

Tender Number: T49/11/19

Tender description: REQUEST FOR PROPOSAL FOR THE PROVISION OF CLEANING SERVICES

Question a

No.	Question
1	Will it be possible to give us a breakdown of the square meter of carpets or can we obtain this in the briefing session
2	Since the bid document does not say anything about high rise windows, would the successful bidder also be required to clean these areas
3	Who would supply toilet papers since there is no mention of it in the bid document?
4	Table 8.1, On Human resources cost, what percentage will be used for the 1st year going forward so that we can compare apples with apples during evaluation?
5	I would like to find out if there is an option of taking over the existing staff that is currently working at IDC offices
6	Are the "Safety File Requirements" supposed to be submitted with the proposal or are they only required on appointment
7	Please advise when will the contract start date be for this tender
8	Section 2,3,1 on Page 16 of tender document talks about service breakdown and resources. Table B (day shift 2) talks about staff headcount of 4. Page 34 of section 8,1 (Costing Model, Human Resources), Dayshift 2 talks about 5 cleaners and not 4. Please advise what headcount to use, must we quote on 4 or 5 heads?
9	The same applies for Table C: Night Shift Weekdays on page 16, it talks about 16 heads. If you go to page 34, Nightshift weekdays makes mention of 15 heads. Please advise?
10	Table D (Day Shift) Sundays, Saturdays and Public Holidays : on page 16 talks about dayshift, but if you look at the Time provided, it is between 21:00 – 06:00. That time is not dayshift, please advise?
11	The information provided on Table D (Day Shift) Sundays, Saturdays and Public Holidays: where would you populate that on table 8,1 (Human resources) found on page 34?

SERVICES FOR THE IDC HEAD OFFICE IN SANDTON

nd Answers version 2

Type	Answer
Technical	The Tender briefing handled this part where the bid document provides for the total 30 000 square metres divided between 2 buildings, i.e. 25 000 square metres for IDC 1 and 5000 square metres for IDC2
Technical	The response is no! The successful bidder will only be required to clean windows approximately 3 metres, while above that will be handled separately.
Technical	This is supplied by another service provider on another contract, however, the successful bidder on the cleaning contract will be supplied with toilet papers on daily basis to replenish when doing the cleaning service.
Technical	During tender briefing, an agreement was reached where bidders will be allowed to use the rate of 6.25% and this will only apply to human resources costs(Labour costs)
Technical	It is the service provider's discretion as long as everything is done legally and procedurally as per LRA and BCEA
Technical	The safety file will be required upon appointment however, he must tick comply/not comply on the mandatory requirements
Functional	As soon as the tender process and contracting is completed
Technical	Day shift 2 weekdays should read 4 cleaners
Technical	Nightshift weekdays should read 15 cleaners and 1 supervisor(16 head count)
Technical	Please remove this table completely from this process, it will <u>not</u> be used. Instead we will only consider table A, B, C & E.
Technical	Please remove it as we will not use it.