

1. Scope of Works

SENTECH needs a provision of cleaning and gardening services at the Middelburg OC for a period of three (3) years. The contract for cleaning and the gardening services at the Sentech Middelburg OC has expired. Therefore, it is necessary for the office to go out to market and appoint a qualified service provider to perform cleaning and gardening duties, ensuring the office premises remain clean, hygienic, and well-maintained at all times.

The successful bidder will provide cleaning services in relation to the following sub-categories:

1. General cleaning
2. High access cleaning
3. Hygiene equipment supply, consumables and services
4. Supply of all cleaning consumables and materials; and
5. Supply and maintenance of all cleaning machinery and equipment
6. General Gardening Services

In general, the scope of work should cover, inter alia; all internal and external, general and routine cleaning of common areas. Including floors, tiles, partition walls, internal walls, furniture, window cleaning, deep cleaning of sanitary conveniences and washing facilities, kitchens, boardrooms, staff areas and restrooms, as well as cleaning of high-level IT and communication equipment (telephones, keyboards, screens, PA devices) and other periodic cleaning as required, carpet cleaning, litter picking when required.

1.1. General Information

Working Hours: Monday to Friday, 07h30–16h00

Premises: offices, 1 kitchen, 2 bathrooms, passages, reception, 2 storerooms, 1 boardroom and workshop rooms.

1.2. Cleaning services

- General cleaning of the Middelburg offices, including the boardroom, toilets, kitchen, monitor room, stores and workshops.
- Service provider to provide own cleaning staff and equipment to clean office windows inside and outside, at least once a month.
- Service provider to provide a weekly and monthly cleaning rooster.
- Service provider to supply all cleaning materials, chemicals, consumables, and a vacuum cleaner.
- Vacuum cleaner must have a soft noise output.
- For Hygiene maintenance, the service provider must supply and service
 - a. 1 Sanitary unit – serviced on monthly basis

b. 1 Urinal Gel Fragrance Unit – serviced on monthly basis

- Cleaning services are to be rendered out once a week from 07h30 to 16h00, excluding public holidays, for the duration of the three (3) years. Preferable on Thursdays, if there's a public holiday, then the previous day to come.

General Pest Control – Ants, Cockroaches, Rodents (Rats/Mice), etc.

- Service to be conducted quarterly, totalling 2 treatments annually and 6 treatments over the three-year period.
- Target pests include ants, cockroaches, rats, mice, and other common crawling insects.
- Application of safe and approved chemical treatments both internally and externally around the premises.
- Bait stations and rodent traps will be placed and monitored in strategic locations.
- Spot treatment in high-risk areas such as kitchens, basements, storage rooms, and waste areas.
- All pesticides used will comply with SABS/SANS standards and be applied by certified technicians.
- Regular monitoring, inspection, and logging of pest activity and treatment reports.
- Provision for emergency callouts in case of infestations between scheduled visits

Cleaning chemicals

Category	Item	Description/Use
Surface & Floor Cleaners	Floor Neutral Plus Cleaner 10%	Neutral pH floor cleaner
	Floor Shine 24%	Floor polish for epoxy/tiles
	Detergent with deodoriser (Pine Disinfectant)	Thickened deodorising cleaner
	Bleach	Bleach: disinfecting & stain removal
	All-purpose surface cleaner	Food-safe cleaner
Glass/Window Cleaners	Glass and Window Shine Cleaner	For windows, plastic, stainless steel, etc.

Hygiene Consumables

Category	Item	Description/Use
Toilet Paper	2-Ply Toilet Paper	For all bathrooms
Soap	Ocean Scented Pearly White Hand Soap	Handwashing
Soap Dispensers	Wall-mounted	Includes refillable sachets
Seat Wipes	Ocean Scented Seat Wipe Dispensers	Toilet hygiene
Air Fresheners	Digital Refills	For odour control
Paper Towels (Hands)	1-Ply Rolls (150m)	For roll dispensers
Paper Towels (Kitchen)	Folded paper towel bales	Kitchen use
Wastepaper Bins	Wall-mounted	For bathroom or general waste
Sanitary Bins	SHE Bins with service	For sanitary disposal

1.3. Gardening services

The service provider shall attend the site twice a week to perform the following duties (07h30 – 16h00):

- Moving and trimming of the lawn.
- Weeding of flower beds.
- Trimming and pruning all bushes, shrubs and hedges.
- Watering the garden and flower beds.
- Planting additional plants, when requested to do so.
- Application of fertilizer as and when required.
- General maintenance of the entire site within the security parameters.
- Cleaning of the site and keeping it in a neat and orderly condition.
- Sweeping of all outdoor areas.
- Raking of dry leaves and garden debris.
- Pruning off all trees within the security area once a year (during winter).
- Proper disposal of garden waste (remove the waste).
- Perform any ad hoc duties as requested by the manager.

The service provider must provide all their own necessary gardening tools and equipment.

Every Tuesdays and Thursdays for gardening and if there is a public holiday, then previous day.

BILL OF QUANTITIES (BOQ): CLEANING AND GARDENING SERVICES – MIDDELBURG OPERATIONAL CENTRE OFFICES

SECTION 1: GENERAL CLEANING AND GARDENING SERVICES (Including Equipment, Chemicals & Consumables)

Item No.	Description	Unit	Quantity	Frequency	Rate (ZAR)	Total (ZAR)
1.1	Provision of General Cleaning Services	No.	36	Monthly		
1.2	Supply of All Cleaning Equipment, Chemicals, and Hygiene Consumables – includes tools, soaps, paper, bin liners, etc.	No	36	Monthly		
1.3	Provision of Gardening Services	No.	36			
1.4	Safety File: This covers PPE and Safety File over the three-year period	Sum	1	-		
1	Totals	R				

SECTION 2: PEST CONTROL SERVICES

Item No.	Description	Unit	Quantity	Frequency	Rate (ZAR)	Total (ZAR)
2.1	General Pest Control – ants, roaches, rats/mice, etc.	No	6	Twice a year		
2	Totals	R				

BOQ SUMMARY

ITEM	DESCRIPTION	AMOUNT
SECTION 1	SECTION 1: GENERAL CLEANING AND GARDENING SERVICES	R
SECTION 2	PEST CONTROL SERVICES	R
NETT TOTAL OF THE RFQ		
SUBTOTAL		
ADD 15% VALUE ADDED TAX		

AMOUNT CARRIED TO FORM OF OFFER AND ACCEPTANCE: (Please include escalations on your pricing)

Please break down your total to show escalations from year one (1) to year three (3)

YEARS	%	TOTAL
YEAR 1- 2026- 2027		R
YEAR 2 -2027 -2028		R
YEAR 3 – 2028 -2029		R
TOTAL		R