

SERVICE REQUEST: DEEP CLEANING, MAINTENANCE AND REPAIRS AT SALGA KZN

1. PURPOSE

This document outlines the requirements and scope of work for various maintenance services to be provided at the SALGA KZN office located at 4th floor Clifton Place, 19 Hurst Grove, Musgrave, Durban 4001. The services requested include the deep cleaning of carpets, patching and painting of walls, removal of signages, fixing of office ceiling, and maintenance of kitchen handles and cupboards. The services will be effective from 22 January 2025 or earlier date including weekend and to be completed within the period of 2 weeks.

2. SCOPE OF WORK

The scope of work involves the following services, which must be conducted in compliance with applicable legislation, regulations, and SALGA's standards of quality and cleanliness:

1. Deep Cleaning of Carpets

- Thorough cleaning of carpets throughout the office area to remove dirt, stains, and allergens.
- Use of industry-standard equipment and eco-friendly, SANS-approved chemicals to ensure the highest standards of cleanliness and hygiene.
- Deep cleaning to be done after all other projects have been completed within the same period of 2 weeks.

2. Patching and Painting of Walls

- Inspection, assessment of walls to identify areas requiring patching and painting of SALGA interior walls with white paint colour.
- Patching all visible cracks and holes in the walls.

- Professional painting of SALGA interior office walls to restore original building appearance, with white colour paint and materials to be included in the proposal.
- Ensure that paints and finishes are compliant with SABS standards.

3. Removal of Signages and Frosting in the Glass Windows / Doors

- Safe removal of SALGA signages and frosting throughout the office.
- Proper disposal of any signage material in accordance with waste disposal regulations.

4. Fixing Office Ceiling

- Inspection and repair of any ceiling damage, including fixing cracks or sagging areas.
- Any required ceiling reinstallation or reinforcement to ensure safety and aesthetics.
- Work to be performed without disrupting normal office operations.

5. Maintenance of Kitchen Handles and Cupboards

- Repair or replacement of faulty kitchen cupboard handles and other related fittings.
- Inspection and fixing of cupboard doors and adjustment to ensure proper functioning and safety.
- Maintenance should ensure that kitchen cupboards are fully functional and aesthetically pleasing.

3. GENERAL REQUIREMENTS

☐ **Service Hours:** Services will be performed with effect from 16 January 2025 or earlier date including weekend and afterhours to meet the deadlines since the building will be handed over to the owner (landlord) with effect from 01 January 2025.

- **Uniform and Identification:** All service personnel must wear uniforms and Personal Protective Equipment (PPE) and carry appropriate identification while performing the work on site. The name of the supervisor responsible for overseeing the work must be provided to SALGA for verification purposes.
- **Materials and Chemicals:** All materials used for cleaning, painting, and maintenance must conform to SANS specifications and standards. SALGA reserves the right to approve all materials, pesticides, chemicals, and paints used during the service.
- **Waste Disposal:** Proper disposal of all waste materials, including old signages, broken parts, or used cleaning chemicals, must be handled responsibly. The service provider must provide proof of waste disposal methods and compliance with regulations.
- **Backup Materials:** The service provider should ensure that adequate backup materials are kept on-site for emergencies, such as replacement parts for office equipment or additional cleaning supplies.
- **Liability:** SALGA will not be held responsible for any damages, theft, or injury during the execution of services. The service provider will be held responsible for any damage caused to SALGA's premises or property.

Service Provider Mandatory Requirements:

The service provider must meet the following criteria to qualify for the contract:

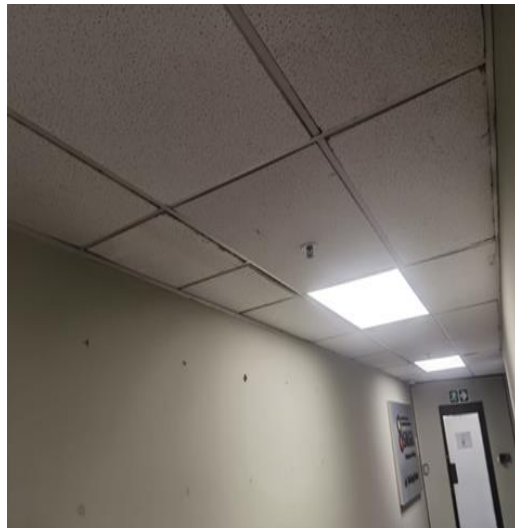
- Hold the necessary certificates for handling hazardous materials, waste disposal, and safe maintenance practices- Safety Data Sheets- SDS (e.g., HACCP, NCA or equivalent registration).
- Submit a detailed cost breakdown (pricing schedule) for the services.
- Provide references for previous maintenance or cleaning contracts over the past 3-5 years.
- A minimum grade 1 CIBD proof of registration.
- A project handover certificate after completion of the project is required by SALGA before payment is processed.

CONTACT PERSON DETAILS:

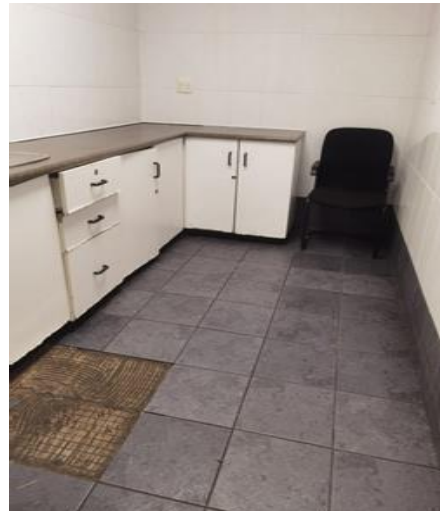
- Lucky Nkomo- Tel: 012 369 8185 Or alternatively email address for queries:
lnkomo@salga.org.za

**PICTURES ARE FOR SAMPLE PURPOSES NOT LIMITED TO OTHER AREAS
NOT REFLECTED IN THE TERMS OF REFERENCE THAT ARE SUBJECT TO
CONFIRMATION BY THE PROSPECTIVE SERVICE PROVIDERS DURING
COMPULSORY SITE INSPECTION.**

The wholes on the wall



Canteen (Kitchen)



Ceiling





CARPETS



SALGA SIGNAGE AND FROSTING REMOVAL



Disclaimer:

- SALGA reserves the right not to award this RFP/RFQ to any bidder at its discretion or to cancel/withdraw this RFP/RFQ if deemed necessary during any stage of this RFP process.
- SALGA reserves the right to make a selection solely on the information received in the RFP/RFQ or to negotiate further with one or more bidder/s;
- Bidders are required to declare any conflict of interest they may have in the transaction. SALGA reserves the right not to consider or cancel any bid wherein

such a conflict of interest exists or wherein such potential conflict of interest may arise.

- SALGA reserves the right to accept any proposal submitted or reject all proposals.
- SALGA reserves the right to terminate the agreement with 30 days written notice to the winning bidder if:
 - The winning bidder fails to perform per the specified service requirements as set out in this RFP/RFQ.
 - The winning bidder otherwise violates the provisions of the RFP/RFQ to a substantial degree.