SANBI
Biodiversity for Life
South African National Biodiversity Institute

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*South African National Biodiversity Institute*)					
BID NUMBER:	SANBI: G594/2026	CLOSING DATE:	09 December 2026	CLOSING TIME:	11:00am
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CLEANING AND HYGIENE SERVICES FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) AT KIRSTENBOSCH NATIONAL BOTANICAL GARDEN IN CAPE TOWN FOR A PERIOD OF FIVE (5) YEARS.				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:

Biodiversity Centre
Pretoria National Botanical Garden,
2 Cussonia Avenue,
Brummeria Pretoria

A compulsory briefing session will be conducted at the time and date given as follows:
Date: 27 November 2026
Time: 10H00 AM
Venue: Old Mutual Conference Hall, Visitor Centre, Kirstenbosch National Botanical Garden, Rhodes Drive, Newlands.

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON		CONTACT PERSON	
TELEPHONE NUMBER		TELEPHONE NUMBER	
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	sanbi.tenders@sanbi.org.za	E-MAIL ADDRESS	f.poole@sanbi.org.za

SUPPLIER INFORMATION						
NAME OF BIDDER						
POSTAL ADDRESS						
STREET ADDRESS						
TELEPHONE NUMBER	CODE		NUMBER			
CELLPHONE NUMBER						
FACSIMILE NUMBER	CODE		NUMBER			
E-MAIL ADDRESS						
VAT REGISTRATION NUMBER						
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	MAAA	

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.			

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER: ……

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……
(Proof of authority must be submitted e.g. company resolution)

DATE: ……...

PRICING SCHEDULE – FIRM PRICES

(PURCHASES)

NOTE: **ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder……Bid number: **SANBI: G594/2026**
Closing Time 11:00 Closing date: **09 December 2026**

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY

**** (ALL APPLICABLE TAXES INCLUDED)**

- Required by: ……

- At: ……

  ……

- **Brand and model** **…….**

- **Country of origin** **…….**

- **Does the offer comply with the specification(s)?**
  ***YES/NO**

- **If not to specification, indicate deviation(s)** **…….**

- **Period required for delivery** **…….**

  ***Delivery: Firm/not firm**

- **Delivery basis** **……**

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

**** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

***Delete if not applicable**

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest1 in the enterprise,
employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

……

……

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

[1] the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3.1 If so, furnish particulars:

……
……

3 DECLARATION

I, the undersigned, (name)……. in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

…… ……
Signature Date

…… ……
Position Name of bidder

[2] Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	**80**
SPECIFIC GOALS	**20**
Total points for Price and SPECIFIC GOALS	**100**

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \quad \text{or} \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmax	=	Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.*)**

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Categories of persons historically disadvantaged by unfair discrimination on the basis of race. Information will be verified on the CSD report. Points will be allocated based on the percentage of ownership per goal Black Ownership = 10 Points		(10)		
Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. Information will be verified on the CSD report. Points will be allocated based on the percentage of ownership per goal Female Ownership = 5 Points		(5)		
Categories of persons historically disadvantaged by unfair discrimination on the basis of disability Information will be verified on the CSD report. Points will be allocated based on the percentage of ownership per goal Disability Ownership = 5 Points		(5)		
Total		20		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm……

4.4. Company registration number: ……...

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

……
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: …….
DATE: ……

ADDRESS: ……

……

……

……

SANBI
Biodiversity for Life
South African National Biodiversity Institute

TERMS OF REFERENCE

FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CLEANING AND HYGIENE SERVICES FOR THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI) AT KIRSTENBOSCH NATIONAL BOTANICAL GARDEN IN CAPE TOWN 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: G594/2026

TABLE OF CONTENTS

1. INTRODUCTION AND BACKGROUND 15
2. INVITATION TO TENDER 15
3. OPTIONAL BRIEFING SESSION 15
4. REQUIREMENTS FOR PROPOSAL 16
4.1 Mandatory requirements 16
4.2 Other documents to be submitted 17
5. SCOPE OF WORK 17
5.1 Scope of cleaning and dimensions of areas to be cleaned 17
5.2 Staff requirements, management and training 18
5.2.1 General points relating to staff 18
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 19
5.4 Cleaning days and times 20
6. SAFETY, HEALTH AND ENVIRONMENTAL REQUIREMENTS 21
6.1 Minimum Compliance 8
6.2 Waste Management Plan 21
6.3 Risk Management Plan 22
6.4 Contingency plan 22
7. EVALUATION CRITERIA 23
8. PREPARATION OF PROPOSAL 25
8.1 Submission requirements 27
9. TENDER DOCUMENTATION AVAILABILITY 27
10. REPORTING AND MANAGEMENT 27
11. CONTRACT PERIOD 28
11.1 Obligations of the South African National Biodiversity Institute (SANBI): 28
11.2 SANBI responsibility: 28
12. PRICING .....

ANNEXURE A: GARDEN AREAS KNBG 16
ANNEXURE B: SPACES TO BE CLEANED WITH ASSOCIATED DIMENSIONS 30
ANNEXURE C: SCOPE OF WORK 58
ANNEXURE D: SALARIES 65
ANNEXURE E: CLEANING MATERIALS TO BE SUPPLIED 67
ANNEXURE F: PRICING SCHEDULE SUMMARY 71

1. INTRODUCTION AND BACKGROUND

Kirstenbosch National Botanical Garden (KNBG) is one of eleven (11) national botanical gardens managed by SANBI. The garden is located on Rhodes Drive, Newlands, Cape Town, Western Cape. The 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 approximately 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 to clean high level 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 for the South African National Biodiversity Institute at the Kirstenbosch National Botanical Garden in Cape Town 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

Email: sanbi.tenders@sanbi.org.za

The tender closes on 09 December 2026 at 11:00

3. COMPULSARY BRIEFING SESSION

A compulsory briefing session will be held on:

Date: **27 November 2026**
Time: **10h00 AM**

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.

Bidders are encouraged to direct all technical and bidding procedure enquiries to the email addresses below. All responses to questions via email will be communicated via this tender's advertisement webpage on the SANBI website www.sanbi.org.

For bidding procedure enquiries: sanbi.tenders@sanbi.org.za
For technical enquiries: f.poole@sanbi.org.za

SANBI will not respond to any questions or requests for clarification if received after 03 December **2026**.

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 current copy of the company Central Supplier Database (CSD) registration report.
- Fee/cost structure (Annexure E, F and G).
- 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.
- Signed compulsory briefing session attendance certificate.
- The company's Occupational Health and Safety Policy
- Western Cape valid Waste Management Licence
- Completed and signed SBD forms.
- A certified copy of **Liability Insurance Cover of R5 million** available per claim.
- A copy of the latest Audited financial statement which is examined and verified by an independent external auditor.
- Bidder's business premises must be in the Cape Metropole. The bidder must submit valid documentary proof of address from a third (3rd) party to indicate that the company has an operating office/business in the Cape Metropole (E.g. municipal account, Local Authority Letter, (not older than three (3) months), valid signed lease agreement, etc.)

4.2 Other documents to be submitted

Service providers interested in this Request for Tender should submit a concise written proposal that addresses the scope of work and the above requirements. **Failure to submit these documents will not result in disqualification**, however, the information contained in them is required for evaluation purposes and **failure to include them will be considered non-responsive**. The proposal must include:

- **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,** which should include the approach to improving performance.
- Proposed Standard Operating Procedure (SOP) with indication of a detailed and clear work schedule(s) of how work will be conducted

- **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 and scale 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, including contact details of the referees.
- CVs of four (4) supervisors and one (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: Garden areas

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 compulsory briefing session and Kirstenbosch site inspection.

5.2 Staff requirements, management and training

Please see the attached annexure to indicate the required staff, however, we require 20 staff, and 4 supervisors during week days and one site manager twice a week.

During weekends we require 4 staff and 1 supervisor.

Annexure D: Salaries for staff required.

NB Employment of existing contract staff by prospective 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.

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 strict adherence to the SOP and schedule of works in order to maintain high levels of service quality.
- Communication system must be in place.

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 use an effective communication system which should include holding 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.

- The site manager must also submit quarterly reports to the garden management about the updkeep and provisions of cleaning and hygiene services.

5.2.4 Staff training

The following requirements must be met by Service Providers:

- The Service Provider must demonstrate/ensure that all personnel working is 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 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 scaffolding and/or lifters to clean windows and other areas on high levels must comply with the South African National Standards (SANS) and the Occupational Health and Safety Act (OHASA) and its resolutions.
- All toilet roll holders and soap dispensers shall be lockable to prevent theft.
- The Service Provider shall install all SHE bins, and sanitary towel covers for bins, automatic air freshener units, soap dispensers, urinal hygiene units, water saving urinal valves, hand dryers and/or paper hand towel units and toilet seat sanitizers in all areas where required. Servicing, maintenance, repairs or replacement of these units will remain the responsibility of the Service Provider.
- 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 maintain a work schedule for conducting all routine cleaning and hygiene services in accordance with any/all prescribed safety, health and environment regulations and guidelines and shall ensure that all necessary precautions are taken.
- Sufficient accommodation shall be made by the Service Provider for conducting ad hoc, unplanned or emergency hygiene and cleaning service as required by SANBI from time to time.
- 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/or equipment provided by or used by the Service Provider to ascertain the level of effectiveness, safety, general compliance to acceptable quality standards with the South African National Standards (SANS) or other regulatory framework(s).

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, or special events are taking place, the hours will be extended where cleaners will be required to work beyond these times. Where events and functions extend into evenings during weekdays and/or weekends and public holidays, the cleaning activities required will be communicated beforehand by the events and tourism office, host on duty, senior duty officer or delegated after-hours staff that are assigned during those periods.
- Cleaning and hygiene services will also be required for concerts which extend to early and late evenings on weekdays, weekends and public holidays. The Kirstenbosch concert series typically starts from the end of November to the end of March each year.
- Cleaning duties may also be required on an *ad hoc* basis as and when the need arises.

- Due to the location of the garden, public transport is limited and therefore staff transport is essential for cleaning staff to be on time on site and be transported safely during weekends and after hours during concerts and functions.

6. SAFETY, HEALTH AND ENVIRONMENTAL REQUIREMENTS

6.1 Minimum Compliance

6.1.1 Any Service Providers that enters into a contractual agreement with SANBI shall, as a minimum, be familiar and comply with:

a) All applicable General Safety, Health and Environment (SHE) requirements as contained in The Occupational Health & Safety Act (OHSA) (Act 85 of 1993) and its Regulations. Furthermore, the Service Provider shall ensure that a Safety, Health, and Environment file for the company, be available on site and that its supervisors and staff remain familiar and comply with the contents of the file. A copy of the file must be made available to SANBI before commencement of the contract.

b) Site induction and training: The Service Provider's staff shall be expected to attend induction within the first week of appointment and before commencing any work including site specific training so that they become familiar with the campus and its inherent requirements. A signed register of such induction and training must be available in Safety, Health and Environmental file and be available to internal and external auditors as well as SHE representatives of SANBI on request.

c) The Compensation for Occupational Injuries & Diseases Act (Act 130 of 1996): The Service Providers will be required to submit a valid letter of good standing from the office of the Compensation Commissioner as required by the Compensation Commissioner for Occupational Injuries and Diseases. The Department of Labour should issue the letter.

d) National Environmental Management Act (Act No. 107 of 1998).

e) National Environmental Management: Waste Act (Act 59 of 2008).

f) The South African National Biodiversity Institute Health and Safety specifications and relevant policies.

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 on the campus to be collected, processed or treated as part of the services to SANBI. Service Providers must be mindful of the fact that Kirstenbosch conducts recycling on its premises and as such all waste generated by Service Providers must be aligned to the Kirstenbosch recycling process.

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, chemical containers and recyclable materials.
- An indication of how recyclable waste material will be managed in line with Kirstenbosch waste management plan

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 falling sick or getting injured on duty
- Civil unrest
- Load-shedding
- Transport problems
- Shortage of supplies and equipment, etc.

7. 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.

8. 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 three stages as follows:

- Stage 1 – Evaluation of eligibility and administrative compliance
- Stage 2 – Evaluation of functionality
- Stage 3 – Evaluation of tender price and specific goals
- Stage 4 – Site inspection

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

STAGE ONE: ELIGIBILITY AND ADMINISTRATIVE COMPLIANCE

The first stage will determine whether bids are compliant with all mandatory and disqualifiable submission requirements. Bidders that are deemed compliant will be eligible for further evaluation.

STAGE TWO:

Stage two will evaluate functionality according to the criteria listed in the table below.
Maximum points for each criterion are in bold while points for each sub-criterion are indicated in brackets.

FUNCTIONALITY CRITERIA

ID	CRITERIA	POINTS
1	**METHODOLOGY AND APPROACH TO SCOPE OF WORK** Provide a detailed SOP with methodology to cover the proposed scope of work including task descriptions and how tasks will be performed daily.	**45**

Sub-Criteria	Points
Proposed work schedule/duty sheet/work plan with clear milestones and timeframes for each task to be completed	(20)
Waste Management Plan (Refer to section 6.2)	(5)
Contingency Plan and flexibility in customer service in terms of turnaround times with regards to solving problems which may arise during the execution of the contract (Refer to section 6.4)	(10)
Risk Management Plan (Refer to section 6.3)	(10)

ID	CRITERIA	POINTS
2	**TRACK RECORD** At least three relevant reference letters regarding work of <u>similar scope and scale</u> completed in the last ten (10) years. Please ensure that the contact details of all referees are correct as they will be verified by SCM.	**20**

Sub-Criteria	Points
No reference letters provided	0
One relevant contactable reference letter	3
Two relevant contactable reference letters	6
Three or more relevant contactable reference letters	10

List of at least three other <u>similar</u> projects, with contact details,
indicating scope and scale, value and duration of contracts completed in the last ten (10) years.

Sub-Criteria	Points
No relevant projects provided	0
One relevant project	3
Two relevant projects	6
Three or more relevant projects	10

ID	CRITERIA	POINTS
3	**TEAM CAPABILITIES AND PERSONNEL** The Tenderer should demonstrate the project team and personnel's capabilities which will be used in the execution of the contract (personnel skills, qualifications, and experience) with a focus on the Site Manager and Supervisors at the company and envisaged for the required services. Each CV submitted should not be longer than three (3) pages in total and should be structured as follows: • Relevant qualifications in cleaning and hygiene services	**25**

<table>
<tr><td></td><td>
• 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 for this tender
Site Manager:
<table>
<tr><th>Sub-Criteria</th><th>Points</th></tr>
<tr><td>Site Manager with no experience</td><td>0</td></tr>
<tr><td>Site Manager with less than 5 year's relevant experience</td><td>5</td></tr>
<tr><td>Site Manager with between 5 and 10 year's relevant experience</td><td>10</td></tr>
<tr><td>Site Manager with more that 10 year's relevant experience</td><td>15</td></tr>
</table>
Supervisors:
<table>
<tr><th>Sub-Criteria</th><th>Points</th></tr>
<tr><td>Supervisors with no supervision experience</td><td>0</td></tr>
<tr><td>Supervisors with a combined supervision experience of less than 5 years</td><td>2</td></tr>
<tr><td>Supervisors with a combined supervision experience of between 5 and 10 years</td><td>5</td></tr>
<tr><td>Supervisors with a combined supervision experience of more than 10 years</td><td>10</td></tr>
</table>
</td><td></td></tr>
<tr><td>4</td><td>
PERFORMANCE AND STAFF MANAGEMENT
Demonstration of ongoing staff performance improvement.
<table>
<tr><th>Sub-Criteria</th><th>Points</th></tr>
<tr><td>Training and skills development plan</td><td>(10)</td></tr>
</table>
</td><td>10</td></tr>
<tr><td colspan="2">TOTAL</td><td>100</td></tr>
</table>

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 FOUR: PRICE AND SPECIFIC GOALS

The third stage will evaluate the price and specific goals of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2022 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 a maximum of 20 points will be awarded based on the bidder's specific goals

STAGE THREE: SITE INSPECTION

- A physical site inspection to the business premises will be done for bidders who have passed the minimum threshold on functionality.
- Site inspections will be conducted to confirm representations made in the bid document.

The visit to the business premises will inspect the following areas of business operation:

SANBI reserves the right, at its sole discretion to award this tender to a bidder that did not score the highest total number of points, only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000)as per below objective criterion :

 Not to appoint any service provider that has demonstrated unsatisfactory performance in any previous

or current contract with SANBI or any other organ of state.

 SANBI reserves the right to obtain and consider additional information regarding a bidder's past performance, even if such information is not included in the bid's returnable documents.

BUSINESS PREMISES VERIFICATION CHECKLIST			
No	**Criteria**		
1	**Office Infrastructure**	**YES**	**NO**
	a) Office equipment (i.e. computers, printers, cabinets, etc.).		
	b) Office staff e.g. administration and human resources		
	c) Proof of cleaning staff capacity e.g. staff files		
2	**CLEANING AND HYGIENE SERVICES EQUIPMENT STORAGE**	**YES**	**NO**
	a) Applicable cleaning machinery including but not limited to high level cleaning equipement.		
	b) Cleaning Tools/utensils and associated items e.g., brooms, containers, trolleys, bins, etc.		
	c) Branded PPE		
3	**CLEANING AND HYGIENE CONSUMABLES AND MATERIALS**	**YES**	**NO**
	a) Chemicals and detergents stock		
	b) Stock for managing waste, servicing of ablutions, offices etc.		
4	**OPERATIONAL CAPACITY**	**YES**	**NO**
	a) Transport and fleet for onsite deployment with Natis documentation		

9. 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.

10. SUBMISSION REQUIREMENTS

This is a one-envelope tender process. Service Providers are to submit **one (1) pack of original bid documents**, in a sealed envelope, with both technical and financial proposals included, and **one (1) electronic copy on a USB**, also with both technical and financial proposals included. The envelope must be clearly marked with the Bid Number and the Bidder's Name.

Both technical and financial proposals must be included in the original bid documents and on the USB. NB. Failure to submit in the prescribed manner WILL lead to the bid being disqualified.

- One pack of original documents with both technical and financial proposals
- One electronic copy on USB with both technical and financial proposals

Failure to include other documents required for the functionality evaluation (see section xx) will not result in disqualification, however, the information contained in them is required for evaluation purposes and will lead to your proposal being considered non-responsive.

Tenders can be submitted in the tender box located in the reception area of the **Biodiversity Centre Building** at the **Pretoria National Botanical Garden**, 2 Cussonia Avenue, Brummeria, Pretoria, during office hours before the tender closing date and time.

Normal office hours are from 08:00 to 16:00 Monday to Friday. E-mailed and faxed submissions will not be accepted. **Late submissions will be disqualified.**

The closing date for submission of tenders: 09 December 2026 @ 11:00.

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

11. 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.

12. 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.

13. 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.

13.1 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.

13.2 SANBI will not:

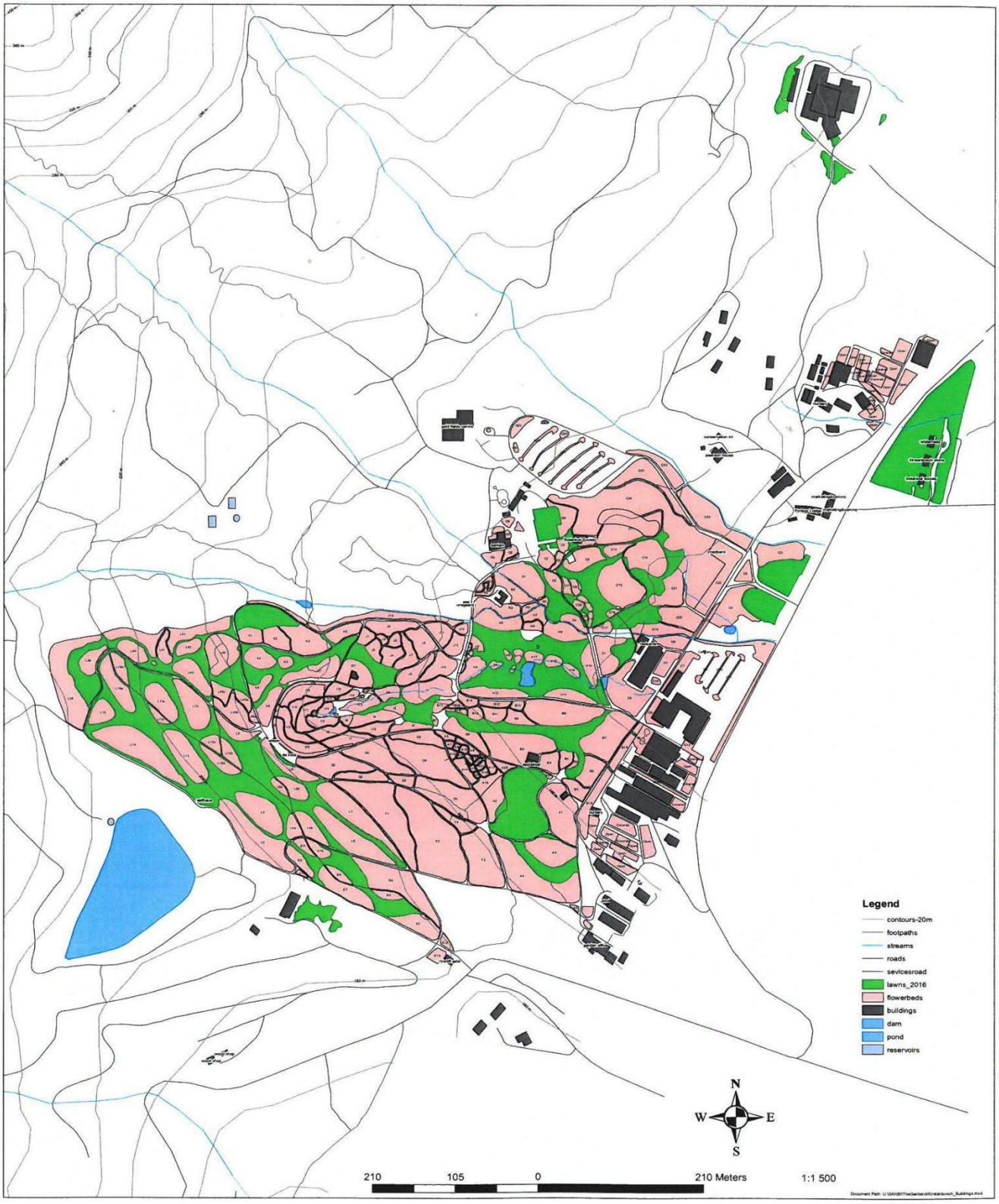
- Accept responsibility/liability for accounts/expenses incurred by the Service Provider that was not agreed upon by the contracting parties.
- Accept late invoices or invoices that are backdated due to failure to submit by the Service Provider.
- Accept responsibility/liability for any damages suffered 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.

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 C: 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 m² 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 m² 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 C (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 m²	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			
Office number and description	Type of floor finish	Square meters	Upholstery chairs & windows
Offices × 2	Carpet	463 m²	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 C (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 m²	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 m²	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 m²	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 C (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 m²	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 m²	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 description	Type of floor finish	Square meters	Upholstery chairs & windows
Offices × 2	Carpets	1 620 m²	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 C (Continued)

Building Name INFORMATION CENTRE/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	2 547 m²	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 at 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 Toilet for persons with disability × 1	Ceramic tiles		

ANNEXURE C (Continued)

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 m²	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: 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	

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 m²	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 m²	
Concert stage building Gents toilet × 1; urinal × 1 Ladies toilet × 1	Ceramic tiles	247 m²	

ANNEXURE C (Continued)

Building Name: GENERAL GARDEN SECTION			
Office number and description	Type of floor finish	Square meters	Upholstery chairs & windows
Office × 1	Carpet	142.9 m²	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 m²	All window cleaning

Building Name: DELL SECTION			
Office number and description	Type of floor finish	Square meters	Upholstery chairs & windows
Office × 1	Carpet	63 m²	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 C (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 m²	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	1 000 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 m²	All window cleaning

ANNEXURE C (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 m²	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 m²	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 (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 (incl. Fridge, microwave and two freezers)	Hard surface	33.6 m^2	
Office A15	Carpet	16.5 m^2	
Toilet for persons with 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	hard surface	1988 m^2	
Office B8 (incl. Fridge)	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	Hard surface	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/
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	blinds
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 m2	
Gents toilets × 1; urinal × 1	Ceramic tiles	8.6 m^2	
Ladies toilets × 2	Ceramic tiles	7.3 m^2	
Toilet for the disabled × 1	Ceramic tiles	6 m^2	

Floor C			
KRC Seminar room	Carpet	176.2 m^2	All window cleaning including high level windows and upholstered chairs/ carpets/curtains/blinds
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			
Office D17	Carpet	23 m^2	All window cleaning including high level windows and upholstered chairs/ carpets/curtains/blinds
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 C (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 m^2	
B2 Office	Carpet	13.2 m^2	
Cleaners room	Ceramic tiles	8.2 m^2	
Floor: C			
Office C1	Carpet	3.3 m^2	
C3 Lab	Ceramic tiles	54.1 m^2	
Office C4	Carpet	13 m^2	
Office C5	Carpet	13 m^2	
Office C6	Carpet	12.7 m^2	
Office C7	Carpet	12.7 m^2	
Chemical Store C9	Concrete	12 m^2	
C10 – 15 Open kiosks in passage	Concrete	57 m^2	
Office C16	Carpet	13,8 m^2	
Office C17	Carpet	13.5 m^2	
Office C18	Carpet	12.3 m^2	
Office C19	Carpet	13.5 m^2	
Office C20	Carpet	13.5 m^2	
Floor: D			
Office D1	Carpet	13.6 m^2	
Office D2	Carpet	18.1 m^2	
DNA Lab	Ceramic tiles	48.9 m^2	
Gen Lab D11	Ceramic tiles	21.7 m^2	

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 Room	Carpet	30 m^2	

Kitchen (fridge, microwave, kettle, cutlery, crockery etc.) cupboards, working surfaces.	Ceramic tiles	14 m^2	
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			
Office B24	Carpet	13 m^2	All window cleaning including high level windows & upholstered chairs/carpets/curtains/blinds
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 Room	Carpet	30 m^2	
Toilet for the disabled × 1	Ceramic tiles	7 m^2	

Second floor			
Office C54	Carpet	13 m^2	All window cleaning including high level windows & upholstered chairs/carpets/curtains/blinds
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 C (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 C (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	
Toilet x 1	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 C (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	

Toilet for the disabled × 1	Exposed polished concrete	13 m^2	All window cleaning including 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			
Office Number 5	Exposed polished concrete	39 m^2	All window cleaning including high level windows & upholstered chairs/carpets/curtains/blinds
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	

IT Help Desk	Exposed polished concrete	36 m^2	All window cleaning including 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	

Filing room 2	Exposed polished concrete	21 m^2	All window cleaning including 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: 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 D: 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 i.e. 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 D: 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 BIODVERSITY 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 Wash hand basins, toilet pans, wall mounted items with suitably diluted disinfectant Replace toilet paper and hand towels in holders as required Sanitary pick ups	Weekly Twice daily As required 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 Wash hand basins, toilet pans, wall mounted items with suitably diluted disinfectant Replace toilet paper and hand towels in holders as required Sanitary pick ups	Weekly Twice daily As required As required Twice monthly

5. 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 and STAFF BUSES	
Clean only when it becomes vacant and again before a staff member moves in. Normal cleaning of surfaces, floors, walls, carpets and windows.	As required
STAFF BUSES	
Clean staff buses **Wash busses on the outside, mirrors and tyres. Sweep and wash floors of buses. Wipe seats with wet clothes as well as driver's seats.**	Once per month On the last Friday of every month

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 DEPARTMENT 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
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

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 (January and December in the same year)
HYGIENE SERVICES	
Removal and disposal of sanitary towels from all SHE bins by the Service provider	Monthly in Winter; bi-weekly in Summer
Deep cleaning of water closets and urinals including changing of p-mats	Quarterly

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ANNEXURE E: SALARIES

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 weekdays

D1	**Amount for Year 1 per cleaner**	**Amount for Year 1 x 20 staff**	**Amount for Year 2 x 20 staff**	**Amount for Year 3 x 20 staff**	**Amount for Year 4 x 20 staff**	**Amount for Year 5 x 20 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 TO COMPANY	**R**	**R**	**R**	**R**	**R**	**R**

CLEANER weekends

D1	**Amount for Year 1 per cleaner**	**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	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 TO COMPANY	**R**	**R**	**R**	**R**	**R**	**R**

SUPERVISOR

D2	**Amount for Year 1 per supervisor**	**Amount for Year 1 x 1 supervisors**	**Amount for Year 2 x 1 supervisors**	**Amount for Year 3 x 1 supervisors**	**Amount for Year 4 x 1 supervisors**	**Amount for Year 5 x 1 supervisors**
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

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 site manager**	**Amount for Year 1 x 1 site manager**	**Amount for Year 2 x 1 site manager**	**Amount for Year 3 x 1 site manager**	**Amount for Year 4 x 1 site manager**	**Amount for Year 5 x 1 site manager**
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 F: CLEANING MATERIALS TO BE SUPPLIED

NB: 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					

Liquid washing powder for bedding	50 litres per month					
Disinfectants for hand basins, toilets, floors and wall / door surfaces	175 litres per month					
Bleach	150 litres per month					
Furniture polish @ 5L container	6 containers per month					
Cleaning liquids general liquids for all surfaces	175 litres per month					
Hand soap foam 800ml	16 boxes of 6 per month					
Swinging bin refuse bags clear white (pack of 100)	5 per month (500)					
Normal bin refuse bags (pack of 100)	5 per month (500)					
Wheel bin refuse bags (pack of 100)	3 per month (300)					
Toilet paper (48s)	80 bales April - August 120 bales September - March					
Feather dusts (long) (to deliver 5 per quarter)	30 twice @ year (60)					
Heavy duty mops (to deliver 10 per quarter)	30 twice @ year (60)					
Brooms for sweeping floors	30 twice @ year (60)					
Hand towel rolls with auto cut	62 units 3 times per month (186)					
Toilet brushes	181 units twice per year					
Micro fibre cloth	40 per quarter @ pack of 10 each colour: red bathroom; green office;yellow kitchen; blue windows					

Dish cloths terry (drying)	30 per quarter (120 per annum)					
Dish swabs/rags (washing up)	30 per quarter (120 per annum)					
Latex household hand gloves	150 pairs per annum					
Toilet bowl cleaner (acid) to be delivered monthly	75 litres per month					
Urinal replenishment and p-mats	105 units per quarter					
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	**105 units once off fee in year one only**		N/A	N/A	N/A	N/A
Automatic hand dryers	**53 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
Sanitary towel wrappers (small plastic bags)	**181 packs every 3 months**					
Automated air freshener dispenser	**181 units once off**					
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 heavy duty (wet and dry)	**8 per the duration of contract**		N/A	N/A	N/A	N/A
Floor buffing machine	**6 per duration of contract**					
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	105 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 in Summer and once a month in Winter					

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ANNEXURE G: PRICING SCHEDULE SUMMARY

NB: 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 20 CLEANERS (**As per Annexure E1**)	R	R	R	R	R
Total cost to company for 4 SUPERVISORS (**As per Annexure E2**)	R	R	R	R	R
Total cost to company for 1 SITE MANAGER (**As per Annexure E3**)	R	R	R	R	R
Total consumables **(As per Annexure F1)**	R	R	R	R	R
Total fixed equipment **(As per Annexure F2)**	R	R	R	R	R
Total Sanitary deep cleaning **(As per Annexure F3)**	R	R	R	R	R
Total Cleaning of SHE bins **(As per Annexure F3)**	R	R	R	R	R
Ablution hygiene services	R	R	R	R	R
Replacement of urinals and p-mats	R	R	R	R	R
High level window cleaning	R	R	R	R	R
Bathroom repairs and maintenance of 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 above)**	R	R	R	R	R
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.