdf	Attached Timestamp:	2026-11-23 14:29:13 GMT

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