



agriculture, land reform & rural development

Department:
Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

Chief Directorate: Supply Chain and Facilities Management

Directorate: Demand and Acquisition Management; **Sub-Directorate:** Acquisition Management

184 Jeff Masemola Street, PRETORIA, 0001; Private Bag X833, PRETORIA, 0001

TEL: (012) 312 9518

ADDENDUM 1

APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT AGRICULTURE LAND REFORM RURAL DEVELOPMENT HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF (9) MONTHS, THEN MONTH TO MONTH FOR A PERIOD NOT EXCEEDING 6 MONTHS.

BID NUMBER: 5/2/2/1- DALRRD 0002(2022/2023)

Index

- 1. The total number of cleaners is 71 and not 70 as initially stated in the pricing and terms of reference.**
- 2. The cleaners required for National Office Old Building is 30 and not 29 as stated on table 2.2.1 of the terms of reference.**
- 3. Attached herewith also find the revised Terms of reference and pricing schedule.**

NB: KINDLY NOTE THAT THIS IS A TWO ENVELOPE BID, THE PRICING AND TECHNICAL MUST BE IN SEPARATE ENVELOPES.

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ACCEPTANCE AND INCORPORATION OF ADDENDUM

I/We accept that Addendum No 1 forms part of the Tender Documents.

I/We confirm that I/we -

- (a) have noted the contents of this Addendum
- (b) have fully considered this Addendum
- (c) have incorporated the amendments and additions contained in this Addendum in my/our Tender for Tender No. **Bid number: 5/2/2/1- DALRRD 0002(2022/2023)**

SIGNED ON BEHALF OF THE TENDERER..... :

NAME OF SIGNATORY (BLOCK LETTERS)..... :

NAME OF TENDERER (BLOCK LETTERS)..... :

TENDERER'S ADDRESS :
.....

TENDERER'S TEL NO :

TENDERER'S FAX NO :

SIGNATURES OF WITNESSES : 1.
2.

NAMES OF WITNESSES (BLOCK LETTERS) : 1.
2.

DATE :

Initials

Bid's
Signature.....
Date:.....

APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT AGRICULTURE LAND REFORM RURAL DEVELOPMENT HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF (9) MONTHS, THEN MONTH TO MONTH FOR A PERIOD NOT EXCEEDING 6 MONTHS.

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Signature.....
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**agriculture, land reform
& rural development**

Department:
Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT AGRICULTURE LAND REFORM RURAL DEVELOPMENT HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF (9) MONTHS, THEN MONTH TO MONTH FOR A PERIOD NOT EXCEEDING 6 MONTHS.

1. PHYSICAL ADDRESS

- HEAD OFFICES (OLD BUILDING, SOUTH BLOCK AND NORTH BLOCK)
184 JEFF MASEMOLA STREET
PRETORIA
0001
- ICD HOUSE
388 THABO SEHUME STREET
PRETORIA
0001
- CAPITOL TOWERS BUILDING
224 HELEN JOSEPH STREET
PRETORIA
0001
- 141 CRESSWELL ROAD
WEAVIND PARK
SILVERTON
0127

Initials:.....

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT THE DEPARTMENT AGRICULTURE LAND REFORM RURAL DEVELOPMENT HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME, 224 HELEN JOSEPH AND 141 CRESSWELL STREETS FOR A PERIOD OF (9) MONTHS, THEN MONTH TO MONTH FOR A PERIOD NOT EXCEEDING 6 MONTHS.

2. OBJECTIVES

To appoint a suitable Service Provider that will render cleaning services in the Department Agriculture Land Reform Rural Development Offices at 184 Jeff Masemola Street, 338 Thabo Sehume Street and 224 Helen Joseph Street for a period of nine months months, then month to month for a period not exceeding 6 months.

STAFFING REQUIREMENTS

Cleaning Staff required:

- Supervisor : 04
- Cleaners : 71

2.1. BREAKDOWN OF STAFFING REQUIREMENTS

Cleaning Staff required at:

Old Building	: 30 cleaners, and 1 working supervisor
South & North Block	: 22 cleaners, and 1 working supervisor
ICD building	: 5 cleaners, and 1 working supervisor
Capitol Towers	: 12 cleaners, and 1 working supervisor
Silverton	: 2 cleaners, and 0 working supervisor

2.2. TABLE OF QUANTITIES

2.2.1. OLD BUILDING

No.	Description:	Quantities:	Comments
1	Size (±)	4 th , 3 rd , 2 nd , 1 st , Ground and Basement Floor	Overall approximate size is 21569m ²
2	Cleaners required:	01 – Working Supervisor	1 working-supervisor and 30 cleaners.

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		30 – Cleaners	
3	Number of floors	06	Including basement and with four sets of staircases
4	Lifts	05	2 Eastern lift foyer, 1 middle lift foyer and 2 Western lift foyer
5	Number-of closed offices	314	Small to large in terms of size
6	Boardrooms	11	Tiles and carpeted
7	Number of toilets	35	NB: There are 42 cubicles and 32 hand wash basins for the female toilet, 37 cubicles and 28 hand wash basin for the male toilet.
8	Kitchens	08	One for all floors except 2 nd floor which has three and 3 rd floor which have three.
9	Entrance	03	2 Main entrances and VIP entrance
10	Passages	06	Included on the overall size
11	Service/ventilation shafts	02	Included on the overall size
12	Server and patch rooms	1	Included on the overall size
13	Store/ Strong rooms	04	Included on the overall size
14	Archive room	1	Included on the overall size
15	Courtyards, garden, parking and surrounding areas	6 x Courtyards; 2 x Parking sites;	Including entire surrounding areas

5-2-2-1DALRRD 0002(2022-2023)

PRICING SCHEDULE FOR TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT THE DEPARTMENT AGRICULTURE LAND REFORM RURAL DEVELOPMENT HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF (9) MONTHS, THEN MONTH TO MONTH FOR A PERIOD NOT EXCEEDING 6 MONTHS.

SBD 3.1

PRICING SCHEDULE
(Professional Services)

NAME OF SERVICE PROVIDER:Bid NO.: 5-2-2-1DALRRD 0002(2022-2023)

CLOSING TIME:11:00

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF VALUE ADDED TAX
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Bid Initials
Bid's Signature.....
Date:.....

1. The accompanying information must be used for the formulation of proposals.
2. Period required for commencement with project after acceptance of bid

TOTAL PRICE R.....

Bid offer must remain valid for the period of 90 days after the closing date.

- **NB: Monthly costs of supervisor and cleaners must be inclusive of all costs (UIF, Bonus, overtime, leaves payment, sick leave, Public holiday, COIDA, skills development levy & provident fund)**
- **All cleaning equipment and cleaning materials must be provided by the bidder.**
- **Pricing must be fixed for the duration of the project. Only the wage increment based on a Department of Labour Sectorial wage determination will be considered.**

TABLE 1: CLEANERS AND SUPERVISOR(S)' WAGES

DESCRIPTION	NUMBER OF CLEANERS/ SUPERVISOR(S) REQUIRED	MONTHLY COST FOR EACH CLEANER AND SUPERVISOR	MONTHLY COST i.e. NUMBER OF CLEANERS/ SUPERVISOR(S) MULTIPLIED BY A ABOVE	CONTRACT PERIOD	TOTAL COST FOR THE FULL DURATION OF CONTRACT
CLEANERS	71	R.....	R	9 MONTHS	R
SUPERVISOR(S)	04	R.....	R.....	9 MONTHS	R.....
SUBTOTAL COST (EXCL VAT)					R.....
VAT @ 15%					R.....
TOTAL COST INCLUDING VAT					R.....

Bid Initials
 Bid's Signature.....
 Date:.....

Name of Bidder:

PRICING SCHEDULE FOR TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT THE DEPARTMENT AGRICULTURE LAND REFORM RURAL DEVELOPMENT HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF (9) MONTHS, THEN MONTH TO MONTH FOR A PERIOD NOT EXCEEDING 6 MONTHS.

PRICING SCHEDULE [SBD 3.3]

TABLE 2: CLEANING EQUIPMENTS, MACHINERY AND CLEANING DETERGENTS

DESCRIPTION	ALL INCLUSIVE MONTHLY COST	CONTRACT DURATION	TOTAL COST FOR THE PROJECT
Equipment and Machinery		9 MONTHS	R.....
Cleaning Materials	R.....	9 MONTHS	R.....
SUBTOTAL COST (EXCL VAT)			R.....
OTHER (eg: Profit, Operational costs, etc)			R.....
VAT @ 15%			R.....
TOTAL COST FOR THE PROJECT (INCL VAT)			R.....

Bid Initials
 Bid's Signature.....
 Date:.....

Name of Bidder:

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PRICING SCHEDULE [SBD 3.3]

C. SUMMARY OF THE TOTAL COST

DESCRIPTION	TOTAL COST FOR THE PROJECT
A. TOTAL COST FOR CLEANERS AND SUPERVISOR(S)' WAGES(INCL VAT)	R.....
B. TOTAL COST FOR CLEANING EQUIPMENTS, MACHINERY AND CLEANING Materials (INCL VAT)	R.....
TOTAL BID PRICE (INCL VAT)	R.....

Bid Initials
Bid's Signature.....
Date:.....

Name of Bidder:

PRICING SCHEDULE FOR TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT THE DEPARTMENT AGRICULTURE LAND REFORM RURAL DEVELOPMENT HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF (9) MONTHS, THEN MONTH TO MONTH FOR A PERIOD NOT EXCEEDING 6 MONTHS.

PRICING SCHEDULE [SBD 3.3]

MONTH TO MONTH PRICING SCHEDULE

NB: It must be noted that if a need arise for extension, then a month to month for a period not exceeding 6 months shall apply. This pricing must not be combined with the above pricing for 9 months

TABLE 1: CLEANERS AND SUPERVISOR(S)' WAGES

DESCRIPTION	NUMBER OF CLEANERS/ SUPERVISOR(S) REQUIRED	MONTHLY COST FOR EACH CLEANER AND SUPERVISOR	MONTHLY COST i.e. NUMBER OF CLEANERS/ SUPERVISOR(S) MULTIPLIED BY A ABOVE	CONTRACT PERIOD	TOTAL COST FOR THE FULL DURATION OF CONTRACT
CLEANERS	71	R.....	R	1 MONTHS	R
SUPERVISOR(S)	04	R.....	R.....	1 MONTHS	R.....
SUBTOTAL COST (EXCL VAT)					R.....
VAT @ 15%					R.....
TOTAL COST INCLUDING VAT					R.....

Bid Initials
 Bid's Signature.....
 Date:.....

Name of Bidder:

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PRICING SCHEDULE [SBD 3.3]

TABLE 2: CLEANING EQUIPMENTS, MACHINERY AND CLEANING DETERGENTS

DESCRIPTION	ALL INCLUSIVE MONTHLY COST	CONTRACT DURATION	TOTAL COST FOR THE PROJECT
Equipment and Machinery	R.....	1 MONTHS	R.....
Cleaning Materials	R.....	1 MONTHS	R.....
SUBTOTAL COST (EXCL VAT)			R.....
OTHER (eg: Profit, Operational costs, etc)			R.....
VAT @ 15%			R.....
TOTAL COST FOR THE PROJECT FOR A PERIOD OF ONE MONTH (INCL VAT)			R.....

Bid Initials
 Bid's Signature.....
 Date:.....

Name of Bidder:

PRICING SCHEDULE FOR TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER STANDARD CLEANING SERVICES FOR THE DEPARTMENT THE DEPARTMENT AGRICULTURE LAND REFORM RURAL DEVELOPMENT HEAD OFFICES AT 184 JEFF MASEMOLA, 388 THABO SEHUME AND 224 HELEN JOSEPH STREET FOR A PERIOD OF (9) MONTHS, THEN MONTH TO MONTH FOR A PERIOD NOT EXCEEDING 6 MONTHS.

PRICING SCHEDULE [SBD 3.3]

C. SUMMARY OF THE TOTAL COST

DESCRIPTION	TOTAL COST FOR THE PERIOD OF 1 MONTH
TOTAL COST FOR CLEANERS AND SUPERVISOR(S)' WAGES <i>(ONE MONTH)</i> (INCL VAT)	R.....
TOTAL COST FOR CLEANING EQUIPMENTS, MACHINERY AND CLEANING MATERIALS <i>(ONE MONTH)</i> (INCL VAT)	R.....
TOTAL BID PRICE (INCL VAT)	R.....

Bid Initials
Bid's Signature.....
Date:.....