

# **ANNEXURE F - Letter of confirmation of bid requirements**

Supply Chain Management  
Head Office  
SASSA House  
501 Prodinsa Building  
Cnr Steve Biko and Pretorius Streets  
Arcadia

## **Re: Letter of confirmation of bid requirements**

Dear Sir/madam

I \_\_\_\_\_ (**Initials and Surname**), the **CEO/Managing Director** of \_\_\_\_\_ (**Company name**) hereby confirm that, if appointed as the cleaning and sanitation service provider for SASSA Head Office, in relation to the **SASSA bid** \_\_\_\_\_ we will provide the requirements specified in the Terms of Reference as follows:

1. Project Manager must have a minimum of three (03) years of experience in the cleaning services industry;
2. Supervisor must have a minimum of three (03) years of experience in the cleaning services industry;
3. Ensure that at least 60% of cleaning staff compliment to have 1 (one) year of cleaning experience in an office environment and 40% of staff may not have experience in an office environment, however they should be trained accordingly prior to inception of the contract to ensure that they are competent..
4. Only SABS approved cleaning and sanitation equipment and materials shall be used to clean the building (**Refer to Part A, B and C**).
5. Provide valid Public Liability Insurance confirmation (**R 5 000 000.00 minimum**).
6. Comply with Emergency Response Procedures:
  - Service's Providers Internal Occupational Health & Safety Plan (Must include but not limited to the following):
  - At least (2) two cleaners to be trained as First Aiders (Certificates)
  - Transportation for cleaners to hospital in – Injury on Duty (IOD) emergencies
  - Contact person when the cleaners are injured
  - Provide First Aid Box on the premises for the personnel.

Kind regards

(Signature) \_\_\_\_\_

(Initials and Surname) \_\_\_\_\_

Date \_\_\_\_\_