

Scope of Works

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

1. Background

Sentech Polokwane request procurement of cleaning and Hygiene service for housekeeping at our office situated in Polokwane Limpopo. The existing cleaning contract is expiring end of April 2023.

The service is needed to maintain, enhanced the cleaning and Hygiene facilities at Sentech Offices for the period of 36 months 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 buildings and using our facilities.

The successful applicant will: supply and deliver for the cleaner the following cleaning materials at Polokwane Operations Office, 221 Harley Street, Eduan Park, Polokwane.

Scope of Works

Terms and conditions:

Cleaning:

- Appoint a cleaning company on a contract basis maintain and provide excellent cleaning and hygiene services to our offices(326 square meters).
- Three days a week to maintain and carry out the cleaning requirements at our offices (Monday, Wednesday and Friday). 08:00 16:00.
- General cleaning of offices, reception, boardroom, toilete, kitchen, monitor room and workshops.
- Service provider to provide staff with own equipment to clean our windows (inside and outside) once a month.
- Service provider this will be discussed withen the winning bidder is appointed.
- Service Provider to supply – cleaning materials/chemicals.

HYGIENE:

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

Chemcials supplied every month:

1 X 5LT Dish washing liquid.

1 X 2,5KG Pine Gel.

3 X Packet Refuse Bags (20).

1 X Mop Head

2 X 1ply Toilet Paper (48 rolls per bale)

1 X 5LT Window Cleaner.

2 X 1Lt Furnisher Polish.

Equipment to be replaced every 4 months

1 X Scoop & Brush.

1 X Flick Duster.

1 X Handle Mop Head.

1 X House broom.

1 X 1,2m Window Squeegee.

INFORMATION FOR BIDDERS:

Site location/Address

The successful applicant will: supply and deliver for the cleaner the following cleaning materials at Polokwane Operations Office, 221 Harley Street, Eduan Park, Polokwane.

Polokwane Operations Centre. Coordinates: -23 52 59.2 | 29 27 43.7

2.1 Compulsory Site Visit

Compulsory Site Visit	YES		No	X
Indicative Date(s)	N/A		Time: 10am	
Venue (Address)				

2. Mandatory criteria (if applicable)

1. Scoring Criteria	YES	NO	REQUIRED

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Compensation of Injuries and Disease (COLD letter of good standing from labour)			Attached valid COLD letter from Labour Department.
Show reference letters indicating being in the cleaning industry for at least 3X years			Attached the letters