

TERMS OF REFERENCE

FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CLEANING AND HYGIENE SERVICES TO THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) AT KIRSTENBOSCH NATIONAL BOTANICAL GARDEN FOR A PERIOD OF FIVE (5) YEARS.

PHYSICAL ADDRESSES:

Kirstenbosch National Botanical Garden, Rhodes Drive, Newlands, Cape Town

POSTAL ADDRESS:

The South African National Biodiversity Institute
Pretoria National Botanical Garden
Private Bag X101
Silverton
0184

TENDER NO.: SANBI: G372/2020

TABLE OF CONTENTS

1.	INTRODUCTION AND BACKGROUND.....	3
2.	INVITATION TO TENDER	3
3.	OPTIONAL BRIEFING SESSION	3
4.	REQUIREMENTS FOR PROPOSAL	4
4.1	Mandatory requirements	4
4.2	Other documents to be submitted	5
5.	SCOPE OF WORK	5
5.1	Scope of cleaning and dimensions of areas to be cleaned.....	5
5.2	Staff requirements, management and training.....	6
5.2.1	General points relating to staff.....	6
5.2.2	Employment of four supervisors.....	6
5.2.3	Staff Management (Site Manager)	6
5.2.4	Staff training.....	7
5.3	Equipment and materials.....	7
5.4	Cleaning days and times	8
6.	SAFETY, HEALTH AND ENVIRONMENTAL REQUIREMENTS.....	8
6.1	Minimum Compliance.....	8
6.2	Waste Management Plan	9
6.3	Risk Management Plan	10
6.4	Contingency plan	10
7.	EVALUATION CRITERIA.....	10
8.	PREPARATION OF PROPOSAL	12
8.1	Submission requirements.....	13
9.	TENDER DOCUMENTATION AVAILABILITY	13
10.	REPORTING AND MANAGEMENT	14
11.	CONTRACT PERIOD	14
11.1	Obligations of the South African National Biodiversity Institute (SANBI):.....	14
11.2	SANBI responsibility:.....	14
12.	PRICING	15
	ANNEXURE A: GARDEN AREAS KNBG.....	16
	ANNEXURE B: SPACES TO BE CLEANED WITH ASSOCIATED DIMENSIONS.....	17
	ANNEXURE C: SCOPE OF WORK	48
	ANNEXURE D: SALARIES	55
	ANNEXURE E: CLEANING MATERIALS TO BE SUPPLIED.....	57
	ANNEXURE F: PRICING SCHEDULE SUMMARY	59

1. INTRODUCTION AND BACKGROUND

Kirstenbosch National Botanical Garden (KNBG) is one of eleven (11) national botanical gardens managed by SANBI. The garden is located in Rhodes Drive, Newlands, Cape Town, Western Cape. KNBG is open to the public every day of the year from 08:00 – 18:00 during winter (April to August) and from 08:00 – 19:00 during summer (September to March).

The KNBG receives in excess of 1 million visitors annually. Cleaning and hygiene services are required to clean and maintain hygiene in the public toilets, halls (for exhibitions, conferences and function venues), meeting rooms as well as in all staff quarters, offices, staff toilets and staff accommodation on the Kirstenbosch campus. The buildings at the Centre for Biodiversity Conservation (CBC), and the Kirstenbosch Research Centre (KRC) as well as the Old Mutual Conference Centre and the Conservatory have elevated large windows (glass walls). These buildings are frequently used by visitors and external partners and require specialised equipment in order to clean high windows on a regular basis.

2. INVITATION TO TENDER

Tenders are hereby invited for the appointment of a Service Provider to provide cleaning and hygiene services to the South African National Biodiversity Institute at the KNBG for a period of five (5) years.

The tender process will be co-ordinated by SANBI's Supply Chain Management (SCM) department, contactable at the following address:

Deputy Director: Supply Chain Management
The South African National Biodiversity Institute (SANBI)
Private Bag X101
Silverton
0184

3. OPTIONAL BRIEFING SESSION

An optional Briefing session will be held on:

Date: 29 July 2020

Time slots: 11:00 – 11h30; 12h00-12h30; 13h00-13h30; 14h00-14h30

Note: Four (4) briefing sessions of 30 minutes each will be held. Potential services providers wishing to attend the briefing session must e-mail Felicity Poole

(f.poole@sanbi.org.za) to indicate the slot that they wish to attend so that numbers can be restricted to a maximum of 50 participants per session. Booking must be submitted before 22 July 2020 at 16:00

Venue: Old Mutual Conference Hall, Visitor Centre, Kirstenbosch National Botanical Garden, Rhodes Drive, Newlands.

The briefing session and site inspection will provide potential Service Providers with an opportunity to clarify aspects of the process as set out in this document and will address any substantive issues that bidders may wish to raise.

All necessary Covid-19 precautions and processes will be followed for the briefing sessions (social distancing, provision of hand sanitiser, screening processes including taking of attendees' temperatures and declaration of any symptoms, sanitisation of the venue after each session). All attendees must wear a face mask at all times during the briefing sessions, and must supply their own pen.

If opting not to attend the briefing sessions, questions may be emailed to: f.poole@sanbi.org.za before 22 July 2020 at 16:00

4. REQUIREMENTS FOR PROPOSAL

4.1 Mandatory requirements

Tenderers must include the following documentation (**Failure to submit this required documentation WILL lead to disqualification**):

- A copy of the company Central Supplier Database (CSD) registration report.
- Fee/cost structure (Annexure D, E and F). (NB: This information must **only** be included in the pack marked "original", see section 8. Financial and pricing information in the copy will lead to your bid being disqualified)
- A valid letter of Good Standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA). The letter should be issued by the Department of Labour.
- UIF compliance demonstrated by submission of one of the following:
 1. A valid copy of the UIF Letter of Compliance issued by the Department of Labour, or
 2. Labour uFiling Employer Statement of Account indicating UIF payments or accruals not older than 12 months, or
 3. SARS eFiling Employer Statement of Account indicating UIF payments or accruals not older than 12 months, or
 4. Valid proof of exemption for UIF.
- The company's Occupational Health and Safety Policy and Training Plan.

- A valid waste management licence.
- Completed and signed SBD forms.
- A valid certified copy or original Broad-Based Black Economic Empowerment (B-BBEE) Status Level 1 certificate. Note that for this tender, the following pre-qualification criterion for preferential procurement will be applied: Section 4(1) (a) a Tenderer having a B-BBEE status level of contributor Level 1 plus Section 4(1) (c) (i) sub-contracting an EME or QSE which is at least 51% owned by black people.
- A certified copy of **Liability Insurance Cover of R5 million** available per claim.
- A copy of the latest **Audited Financial Statement**.

4.2 Other documents to be submitted

Each tender document should also include the following documentation, although failure to submit these documents will not result in disqualification. However, the information contained in them is required for evaluation purposes:

- **Company information and profile:** mission statement and policies with an indication of the management, communication and supervision structures
- **Document on the management of staff on the campus, see section 5.2**
- **Training and Skills Development Plan, see section 5.2** (Please attach a detailed plan/ programme that the personnel will receive prior to commencement of work and for the duration of the contract).
- **Waste Management Plan, see section 6.2**
- **Risk Management Plan, see section 6.3**
- **Contingency Plan, see section 6.4**
- **List of similar contracts carried out in the last three years (include the client, scope of work, date and duration and value of contract)**
- **Three letters of reference for similar contracts carried out by the Service Provider within the last three years**
- CV's of 4 supervisors and 1 site manager.

5. SCOPE OF WORK

5.1 Scope of cleaning and dimensions of areas to be cleaned

Please see the following annexures to obtain the information required for tendering:

Annexure A: Site Map

Annexure B: Spaces to be cleaned with dimensions indicated for the number of offices/workspaces/ablution facilities

Annexure C: Scope of Work

NB These areas/spaces can be viewed at the briefing session and compulsory site inspection

5.2 Staff requirements, management and training

Please see the attached annexure to indicate the required staff, however, we require 16 staff, 4 supervisors and 1 site manager.

Annexure D: Salaries for staff required.

NB Employment of existing contract staff by the Service Provider, while not compulsory, is encouraged.

5.2.1 General points relating to staff

- For security reasons, the appointed Service Provider must inform garden management when there is any removal or replacement of personnel.
- The appointed Service Provider's staff must all comply with SANBI's professional Code of Conduct and must abide by all Health, Safety and Environment regulations and practices.
- With reference to the covid-19 pandemic, the appointed Service Provider will be expected to ensure that all staff are supplied with all required PPEs, and that they have an appropriate procedures document for various aspects of the virus, that staff are appropriately trained for dealing with Covid 19 and that they comply with the SANBI SOPs for cleaning and disinfecting of surfaces.

5.2.2 Employment of four supervisors

The following requirements for supervisors must be met:

- There must be supervisors on a rotational basis of two (2) per shift but a total of four (4).
- Supervisors will liaise directly with garden management.
- Supervisors must ensure that cleaning personnel are assigned to all areas of the KNBG and must supervise all cleaning duties on a routine basis to ensure punctuality, efficiency and to maintain high levels of service quality.

5.2.3 Staff Management (Site Manager)

The following requirements for the site manager must be met:

- A site manager must be on site at least once a week to inspect all cleaning areas.

- The site manager must ensure that supervisors are performing their supervisory duties and the site manager must inspect all areas with the supervisors to maintain high levels of service quality.
- The site manager must have monthly meetings with the garden management to ensure efficient service delivery and to discuss any problems and matters that garden management must be made aware of.

5.2.4 Staff training

The following requirements must be met by Service Providers:

- The Service Provider must demonstrate/ensure that all personnel working are adequately trained prior to the commencement of the contract.
- A training programme must be submitted with the tender submission indicating the training programmes available and completed, and how continued training will be implemented for the duration of the contract to maintain standards or improve the quality of service delivery to SANBI.

5.3 Equipment and materials

All equipment and materials to be used must be provided by the Service Provider, must be of local content and must comply with the South African National Standards (SANS) and the Occupational Health and Safety Act (OHSA) and its regulations. For more information on the type of cleaning materials to be used, see Annexure E attached.

The following requirements must be met:

- No equipment, tools or detergents that may cause damage to the environment, buildings, fittings and collections, or harm staff members and visitors may be used. SANBI has the right to reject harmful equipment, tools and detergents.
- All cleaning, hygiene equipment and detergents should be safely and securely stored daily.
- All toilet roll holders and soap dispensers shall be lockable to prevent theft.
- The Service Provider shall install all SHE bins, automatic air freshener units, soap dispensers and toilet seat sanitizers in all areas where required.
- All dispenser batteries must be of high quality and durability, should be inspected regularly and replaced accordingly, and be disposed of offsite in an environmentally friendly manner (Indicate their disposal in the Waste Management Plan, see section 6.2).

- The Service Provider shall ensure that cleaning and hygiene services is conducted in accordance with any/all prescribed safety, health and environment regulations and guidelines and shall ensure that all necessary precautions are taken.
- Upon termination of the contract, the Service Provider must remove all equipment installed by them from the premises without causing any damage to the property.
- The cost of repairs for any damages caused by the Service Provider may be deducted from SANBI's payment to the Service Provider.
- SANBI reserves the right to conduct tests and analyses on the selected cleaning and hygiene detergents and equipment provided by the Service Provider to ascertain the level of local content, the quality and compliance with the South African National Standards (SANS).

5.4 Cleaning days and times

- The garden is open to the public every day of the year and visitor numbers are influenced by peak season during spring and summer (September to March) and off-peak season during winter (April to August).
- Cleaning must be done daily from Monday to Friday between 08:00 and 16:00 in areas where no weekend activities take place.
- In areas where activities take place on public holidays and weekends, cleaning must be done between 08:00 and 17:00 seven days a week. When evening functions, events or concerts are taking place, the hours will be extended where cleaners will be required to work beyond these times. The last mentioned times i.e. weekends and public holidays, are applicable to areas where weekend duty staff are working and during concert periods and public holidays. Cleaning duties may also be required on an *ad hoc* basis as and when the need arises.

6. SAFETY, HEALTH AND ENVIRONMENTAL REQUIREMENTS

6.1 Minimum Compliance

- 6.1.1 All Service Providers entering into a contract with the South African National Biodiversity Institute (SANBI) shall, as a minimum, comply with the following General Safety, Health and Environment (SHE) requirements:
- 6.1.2 The Occupational Health & Safety Act (OHSA) (Act 85 of 1993) and its Regulations: A current, up to-date copy of the Occupational Health and Safety Act as well as Safety, Health

and Environment file for the company shall be available on site at all times. The Health and Safety file will become SANBI property at the end of the contract.

- 6.1.3 The Service Provider's staff will be expected to attend induction training within the first week before commencing any work including training so that they become familiar with the parts of the garden they are stationed in and the evacuation procedures (A signed register of such induction must be available in the Safety, Health and Environmental file and be available to the internal and external auditors and SHE representatives of SANBI on request).
- 6.1.4 The Compensation for Occupational Injuries & Diseases Act (Act 130 of 1996): The Service Providers will be required to submit a letter of good standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases. The letter should be issued by the Department of Labour.
- 6.1.5 A current, up-to-date copy of the Compensation for Occupational Injury and Diseases Act (COIDA) shall be available on site at all times.
- 6.1.6 National Environmental Management Act (Act No. 107 of 1998),
- 6.1.7 National Environmental Management: Waste Act (Act 59 of 2008).
- 6.1.8 The South African National Biodiversity Institute Health and Safety specifications and relevant policies.

It will be expected of the potential Service Providers to supply an Occupational Health, Safety and Environmental file before signing the contract. This file will be checked for compliance by SANBI's Deputy Director: Health, Safety and the Environment before the contract can be signed. The Health, Safety and Environmental File will become SANBI property at the end of the contract. Compliance will be monitored for the duration of the contract.

6.2 Waste Management Plan

In terms of Schedule 5B of the Constitution of South Africa (Act 108 of 1996), waste management is a local government competence that must be executed to protect human and environmental health.

Potential Service Providers are requested to submit a Waste Management Plan as part of their proposal. The plan must describe all aspects of the management of waste that will be generated, collected, processed or treated as part of the services to SANBI.

The plan should emphasise the following:

- The management of waste generated through the cleaning and hygiene services provided, such as used cleaning chemicals and empty containers etc.

- The processes and responsibilities for the removal and disposal of sanitary waste in compliance with legislation, e.g. the National Environmental Management: Waste Act (Act 59 of 2008).
- The legal disposal of waste collected, including batteries and recyclable materials.
- An indication of how recycling will be conducted.

6.3 Risk Management Plan

Potential Service Providers are requested to submit a Risk Management Plan as part of their proposal. The plan must describe all aspects of the management of risk in terms of identifying, monitoring and managing potential risk related to cleaning and hygiene services to SANBI.

6.4 Contingency plan

Potential Service Providers are to submit a contingency plan to indicate what measure will be put in place should any issue arise in the carrying out of its obligation in regard to the Service Level Agreement agreed upon.

The list below should only be used as a guideline of possible issues that might arise and that may have to be addressed on short notice:

- An appointed staff member not arriving on time or at all for a day or more
- Strikes or any employee action by own company staff
- An appointed staff member testing positive for Covid-19
- Civil unrest
- Load-shedding
- Transport problems
- Shortage of supplies and equipment, etc.

7. EVALUATION CRITERIA

In accordance with the National Treasury Instruction Note on the Amended Guidelines in Respect of Bids that include Functionality as a Criterion for Evaluation (issued 3 September 2010), this bid will be evaluated in two stages:

Sufficient information must be provided to allow the Bid Evaluation Committee to score bids against all these criteria.

STAGE ONE:

Stage 1 will evaluate functionality according to the criteria listed in the table below.

FUNCTIONALITY EVALUATION CRITERIA	Weight
Past Experience: Cleaning and Hygiene Industry related - Supply a list of similar projects undertaken over the last three years by the service provider. Provide a brief description of the scope and scale of the work undertaken for each, the dates of the contract and the value of each contract. - Provide at least three reference letters with contact details relating to hygiene projects undertaken in the past three years.	20 (10) (10)
Team Capabilities: The Tenderer should demonstrate the project team and personnel's capabilities that will be utilised in the execution of the contract (personnel skills, qualifications and experience) with a focus on supervisors in the cleaning, hygiene and administrative support of staff in the company. Provide CVs of the 4 supervisors and the site manager. Each CV submitted should not be longer than three (3) pages in total and should be structured as follows: - Relevant experience and professional qualifications. - Brief description of individual's experience of similar work in last three years. - Name of previous employer/s and position in enterprise/s - Role in the services to be provided in this tender.	20 (5) (5) (5) (5)
Structure and capacity of the Company - Provide a list of large equipment and resources for carrying out the services required. - Company information and profile: mission statement, management and communication systems and processes - Document on the management of staff on the campus, see section 5	30 (5) (5) (5)

• Training and skills development plan • Approach to managing performance and support services • Occupational Health and Safety Plan	(5) (5) (5)
Scope of Work Provide detailed methodologies to cover the proposed scope of work including task descriptions and how many tasks will be performed on a daily basis: • Proposed work schedule/duty sheet/work plan including clear milestones and timeframes for each task to be completed. • Waste Management Plan. • Contingency Plan and flexibility in customer service in terms of turnaround times with regard to solving problems which may arise during the execution of the contract. • Risk Management Plan (Refer to section 6.3).	30 (10) (5) (5) (10)
TOTAL	100

NB: Any bidder who scores less than **70 points** out of a possible 100 points in terms of functionality will not be eligible for further consideration.

STAGE TWO: PRICE AND PREFERENTIAL POINTS

The second stage will evaluate price and Broad-Based Black Economic Empowerment (B-BBEE) preference points of those bids that met the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2011 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20-point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and 20 points will be awarded based on the bidder's B-BBEE Status Level Certificate.

8. PREPARATION OF PROPOSAL

SANBI shall not be held liable for any cost that has been incurred by the potential Service Provider in the preparation of the proposal, the obtaining of certificates or any other cost that might be incurred in submitting the proposal.

8.1 SUBMISSION REQUIREMENTS

This is a two-envelope tender process.

Service Providers are to submit one (1) pack of original proposals with pricing details included, marked “ORIGINAL” in a separate envelope and one (1) pack of copies excluding pricing details, marked “COPY” in a second envelope.

NB! Financial or pricing details (Annexure D, E and F) should ONLY be included in the pack marked “ORIGINAL”. Financial information included in the “copies” will lead to your bid being disqualified.

Tenders can be submitted in the Tender Box located in the Biodiversity Centre Building at the Pretoria National Botanical Garden, 2 Cussonia Avenue, Brummeria, Pretoria, Gauteng during office hours (08:00 – 16:00).

Tenders may also be submitted by post addressed to:

The Deputy Director: Supply Chain Management
The South African National Biodiversity Institute (SANBI)
Private Bag X101
Silverton
0184
Tender Number: SANBI:G372/2020

NB: All documents must be clearly labelled.

Closing date for submissions is: 21 August 2020

Note: E-mailed and faxed submissions will not be accepted. Late submissions will be disqualified.

Contact for technical enquiries: Ms Felicity Poole (Administration Manager: Kirstenbosch National Botanical Garden), e-mail address: f.poole@sanbi.org.za

Any queries in connection with the ToR must be submitted in writing to the following e-mail address: sanbi.tenders@sanbi.org.za.

9. TENDER DOCUMENTATION AVAILABILITY

No tender documents will be issued at the briefing session. Potential Service Providers are requested to download the tender documents from the SANBI website: www.sanbi.org.

10. REPORTING AND MANAGEMENT

The Service Provider will supply the KNBG Administration Manager with a management report on a monthly basis. The report shall be based on the different services delivered and shall cover all work performed and completed during the month as well as attendance registers, shift records etc.

11. CONTRACT PERIOD

The contract is for five (5) years, it is performance-based, and will be reviewed every twelve (12) months from the date of commencement. The contract to be signed will include the Service Level Agreement (SLA) which must be adhered to by both parties.

11.1 Obligations of the South African National Biodiversity Institute (SANBI):

- Conduct business in a courteous and professional manner with the Service Provider and its staff.
- Provide change rooms with lockers for both male and female cleaners.
- Provide a lockable storage space for safeguarding cleaning equipment and detergents.
- Enter into a contract upon appointment of the suitable Service Provider (All the specified Terms and Conditions will form part of the contract).
- Ensure that payment upon submission of invoice is done within 30 days of date of invoice.

11.2 SANBI will not:

- Accept responsibility/liability for accounts/expenses incurred by the Service Provider that was not agreed upon by the contracting parties.
- Accept late invoices or invoices that are backdated due to failure to submit by the Service Provider.
- Accept responsibility/liability for any damages suffered by the Service Provider, their personnel, or subcontractors for the duration of the project.
- Take responsibility for the safeguarding of cleaning equipment and detergent or any personal assets of any of the company's staff members.

The Independent Contractor Agreement must be adhered to by both parties.

SANBI reserves the right to terminate the service should performance be found to be unsatisfactory.

12. PRICING

NB: Bidders must price for all line items in ANNEXURES D, E, and F. Failure to do so will result in disqualification.

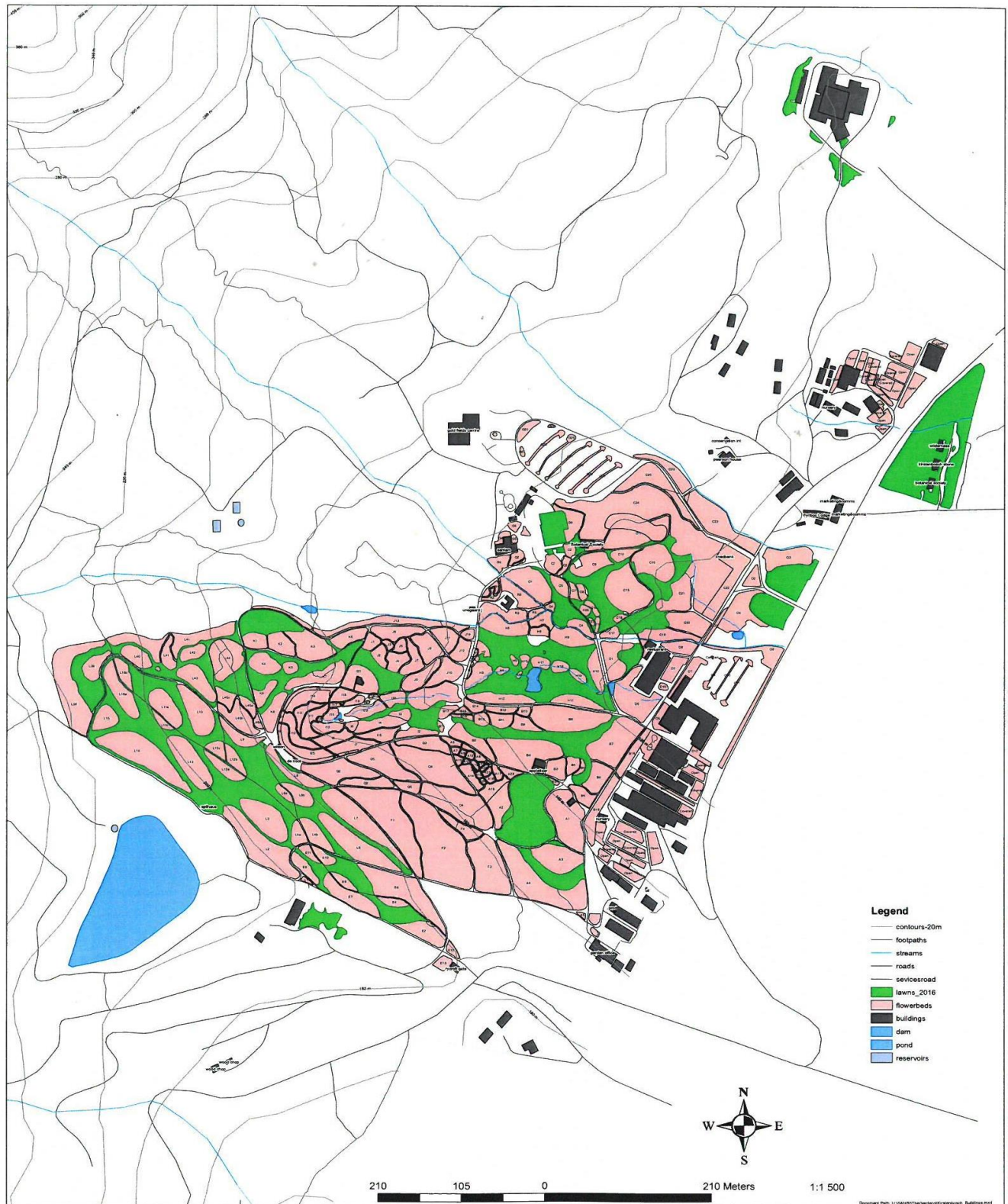
The wages of the cleaners, supervisors and *ad hoc* cleaners should not be less than the minimum wage rates as prescribed by the Department of Labour (compliance must be in accordance with wage labour rates & the Basic Conditions of Employment Act as per the Department of Labour's regulations).

The total amount of the contract must be fixed for the full period of the contract and must be VAT inclusive factoring in annual salary increases of the employees.

ANNEXURE A: GARDEN AREAS KNBG MAP

Kirstenbosch Buildings about 7 Dec 2001, edited by LWP

by Les Powrie, 25 Aug 2017
Date: 29-Aug-2017



ANNEXURE B: SPACES TO BE CLEANED WITH ASSOCIATED DIMENSIONS

NOTE: Buildings to be cleaned on weekends and public holidays will be indicated below

Building Name: RYCROFT GATE TOILET AND TICKET OFFICE (24/7; 365/12)			
Office number and description	Type of floor finish	Square meters	Upholstery chairs & Windows
1 × Ticket Office small building	Ceramic tiles	83 m ² Ceramic tiles	All window cleaning & upholstered chairs/couches.
Public Toilet Gents × 1; urinal × 1	Ceramic tiles		
Public Toilet Ladies × 1	Ceramic tiles		

Building Name: PROTEA SECTION			
Office number and description	Type of floor finish	Square meters	Upholstery chairs & Windows
1 × Office	Carpet	89.8 m ² Ceramic tiles	All window cleaning & upholstered chairs/couches
Kitchen × 1 (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces	Ceramic tiles		
Public Toilets Gents × 1; urinal × 1	Ceramic tiles		
Public Toilet Ladies × 1	Ceramic tiles		
Staff Toilet × 1 Showers × 3	Ceramic tiles		

ANNEXURE B (Continued)

Building Name: GARDEN OFFICES, TOILETS AND TEA ROOM			
Office number and description	Type of floor finish	Square meters	Upholstery chairs & Windows
Offices × 20	10 Wooden and 10 Carpet	785 m ²	All window cleaning & upholstered chairs/couches
Reception Office	Half Wooden and Half carpet		
Entrance Hallway × 2	Carpet		
Kitchen × 1 (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces.	Ceramic tiles		
Tea Room/Meeting Room × 1	Carpet		
Plant Recording office and library	Carpet		
Gents toilets: 4 urinals, 3 toilets	Ceramic tiles		
Ladies toilets × 3	Ceramic tiles		
Back toilet (Gents/Ladies) × 1	Ceramic tiles and shower mosaic tiles		

Building Name: SEED DEPARTMENT AND MILLENNIUM SEED BANK			
Office number and description	Type of floor finish	Square meters	Upholstery chairs & Windows
Offices × 2	Carpet	463 m ²	All window cleaning & upholstered chairs/couches
Offices × 2	Slate tiles		
Drying room	Concrete		
Seed processing room	Concrete		
Storeroom	Slate tiles		
Ladies Toilet × 1	Ceramic tiles		
Gents Toilet × 1; urinal × 1	Ceramic tiles		

ANNEXURE B (Continued)

Kitchen × 1 (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces.	Ceramic tiles		
--	---------------	--	--

Building Name: STORES

Office number and description	Type of floor finish	Square meters	Upholstery chairs & Windows
Stores	Concrete & carpet	133 m ²	All window cleaning & upholstered chairs/carpets

Building Name: WORKSHOP

Office number and description	Type of floor finish	Square meters	Upholstery chairs & Windows
Maintenance area	Concrete	235 m ²	All window cleaning & upholstered chairs/carpets
Office × 2 (top and bottom)	Concrete and carpet		

Building Name: GREEN DOORS STAFF QUARTERS AND SUPERVISOR OFFICES

Office number and description	Type of floor finish	Square meters	Upholstery chairs & Windows
Office × 1	Carpet	479 m ²	All window cleaning & tables and benches (picnic style)
Kitchen × 1 (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces.	Ceramic tiles		
Open dining area	Concrete		
Gents toilets × 5, urinals × 6	Ceramic tiles		
Ladies toilets × 2	Ceramic tiles		
Showers Gents × 8	Mosaic tiles		
Shower Ladies × 1	Mosaic tiles		

ANNEXURE B (Continued)

Building Name: COLLECTIONS NURSERY & BUILDING 33 (24/7; 365/12)			
Office number and description	Type of floor finish	Square meters	Upholstery chairs & Windows
Offices × 2	1 tiles & 1 carpet	240 m ²	All window cleaning & upholstered chairs/carpets
Gents toilets × 2, urinals × 3	Ceramic tiles		
Ladies toilet × 1	Ceramic tiles		
Showers × 3 Gents	Ceramic tiles		
Kitchen & staff eating area (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces.	Ceramic tiles		

Building Name: PLANT PRODUCTION NURSERY (24/7; 365/12)			
Office number and description	Type of floor finish	Square meters	Upholstery chairs & Windows
Offices × 2	Carpet	99.5 m ²	All window cleaning & upholstered chairs/carpets
Gents toilets × 2, urinals × 2	Ceramic tiles		
Ladies toilet × 1	Ceramic tiles		
Showers × 3 Gents	Mosaic tiles		
Showers × 2 Ladies	Mosaic tiles		
Kitchen and staff eating area (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces.	Ceramic tiles		

Building Name: CONSERVATORY (24/7; 365/12)			
Office number and	Type of floor finish	Square meters	Upholstery chairs & Windows

description			
Offices × 2	Carpets	1620 m ²	All window cleaning & upholstered chairs/carpets
Toilet × 1	Ceramic tiles		
Showers × 2	Mosaic tiles		
Kitchen & staff eating area (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces.	Ceramic tiles		
Open visitors viewing area (top and bottom)	Concrete/wood & steel rails & finishing		

ANNEXURE B (Continued)

Building Name INFORMATIONCENTRE/VISITORS' CENTRE/VIDEORAMA (24/7;365/12)			
Office number and description	Type of floor finish	Square meters	Upholstery chairs & Windows
Offices × 1 open plan; 1 single	Carpet	2547 m ²	All window cleaning & upholstered chairs/carpets
Old Mutual Conference Centre	Laminated concrete		
Videorama breakaway room	Ceramic tiles		
Kitchen and staff eating area (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces.	Ceramic tiles		
Staff Toilet Gents × 2; showers × 2 Ladies × 2; showers × 2	Mosaic tiles		
Toilet Gift Shop × 1	Ceramic tiles		
Public toilet below coffee shop: Gents × 2; urinals × 4 Ladies × 6	Ceramic tiles		
Public toilet: Visitor's Centre Gents × 3; urinals × 5 Ladies × 3 Persons with disability × 1	Ceramic tiles		

Building Name: DUTY HOUSE (24/7; 365/12)			
Office number and description	Type of floor finish	Square meters	Upholstery chairs & Windows
Kitchen and staff eating area (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces.	Ceramic tiles	255 m ²	All window cleaning & upholstered chairs/carpets
Bedrooms × 3	Slate tiles		
Lounge × 1	Porcelain tiles		
Gents toilets × 2 Showers × 2 Urinals × 1	Ceramic tiles Mosaic tiles		

Building Name: ANNUALS SECTION (24/7; 365/12)			
Office number and description	Type of floor finish	Square meters	Upholstery chairs & Windows
Public Toilets Gents × 2; urinals × 5 Ladies × 14; 1 toilet for disability	Ceramic tiles	55 m ²	All window cleaning including high level windows and upholstered chairs/ carpets/curtains/blinds
Public Toilets Top of concert area Gents × 2; urinals × 7 Ladies × 12	Ceramic tiles	79 m ²	
Concert stage building Gents toilet × 1; urinal × 1 Ladies toilet × 1	Ceramic tiles	247 m ²	

ANNEXURE B (Continued)

Building Name: GENERAL GARDEN SECTION			
Office number and description	Type of floor finish	Square meters	Upholstery chairs & Windows
Office × 1	Carpet	142.9 m ²	All window cleaning & upholstered chairs/carpets
Gents toilet × 3; urinals × 1	Ceramic tiles		
Showers × 3	Tiles		
Kitchen and staff eating area (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces.	Ceramic tiles		

Building Name: DISPLAY KIOSK (24/7; 365/12)			
Office number and description	Type of floor finish	Square meters	Upholstery chairs & Windows
Small inside & back area Display Glass	Ceramic tiles	48 m ²	All window cleaning

Building Name: DELL SECTION			
Office number and description	Type of floor finish	Square meters	Upholstery chairs & Windows
Office × 1	Carpet	63 m ²	All window cleaning & upholstered chairs/carpets
Gents/Ladies toilet × 1	Ceramic tiles		
Public Toilets Gents × 2; urinals × 2 Ladies × 3	Ceramic tiles		
Showers × 2	Mosaic tiles		
Kitchen and staff eating area (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces.	Ceramic tiles		

ANNEXURE B (Continued)

Building Name: RICHARD CROWIE HALL			
Office number and description	Type of floor finish	Square meters	Upholstery chairs & Windows
Medium size hall area	Wood	433.3 m ²	All window cleaning & upholstered chairs/carpets
Small kitchen facility	Ceramic tile		
Gents toilet × 1	Ceramic tile		
Ladies toilet × 1	Ceramic tile		

Building Name: OLD MUTUAL CONFERENCE CENTRE (24/7; 365/12)			
Office number and description	Type of floor finish	Square meters	Upholstery chairs & Windows
One large hall area	Stained cement	1000 m²	All window cleaning & upholstered chairs/carpets
Stage area & podium	Laminated high shine Wood		
Small sound & audio rooms × 2			
Hallway/Passage area for entrance and setting out tables	Stained cement		
Kitchen area × (fridge, Box freezer, cupboards, working surfaces.	Stained cement		

Building Name: MARQUEE LAWN (24/7; 365/12)			
Office number and description	Type of floor finish	Square meters	Upholstery chairs & Windows
Public Toilets Gents × 7; urinals × 3; Ladies × 9	Ceramic tiles	77.9 m ²	All window cleaning

ANNEXURE B (Continued)

Building Name: FYNBOS STUDENT COTTAGES			
Office number and description	Type of floor finish	Square meters	Upholstery chairs & Windows
7 × rooms (Bedding & linen) Cupboards, dressing table/study desk	Laminated Wood	8 ×10 m ²	All window cleaning & upholstered chairs/ carpets/curtains/blinds
1 × communal bathroom; toilet; shower	Ceramic tiles		
Kitchen (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces.	Ceramic tiles		
Lounge	Slate tiles/Carpet		

Building Name: STUDENT COTTAGES (3 BUILDINGS NRS 15,16,19)			
Office number and description	Type of floor finish	Square meters	Upholstery chairs & Windows
3 × bedrooms (Bedding & linen) Cupboards, dressing table/study desk	Laminated Wood	8 ×10 m ²	All window cleaning & upholstered chairs/ carpets/curtains/blinds
1 × communal bathroom; toilet; shower	Ceramic tiles		
Kitchen (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces.	Ceramic tiles		
Lounge	Slate tiles/Carpet		

ANNEXURE B (Continued)

Building Name: KIRSTENBOSCH RESEARCH CENTRE (KRC) & COMPTON HERBARIUM			
Office number and description	Type of floor finish	Square meters	Upholstery chairs & Windows
Herbarium A Floor			All window cleaning including high level windows & upholstered chairs/couches
Office A5	Carpet	16.2 m ²	
Office A6	Carpet	16.2 m ²	
Lab A7	Concrete	31.8 m ²	
Office A9	Carpet	19.4 m ²	
Office A10	Carpet	15.9 m ²	
Office A11	Carpet	15.9 m ²	
Office A12	Carpet	33.6 m ²	
Office A14	Carpet	33.6 m ²	
Office A15	Carpet	16.5 m ²	
Toilet for disability × 1	Ceramic tiles	5.5 m ²	
Gents toilet × 2 urinal × 1	Ceramic tiles	15.9 m ²	
Ladies toilet × 3	Ceramic tiles	14.7 m ²	
Herbarium B Floor			
B4 KRC Reception	Carpet	39.6 m ²	
B5 Herbarium reception	Carpet	30.8 m ²	
B6 Herbarium library	Carpet	30 m ²	
B7 Cabinet Area	Carpet	1988 m ²	
Office B8	Carpet	20.2 m ²	
Office B9	Carpet	20.2 m ²	
Office B10	Carpet	19.7 m ²	
Office B11	Carpet	20.6 m ²	
Office B12	Carpet	17.2 m ²	

Office B14	Carpet	20.5 m ²	
Office B15	Carpet	20.5 m ²	
Office B16	Carpet	20.5 m ²	
Office B17	Carpet	20.5 m ²	
Office B18	Carpet	20.7 m ²	
Herbarium C Floor			
C22 Common area	Carpet	497.1 m ²	
Office C47	Carpet	18.7 m ²	
Office C48	Carpet	9.3 m ²	
Office C49	Carpet	9.3 m ²	
Office C50	Carpet	9.3 m ²	
Office C51	Carpet	8.6 m ²	
Office C52	Carpet	16.2 m ²	
Office C54	Carpet	13.2 m ²	
Office C55	Carpet	22 m ²	

Building Name: KIRSTENBOSCH RESEARCH CENTRE (KRC) – SOUTH WING			
Office number and description	Type of floor finish	Square meters	Upholstery chairs & Windows
Floor B			All window cleaning including high level windows and upholstered chairs/ carpets/curtains/ blinds
Library main	Carpet	265.6m2	
Library basement	Carpet	159.3 m ²	
Kitchen (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces.	Ceramic tiles	7.5 m ²	
Open Plan offices B20	Carpet	33.1 m ²	
EDRR Open Plan offices B19	Carpet	55 m ²	
Office B28	Carpet	14.6 m ²	

Office B29	Carpet	12.6 m ²	
Office B30	Carpet	13.6 m ²	
Office B31	Carpet	12.3 m ²	
Office B32	Carpet	15.6 m ²	
Gents Toilets × 1; urinal × 1	Ceramic tiles	8.6 m ²	
Ladies toilets × 2	Ceramic tiles	7.3 m ²	
Toilet for toilet for the disabled toilets × 1	Ceramic tiles	6 m ²	

Floor C			All window cleaning including high level windows and upholstered chairs/ carpets/curtains/blinds
KRC Seminar room	Carpet	176.2 m ²	
Seminar Kitchen (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces.	Ceramic tiles	8.4 m ²	
Ladies Toilets × 3	Ceramic tiles	10.3 m ²	
Gents toilets × 1; urinal × 1	Ceramic tiles	8.3 m ²	
Office C30	Carpet	17.2 m ²	
Office C31	Carpet	10.2 m ²	
Office C32	Carpet	15 m ²	
Office C33	Carpet	13.5 m ²	
Office C34	Carpet	15.5 m ²	
C35 Foyer	Carpet	39.6 m ²	
Office C36	Carpet	18.7 m ²	
Lab C38 toilet	Ceramic tiles	14.2 m ²	
Lab C39 shower	Ceramic tiles	4.9 m ²	
Lab C40 store	Ceramic tiles	8.2 m ²	
C41 Lab	Concrete	28.8 m ²	
Office C42	Carpet	9.3 m ²	

Office C43	Carpet	11.7 m ²	
C44 Lab	Concrete	11.8 m ²	
Office C45	Carpet	13.3 m ²	
Gents Toilets × 2; urinal × 1	Ceramic tiles	14.2 m ²	
Ladies toilets × 2; shower × 1	Ceramic tiles	8.2 m ²	

Floor D			All window cleaning including high level windows and upholstered chairs/ carpets/curtains/blinds
Office D17	Carpet	23 m ²	
Office D18	Carpet	27 m ²	
Office D19	Carpet	31.4 m ²	
Office D20	Carpet	86 m ²	
Walk in freezer D16	Ceramic tiles	24 m ²	
Room for Horticultural Conservation Worker	Carpet	6 m ²	
Outside offices (2)	Carpet	27.5 m ²	
Hazard Store (outside)	Ceramic tiles	7 m ²	
Outside Toilet	Ceramic tiles	6 m ²	

ANNEXURE B (Continued)

Building Name: KIRSTENBOSCH RESEARCH CENTRE (KRC) NORTH WING			
Office number and description	Type of floor finish	Square meters	Upholstery chairs & Windows
Ground (B)			All window cleaning & upholstered chairs/carpets/curtains/blinds
B2 GIS Lab	Ceramic tiles	24 m²	
B2 Office	Carpet	13.2 m²	
Cleaners Room	Ceramic tiles	8.2 m²	
Floor: C			
Office C1	Carpet	3.3 m²	
C3 Lab	Ceramic tiles	54.1 m²	
Office C4	Carpet	13 m²	
Office C5	Carpet	13 m²	
Office C6	Carpet	12.7 m²	
Office C7	Carpet	12.7 m²	
Chemical Store C9	Concrete	12 m²	
C10 – 15 Open kiosks in passage	Concrete	57 m²	
Office C16	Carpet	13,8 m²	
Office C17	Carpet	13.5 m²	
Office C18	Carpet	12.3 m²	
Office C19	Carpet	13.5 m²	
Office C20	Carpet	13.5 m²	
Floor: D			
Office D1	Carpet	13.6 m²	
Office D2	Carpet	18.1 m²	
DNA lab	Ceramic tiles	48.9 m²	
Gen Lab D11	Ceramic tiles	21.7 m²	

Shower Room D12	Ceramic tiles	7 m ²	
Growth Rooms D6 – D10	Ceramic tiles	20.1 m ²	
Gents Toilet × 1; urinal × 1	Ceramic tiles	10 m ²	
Ladies Toilets × 2	Ceramic tiles	10 m ²	
Toilet for the disabled × 1	Ceramic tiles	10 m ²	

Building Name: CENTRE FOR BIODIVERSITY CONSERVATION (CBC)			
Office number and description	Type of floor finish	Square meters	Upholstery chairs & Windows
Ground floor			All window cleaning including high level windows & upholstered chairs/carpets/curtains/blinds
Office A1	Carpet	13 m ²	
Office A2	Carpet	13 m ²	
Office A3	Carpet	13 m ²	
Office A4	Carpet	13 m ²	
Office A5	Carpet	13 m ²	
Office A6	Carpet	13 m ²	
Office A7	Carpet	13 m ²	
Office A8	Carpet	13 m ²	
Office A9	Carpet	13 m ²	
A10 Reception	Carpet	13 m ²	
Office A18	Carpet	13 m ²	
Office A19	Carpet	13 m ²	
Office A20	Carpet	13 m ²	
Office A21	Carpet	13 m ²	
Office A22	Carpet	13m ²	
Ghost Frog Meeting	Carpet	30 m ²	
Kitchen (fridge, microwave, kettle, cutlery, crockery etc.)	Ceramic tiles	14 m ²	

cupboards, working surfaces.			
Dining Area	Porcelain tiles	120 m ²	
Foyer	Carpet	140 m ²	
Ladies Toilet × 3	Ceramic tiles	10 m ²	
Gents Toilet × 1; urinal × 2	Ceramic tiles	10 m ²	

First floor			All window cleaning including high level windows & upholstered chairs/carpets/curtains/blinds
Office B24	Carpet	13 m ²	
Office B25	Carpet	13 m ²	
Office B26	Carpet	13 m ²	
Office B27	Carpet	13 m ²	
Office B28	Carpet	13 m ²	
Office B29	Carpet	13 m ²	
Office B30	Carpet	13 m ²	
Office B31	Carpet	13 m ²	
Office B32	Carpet	13 m ²	
Office B33	Carpet	13 m ²	
Office B35	Carpet	13 m ²	
Office B36	Carpet	13 m ²	
Office B37	Carpet	13 m ²	
Office B38	Carpet	13 m ²	
Office B39	Carpet	13 m ²	
Office B40	Carpet	13 m ²	
Office B41	Carpet	13 m ²	
Office B46	Carpet	13 m ²	
Office B47	Carpet	13 m ²	
Office B48	Carpet	13 m ²	

Office B49	Carpet	13 m ²	
Office B50	Carpet	13 m ²	
Ghost Frog Meeting	Carpet	30 m ²	
Toilet for the disabled × 1	Ceramic tiles	7 m ²	

Second floor			All window cleaning including high level windows & upholstered chairs/carpets/curtains/blinds
Office C54	Carpet	13 m ²	
Office C55	Carpet	13 m ²	
Office C56	Carpet	13 m ²	
Office C57	Carpet	13 m ²	
Office C58	Carpet	13 m ²	
Office C59	Carpet	13 m ²	
Office C60	Carpet	13 m ²	
Office C61	Carpet	13 m ²	
Office C62	Carpet	13 m ²	
Common Catering area	Carpet	100 m ²	
Freylinia Meeting Room	Carpet	30 m ²	
Black Harrier Meeting room	Carpet	30 m ²	
CBC Conference room	Carpet	180 m ²	
Gents Toilet × 1; urinals × 2	Ceramic tiles	10 m ²	
Ladies toilets × 3	Ceramic tiles	10 m ²	

ANNEXURE B (Continued)

Building Name: PEARSON HOUSE BUILDING			
Office number and description	Type of floor finish	Square meters	Upholstery chairs & Windows
Reception Area	Carpet	14.7 m ²	All window cleaning & upholstered chairs/carpets/curtains/blinds
Kitchen (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces.	Ceramic tiles	7.5 m ²	
Storeroom	Ceramic tiles	6.2 m ²	
Boardroom	Ceramic tiles	63 m ²	
Registry Office	Ceramic tiles	15.3 m ²	
Ladies toilets × 1	Ceramic tiles	2.8 m ²	
Gents toilets × 1	Ceramic tiles	7 m ²	
Offices × 2	Carpet	24.3 m ²	
UPSTAIRS OFFICES			
Office 1	Carpet	20 m ²	
Office 2	Carpet	18.4 m ²	
Office 3	Carpet	16 m ²	
Office 4	Carpet	19 m ²	
Office 5	Carpet	19 m ²	

ANNEXURE B (Continued)

Building Name: PEARSON HOUSE ANNEXURE & BUILDING MAINTENANCE AND PLANNING OFFICE			
Office number and description	Type of floor finish	Square meters	Upholstery chairs & Windows
Reception Area	Carpet	18 m ²	All window cleaning & upholstered chairs/carpets/curtains/blinds
Office 1	Carpet	9 m ²	
Office 2	Carpet	9 m ²	
Office 3	Carpet	15 m ²	
Office 4	Carpet	12 m ²	
1 Toilet	Ceramic tiles	1.8 m ²	
Kitchenette (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces.	Ceramic tiles	3 m ²	
BUILDING MAINTENANCE AND PLANNING OFFICE			
Reception Area	Carpet	18 m ²	
Office 1	Carpet	15 m ²	
Office 2	Carpet	13 m ²	

ANNEXURE B (Continued)

Building Name: ADMIN BUILDING			
Office number and description	Type of floor finish	Square meters	Upholstery chairs & Windows
GROUND FLOOR			All window cleaning including high level windows & upholstered chairs/carpets/curtains/blinds
Office Number 1	Exposed polished concrete	19 m ²	
Office Number 2	Exposed polished concrete	19 m ²	
Office Number 3	Exposed polished concrete	21 m ²	
Office Number 4	Exposed polished concrete	36 m ²	
Open Office Number 1	Exposed polished concrete	48 m ²	
Open Office Number 2	Porcelain Tiles	10 m ²	
Open Office Number 3	Porcelain Tiles	36 m ²	
Meeting Room 1	Carpet	53 m ²	
Meeting Room 2	Carpet	22 m ²	
Seminar Room	Carpet	15 m ²	
Canteen	Ceramic tiles	62 m ²	
Kitchen (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces.	Ceramic tiles	17 m ²	
GROUND FLOOR FRONT			
Gents toilet × 1	Exposed polished concrete	13 m ²	
Ladies toilet × 1	Exposed polished concrete	13 m ²	All window cleaning including

Toilet for the disabled × 1	Exposed polished concrete	13 m ²	high level windows & upholstered chairs/carpets/curtains/blinds
GROUND FLOOR BACK			
Gents toilet × 1	Exposed polished concrete	13 m ²	
Ladies toilet × 2	Exposed polished concrete	13 m ²	
Shower × 1	Exposed polished concrete	13 m ²	
Storeroom 1	Exposed polished concrete	15 m ²	
Storeroom 2	Exposed polished concrete	14 m ²	
Storeroom 3	Exposed polished concrete	7 m ²	
Storeroom 4	Exposed polished concrete	4 m ²	
Records Store	Exposed polished concrete	37 m ²	
Reception Area	Exposed polished concrete	13 m ²	
Printing station	Exposed polished concrete	5 m ²	
Cleaner Room	Exposed polished concrete	5 m ²	
Meter Room	Exposed polished concrete	5 m ²	
Server office & room	Exposed polished concrete	20 m ²	
Generator room	Exposed polished concrete	13 m ²	
Refuse area	Exposed polished concrete	7 m ²	

FIRST FLOOR			All window cleaning including high level windows & upholstered chairs/carpets/curtains/blinds
Office Number 5	Exposed polished concrete	39 m ²	
Office Number 6	Exposed polished concrete	19 m ²	
Office Number 7	Exposed polished concrete	19 m ²	
Office Number 8	Exposed polished concrete	16 m ²	
Office Number 9	Exposed polished concrete	16 m ²	
Office Number 10	Exposed polished concrete	17 m ²	
Office Number 11	Exposed polished concrete	15 m ²	
Office Number 12	Exposed polished concrete	10 m ²	
Office Number 13	Exposed polished concrete	15 m ²	
Office Number 14	Exposed polished concrete	23 m ²	
Office Number 15	Exposed polished concrete	23 m ²	
Office Number 16	Exposed polished concrete	10 m ²	
Office Number 17	Exposed polished concrete	12 m ²	
Office Number 18	Exposed polished concrete	11m ²	
Open Office Number 4	Exposed polished concrete	61 m ²	
Open Office Number 5	Exposed polished concrete	68 m ²	All window cleaning including

IT Help Desk	Exposed polished concrete	36 m ²	high level windows & upholstered chairs/carpets/curtains/blinds
IT Workshop	Exposed polished concrete	59 m ²	
Seminar Room 1	Exposed polished concrete	20 m ²	
Seminar Room 2	Exposed polished concrete	20 m ²	
Seminar Room 3	Exposed polished concrete	10 m ²	
Pause area	Exposed polished concrete	10 m ²	
Kitchen (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces.	Exposed polished concrete	5.5 m ²	
FIRST FLOOR FRONT			
Gents toilet × 1	Exposed polished concrete	13 m ²	
Ladies toilet × 1	Exposed polished concrete	21 m ²	
Toilet for the disabled × 1	Exposed polished concrete		
FIRST FLOOR BACK			
Gents Toilet × 1	Exposed polished concrete	13 m ²	
Ladies toilet × 1	Exposed polished concrete	21 m ²	
Toilet for the disabled × 1	Exposed polished concrete		
Filing room 1	Exposed polished concrete	13 m ²	All window cleaning including

Filing room 2	Exposed polished concrete	21 m ²	high level windows & upholstered chairs/carpets/curtains/blinds
Storeroom	Exposed polished concrete	13 m ²	
Storeroom	Exposed polished concrete	21 m ²	
Printing station	Exposed polished concrete	13 m ²	
Fire escape staircase	Exposed polished concrete	21 m ²	

Building Name: GOLDFIELDS ENVIRONMENTAL EDUCATION BUILDING			
Office number and description	Type of floor finish	Square meters	Upholstery chairs & Windows
Reception office	Carpet	18 m ²	All window cleaning & upholstered chairs/carpets/curtains/blinds
Foyer	Porcelain Tiles	36 m ²	
Office 1	Carpet	18 m ²	
Office 2	Carpet	18 m ²	
Office 3	Carpet	8.7 m ²	
Office 4	Carpet	8.7 m ²	
Office 5	Carpet	8.7 m ²	
Office 6	Carpet	5 m ²	
Office 7	Carpet	7.5 m ²	
Office 8	Carpet	2.5 m ²	
Office 9	Carpet	10 m ²	
Library Resource Room	Carpet	44 m ²	
Lab teaching room	Ceramic Tiles	64 m ²	

Discovery Room	Wooden & Vinyl floors	289 m ²	All window cleaning including high level windows & upholstered chairs/carpets/curtains/blinds
Lecture Room	wooden floors	112 m ²	
Kitchen	Vinyl	10.5 m ²	
Public toilets: Gents × 6	Vinyl	40 m ²	
Ladies × 6	Vinyl	40 m ²	
Toilet for the disabled	Vinyl	4 m ²	
Staff Toilets Gents × 2	Vinyl	40 m ²	
Ladies × 2	Vinyl	4 m ²	
shower × 2	Vinyl	8.7 m ²	
Reception Office	Vinyl	11 m ²	
Storerooms × 4	Ceramic Tiles	24m ²	
Photocopy room	Carpet	3m ²	
Cleaner's room	Carpet	3m ²	

Building Name: MANOR HOUSE			
Office number and description	Type of floor finish	Square meters	Upholstery chairs & Windows
Bedroom 1	Carpet	36.5 m ²	All window cleaning & upholstered chairs/carpets/curtains/blinds
Bedroom 2	Carpet	23 m ²	
Bedroom 3	Carpet	23 m ²	
Bedroom 4	Carpet	34.7 m ²	
Meeting Room	Carpet	44 m ²	
Lounge	Wood	78 m ²	

Kitchen (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces.	Ceramic Tiles	22 m ²	
Bathroom 1	Ceramic Tiles	6.6 m ²	
Bathroom 2	Ceramic Tiles	7.7 m ²	
Bathroom 3	Ceramic Tiles	6.9 m ²	
Bathroom 4	Ceramic Tiles	10 m ²	
Outside Public Toilets × 4	Ceramic Tiles	14 m ²	
Inside public Toilets × 4	Ceramic Tiles	14 m ²	

ANNEXURE B (Continued)

Building Name: GATEHOUSE GUESTHOUSE			
Office number and description	Type of floor finish	Square meters	Upholstery chairs & Windows
GATEHOUSE 1			All window cleaning & upholstered chairs/carpets/curtains/blinds
Bedroom 1	Carpet	16 m ²	
Bedroom 2	Carpet	9 m ²	
Lounge	Carpet	49 m ²	
Kitchen (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces.	Ceramic Tiles	12 m ²	
Bathroom 1	Ceramic Tiles	12 m ²	
Bathroom 2	Ceramic Tiles	7 m ²	
GATEHOUSE 2			
Bedroom	Carpet	23 m ²	
Lounge	Carpet	7 m ²	
Kitchen (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces.	Ceramic Tiles	15 m ²	
Bathroom	Ceramic Tiles	8 m ²	
GATEHOUSE 3			
Bedroom	Carpet	18 m ²	
Kitchenette (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces.	Ceramic Tiles	5 m ²	
Bathroom	Ceramic Tiles	6 m ²	

ANNEXURE B (Continued)

Building Name: GUESTHOUSE 14 & ANNEXURE			
Office number and description	Type of floor finish	Square meters	Upholstery chairs & Windows
MAIN HOUSE			All window cleaning & upholstered chairs/carpets/curtains/blinds
Bedroom 1	Carpet	12.2 m ²	
Bedroom 2	Carpet	15.8 m ²	
Bedroom 3	Carpet	11.1 m ²	
En suite & main toilet	Porcelain Tiles	10.5 m ²	
Main bedroom shower	Porcelain Tiles	4.8 m ²	
Lounge	Wood	38. 6m ²	
Kitchen (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces.	Tiles	12.8 m ²	
ANNEXURE			
Bedroom	Carpet	14 m ²	
Lounge & kitchenette (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces	Carpet/ Tiles	18 m ²	
Toilet	Ceramic Tiles	3.1 m ²	

Building Name: FYNBOS STUDENT ACCOMMODATION			
Office number and description	Type of floor finish	Square meters	Upholstery chairs & Windows
Lounge	Vinyl	6 m ²	All window cleaning & upholstered chairs/carpets/curtains/blinds
Kitchen	Ceramic Tiles	11 m ²	
Room1	Carpet	9.8 m ²	
Room 2	Carpet	11 m ²	
Room 3	Carpet	9 m ²	
Room 4	Carpet	10 m ²	
Room 5	Carpet	6.6 m ²	
Toilet 1	Ceramic Tiles	2.6 m ²	
Toilet 2	Ceramic Tiles	1.5 m ²	
Bathroom	Ceramic Tiles	3.5 m ²	

Building Name: STONE COTTAGES			
Office number and description	Type of floor finish	Square meters	Upholstery chairs & Windows
Large open plan	Carpet	103.6 m ²	All window cleaning & upholstered chairs
Office 1			
Office 2	Carpet		
Gents toilet × 1	Ceramic Tiles		
Ladies toilet × 1	Ceramic Tiles		
Kitchen	Ceramic Tiles		

Building Name: SECURITY GUARD HOUSE (24/7; 365/12)			
Office number and description	Type of floor finish	Square meters	Upholstery chairs & Windows
Small seating area with desk	Polished exposed concrete	10 m ²	All windows and floor cleaning & upholstered chairs
Gents/Ladies toilet x 1	Polished exposed concrete		

ANNEXURE C: SCOPE OF WORK

CLEANING SERVICE TASK DESCRIPTION	FREQUENCY
ALL GENERAL BUILDINGS, OFFICES, FOYERS, OPEN AREAS AND PASSAGES CLEANING	
Carpets Spot-brush and clean carpets Vacuum thoroughly Steam clean carpets	Weekly Weekly Twice a year
Vinyl Flooring & Tiles Thoroughly sweep with a broom and clean with a wet mop Scrubbing of floors with power scrubber Burnishing floor with polishing machine and polish Strip and seal floors	Daily Twice a year Weekly Quarterly
Floors other ie toilets / bathrooms / staff quarter showers Sweep with dust control mop/broom Wash with wet mop Spot clean / wipe Strip and seal (Deep cleaning)	Daily Daily As required Quarterly
Surfaces, furniture, bedding (accommodation) Dust/ wipe down all horizontal/ vertical surfaces with a damp cloth/feather duster e.g. walls, picture frames, glass, directory/notice boards, handrails/ bannisters, skirting etc.	Weekly
Spot clean marks from walls, doors, door handles, window handles and light switches	Daily
Steam clean upholstered furniture	Twice a year
Dust furniture, fittings and computers with a dry cloth	Weekly
Polish furniture and fittings	Weekly
Wipe all telephones with a damp cloth with a suitably diluted disinfectant	Weekly

Empty dust bins and waste paper baskets	Twice daily
Wash office dustbins if necessary and replace plastic inners	Daily
Pick up, clean all waste and dispose of all litter	Daily
Clean glass doors at all entrances and passages with window cleaner	Weekly
Spot clean all glass, glass doors	Daily
Dust all accessible landings, beams, ledges, glass with long feather duster	Weekly
Change bedding in Guest Houses and student accommodation	When required

CLEANING SERVICE TASK DESCRIPTION	FREQUENCY
ALL KITCHENS OF BUILDINGS GENERAL CLEANING	
Kitchen sink and cupboards must be disinfected and cleaned with water and detergent	Daily
Microwaves, urns and fridges must be cleaned with water and detergents	Daily
Fridges must be defrosted and washed with water and detergents	Monthly
Where available, outside of water coolers must be cleaned and disinfected	Daily
Where available, water coolers must be replenished with water	As required
Cutlery, crockery and glasses used must be washed and kept safe	Daily
Empty dust bins must be washed when necessary and plastic inners replaced	Daily
Ensure supply of washing liquid, dish towels in all kitchens	As required

ANNEXURE C: SCOPE OF WORK CONTINUES PER BUILDING

1. VISITORS CENTRE FACILITIES AND TOP GATE FACILITIES	FREQUENCY
KITCHEN	
Putting out of crockery and cutlery for meetings and events	As required
Clean kitchen utensils from the Lecture Hall after meetings or events	As required
Where available, replace hand paper towels in holders	As required
TOILETS	FREQUENCY
Wipe all horizontal/ vertical surfaces: tiles, mirrors, pipes, etc. with damp cloth	Weekly
Wash hand basins, toilet pans, wall mounted items with suitably diluted disinfectant	Twice daily
Replace toilet paper and hand towels in holders as required	As required
Sanitary pick ups	Twice a month

2. EDUCATION CENTRE	FREQUENCY
Clean tables and chairs for events	Bi-weekly
Steam clean upholstered furniture	Twice a year
Arrange seating and refreshments (water/tea/coffee)	As required
Dust/wipe all horizontal/vertical surfaces with damp cloth/feather duster e.g. walls, picture frames, glass, directory/notice boards, skirting, etc.	Weekly
Polish furniture and fittings	Weekly
KITCHEN	
Clean and wash kitchen utensils from the Board Room and Lecture Hall after meetings	As required
Where available, replace hand paper towels in holders	As required
Putting out of crockery for the Board Room and Lecture Hall meetings and events	As required
Where available, replace hand paper towels in holders	As required

TOILETS	FREQUENCY
Wipe all horizontal/ vertical surfaces: tiles, mirrors, pipes, etc. with damp cloth	Weekly
Wash hand basins, toilet pans, wall mounted items with suitably diluted disinfectant	Twice daily
Replace toilet paper and hand towels in holders as required	As required
Sanitary pick ups	Twice monthly

3. RESEARCH CENTRE AND CENTRE FOR BIODIVERSITY CONSERVATION	
Putting out of crockery and cutlery for meetings	As required
Clean kitchen utensils after meetings	As required
Where available, replace hand paper towels in holders	As required
TOILETS	FREQUENCY
Wipe all horizontal/ vertical surfaces: tiles, mirrors, pipes, etc. with damp cloth	Weekly
Wash hand basins, toilet pans, wall mounted items with suitably diluted disinfectant	Twice daily
Replace toilet paper and hand towels in holders as required	As required
Sanitary pick ups	Twice monthly

4. ADMINISTRATION BUILDING	
KITCHENS	
Putting out of crockery for meetings in the Boardrooms	As required
Clean kitchen utensils after meetings	As required
TOILETS	FREQUENCY
Wipe all horizontal/ vertical surfaces: tiles, mirrors, pipes, etc. with damp cloth	Weekly
Wash hand basins, toilet pans, wall mounted items with suitably diluted disinfectant	Twice daily
Replace toilet paper and hand towels in holders as required	As required
Sanitary pick ups	As required Twice monthly

5. GUEST AND STUDENT ACCOMMODATION	
TOILETS	
Wipe all horizontal/ vertical surfaces: tiles, mirrors, pipes, etc. with damp cloth	Weekly
Wash hand basins, toilet pans, wall mounted items with suitably diluted disinfectant	As required
Replace toilet paper and hand towels in holders as required	As required
Sanitary pick ups	As required

6. STAFF HOUSES WHEN VACANT	
Clean only when it becomes vacant and again before a staff member moves in. Normal cleaning of surfaces, floors, walls, carpets and windows.	

7. GARDEN OFFICES AND TEA ROOM	
KITCHENS	
Putting out crockery for Board Room for meetings	As required
Clean and wash kitchen utensils after meetings	As required
Where available, replace hand paper towels in holders	As required
TOILETS	FREQUENCY
Wipe all horizontal/ vertical surfaces: tiles, mirrors, pipes, etc. with damp cloth	Weekly
Wash hand basins, toilet pans, wall mounted items with suitably diluted disinfectant	Twice daily
Replace toilet paper and hand towels in holders as required	As required
Sanitary pick ups	Twice monthly

8. WORKSHOP AND STORE AREAS	
Sweep and clean floors	Daily
Wet wipe work benches & counters	Weekly
Empty dirt bins	Daily
TOILETS	FREQUENCY
Wipe all horizontal/ vertical surfaces: tiles, mirrors, pipes, etc. with damp cloth	Weekly
Wash hand basins, toilet pans, wall mounted items with suitably diluted disinfectant	Twice daily
Replace toilet paper and hand towels in holders as required	As required

9. SEED ROOM BUILDING	
Sweep and clean the floor	Bi-weekly
Dust off / Polish desks, computers and all areas	Weekly
Empty dirt bins	Daily
TOILETS	FREQUENCY
Wipe all horizontal/ vertical surfaces: tiles, mirrors, pipes, etc. with damp cloth	Weekly
Wash hand basins, toilet pans, wall mounted items with suitably diluted disinfectant	Twice daily
Replace toilet paper and hand towels in holders as required	As required
Sanitary pick ups	Twice monthly

10. NURSERIES AND CONSERVATORY	
Sweep and clean the floor	Bi-weekly
Dust off/polish desks, computers and all areas	Weekly
Empty dirt bins	Daily
TOILETS	FREQUENCY
Wipe all horizontal/ vertical surfaces: tiles, mirrors, pipes, etc. with damp cloth	Weekly
	Twice daily

Wash hand basins, toilet pans, wall mounted items with suitably diluted disinfectant	As required
Replace toilet paper and hand towels in holders as required	Twice monthly
Sanitary pick ups	

11. STAFF SHEDS AND FOREMEN OFFICES	
Sweep and clean the floor	Bi-weekly
Wet wipe work benches and counters	Weekly
Empty bins	Monthly
TOILETS	FREQUENCY
Wipe all horizontal/ vertical surfaces: tiles, mirrors, pipes, etc. with damp cloth	Weekly
Wash hand basins, toilet pans, wall mounted items with suitably diluted disinfectant	Twice daily
Replace toilet paper and hand towels in holders as required	As required
Sanitary pick ups	Twice monthly

WINDOW CLEANING (EXTERIOR AND INTERIOR)	
Clean accessible windows below 2 m with a window cleaner	Weekly
High level window cleaning (It must be noted that SANBI buildings do not have harness hooks. Relevant cleaning technologies to be utilized and provided by the service provider)	Twice a year
HYGIENE SERVICES	
Removal and disposal of sanitary towels from all SHE bins by the Service provider	Monthly
Deep cleaning of water closets and urinals including changing of p-mats	Quarterly

ANNEXURE D: SALARIES

NB: NOT TO BE INCLUDED IN THE ENVELOPE CONTAINING THE COPIES, ONLY IN THE DOCUMENT MARKED 'ORIGINAL'.
BIDDERS TO PRICE FOR ALL LINE ITEMS AS OUTLINED BELOW, IF NOT, THE BID WILL BE DISQUALIFIED

BIDDERS MUST PRICE FOR ALL LINE ITEMS, IF NOT, THE BID WILL BE DISQUALIFIED

The pricing must be fixed for the duration of the contract.

Annual Cost to Company salary increases must be factored according to sectoral determinations

NB: All prices must be VAT inclusive

CLEANER

D1	Amount for Year 1 per cleaner	Amount for Year 1 x 16 staff	Amount for Year 2 x 16 staff	Amount for Year 3 x 16 staff	Amount for Year 4 x 16 staff	Amount for Year 5 x 16 staff
Basic salary (in line with sectoral determination)	R	R	R	R	R	R
UIF	R	R	R	R	R	R
Bonus	R	R	R	R	R	R
Skills training levy	R	R	R	R	R	R
Workmen's Compensation	R	R	R	R	R	R
Ad hoc Cleaners costing per shift: Daily rate including VAT:						
TOTAL COST TOCOMPANY	R	R	R	R	R	R

SUPERVISOR

D2	Amount for Year 1 per supervisor	Amount for Year 1 x 4 staff	Amount for Year 2 x 4 staff	Amount for Year 3 x 4 staff	Amount for Year 4 x 4 staff	Amount for Year 5 x 4 staff
Basic salary (in line with sectoral determination)	R	R	R	R	R	R
UIF per supervisor	R	R	R	R	R	R
Bonus	R	R	R	R	R	R
Skills training levy	R	R	R	R	R	R
Workmen's Compensation	R	R	R	R	R	R
TOTAL COST TO COMPANY	R	R	R	R	R	R

SITE MANAGER (YEAR 1)

NB: Site manager to do site inspections at least twice a week and on one day over weekends including all public holidays

D3	Amount for Year 1 per supervisor	Amount for Year 1 x 2 staff	Amount for Year 2 x 2 staff	Amount for Year 3 x 2 staff	Amount for Year 4 x 2 staff	Amount for Year 5 x 2 staff
Basic tariff (%) per site manager	R	R	R	R	R	R
Performance bonus (%)	R	R	R	R	R	R
TOTAL COST TO COMPANY	R	R	R	R	R	R

ANNEXURE E: CLEANING MATERIALS TO BE SUPPLIED

NB: NOT TO BE INCLUDED IN THE ENVELOPE CONTAINING THE COPIES, ONLY IN THE DOCUMENT MARKED 'ORIGINAL'.
BIDDERS TO PRICE FOR ALL LINE ITEMS AS OUTLINED BELOW, IF NOT, THE BID WILL BE DISQUALIFIED

NB: All prices must be VAT inclusive

ITEM	QUANTITIES	COSTS PER YEAR 1	COSTS PER YEAR 2	COSTS PER YEAR 3	COSTS PER YEAR 4	COSTS PER YEAR 5
1. CONSUMABLES						
Dish washing liquid	250 litres per month					
Detergent	175 litres per month					
Bleach	150 litres per month					
Furniture polish 300 ml cans	80 cans per month					
Cleaning liquids	175 litres per month					
Hand soap	250 litres per month					
Swinging bin refuse bags (pack of 20)	20 per month					
Normal bin refuse bags (pack of 20)	200 per month					
Wheel bin refuse bags (pack of 20)	20 per month					
Single ply toilet paper (48s)	150 bales per month					
Feather dusts (long) (to deliver 5 per quarter)	50 per annum					
Heavy duty mops (to deliver 10 per quarter)	100 per annum					
Mutton cloth 500 g	10 per quarter					
Dish cloths 380 x 60 mm	100 per annum					
Dish swabs 300 x 300 mm	100 per annum					
Latex house hold hand gloves	150 pairs per annum					
Toilet bowl cleaner (Acid) to be delivered monthly	1000 litres per annum					
Floor polish	50 litres per month					

TOTAL CONSUMABLES						
2. FIXED EQUIPMENT (INSTALL AND MAINTAIN)		COSTS PER YEAR 1	COSTS PER YEAR 2	COSTS PER YEAR 3	COSTS PER YEAR 4	COSTS PER YEAR 5
Hand foam soap dispenser (Stainless steel)	105 units once off fee in year one only		N/A	N/A	N/A	N/A
Toilet paper dispenser (Must be Stainless steel and hold 3 toilet paper rolls)	181 once off fee		N/A	N/A	N/A	N/A
SHE bins	125 units once off		N/A	N/A	N/A	N/A
Mopping bucket with wringer	20 units once off		N/A	N/A	N/A	N/A
Wet floor safety signs	20 units once off		N/A	N/A	N/A	N/A
Vacuum cleaner 10 premium (wet and dry)	6 per the duration of contract		N/A	N/A	N/A	N/A
TOTAL FIXED EQUIPMENT						

3. SANITARY DEEP CLEANING PER MONTH		COSTS PER YEAR 1	COSTS PER YEAR 2	COSTS PER YEAR 3	COSTS PER YEAR 4	COSTS PER YEAR 5
Basins	110 units per month					
Urinals	61 units per month					
Showers	37 units per month					
Toilet bowls	181 units per month					
TOTAL DEEP CLEANING						

4. CLEANING OF SHE BINS TWICE A MONTH		COSTS PER YEAR 1	COSTS PER YEAR 2	COSTS PER YEAR 3	COSTS PER YEAR 4	COSTS PER YEAR 5
Cleaning of all SHE bins	125 units twice a month					

ANNEXURE F: PRICING SCHEDULE SUMMARY

NB: NOT TO BE INCLUDED IN THE ENVELOPE CONTAINING THE COPIES, ONLY IN THE DOCUMENT MARKED 'ORIGINAL'.
BIDDERS TO PRICE FOR ALL LINE ITEMS AS OUTLINED BELOW, IF NOT, THE BID WILL BE DISQUALIFIED

NB: All Prices must VAT inclusive.

LINE ITEM	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Total cost to company for 16 CLEANERS (As per Annexure D1)	R	R	R	R	R
Total cost to company for 4 SUPERVISORS (As per Annexure D2)	R	R	R	R	R
Total cost to company for 2 SITE MANAGERS (As per Annexure D3)	R	R	R	R	R
Total consumables (As per Annexure E1)	R	R	R	R	R
Total fixed equipment (As per Annexure E2)	R	R	R	R	R
Total Sanitary deep cleaning (As per Annexure E3)	R	R	R	R	R
Total Cleaning of SHE bins (As per Annexure E3)	R	R	R	R	R
Ablution hygiene services	R	R	R	R	R
High level window cleaning	R	R	R	R	R
Bathroom fixed and maintain equipment	R	R	R	R	R
Steam cleaning of carpets	R	R	R	R	R
Steam cleaning of upholstery furniture	R	R	R	R	R
Overheads (items not included	R	R	R	R	R

above)					
TOTAL Bid Price per annum	R	R	R	R	R
TOTAL Bid Price for the five year period	R				

NB: All Cleaning material must be SANS/SABS approved and environmentally friendly.