



FORM C: TENDER FORM

CURRENT TENDER DETAILS

Request number:	HO/CRES/PARK/4/9/2024
Request for Tender:	APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF CLEANING, HYGIENE AND HORTICULTURAL SERVICES AT JOHANNESBURG PARK STATION FOR A PERIOD OF 36 MONTHS

I _____ / _____ We
 (Insert Name of Tendering Entity) of

 (Full address)

Conducting business under the style or title of:

_____ Represented by:

_____ in my capacity as:

being duly authorised thereto by a Resolution of the Board of Directors / Certificate of Partners, Members or Participants, as the case may be, dated _____, a certified copy of which is annexed hereto, hereby offer to undertake and complete the above-mentioned work (hereinafter called "the WORKS") at the prices quoted in the bills of quantities / schedule of quantities or, where these do not form part of the contract, at a lump sum, in accordance with the terms set forth in the accompanying letter(s) reference _____ and dated _____ (if any) and the documents listed in the accompanying schedule of tender documents for the sum of

R _____

_____ (amount in words),

(All applicable taxes included)

N.B. (i) In the event of any discrepancy, the amount in words will take precedence over the amount in figures.

(ii) Where items in the priced bills of quantities submitted with the tender for the WORKS other than architectural building work are incorrectly extended arithmetically, the unit rate will be treated as decisive.

(iii) In tenders for architectural building work the total amount will be treated as decisive. If amounts for individual items cannot be reconciled with the total amount, the amounts for individual items shall be adjusted to the satisfaction of the PRASA to conform to the total amount.

The following list of persons are hereby authorised to negotiate on behalf of the abovementioned entity, should PRASA decide to enter into Post Tender Negotiations with shortlisted bidder(s).

FULL NAME(S)

CAPACITY

SIGNATURE

_____		_____

_____		_____

_____	_____	
_____	_____	_____

I/We hereby offer to supply the abovementioned Services at the prices quoted in the schedule of prices in accordance with the terms set forth in the documents listed in the accompanying schedule of RFP documents.

I / We accept that should PRASA accept my / our tender and issue me / us with the notice of acceptance, this tender and, if any, its covering letter and any subsequent exchange of correspondence together with the PRASA acceptance thereof, such acceptance shall be subject to a written contract to be concluded between the PRASA and me / us.

I / We undertake to produce acceptable documentary proof of the necessary coverage for Workmen's Compensation, Securities and Insurance within **30 (thirty)** working days of



notification of awarding of the contract, and to sign a formal contract if called upon by the PRASA to do so within **7 (seven)** working days of notification by the PRASA that the contract documents are ready for signature.

I / We undertake to complete the whole of the WORKS within _____
(in words) from the date of notification to me / us of acceptance of the tender, subject to completion in stages if and as laid down in the project specification and to such extensions of time as may be granted. Failing completion of the WORKS or any stage of the WORKS within the period(s) stipulated or by such extended date(s) as may be allowed by the PRASA I / we shall pay to the PRASA in terms of the Conventional Penalties Act 15 of 1962, the penalty for which provision is made in the project specification. The ordering of any alterations, extras, additions or omissions shall not in any way prejudice the PRASA claim for such penalty.

Application for relief from the obligation to pay a penalty will be considered by the PRASA, but shall be granted only if I / we can prove to the reasonable satisfaction of the PRASA that the penalty is out of proportion to the prejudice suffered by the PRASA by reason of the act or omission in respect of which the penalty was stipulated.

I / We declare that this tender holds good until _____ **(a minimum period of 90 days from closing date is required).**

I / We further agree that if, after I / we have been notified of the acceptance of my / our tender, I / we fail to enter into a formal contract if called upon to do so, or fail to furnish satisfactory security for the due and proper completion of the WORKS, the PRASA may, without prejudice to any other legal remedy which it may have, recover from me / us any expense to which it may have been put in calling for tenders afresh and / or having to accept any less favourable tender.

I / We undertake, in the event of my / our tender being accepted, to deposit with the PRASA as security for the due and proper completion of the WORKS, a Performance Bond issued by a South African registered Bank to the value of **ten (10) per cent** of the contract price (VAT inclusive). Not Applicable)

I/ We declare that, being a company / partnership / close corporation / joint venture, I / we have duly completed the annexe hereto and certified it as correct.

The several documents involved are to be taken as complementary to each other. In the event of any conflict between the content of any of the documents listed in the schedule of tender documents (other than the project specification) and the project specification, the latter shall prevail. In the event of any conflict between the letter that accompanies the tender or other relevant correspondence and the contents of the documents listed in the schedule of tender documents (including the project specification) such letter or correspondence shall prevail.

I/we agree that non-compliance with any of the material terms of this RFP, including those mentioned above, will constitute a material breach of contract and provide PRASA with cause for cancellation.

THUS DONE and SIGNED at _____ on
this _____ day of _____

DULY AUTHORISED SIGNATORY(IES) WITNESSES

- | | |
|----------|----------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |



PRICING SCHEDULE

IMPORTANT NOTE

NOTE: The tender amounts provided must include **ALL COSTS** for providing daily cleaning, hygiene and horticultural services, the tendered amount shall further include tools and equipment, uniform, labour, chemicals and all necessary material needed to offer the services.

NOTE: Prospective service provider undertakes to adhere to National Minimum Wage Act, 2018 AND Gazette Vol. No 4331 02 February 2024 No. 50073 or the latest relevant gazette failure to adhere to this law / gazette will result in termination and cancellation of contract.

NOTE: Prospective service provider to ensure they use the shift schedule and daily staff allocation to work out the correct hours per month and wage rates for their calculations below, including correct labour costs for overtime, weekend and public holidays etc. (The service providers to ensure that Labour rate complies with gazette rate.

NOTE: This is a fixed Budget term contract and therefore prospective service providers are advised to factor in the escalations as per the statutory requirements for the following years

Labour Rates as per Gazette for the year of tender: (for the Cleaners, Supervisors and Shift contract managers)

Labour rates	Per Cleaner	Per Supervisor	Per Shift Contract Manager
Weekdays(Monday – Friday) - daily hourly rate:	R.....	R.....	R.....
Saturday - hourly rate:	R.....	R.....	R.....

Sunday and Public Holiday - hourly rate	R.....	R.....	R.....
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Weekdays (Monday- Friday) - daily Labour cost

Johannesburg Park Station

Description of resources	Morning shift 06:00-14:00			Offices Shift 07:00-16:00			Day shift 14:00-21:00			Night Shift 21:00-06:00			All Shifts (Morning, Offices, Day & Night Shift)
	Quantity	hourly rate per resource	Total (shift cost)	Quantity	hourly rate per resource	Total (shift cost)	Quantity	hourly rate per resource	Total (shift cost)	Quantity	hourly rate per resource	Total (shift cost)	Total daily cost for all shifts per Resource Weekdays (Monday – Friday)
Shift Contract Manager	8	R	R	8	R	R	8	R	R	8	R	R	R
Supervisor	8	R	R	8	R	R	8	R	R	8	R	R	R
Cleaner	8	R	R	8	R	R	8	R	R	8	R	R	R
Total daily Labour cost for all shifts per resource (vat exclusively) Weekdays (Monday – Friday)													R

Saturdays - daily Labour cost

Johannesburg Park Station

Description of resources	Morning shift 06:00-14:00			Offices Shift 07:00-16:00			Day shift 14:00-21:00			Night Shift 21:00-06:00			All Shifts (Morning, Offices, Day & Night Shift)
	Quantity	hourly rate per resource	Total (shift cost)	Quantity	hourly rate per resource	Total (shift cost)	Quantity	hourly rate per resource	Total (shift cost)	Quantity	hourly rate per resource	Total (shift cost)	Total daily cost for all shifts per Resource Saturdays
Shift Contract Manager	8	R	R	8	R	R	8	R	R	8	R	R	R
Supervisor	8	R	R	8	R	R	8	R	R	8	R	R	R
Cleaner	8	R	R	8	R	R	8	R	R	8	R	R	R
Total daily Labour cost for all shifts per resource (vat exclusively) Saturdays													R



Sundays & Public holidays - daily Labour cost

Johannesburg Park Station

Description of resources	Morning shift 06:00-14:00			Offices Shift 07:00-16:00			Day shift 14:00-21:00			Night Shift 21:00-06:00			All Shifts (Morning, Offices, Day & Night Shift)
	Quantity	hourly rate per resource	Total (shift cost)	Quantity	hourly rate per resource	Total (shift cost)	Quantity	hourly rate per resource	Total (shift cost)	Quantity	hourly rate per resource	Total (shift cost)	Total daily cost for all shifts per Resource (Sundays & Public holidays)
Shift Contract Manager	8	R	R	8	R	R	8	R	R	8	R	R	R
Supervisor	8	R	R	8	R	R	8	R	R	8	R	R	R
Cleaner	8	R	R	8	R	R	8	R	R	8	R	R	R
Total daily Labour cost for all shifts per resource (vat exclusively) (Sunday & Public holidays)													R



Final Summary Sheet

Refer to **Item 4.3.2** The Staffing Plan and Shift System

Johannesburg Park Station: PRICING SCHEDULE FOR LABOUR COSTS				
CALENDER DAYS	DESCRIPTION OF RESOURCES	UNIT	QUANTITY	Calculated MONTHLY AMOUNT
Weekdays (Monday-Friday)	Shifts Contract Managers	Monthly	3	R
	Supervisors	Monthly	9	R
	Cleaners	Monthly	119	R
Saturdays	Shifts Contract Managers	Monthly	3	R
	Supervisors	Monthly	3	R
	Cleaners	Monthly	103	R
Sundays & Public holidays	Shifts Contract Managers	Monthly	3	R
	Supervisors	Monthly	3	R
	Cleaners	Monthly	103	R
(CARRY TO PRICING SCHEDULE FOR YEAR 1 BELOW) SUB-TOTAL Exclusive of VAT				

DESCRIPTION OF SERVICE	UNIT	QUANTITY	ANNUAL AMOUNT
Johannesburg Park Station			
LABOUR COSTS	Monthly	12	R
CLEANING SERVICES	Monthly	12	R
HYGIENE SERVICES	Monthly	12	R
HORTICULTURAL SERVICES	Monthly	12	R
(CARRY TO SUMMARY BELOW) SUB-TOTAL Exclusive of VAT			

		TENDER AMOUNTS	
Johannesburg Park Station			
CONTRACT YEAR	Annual Amount	CPI %	Total Annual Amount
YEAR 1	R	N/A	R
YEAR 2	R	%	R
YEAR 3	R	%	R
		SUB-TOTAL	
		VAT 15%	
		GRAND TOTAL	