



sassa

SOUTH AFRICAN SOCIAL SECURITY AGENCY

**TERMS OF REFERENCE:
CLEANING AND SANITATION, CAR WASH,
SANITIZATION OF OFFICES AND VEHICLES,
SERVICING OF ENVIRO LOO TOILETS AND
SEPTIC TANKS, GARDENING AND FUMIGATION
SERVICES FOR THE
SOUTH AFRICAN SOCIAL SECURITY AGENCY
LIMPOPO REGION
FOR A PERIOD OF 36 MONTHS**

1. OBJECTIVE

To procure services for cleaning and sanitation, car wash, sanitization of offices and vehicles, servicing of enviro-loo toilets and septic tanks, gardening and fumigation for the South African Social Security Agency (SASSA) in the Limpopo Region for a period of thirty-six (36) months.

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.

3. SCOPE OF WORK ON CLEANING, SANITATION, SANITISATION OF OFFICES AND VEHICLES (COVID-19 SANITISING), CARWASH, , SERVICING OF ENVIRO-LOO TOILETS AND SEPTIC TANKS, GARDENING AND FUMIGATION SERVICES

The appointed service provider(s) will be required to provide the following services:

- 3.1. Cleaning and Sanitation Services: provision of cleaning services by vacuuming, sweeping, dusting, wiping, polishing, scrubbing, mopping and washing surfaces.
- 3.2. Hygiene Services: Supply and installation of dispensers as well as the replenishment of consumables
- 3.3. Deep cleaning: provision of deep cleaning services of couches and chairs every six months.
- 3.4. Car Wash Services: washing of SASSA vehicles either within SASSA premises or in secure car wash facility within a 3 km radius to a SASSA office.
- 3.5. Sanitization Services (covid-19): sanitizing of offices and vehicles on a bi-monthly basis and on an as and when required basis. This service will be

terminated once Covid-19 is declared to no longer be a pandemic in the Republic and sanitizing against it is not required any more.

- 3.6. Enviro-Loo and Septic Tank Services: emptying of enviro-loo and of septic tanks on a quarterly basis or on an as and when required basis.
- 3.7. Food service aid: prepare and set up boardrooms/meeting rooms as well as washing of kitchen utensils twice a day for officials
- 3.8. Gardening Services: provision of gardening services (maintenance and overall care) at all offices.
- 3.9. Fumigation/pest control: provision of fumigation services on a quarterly and on an as and when required basis.

NB: Details on the square meters for offices and yards, the floor plan, number of cleaners, gardeners, pool vehicles and enviro-loo's are contained in the Annexures.

4. KEY ASPECTS OF THE BID PROPOSAL

Bid proposals must cover the following:

- 4.1 Proof of registration in accordance with all statutory requirements of the contract cleaning and fumigation industry.
- 4.2 Physical and postal addresses, contact details of the office which will be providing the cleaning and sanitation services at SASSA LIMPOPO REGION.
- 4.3 Number of staff members to be dedicated to the project as required in the specifications (this should be clearly defined in the **Price Structure Template**):
 - 4.3.1 Project Manager;
 - 4.3.2 Supervisor; and
 - 4.3.3 Staff members
- 4.4 Each party in a Joint Venture/consortium related to this project must comply with the following requirements:
 - Certified copy of a current and active Contract Cleaning Association Certificate or any other relevant certificate
 - Certified copy of a valid COIDA
 - Certified copy of a valid UIF
 - Submission of a valid Tax Compliance Status Pin
 - Registered on the Central Supplier Database

5. RESPONSIBILITIES

5.1 The Service Provider shall:

- 5.1.1. Conduct business in a courteous and professional manner.
- 5.1.2. Provide the necessary documentation as requested prior to the awarding of the contract.
- 5.1.3. Comply with all relevant employment legislation and applicable bargaining council agreement, including UIF, 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 Sectoral Determination including payment for overtime work.
- 5.1.4. Manage the internal disputes among his/her staff such that SASSA is not affected by those disputes.
- 5.1.5. Ensure that all staff working under this contract is in good health and pose no risk to any SASSA employees.
- 5.1.6. Comply with SASSA security and OHS policies, procedures and regulations.
- 5.1.7. 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;
- 5.1.8. Maintain cleaning and gardening equipment in good order so as to comply with the SASSA's Occupational Health and Safety Standards (a copy will be available on request).
- 5.1.9. Re-fill, empty and clean machines and equipment only at such places as indicated/designated.
- 5.1.10. Ensure that all staff working under this contract are adequately trained prior to the commencement of the contract. Even the relievers 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 who is poorly performing.
- 5.1.11. 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 uniform requirement and any other requirement of the tender specifications.
- 5.1.12. 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 onus is upon service provider to familiarize themselves with the project sites.

5.2 SASSA shall:

- 5.2.1 Manage the contract in a professional manner.
- 5.2.2 Monitor the service provider if he/she pays the cleaners and gardeners in line with the Sectoral Determination Sector and take steps against the service provider if there is non-compliance.
- 5.2.3 Provide appropriate information as and when required and only in situations where it is required by the service provider to fulfill their duties.
- 5.2.4 Not tolerate any unfair labour practices between service provider and his/her staff) that happen during the execution of the project activities.
- 5.2.5 Provide a storage facility for equipment and materials where possible.
- 5.2.6 If necessary request the withdrawal of a staff member/cleaner if he/she poses a threat or danger to SASSA employees.

6 EVALUATION OF THE TENDER

6.1 The bid proposals shall be evaluated in accordance with the 90/10 principle. The evaluation shall be conducted as follows:

- 6.1.1 **Phase One** – Special Conditions
- 6.1.2 **Phase Two** – Administrative Compliance
- 6.1.3 **Phase Three** – Functionality Criteria
- 6.1.4 **Phase Four** – Price and B-BBEE Preference Points

Phase One – Special Condition
<ol style="list-style-type: none">1. Certified copy of a Current\Active Contract Cleaning Association certificate.2. Certified copy of a Current\Active South African Pest Control Association (SAPCA) or Department of Environment, Forestry and Fishery (DEFF) certificate or any other relevant certificate (a certificate for pest control and a certificate for fumigation).3. Certified copy of a valid Unemployment Insurance Fund (UIF) compliance certificate4. Certified copy of a valid Compensation for Occupational Injuries and Diseases Act (COIDA) Letter of Good Standing.5. A list of chemicals and equipment (make, model and age of the equipment) to

be used for general cleaning services must be submitted. Sanitary equipment and chemicals to be used must also be clearly listed. A written confirmation that only SABS approved cleaning equipment and material will be used in SASSA premises must also be attached.

6. Bidders must submit their bid proposals in line with the bid specification and the attached **Annexures I and K**. Failure to comply with this requirement shall invalidate the bid.
7. Price Structure – the price proposals must strictly be prepared in line with the attached **Price Structure Annexure H**. Failure to comply with this requirement shall invalidate the bid.

All certified copies must not be certified for a period older than three months.

Failure to meet the above criteria shall invalidate your bid.

Phase Two - Administrative Compliance

1. A valid Tax Compliance Status pin
2. Proof of a valid registration with the Central Supplier Database
3. Certified ID Copies for all Company Directors
4. Submission of fully signed and completed Standard Bidding Documents (SBD) forms.

All certified copies must not be certified for a period older than three months.

Failure to meet the above criteria may invalidate your bid.

WEIGHTING

Phase Three – Functionality Criteria	100
<p>Reference letter\’s (from previous or current clients) must be submitted in order to claim points for items 1 to 5 below. The letters should be signed by an official at managerial level or above and must indicate contact details, project description, square meters of the offices cleaned as well as the duration of project. For a bidder to claim points from different projects, the projects should not be running in the same period.</p> <p>1. Experience in the provision of cleaning and sanitation services (Complete Annexure I and Return with the Bid Document): Number of years of experience shall be allocated values as follows:</p> <ul style="list-style-type: none"> (i) 0 to 4 years = 1 (ii) Above 4 to 7 years = 3 (iii) Above 7 years = 5 <p>2. Capability to clean size of the building(s) as per bid requirements - Square meters of bidder’s current past/current project site(s) to be assessed. (Complete Annexure I and Return with Bid Document): Square meters of the bidder’s current\past project sites shall be allocated values as follows:</p> <ul style="list-style-type: none"> (i) 0 - 15999 m² = 1 (ii) 16 000 – 21 999 m² = 2 (iii) 22 000 – 27 999 m² = 3 (iv) 28 000 – 33 999 m² = 4 (v) Above 34 000 m² = 5 <p>3. Experience in the provision of car wash services (Complete Annexure I and Return with Bid Document): Number of years of experience shall be allocated values as follows:</p> <ul style="list-style-type: none"> (i) 0 to 3 years = 1 (ii) Above 3 to 5 years = 3 (iii) Above 5 years = 5 <p>4. Experience in the provision of gardening services (Complete Annexure I and Return with Bid Document): Number of years of experience shall be allocated values as follows:</p> <ul style="list-style-type: none"> (i) 0 to 3 years = 1 	<p>30</p> <p>25</p> <p>5</p> <p>5</p>

(ii) Above 3 to 5 years = 3	
(iii) Above 5 years = 5	
5. Experience in the provision of fumigation services (Complete Annexure I and Return with Bid Document): Number of years of experience shall be allocated values as follows:	5
(i) 0 to 3 years = 1	
(ii) Above 3 to 5 years = 3	
(iii) Above 5 years = 5	
6. Profile of key staff (attach Curriculum Vitae and certified copy of a relevant qualification of the Project Manager)	
6.1 <u>Qualifications</u>	5
(i) No qualifications or no qualification in project management = 1	
(ii) Certification in Project Management = 3	
(iii) Any NQF /Tertiary level qualification = 5	
6.2 <u>Experience (relevant experience in project management)</u>	
(i) 0 to 5 years = 1	
(ii) 6 to 8 years = 3	5
(iii) 9 years and Above = 5	
7. Project Implementation Plan for All Services. The Project Implementation Plan must include, but not limited to the following:	
(i) Activities during Pre-Project Implementation Phase	10
(ii) Activities during Project Implementation Phase	
(iii) Activities during Project Close-Out Phase	
Poor = 1, Average = 2, Good = 3, Very Good = 4, Excellent = 5	
8. Contingency Plan during project execution (measures to be implemented during industrial actions, leave and absenteeism)	
Poor = 1, Average = 2, Good = 3, Very Good = 4, Excellent = 5	5
9. Training Plan (for all services):	
• Provide training strategy before and during project implementation	
Poor = 1, Average = 2, Good = 3, Very Good = 4, Excellent = 5	5

<p><u>Site Inspection</u></p> <p>Inspections will only be done on the recommended bidder\'. The inspection is not part of the Functionality Criteria and is used to confirm the bidder's reference\'. </p>	

Bidders must score a minimum of 70 points on functionality. Bidders who score less than 70 points for functionality shall be disqualified and shall not be subjected to further evaluation. Bidders who fail to submit reference letters for the Cleaning and Sanitation service will not be scored for Functionality Criteria number one.

Phase Four - Price and Preference	100
Price	90
BBBEE Status Level of Contribution	10

Points awarded for B-BBEE Status Level of Contribution

- In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)
1	10
2	9
3	6
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

Bidders must submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer. Failure to submit will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

8. BID AWARD & CONTRACT CONDITIONS

- 8.1 The awarded bidder shall be subjected to the security clearance process.
- 8.2 The contract shall be concluded between SASSA and the successful service provider(s).
- 8.3 SASSA reserves the right to award the bid in whole or only partial.
- 8.4 SASSA reserves the right not to award the bid.
- 8.5 SASSA reserve a right to negotiate a bid price with preferred bidder(s)
- 8.6 The contract period is for thirty six (36) months
- 8.7 Site inspections shall be conducted for current or past cleaning services projects. Bidders shall be disqualified if found to have misrepresented information in their bid proposals.
- 8.8 SASSA will enter into Service Level Agreement(s) with the successful bidder(s).
- 8.9 Bidders must comply with safety regulations at all times during operations.
- 8.10 Seventy-Five percent (75%) of the workforce must be recruited from the local communities around the office.
- 8.11 Any misrepresentation of information will lead to disqualification
- 8.12 **General cleaning equipment required**
 - Industrial Heavy duty carpet cleaner (wet and dry);
 - Industrial vacuum cleaners (less noise). **NB: The number of vacuum machines allocated must enable cleaners to vacuum in line with the requirements– Office Cleaning Services Requirements. THERE MUST BE NO SHORTAGE OF VACUUM CLEANERS and must be functional at all times.**
 - Disc stripping machine;
 - Mop trolleys;
 - And all other necessary equipment.
- 8.13 **Every worker (cleaning services) must have the following:**
 - 1. Broom;
 - 2. Mop trolley;
 - 3. Scrubbing brushes;
 - 4. Buckets;
 - 5. Steel wool;
 - 6. Buffing machine;
 - 7. Furniture polish;
 - 8. Multipurpose cleaner;
 - 9. Toilet cleaner;

10. Disinfectant soap;
11. Dusters;
12. Scourers;
13. And all other necessary cleaning material.

8.14 Meetings

8.14.1 The project manager of the appointed company must attend the following meetings organized by SASSA:

- a) Occupational Health and Safety (OHS) meetings;
- b) Ad-hoc meetings organized as and when necessary;
- c) Progress review meetings to be held on a monthly basis.

8.15 The supervisor must draw up timetables and work schedules on a daily basis.

8.16 Disaster Management: In the event of flooding or any other incident, which may occur, emergency cleaning must be undertaken by the service provider at SASSA's cost.

9. PRICE

9.1 All prices charged should be inclusive of VAT (for bidders who are VAT vendors). The bid proposal must clearly indicate the total price for the first year of service.

9.2 Pricing schedule on Annexure H.

10. PRICE ADJUSTMENTS

10.1 Bidders must take note that firm prices will be accepted for the first twelve (12) months of the contract duration, thereafter a price adjustment after every 12th month for the duration of the contract shall be accepted based on the average Consumer Price Index (CPI) % as issued by Statistics South Africa (STATSSA).

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

11. TESTING AND TEST REPORTS

11.1 A test report not older than 12 months issued by any institution recognized or accredited by the South African National Accreditation System (SANAS) must be submitted by the successful bidder before the finalization of the contract.

11.2 If a bidder's manufacturing facility has been tested and inspected by any institution accredited or recognized by SANAS; a certificate not older than

12 months must be issued indicating that both the product offered and the manufacturing facility of the product have been inspected and tested.

11.3 In the event of the bidder not being a manufacturer, the bidder must obtain such certificate from the relevant manufacturer.

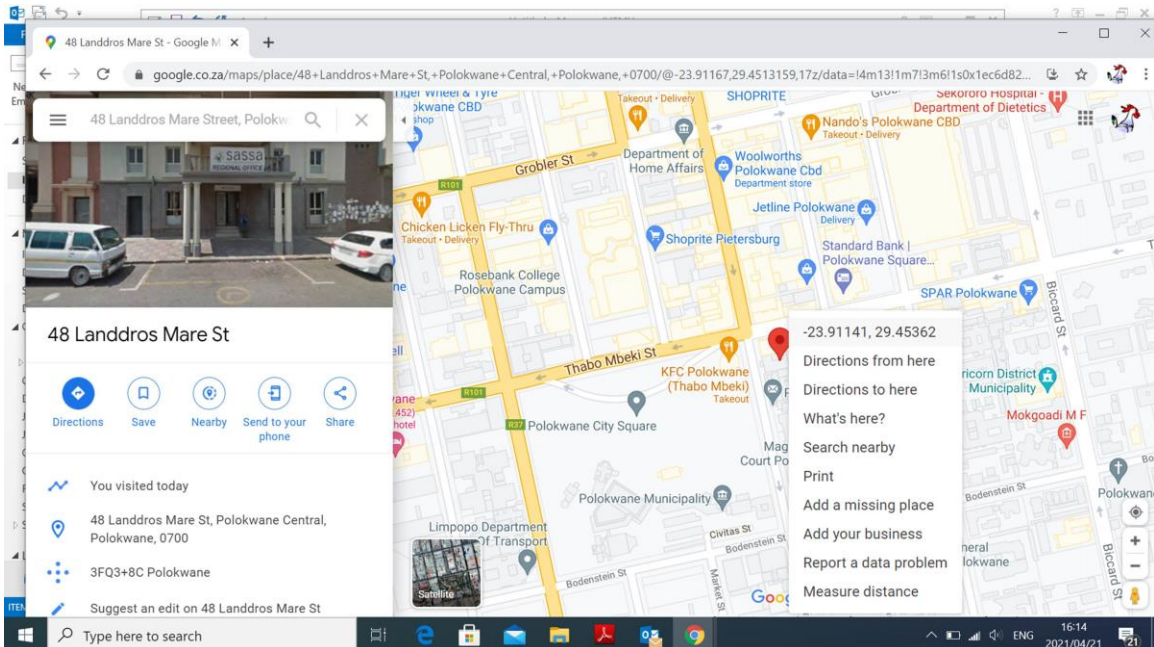
SAMPLES

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

14. PROJECT CO-ORDINATION ARRANGEMENTS

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

SASSA Regional Office Building
48 Landros Mare Street
Polokwane
0700



Bid responses must be submitted at the above address. Note that late bids will not be evaluated.

All queries regarding the bid may be directed to the below officials:

Technical enquiries:

Name: Mboweni DC
Tel: 015 291 7598
Email: ChristopherM@sassa.gov.za

Bid administration enquiries:

Name: Charlotte Putuka
Tel: 015 291 7429
Email: Charlotttep@sassa.gov.za

15. PROJECT PERIOD

The project will commence after the signing of the contract. The service provider will be expected to provide Cleaning and Sanitation, Car-wash, Sanitization of offices and vehicles, servicing of enviro-loo and septic tanks, gardening and fumigation services for a period of thirty-six (36) months.

ANNEXURE A



LIMPOPO REGION OFFICES ANNEXURE

FLOOR PLANS AND SQUARE METERS FOR THE LIMPOPO REGION OFFICES

1. REGIONAL OFFICE

1.1. FLOOR

No. of Offices:	7
Reception	1
Security room	1
No. of Officials	07
No. of Workstations:	11
No. of Kitchens	1
Ablution Facilities:	Male (3 toilets, 4 urinals and 4 basins) Female (5 toilets, 2 basins and 1 disabled)
Store Rooms	6
No. of Parking Area:	10
No. of cleaners	1

Total Square meters for the ground floor = 648 m²

1.2. FIRST FLOOR

No. of Offices:	12
No. of Officials	23
No. of Workstations:	26
No. of Kitchens	1
Ablution Facilities:	Male (1 toilet, 1 urinal and 1 basin) Female (2 toilets, 2 basins)
Store Rooms	2
No. of Parking Area:	15
No. cleaners	1

Total Square meters for the first floor = 694 m²

1.3. SECOND FLOOR

No. of Offices:	14
No. of Officials	15
No. of Workstations:	23
No. of Kitchens	1
Ablution Facilities:	Male (1 toilet, 1 urinal and 1 basin) Female (2 toilets, 2 basins)
Strong Rooms:	1
Store Rooms	2
No. of Parking Area:	15
No. cleaners	1

Total Square meters for the second floor = 514 m²

1.4. THIRD FLOOR

No. of Offices:	10
No. of Officials	14
No. of Workstations:	24
No. of Kitchens	1
Ablution Facilities:	Male (1 toilet, 1 urinal and 1 basin) Female (2 toilets, 2 basins)
Strong Rooms:	1
Discussion room	1
Store Rooms	2
No. of Parking Area:	15
No. cleaners	1

Total Square meters for the third floor = 514 m²

1.5. FOURTH FLOOR

No. of Offices:	10
No. of Officials	11
No. of Workstations:	12
No. of Kitchens	1
Ablution Facilities:	Male (2 toilet, 2 urinal and 2 basin) Female (3 toilets, 2 basins)
Printing / Copier Room:	0
Strong room	1
Boardroom:	1 x 20 seater
No. of Parking Area:	18
No. cleaners	1

Total Square meters for the fourth floor = 405 m²

1.6. FIFTH FLOOR

No. of Offices:	10
No. of Officials	14
No. of Workstations:	25
No. of Kitchens	1
Ablution Facilities:	Male (2 toilets, 2 urinals and 2 basins) Female (3 toilets, 2 basins)
Store Rooms	1
No. cleaners	1

Total Square meters for the fifth floor = 770 m²

1.7 SIXTH FLOOR

No. of Offices:	11
No. of Officials	09
No. of Workstations:	10
No. of Kitchens	1
Ablution Facilities:	Male (3 toilet, 2 urinals and 3 basin) Female (3 toilets, 2 basins)
Store Rooms	2
Computer Room	1
No. cleaners	1

Total Square meters for the sixth floor = 732 m²

1.8. OVERALL SQUARE METERS FOR REGIONAL OFFICE

Office	Overall m ²	Total Number of Staff
Regional Office	4277 m ²	107
<i>Total</i>	4277 m ²	107

1.9. OVERALL VEHICLES LOCATED IN REGIONAL OFFICE

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Regional Office	Sedans	8
	LDV Double Cab	3
	LDV Single Cab	3
	Multi-purpose vehicle	3

TOTAL	17
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2. VHEMBE DISTRICT OFFICE

2.1 DISTRICT OFFICE

- No. of Offices: 27
- No. of Officials 22
- No. of Workstations: 32
- No. of Kitchens 01
- Ablution Facilities: Male (6 toilets, 4 urinals and 6 basins)
Female (9 toilets, 6 basins, 6 she bins)
Disabled (1 toilets, 1 basins)
- Meeting Rooms: 2 x (1 x 12 seaters and 1x 40 seaters)
- Strong Rooms: 01
- Store Rooms 01
- Guardroom 01
- Reception Area: 01
- No. cleaners 02
- Gardener 01
- No of beneficiaries 20

Total Square meters for the Vhembe District Office= 1865 m²

Total Square meters for the Vhembe Yard for gardening=2000m²

VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
District Office	Mobile Unit	1
	LDV Double Cab	1
	Multi-purpose vehicle (Caddy)	2
	Sedans	6
	Panel Van	1
TOTAL		11

2.2 MAKWARELA LOCAL OFFICE

- No. of Offices: 33
- No. of Officials 19
- No. of Workstations: 32

- No. of Kitchens 2
- Ablution Facilities: Male (3 toilets, 0 urinals and 3 basins)
Female (3 toilets, 3 basins, 4 SHE bins bins)
Disabled (2 toilets, 2 basins)
- Enviro loo Male : 2, Female :2
- Meeting Rooms: 1 x 24 seaters
- Waiting Area 1 x 25 people
- Strong Rooms: 1
- Store Rooms 2
- Reception Area: 1
- No. cleaners 2
- No of beneficiaries 158

Total Square meters for Makwarela Local Office = 1690 m²

Total Square meters for Makwarela Yard for gardening = 1500 m²

VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Local Office	Sedans	1
	LDV Double Cab	3
	LDV Single Cab	1
TOTAL		5

1.3. TSHAULU LOCAL OFFICE

- No. of Offices: 3
- No. of Officials 5
- No. of Workstations: 5
- Ablution Facilities: Male (1 toilet, 1 basin)
Female (1 toilets, 1 basin, 1 SHE bin)
- Enviro-loo Male: 2, Female: 2
- No. cleaners 1
- Gardeners 1
- No. of beneficiaries 20

VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Local Office	LDV Double Cab	1
TOTAL		1

Total Square meters for Tshaulu local office = 450 m²

Total Square meters for Tshaulu local Yard for gardening = 350 m²

2.5. MALAMULELE LOCAL OFFICE

- No. of Offices: 7
- No. of Officials 17
- No. of Workstations: 10
- Ablution Facilities: Male (2 toilets, 2 urinals, 3 basins)
 - Female (3 toilets, 2 basin, she bins)
- Enviro loo Male : 2,
Female :2
- No. cleaners 1
- Gardener 01
- No of beneficiaries 80

VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Malamulele Local Office	LDV Double Cab	2
	LDV Single Cab	1
TOTAL		3

Total Square meters for Malamulele Local Office = 108 m²

Total Square meters for Malamulele Yard for gardening = 2000 m²

2.6. MAKHADO LOCAL OFFICE

- No. of Offices: 4
- No. of Officials 19
- No. of Workstations: 08
- No. of Kitchens 2
- Ablution Facilities: Male (1 toilet, and 1basin)
 - Female (1 toilets, 1 basin)
- Boardrooms 24 seaters
- Store Rooms 1
- No. cleaners 1
- No of beneficiaries 75

Total Square meters for Makhado Local Office = 600 m²

VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Makhado Local Office	Sedans	1
	LDV Double Cab	1

	Single Cab	1
TOTAL		3

2.7. RABALI LOCAL OFFICE

- No. of Offices: 4
- No. of Officials 10
- No. of Workstations: 8
- Ablution Facilities: Male / Female (2 toilets, 1 basins)
- Enviro loo Male: 2, Female :2
- No. cleaners 1
- Gardener 1
- No of beneficiaries 60

VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Rabali Local Office	LDV Double Cab	4
TOTAL		4

Total Square meters for Rabali service point = 450 m²

Total Square meters for Rabali Yard for gardening = 2500 m²

2.8. HLANGANANI LOCAL OFFICE

- No. of Offices: 05
- No. of Officials 11
- No. of Workstations: 16
- Ablution Facilities: Male / Female 8pit toilets, 1 flushing
- Enviro loo Male: 2, Female :2
- No. cleaners 01
- Gardener 01
- No of beneficiaries 70

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Hlanganani service point	LDV Single Cab	0
	Double cab	2
TOTAL		2

Total Square meters for Hlanganani service point = 218 m²

Total Square meters for Hlanganani Yard for gardening = 450 m²

2.9. VUWANI SERVICE POINT

- No. of Offices: 2
- No. of Officials 06

No. of Workstations: 05
 No. cleaners 01

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Vuwani local office	Double cab LDV	1
TOTAL		1

Total Square meters for Vuwani service point = 36 m²

Total Square meters for Vuwani Yard for gardening = 350 m²

2.10. HA-MUTSHA LOCAL OFFICE

- No. of Offices: 04
- No. of Officials 8
- No. of Workstations: 11
- No. of Kitchens 1
- Ablution Facilities: Male (4 pit toilets, 1 basin)
- Enviro loo Male : 2, Female :2

- No of Storerooms 1
- No. cleaners 01
- Gardener 01
- No of beneficiaries 60

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Ha mutsha local office	Sedan	1
	Double cab LDV	1
TOTAL		2

Total Square meters for Ha-Mutsha service point = 143 m²

Total Square meters for Ha-Mutsha Yard for gardening = 430 m²

2.11. MUTALE LOCAL OFFICE

- No. of Offices: 3
- No. of Officials 11
- No. of Workstations: 18
- Ablution Facilities: Male (1 toilets, 1basin)
 - Female (2 toilets, 2 basins)

- Enviro loo
 - Disability (1 toilet, 1 basin)
Male : 2, Female :2
- No. cleaners 1
- Gardener 1
- No of beneficiaries 60

Total Square meters for Mutale Local Office = 450 m²

Total Square meters for Mutale Yard for gardening = 1500 m²

VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Local Office	LDV Single Cab	1
	LDV double cab	2
TOTAL		3

2.12. MUSINA LOCAL OFFICE

- No. of Offices: 3
- No. of Officials 7
- No. of Workstations: 19
- No of Kitchens 2
- Ablution Facilities: Male (2 toilets, 2 urinals, 2 basins)
 - Female (3 toilets, 2 basins)
 - Disabled (2 toilets, 2 basins)
- No of storeroom 2
- Boardroom 1
- Capturing hall 1
- Guardroom 1
- No. of cleaners 1
- Gardener 1
- No of beneficiaries 20

VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
Local Office	Sedan	1
	LDV double cab Hardbody	1
TOTAL		2

Total Square meters for Musina Local Office = 550 m²

Total Square meters for Musina Yard for gardening = 1800 m²

OVERALL SQUARE METER FOR VHEMBE DISTRICT

Offices	6560 m ²
Yard for gardening	7030m ²

OVERALL VEHICLES LOCATED IN VHEMBE

OFFICE	NUMBER OF VEHICLES
All Vhembe District Offices	38

3. SEKHUKHUNE DISTRICT

3.1 DISTRICT OFFICE AND JANE FURSE LOCAL OFFICE

- No. of Offices: 31
- No. of Officials 26
- No. of Workstations: 20
- No. of Kitchens 2
- Ablution Facilities: Male (5 toilets, 2 urinals and 5 basins)
 - Female (6 toilets, 6 basins)
 - Disabled (1 toilets, 2 basins)
- Meeting Rooms: 3 x (1 x 12 seaters and 2x 25 seaters)
- Strong Rooms: 1
- Store Rooms 3
- Reception Area: 1
- No. of cleaners 2
- No. of gardener 1
- No. of beneficiaries 55

Total Square meters for the Sekhukhune District = 1865 m²

Total Square meters for the Sekhukhune Yard for gardening=3599 m²

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
District Office	Mobile Unit	1
	LDV Panel Van	1
	LDV Single Cab	1
	Multi purpose vehicle	2
	LDV Double Cab	2
	Sedans	5
TOTAL		11

3.2. APEL LOCAL OFFICE

- No. of Offices: 4
- No. of Officials 19
- No. of Workstations: 14
- Ablution Facilities: Male (2 toilets, 2 urinals, 1 basins)
 - Female (2 toilets, 1 basins)
 - Disabled (1 toilets, 1 basins)
- Enviro-loo Male(2 toilets, female 2)
- No of storeroom 1
- No. of cleaners 1
- No. of beneficiaries 24

Total Square meters for Apel Local Office = 450 m²

Total Square meters for Apel Yard for gardening = 2958m²

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Local Office	LDV Single Cab	0
	Sedan	1
	LDV Double Cab	2
TOTAL		3

3.3. LUCKAU LOCAL OFFICE

- No. of Offices: 5
- No. of Officials 17
- No. of Workstations: 8
- No of Kitchens 1
- Ablution Facilities: Male (2 toilets, 2 urinals, 1 basins)
 - Female (2 toilets, 1 basins)
 - Disabled (1 toilets, 1 basins)
- No. of cleaners 1
- No. of gardeners 1
- No. of beneficiaries 43

Total Square meters for Luckau Local Office = 61 m²

Total Square meters for Luckau Yard for gardening = 3151 m²

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Local Office	LDV Double Cab	2
	Single cab	1
TOTAL		3

3.4. LEEUWVONTEIN LOCAL OFFICE

- No. of Offices: 4
- No. of Officials 20

- No. of Workstations: 13
- No of Kitchens 2
- Ablution Facilities: Male (2 toilets, 2 urinals, 3 basins)
 - Female (4 toilets, 2 basins)
 - Disabled (2 toilets, 2 basins)
- Enviro-loo Male(2 toilets, female 2)
- No of storeroom 2
- No. of cleaners 1
- Gardener 1
- No. of beneficiaries 62

Total Square meters for Leeuwfontein Local Office = 550 m²

Total Square meters for Leeuwfontein Yard for gardening = 3978 m²

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Local Office	LDV Single Cab	2
	LDV Double Cab	2
TOTAL		4

3.5. PRAKTISEER LOCAL OFFICE

- No. of Offices: 5
- No. of Officials 16
- No. of Workstations: 12
- No of Kitchens 1
- Ablution Facilities: Male (2 toilets, 2 urinals, 2 basins)
 - Female (2 toilets, 1 basin)
 - Disabled (2 toilets, 1 basins)
- No of storeroom 1
- No. of cleaners 1
- No. of beneficiaries 220

Total Square meters for Praktiseer Local Office = 108 m²

Total Square meters for Praktiseer Yard for gardening = 1746 m²

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Local Office	LDV Single Cab	1
	Sedan	1
	LDV Double Cab	3
TOTAL		5

3.6. LEBOENG SERVICE POINT

- No. of Offices: 4
- No. of Officials 6
- No. of Kitchens 1
- No. of Workstations: 3
- Ablution Facilities: Male (1 toilet, 1 urinal, 1 basin)
 - Female (1 toilet, 1 basin)
- No of storerooms 1
- No. of cleaners 1
- No. of beneficiaries 31

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Local Office	LDV Single Cab	1
	LDV Double Cab	1
	Sedan	1
TOTAL		3

Total Square meters for Leboeng service point = 36 m²

3.7. MOROKE LOCAL OFFICE

- No. of Offices: 3
- No. of Officials 9
- No of Kitchens 1
- No. of Workstations: 6
- Ablution Facilities: Male (2 toilets, 2 urinals 2 basins)
 - Female (2 toilets, 2 basins)
- No of storerooms 1
- No. of cleaners 1
- No. of beneficiaries 150

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Local Office	LDV Double Cab	2
TOTAL		2

Total Square meters for Moroke service point = 84 m²

Total Square meters for Moroke Yard for gardening = 3153 m²

3.8. NEBO LOCAL OFFICE

- No. of Offices: 4
- No. of Officials 12
- No. of Workstations: 10

Ablution Facilities:	Male (1 toilets, 1 basins) Female (1 toilets, 1 basins)
No. of cleaners	1
No. of beneficiaries	59

Total Square meters for Nebo Local Office = 46 m²

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Local Office	Sedan	3
	LDV Double Cab	1
TOTAL		4

3.9. SCHOONOORD SERVICE POINT

No. of Offices:	2
No. of Officials	7
No. of Workstations:	5
Ablution Facilities:	Male (1 toilets, 1 urinal, 1 basin) Female (1 toilets, 1 basin)
No. of cleaners	1
Gardener	1
No. of beneficiaries	48

Total Square meters for Schoonoord service point = 450 m²

Total Square meters for Schoonoord Yard for gardening = 2717 m²

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Local Office	Double Cab	2
TOTAL		2

3.10. MANGANENG LOCAL OFFICE

No. of Offices:	9
No of officials	5
No. of Workstations:	9
No of Kitchens	2
Ablution Facilities:	Male (2 toilets, 2 urinals, 2 basins) Female (3 toilets, 2 basins) Disabled (2 toilets, 2 basins)
Enviro-loo	Male(2 toilets, female 2
No of storeroom	2
No. of cleaners	1
Gardener	1
No. of beneficiaries	20

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Local Office	LDV Double Cab	1
TOTAL		1

Total Square meters for Manganeng service point = 550 m²

Total Square meters for Manganeng Yard for gardening = 3136 m²

3.11. MOUTSE EAST (SEMPUPURU) LOCAL OFFICE

No. of Offices:	8
No. of Officials:	11
No. of Workstations:	11
No of Kitchens	1
Reception area	1
Ablution Facilities:	Male (1 toilets, 1 basins) Female (1 toilets, 1 basins)
No of storeroom	1
No. of cleaners	1
No. of beneficiaries	56

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Local Office	LDV Single Cab	0
	LDV Double Cab	2
	Sedan	0
TOTAL		2

Total Square meters for Moutse East Local Office = 330 m²

3.12. MOUTSE WEST LOCAL OFFICE

No. of Offices:	3
No. of Officials:	10
No. of Workstations:	10
No of Kitchens	1
Reception area	1
Ablution Facilities:	Male (1 toilets, 1 basins) Female (1 toilets, 1 basins)
No of storeroom	1
No. of cleaners	1
No. of beneficiaries	40

Total Square meters for Moutse West service point = 36 m²

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Local Office	LDV Double Cab	1
	LDV single cab	0
TOTAL		1

3.13. GROBLERSDAL LOCAL OFFICE

No. of Offices:	7
No. of Officials	5
No. of Workstations:	12
No of Kitchens	1
Ablution Facilities:	Male (1 toilets, 2 urinals, 1 basins) Female (1 toilets, 1 basins) Disabled (2 toilets, 1 basins)
No. of cleaners	1
Gardener	1
No. of beneficiaries	58

Total Square meters for Groblersdal Local Office = 132 m²

Total Square meters for Groblersdal Yard for gardening = 350 m²

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Local Office	LDV Double Cab	1
	LDV single cab	1
TOTAL		2

OVERALL SQUARE METERS FOR SEKHUKHUNE DISTRICT

All Sekhukhune District Offices	4698 m ²
Yard for gardening	24788 m ²

OVERALL VEHICLES LOCATED IN SEKHUKHUNE DISTRICT

OFFICE	NUMBER OF VEHICLES
All Sekhukhune District Offices	38

4. MOPANI DISTRICT

4.1 DISTRICT OFFICE AND TZANEEN LOCAL OFFICE

No. of Offices:	30
No. of Officials	42

No. of Workstations:	22
No. of Kitchens	2
Ablution Facilities:	Male (6 toilets, 3 urinals and 7 basins) Female (6 toilets, 7 basins) Disabled (1 toilets, 3 basins)
Meeting Rooms:	2 x (1 x 12 seaters and 1x 48 seaters)
Strong Rooms:	1
Store Rooms	3
Reception Area:	1
No. of cleaners	2
Gardener	1
No of beneficiaries	60

Total Square meters for the Mopani District = 1865 m²

Total Square meters for the Mopani Yard for gardening = 850 m²

VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLES
District Office	Truck (Mobile Unit)	1
	LDV Double Cab	4
	LDV Single Cab	0
	Station Wagon (Caddy)	2
	Sedan	2
	Panel Vans	1
TOTAL		10

4.2 NAMAKGALE LOCAL OFFICE

No. of Offices:	3
No. of Officials	13
No. of Workstations:	8
Ablution Facilities:	Male (2 toilets, 2 basins) Female (2 toilets, 2 basins) Disability toilets (3)
No. of cleaners	1
She bins	2
Public rest rooms	2
Cleaner	1
Gardener	1
No of beneficiaries	60

VEHICLES

OFFICE	TYPE OF VEHICLE	NUMBER OF VEHICLE
Namakgale	Mobile Unit	0
	Nissan Hard body LDV Double Cab	4
Total		04

Total Square meters for Namakgale service point = 450 m²

Total Square meters for Namakgale Yard for gardening = 650 m²

4.3. LULEKANI LOCAL OFFICE

No. of Offices:	2
No. of Officials	8
No. of Kitchens	1
No. of Workstations:	1
Ablution Facilities:	Male (2 toilets, 1 basins) Female (2 toilets, 1 basins)
No. of storerooms	1
No. of cleaners	1
No of beneficiaries	6

VEHICLE

OFFICE	TYPE OF VEHICLE	NUMBERS OF VEHICLE
	Toyota Etios Sedan	1
	LDV	0
TOTAL		1

Total Square meters for Lulekani service point = 156 m²

Total Square meters for Lulekani Yard for gardening = 350 m²

4.4. GREATER GIYANI LOCAL OFFICE

○ No. of Offices:	4
○ No. of Officials	23
○ No. of Kitchens	1
○ No. of Workstations:	21(8 Cubicles and 13 Tables)
○ Ablution Facilities:	Male (2 toilets, 2 urinal, 2 basins) <ul style="list-style-type: none">• Female (3 toilets, 1 basins)• Disabled (2 toilet, 1 basin)
○ No. of cleaners	1
○ Gardener	1
○ No of beneficiaries	82

Total Square meters for Greater Giyani Local Office = 450 m²

Total Square meters for Greater Giyani Yard for gardening = 400 m²

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Giyani Local Office	LDV Single Cab	1
	LVD Double Cab	3

	Sedan	1
TOTAL		5

4.5 DZUMERI LOCAL OFFICE

- No. of Offices: 1 Open space
- No. of Officials 7
- No. of Workstations: 5
- Ablution Facilities: Male / Female (1 pit toilet for client)
- No. of cleaners: 1
- Ablution: 1 Female Toilet
 - 1 Male Toilet
- No of beneficiaries 20
- (1) Vehicle Double Cab

Total Square meters for Dzumeri service point = 93 m²

4.6. KGAPANE LOCAL OFFICE

- No. of Offices: 2 Plus hall
- No. of Officials: 13
- No. of Kitchens: 1
- No. of Workstations: 13
- No. of cleaners: 1
- Gardener: 1
- No of beneficiaries: 61
- Enviro loo: Male : 2, Female :2

Total Square meters for Kgapane service point = 450 m²

Total Square meters for Kgapane Yard for gardening = 205 m²

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Kgapane	LVD Double Cab	2
	Sedan	1
TOTAL		3

4.7. SENWAMOKGOPE LOCAL OFFICE

- No. of Offices: 3
- No. of Officials 7
- No. of Workstations: 7
- No. of cleaners 1
- Gardener 1

- No of beneficiaries 60

Total Square meters for Senwamokgope service point = 80 m²
Total Square meters for Senwamokgope Yard for gardening = 900 m²

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Senwamogkgope	LVD Single Cab	1
TOTAL		1

4.8. MOKWAKWAILA LOCAL OFFICE

- No. of Offices: 3
- No. of Officials 8
- No. of Workstations: 9
- No of kitchen 1
- Ablution Facilities: Male / Female (1 inside)
 - 2 outside (four seats)
- No. of cleaners 1
- No of beneficiaries 60

Total Square meters for Mokwawkwaila service point = 50. m²

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Mokwawkwaila	LDV Double Cab	1
TOTAL		1

4.9. MARULENG LOCAL OFFICE

- No. of Offices: 1
- No. of Officials 18
- No. of Workstations: 18
- No of Store rooms 1
- No. of kitchens 1
- Ablution Facilities: Male (2 toilets, 2 basins, 3 urinals, 2 disabled toilets and 2 basins for disabled)
 - Female (2toilets, 3 basins)
- No. of cleaners 1
- Gardener 1
- No of beneficiaries 60

Total Square meters for Maruleng Local Office = 450 m²

Total Square meters for Maruleng Yard for gardening = 700 m²

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Maruleng	Sedan	1
	LDV Double Cab	2
	LVD Single	1
TOTAL		4

4.10. NKOWA-NKOWA LOCAL OFFICE

- No. of Offices: 3
- No. of Officials 8
- No. of Kitchens: 1
- No. of Workstations 9
- Ablution Facilities: Male (2) Female(2)(inside :1) (pit toilets)
- No. of cleaners: 1
- Gardener: 1
- Waiting area: 1
- No of beneficiaries: 65

Total Square meters for Nkowankowa service point = 50 m²

Total Square meters for Nkowankowa Yard for gardening = 350 m²

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Nkowa-nkowa	LDV Double Cab	1
	LVD Single	1
TOTAL		2

4.11 DR CN PHATUDI LOCAL OFFICE

- No. of Offices: 4
- No. of Officials 8
- No. of Workstations: 6
- Ablution Facilities: Male (3 toilets, 2 Urinary basins)
 - Female (4 toilets, 5 basins)
 - Disability toilet (1)
 - SHE bin (3)
- No. of cleaners 1
- Boardroom 1
- No of beneficiaries 60

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
CN Phatudi	LDV Double Cab	1
TOTAL		1

Total Square meters for DR CN Phatudi Local Office = 450 m²

Total Square meters for DR CN Phatudi Yard for gardening = 640 m²

OVERALL SQUARE METERS FOR MOPANI DISTRICT

Office	Overall m ²
All Mopani District Offices	4364 m ²
Yard for gardening	5045 m ²

OVERALL VEHICLES LOCATED IN MOPANI DISTRICT

OFFICE	NUMBER OF VEHICLES
Mopani District Offices	40

5. CAPRICORN DISTRICT

15.1. DISTRICT OFFICE

- No. of Offices: 18
- No. of Officials 32
- No. of Workstations: 34
- No. of Kitchens 2
- Ablution Facilities: Male (4 toilets, 4 urinals and 4 basins)
Female (4 toilets, 4 basins)
Disabled (1 toilets, 1 basins)
- Meeting Rooms: 1
- Strong Rooms: 2
- Store Rooms 0
- Reception Area: 1
- No. of cleaners 2
- No of beneficiaries 230

Total Square meters for the Capricorn District =1105m²

Total Square meters for the Capricorn Yard for gardening =150m²

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Capricorn District Office	Mobile unit	1
	LDV Double Cab	3
	Multipurpose	3
	Sedan	2

	Bus (21 seater)	1
TOTAL		10

5.2. SESHEGO LOCAL OFFICE

- No. of Offices: 3
- No. of Officials 18
- No. of Workstations: 18
- No kitchen: 1
- Ablution Facilities: Male (2 toilets, 2 basins)
Female (4 toilets, 2 basins)
Disabled (1 toilet 1 basin)
- Waiting area: 1
- Reception area: 1
- Store room: 1
- No. of cleaners: 1
- Gardener: 1
- No of beneficiaries: 115

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Blouberg Local Office	Sedan	1
	LDV Double Cab	1
TOTAL		2

Total Square meters for Seshego Service Point = 450 m²
Total Square meters for Seshego Yard for gardening = 105 m²

5.3. MANKWENG LOCAL OFFICE

- No. of Offices: 2
- No. of Officials 22
- No. of Workstations: 8
- Ablution Facilities: Male (4 toilets, 1 basin)
Female (4 toilets, 1 basin)
Disabled (1 toilets 1 basin)
- No. of cleaners 1
- Gardener 1
- No of beneficiaries 230

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Local Office	Sedan	1
	LDV Single Cab	1
	LDV Double Cab	2
TOTAL		4

Total Square meters for Mankweng service point = 430 m²

Total Square meters for Mankweng Yard for gardening = 1673 m²

5.4 SENWABARWANA LOCAL OFFICE

- No. of Offices: 3
- No. of Officials 17
- No. of Workstations: 19
- No. of Kitchens 1
- Ablution Facilities: Male (2 toilets, 1basin)
 - Female (4 toilets, 1 basin)
 - Disabled (1 toilet 1 basin)
- Store Rooms 1
- No. of cleaners 1
- Gardener 1
- No of beneficiaries 115

Total Square meters for Senwabarwana Local Office = 450 m²

Total Square meters for Senwabarwana Yard for gardening = 1050 m²

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Blouberg Local Office	Sedan	0
	LDV Single Cab	2
	LDV Double Cab	2
	Multipurpose	0
TOTAL		4

5.6. BAHANANOA LOCAL OFFICE

- No. of Offices: 3
- No. of Officials 7
- No. of Workstations: 8
- Ablution Facilities: Male (3 toilets, 2 basin)
 - Female (4 toilets, 2 basin)
 - Disabled (1 toilet 1 basin)
- No. of cleaners 1
- Gardener 1
- No of beneficiaries 25
- Vehicle 1 Single Cab

Total Square meters for Bahananoa service point = 450 m²
Total Square meters for Bahananoa Yard for gardening = 1050 m²

5.7. LEPELLE-NKUMPI LOCAL OFFICE

- No. of Offices: 13
- No. of Officials: 20
- No. of Workstations: 20
- No. of Waiting area: 1
- Ablution Facilities: Male (2 toilets, 2 basins)
 - Female (2 toilets, 2 basins)
- No. of cleaners: 1
- No of beneficiaries: 165

Total Square meters for Lepelle-Nkumpi Local Office = 315 m²

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Lepelle Nkumpi Local Office	Sedan	2
	LDV Single Cab	1
TOTAL		3

5.8. ZEBEDIELA SERVICE POINT

- No. of Offices: 2
- No. of Officials: 12
- No. of Workstations: 12
- No. of Store room: 0
- Ablution Facilities: Male (2 toilet, 2 basin)
Female (2 toilets, 2 basin)
Disabled (1 toilet, 1 basin)
- Enviro-loo: Male 1, Female 1
- No. of cleaners: 1
- Gardener: 1
- No of beneficiaries: 90

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Local Office	LDV Double Cab	2
	Sedan	1
TOTAL		3

Total Square meters for Zebediela service point = 450m²

5.9. MOLEMOLE LOCAL OFFICE

- No. of Offices: 3
- No. of Officials 11
- No. of Workstations: 12
- No of Kitchens 1
- Ablution Facilities: Male (4 toilets, 2 basins)
 - Female (4 toilets, 2 basins)
 - Disabled (1 toilet, 1 basin)
- Enviro-loo Male 1, Female 1
- No. of cleaners 1
- Gardener 1
- No of beneficiaries 80

Total Square meters for Molemole Local Office = 450 m²

Total Square meters for Molemole Yard for gardening = 105 m²

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Molemole Local Office	LDV Double Cab	2
TOTAL		2

5.10. CERES LOCAL OFFICE

- No. of Offices: 03
- No. of Officials 12
- No. of Workstations: 13
- No of Kitchens 1
- Ablution Facilities: Male (4 toilets, 2 basins)
 - Female (4 toilets, 2 basins)
 - Disabled (1 toilet, 1 basin)
- Enviro – loo Male 1, Female 1
- No. of cleaners 1
- Gardener 1
- No of beneficiaries 105

Total Square meters for Ceres Local Office = 450 m²

Total Square meters for Ceres Yard for gardening = 1050 m²

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Ceres Local Office	LDV Double Cab	1
	LDV Single Cab	1
	Sedan	1
TOTAL		3

5.11. MARABA-MOSHATE LOCAL OFFICE

- No. of Offices: 4
- No. of Officials: 10
- No. of Workstations: 8
- No. of Kitchens: 1
- Ablution Facilities: Male (2 toilets, 2 urinals and 2 basins)
 - Female (2 toilets, 2 basins)
 - Disabled (2 toilets, 2 basins)
- Strong Rooms: 1
- Store Rooms: 1
- Reception Area: 1
- No. of cleaners: 1
- Gardener: 1
- No of beneficiaries: 25

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Ceres Local Office	LDV Double Cab	2
	Sedan	1
TOTAL		3

Total Square meters for Maraba-Moshate service point = 550 m²

Total Square meters for Maraba-Moshate Yard for gardening = 1700 m²

OVERALL SQUARE METERS FOR CAPRICORN DISTRICT

All Capricorn District Offices	5100 m ²
Yard for gardening	7828 m ²

OVERALL VEHICLES LOCATED IN CAPRICORN DISTRICT

OFFICE	NO OF VEHICLES
All Capricorn District Offices	36

6. WATERBERG DISTRICT OFFICE

6.1. DISTRICT OFFICE AND MODIMOLLE LOCAL OFFICE

- No. of Offices: 26
- No. of Officials 9
- No. of Workstations: 27
- No. of Kitchens 1
- Ablution Facilities: Male (4 toilets, 4 urinals and 6 basins)
 - Female (7 toilets, 6 basins)
 - Disabled (1 toilets, 1 basins)
- Board Rooms: 2
- Strong Rooms: 1
- Store Rooms: 3
- Reception Area: 1
- No. of cleaners: 2
- Gardener: 1
- No of beneficiaries: 52

Total Square meters for the Waterberg District = 1865 m²

Total Square meters for the Waterberg Yard for gardening = 920 m²

VEHICLES

OFFICE	TYPE OF VEHICLE	NO. OF VEHICLES
District Office	Truck (Mobile Unit)	01
	Sedan	02
	Station Wagon (Caddy)	02
	Panel Van	01
TOTAL		06

6.2. BELA-BELA LOCAL OFFICE

- No. of Offices: 3
- No. of Officials 9
- No. of Workstations: 9
- No. of Kitchens: 1
- Ablution Facilities: Male (2 toilet, 1 basin)
Female (2 toilet, 1 basin,)
Disabled (1 toilet, 1 basin)
- Waiting Area: 1
- Reception Area: 1
- No. of cleaners: 1
- Gardener 1

- No of beneficiaries 37

Total Square meters for Bela-Bela Local Office = 430 m²
Total Square meters for Bela-Bela Yard for gardening = 602 m²

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Bela-Bela Local Office	Sedan	1
	LDV Double Cab	2
TOTAL		3

6.3. THABAZIMBI LOCAL OFFICE

- No. of Offices: 32
- No. of Officials 11
- No. of Workstations: 12
- No. of Kitchens 2
- Ablution Facilities: Male (4 toilets, 4 urinals and 6 basins)
Female (7 toilets, 6 basins,)
Disabled (2 toilets, 2 basins)
- Board Rooms: 1
- Waiting Area: 1
- Strong Rooms: 1
- Store Rooms: 4
- Reception Area: 1
- No. of cleaners 2
- Gardener 1
- No of beneficiaries 20

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Thabazimbi Local Office	LDV Double Cab	3
TOTAL		3

Total Square meters for Thabazimbi Local Office = 1690 m²
Total Square meters for Thabazimbi Yard for gardening = 590 m²

6.4. MOOKGOPHONG LOCAL OFFICE

- No. of Offices: 2
- Reception 1
- No. of Officials 7
- No. of Workstations: 6
- NO. of Kitchens 1
- Ablution Facilities: Male (2 toilet, 1 basin, 1 urinal)
Female (2 toilet, 1 basin,)
- No. of cleaners 01

- No of beneficiaries 20

Total Square meters for Mookgophong Local Office = 235 m²

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Mookgopong Local Office	Sedan	1
	LDV Double cab	1
TOTAL		2

6.5 MOKOPANE LOCAL OFFICE

- No. of Offices: 07
- No. of Officials 7
- No. of Workstations: 12
- No. of Kitchens 01
- Ablution Facilities: Male (3 toilet, 2 basin, 1 urinal)
Female (6 toilets, 2 basins)
- No. of cleaners 01
- No of beneficiaries 45

Total Square meters for Mokopane Local Office = 267 m²

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Mokopane Local Office	Sedan	1
	LDV double Cab	2
TOTAL		3

6.6. THABALESHOBA LOCAL OFFICE

- No. of Offices: 3
- No. of Officials 8
- No. of Workstations: 11
- No. of Kitchens 1
- Ablution Facilities: Male (2 toilets, 2 urinals and 2 basins)
Female (4 toilets, 4 basins, 4)
Disabled (1 toilets, 1 basins)
- Store Rooms: 1
- Reception Area: 1
- No. of cleaners: 1
- No of beneficiaries: 46

Total Square meters for Thabaleshoba Local office = 450 m²

Total Square meters for Thabaleshoba Yard for gardening = 850 m²

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Local Office	LDV Single Cab	1
	Double Cab	3
Total		4

6.7. MOKERONG LOCAL OFFICE

- No. of Offices: 2
- No. of Officials 10
- No. of Workstations: 09
- No. of Kitchens 1
- Ablution Facilities: Male (2 toilets, 2 basins, 4 urinals)
- Female (6 toilets, 3 basins)
- No. of cleaners 1
- No of beneficiaries 60

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Mokerong Local office	LDV Double Cab	01
	LDV Single Cab	01
	Sedans	01
TOTAL		03

Total Square meters for Mokerong Local Office = 72 m²

6.8. BAKENBERG LOCAL OFFICE

- No. of Offices: 3
- No. of Officials 12
- No. of Workstations: 12
- Kitchen 1
- Store room 01
- Ablution Facilities: Male (2 toilets, 1 basin, 2 urinals)
- Female (2 toilets, 1 basin)
- Enviro –loo Female(2 toilets),Male(2toilets)
- No. of cleaners 1
- Gardener 1
- No of beneficiaries 55

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
--------	-----------------	----------------

Bakenberg Local Office	LDV Single Cab	01
	LDV Double Cab	03
TOTAL		03

Total Square meters for Bakenberg Local Office = 450 m²

Total Square meters for Bakenberg Yard for gardening = 750 m²

6.9. LEPHALALE LOCAL OFFICE

- No. of Offices: 03
- No. of Officials 07
- No. of Workstations: 09
- No. of Kitchens 1
- Ablution Facilities: Male (2 toilets, 4 toilets outside, 1 urinal, 2 basins)
 - Female (1 toilet, 1 basins, 2 toilets outside)
- Store Rooms 1
- No. of cleaners 1
- Gardener 1
- No of beneficiaries 15

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Local office	LDV Single cab	1
	LDV double cab	1
	Sedans	1
TOTAL		03

Total Square meters for Lephalale Local Office = 450 m²

Total Square meters for Lephalale Yard for gardening = 900 m²

6.10. MABATLANE SERVICE POINT

- No. of Offices: 1
- No. of Officials 03
- No. of Workstations: 03
- No of kitchens 1
- Ablution Facilities: Male (2 toilets, 1 Basin, 2 urinal)
 - Female (2 toilets, 2 basins)
- Store room 0
- No. of cleaners 1
- No of beneficiaries 13

Total Square meters for Mabatlane service point = 46 m²

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Local office	LDV double cab	1

6.11. WITPOORT LOCAL OFFICE

- No. of Offices: 3
- No. of Officials 8
- No. of Workstations: 12
- Kitchen 01
- Ablution Facilities: Male (2 toilets, 1 basin, 2 urinals)
 - Female (2 toilets, 1 basin)
- Store room 1
- No. of cleaners 1
- Gardener 1
- No of beneficiaries 35

Total Square meters for Witpoort Local Office = 450 m²

Total Square meters for Witpoort Yard for gardening = 1100 m²

VEHICLES

OFFICE	TYPE OF VEHICLE	NO OF VEHICLES
Local office	LDV Double Cab	2
	Sedans	1
TOTAL		03

OVERALL SQUARE METERS FOR WATERBERG DISTRICT

Office	Overall m ²
Offices	6405 m ²
Yard for gardening	5712 m ²

OVERALL VEHICLES LOCATED IN WATERBERG DISTRICT

OFFICE	NUMBER OF VEHICLES
All Waterberg District Offices	38

Office Cleaning Services Requirements

STANDARD CLEANING ACTIVITIES

FLOOR MAINTENANCE:

Resilient Floors:

- Sweep or damp mop. Daily
- Machine burnish. Twice a week

Stone Floors (ceramic tiles):

- Sweep. Daily
- Damp Mop. Daily
- Machine Buff. Twice per week
- Machine scrub. Twice per week

Rugs and Carpeting:

- Vacuum clean thoroughly:
 - heavy traffic areas. Daily
 - medium traffic areas. Twice per week
 - light traffic areas. Twice per week

DUSTING:

- Dust all surface (low level). Daily
- Dust all high ledges and fittings. Weekly
- Dust all surfaces (wall, cabinet, etc.) Weekly

- Dust all window ledges. Daily
- Dust telephones. Daily
- Clean and disinfect telephones. Weekly

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

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 Once off and when required
- Maintain floors according to types. Daily
- Deep clean normal usage toilets Quarterly
- 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 and sanitize handrails and fittings. Daily
- Maintain landings, treads and risers according to finish. Daily
- Clean fire escape. Weekly

WINDOW CLEANING:

- Clean interior and exterior faces of all Accessible windows. Quarterly
- Clean partition glass. Weekly

BLINDS:

- Dust. Twice a week
- Ensure that blinds are in place. Daily

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. Weekly

STOREROOMS:

- Scrub the floor. Twice a month and when required
- Dust all areas Twice a month and when required
- Remove all unwanted papers and other items. Twice a month and when required

WALKWAY / BUILDING SURROUNDINGS:

- Pick up litter and remove to agreed area. Daily
- Sweep. Weekly

REFUSE AREA:

- Operate compactor. Twice per week (If applicable)
- Maintain compactor / refuse area in a clean and applicable) Hygienic condition. Twice per week (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
- Collect dirty dishes and wash them in the kitchen. Twice a day

KITCHEN:

- Maintain and clean floors (inside and outside). Daily
- Wash the dishes in the kitchen. Two times a day and when required
- Clean the fridges. Fortnightly and when required
- Clean the microwaves Twice per week and when Required
- Clean and re-fill water boilers Twice per week 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 Twice a day

OFFICES

In addition to the standard cleaning activities for offices

- Collect dirty dishes and wash them in the kitchen Twice a day
- Wash water jugs and glasses and re-fill water jugs Daily

WATER COOLERS:

- Clean and re-fill water coolers Daily

SERVICE TIMES:

- Day cleaning (Regional, District and Local Offices) - Monday to Friday from 07h00 to 16h00 or as practical in the environment.
- Service points – Weekly (or as and when required)
- Night cleaning is not allowed.

MISCELLANEOUS:

- Polish desk and office furniture. Weekly
- Wash vinyl covered furniture. Monthly
- Vacuum cloth covered furniture. Monthly
- Removal of empty boxes Twice a day

QUARTERLY CLEANING EXERCISES

- Carpet cleaning (deep cleaning) Quarterly (only on weekends)
- Clean interior part of windows Quarterly (only on weekends)
- Deep Cleaning of Couches and chairs Six monthly (only on Weekends)

EXCLUDED AREAS:

- Electrical and mechanical plant rooms.

Sanitary Consumables Requirements

sanitary consumables required:

Equipments

- Wet /dry vacuum cleaner
- Mop handles
- Hose pipes and fittings
- Enviro loo cleaning equipment

Consumables

- Spray bottles
- Yard for gardening brooms – hard bristle
- House brooms – soft bristle
- Mop head refill
- Scrubbing brush
- Baggy complete
- Dust pan set
- Toilet brush set
- Feather duster – long
- Feather dust – short
- Gloves
- Microfibre cloths
- Yellow dust cloths
- Dust musks
- Santara cloths
- Dish cloths
- Mutton cloths
- Refuse bags
- Toilet Paper Holders and Refills (**Toilet Paper Quality must comply with SANS 1887 Part 2**)
- Sensor Operated Hand Towel (Paper) Dispensers and Refills (**Hand Towel Quality must comply with SANS 1887 Part 8**)
- Foam Seat Spray Dispensers (Foam) and Refills;
- Sanitizer Drip Master for Urinals;
- Sanitary Waste Bins and Removal Service (weekly);
- Hand Soap Dispenser (Foam) and Refills;
- Hand Towel Waste Bins and Removal Service;
- Air Fresheners (Digital) and Refills.

ADDITIONAL AIRFRESHENERS

- Air Fresheners (Digital) for corridors and Refills;
- Air Fresheners (Digital) for Reception.
- Window cleaner

- Soap
- Dish washing liquid
- Liquid hand soap
- Furniture polish
- Duo blocks
- Carpet shampoo

N.B: The service provider shall be expected to properly monitor the usage of the abovementioned and ensure that THERE IS NO SHORTAGE AT ALL TIMES

POOL CAR WASH SERVICES

N.B: The car wash service must be provided in a secure and safe car wash facility closest to All SASSA Limpopo Regional, District, Local Offices and Service Points within a 3km radius.

- Provide a complete car wash service which includes the following (Weekly or as and when required):
 - 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 passengers seats;
 - Wash and polish car tyres.

- Provide a complete car valet service which includes the following (twice a year or six monthly):
 - Wash carpets of the car;
 - Wash car seats;
 - Wash the roof top (inside);
 - Wash the boot;
 - Polish the car

GARDENING SERVICES

The service provider shall:

1. Maintain lawn, trees/shrubs and flowers, where applicable.
2. Cut grass/lawn to length according to ground conditions.
3. Trim edges of all grass to same length as the cut.
4. Apply lawn manure to feed the lawn.
5. Trim new growths for hedges.
6. Remove and dispose all cuttings and litter to dumping sites.
7. Remove all large weeds including paved areas.
8. Hoe small weeds in beds including paved areas.
9. Apply weed killer when necessary.
10. Turn beds over regularly.
11. Edge all beds and tree circles where appropriate.
12. Water lawn trees/shrubs and flowers where applicable.
13. Sweep all areas clear including car parks and path ways.
14. Remove all garbage to designated dumping areas.

NB: Gardening services are required twice per week, per office.

ANNEXURE F



FUMIGATION SERVICES

The service provider shall:

Fumigation of these offices are three fold which includes:-

1. Treatment of termites/ cockroaches, flies, ants, mosquito, bees, rats and snakes.
2. Chemicals used should not leave stains on property (Files, floors, walls and furniture).
3. Three months service guarantee.
4. Service providers should be qualified, provide fumigation certificate and one year guarantee after service be able to demonstrate to the client chemicals used for treatment of the above. Fumigation must be done on a quarterly basis.

ANNEXURE G



ENVIRO-LOO AND SEPTIC TANK SERVICES

1. The service provider shall perform the services as :
 - 1.1. Cleaning of and removal of waste from Enviro-loo toilets (details of which are provided in Annexure I);
 - 1.2. Other offices requires sucking of waste from the septic tank. Pricing for this should be indicated in the pricing schedule under enviro-loo waste removal service.
 - 1.3. The provision of this service should be conducted in compliance with the approved Environmental Management Regulatory Framework and Municipal By-laws.

ANNEXURE H



PRICE SCHEDULE FOR ALL SERVICES

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

- The price proposal must be based on **ALL OF THE BID SPECIFICATIONS AND NOTHING MUST BE OMITTED.**
- 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 Labour.
- The price must also include disposal of waste materials.

ONLY PRICE PROPOSALS SUBMITTED ON THIS TEMPLATE SHALL BE ACCEPTED

PRICING SCHEDULE

All prices must include VAT		
LABOUR COSTS:		
<p>Project Manager (Only a full time Manager required)</p> <p>Basic Salary</p> <p>Provident Fund</p> <p>Sick leave</p> <p>SDL</p> <p>Leave</p> <p>COIDA</p> <p>UIF</p> <p>CCA</p> <p>Any Other Allowances</p>	<p>Full Time</p> <p>R.....</p> <p>R.....</p> <p>R.....</p> <p>R.....</p> <p>R.....</p> <p>R.....</p> <p>R.....</p> <p>R.....</p> <p>R.....</p> <p>Total monthly cost for the Project Manager</p> <p>R.....</p>	
<p>Supervisor (Only a full time Supervisor required)</p> <p>Basic Salary</p> <p>Provident Fund</p> <p>Sick leave</p> <p>SDL</p> <p>Leave</p> <p>COIDA</p> <p>UIF</p> <p>NCCA</p> <p>Bonus</p> <p>Any Other Allowances</p>	<p>Full Time</p> <p>R.....</p> <p>R.....</p> <p>R.....</p> <p>R.....</p> <p>R.....</p> <p>R.....</p> <p>R.....</p> <p>R.....</p> <p>R.....</p> <p>R.....</p>	

		Total monthly cost for Supervisor R.....
Cleaner (Indicate number of full time cleaners) Number of Cleaners		Full Time
Basic Salary		R.....
Provident Fund		R.....
Sick leave		R.....
SDL		R.....
Leave		R.....
COIDA		R.....
UIF		R.....
NCCA		R.....
Bonus		R.....
Any Other Allowances		R.....
		Total monthly cost per Cleaner R.....
		Total cost for number of Cleaners offered per month R.....

A. TOTAL LABOUR COSTS FOR THE FIRST 12 MONTHS EXCLUDING OVERTIME (Combined: Project Manager, Supervisor and Cleaners,- Including VAT)	
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OVERTIME COSTS

OVERTIME COSTS

SUPERVISOR

<p><u>Saturday</u></p> <p>Number of sessions (refer to tender specifications for overtime cleaning activities) </p> <p>Overtime x ½</p> <p><u>Sunday</u></p> <p>Number of sessions (refer to tender specifications for overtime cleaning activities) </p> <p>Overtime Double</p>	<p>Cost for Supervisor per overtime session. R.....</p> <p>Total cost for all Supervisor's Saturday overtime sessions. R.....</p> <p>Cost for Supervisor per overtime session. R.....</p> <p>Total cost for all Supervisor's Sunday overtime sessions. R.....</p>	
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OVERTIME COSTS FOR CLEANERS

<p><u>Saturday</u></p> <p>Number of sessions (refer to tender specifications for overtime cleaning activities) </p> <p>Overtime x ½</p> <p><u>Sunday</u></p> <p>Number of sessions (refer to tender specifications for overtime cleaning activities) </p>	<p>Cost per cleaner per overtime session. R.....</p> <p>Total cost per cleaner for all Saturday overtime sessions. R.....</p> <p>Cost per cleaner per overtime session. R.....</p> <p>Total cost per cleaner for all Sunday overtime sessions.</p>	
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overtime cleaning activities) Overtime Double	R.....	
TOTAL COST FOR ALL CLEANERS OVERTIME WORK (Aligned to the tender specifications) R.....		

B. TOTAL COST OVERTIME FOR THE FIRST 12 MONTHS (Combined: Supervisor and Cleaners – Including VAT)	
--	--

CLEANING MATERIAL AND SANITARY CONSUMABLES AND SANITARY EQUIPMENT (REFER TO ANNEXURE A & C FOR SERVICES REQUIRED)	
Description of the cleaning chemicals/requisites	Cost p/unit x number of units R..... Total Cost p/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 p/month (consumables) R..... Once-Off Total Cost (equipment) R.....
Deep Cleaning of Couches - <i>Number of chairs: 2,556</i>	Cost per couch, per term x number of couches R..... x 2 terms (6 MONTHLY) R.....

Deep Cleaning of chairs - <i>Number of chairs: 2,556</i>	Cost per chair, per term x number of couches R..... x 2 terms (6 MONTHLY) R.....
Deep Cleaning of Carpet (15,000 square meters)	Cost per quarter x square meters R..... X 4 quarters R.....
Overheads	Total Cost p/month R.....

C. TOTAL COST FOR CLEANING MATERIAL AND SANITARY CONSUMABLES AND SANITARY EQUIPMENT FOR THE FIRST 12 MONTHS (Including VAT)	
---	--

CAR WASH SERVICE FOR POOL VEHICLES (REFER TO PART D FOR SERVICES REQUIRED)	
N.B. The service 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).	
Number of pool cars	Cost per vehicle per week R..... Total monthly cost for the total number of vehicles R..... Cost per vehicle x 2 (valet service – every six month) R..... Total monthly cost for the total number of vehicle R.....

D. TOTAL COST FOR CAR WASH SERVICE FOR THE FIRST 12 MONTHS (Including VAT)	
---	--

Gardener (Indicate number of full time gardeners) Number of Gardeners Basic Salary Provident Fund Sick leave SDL Leave COIDA UIF NCCA Bonus Any Other Allowances	<p style="text-align: right;">Full Time</p> R..... R..... R..... R..... R..... R..... R..... R..... R..... R..... <p style="text-align: right;">Total monthly cost per Gardener</p> R..... <p style="text-align: right;">Total cost for number of Gardeners offered per month</p> R.....
---	--

E. TOTAL COST FOR GARDENING SERVICE FOR THE FIRST 12 MONTHS (Including VAT)	
--	--

ENVIRO LOO SERVICE(REFER TO ANNEXURE G FOR SERVICES REQUIRED)

N.B. . Proof of enviro loos serviced must be attached to the main invoice on a quarterly basis).

Number of Enviro loo and Septic Tank	Unit Cost per enviro-loo waste removal per quarter R..... Total quarterly cost for the total number of enviro loo R..... Unit Cost per septic tank waste removal per quarter R..... Total quarterly cost for the total number of septic tanks waste removal R.....
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F. TOTAL COST FOR ENVIRO-LOO AND SEPTIC TANK SERVICE FOR THE FIRST 12 MONTHS (Including VAT)	
--	--

FUMIGATION SERVICE(REFER TO ANNEXURE F FOR SERVICES REQUIRED)

N.B. . Proof of offices fumigated must be attached to the main invoice on a quarterly basis).

Number of offices fumigated	Cost per square meter per quarter R..... Total quarterly cost per square meters fumigated R.....
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G. TOTAL COST FOR FUMIGATION SERVICE FOR THE FIRST 12	
--	--

MONTHS (Including VAT)	
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SANITIZATION OF OFFICES AND VEHICLES (COVID-19 SANITIZATION)	
Sanitization of Offices - <i>Total square meters to be sanitized bi-monthly is 34,832</i> - <i>The rate will also apply for ad-hoc sanitizing and/or disinfection</i>	Rate per square meter R..... Total Cost every two months R.....
Sanitization of vehicles	Cost per vehicle R..... Total Cost every two months R.....

H. TOTAL COST FOR SANITIZATION OF OFFICES AND VEHICLES FOR THE FIRST 12 MONTHS (Including VAT)	
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NB: The service for the sanitization of offices and vehicles will be terminated once Covid-19 is declared to no longer be a pandemic in the Republic.

SERVICE NAME	TOTAL MONTHLY COST (Including VAT)	TOTAL BI-MONTHLY COST (Including VAT)	TOTAL QUARTERLY COST (Including VAT)	TOTAL COST FOR THE FIRST 12 MONTHS (Including VAT)
A. LABOUR COST EXCLUDING OVERTIME		N/A	N/A	
B. LABOUR OVERTIME COST ONLY		N/A	N/A	
C. CLEANING MATERIAL AND SANITARY CONSUMABLES AND SANITARY EQUIPMENT COST		N/A	N/A	
D. SANITISATION OF OFFICES (COVID-19 SANITIZING)	N/A		N/A	
E. CAR WASH COST		N/A	N/A	
F. GARDENING COST		N/A	N/A	
G. ENVIRO-LOO AND SEPTIC TANK COST	N/A	N/A		
H. FUMIGATION COST	N/A	N/A		

Total Bid Price (All Costs Included)
Total Bid Price per month: R.....
Total Bid Price for the 1 st Year: R.....
TOTAL BID PRICE FOR THE FIRST 12 MONTHS (1ST Year)

ANNEXURE I



PROOF OF CURRENT OR COMPLETED PROJECTS (to be returned with the bid document):

Name of client / organization where contract is being executed/was executed	Contract Duration (indicate start and end dates) e.g. 1 April 2011 to 31 March 2012	Reference Letter Attached (Yes/No – applies to cleaning, fumigation and gardening services)	Nature of services provided (e.g cleaning, car wash, fumigation, gardening)	Square Meters of Project Site (applies to cleaning)	Total Cost of the Contract

NB: SASSA shall verify the contents of this list directly with the bidders' clients. Bidders are required to complete this table in full as it shall be the ONLY ONE used to evaluate bidders experience and capability (square meterage) in cleaning & sanitation, gardening and fumigation services. Reference letters must be attached in order for the bidder to claim points.

ANNEXURE J



OVERALL SUMMARY OF OFFICES

DISTRICT	OFFICE NAME	OFFICE AREA (SQR M)	YARD AREA SQR M)	NO. OF CLEANERS NEEDED	NO. OF GARDENERS NEEDED	NUMBER OF CARS	NUMBER OF ENVIRO LOO AND SEPTIC TANK
CAPRICORN	Bahananoa	450	1,050	1	1	1	N/A
CAPRICORN	Capricorn District Office	1,105	150	2	N/A	10	N/A
CAPRICORN	Ceres	450	1,050	1	1	3	N/A
CAPRICORN	Mankweng	430	1,673	1	1	4	1 (Septic tank)
CAPRICORN	Maraba Moshate	550	1,700	2	2	3	1
CAPRICORN	Molemole	450	1,050	1	1	2	1
CAPRICORN	Senwabarwana	450	1,050	1	1	4	1
CAPRICORN	Seshego	450	105	1	1	2	N/A
CAPRICORN	Thabamoopo/ Lepelle Nkumpi	320	N/A	1	0	3	N/A
CAPRICORN	Zebediela	400	N/A	1	1	2	1
MOPANI	Dr CN Phatudi	450	640	1	1	1	1
MOPANI	Dzumeri	93	N/A	1	N/A	1	N/A
MOPANI	Giyani	450	400	1	1	4	1
MOPANI	Kgapane	450	205	1	1	4	1
MOPANI	Lulekani	45	350	1	1	2	N/A

MOPANI	Maruleng	450	700	1	1	3	N/A
MOPANI	Mokwakwaila	50	N/A	1	N/A	1	N/A
MOPANI	Mopani District Office &Tzaneen local office	1,865	850	1	1	11	N/A
MOPANI	Namakgale	450	650	1	1	2	N/A
MOPANI	Nkowankowa	50	350	1	1	1	N/A
MOPANI	Senwamokgope	80	900	1	1	1	01
REGIONAL OFFICE	Regional office	4,277	N/A	7	N/A	14	N/A
SEKHUKHUNE	Apel	450	2,958	1	1	4	1
SEKHUKHUNE	Grobblersdal	132	350	1	1	2	N/A
SEKHUKHUNE	Leboeng	36	N/A	1	N/A	1	N/A
SEKHUKHUNE	Leeuwfontein	550	3,987	1	1	3	1
SEKHUKHUNE	Luckau	450	3,151	1	1	N/A	N/A
SEKHUKHUNE	Manganeng	550	3,136	1	1	1	1
SEKHUKHUNE	Moroke	84	3,153	1	0	1	N/A
SEKHUKHUNE	Moutse East	330	N/A	1	N/A	3	N/A
SEKHUKHUNE	Moutse West	36	N/A	1	N/A	1	N/A
SEKHUKHUNE	Nebo	46	N/A	1	N/A	2	N/A
SEKHUKHUNE	Praktiseer	108	1,746	1	1	2	01
SEKHUKHUNE	Schoonord	450	2,717	1	1	1	N/A
SEKHUKHUNE	Sekhukhune District Office &Jane Furse local office	1,865	3,599	2	1	9	1
VHEMBE	Ha-Mutsha	143	430	1	1	2	1
VHEMBE	Hlanganani	218	450	1	1	3	2 Enviro-loo plus 1 Septic Tank
VHEMBE	Makhado	438	N/A	1	1	3	N/A
VHEMBE	Makwarela	1,690	1,500	1	1	4	1
VHEMBE	Malamulele	108	2,000	1	1	4	1
VHEMBE	Musina	550	1,800	1	1	2	N/A
VHEMBE	Mutale	450	1,500	1	1	2	1

VHEMBE	Rabali	450	N/A	1	1	2	1
VHEMBE	Tshaulu	450	350	1	1	1	1
VHEMBE	Vhembe District Office	1,865	2,000	1	1	9	N/A
VHEMBE	Vuwani	36	350	1	1	1	N/A
WATERBERG	Bakenberg	450	750	1	1	3	1
WATERBERG	Bela-Bela	430	602	1	1	3	N/A
WATERBERG	Lephalale	450	900	1	1	3	N/A
WATERBERG	Mabatlane	46	N/A	1	1	1	N/A
WATERBERG	Mokerong	72	N/A	1	1	3	N/A
WATERBERG	Mokopane	267	N/A	1	1	2	N/A
WATERBERG	Mookgopong	235	N/A	1	1	2	N/A
WATERBERG	Thabaleshoba	450	850	1	1	3	01
WATERBERG	Thabazimbi	1,690	590	1	1	3	N/A
WATERBERG	Waterberg District Office & Modimolle local office	1,865	920	2	1	5	N/A
WATERBERG	Witpoort	450	1,100	1	1	3	N/A
TOTAL	ALL OFFICE	34,832	57,198	74	40	174	25

ANNEXURE K



PROJECT EXECUTION PLAN

ALL THE INFORMATION REQUESTED ON THIS DOCUMENT HAS REFERENCE TO THE SERVICE INDICATED ON THE PRICING SCHEDULE OF THE BID SPECIFICATION. (The Bidder may reproduce the section below in their own format but must provide all the required information).

According to SASSA Requirements: <ul style="list-style-type: none">• Each floor (where applicable) must have a dedicated cleaner.• There must be a full time Supervisor.• There must be a Project Manager (full time), who must always be available as and when required to attend to contract related matters.	
Personnel for the Project	Response
Project Manager available <ul style="list-style-type: none">• Full Time Manager	Yes / No _____
Supervisor available <ul style="list-style-type: none">• Full Time (offered for this service)	Yes / No _____
Number of cleaners offered for providing the service <ul style="list-style-type: none">• Full Time cleaners	Indicate the number _____
Number of gardeners offered for providing the service <ul style="list-style-type: none">• Full Time gardeners	Indicate the number _____

<p>Training (Cleaning Services)</p> <p>Indicate the training that will be provided as well as where and when training will be given</p> <p>2. On duty Training</p> <p> 1.1 _____</p> <p> 1.2 _____</p> <p> 1.3 _____</p> <p>3. Any other Training</p> <p> 2.1 _____</p> <p> 2.2 _____</p> <p> 2.3 _____</p>	<p>Specify training courses / programmes (categorize in line with bullets 1 & 2)</p>
<p>Equipment</p> <p>1. Cleaning Services: Equipment and chemicals to be used for cleaning services. Sanitary equipment and consumables must also be listed according to the bid specifications.</p> <p>2. Gardening Services: Equipment and chemicals to be used for gardening services.</p> <p>3. Car Wash Services: Equipment and chemicals to be used for car wash services.</p> <p>4. Enviro-loo Services: Equipment and chemicals to be used for enviro-loo services.</p> <p>5. Fumigation Services: Equipment and chemicals to be used for fumigation services.</p> <p>6. Sanitization Services: Equipment and chemicals to be used for fumigation services.</p>	<p>List the equipment and chemicals which will be used.</p>
<p>Project Implementation Plan</p>	

Did you attach a detailed Project Implementation Plan	Yes / No _____
<p>Price Structure</p> <ul style="list-style-type: none"> ○ Is the bid price firm for the duration of the contract? Yes / No _____ ○ Is your price structure in relation to staff costs in line with the Sectoral Determination 1? Yes / No _____ 	
<ul style="list-style-type: none"> ○ Did you complete all necessary SBD forms and in line with the bid specifications? Yes / No _____ 	
<p>Compliance with labour legislation</p> <p>Do you comply with all applicable legislation?</p>	Yes / No _____