

QUOTATION OFFER:

REQUISITION NUMBER:

2025042908

DESCRIPTION: CLEANING SERVICES AT DUNDEE OFFICE FOR ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS FOR A PERIOD OF SIX (06) MONTHS

Office Location:

The district office is situated at 26 Beaconsfield Street, Dundee. The total area is approximately 650m², with a staff complement of approximately 30 employees. This includes all offices, common areas, passages and fire escapes in the building which fall under the Department of Economic Development, Tourism and Environmental Affairs

Specific Activities and Outputs

The scope of work includes the following:

General cleaning of the interior building to be captured in a clean and tidy condition, as well as exterior, windows, doors, ledges, nameplates, including the following:

- Offices
- Boardrooms
- Store rooms
- Kitchens
- Parking bays and outside yards
- Toilets including urinals and hand basins
- Government car wash

The contractor will provide all cleaning equipment, cleaning material, cleaning detergents, toilet papers and any other necessary items for the execution of the contract at his/her own expense for the entire duration of the contract.

HOURS OF WORK:

The working hours shall be from 07h00 to 15h30. The Contractor shall confine his work to the working hours as agreed upon except when work outside those hours is permitted by the Management at the Contractor's request or ordered by the Manager.

Anticipated Contract Duration

The duration of the contract shall be a period of six (6) months after signing of the Service Level Agreement. The cleaning services must be provided on start date as agreed on appointment.

NB: Rubbish/Waste must be sorted according to their categories and be placed in the available rubbish/waste bins near the main gate which must be taken out for collection by the Local Municipality on collection days.

NB: A valid BCCCI Certificate is required.

NB: PLEASE REFER TO THE ATTACHED ANNEXURE A FOR PRICING SCHEDULE

Item No.	DESCRIPTION: CLEANING SERVICES AT DUNDEE OFFICE FOR ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS FOR A PERIOD OF SIX (6) MONTHS	Quantity	Unit Price	Total Price (for 06 Months)
01	Supervisor	01	R	R
02	Cleaners	02	R	R
03	Pricing of Material on Rental on a Monthly Basis	01	R	R
04	Pricing of Equipment, Material, Machinery and Sundry Costs on Monthly Basis	01	R	R
05	Pricing of Equipment, Material and Machinery Costs on Quarterly Basis	Twice	R	R
Sub-Total Price (For Six Months)				R
VAT (only include if VAT registered) (For Six Months)				R
Grand Total Price (For Six Months)				R

For enquiries please contact Nonkululeko Ndhlovu on 0815346650 / Zama Dlomo on 0769432628

To be delivered at 26 Beaconsfield Street, Dundee, EDTEA Offices

Name of Company's.....

Representative.....Designation.....

Authorized Signature.....

Date.....

VAT Vendor Number..... (if applicable)

Banking details same? Yes..... No.....

(please indicate with a tick)

COMPANY STAMP

ANNEXURE A: DUNDEE

- NB: Monthly costs of supervisor, cleaners and relievers must be inclusive of all hidden costs (CIDA, UIF and skill development levy).
- All cleaning equipment and cleaning material must be provided by the appointed service provider.
- Pricing must be fixed for the duration of the project.

LABOUR RATES: (A&B)

A. CLEANER WAGE CALCULATION

BASIC SALARY	PER CLEANER
Basic Monthly Wage (4.333 weeks per month)	R
Total Monthly Wage	R

B. SUPERVISOR WAGE CALCULATION

BASIC SALARY	PER SUPERVISOR
Basic Monthly Wage (4.333 weeks per month)	R
Total Monthly Wage	R

Quantities of toilets to be provided with rented toilet dispensers/items

Number of toilets	No. of paper towel and dispensers required	No. of liquid soap and soap dispensers required	Sanitary (SHE) bins with disposables	Wall deodorant sprays for toilets	Toilet Seat wet wipes and dispensers	Toilet paper holders and three tier dispensers	Men's urinary deodorants & dispensers
Female Toilets= 3	02	02	03	03	03	03	0
Disability toilets = 1	0	0	0	0	0	0	0
Male Toilets = 4	02	02	0	04	04	04	02
Total	04	04	03	07	07	07	02

C. Pricing of Material on Rental on a Monthly Basis:

Item	Quantity	Cost
Paper Towel and Dispensers (Total Cost for The Month)	04	R _____
Sanitary/ She Bins and Disposable Bags (Total Cost for The Month)	03	R _____
Liquid Soap and Soap Dispensers (Total Cost for The Month)	04	R _____
Wall Deodorant Sprays and Holders (Total Cost for The Month)	07	R _____
Men's Urinary Deodorants Dispensers (Total Cost for The Month)	02	R _____
Toilet Seat Wet Wipes and Dispensers (Total Cost for The Month)	07	R _____
Toilet Paper Holders And three tier Dispensers (Total Cost for The Month)	07	R _____
Total		R _____

D. Pricing of Equipment, Material, Machinery and Sundry Costs on Monthly Basis:

Description	Quantity	Cost
Industrial Vacuum Cleaners (Total Cost for The Month)	02	R _____
Industrial Floor Cleaners (Total Cost for The Month)	02	R _____
Sundries (Kitchen dishwashing clothes, dusters, mops, cleaning detergents, toilet papers, buckets etc. (Total Cost for The Month)	As per each office need	R _____
Total		R _____

E. Pricing of Equipment, Material and Machinery Costs on Quarterly Basis:

Description	Quantity	Cost
Industrial Carpet Cleaners (Once per quarter)	Twice	R _____
Total		R _____

SUMMARY OF COSTS	Monthly Cost
A - Basic Monthly Wages (2x cleaners)	R
B - Basic Monthly Wages (1x supervisor)	R
C - Pricing of Material on Rental on a Monthly Basis	R
D - Pricing of Equipment, Material, Machinery and Sundry Costs on Monthly Basis	R
E - Pricing of Equipment, Material and Machinery on Quarterly Basis	R
SUB-TOTAL PRICE (ADD: A+B+C+D+E) FOR SIX MONTHS excl VAT	R
VAT FOR SIX MONTHS	R
GRAND-TOTAL PRICE FOR SIX MONTHS incl VAT	R

NB: THE GRAND TOTAL PRICE SHOULD ALSO BE TRANSFERRED TO GRAND TOTAL PRICE OF QUOTATION OFFER.