Bidder must refer to section 7.4 “SARS’s Technical Evaluation Criteria – Gate 2” page 17 to 22 of “RFP15-2019: Provision of cleaning services at SARS offices, nationwide. Summary, Guidelines, Conditions and Instructions” as this document has been put in place to assist in the response of the technical evaluation criteria.

1. **SCHEDULE OF THE BIDDER’S EXPERIENCE AND REFERENCES**

The bidder must provide details of the bidder's current and experience in providing similar cleaning services to commercial/ corporate establishments.

The Bidder must provide reference letters from contactable corporate clients where the Bidder has done cleaning services; and also populate **Table below.**

The Bidder must provide the following information:

* **Table:** Details of the Bidder's current and past experience in providing cleaning services
* Signed Reference Letters: **NOTE: The reference letters must be on the Bidder’s clients’ letterheads and duly signed. The reference letters must in detail describe the services offered and the client’s satisfaction with the Bidder’s performance.**

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| **Documentation** | **Requirement** | **Included in required format (Please tick)** |
| **Verification of Experience and References** | Verification of Bidder’s Experience and references |  |

**Table schedule of bidder’s experience**

| **Client Name** | **Contact Person and Telephone Number** | **Nature Of Work**  **(Description of service performed and extent of Bidder's responsibilities)** | **Value of contract (Inclusive of VAT)** | **Contract duration**  **(Start and End Dates)** | **Signed Reference letter attached**  **Indicate Yes /No** |
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Bidder Name: ……………………………………….

SIGNATURE: DATE:

(of person authorised to sign on behalf of the Bidder)

# BIDDER’S STAFF PROPOSAL

### *Bidder’s proposed staff complement*

In terms of the Specification and the Conditions of this tender, the Bidder shall provide a staffing plan, an organogram and a summary of the personnel to be utilized for this contract per cluster the bidder is bidding for.

*Attach additional pages if more space is required.*

|  |  |
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| **Tender description** | **Cleaning Services** |
| **Reference No** | **RFP 0015/2019** |
| **Cluster** | **Cluster A** |
| **Region** | **Limpopo** |

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| **City** | **Building Name** | **Type of Building** | **Total Area m²** | **No of Floors** | **Notes on Cleaning Service required** | **No. of Cleaners** | **No. of team leaders** | **No. of Supervisors** | **Other** | **Total staff complement** | **Comments** |
| Giyani | Justice Building | Office | 1 200 | 1 | Full Service |  |  |  |  |  |  |
| Lebowakgomo | Old Government Building | Office | 3 100 | 2 | Full Service |  |  |  |  |  |  |
| Polokwane | Government Building | Office | 6 825 | 6 | Clean building parking once a week |  |  |  |  |  |  |
| Thohoyandou | Medical Centre | Office | 1 384 | 1 | Full Service |  |  |  |  |  |  |
| Musina | Musina SANDF Warehouse + Impounded Vehicle Land | WHS | 18910 | 1 | Same cleaner clean guardhouse (9 m² )and pick up papers on storage land once a week. |  |  |  |  |  |  |
| **Total staff complement** | | | | | | |  |  |  |  |  |  |

**Bidder Name**: ………………………………………

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(of person authorised to sign on behalf of the Bidder)

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| **Tender description** | **Cleaning Services** |
| **Reference No** | **RFP 0015/2019** |
| **Cluster** | **Cluster B** |
| **Region** | **Gauteng North & Mpumalanga Region** |

| **City** | **Building Name** | **Type of Building** | **Total Area m²** | **No of Floors** | **Notes on Cleaning Service required** | **No. of Cleaners** | **No. of team leaders** | **No. of Supervisors** | **Other** | **Total staff complement** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Standerton | Receivers Building | Office | 3 375 | 3 | Clean building parking area once a week |  |  |  |  |  |  |
| Witbank | Provence Building | Office | 3 175 | 2 | Full Service |  |  |  |  |  |  |
| Nelspruit | New Branch Office (Ex Game) | Office | 4 305 | 2 | Full Service |  |  |  |  |  |  |
| Komatipoort | Km 7 Warehouses / Cargo Office | Border Post | 1 576 | 1 | Supply 2 x Cleaners twice a week to clean offices and sweep 3 x WHS |  |  |  |  |  |  |
| Komatipoort | DDU Offices | Border Post | 1194 | 1 | Supply 1 x Cleaner twice a week to clean offices and pick up papers on land |  |  |  |  |  |  |
| Pretoria | Pta Revenue Building | Office | 7 366 | 6 | Full Service, provide cleaning services for basemen stores, parking areas and courtyards. |  |  |  |  |  |  |
| Pretoria | Prospect House | Office WHS | 5 124 | 3 | Full Service |  |  |  |  |  |  |
| Pretoria | Customs House | Office WHS | 1 800 | 2 | Full Service, provide cleaning services for basemen stores, parking areas and courtyards. Clean Warehouse 3 x a month |  |  |  |  |  |  |
| Pretoria | Iscor Warehouse | WHS | 5 962 | 1 | Full Service & Clean Warehouse 3 x a month. Provide industrial scrubbing machine to clean warehouse. |  |  |  |  |  |  |
| Pretoria | Ashlea Gardens | Office | 1 560 | 2 | Full Service |  |  |  |  |  |  |
| Pretoria North | North Park Mall | Office | 1 378 | 1 | Full Service |  |  |  |  |  |  |
| Newcastle | Victoria Mall | Office | 2 420 | 2 | Full Service |  |  |  |  |  |  |
| Centurion | Doringkloof Office Complex | Office | 11 255 | 3 | Full Service |  |  |  |  |  |  |
| **Total staff complement** | | | | | | |  |  |  |  |  |

**Bidder Name: …………………………………………………..**

SIGNATURE: DATE:

(of person authorised to sign on behalf of the Bidder)

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| **Tender description** | **Cleaning Services** |
| **Reference No** | **RFP 0015/2019** |
| **Cluster** | **Cluster C** |
| **Region** | **Free state & North West Region** |

| **City** | **Building Name** | **Type of Building** | **Total Area m²** | **No of Floors** | **Notes on Cleaning Service required** | **No. of Cleaners** | **No. of team leaders** | **No. of Supervisors** | **Other** | **Total staff complement** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Mmabatho | Komongwe House | Office | 2787 | 2 | Full Service |  |  |  |  |  |  |
| Rustenburg | Damelin Building | Office | 1948 | 3 | Full Service |  |  |  |  |  |  |
| Klerksdorp | Sodema Building | Office | 3137 | 3 | Full Service |  |  |  |  |  |  |
| Zeerust | SPCA DDU | Office | 214 | 1 | Supply 1 x Cleaner twice a week to clean offices and pick up papers on land |  |  |  |  |  |  |
| Bloemfontein | New Central Govt Bldg | Office | 9289 | 3 | Clean building parking once a week |  |  |  |  |  |  |
| Bloemfontein | Zastron | office | 4434 | 2 | Clean building parking once a week |  |  |  |  |  |  |
| Kroonstad | LMC Centre | Office | 1773 | 2 | Full Service |  |  |  |  |  |  |
| Ladybrand | Ladybrand | Border Post | 390 | 1 | Supply 1 x Cleaner once a week to clean offices and sweep WHS |  |  |  |  |  |  |
| Welkom | Standard Bank Building | Border Post | 2460 | 2 | Full Service |  |  |  |  |  |  |
| Bethlehem | Maluti Square | Border Post | 735 | 1 | Full Service |  |  |  |  |  |  |
| Ladybrand | ladybrand DDU | Border Post | 1350 | 1 | Supply 1 x Cleaner twice a week to clean offices and pick up papers on land |  |  |  |  |  |  |
| Kimberley | Orange Toyota Building | WHS | 2950 | 2 | Full Service |  |  |  |  |  |  |
| **Total Staff complement** | | | | | | |  |  |  |  |  |

**Bidder Name: ……………………………………………………**

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(of person authorised to sign on behalf of the Bidder)

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| **Tender description** | **Cleaning Services** |
| **Reference No** | **RFP 0015/2019** |
| **Cluster** | **Cluster D** |
| **Region** | **Eastern Cape Region** |

| **City** | **Building Name** | **Type of Building** | **Total Area m²** | **No of Floors** | **Notes on Cleaning Service required** | **No. of Cleaners** | **No. of team leaders** | **No. of Supervisors** | **Other** | **Total staff complement** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Port Elizabeth | Revenue House | Office | 6 564 | 6 | Full service & Cleaning parking area 3 x a week |  |  |  |  |  |  |
| Port Elizabeth | Port Elizabeth-States Warehouse + Harrower Road Warehouse | WHS | 3 060 | 1 | Supply 1 x Cleaner once a week @ 6 Hr Service |  |  |  |  |  |  |
| Port Shepstone | 16 Bisset Street | Office | 973 | 1 | Full service |  |  |  |  |  |  |
| Uitenhage | Revenue Building | Office | 735 | 1 | Full service |  |  |  |  |  |  |
| Mthatha | Hillcrest | Office | 1 070 | 2 | Full service |  |  |  |  |  |  |
| Port Elizabeth | Sanlam building | Office | 4 507 | 4 | Full service |  |  |  |  |  |  |
| Port Elizabeth | Forest Hill DDU | DDU | 60 | 1 | Supply 1 x Cleaner once a week @ 6 Hr Service |  |  |  |  |  |  |
| East London | Waverley Park Phase 3 | Office WHS | 9 067 | 2 | Full service |  |  |  |  |  |  |
| Port Elizabeth | Revenue House | Office | 6 564 | 6 | Full service & Cleaning parking area 3 x a week |  |  |  |  |  |  |
| East London | Waverley Park Phase 3 | Office WHS | 9 067 | 2 | Full service |  |  |  |  |  |  |
| **Total Staff Complement** | | | | | | |  |  |  |  |  |

**Bidder Name: ……………………………………………………**

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| **Tender description** | **Cleaning Services** |
| **Reference No** | **RFP 0015/2019** |
| **Cluster** | **Cluster E** |
| **Region** | **Kwazulu Natal** |

| **City** | **Building Name** | **Type of Building** | **Total Area m²** | **No of Floors** | **Notes on Cleaning Service required** | **No. of Cleaners** | **No. of team leaders** | **No. of Supervisors** | **Other** | **Total staff complement** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Durban | Trescon House | Office | 23 125 | 12 | Full service including cleaning of Durmail 20 m² |  |  |  |  |  |  |
| Durban | Customs Building & Cato Creek | Office WHS | 10 446 | 3 | Full Service & Clean all parking areas including garages. Clean Warehouse area once a week. Provide industrial sweeping machine. |  |  |  |  |  |  |
| Richards Bay | Customs House | Office WHS | 658 | 1 | Full service |  |  |  |  |  |  |
| Richards Bay | Bay Side Mall | Office | 1 070 | 1 | Full service |  |  |  |  |  |  |
| Durban | New Pier Building warehouse + Prospecton Warehouse | WHS | 7 540 | 1 | Full Service, clean Parking areas and lanf. Clean Warehouse 3 x a week and scrub once a month. Provide industrial sweeping machine and scrubbing machine. Additional cleaning will be required quarterly to clean all areas after auctions. under construction future service |  |  |  |  |  |  |
| Durban | Customs Scanner Shed and Offices | Office WHS | 1 025 | 1 | Full Service. Provide for services over Saturdays and Sundays for normal working hours. Clean paving and oil store pick up papers. |  |  |  |  |  |  |
| Durban | Albany House | Office | 12 000 | 13 | Full service |  |  |  |  |  |  |
| Durban | King Shaka Int Airport | Office | 1 410 | 1 | Full service |  |  |  |  |  |  |
| Durban | Dube Trade Port Cargo Term | Office | 611 | 1 | Full Service. Provide for services on over weekends normal hours only. |  |  |  |  |  |  |
| Durban | King Shaka Int Airport | Office | 280 | 1 | Full Service. Provide for services on over weekends normal hours only. |  |  |  |  |  |  |
| Pietermaritzburg | 9 Armitage Road | Office | 4348 | 2 | Full service |  |  |  |  |  |  |
| Umhlanga | 29 Equinox Drive | Office | 2199 | 3 | Full service |  |  |  |  |  |  |
| Pinetown | Pinetown | Office | 1000 | 1 | Full service |  |  |  |  |  |  |
| **Total staff complement** | | | | | | |  |  |  |  |  |

**Bidder Name: ……………………………………………………**

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| **Tender description** | **Cleaning Services** |
| **Reference No** | **RFP 0015/2019** |
| **Cluster** | **Cluster F** |
| **Region** | **Western Cape Region** |

| **City** | **Building Name** | **Type of Building** | **Total Area m²** | **No of Floors** | **Notes on Cleaning Service required** | **No. of Cleaners** | **No. of team leaders** | **No. of Supervisors** | **Other** | **Total staff complement** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Beaufort West | Revenue Building | Office | 377 | 1 | Supply 1 x Cleaner 6 Hr p/day and pick up papers on parking. |  |  |  |  |  |  |
| Bellville | Sabel House | Office | 16 006 | 3 | Full Service & supply scrubber machine to clean basement parking. |  |  |  |  |  |  |
| Cape Town | Revenue Building | Office | 470 | 1 | 1 x cleaner @ 6 hr service per day |  |  |  |  |  |  |
| Cape Town | Project 166 | Office | 15 000 | 21 | Full Service. Size of building will reduce in future |  |  |  |  |  |  |
| Cape Town | C.T Airport | Office | 180 | 1 | Full Service. Provide for services on a shift basis due to 24 Hr Operations 7 days a week. |  |  |  |  |  |  |
| Cape Town | C.T Airport | Office | 930 | 1 | Supply 1 x Cleaner 6 Hr p/day and pick up papers on parking. |  |  |  |  |  |  |
| Cape Town | 17 Lower Long Street | Office | 3 122 | 3 | Full Service & supply scrubber machine to clean basement parking. |  |  |  |  |  |  |
| Mossel Bay | Customs Building | Office | 280 | 1 | 1 x cleaner 3 x per week @ 6 Hr service daily |  |  |  |  |  |  |
| Oudtshoorn | Allied Building | Office | 81 | 1 | 1 x cleaner 3 x per week @ 6 Hr service daily |  |  |  |  |  |  |
| Paarl | Rhoba Building | Office | 1 795 | 3 | Full Service |  |  |  |  |  |  |
| Robertson | Customs House | Office | 420 | 1 | 1 x cleaner 3 x per week @ 6 Hr service daily |  |  |  |  |  |  |
| Saldanha Bay | Port Of Saldanha | Office | 148 | 1 | 1 x cleaner 3 x per week @ 6 Hr service daily |  |  |  |  |  |  |
| Stellenbosch | Valerieda Centre | Office | 349 | 1 | 1 x cleaner 3 x per week @ 6 Hr service daily |  |  |  |  |  |  |
| Worcester | Naude Building | Office | 2 397 | 5 | Full Service |  |  |  |  |  |  |
| Cape Town | Harbour State Warehouse | WHS | 5 200 | 1 | 1 x cleaner 3 x per week @ 6 Hr service daily & industrial sweeping machine required. Scrubbing required once a month. |  |  |  |  |  |  |
| Cape Town | CT Scanner Site | - | 1 108 | 1 | 1 x preferred Male cleaner 6 day service (clean 3 x p/day) 24 Hr SARS Operations & Industrial sweep machine required. Scrubbing required once a month. |  |  |  |  |  |  |
| Cape Town | Mitchell Plein | Office | 1 579 | 1 | Full Service |  |  |  |  |  |  |
| Cape Town | Cowry Place | Office | 1 827 | 2 | 2 Cleaner @ a 6 Hr service per day and a 6 day service required |  |  |  |  |  |  |
| Cape Town | 90 Plein St | Office | 470 | 2 | 1 x cleaner 5 x per week @ 6 Hr service daily |  |  |  |  |  |  |
| Upington | Ancorley Bldg | Office | 1431 | 2 | Full service & Cleaning parking area 3 x a week |  |  |  |  |  |  |
| Upington | Goods office, Railway Station | Office WHS | 420 | 1 | Supply 1 x Cleaner 3 x a week to clean offices and pick up papers on land or 1 x Cleaner @ a 6 Hr service p/day only |  |  |  |  |  |  |
| George | New George Office | Office | 2118 | 1 | Full service |  |  |  |  |  |  |
| Cape Town | Capemail | Office | 34 | 1 | 1 x cleaner 5 x per week @ 6 Hr service daily |  |  |  |  |  |  |
| **Total staff complement** | | | | | | |  |  |  |  |  |

**Bidder Name: ……………………………………………………**

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(of person authorised to sign on behalf of the Bidder)

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| **Tender description** | **Cleaning Services** |
| **Reference No** | **RFP 0015/2019** |
| **Cluster** | **Cluster G** |
| **Region** | **Gauteng Central** |

| **City** | **Building Name** | **Type of Building** | **Total Area m²** | **No of Floors** | **Notes on Cleaning Service required** | **No. of Cleaners** | **No. of team leaders** | **No. of Supervisors** | **Other** | **Total staff complement** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Krugersdorp | Revenue Building | Office | 2 521 | 2 | Full Service |  |  |  |  |  |  |
| Lanseria | Lanseria International | Office | 118 | 1 | Full Service |  |  |  |  |  |  |
| Johannesburg | New Government building | Office WHS | 26 420 | 6 | Full Service & Clean parking garage |  |  |  |  |  |  |
| Johannesburg | Megawatt Park | Office | 692 | 2 | Full Service |  |  |  |  |  |  |
| Johannesburg | LBC Building (Oracle) | Office | 5 500 | 3 | Full Service Clean Basement parking area and Gym areas. Provide for scrubbing machine for basement parking cleaning |  |  |  |  |  |  |
| Randfontein | Revenue Building | Office | 1 900 | 2 | Full Service |  |  |  |  |  |  |
| Roodepoort | Horizon View Shop Cnt | Office | 1 470 | 2 | Full Service |  |  |  |  |  |  |
| Soweto | Ekhaya Centre | Office | 340 | 1 | Full Service |  |  |  |  |  |  |
| Johannesburg | State warehouse | WHS | 9 950 | 1 | Full Service & Clean Parking areas. Clean Warehouse 3 x a week. Provide insdustrial sweeping machine and scrubbing machine. Additional cleaning will be required quarterly to clean all areas after auctions |  |  |  |  |  |  |
| Soweto Orlando | Asambhe Soweto Centre | Office | 1 375 | 1 | Full Service |  |  |  |  |  |  |
| Randburg | Revenue Building | Office | 5 000 | 1 | Full Service |  |  |  |  |  |  |
| **Total staff complement** | | | | | | |  |  |  |  |  |

**Bidder Name: ……………………………………………………**

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(of person authorised to sign on behalf of the Bidder)

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| **Tender description** | **Cleaning Services** |
| **Reference No** | **RFP 0015/2019** |
| **Cluster** | **Cluster H** |
| **Region** | **Gauteng South** |

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| **City** | **Building Name** | **Type of Building** | **Total Area m²** | **No of Floors** | **Notes on Cleaning Service required** | **No. of Cleaners** | **No. of team leaders** | **No. of Supervisors** | **Other** | **Total staff complement** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Alberton | SARS House | Office | 4 760 | 2 | Full Service |  |  |  |  |  |  |
| Benoni | Revenue Building | Office | 968 | 1 | Full Service |  |  |  |  |  |  |
| Boksburg | Atlas Building | Office | 1 200 | 1 | Full Service |  |  |  |  |  |  |
| Ekhurleni | OR Tambo - State Warehouse + offices | WHS + Office | 960 | 1 | Full Service & Clean Warehouse 3 x a month. Provide industrial scrubbing machine to clean warehouse. |  |  |  |  |  |  |
| Ekhurleni | OR Tambo New Agents building | WHS + Office | 2 557 | 1 | Full Service & Clean Warehouse 3 x a month. Provide industrial scrubbing machine to clean warehouse. |  |  |  |  |  |  |
| Ekhurleni | OR Tambo - CTB office | WHS + Office | 834 | 1 | Full Service |  |  |  |  |  |  |
| Ekhurleni | OR Tambo - Terminal Building | Office +WHS | 1 567 | 1 | Full Service, Clean 12 square meters at JIMC 3 times a week |  |  |  |  |  |  |
| Nigel | Revenue Building | Office | 814 | 1 | Full Service |  |  |  |  |  |  |
| Vereeniging | Revenue House | Office | 3 130 | 5 | Full Service |  |  |  |  |  |  |
| Alberton | Alberton Campus | Office | 28 892 | 3 | Full Service |  |  |  |  |  |  |
| Kempton Park | Denel Avaition North | DDU | 3 032 | 1 | Supply 1 x Cleaner 3 x per week to clean offices, guardhouse, ablutions and pick up papers on land |  |  |  |  |  |  |
| Springs | Sanlam Building | Office | 1 922 | 2 | Full Service |  |  |  |  |  |  |
| Edenvale | Edenvale Centre | Office | 3 063 | 1 | Full Service |  |  |  |  |  |  |
| **Total staff complement** | | | | | | |  |  |  |  |  |

**Bidder Name: ……………………………………………………**

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(of person authorised to sign on behalf of the Bidder)

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| **Tender description** | **Cleaning Services** |
| **Reference No** | **RFP 0015/2019** |
| **Cluster** | **Cluster I** |
| **Region** | **Head Office** |

| **City** | **Building Name** | **Type of Building** | **Total Area m²** | **No of Floors** | **Notes on Cleaning Service required** | **No. of Cleaners** | **No. of team leaders** | **No. of Supervisors** | **Other** | **Total staff complement** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Brooklyn, Pretoria | Lehae La SARS | Corporate Office | 18 782 | 3 | Full Service, including cleaning parking areas, providing for a blower machine, ride on industrial sweeping machine. Cleaning basement parking once a month providing for a scrubbing machine and high pressure cleaning machine for oils spills. Additional services required for Block E, providing services on a shift basis due to 24 hr operations and weekend operating hours. Replenishments of Block E to be done on more regular basis due to occupancy of the building. |  |  |  |  |  |  |
| Brooklyn, Pretoria | Brooklyn Pavilion | Corporate Office | 3 367 | 3 | Full Service |  |  |  |  |  |  |
| Brooklyn, Pretoria | Khanyisa (Incl VDU) | Corporate Office | 4 672 | 3 | Full Service |  |  |  |  |  |  |
| Brooklyn, Pretoria | Brooklyn Bridge | Corporate Office | 9 213 | 3 | Full Service |  |  |  |  |  |  |
| Pretoria | Menlyn Corner | Corporate  Office | 1 090 | 1 | Full Service |  |  |  |  |  |  |
| Ashlea Gardens | Riverwalk Office Park | Office | 10 108 | 3 | Full Service |  |  |  |  |  |  |
| Brooklyn, Pretoria | 271 Veale St - ex Landbank | Corporate Office | 4 977 | 3 | Full Service |  |  |  |  |  |  |
| Pretoria | Walker Creek | Corporate Office | 7 283 | 3 | Full Service |  |  |  |  |  |  |
| **Total staff complement** | | | | | | |  |  |  |  |  |

**Bidder Name: ……………………………………………………**

SIGNATURE: DATE:

(of person authorised to sign on behalf of the Bidder)

1. **EXPERIENCE OF MANAGEMENT (KEY PERSONNEL AND QUALIFICATIONS)**

The bidder’s proposal should include the number of personnel to be provided and their experience and qualifications of key personnel to manage the contract in order to provide a comprehensive service to SARS as per the functional requirement specification.

|  |  |  |  |
| --- | --- | --- | --- |
| **Category of Employee/Role** | **Name** | **Qualifications** | **Experience** |
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**Submit Curriculum Vitae of Key Personnel for each position listed above**

*Attach additional pages if more space is required.*

**Bidder Name: ……………………………………………………**

SIGNATURE: DATE:

(of person authorised to sign on behalf of the Bidder)

# BIDDER’S EXECUTION PROPOSAL

The Bidder must provide Cleaning services as specified in this RFP document.

The Bidder must provide a proposal detailing how they are going to provide the required Cleaning services. The proposal must include a detailed daily, weekly, quarterly, bi-annually and annual work schedule of the services to be rendered on site.

The proposal should include the equipment, products, consumables and any other information pertinent to the service to be rendered in order to provide a comprehensive service to SARS as per the functional requirement specification and a start-up plan.

The proposal should include as a minimum an *Executive Summary, Proposal where the bidders demonstrate understanding of the clusters and brief; equipment proposal; approach for reporting and management of quality, Health and Safety Plan and a Start-up Plan.*

|  |  |  |
| --- | --- | --- |
| **Documentation** | **Requirement** | **Included in required format (Please tick)** |
| **Bidder’s Proposal** | Supporting Documentation for Bidder’s proposal |  |

**Bidder Name: ……………………………………………………**

SIGNATURE: DATE:

(of person authorised to sign on behalf of the Bidder)

# Cleaning products Proposal

|  |  |  |
| --- | --- | --- |
| **Documentation** | **Requirement** | **Included in required format (Please tick)** |
| **Cleaning products proposal** | Submit a proposal indicating the cleaning products to be used. |  |

**Bidder Name: ……………………………………………………**

SIGNATURE: DATE:

(of person authorised to sign on behalf of the Bidder)

# Work Plan/Schedule

|  |  |  |
| --- | --- | --- |
| **Documentation** | **Requirement** | **Included in required format (Please tick)** |
| **Work Schedule** | Attach a work schedule indicating the services to be provided and frequencies as per the scope of work. |  |

**Bidder Name: ……………………………………………………**

SIGNATURE: DATE:

(of person authorised to sign on behalf of the Bidder)

# Bidder’s Equipment Proposal

***Bidder’s proposed equipment inventory***

The Bidder must provide a detailed inventory list of all equipment to be utilised exclusively for rendering this service to SARS. Bidders are therefore required to submit as part of their proposals, a comprehensive list of equipment relevant to the service which is required in this tender. Bids will be evaluated based on proposals commensurate with the service required.

Table: Details of equipment to be made available for this contract.

|  |  |
| --- | --- |
| **Quantity** | **Description, size, capacity, etc.** |
|  |  |

*Attach additional pages if more space is required.*

**Bidder Name: ……………………………………………………**

SIGNATURE: DATE:

(of person authorised to sign on behalf of the Bidder)

# Contingency Plan

|  |  |  |
| --- | --- | --- |
| **Documentation** | **Requirement** | **Included in required format (Please tick)** |
| **Contingency plan for industrial actions** | Submission of Contingency plan for industrial actions (e.g. Strikes, absenteeism, equipment failure and detergent run outs and emergency Services) |  |

**Bidder Name: ……………………………………………………**

SIGNATURE: DATE:

(of person authorised to sign on behalf of the Bidder)

# Health and Safety Plan

|  |  |  |
| --- | --- | --- |
| **Documentation** | **Requirement** | **Included in required format (Please tick)** |
| **Health and Safety Plan** | Submit a Health and safety Plan |  |

**Bidder Name: ……………………………………………………**

SIGNATURE: DATE:

(of person authorised to sign on behalf of the Bidder)

# Training and Development Plan

|  |  |  |
| --- | --- | --- |
| **Documentation** | **Requirement** | **Included in required format (Please tick)** |
| Training and Development Plan | Submit a proposal for Training and Development |  |

**Bidder Name: ……………………………………………………**

SIGNATURE: DATE:

(of person authorised to sign on behalf of the Bidder)