

**Project Title**

**Appointment of A Service Provider for the Provision of Cleaning & Gardening Services at the Upington OC Office for a Period of 3 years.**

**SCOPE OF WORK**

➤ **Scope of cleaning:**

Clean two days per week – **Both days inside and outside** according below criteria.

1. **Clean inside** – clean and sanitise all floors, clean kitchen area, toilets, general staff areas and furniture, clean and sanitise door handles. Buff and polish Novilon/Vinyl floor area with buff machine once a month.
2. **Clean outside** – clean paving inside the yard, clean weeds and maintain the garden, clean side walk outside the yard.
3. **Clean windows and window sills once every 2 months** – inside and outside, clean window blinds – for example each clean the building and yard and after those tasks is completed start with the windows doing a different section each day. **Note the height of the top windows is 7 meters and the complexity due to limited space and window awnings (refer to the attached pictures), specialised window cleaning equipment will be required to perform this task, please account for this when pricing.**
4. **Remove garbage weekly** – clean and sanitise all garbage bins.
5. **Supply all cleaning materials, equipment and refuse bags.**
6. Which days to clean, and which rooms, will be as per Sentech requirement at the time.  
(Sentech office hours: 07h30 – 16h00)
7. Duration of agreement 3 years with 10% escalation per year. The commencement date will be 4<sup>th</sup> March 2025 and will be discussed and confirmed with the winning bidder.
8. Pricing structure on quotation and per monthly invoice

Item	Price VAT included
Supply of cleaning service as per scope	
Supply of gardening service as per scope	
Total	





**NOTE:**

On submission of your quote please attach

- your company's CSD Report; Valid Tax & BEE Certificates & SBD4 declaration.