NOTIFICATION OF TENDER ADVERT

Bid Number: SASSA: 20-26-FM-GP

BID DESCRIPTION: APPOINTMENT OF CLEANING AND SANITATION SERVICES FOR SASSA GAUTENG REGION FOR A PERIOD OF 36 MONTHS

Name of Institution: The South African Social Security Agency

Place where goods, works or services are required: SASSA Gauteng District Offices and Local Offices.

Date Published: 20 November 2026
Closing Date / Time: 15 December 2026 @11:00am

Bid Enquiries:
Contact Person: MMATHUME NKADIMENG

Email: Mmathumen@sassa.gov.za<mailto: Mmathumen@sassa.gov.za>
Telephone number: 011 241 8474<tel:011 241 8474>

Technical Enquiries:
Contact Person: MR MANARE MESO

Email: ManareM@sassa.gov.za < mailto: ManareM@sassa.gov.za >
Telephone number: 011 241 8541<tel: 011 241 8541>

Where bid documents can be obtained:
Website: https://etenders.treasury.gov.za <https://etenders.treasury.gov.za/> / www.sassa.gov.za <http://www.sassa.gov.za/>

Physical Address:
SASSA Gauteng Regional Office, 222 Smit Street, 5th Floor, Braamfontein, 2001

Compulsory Briefing Session:
01 December 2026,11h00 am at SASSA Benoni Local Office, 87 Elston Avenue

Special Conditions:
Yes

South African Social Security Agency
Gauteng Region

222 Smit Street • Braamfontein
Private Bag X120 • Marshal town 2107
Tel: 011 241 8300
www.sassa.gov.za

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	**SASSA: 20-26-FM-GP**	**CLOSING DATE: 15 December 2026**		**CLOSING TIME:**	**11:00 am**
DESCRIPTION	**APPOINTMENT OF CLEANING AND SANITATION SERVICES FOR SASSA GAUTENG REGION FOR A PERIOD OF 36 MONTHS.**				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (*STREET ADDRESS*)					
SASSA Gauteng Regional Office: 222 Smit Street, 5th Floor, Braamfontein, 2001					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**Mr Mmathume Nkadimeng**	CONTACT PERSON	**Mr Manare Meso**
TELEPHONE NUMBER	**011 241 8474**	TELEPHONE NUMBER	**011 241 8541**
FACSIMILE NUMBER	**N/A**	FACSIMILE NUMBER	**N/A**
E-MAIL ADDRESS	**MmathumeN@sassa.gov.za**	E-MAIL ADDRESS	**ManareM@sassa.gov.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: **SASSA:20-26-FM-GP**
Closing Time **11:00**	Closing date: **15 December 2026**

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY
	50	**CLEANING AND SANITATION SERVICES**	**** (ALL APPLICABLE TAX 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

SBD4

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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.

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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.



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**

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.

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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.

SBD4

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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

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

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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**

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

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**

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

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)
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	10	20		
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	9	18		
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	8	16		
B-BBEE Status Level 1 - 2 contributor	7	14		
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	5	12		
B-BBEE Status Level 3 - 4 contributor	4	8		
B-BBEE Status Level 5 - 8 contributor	2	4		
Others (Non-Compliant)	0	0		
Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points.				

	Returnable document to claim points	Please tick below for the attached document
1.	B-BBEE Certificate	
2.	Sworn Affidavit (EME or QSE)	
3.	CSD registration number	

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: .....

.....

.....

.....

Annexure A

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

NOTES

The purpose of this document is to:

(i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
(ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.

- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if (applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

TABLE OF CLAUSES

1. Definitions
2. Application
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6. Patent rights
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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:

1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.

1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.

1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 "Day" means calendar day.

1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.

1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.

1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable.

Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 "GCC" means the General Conditions of Contract.

1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 "Project site," where applicable, means the place indicated in bidding documents.

1.21 "Purchaser" means the organization purchasing the goods.

1.22 "Republic" means the Republic of South Africa.

1.23 "SCC" means the Special Conditions of Contract.

1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
(b) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with

supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

(a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
(b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
(d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

(e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
(b) in the event of termination of production of the spare parts:
(i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
(ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

(a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;

(b) if the Supplier fails to perform any other obligation(s) under the contract; or

(c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard

the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

(i) the name and address of the supplier and / or person restricted by the purchaser;
(ii) the date of commencement of the restriction
(iii) the period of restriction; and
(iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security,

damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
(b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

sassa

SOUTH AFRICAN SOCIAL SECURITY AGENCY

TERMS OF REFERENCE FOR APPOINTMENT OF CLEANING AND SANITATION SERVICES FOR SASSA GAUTENG REGION FOR A PERIOD OF 36 MONTHS

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1 OBJECTIVE

1.1 The main objective is to procure Cleaning and Sanitation Services, including gardening services, for **50** Offices within SASSA Gauteng Region for a period of **36 months**.

1.2 Due to service delivery developments throughout the Region, total number of offices and/or total number of fleet vehicles may change during the course of this contract. SASSA reserves the right to amend the scope of this contract, either by addition or subtraction, in line with these changes as and when they occur. The organisation's SCM policy will be relied upon in this regard.

2 BACKGROUND

2.1 SASSA was established in terms of the South African Social Security Agency Act, 2004 (Act no. 9 of 2004) to administer social security grants in terms of the Social Assistance Act, 2004 (Act no. 13 of 2004).The Agency is mandated to ensure effective and efficient delivery of service of high quality with regard to the management and administration of social grants such that the entire payment process and system from application to receipt of social grants by a beneficiary, is done in a manner that is sensitive, caring and restores the dignity of the beneficiaries as well the integrity of the whole system.

2.2 According to Section 8 (1) of the Occupational Health and Safety Act, Act, 1993 (Act no. 85 of 1993), as amended, the Agency is required to provide as far as reasonably practicable, a working environment that is safe and without risk to the health of its employees.

2.3 SASSA Gauteng is currently structured as follows:

Office	Number
Regional Office	01
District office	05
Local Office	44
Service Points	07

3 COMPULSORY INFORMATION / BRIEFING SESSION

3.1 All Bidders shall be required to attend compulsory Information / briefing session, as per SASSA's invitation to bid.

4 SCOPE OF WORK ON CLEANING AND SANITATION SERVICES

4.1 The successful bidder(s) will be required to provide the following services to all offices under SASSA Gauteng Region:

Item	Scope of Work	Time Frame
1.	Cleaning, sanitation and disinfection services	Daily
2.	Cleaning, decontamination and disinfection of **179** pool vehicles	When required
3.	Carpet shampooing, deep cleaning and disinfection	Quarterly
4.	Shampooing of the chairs	Quarterly
5.	Scrubbing of the floors	Quarterly
6.	Deep cleaning of laminated floors	Monthly
7.	Gardening Services, including litter picking and trimming of trees where required	Weekly
8.	Cleaning of outside areas (yards)	Weekly
9.	Cleaning of windows inside and outside	
10.	Deep cleaning and disinfection of ablution facilities	Monthly
11.	Cleaning of hard surface (workstation, counters, cubicles, doorknobs)	Hourly
12.	Fogging of offices and pool vehicles	Bi- weekly
13.	Decontamination of COVID 19 on affected offices	When required
14.	Provide and replenish toilet papers and hand towels where required	Regularly and when required

NB: The Cleaning of the work surfaces must be recorded on a two hourly basis unless otherwise directed by the client's authorised representative.

NB: Details on the square meters, floor plans, numbers of staff per office, average number of walk-in beneficiaries per office, number of cleaners required per office and number of pool vehicles per office are on Part G of the document. The service provider is expected to provide cleaning and sanitation services as described on:

- **PART A – Office Cleaning Services Requirements**
- **PART B – Sanitary Consumables Requirements**
- **PART C – Pool Car Wash Service**
- **PART D – Mobile Units Cleaning Services Requirements**

- **PART E - Gardening Services**
- **PART F - Price structure**
- **PART G - Specification**

5 SPECIAL CONDITIONS OF THE BID

5.1 Only shortlisted bidders will be subjected to site inspection.

6 RESPONSIBILITIES

6.1 The Service Provider shall:

- Conduct business in a lawfully compliant, courteous, respectable, accountable and professional manner.
- Provide necessary documentation as requested prior to the evaluation and/or awarding of the contract.
- Comply with all relevant employment legislation and applicable bargaining council agreement, including UIF, PAYE, etc. SASSA shall monitor compliance for the duration of the contract and implement penalties for non-compliance, e.g. **payment of cleaners in line with the relevant Sectorial Determination including payment for overtime work**.
- Manage the internal disputes among his/her staff such that SASSA is not affected by those disputes.
- Shall provide ad-hoc services for cleaning of buildings in the event of flooding at no additional cost to the agency.
- Ensure that all staff working under this contract are in good health and pose no risk to any SASSA employees.
- Comply with SASSA security and emergency policies, procedures and regulations.

- Not make use of fire hose reels or other fire extinguishers in offices for the purpose of executing project activities.
- Not use equipment, utensils or chemicals that may damage fittings, vehicle body painting, persons or any other contents in offices. SASSA has a right to reject any such equipment, utensils or chemicals that are detrimental to its property and staff.
- Not use any poisonous or highly inflammable substances without the written consent of SASSA.
- Ensure that all work performed and all equipment used on site are in compliance with the Occupational Health and Safety Act, 1993 (Act no. 85 of 1993) and any regulations promulgated in terms of this Act and the standard instructions of SASSA;
- Maintain cleaning equipment in good order to comply with the SASSA's Occupational Health and Safety Standards (a copy will be available on request).
- Re-fill, empty and clean machines and equipment only at such places as indicated/designated.
- Ensure that all staff working under this contract are adequately trained prior to the commencement of the contract. 60% of cleaning staff compliment must have 1 year of cleaning experience in an office environment and 40% of staff may not have experience in an office environment however they should be trained accordingly prior to the inception of the contract. The same applies to relievers who must be fully trained before they are deployed to SASSA.
- The service provider shall be penalized for the poor performance of his/her staff. SASSA reserves the right to order the immediate removal of a staff member found to be consistently performing unsatisfactorily.
- Provide all staff working under this contract with uniforms, which state the name of the service provider and that can be clearly distinguished from other service providers, SASSA staff, etc. SASSA reserves the right to order the immediate removal of a staff member that does not adhere to any requirement of the tender specifications.

- Ensure that SASSA is informed of any removal and replacement of staff. For security reasons, SASSA reserves the right to vet all persons working under this contract.
- The service provider shall be liable for any damages to property or persons caused during the execution of this contract and found to be the result of omission or commission by the service providers personnel.
- The service provider shall ensure that salaries are paid on time in line with the signed employment contract.
- The service provider shall be required to provide payroll sheet on a monthly basis.
- Payment to the service provider will be done on receipt of the following:

  (i) Attendance register of cleaners signed by Service provider and by SASSA.

  (ii) For consumables on receipt of signed delivery note by SASSA delegated official at each office.

  (iii) For pool vehicles on receipt of a signed register of vehicles washed.

  (iv) Invoice and detailed account statement.

NB: The onus is upon service provider to familiarize themselves with the project sites.

6.2 SASSA shall:

- Manage the contract in a courteous, respectable, accountable and professional manner.
- Monitor the service provider (s) if he/she pays the cleaners in line with the Sectoral Determination 1: Contract Cleaning Sector and take steps against the service provider if there is non-compliance.
- Provide appropriate information as and when required and only in situations where it is required by the service provider to fulfil their duties.
- Not accept any responsibility for any damages suffered by the service provider or their staff for the duration of the contract.

- Not tolerate any unfair labour practices between service provider and his/her staff) that happen during the execution of the project activities.
- Not accept any responsibility for accounts/expenses incurred by the service provider that was not agreed upon by the contracting parties.
- Provide a storage facility for equipment and materials where possible.
- If necessary, request the withdrawal of a staff member/cleaner if he/she poses a threat or anything to SASSA employees.
- SASSA will ensure that the service provider bill the agency in line with the terms of reference.

6. EVALUATION OF THE TENDER

6.1. The bid proposals shall be evaluated in accordance with the 80/20 principle. The evaluation shall be conducted as follows:

6.1.1. Stage One : Phase One - Mandatory Requirement

: Phase Two: Administrative Compliance

: Phase three: Functionality Criteria

EVALUATION CRITERIA
Stage One – (Phase One) Mandatory
• Valid letter of Compensation for Occupational Injuries and Diseases Act (COIDA). • Proof of Public Liability Insurance confirmation to the value of minimum R5 000 000,00 (5 million) • Valid/Current National Contract Cleaning Association (NCCA) Certificate OR BEECA Cleaners Association. • Attendance of compulsory briefing session. ***NB: Failure to submit the required documents will lead to the proposal being disqualified.***
Stage One - Phase two - Administrative Compliance

- Bidders must be registered on the Central Supplier Database (CSD) with National Treasury
- Valid printed Tax PIN and Tax compliant status on CSD (PAYE)
- Fully completed, dated and signed Standard Bidding Document (SBD) Forms: SBD1, SBD 3.1, SBD 4 and SBD 6.1.

NB: Failure to submit the required documents after being given the opportunity to resubmit outstanding documents will lead to the proposal being disqualified.

Stage One –- (Phase Three) Functionality Criteria	**WEIGHTING 100**
1. Experience in the provision of cleaning and sanitation services, including gardening services. **(NB: To be strictly assessed ONLY on the basis of the listed experience on the provided table on** 1.1 **(Annexure 'A')** list of past and current cleaning projects 1.2 Letters from bidder's clients for past and current projects 1.3 Number of years of experience shall be allocated values as follows: **Criteria** — **Points** (i) 0 to 1 year — 1 (ii) Above 1 to 2 years — 2 (iii) Above 2 to 3 years — 3 (iv) Above 3 to 4 years — 4 (v) Above 4 years and more — 5	30
2. Capability to clean size of the building(s) as per bid requirements - **square meters of bidders' current or past project site(s) to be assessed.** Letters must be attached from current or past contract, indicating the size of the building in square meters. 2.1 Square meters of the bidders' current/past project sites shall be allocated values as follows: **Criteria** — **Points** (i) Less than 5000 m^2 — 1 (ii) 5001 – 10000 m^2 — 2 (iii) 10001 – 15000 m^2 — 3 (iv) 15001 – 20000 m^2 — 4 (v) 20001 m^2 and above — 5	20
3. Project Implementation Methodology Bidder/s to provide detailed methodology that will demonstrate how the bidder intends to execute the programme. **Criteria** — **Points**	20

(i) No project plan. 1 (ii) Project plan-initiation and planning. 2 (iii) Project plan-initiation, planning and monitoring. 3 (iv) Detailed project plan- initiation, planning, execution, monitoring and closing. 4 (v) Comprehensive project plan- initiation, planning, execution, monitoring, closing and continuous improvement. 5	
3. Risk Management Plan Describe possible risks that may hinder the effective implementation of the project of cleaning and sanitation services and how to mitigate them. **Criteria** **Points** (i) Identification of risks. 1 (ii) Identification of risks and risk assessment. 2 (iii) Identification of risks, risk assessment and contingency plan 3 (iv) Identification of risks, risk assessment, contingency plan and mitigation strategy. 4 (v) Identification of risks, risk assessment, contingency plan, mitigation strategy, monitoring and more. 5	20
4. Project Manager 4.1 Provide the CV for Project Managers with related experience in the cleaning industry. **Criteria** **Points** (i) 0 to 1 year 1 (ii) Above 1 to 2 years 2 (iii) Above 2 to 3 years 3 (iv) Above 3 to 4 years 4 (v) Above 4 and more years 5	10

Bidders must score a minimum of 70 points on functionality to proceed to the price and specific goals stage.

6.1.2. Stage Two : Price and specific goals Points

Stage Two - Price and Specific Goals	POINTS

PRICE	80
Specific Goals	20
Total points for Price and Specific Goals	100

Points Awarded for Specific Goals

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

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 (80/20 system) (To be completed by the organ of state)**	**Number of points claimed (80/20 system) (To be completed by the tenderer)**
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	20	
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	18	
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	16	
B-BBEE Status Level 1 - 2 contributor	14	
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	12	
B-BBEE Status Level 3 - 4 contributor	8	
B-BBEE Status Level 5 - 8 contributor	4	
Others	0	

6.1.2.1. In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on the specific goal with the highest points. The highest points will be confirmed with the B-BBEE Certificate/Sworn Affidavit submitted by the bidder, CIPC records or other acceptable proof.

6.1.2.2. Bidders must ensure that the B-BBEE Status Level Verification Certificates submitted are issued by the following agencies:

a) Bidders other than EMEs or QSE (Verification agencies accredited by SANAS)

b) Bidders who qualify as EMEs or QSE (Sworn affidavit signed by the EME representative and attested by a commissioner of oaths.)

c) Certificates issued by IRBA and Accounting Officers have been discontinued and bidder(s) who submit such certificate(s) will be considered invalid certificate and points for B-BBEE level of contribution will not be awarded.

NB: Failure of a bidder to submit proof or document required in terms of this tender to claim points for Specific Goals with the tender will be interpreted to mean that the preference points for Specific Goals are not claimed.

7. BID AWARD & CONTRACT CONDITIONS

7.1. The short-listed bidders shall be subjected to the security clearance process. Only bidder(s) who are cleared during security clearance process shall be considered for appointment.

7.2. Bidders shall be notified of the outcome of the bid through publication of award in the National Treasury e-Tender portal and SASSA website.

7.3. The contract shall be concluded between SASSA and the successful service provider(s).

7.4. SASSA reserves the right to award the bid to one or more service providers.

7.5. SASSA reserves the right to award the bid in whole or only partial.

7.6. The highest scoring bidder(s) may be requested to present their proposals to the Bid Evaluation Panel.

7.7. Site inspections may be conducted. Bidders shall be disqualified if found to have misrepresented information in their bid proposals.

7.8. SASSA will enter into Service Level Agreement with the successful bidder.

7.9. Bidders must comply with safety regulations at all times during operations.

7.10. It is the responsibility of the service provider to visit site / office and familiarise themselves with the specifics of each office, before submitting the bid to SASSA.

7.11. The winning bidder shall sign a performance management agreement with corrective measures, included in the SLA.

8. CONTRACT ADMINISTRATION

8.1. The successful bidder must advise the Supply Chain Management Unit immediately whenever unforeseeable circumstances could adversely affect the execution of the contract.

8.2. Full particulars of such circumstances as well as the period of delay must be furnished.

8.3. The administration of the bid and contract i.e. evaluation, award, distribution of contract circulars, contract price adjustments etc., shall be the sole responsibility of the Supply Chain Management Unit.

9. PROJECT EXECUTION PLAN

NB: MUST BE COMPLETED BY ALL BIDDERS.

THE INFORMATION PROVIDED, WHERE NOT SPECIFICALLY REFERRED TO UNDER MANDATORY BID REQUIREMENTS, SHALL BE USED DURING THE EVALUATION PROCESS.
ALL THE INFORMATION REQUESTED ON THIS DOCUMENT HAS REFERENCE TO THE SERVICE INDICATED ON THE PRICING SCHEDULE OF THE BID SPECIFICATIONS.

According to SASSA Requirements:

- Each floor must have a dedicated cleaner. The total number of cleaners required will be determined by the total square meters as recommended by the Department of Labour plus any other factors to be taken into consideration including human traffic in each office. The service provider must also appoint **1** Project Manager and **6** Supervisors.
- There must be a full-time Supervisor per District and Regional Office.
- There must be a full-time Project Manager who must always be available as and when required to attend to contract related matters.

Personnel for the Project	**Response**
Project Manager available Full-Time Manager	Yes / No _____
Supervisor available Full-Time (offered for this service)	Yes / No _____
Number of cleaners offered for providing the service Full-Time cleaners	Indicate the number _____

Training	Specify training courses / programmes (categorize in line with bullets 1 & 2)
Equipment Equipment and chemicals to be used for cleaning services. Sanitary equipment and consumables must also be listed according to the bid specifications.	List the equipment and chemicals which will be used.
Project Implementation Plan Did you attach a detailed Project Implementation Plan	Yes / No _____
Have you attached the following proof of registration: • Tax Compliance Status PIN • CIPC (Previously known as CIPRO) • Certified ID Copies for all Company Directors • COIDA (Valid/Current Letter of Good Standing from Department of Labour) • PAYE (to be reflected on the Tax Clearance Certificate) • Valid/Current Contract Cleaning Association (NCCA) Certificate OR BEECA Cleaners Association.	Yes / No _____ Where documents form part of administrative requirements, bidders will be given an opportunity to submit such document.
Price Structure ○ Is the bid price firm for the duration of the contract? ○ Is your price structure in relation to staff costs in line with the Sectoral Determination 1: Contract Cleaning Sector?	Yes / No _____ Yes / No _____
○ Did you complete all necessary SBD forms and in line with the bid specifications?	Yes / No _____
Compliance with labour legislation ○ Do you comply with all applicable labour legislations?	Yes / No _____

CURRENT AND PAST CONTRACTS (CLIENT BASE) **ANNEXURE A**

A list of current and past contracts which are relevant to the service required in the bid specification must be attached to the bid proposal. The following template must be used and must be completed in full.

Indicate all the current and past contracts in the table below and **ONLY** those relevant to the cleaning and sanitation services required in the bid specifications. Only the relevant experience shall be considered for bid evaluation purposes.

Name of client / organization where contract is being executed/was executed	**Contract period (indicate start and end dates)** e.g. 1 April 2019 to 31 March 2020	**Is the contract Current or Past? (please indicate accordingly)**	**Nature of services provided** (cleaning, sanitation)	**Contact persons and telephone numbers of your client**	**Square Meters of Project Site**	**Total Cost o the Contrac**

9.1. GENERAL CLEANING EQUIPMENT REQUIRED

9.1.1. Industrial Heavy duty carpet cleaner (wet and dry);

9.1.2. Industrial vacuum cleaners (less noise). **NB: The number of vacuum machines allocated must enable cleaners to vacuum in line with the requirements in PART A – Office Cleaning Services Requirements. THERE MUST BE NO SHORTAGE OF VACUUM CLEANERS and must always be functional.**

- Each site must a minimum of one vacuum cleaner
- Disc stripping machine;
- Mop trolleys;
- Warning signs
- Fogging machine
- Colour bins for medical waste
- She bins

9.2. EVERY CLEANER MUST HAVE THE FOLLOWING:

- Broom;
- Latex gloves
- Mop trolley;
- Scrubbing brushes;
- Buckets;
- Steel wool;
- Buffing machine;
- Furniture polish;
- Multipurpose cleaner;
- Toilet cleaner;
- Disinfectant soap;
- Dusters;
- Scourgers;

- Micro fibre cleaner
- Surface disinfection spray

9.3. Every worker must be clothed in full uniform, including a name tag depicting the name of cleaner and of the company.

NB: Cleaning material for toilets should not be used in offices and Kitchens i.e. Mops, mop trolley, buckets, gloves and cleaning detergents.

9.4. Strict adherence to the colour coding guide in the provision of cleaning and sanitation services to all SASSA offices as follows:

- [redacted] Most often used in high sanitary (high risk of spreading infection), applications or in restroom cleaning, such as toilets and urinals.
- **YELLOW**: For sinks, counters and washroom surfaces, also used for specialty cleaning (Such as service counters, mirrors and metal works).
- [redacted] In low-risk areas of the building, such as desktops, ledges, walls and tiles, window cleaning and high and low dusting.
- [redacted]: Used in food processing and food serving areas, such as kitchens, canteens pause areas

9.5. MEETINGS

9.5.1. The Project Manager of the appointed cleaning company must attend the following meetings organized by SASSA:

- Occupational Health and Safety (OHS) meetings;
- Ad-hoc meetings organized as and when necessary;
- Progress review meetings to be held on a quarterly basis.
- Site service and compliance monitoring, on a schedule agreed to with the client.

9.6. The Supervisor must draw up timetables and work schedules daily.

9.7. **Disaster Mismanagement, urgent services and emergencies**: In the event of flooding or any other incident, which may occur requiring cleaning and sanitation services which are not specified in this bid document, the cleaning and sanitation service must be undertaken

by the appointed service provider, in line with applicable SCM Procedures as and when required.

10. PRICE

10.1. All prices charged should be inclusive of VAT. The bid proposal must clearly indicate a detailed Cost break down of the contract. **(Annexure – 'B').**

10.2. SASSA shall only consider price adjustments as per the CPI after the anniversary of the contract.

10.3. All price charged should take into account the sectoral determination.

11. PRICE ADJUSTMENTS

11.1. Bidders must take note that firm prices will be accepted for the first twelve (12) months of the contract duration, thereafter price adjustment will be accepted on the 1st and 2nd anniversary based on the Consumer Price Index (CPI) for consumables and applicable Sectoral determination for labour costs.

12. SAMPLES

12.1. The Agency reserves the right to call for samples from the contracted service provider and have them tested when required.

13. COMPULSORY BRIEFING SESSION

13.1. A compulsory briefing session will be held as an essential part of this bidding process, as it promotes efficiency, transparency and equality. The session further affords the bidders an opportunity to clearly understand the services required, and the environment in which the services will be rendered.

13.2. All supplier(s) to be present at the briefing session within **fifteen (15)** minutes of opening and stay throughout the duration of the session (No supplier(s) will be allowed in the venue **fifteen (15)** minutes after the opening of the briefing session. Upon completion of briefing session, a register will be circulated and will serve as proof as one of the mandatory conditions. An individual is prohibited from representing more than one service provider.

14. PROJECT CO-ORDINATION ARRANGEMENTS

14.1. The Facilities Management and Auxiliary Support Services, based at SASSA Gauteng Regional Office shall be responsible for the coordination of this project. The physical address is as follows:

The South African Security Agency
222 Smit Street
Braamfontein
2001

15. PROJECT PERIOD

15.1 The project will commence after signing the contract. The service provider will be expected to provide cleaning and sanitation services for a period of 36 months.

16. PART A – OFFICE CLEANING SERVICES REQUIREMENTS

STANDARD CLEANING AND DISINFECTION ACTIVITIES

FLOOR MAINTENANCE:	
RESILIENT FLOORS:	
• Sweep or damp mop	Daily
• Machine burnish	Six Months
STONE FLOORS (CERAMIC TILES):	
• Sweep.	Daily
• Damp Mop.	Daily
• Machine Scrub	Six Months
RUGS AND CARPETING: Vacuum clean thoroughly:	
• Heavy traffic areas.	Daily
• Medium traffic areas.	Daily
• Light traffic areas.	Daily
DUSTING:	
• Dust all work surfaces	Twice Daily
• Dust all high ledges and fittings.	Weekly
• Dust all surfaces (wall, cabinet, etc.)	Weekly
• Dust all window ledges.	Daily
• Dust telephones.	Daily
• Dust and wipe ICT Equipment	Daily
• Clean and disinfect telephones.	Daily
WASTE DISPOSAL:	
• Provide refuse bags for the bins	Daily and when required
• Empty and clean all waste receptacles.	Daily
• Remove all waste to specified areas.	Daily
• Remove all waste papers.	Daily
• Provide refuse bag for medical waste	Daily
• Wipe clean the waste bins under the workstations	Weekly
WALLS AND PAINTWORK:	

• Spot clean all low surface, i.e. glass, walls, doors and light switches	Daily
GLASS AND METAL WORK:	
• Spot clean glass doors.	Daily
ENTRANCE AND RECEPTION:	
• Sweep entrance steps and entrance.	Daily
• Clean doormats and wells.	Daily
• Wash steps.	Daily
TOILETS AND REST ROOMS: Normal usage toilets and rest rooms	
• Provide toilet brushes for all toilets	Every six months
• Maintain floors according to types.	Daily
• Deep clean normal usage toilets	Monthly
• Damp mop floors with disinfectant.	Daily
• Empty and clean all waste receptacles.	Daily
• Empty and clean sanitary bins.	Daily
• Clean and sanitize all bowels, basins, urinals, showers and baths (where applicable).	Daily
• Clean all mirrors.	Daily
• Clean all metal fittings.	Daily
• Spot clean walls, doors, partitions and lockers where applicable.	Daily
• Replenish consumables i.e. toilets papers, soap and towel cabinets.	Daily
LIFTS AND LIFT FOYERS:	
• Completely clean interior of all lifts including indicator boards.	Daily
• Clean lift door tracks.	Daily
STAIRCASES:	
• Dust, sanitize and disinfect handrails and fittings	Daily (4 times a day)
• Maintain landings, treads and risers according to finish.	Daily
• Clean fire escape.	Weekly
WINDOW CLEANING:	
• Clean partition glass.	Weekly
• Cleaning of window seals	Weekly
• Clean interior and faces of all accessible windows	Quarterly

BLINDS:	
• Dust	Twice a week
• Ensure that blinds are in place.	Daily
• Wipe using a blind cleaner	Weekly
NB: The service provider shall be held accountable for the blinds damaged by the cleaners.	
PARKING:	
• Pick up litter and remove to agreed area.	Daily
• Sweep.	Daily
STORE ROOMS:	
• Scrub the floor.	Twice a month when required
• Dust all areas	Twice a month when required
• Remove all unwanted papers and other items.	Twice a month when required
WALKWAY / BUILDING SURROUNDINGS:	
• Pick up litter and remove to agreed area.	Daily
• Sweep.	Weekly
REFUSE AREA:	
• Operate compactor.	When required (If applicable)
• Maintain compactor / refuse area in a clean and hygienic condition.	When required (If applicable)
• Sweep and keep the refuse area tidy (Maintain refuse area in a clean hygienic condition).	Daily
DINING ROOMS:	
• Maintain and clean floors according to type.	Daily
• Dust all vertical and horizontal surfaces to a height of 2.5m.	Daily
• Damp wipe furniture.	Daily
• Empty and clean receptacles.	Twice a day
• Disinfection furniture Spray applied	Every two hours
• Collect dirty dishes and wash them in the kitchen.	When required

KITCHEN:	
• Maintain and clean floors (inside and outside).	Daily
• Wash the dishes in the kitchen.	Four times a day and when required
• Clean the fridges (defrosting).	Fortnightly/ when required
• Clean the microwaves	Twice per week and when required
• Clean and re-fill water urns	Twice per week and when required
• Disinfect kitchen surfaces	Four times a day and when required
BOARDROOMS	
• Maintain and clean floors.	Daily
• Dust all boardroom tables and chairs.	Daily
• Collect dirty dishes and wash them in the kitchen	As and when required
• Disinfection	Two hourly/ when required
WAITNG AREAS	
• Cleaning Public waiting areas on 2 hourly basis	Daily
OFFICES: In addition to the standard cleaning activities for offices:	
• Collect dirty dishes and wash them in the kitchen	As and when required
• Wash water jugs and glasses and re-fill water jugs	Daily
• Empty office dust bins	Daily
WATER COOLERS:	
• Clean and re-fill water coolers	Two hours
WHEELCHAIRS:	
• Wash Wheelchairs with disinfection detergents	Two hours/ when required
• Spray Wheelchairs with disinfection	Two hours/ when required

MISCELLANEOUS:	
• Disinfection of desk and office furniture surface.	Two hours
• Wash vinyl covered furniture.	Monthly
• Vacuum cloth covered furniture.	Monthly
• Removal of empty boxes	When required
• Fogging of offices and pool vehicles	Biweekly (as and when required)
GARDENING SERVICES	
• Cutting of grass, trimming of plants and trees weeding & maintenance of garden	Weekly and when required
• Pick up litter and remove to agreed area	Twice a week
• Sweep pavement and agreed area	Once a week
• Spraying of snake repellent	Monthly
MONTHLY CLEANING EXERCISES	
• Carpet cleaning (deep cleaning)	Monthly (only on weekends)
• Clean interior and exterior faces of all accessible	Monthly (only on weekends)
• Windows.	Monthly (only on weekends)
• Deep cleaning of chairs	Monthly (only on weekends)
• Deep Cleaning of Couches	Monthly (only on weekends)
• Fumigation and Pest Control	Monthly (only on after hours)
• Decontamination and Disinfection offices	Monthly
• Fogging of offices and pool vehicles	Monthly
SERVICE TIMES:	
• Day cleaning – Monday to Friday from **06h30 to 15h30** or as practical in the environment. • Night cleaning is not allowed.	

NB: Fully encapsulated personal protective equipment (PPE and full-face respiratory mask worn all times by certified decontamination and disinfection technician).

17. EXCLUDED AREAS:

- Electrical and mechanical plant rooms.

18. PART B – Sanitary Consumables Requirements

The service provider must install and maintain the following sanitary consumables required:

- Toilet Paper Holders and Refills

  Toilet Paper Quality must comply with SANAS 1887 Part 2

- Sensor Operated Hand Towel (Paper) Dispensers and Refills/ Electric Hand Dryers. Electric hand dryers must be installed in all offices with Electricity and Hand Paper Towel Dispensers in offices without electricity.

  Hand Towel Quality must comply with SANAS 1887 Part 8

- Foam Seat Spray Dispensers (Foam) and Refills;
- Sanitizer Drip Master for all Urinals as indicated on the floor plans;
- Sensor operated Sanitary Waste Bins and Removal Service (weekly) in all female staff and female beneficiary toilets as detailed on the floor plans;
- Waste Bins and removal service (for baby nappies) in all female toilets and in the building were having Baby Rooms.
- Sensor Operated Hand Soap Dispenser (Foam) and Refills in all toilets (staff & beneficiary).
- Hand Towel Waste Bins and Removal Service;
- Auto Flush Units for Urinals; (Staff & beneficiary male toilets)
- Automatic Air Fresheners and Refills with batteries. These must be refilled every month.
- Bins at baby changing rooms with weekly service

AIR FRESHENERS

- Automatic Air Fresheners and Refills for corridors
- Automatic Air Fresheners for Boardrooms and Refills;
- Automatic Air Fresheners at beneficiary waiting area
- Automatic Air Fresheners (Digital) for Basement Reception where applicable.

NAPPY BIN WITH LID SPECIFICATION

- 16 litre capacity
- White colour
- Plastic
- Dimensions 23 x 23 x 49.5 cm
- Weight 2.01 kg

N.B: Delivery of all consumables and toilet paper must be done in the presence of a SASSA official who must sign to confirm the quantities delivered. The service provider shall be expected to properly monitor the usage of the abovementioned and ensure that THERE IS NO SHORTAGE AT ALL TIMES

WASTE ORANGE BIN WITH LID SPECIFICATION FOR USED MASKS AND GLOVES

- 16 litre capacity
- White colour
- Plastic
- Dimensions 23 x 23 x 49.5 cm
- Weight 2.01 kg

Place all disposable equipment, including PPE into an orange clinical waste bag. Tightly seal and tag the bag and leave in the designated area for collection.

19. PART C – POOL CARS WASH SERVICES

Each Pool vehicle must be washed weekly.

- Provide a complete car wash service which includes the following:
- Wash the exterior part of the vehicle, including windows;
- Polish dashboards;
- Vacuum the driver and passenger seats;
- Vacuum the floor mats in the driver and passenger's seats;
- Wash and polish car tyres.
- Disinfect interior and door handles

20. PART D – MOBILE UNITS CLEANING SERVICES REQUIREMENTS

The proposal for the cleaning of the mobile office should cover the following aspects:

FLOOR MAINTENANCE (PLASTILOCK BLOCKS TILLING)

Sweep	Once a week and when required
Damp Mop	Once a week and when required
Machine Buff	As necessary
Machine scrub	As necessary

FURNITURE MAINTENANCE

- Polish desk and office furniture
- Wash vinyl covered furniture
- Vacuum cloth covered furniture

WASTE DISPOSAL:

- Empty and clean waste receptacles;
- Remote all waste to specified areas.

STAIRCASES;

- Dust handrails and fittings
- Clean landings, treads and arises according to finish

WINDOWS CLEANING

- Clean interior faces of accessible windows

KITCHENETTE:

- Wash the utensils (for staff);
- Clean the fridges;
- Clean the microwaves;
- Maintenance and clean floors (inside and outside) according to type
- Dust all vertical and horizontal surfaces.

CAR WASH SERVICES FOR MOBILE UNITS

NB: Car wash services for each mobile truck must be conducted four times per month.

- Provide a complete car was services which includes the following;
    - ✓ Wash the exterior part of the mobile unit, including windows;
    - ✓ Polish dashboards
    - ✓ Vacuum the driver and passenger's seats;
    - ✓ Vacuum the floor mats in the driver and passenger's seats
    - ✓ Polish tyres

21. PART E – Gardening Services

Refer to office needs e.g. Heidelberg, Orange Farm, Sebokeng, Khutsong, Orlando West, Temba and Tembisa1 Local Offices.

- Gardening services must include litter picking, trimming of overgrown tree branches, grass cutting, removal of weeds, sweeping of the yard and the pavement, trimming of plants and any gardening service that may be required in the following offices:

Name of Office	Square Meter (radius)
Heidelberg	500
Sebokeng	500
Orange Farm	500
Orlando West	500

Ennerdale	500
Eldorado Park	500
Chiawelo	500
Khutsong	500
Tembisa 1	500
Germiston	500
Temba	500

22. PART F – Price structure template

N.B. ALL Bid Price Proposals must be completed in line with the following requirements:

- The SASSA **GAUTENG REGION** Bid (pricing proposal per regional office/ District and local/ service office must be based on **ALL OF THE BID SPECIFICATIONS AND NOTHING MUST BE LEFT OUT.**
- A **Bid Price Proposal** excluding some of the required services (as outlined in the bid specifications) **shall not be accepted.**
- ***The Labour costs for the cleaning staff (Supervisor and cleaners) must not be below the approved sectoral wage determination as determined by the Department of Labor.***

ONLY PRICE PROPOSALS SUBMITTED IN LINE WITH THIS TEMPLATE SHALL BE ACCEPTED

See attached Annexure as Part B. This Annexure must be completed in full by the service provider.

ANNEXURE B

SASSA GAUTENG REGION PRICE STRUCTURE TEMPLATE:

All prices must include VAT		
LABOUR COSTS		
Project Manager (indicate whether full time or part time) Basic Salary Provident Found Sick Leave SDL Leave COIDA UIF NCCA Any Other Allowances		**R----------** **Total monthly cost for the project manager**
Supervisor (6 full-time Supervisor required) Basic Salary Provident Found Sick Leave SDL Leave COIDA UIF NCCA Any Other Allowances		R---------- **Total monthly cost for the supervisor**

Cleaner (indicate number of full-time cleaners) Basic Salary Provident Found Sick Leave SDL Leave COIDA UIF NCCA Any Other Allowances		**Total monthly cost for the Cleaner** **R----------** **Total monthly cost for number of Cleaners offered per month** **R ----------**

Overtime costs		
Projects manager		
<u>Saturday</u> Number of sessions (refers to tender specification for overtime _____	Total cost for Project Manager per overtime session R---------- Overall cost for all project Managers **Saturday** R----------	
<u>Sunday</u>		

Number of sessions (refers to tender specification for overtime cleaning activities	Total cost for Project Manager per overtime session R---------- Overall cost for all project Managers **Sunday** R----------	
TOTAL COST FOR PROJECT MANAGER'S OVERTIME WORK (ALIGNED TO THE TENDER SPECIFICATION) **R----------**		
OVERTIME COSTS		
SUPERVISOR		
Saturday Number of sessions (refers to tender specification for overtime cleaning activities	Total cost for Project Manager per overtime session R---------- Overall cost for all project Managers **Sunday** R----------	
Overtime costs for cleaners		
Saturday Number of sessions (refers to tender specification for overtime Sunday Number of sessions (refers to tender specification for overtime cleaning activities	Total cost for Project Manager per overtime session R---------- Overall cost for all project Managers Saturday R---------- Total cost for Project Manager per overtime session R----------	

	Overall cost for all project Managers Sunday R----------	
TOTAL COST FOR CLEANERS'S OVERTIME WORK (ALIGNED TOTHE TENDER SPECIFICATION		
TOTAL COST OVERTIME (COMBINED PROJECT MANAGER, SUPERVISORS AND CLEANERS) WORK (ALIGNED TO THE TENDER SPECIFICATION **CLEANING MATERIAL AND SANITARY CONSUMABLES AND SANITARY EQUIPMENT (REFERS TO PART A AND B FOR SERVICE REQUIRED)**		

Description Of Cleaning Chemicals /Requisites	Cost per Unit x number of units R---------- Total cost per month R----------
Description Of sanitary consumables to be used and sanitary equipment to be installed	Cost per Unit x number of units R---------- Total cost per month R----------
Overheads	Total cost per month R----------
Total Cost for Cleaning Material and Sanitary Consumables and Sanitary Equipment	R----------
Car wash services for pool vehicles (refers to part D for services required) **N. B The services provider must only claim for the work done (if cars have been washed less than two times in a month –the invoice must reflect this accordingly. proof for the cars washed must be attached to the main invoice on a monthly basis.**	
Numbers of pool cars (179)	Cost p/vehicle x 4 times per month R----------

	Total monthly cost for the total number of vehicles R----------
Total Cost	**R---------**

GARDEN SERVICE (REFER TO THE TERMS OF REFERENCE FOR SERVICES AND FREQUENCY REQUIRED)	
Office	**Total Cost per month**
Heidelberg (500m²)	**R**.....
Sebokeng (500m²)	**R**.....
Orange Farm (500m²)	**R**.....
Orlando West (500m²)	**R**.....
Ennerdale (500m²)	**R**.....
Eldorado Park (500m²)	**R**.....
Chiawelo (500m²)	**R**.....
Khutsong (500m²)	**R**.....
Tembisa 1 (500m²)	**R**.....
Germiston (500m²)	**R**.....
Temba (500m²)	**R**..... **Total Cost per month for garden services all offices** **R**.....

Total BID PRICE (ALL COSTS INCLUDED)	
TOTAL BID PRICE PER /MONTH	R----------
TOTAL BID PRICE FOR THE YEAR	R----------
TOTAL BID PRICE FOR THE FIRST 12 MONTHS (1ST YEAR) –TO BE CARRIED OVER TO THE SBD 3.1 FORM	

23. PART – G: ANNEXURE – GAUTENG REGION OFFICE SPECIFICATION

FLOOR PLAN AND SQUARE METERS FOR THE GAUTENG REGION

1. REGIONAL OFFICE

1.1 BASEMENT 2

Storage area
Number of cleaner: 1 cleaner

TOTAL SQUARE METRE OF BASEMENT 520m²

1.2 SECOND FLOOR

Offices:	20 x Offices carpeted
Open plan workstation:	15 workstations
Kitchen:	1 x Kitchen tilled
Ablution Facilities:	1 x Male tilled, 1 x Female tilled
Boardroom:	1x Boardroom Carpeted
Lobby:	1 x Carpeted
Reception Area:	1 x Reception Area
Pause area:	1 x Pause Area
Filling Room:	8 x Filing Room
Strong room:	2 x Strong Rooms
Boardroom:	1 x Boardroom
Training Room:	1 x Training Room
Sick Room:	1 x Sick Room
Cleaners' room:	1 x cleaning room
Cleaners' stores:	1 x cleaners' stores
Security Room:	1 x security room
Printing Area:	2 x printing areas
Circulation Area:	2 x circulation area
Para/ Wheelchair Area:	1 x para wc area
Patch Room:	1 x patch room

Number of cleaners:	2 x cleaners

TOTAL SQUARE METRE OF 2nd FLOOR 924.7m²

1.3 THIRD FLOOR

Offices:	26 x Offices carpeted
Kitchen:	1 x Kitchen tilled
Ablution Facilities:	1 x Male tilled, 1 x Female tilled
Boardroom:	1 x Boardroom Carpeted
Lobby:	1 x Carpeted
Reception Area:	1 x Reception Area
Pause area:	1 x Pause Area
Filling Room:	4 x Filing Room
Strong room:	2 x Strong Rooms
Storeroom:	2 x Storerooms
Boardroom:	1 x Boardroom
Training Room:	1 x Training Room
Sick Room:	1x Sick Room
Para/ Wheelchair Area:	1 x para wc area
Patch Room:	1 x patch room
Cleaners' room	1 x cleaning room
Printing area:	2 x printing areas
Number of cleaners:	2 x cleaners

TOTAL SQUARE METRE OF 3rd FLOOR = 924.7m²

1.4 FOURTH FLOOR

Offices:	26 x Offices carpeted
Kitchen:	1 x Kitchen tilled
Ablution Facilities:	1 x Male tilled, 1 x Female tilled
Boardroom:	1 x Boardroom Carpeted
Interview Room:	1 x interview room
Lobby:	1 x Carpeted
Reception Area:	1 x Reception Area
Pause area:	1 x Pause Area
Filling Room:	2 x Filing Room
Strong Room:	2 x Strong rooms
Server Room:	1 x Server Room
Resource Centre:	1 x Resource Centre
Storeroom:	1 x Storeroom
Boardroom:	1 x Boardroom
Registry:	1 x Registry
Sick Room:	1 x Sick Room
Para/ Wheelchair Area:	1 x para wc area
Patch Room:	1 x patch room
Cleaners' room:	1 x cleaning room
Circulation Area:	2 x circulation area
Printing area:	2 x printing areas
Number of cleaners:	2 x cleaners

TOTAL SQUARE METRE OF 4th FLOOR = 924.4m²

1.5 FIFTH FLOOR

Offices:	19 x Offices carpeted
Open Plan:	6 x workstations
Kitchen:	1 x Kitchen tilled
Ablution Facilities:	1 x Male tilled, 1 x Female tilled
Boardroom:	1 x Boardroom Carpeted
Interview Room:	1 x interview room
Lobby:	1 x Carpeted
Reception Area:	1 x Reception Area
Pause area:	1 x Pause Area
Filling Room:	3 x Filing Rooms
Strong Room:	2 x Strong room
Petty Cash Room:	1 x Petty Cash Room
Resource Centre:	1 x Resource Centre

Storeroom:	2 x Storeroom
Boardroom:	2 x Boardrooms
Registry:	1 x Registry
Sick Room:	1 x Sick Room
Patch Room:	1 x patch room
Cleaners' room:	1 x cleaning room
Circulation Area:	2 x circulation area
Printing area:	2 x printing areas
Number of cleaners:	2 x cleaners

TOTAL SQUARE METRE OF 5th FLOOR = 924.7m²

1.6 SIXTH FLOOR

Offices:	13 x Offices carpeted
Open Plan Area:	1 x Open Plan Area
Open Reception Area:	1x Open Reception Area
Kitchen:	1 x Kitchen tilled
Ablution Facilities:	1 x Male tilled,1 x Female tilled,1x Paraplegic
Boardroom:	1 x Boardroom
Conference Room:	1 x Conference room
Interview Room:	1 x interview room
Training Room:	1 x Training room
Lobby:	1 x Carpeted
Reception Area:	1 x Reception Area
Pause area:	1 x Pause Area
Filling Room:	2 x Filing Rooms
Strong Room:	2 x Strong rooms
Storeroom:	2 x Storerooms
Resource Centre:	1 x Resource Centre
Storeroom:	2 x Storeroom
Boardroom:	2 x Boardrooms
Registry:	1 x Registry
Sick Room:	1 x Sick Room
Patch Room:	1 x patch room
Cleaners' room:	1 x cleaning room
Circulation Area:	3 x circulation area
Printing area:	2 x printing areas
Number of cleaners:	3 x cleaners

Total Square Meter of 6th Floor = 924.7m²

Parking: 170 bays

1.6.1 VEHICLES

OFFICE	TYPE OF VEHICLE	Number of vehicles
Regional Office **(incl. JHB District Office)**	Sedan Bakkie Mobile unit Minibus	**45** **13** **1** **1**

OVERALL SQUARE METERS FOR REGIONAL OFFICE

Office	Overall Square Meters for all floors	Total Number of Staff
Basement 2	520m^2	
Second Floor	924.7m^2	22
Third Floor	924.7m^2	18
Fourth Floor	924.4m2	40
Fifth Floor	924.7m2	13
Sixth Floor	924.7 m^2	18
Total	**5143.2m^2**	111

2. WEST RAND DISTRICT (CURRENTLY IN SHARE SPACE WITH RANDFONTEIN LOCAL OFFICE)

2.1 DOBSONVILLE LOCAL OFFICE

Offices:	10 x Offices Carpeted
Offices:	2 x Offices tilled
Kitchen:	1 x Kitchen tilled
Ablution Facilities:	1 x Male (1 water closets, 2 urinals and 2 hand wash basin) tilled,1 x Fema (1 water closets, 1 hand wash basin) tilled
Waiting Room:	2 x Waiting Room (Tilled)
Reception Area:	1 x Reception Area (carpeted)
Printing / Copier Room:	1 x Printing / Copier Room (carpeted)
Park Home:	1 x Office (3x6m)
Number of cleaners:	2 x cleaners

Total Square meters for Dobsonville Local Office = 226.4 m2

2.1.1 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES

Dobsonville Local Office	Sedan	2

2.2 ROODEPOORT LOCAL OFFICE

Offices:	9 x Offices carpeted
Cubicles:	12 Carpeted
Kitchen:	1 x Kitchen tilled
Ablution Facilities:	1 x Male (1 water closets, 1 urinal and 2 hand wash basin and one parapleg with basin), 2x Female (2 water closets, 2 hand wash basin and 1 x wat closet for people with disability and 1 hand basin
Reception Area:	1 x Reception Area (tilled)
Waiting Room:	1 x 100 Seater tilled
Number of cleaners:	3 x cleaners

Total Square meters for Roodepoort Local Office = 714 m^2

2.2.1 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Roodepoort Local Office	2x Sedan and 1x bakkie	3

2.3 KHUTSONG LOCAL OFFICE

Offices:	5x Offices tilled
Kitchen:	1 x Kitchen tilled
Ablution Facilities:	1 x Male (1 water closets, 1 urinal and 3 hand wash basin) tilled, 1x Fema (1 water closets, 3 hand wash basin) tilled
Waiting Room:	1 x 30 Seater tilled
Park Home:	1 x Office (3x6m)
Number of cleaners:	1 x cleaner

Total Square meters for Khutsong Local Office = 74 m^2

2.3.1 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Khutsong Local Office	Sedan	2

2.4 CARLETONVILLE LOCAL OFFICE

Offices:	4 x Offices Carpeted
Kitchen:	1 x Kitchen tilled
Ablution Facilities:	1 x Male (1 water closets, 1 hand wash basin) tilled, 1 x Female (1 water closets, 1 hand wash basin)
Waiting Room:	1 x 40 Seater tilled
Board Room:	1 x 30 Seater Board Room Carpeted
Number of cleaners:	1 x cleaner

Total Square meters for Carletonville Local Office = 230 m^2

2.4.1 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Carletonville Local Office	Sedan	2

2.5 RANDFONTEIN LOCAL OFFICE

Offices:	3 x Offices carpeted
Open plan:	14 Cubicles tilled
Kitchen:	1 x Kitchen tilled
Pause area:	1 x Pause area tilled
Ablution Facilities:	2 x Male (2 water closets, 1 urinal and 1 hand wash basin) tilled, 2 Female (2 water closets) tilled, 1 water closet for people with disabili and 1 hand basin tilled
Boardroom:	1 x 30 Seater Board Room Carpeted
Waiting area:	6 x 20 Seater tilled

Number of cleaners: 3 x cleaners

Total Square meters for Randfontein Local Office =600 m^2

2.5.1 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Randfontein Local Office	Sedan x4, Bakkie x1	5

2.6 KAGISO LOCAL OFFICE

Offices: 3 x Offices (Carpeted): 35m^2
Dr.'s Office 1 x office (Tilled): 15.4m^2
Kitchen: 1 x Kitchen (Tilled): 9m^2
Ablution Facilities 1 x Male (Two Seats and Two Urinal and Two wash basin and with One Paraplegic With wash basin) 14.5 tilled, 1 x Female (Two Seats and Two Urinal and Two wash basin and with One Paraplegic With wash basin) tilled 13.5
Boardroom: 1 x Carpeted 23m^2
Waiting Area: 1 x seats 85 tilled 130m^2
Cubicles: 10 x Carpeted 32m^2
Number of cleaners: 2 x cleaners

Total Square meters for Kagiso Local Office = 272.4 m^2

2.6.1 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Kagiso Local Office	Sedan	2

2.9 KRUGERSDORP LOCAL OFFICE

Offices: 8 x Offices carpeted
Cubicles: 19 x Carpeted
Kitchen: 1 x Kitchen tilled
Ablution Facilities: Public 1 x Male (1 water closets, 1 urinal and 2 hand wash basin ar one paraplegic with basin) tilled, 2 x Female (2 water closets, 2 har wash basin), 1 water closets for disabled and 1 hand basin tilled
Ablution Facilities: Officials 1 x Male (1 water closets, 1 urinal and 2 hand wash bas and one paraplegic with basin) tilled, 1 x Female (2 water closets, hand wash basin and 1 water closets for disabled and 1 hand basin
Waiting Room: 1 x Waiting Room (tilled) seats 100
Reception Area: 1 x Reception Area (tilled)
Boardroom: 1 x boardroom carpeted

Number of cleaners: 3 x cleaners

Total Square meters for Krugersdorp Local Office = 710 m2

2.9.1 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Krugersdorp Local Office	3x Sedan, 1x bakkie	4

2.10 FOCHVILLE LOCAL OFFICE

Offices: 8 x Offices carpeted
Cubicles: 5 Carpeted
Kitchen: 1 x Kitchen tilled
Ablution Facilities: Public 1 x Male (1 water closets, 1 urinal and 1 hand wash basin ar with basin) tilled, 1 x Female (1 hand wash basin) And 1 hand bas tilled one paraplegic toilet
Ablution Facilities: officials: 1 x Male (1 water closets, 1 urinal and 2 hand wash basin and or paraplegic with basin) tilled, 2 x female, 2 hand wash basin
Waiting Room: 1 x Waiting Room (tilled) seats 50
Reception Area: 1 x Reception Area (tilled)
Boardroom: 1 x boardroom carpeted
Number of cleaners 1 x cleaner

Total Square meters for Fochville Local Office = 600 m2

2.11 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Fochville Local Office	1x Sedan, 1x bakkie	2

OVERALL SQUARE METERS FOR WEST RAND DISTRICT

Office	Overall Square Meters for all floors	Total Number of Staff
Dobsonville Local Office	226.4 m2 (park home)	11
Krugersdorp Local Office	710 m2	18
Roodepoort Local Office	714 m2	18
Khutsong Local Office	74 m2 (park home)	6
Kagiso Local Office	351 m2	10
Carletonville Local Office	230 m2	6
Randfontein Local Office	600 m2	30
Fochville Local Office	600 m2	6
Total	3505.5m²	105

3 JOHANNESBURG DISTRICT

3.1. SOWETO LOCAL OFFICE (Maponya Mall)

Offices:	14 x Offices
Open Plan:	41 Workstations
Kitchen:	2 x Kitchen
Ablution Facilities:	3 x Male (1 water closets, 4 urinals, 4 hand wash basins) 6x Fema (6 water closets, 4 hand wash basins), 1 x Separate disabled toilet wi water basin, Slush room
Meeting Rooms:	1 x 4 Seaters
Conference Room:	1 x Conference Room 20 seated
Reception Area:	2 x Reception Areas
Pause Area:	1 x Pause Area
Printing / Copier room:	1x Printing / Copier room
Waiting area:	3 x 250 clients
Number of cleaners:	3 x cleaners

Total Square meters for Soweto Local Office = 1126 m^2

3.1.1 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Soweto Local Office	7x Sedans, 1x bakkie	8

3.2 ORLANDO WEST LOCAL OFFICE

Offices:	4 x Offices
Open Plan:	12 Workstations
Kitchen:	1 x Kitchen
Ablution Facilities:	1 x Male (2 water closets, 2 urinals, 2 hand wash basins) 1x Fema (3 water closets, 2 Wash basins)
Meeting Room:	2 x 4 Seater
Conference Room:	1 x 24 Seater
Pause Area:	1 x Pause Area
Printing / Copier Room:	1 x Printing / Copier Room
Waiting area:	1 x 50 clients
Number of cleaners:	1 x cleaner
Gardening services:	500m^2

Total Square meters for Orlando West Local Office = 250 m^2

3.3 CHIAWELO LOCAL OFFICE

Offices:	4 x Offices
Open Plan:	9 Workstations

Kitchen:	1 x Kitchen
Ablution Facilities:	2 x Male (2 water closets, 2 urinals, 2 hand wash basins) 2 x Fema (3 water closets, 2 Wash basins)
Pause Area:	1 x Pause Area
Waiting area:	3 x 150 clients
Number of cleaners	2 x cleaners

Total Square meters for Chiawelo Local Office = 270m^2

3.4 LENASIA LOCAL OFFICE

Offices:	8 x Offices
Open Plan:	20 Workstations
Kitchen:	1 x Kitchen
Ablution Facilities:	Staff 2 x Male (2 water closets, 2 urinals, 2 hand wash basins), Publ 2 x Male (2 water closets, 2 urinals, 2 hand wash basins), Staff 2 Female (3 water closets, 2 Wash basins), Public 2 x Female (3 wat closets, 2 Wash basins)
Conference Room:	1 x 24 Seater
Pause Area:	1 x Pause Area
Printing / Copier Room:	1 x Printing / Copier Room
Storeroom:	2 x Store facilities
Waiting area:	3 x 150 clients
Number of cleaners:	2 x cleaners

Total Square meters for Lenasia Local Office = 796m^2

3.4.1 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Lenasia Local Office	3x Sedans, 1x bakkie	5

3.5 MIDRAND LOCAL OFFICE

Offices:	12 x Offices
Open Plan:	25 x Workstations
Kitchen:	2 x Kitchens
Ablution Facilities:	3 x Male (2 water closets, 6 urinals, 2 hand wash basins), 3 x Fema (3 water closets, 2 Wash basins), 1 x Separate disabled toilet wi water basin, Disability Toilet
Meeting Room:	2 x 4 Seater and 1 x 8 Seater
Conference Room:	1 x 24 Seater
Pause Area:	1 x Pause Area

Printing / Copier Room	1 x Printing / Copier Room
Waiting area:	3 x 150 clients
Number of cleaners	2 x cleaners

Total Square meters for Midrand Local Office = 1250m^2

3.5.1 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Midrand Local Office	3x Sedan, 1x bakkie	4

3.6 ELDORADO PARK LOCAL OFFICE

Offices:	2 x Open Plan Offices with 13 cubicles
Kitchen:	1 x Kitchens (shared facility)
Ablution Facilities:	1 x Male 2 water closets, 2 urinals, 2 hand wash basins 1 x Female (3 water closets, 2 Wash basins)
Printing/ Copier Room:	1 x Printing / Copier Room
Waiting area:	1 x 50 clients
Number of cleaners:	1 x cleaner

Total Square meters for Eldorado Park Local Office = 400m^2

3.7 ENNERDALE LOCAL OFFICE

Open plan:	12 x workstations
Ablution Facilities:	1x Male 2 water closets, 2 urinals, 2 hands wash basins 1 x female, 1 hand Wash basins
Waiting area:	1 x 50 clients
Number of cleaners:	1 x cleaner

Total Square meters for Ennerdale Park Local Office = 250m^2

3.8 ORANGE FARM LOCAL OFFICE

Offices:	12 x workstations
Kitchen:	2 x Kitchen
Ablution Facilities:	Staff 1 x male, 1 hand wash basins), 1x Female (3 wat closets, 2 Wash basins, Public 1 x male, 1 hand wash basins 1 x Female (3 water closets, 2 Wash basins
Waiting area:	1 Open plan
Park Home:	1 Open Plan with 2 workstations
Number of cleaners:	1 x cleaner
Gardening services:	cutting of grass once a month

Total Square meters for Orange Farm Local Office = 300 m^2

3.9 ALEXANDRA LOCAL OFFICE

Offices:	12 x Offices
Kitchen:	1 x Kitchens
Ablution Facilities:	Staff 1x Male (2 water closets, 2 urinals, 2 hand wash basins 1x Female (3 water closets, 2 Wash basins), Public Male (water closets, 2 urinals, 2 hand wash basins) 1x Female (water, closets, 2 Wash basins), Disability Toilet
Printing / Copier Room:	1 x Printing / Copier Room
Waiting area:	1 x 100 clients
Storage:	1
Server Room:	1
Number of cleaners:	3 x cleaners

Total Square meters for Alexandra Local Office = 815 m^2

3.9.1 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Alexandra Local Office	Sedan	1

3.10 JOHANNESBURG LOCAL OFFICE (De Villiers street)

Offices:	15 x Offices
Open Plan:	47 x Workstations
Kitchen:	2 x Kitchens
Ablution Facilities:	1 x Male (2 water closets, 2 urinals, 2 hand wash basins) 1 x Female (3 water closets, 2 Wash basins)
Meeting room:	1 x 30 seated
Pause area:	2 x pause area
Waiting area:	1 x 500 clients
Number of cleaners:	4 x cleaners

Total Square meters for Johannesburg Local Office = 1500m^2

3.10.1 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Johannesburg Local Office	5x Sedans, 1 x bakkie	6

OVERALL SQUARE METERS FOR JOHANNESBURG DISTRICT

Office	Overall Square Meters for all floors	Total Number of Staff
Soweto Local Office	1126 m^2	21
Orlando West Local Office	250m^2	10
Chiawelo Local Office	270 m^2	8
Lenasia Local Office	796 m^2	15
Eldorado Park Local Office	400 m^2	12
Ennerdale Local Office	250 m^2	9
Orange Farm Local Office	250 m^2	12
Midrand Local Office	1250 m^2	15
Alexandra Local Office	815 m^2	11
Johannesburg Local Office	1500 m^2	29
Total	**6907 m^2**	**142**

4.2 PRETORIA LOCAL OFFICE

GROUND FLOOR ONLY

Offices:	4 x Offices
Cleaner's room:	1 x cleaner's room
Reception	1 x reception
Pause area:	1 x Pause area
Cashier's room:	1 x cashier's room
Doctor's room:	1 x doctor's room
Boardroom:	1 x boardroom
Storeroom:	2 x storerooms
Serve room:	1 x serve room
Kiddies' room:	1 x kiddies' room
Ablution Facilities:	2 x Male toilets, 3x urinals, and 2 x hand wash basin (staff), 2 Female toilet, 2x hand wash basin (staff), 2 x disables toilet, 2 hand wash basin (staff & clients), 3 x Male toilets, 3x urinals ar 2 hand wash basin (clients) 3 x Female toilets, 3x hand was basin (client's toilets)
Open Plan:	16 x cubicles
Number of cleaners:	2 x cleaners

Total Square meters for the Entire Office = 878 m^2

4.2.1 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Pretoria Local Office	3x Sedans Etios, 1x bakkie	4

PARKING AREA FOR VEHICLES

10 parking bays

4.3 ATTERIDGVILLE/ SAULSVILLE SERVICE OFFICE

Offices:	3 x Offices
Cubicles:	24 x cubicles
Cleaner's room:	1 x cleaner's room
Reception:	1 x reception
Pause area:	1 x Pause area
Cashier's room:	1 x cashier's room
Doctor's room:	2 x doctor's room
Boardroom:	1 x boardroom
Storeroom:	2 x storerooms
Server room:	1 x serve room
Ablution Facilities:	2 x Male toilets, 3x urinals, and 2 x hand wash basins (staff)
Number of cleaners:	3 x cleaners

4.3.1 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Atteridgeville/ Saulsville Service Office	1x Sedans Suzuki, 1x bakkie Mahindra	2

Total Square meters for the Entire Office = 694 m^2

PARKING AREA FOR VEHCLES

10 Parking bays

4.4 MAMELODI LOCAL OFFICE
GROUND FLOOR ONLY

FLOOR PLAN

Offices:	6 x Offices
Cleaner's room	1 x cleaner's room
Waiting area	3 x reception
Doctor's room:	1 x doctor's room

Boardroom:	1 x boardroom
Storeroom:	1 x storerooms
Serve room:	1 x serve room
Kitchen:	1 x kitchen
Ablution Facilities:	2 x Male toilets, 3 x urinals, and 2 x hand wash basins (staff), 2x Female toilet, 2x hand wash basin (staff), 2 x disabled toilet, 2x hand wash basin (staff and clients), 1 x Male toilets, 1x urinal and 1 hand wash basin (clients), 1x Female toilets, 1x hand wash basin (client's toilets)
Open Plan:	18x cubicles
Number of cleaners:	3 x cleaners

Total Square meters for the Entire Office = 558m^2

4.4.1 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Mamelodi Local Office	5x Sedan, 1x bakkie	6

PARKING AREA FOR VEHCLES

6 parking area

1 garage 3 parking space

4.5 MAMELODI WEST SATELLITE OFFICE – THUSONG SERVICE CENTRE

Offices:	3 x Offices
Cleaner's room:	1 x cleaner's room
Storeroom:	1 x cleaners
Waiting area:	Inside & outside
Ablution facilities:	1 x toilet for both males & females and 1 hand wash bas (clients)
Number of cleaners:	1 x cleaner

Total Square meters for the Entire Office = 65 m^2

4.6 BRONKHORSTSPRUIT LOCAL OFFICE

GROUND FLOOR ONLY

FLOOR PLAN

Offices:	7 x Offices
Waiting area:	1 x reception
Boardroom:	1 x boardroom
Serve room:	1 x serve room

Kitchen:	1 x kitchen
Ablution Facilities:	2 x Male toilets and 1 x hand wash basins
	2 x Female toilet, 2x hand wash basin (staff)
	1 x disabled toilet, 1x hand wash basin
Open Plan:	12 x cubicles
Number of cleaners:	3 x cleaners

Total Square meters for the Entire Office = 336 m^2

4.6.1 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Bronkhorstspruit Local Office	3x Sedans, 1x bakkie	4

4.7 SOSHANGUVE LOCAL OFFICE

FLOOR PLAN AND SQUARE METER FOR NAFCOC BUILDING

Offices:	2 x Offices
Reception:	1 x Reception
Cubicles:	21 x Cubicles
Board room:	1 x Boardroom
Kitchens:	1 x Kitchen
Pause area:	1 x Pause Area
Server room:	1 x Server room
Doctor room:	1 x Doctor's Room

Total Square meters for the Entire Office = 336m^2

Offices:	8 x Offices
Reception:	1 x Reception
Cubicles:	17 x Cubicles
Board room:	1 x Boardroom
Kitchens:	1 x Kitchen
Pause area:	1 x Pause Area
Server room:	1 x Server room
Doctor room:	1 x Doctor's Room
Storeroom:	4 x storage rooms
Ablution Facilities:	3 x Male toilets and 2x hand wash basins, 3 x Female toilet, 2 x har wash basin, 2 x disabled toilet, 2x hand wash basin
Open area:	17x Cubicles
Number of cleaners:	3 x cleaners

Total Square meters for the Entire Office = 497 m^2

Total Square meters for both Office Spaces = 833 m^2

4.7.1 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Soshanguve Local Office	3x Sedans, 1x bakkies	4

4.8 TEMBA/ HAMANSKRAAL LOCAL OFFICE

GROUND FLOOR ONLY

Offices:	5 x Offices
Waiting area:	1 x reception
Server room:	1 x server room
Kitchen:	1 x kitchen
Storage:	1 x storage room
Ablution Facilities:	1 x Male toilets and 1 x hand wash basins, 1x Female toilet, 2 x har wash basin, 1x disabled toilet, 1x hand wash basin
Public toilets:	3 x male toilets with hand basins & urinals including paraplegic, 3 x female toilets with hand basins
Open Plan:	10 x cubicles
Number of cleaners:	2 x cleaners
Gardening services:	cutting of grass once a month = **1500 m^2**

4.8.1 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Temba Service Office	5x Sedan, 2x bakkie	7

Total Square meters for the Entire Office = 360 m^2

4.9 GA-RANKUWA LOCAL OFFICE

Offices:	5 x Offices
Waiting area	1 x reception
Server room:	1 x server room
Kitchen:	1 x kitchen
Storage:	1 x storage room
Strong room:	1 x strong room
Registry:	1 x Registry
Boardroom:	1 x boardroom
Ablution Facilities:	1 x Male toilets and 1 x hand wash basin, 1 x Female toilet, 2x har wash basin, 2 x disabled toilet, 1x hand wash basin, 1 x fema disabled toilet, 1x hand wash basin, 1 x Male disabled toilet, 1x har

	wash basin, 1 x female toilet, 1x hand wash basin, 1 x Male toilet, 1 hand wash basin
Open Plan:	16 x cubicles
Number of cleaners:	2 x cleaners

4.9.1 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Ga Rankuwa Local Office	3x Sedan, 2x bakkie	5

Total Square meters for the Entire Office = 721 m^2

4.10 EKANGALA SERVICE OFFICE

Offices:	4 x Office
Storeroom:	1 x Storeroom
Kitchen:	1 x kitchen
Ablution Facilities:	1 x Male toilets and 2 x hand wash basins 1 x Female, toilet, x hand wash basin, 1 x disabled toilet, 1x hand wash basin.
Number of cleaners:	1x cleaners

Total Square meters for the Entire Office = 240m^2

OVERALL SQUARE METERS FOR TSHWANE DISTRICT

Office	Overall Square Meters for all floors	Total Number of Staff
Pretoria Local Office	878 m^2	24
Atteridgeville Local Office	694 m^2	17
Mamelodi Local Office	558 m^2	27
Mamelodi West Satellite	65 m^2	2
Bronkhorstspruit Local Office	336 m^2	14
Soshanguve Local Office	833 m^2	30
Temba Local Office	360 m^2	20
Ga Rankuwa Local Office	721 m^2	21
Ekangala Local Office	240 m^2	3
Total	**4685 m^2**	

5. SEDIBENG DISTRICT OFFICE

5.1 SEDIBENG DISTRICT OFFICE (VEREENIGING LOCAL OFFICE)

Offices:	17 x Offices
Open plan:	14 x workstations

Kitchen:	1 x kitchen
Ablution Facilities:	1x Male toilet and 2 x urinary systems and 3 x hand wash Stat 1x Female toilets, 2x hand wash basins (staff), 1x People wi Disability and 1x hand wash basin
Storeroom:	2 x Storerooms
Registry:	1 x Registry
Number of Cleaners:	2 x Cleaner

5.1.1 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Sedibeng District Office	2x Sedan, 1x bakkie	3

Total Square meters for the Entire Office = 663.7m²

5.2 SEBOKENG LOCAL OFFICE

Offices:	6 x Offices, x13 workstations
Open Plan:	15 x Workstations
Kitchen:	2 x Kitchens
Ablution Facilities:	2 x Male toilets, 2 x hand wash basins 2 urinary system (staff 4 x Female toilet2, 2x hand wash basin (staff)
Board room:	1 x Board room
Storeroom:	1 x Storeroom
Doctor's room:	1 x1 Room
Number of cleaner:	3 x Cleaners
Gardening Services:	Cutting of grass, weeding and sweeping of leaves (Weekly)

5.2.1 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Sebokeng Local Office	2x Sedans, 1x Bakkie	3

Total Square meters for the Entire Office = 862 m²

5.3 MAFATSANE LOCAL OFFICE

Offices:	1 x back-Office x 5 workstations
Open plan:	13 cubicles 5 x workstation
Kitchen:	1 x kitchen
Ablution Facilities:	3 x Male toilets, 2 x hand wash basins1 urinal 2 x Female toile 6 water closets, 2x hand wash basin 1 x toilet for disabled with hand wash basin
Storeroom:	1 x Storeroom

Doctor's room:	1x Workstation
Number of cleaner:	1 x Cleaner

5.3.1 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Mafatsane Local Office	2xSedan, 1x Bakkie	3

Total Square meters for the Entire Office = 208 m²

Total Square meters for the Entire Office = 564 m²

5.5 MEYERTON SERVICE OFFICE

Offices:	1 x Office
Open plan:	8 x Workstations
Kitchen:	1 x Kitchen
Ablution Facilities:	1 x Male toilet, 2 x hand wash basins 1 x Female toilet, 2x hand wash basins
Pause area:	1 x Pause area
Storeroom:	3 x Storeroom
Security Control:	1 x Security Control room
Number of cleaner:	1 x Cleaner

5.5.1 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Meyerton Service Office	2x Sedan, 1x Bakkie	3

Total Square meters for the Entire Office = 300 m²

5.4 HEIDELBERG LOCAL OFFICE

Offices:	16 x Office
Open plan:	14 x Workstation
Kitchen:	1 x kitchen
Ablution Facilities (Staff):	1 x Male toilet, 1 x hand wash basins, 3 Urinal 2 x Female toilets, 1 x hand wash basin
Ablution Facilities: (Public):	Female toilets, 2x hand wash basin 1 x Male toilets, 1x har wash basin
Board room:	1 x Board room
Printing copier Room:	1 x Printing copier Room
Reception Area:	1 x Reception Area
Storeroom:	3 x Storeroom
Security Control:	1 x Security Control room

Number of cleaner: 1 x Cleaner
Gardening services: Cutting of grass, felling, maintenance of flowers ones a month

5.4.1 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Heidelberg Local Office	3x Sedan, 1x Bakkie	4

Total Square meters for the Entire Office = 838m²

5.5 RATANDA LOCAL OFFICE

Offices: 2 x Offices
Open plan: 12 x Workstation
Kitchen: 1 x Kitchen
Ablution Facilities: 1 x Male toilet, 1 x hand wash basin, 3 Urinals, 1 x Female toilet, 2 hand wash basins
Public ablution Facilities: 1 x Male 2x hand wash basins
Reception Area: 1 x Reception Area
Storeroom: 1 x Storeroom
Number of cleaner: 1 x Cleaner

Total Square meters for the Entire Office = 300 m²

OVERALL SQUARE METERS FOR SEDIBENG DISTRICT

Office	Overall Square Meters for all floors	Total Number of Staff
Vereeniging/Sedibeng Office	663.7 m2	24
Sebokeng Local Office	862 m2	21
Mafatsane Local Office	208 m2	15
Meyerton Service Office	300 m2	10
Heidelberg Local Office	838 m2	10
Ratanda Local Office	334 m2	7
Total	**3205.7m2**	**87**

6. EKURHULENI DISTRICT

6.1 TEMBISA 1 LOCAL OFFICE

Offices: 2 with x2 Workstations
Open Plan: 1 with x7 working station
Kitchen: 1 x kitchen

Ablution Facilities:	1 x Male toilets, 1x water closets, and 1x hand wash basins, 1x Fema toilet, 1 water closets 1 x hand wash basin 1 hand wash basi Disability (2) Male and Female with a basin
Reception Area:	1 Workstation
Waiting Room:	1 with 75 Seats
Storeroom:	2 x storeroom
Other Seats:	18
Garden service	Cutting of grass, weeding and sweeping of leaves (Weekly)
Number of cleaner:	2 x cleaners

6.1.1 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Tembisa Local Office	1x Sedans 1x bakkie	2

Total Square meters for the Entire Office =500m^2

6.2TEMBISA 2 LOCAL OFFICE (Winnie Mandela)

Open plan Area:	11 x workstations, 22 x official chairs, 58 silver benches
Dr Room:	1 x Workstation, x1 DG Bed
Team Leader Office:	1 x workstations, 4x chairs
Back Office:	4 x workstations, 9x chairs
LOM Office:	1 x workstation, 1x table, 7x chairs
Customer Care Office:	1 x Workstation, 13 x chairs
Security Desk:	2 x chairs
Server Room:	1 x server room
Kitchen:	1 x kitchen
Ablution Facilities:	2 x Male (2 water closets, 2x urinals and 2x hand wash basin) 2 x female (2 water closets, 2 hand wash basin)
Boardroom:	22 x Boardroom chairs, 4x boardroom tables and 8x blinds
Passage:	1 x tilled & 6 x blinds.
Pause area:	1 x tilled, 8x chairs
Storeroom:	1 x Storeroom
Strong room:	1 x Strong Room
Number of cleaners:	2 x cleaners

6.2.1 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Tembisa Local Office	1x Sedans 1x bakkie	2

Total Square meters for the Entire Office =390m^2

6.3 BENONI LOCAL OFFICE (1st FLOOR AND 5th FLOOR)

Offices:	22 with 22 Workstations
Open Plan:	1 with 25x working stations (Ground Floor) 1 with 6x working statior (5th Floor)
Kitchen:	2 x kitchen
Pause Area:	8 x Tables and 16 x Chairs
Ablution Facilities:	2 x Male toilets, 4x Urinal, Water closets, 2x Water Closets and 2 hand wash basins, 4x Female toilet, 4x water closets 2x hand was basin, Disability (1) Male and Female, Male restrooms x2 (Visitor Female restrooms x3 (visitors)
Reception:	2 x (Security desk)
Meeting Room:	2 with 41 Seats
Storeroom:	2
Other Seats:	20
Number of cleaner:	4 x Cleaners
Server Room:	2 with 3x Cabinets

6.3.1 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Benoni Local Office	3x Sedan 1x bakkie	4

Total Square meters for the Entire Office =1290m^2

6.4 NIGEL LOCAL OFFICE

Offices:	3 with 3 Workstations with tiles, blinds
Open plan:	2 with 10 x Workstation and tiles, blinds
Kitchen/pause area:	1 x kitchen with pause area set and tiles
Ablution Facilities:	2 x Male toilets, 2x water closets, and 1x hand wash basins, 3x Fema toilet, 3 water closets 1x hand wash basin 1 hand wash basi Disability (1) Male and Female with a basin
Reception Area:	1x Reception Area with 1 workstation
Meeting Room:	1 (10 tables, 20 chairs) and carpet
Waiting Room:	1 with 25 Seats with tiles and blinds
Storeroom:	2 x storeroom / areas
Passage:	1 x Passage with tiles
Other Seats:	18
Security office:	1 with 1 workstation and 1 unisex toilet

Number of cleaner: 1 x cleaner

6.4.1 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Nigel Local Office	Sedan	1

Total Square meters for the Entire Office = 290.5^{m2}

6.5 DUDUZA LOCAL OFFICE

Offices: 3 with 4 Workstations tiles and blinds
Open plan: 2 with 4 x Workstation tiles and blinds
Kitchen: 1 x kitchen
Ablution Facilities: 1 x Unisex toilets, 1 water closet, and 1x hand wash basins, 1x Unisex/Disability toilet, 1 water closets 1x hand wash basin 1 urinal
Waiting Room: 2 x with 35 Seats with tiles – large glass doors and windows
Storeroom: 2 x storeroom
Other Seats: 9
Number of cleaner: 1 x cleaner
Gardening services: Cutting of grass, weeding and sweeping of leaves (Weekly)

6.5.1 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Duduza Local Office	Sedan	1

Total Square meters for the Entire Office =182^{m2}

6.6 TSAKANE LOCAL OFFICE

Offices: 4 with 5 Workstations
Open Plan: 1 with 12 working station
Kitchen: 1 x with 4 pause room sets and 16chairs
Ablution Facilities: 1 x Male toilets, 2 water closets, and 1 x hand wash basins and urinals, 1 x Female toilet, 3 water closets 2 x hand wash basin, 2 Disability with a basin
Meeting Room: 1 (1 Table and 8 seats)
Reception Area: 1 with 1 Workstations
Waiting Room: 1 with 86 Seats and tiles
Stoops /Passages: 2 Passages
Storeroom: 2 x storeroom
Other Seats: 18
Printer /Copier Room: 1

Gardening services: Cutting of grass, weeding and sweeping of leaves (Weekly)
Number of cleaner: 2 x cleaner

6.6.1 **VEHICLES**

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Tsakane Local Office	Sedan	1

Total Square meters for the Entire Office =500m^2

6.7 KWA-THEMA LOCAL OFFICE

Offices: 2 with 3x Workstations
Open Plan: 1 with 8x working station
Kitchen: 1 x kitchen/pause area – pause area set
Ablution Facilities: 1 x Male toilets, 1x water closet, and 1x hand wash basin 1 x Urinal, x Female toilet, 1x water closet 1 x hand wash basin 1 hand was basin
Waiting Room: 1 with 35 Seats with tiles and large windows
Stoops /Passages: 1 Passages
Storeroom: 1 x storeroom
Other Seats: 15
Guardhouse: 1 x security desk – wooden with deck
Number of cleaner: 1 x cleaner

6.7.1 **VEHICLES**

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Kwa-Thema Local Office	Sedan	1

Total Square meters for the Entire Office =144m^2

6.8 SPRINGS LOCAL OFFICE

GROUND FLOOR

Offices: 2 with 2 Workstations
Open Plan: 2 with 14 working station and tiles
Kitchen: 1 x kitchen
Pause Area: 1 x with carpet and 3 sets of table and chairs
Baby changing room: 1 x with tiles

Boardroom:	1 x with 30 chairs and carpet – BIC
Ablution Facilities:	1 x Male toilets, 3x water closets, and 1 x hand wash basins 2 x Urinal, 1 x Female toilet, 3 water closets 1 x hand wash basin, Disability (1) Male and Female
Reception:	2 (Security desks) one with tiles and one in vehicle entranc guardhouse
Stairs cases:	2 x flights with tiles
Waiting Room:	2 with 55 Seats with tiles
Stoops /Passages:	1 Passages
Storeroom:	1 x storeroom
Other Seats:	12
Printer /Copier Room:	1
Number of cleaner:	1 x cleaner

FIRST FLOOR

Offices:	5 with 6 Workstations
Open Plan:	1 with 12 working station and carpet
Kitchen:	1 x kitchen
1st floor Foyer:	1 x with glass doors and tiles
Pause area:	1 x with laminated floors and 2 x tables and 10 seats
Ablution Facilities:	1 x Male toilets, 2 water closets, and 1 x hand wash basins 2 x Urina 1 x Female toilet, 3 water closets 1x hand wash basin
Meeting Room:	1 with 10 seats and carpet – BIC
Waiting room	1 x with 2 couches and carpet
Storeroom:	2 X stoor rooms
Passages:	1
Other Seats:	15
Cleaners room:	1 x with tiles and 2 seats

SECOND FLOOR

(Open storeroom area)

Offices:	4 with 0 Workstations – only carpet
Open Plan:	2 with 0 working station – only carpet
Passages:	1
Stairs cases:	2 x flights with tiles
2nd floor Foyer:	1 x with tiles
Number of cleaner:	1 x cleaner

6.8.1 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES

Springs Local Office	Sedan	1

Total Square meters for the Entire Office =1318^{m2}

6.9 GERMISTON LOCAL OFFICE

Offices:	14 with 16 Workstations
Open Plan:	2 with 14 working station
Kitchen:	1 x kitchen with 2 x tables and 8 x chairs fridge and microwave
Ablution Facilities:	1 x Male toilets, 1 x hand wash basin,1 x Female toilet, 1x har wash basin, 1 x Disability Toilet and 1x hand wash basin
Reception:	1 (Security desk with glass Shield)
Storeroom:	2
Other Seats:	90
Number of cleaner:	3 x cleaner
Gardening services	Cutting of grass, weeding and sweeping of leaves (Weekly)

6.9.1 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Germiston Local Office	2 x Sedan 1x bakkie	3

Total Square meters for the Entire Office =400^{m2}

6.10 EKURHULENI DISTRIC OFFICE (1st FLOOR)

Offices:	3 with 3 Workstations
Open Plan Offices:	2 x with 22 working station and tiles
Kitchen:	1 kitchen (Shared with DSD)
Boardroom:	1 x with 20 chairs and carpet – BIC
Ablution Facilities:	1 x Female toilet, 2 x hand wash basin (Shared with DSD)
Stoops /Passages:	1 Passages (Shared with DSD & Dept. of Health)
Storeroom:	4 x storeroom
Strong room (save):	1 x save
Cleaning/washing windows:	Quarterly
Fumigation	Quarterly
Decontamination and	as need arise
Deep Cleaning	Quarterly
Cleaner's office:	1 x office/Shared

FOURTH FLOOR

Offices:	3 with 3 Workstations

Printer /Copier Room:	1 x Workstation
Kitchen:	1 x kitchen (Shared with DSD)
Ablution Facilities:	3 x Female toilet, 3 water closets 3 x hand wash basin (Shared with DSD)
Stoops /Passages:	1 Passages (Shared with DSD)
Number of cleaner:	1 x cleaner

6.10.1 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Ekurhuleni District	2xSedan 1x Bakkie	3

Total Square meters for the Entire Office =430m^2

6.11 THOKOZA LOCAL OFFICE

Reception:	1 Security Desk, 2 x chairs
Customer Care:	2 x Workstation, 10x chairs, and 1x Printing / Copier
Small Open Area (DG):	5 x workstations, 5 x official chairs, clients' chairs
Doctor's Room:	1x Workstation, x1 DG Bed, 1 x basin, mirror, 1 cabinet
Admin Office:	2 x workstations, 3x chairs
Open Plan:	7 x workstations, 14x chairs
Carport (waiting area):	1 x number of benches
Supervisor's Office:	1 x workstation, 2x chairs
Team Leader Office:	1 x workstation, 1x chair
BRM Office (Registry):	3 x workstations, 6 x chairs
Back Office:	2 x workstations, 4x chairs, 2x steel chairs
LOM Office:	1 x workstation, 1x table, 6x chairs
Server Room:	1 x server room
Kitchen/Pause Area:	1 x kitchen/pause area
Ablution Facilities:	3 x Male (2 water closets, 6 urinals, 2 hand wash basins), 2 Female (2x water closets, 1x Wash basin), 1 x disabled toile (1x water closet, 1x water basin), Public Toilets (outside), (wat closets), washing basins, urinals etc.
Boardroom:	22 x Boardroom chairs, 4x boardroom, tables and 8x blinds
Passage:	1 x tilled, number of chairs
Pause area:	1 x tiled, 8x chairs
Storeroom:	1 x Storeroom – to be tiled
Cleaner's room	1 x Cleaner's room
Strong room:	1 x Strong Room
Number of cleaners:	2 x Cleaners

6.11.1 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Thokoza Local Office	4x Sedan 1x bakkie	5

Total Square Meters for the Entire Office = 235^{m2}

6.12 VOSLOORUS LOCAL OFFICE

Reception:	1 Security Desk, 2 x chairs (shared with DSD)
Customer Care:	2 x Workstation, 10 x chairs, and 1 x Printing / Copier
Doctor's Room:	1x Workstation, x1 DG Bed, 2 chairs 1 x basin, 1 mirror, 1 cabinet
Open Plan:	8 x workstations, 16 chairs
Carport (waiting area):	1 x number of benches
Team Leader Office:	1x workstation, 2 x chair
BRM Office Back Office (Registry):	4 x workstations, 6 x chairs
Server Room:	1 x server room
Kitchen/Pause Area:	1 x kitchen/pause area,
Ablution Facilities:	3 x Male (2 water closets, 6 urinals, 2 hand wash basins), 2 Female (2 water closets, 1 Wash basin), 1 x disabled toilet, 1 water closet, 1 water basin), Public Toilets (outside (wat closets, washing basins, urinals etc.
Cleaner's room	1 x Cleaner's room
Number of cleaners:	1 x cleaners

613.1 VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Vosloorus Local Office	Sedan	2

Total Square Meters for the Entire Office =120^{m2}

OVERALL SQUARE METERS FOR EKURHULENI DISTRICT

Office	Overall Square Meters for all floors	Total Number of Staff
Ekurhuleni District Office	430 ^{m2}	9
Germiston Local Office	400^{m2}	17
Benoni Local Office	1378 ^{m2}	24
Nigel Local Office	290.5 ^{m2}	6
Springs Local Office	1318 ^{m2}	15
Tembisa 1 Local Office	500 ^{m2}	9
Tembisa 2 Local Office	390 ^{m2}	9
Vosloorus Local Office	120 ^{m2}	18
Thokoza Local Office	235 ^{m2}	24
Kwa-Thema Local Office	144 ^{m2}	9
Tsakane Local Office	500 ^{m2}	10
Duduza Local Office	182 ^{m2}	5
Total	**5887.5^{m2}**	**161**

7. VEHICLE SUMMARY

Make/Model	Number
VW Polo Vivo	15
Suzuki Ciaz	119
Mahindra	40
Renault Fluence	01
Toyota Etios	01
VW Crafter	01
Ford Focus	01
Mobile Unit	01

24. SUBMISSION OF BIDS

24.1. Address where bids should be submitted:

Gauteng Regional Office
222 Smit Street
Braamfontein
5th Floor
Johannesburg
2000

Time: 08h00 to 17h00

24.2. The following contact details in respect of enquiries will apply:

a) Technical enquiries

Name of Region	Contact Number	Contact Person	Email Address
Gauteng	011 241 8541	Mr. Manare Meso	ManareM@sassa.gov.za

b) Supply Chain Management

Name of Region	Contact Number	Contact Person	Email Address
Gauteng	011 241 8474	Mr. Mmathume Nkadimeng	MmathumeN@sassa.gov.za