

ANNEXURE:

Scope of Works

SENTECH requires the appointment of a service provider for Cleaning and Hygiene Services at Sentech PE Operations Centre on a three (3) year contract.

Background

Sentech Port Elizabeth request the procurement of cleaning and hygiene services for housekeeping at our office situated in Glendenningvale. The existing cleaning contract expired.

The service is needed to maintain, enhanced the cleaning and hygiene facilities at Sentech offices for the period of 36 month and to maintain the standard and cleanliness of the office. Our priority is to continue to maintain protocols that will ensure the health and safety of all personnel, clients and customers entering our building and using our facilities.

We are calling on organisations with the relevant skills and experience to render its services.

Scope of Works

Terms and Conditions:

CLEANING:

1. Appoint a cleaning company on a contract basis to maintain and provide excellent cleaning and hygiene services to our offices.
2. Full-time cleaner to maintain and carry out the cleaning requirements at our offices Monday to Friday. 08:00 16:30 excluding weekend and public holidays.
3. General cleaning of offices, reception, boardroom, toilets, kitchen, control room, stores and workshops.
4. Cleaner will assist with preparation of office and refreshments when office is hosting functions.
5. Cleaner will make coffee and/or tea when required for the perssonnel.
6. Service Provider to provide staff with own equipment to clean windows (inside and outside) once a month.
7. Service Provider to provide a weekly, monthly rooster. This will be discussed when the winning bidder is appointed
8. Service Provider to supply – cleaning materials/chemicals/consumables/vacuum cleaner
9. Vacuum cleaner must have a soft noise output.

HYGIENE: To supply and maintain:

1. 4X Sanitary Units. Servicing to be done on a monthly basis.
2. 1X Gel Fragrance Unit and servicing of same every two months.
3. 6X Urinal Gel Fragrance Units on a monthly basis.

