

Ammended



806541IF



TENDER DOCUMENT
The tender document must be returned in its entirety.

Tender number:	UJ 34/2012 (T)
For the supply of:	CLEANING SERVICES
Company name:	



Please note:

This document must be –

- completed
- initialed at the bottom of each page
- signed in the space provided for
- returned in its entirety

Failure to adhere to the instructions **WILL** disqualify your submission.

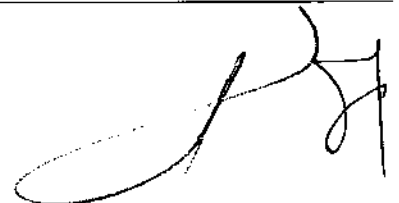
INVITATION TO TENDER

You are hereby invited to tender to supply the UJ with the goods and/or provide the UJ with the services and/or construction work and/or repair work, specified in Appendix A to this tender, in accordance with the provisions and conditions contained in this tender document.

Neither the issue of this tender document nor any part of its contents is to be regarded as any form of irrevocable commitment on the part of the UJ to proceed with any transaction envisaged in this tender document and the UJ expressly reserves the right, without giving reasons therefore, at any time and in any respect, to terminate discussions with any or all prospective tenderers, to reject any or all proposals, or to negotiate with any party with respect to any transaction envisaged in this tender document or any part thereof without advance notice and without liability for any losses, costs or expenses incurred by the tenderer. In furnishing this tender document, the UJ does not undertake to agree to any obligation to provide the tenderer with access to any additional information or to update this tender document or to correct any inaccuracies herein which become apparent.

This tender document consists of the following sections:

1. **INTERPRETATION**
2. **PROVISIONS IN RESPECT OF THE SUBMISSION OF THE TENDER**
3. **GENERAL PROVISIONS APPLICABLE TO THE TENDER**
4. **SPECIFIC PROVISIONS APPLICABLE TO THE TENDER**
5. **CONDITIONS APPLICABLE TO SUCCESSFUL TENDERERS**
6. **LEGAL PROCEEDINGS**
7. **BREACH**
8. **MEDIATION AS A PRELUDE TO ARBITRATION**
9. **ARBITRATION**

A handwritten signature in black ink, consisting of a large, stylized initial 'J' followed by a series of loops and a vertical stroke.

10. APPENDICES

- (i) Appendix A:
Specification document**
- (ii) Appendix B:
Additional Information**
- (iii) Appendix C:
Affidavit**
- (iv) Appendix D:
Disclosure and declaration of interest**
- (v) Appendix E:
Company details**

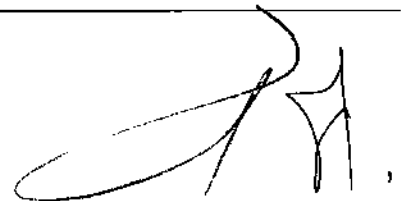
Appendix E, Addendum A(i)

Requirements for tenderers on broad-based black economic Empowerment

Appendix E, Addendum A(ii)

Affidavit regarding exempted micro enterprise

- (vi) Appendix F:
Evaluation criteria**



1. INTERPRETATION

In this tender, its annexures, its schedules and its appendixes –

- 1.1 Clause headings shall not be used in its interpretation, unless the context clearly indicates a contrary intention;
- 1.2 An expression which denotes -
- 1.2.1 Any gender: includes the other genders;
- 1.2.2 A natural person: includes a juristic person and vice versa;
- 1.2.3 The singular: includes the plural and vice versa.
- 1.3 The following expressions shall bear the following meanings and related expressions bear corresponding meanings –

AFSA	Arbitration Foundation of Southern Africa.
B-BBEE	Broad-based Black Economic Empowerment.
Business day	Any day in the Republic of South Africa which is not a Saturday, Sunday, University holiday or public holiday.
Contract	In this tender document, it means the agreement arising from the acceptance by the University of Johannesburg of this tendered with the tenderer.
Designated official	A representative nominated by the tenderer to act on behalf of the tenderer.
<i>Domicilium citandi et executandi</i>	Corner University & Kingsway, Auckland Park, 2092.
Goods	In this tender document it means movable goods, services, repair work, construction work and maintenance that must be provided in terms of this tender.
Parties	Collectively the tenderer and the University of Johannesburg.
Principal Agent or Project Leader	In this tender document it means a person appointed by the University of Johannesburg to supervise the execution of the contract and to perform the functions stated herein.
RSA	The Republic of South Africa.
Tenderer	The person, party or other entity which completes and submits this tender to the University of Johannesburg.

This tender	The tender by the tenderer to supply the University of Johannesburg with the goods and/or provide the University of Johannesburg with the goods, services and/construction work and/or repair work, specified in Appendix A, in accordance with the provisions and conditions contained in this tender document, shall be deemed to be a reference to "the contract".
This tender document	This invitation to tender and all its annexures, schedules and appendixes, shall be deemed to be a reference to "the contract".
Successful tenderer	In this document it means the person, party or entity to whom this tender has been awarded and with whom the contract has been concluded.
University holiday	A day on which the University of Johannesburg is closed.
UJ	University of Johannesburg, a Higher Education institution which operates pursuant to the Higher Education Act, 1997 (Act No. 101 of 1997), Government Gazette dated 14 November 1997 and physical location: Corner University & Kingsway, Auckland Park, 2092.
VAT	Value Added Tax as levied from time to time in terms of the Value Added Tax Act, Act 89 of 1991.
Work	In this tender document means the goods to be supplied and/or the services to be rendered by the successful tenderer pursuant to the award of this tender.

- 1.4 Should the UJ accept this tender, then a binding agreement shall automatically come into effect between the successful tenderer and the UJ, on the terms and conditions contained in this tender, in which event each reference herein to -
- 1.4.1 where figures are referred to in words and numerals, if there is any conflict between the two, the words shall prevail;
- 1.4.2 where any term is defined within the context of any particular clause in this tender, the term so defined, unless it is clear from the clause in question that the term so defined has limited application to the relevant clause, shall bear the meaning ascribed to it for all purposes in terms of this tender, notwithstanding that the term has not been defined in this interpretation clause;

- 1.4.3 if any provision in a definition is a substantive provision conferring any right or imposing any obligation on any party, then notwithstanding that it is only in the interpretation clause effect shall be given to it as if it were a substantive provision in this tender;
- 1.4.4 the use of the word "including" followed by a specific example/s shall not be construed as limiting the meaning of the general wording preceding it and the *eiusdem generis* rule shall not be applied in the interpretation of such general wording or such specific example/s;
- 1.4.5 when any number of days is prescribed, such number shall exclude the first and include the last day, unless the last day falls on a day other than a business day, in which case the last day shall be the next succeeding day which is a business day;
- 1.4.6 the expiration or termination of this tender shall not affect such of the provisions of this tender as expressly provide that they will operate after any such expiration or termination, or which of necessity must continue to have effect after such expiration or termination, notwithstanding that the clauses themselves do not expressly provide for this;
- 1.4.7 unless any schedule or annexure or appendix provides otherwise, any schedule or annexure or appendix to this tender shall be deemed to be incorporated in and form part of this tender; and
- 1.4.8 the rule of construction that the contract shall be interpreted against the party responsible for the drafting or preparation of the agreement, shall not apply.

2. PROVISIONS IN RESPECT OF THE SUBMISSION OF THE TENDER

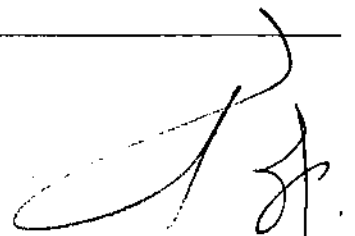
- 2.1 Tenders must be completed in black ink. Each page of this tender must be initialled and this tender must be signed in the space provided, by a duly authorised representative of the tenderer. **FAILURE TO ADHERE TO THIS INSTRUCTION WILL RENDER YOUR SUBMISSION INVALID.**
- 2.2 The tenderer must complete this tender document in as far as it applies to it and its products and services. However, all of the pages of this tender document must be initialled and handed in, regardless of whether information was filled in on it or not.

- 2.3 If a particular section of this tender document is not applicable to the tenderer, such section should be clearly marked "not applicable".
- 2.4 Any additional information submitted together with this tender must be listed in Appendix B and **attached at the back of this tender.**
- 2.5 If any given space in this document is insufficient, information may be set out on a separate loose page/s. If a separate page/s is used, such page/s must be inserted directly **the back of this tender, clearly marked with the reference number of the section where the space was insufficient.**
- 2.6 The tender must be submitted in a sealed envelope. The following information must appear on the sealed envelope:
- 2.6.1 **the name of the tenderer;**
2.6.2 **the tender number; and**
2.6.3 **the closing date of the tender.**
- 2.7 Tenders may be submitted by post or delivered to the premises of the UJ, Doornfontein Campus at the address below.
- 2.8 Tenders delivered to the premises of the UJ, must be delivered to the Tenders Administration office at the address below. The person delivering the tender must sign the tender register as proof of delivery and must place the tender in the tender box in the presence of the official on duty.

If tenders are delivered, the person delivering the tender must report to:

TENDERS ADMINISTRATION OFFICE
University of Johannesburg
Doornfontein Campus
Corner Siemert and Beit Street
Admin Building
1st Floor
Room 182
GPS co-ordinates: S261132.6 E280328.9

- 2.9 Tenders can be delivered to the address below between 07:30 and 16:00 on a business day.



- 2.10 If the tender is mailed to the UJ, the date on which the tender is received by the Tenders Administration Office will be deemed to be the date on which the tender was received.
- 2.11 Tenders per post can be addressed to:
- TENDERS ADMINISTRATION OFFICE
University of Johannesburg
P.O. Box 17011
DOORNFONTEIN
2028
- 2.12 The tenderer is responsible for ensuring that its tender is submitted on time.
- 2.13 **Tenders received after the closing date and closing time referred to in clause 4 of this tender document will not be accepted for consideration.**
- 2.14 Tenders submitted per e-mail, telegram, facsimile or similar apparatus will not be considered.
- 2.15 The tenderer is in all respects responsible for ensuring that **all the pages of this tender document are submitted**. The UJ accepts no responsibility should the tenderer fail to ensure that all the pages of this tender document are submitted.
- 2.16 **ANY ENQUIRIES IN RESPECT OF TENDERS MUST BE DIRECTED TO THE TENDERS ADMINISTRATION OFFICE REFERRING TO THE TENDER NUMBER IN ALL CORRESPONDENCE.**
- 2.17 Queries regarding the tender document or the specification document must be addressed in writing by fax to 011 559-4050, or e-mail to the craftie@uj.ac.za, cc hanniep@uj.ac.za by no later than 12:00 on 26 October 2012. The UJ has the sole discretion to consider whether or not it is appropriate to reply. If the UJ replies, the contents of the query and the reply will be addressed to all participating tenderers, will form part of the tender document and will form part of the contract between the UJ and the successful tenderer.

3. GENERAL PROVISIONS APPLICABLE TO THE TENDER

- 3.1 The UJ reserves the right to accept a tender in whole or in part and is not compelled to accept the tender with the lowest price. The UJ may accept a tender in principle, subject to further negotiations between the parties regarding the tender and the conditions of the contract to be concluded between the tenderer and the UJ, in which case a contract shall only come into existence when the parties have reached agreement (consensus) concerning the further negotiations and when it is reduced to writing and signed by the Tenderer and the UJ.
- 3.2 The UJ reserves the right to give preference to unconditional tenders and/or tenders of which the qualifications are the most acceptable to the UJ.
- 3.3 **Only tenders complying with all the requirements specified in this tender document will be taken into account in the tender process.**
- 3.4 Acceptance of the tender will take place in writing by the University Tenders department, followed by an official order by the UJ in favour of the successful tenderer, where applicable.
- 3.5 All prices quoted must exclude VAT (where applicable) and all prices must be shown in South African Rand.
- 3.6 Unless otherwise required in the specifications set out in Appendix A, the prices quoted in this tender must include all transport costs, installation costs and delivery costs up to the required point of delivery on the premises of the UJ.
- 3.7 Any amendments to this tender can only take place with the written consent of both the UJ and the tenderer.
- 3.8 Unless otherwise agreed to in writing by the tenderer and the UJ, the tender prices are fixed for the duration of the contract.
- 3.9 In the case of contracts for a period exceeding twelve months the basis on which a price increase may be requested (if applicable) must be submitted with this tender.
- 3.10 Increases in prices will only be paid after they have been approved in writing by the UJ.

- 3.11 Invoices on which non-approved, increased prices appear, will only be paid at the original accepted price.
- 3.12 As far as possible, tenderers must use goods manufactured in the RSA that comply with SABS specifications and / or ISO certification.
- 3.13 The tender number must appear in all correspondence.**
- 3.14 The tenderer shall not be entitled to use the services of any third party to provide any of the goods or to render any of the services required to be provided and rendered by the tenderer in terms of this tender, without the prior written consent of the UJ.
- 3.15 The UJ shall be entitled to destroy any documents submitted by an unsuccessful tenderer after three months from the date of submission
- 3.16 The tenderer warrants to the UJ that all information set out in all Appendixes are true and correct in all respects and that the tenderer has not knowingly omitted to disclose any information to the UJ which would be material to the UJ in determining whether or not to award this tender to the tenderer.
- 3.17 The tenderer irrevocably undertakes to provide the UJ annually with a certificate issued by an accredited rating agency approved by SANAS (South African National Accreditation Service) before the expiry of the tenderer's current B-BBEE certificate.
- 3.18 The specifications of the tender are set out in Appendix A. Alternatives to requested specifications may be considered. Wherever alternatives are offered, it is the tenderer's responsibility to provide full descriptive specifications and documentation of such items / services.
- 3.19 Save as specified in clause 5.1.2 of this tender document should there be a conflict between any of the provisions of this tender (excluding Appendix A) and Appendix A, the terms of this tender (excluding Appendix A) shall prevail over Appendix A.
- 3.20 Tenderers must submit all relevant technical information on goods that are tendered for with the tender as specifically required in Appendix B.

3.21 The following provisions will apply in respect of samples:

- 3.21.1 Where samples are required in terms of the specifications contained in Appendix A, the samples must be sent or delivered to the UJ Tenders Administration Office, Cnr Siemert & Beit Street, Doornfontein, Admin Building, 1st Floor, Room 182 prior to the closing date and closing time of the tender referred to in clause 4 of this tender document.
- 3.21.2 Samples must be marked clearly with the tender number, item number and the name of the tenderer. Upon the delivery of the sample, a sample receipt form must be obtained by the tenderer from the Tenders Administration Office which must be retained by the tenderer in order to have the samples returned to the tenderer;
- 3.21.3 Samples in respect of tenders that are accepted will be retained by the UJ until the contract has been properly executed. Samples in respect of tenders that are not accepted will be kept for a period of sixty days after the date of acceptance of the successful tender. Unsuccessful tenderers who wish to have the samples returned to them may collect them between 07h30 and 16h00 on a business day, at the Tenders Administration Office, UJ Tenders Administration Office, Cnr Siemert & Beit Street, Doornfontein, Admin Building, 1st Floor, Room 182, within ninety days after the date of acceptance of the successful tender. Samples will be returned to unsuccessful tenderers upon the return of the original sample receipt form issued to the tenderer upon the delivery of the samples. All samples that have not been collected within sixty days from the date of acceptance of the successful tender will be sold or destroyed by the UJ and the proceeds derived therefrom will be retained for the account of the UJ;
- 3.21.4 Where samples are required but not handed in by the tenderers the tender concerned may be disregarded;
- 3.21.5 Goods that are handed in as samples must be of the same kind as the goods listed in the specifications contained in Appendix A and, unless otherwise specified, goods must as far as possible be new and not previously used, not even for demonstration purposes;
- 3.21.6 If the UJ deems it necessary, the UJ may test the sample concerned or have it tested. Any costs in this regard will be recovered from the tenderer. Where such goods do not comply with the specifications contained in Appendix A, the UJ reserves the right to reject the tender;

4. SPECIFIC PROVISIONS APPLICABLE TO THE TENDER

1. The tender issuing date is:	MONDAY 22 OCTOBER 2012
2. Site briefing and tender opening date:	MONDAY 22 OCTOBER 2012
3. The closing date for the submission of the tender is:	WEDNESDAY 31 OCTOBER 2012
4. The closing time for the submission of the tender is:	10:00
5. The tender must be binding for acceptance until:	90 DAYS FROM CLOSING DATE
6. The tender acceptance date is:	WEDNESDAY 21 NOVEMBER 2012
7. Expected delivery date:	N/A

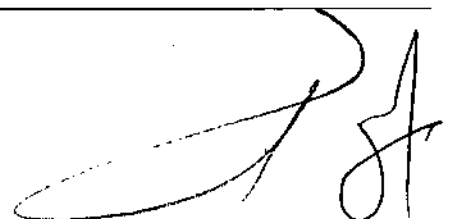
5. CONDITIONS APPLICABLE TO SUCCESSFUL TENDERERS

5.1 Construction, repair and maintenance work

5.1.1 Where applicable the JBCC series 2000 contract documents which are specified in Appendix A (which shall specify which JBCC series 2000 contracts are applicable to this tender) shall be incorporated herein by reference.

5.1.2 Should there be a conflict between any of the terms of this tender and the JBCC series 2000 contract documents which are incorporated into Appendix A, the terms of such JBCC contract document series 2000 which are incorporated into Appendix A shall prevail.

5.1.3 The successful tenderer carries full responsibility for the safety of its staff, material and equipment while on the premises of the UJ.



- 5.1.4 The work methods of the successful tenderer must be in accordance with recognised standard practice and comply with SABS procedures and codes where applicable.
- 5.1.5 The successful tenderer and its staff will be subject to the Traffic, Health & Safety and Protection Services rules of the UJ.
- 5.1.6 The successful tenderer must comply with all applicable legal rules, statutory provisions and regulations of local authorities.
- 5.1.7 Work areas on the premises of the UJ, where the successful tenderer works, must be cleaned on a daily basis and the successful tenderer must remove all refuse from the UJ's premises or arrange for it to be done at its own cost.
- 5.1.8 The successful tenderer is, in addition to the above, responsible to ensure that:
- all equipment and/or apparatus that is supplied fully complies with the requirements of the Occupational Health and Safety Act 85 of 1993, as amended ("the Act");
 - all tools and equipment that are used in connection with the work fully comply with the requirements of the Act;
 - all staff in the successful tenderer's service will at all times act within the framework of the Act.
- 5.1.9 The successful tenderer shall be obliged at all times to –
- take out and maintain an all risks insurance policy with an insurer recognized by the UJ in terms of which the UJ is indemnified against all claims and risks that may arise from the execution of the contract by the successful tenderer for such sums as may reasonably be approved by the UJ;
 - provide the UJ with proof of such insurance without delay after the award of the tender, but in any event before the execution of the contract commences and thereafter whenever required by the UJ.
- 5.1.10 Completed work must be properly certified as such by the Principal Agent or Project Leader on a payment certificate, supported by a written

valuation of the completed work. The tenderer acknowledges that all work pertaining to this tender may be subject to continuous performance assessment by the Principal Agent or Project Leader.

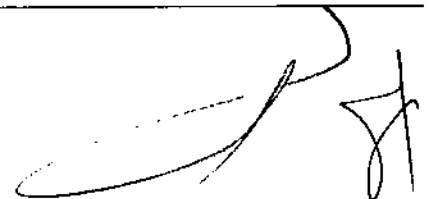
5.1.11 The following provisions shall apply –

- as security for the proper fulfilment by the tenderer of its obligations in terms of the contract, the UJ will retain an amount equal to 10% of all payments due to the successful tenderer in respect of the work which has been completed and certified as such by the Principal Agent or Project Leader. On completion of all the work required to be completed in terms of the contract to the satisfaction of the UJ, the retention amount will be reduced to 2.5% of the total contract price, which amount will be retained by the UJ for a further period of 90 days. No interest will be paid by the UJ in respect of any monies which are so retained;
- the provisions of clause 5.2.3 shall not apply;
- if a date for completion of the work has been agreed upon, whether or not such date is contained in this tender document or confirmed by the UJ and the successful tenderer at any stage during the operation of the contract, and should the successful tenderer fail to complete the work by such date, the UJ shall be entitled, at its election, to –
 - deduct and retain as a penalty 2,5% of the total contract price for each complete month or part thereof during which the work is not completed to the satisfaction of the UJ and this will be forfeited by the successful tenderer; or
 - recover from the successful tenderer without prejudice to its other rights in law or in terms of this tender document, such damages as the UJ may have suffered as a result thereof.

5.2 Goods

5.2.1 All goods for delivery must be packaged in such a way that they are delivered in an undamaged condition.

5.2.2 In the case of delivery of goods, the risk of the goods shall only pass to the UJ upon physical and actual receipt of the goods to the UJ Stores on



the UJ campus, or to such other physical location as may be specified by the UJ.

- 5.2.3 Payment to the successful tenderer will be made within thirty days after receipt of the tenderer's monthly statement, subject to satisfactory performance by the successful tenderer,

5.3 Services

- 5.3.1 All services will only be paid for after the project leader has accepted the services provided in accordance with the tender specification document.

- 5.3.2 Payment to the successful tenderer will be made within thirty days after receipt of the tenderer's monthly statement, subject to satisfactory performance by the successful tenderer,

6. LEGAL PROCEEDINGS

- 6.1 The successful tenderer hereby agrees and consents that the UJ shall, at its option, be entitled to institute any legal proceedings which may arise out of or in connection with this tender at the election of the UJ in -

- 6.1.1 any magistrate's court having jurisdiction, notwithstanding the fact that the claim or value of the matter in dispute might exceed the jurisdiction of such magistrate's court; or

- 6.1.2 the South Gauteng High Court of South Africa, Johannesburg

to which jurisdiction the successful tenderer hereby consents.

- 6.2 This tender (including its validity, existence and implementation, the interpretation and application of its provisions, the respective rights and obligations of the parties in terms of and arising out of the conclusion, and termination of the provisions of the contract), shall be interpreted and governed in all respects by the laws of the RSA.

- 6.3 The UJ chooses as its *domicilium citandi et executandi* for purposes of service of any summons or other legal proceedings, the address stated in clause 2.8 of this tender document, and for delivery of notices the address stated in clause 2.11 of this tender document. The successful tenderer chooses as its *domicilium citandi et executandi* for purposes of service of any summons and other legal proceedings, the address stated in

Appendix B, contact information, of this tender document, and for delivery of notices the address stated in Appendix B, contact information of this tender document.

- 6.4 Notwithstanding anything to the contrary contained herein, a written notice or communication actually received by one of the parties from the other shall be adequate written notice or communication to it notwithstanding that the notice was not sent or delivered to the address referred to in clause 6.3 of this tender document.
- 6.5 Each of the parties shall be entitled from time to time, by written notice to the other, to vary its *domicilium* to any other physical address within the RSA and/or its facsimile number.
- 6.6 Any notice given and any payment made by any party to any other which is delivered by hand during the normal business hours of the addressee at the addressee's *domicilium* referred to in clauses 2.8 and Appendix B respectively of this tender document for the time being shall be presumed to have been received by the addressee at the time of delivery.
- 6.7 The conditions, terms and provisions of this tender document, and any other contract or document referred to by this tender document, constitute the entire contract between the parties and no amendment, novation or cancellation (except on the grounds of breach of contract as referred to in clause 7.1 of this tender document) will be valid unless it is in writing and signed by all parties.
- 6.8 No postponement, relaxation, indulgence or concession by the UJ towards the successful tenderer after the conclusion of the contract, and no failure by the UJ to act or to enforce its rights in a particular case, will be regarded as a waiver of rights by the UJ, or can by means of estoppel or otherwise be used against the UJ.
- 6.9 The successful tenderer agrees that it shall perform its obligations in terms of the tender as an independent contractor and shall not be nor be deemed to be an employee, agent or partner of the UJ. Nothing contained in this tender shall be deemed to create an employee-employer relationship, or partnership, joint venture or similar business relationship, between the UJ and the successful tenderer, the existence of which is hereby expressly denied, or as authorising either of the tenderer or the UJ to bind, contract for, or incur any liability or obligations for, or in the name of, the other.

- 6.10 The successful tenderer acknowledges that should it not adhere to the provisions of clauses 8 and 10 of the Affidavit which is Appendix C, the UJ shall be entitled to deduct employees tax from the amounts due to the successful tenderer and pay same to the South African Revenue Service (hereinafter referred to as "SARS") on the successful tenderer's behalf.
- 6.11 The tenderer warrants to UJ that it is neither a Labour Broker nor a Personal Service Provider as contemplated in the Fourth Schedule to the Income Tax Act, Act 58 of 1962, as amended ("the Income Tax Act").
- 6.12 It is specifically recorded that the successful tenderer shall render its services independently to the UJ and that the UJ shall accordingly not be obliged to withhold any employee tax from the amounts payable to the successful tenderer and to pay same over to SARS on the tenderer's behalf.
- 6.13 If SARS determines that any employee's tax has to be deducted from the consideration payable to the successful tenderer, the UJ shall be entitled to deduct any such employee tax from the consideration payable to the successful tenderer. The successful tenderer hereby indemnifies the UJ against all claims which may be made against the UJ by any third party including without limiting the generality of the foregoing SARS with respect to any PAYE or other employee tax which was not deducted by the UJ from the consideration payable to the successful tenderer.
- 6.14 The UJ reserves the right to recover costs from the successful tenderer if the UJ is unduly prejudiced by the tenderer's inability to deliver the products/ services in accordance with the conditions of the contract.

7. BREACH

- 7.1 Should the successful tenderer -
- 7.1.1 breach any provision of this tender (irrespective of the materiality of such breach or provision); or
- 7.1.2 become controlled by a person or entity which does not have such control as at the date of the submission of this tender; or
- 7.1.3 not being a natural person, be wound up, liquidated, deregistered or placed under judicial management, in any event whether provisionally or

finally and whether voluntarily or compulsorily, or pass a resolution providing for any such event; or

7.1.4 being a natural person, be sequestrated or surrender his estate, whether provisionally or finally and whether voluntarily or compulsorily; or

7.1.5 have any judgment or similar award ("judgment") awarded against it and fail to satisfy such judgment within thirty days after becoming aware thereof and if such judgment is -

- appealable, fail to appeal against such judgment within the time limits prescribed by law or fail to diligently prosecute such appeal thereafter or ultimately fail in such appeal; or
- a default judgment, fail to apply for the rescission thereof within the time limits prescribed by law or fail to diligently prosecute such application thereafter or ultimately fail in such application; or
- reviewable, fail to initiate proceedings for the review thereof within the time limits prescribed by law or fail to diligently prosecute such proceedings thereafter or ultimately fail in such proceedings; or

7.1.6 be or become insolvent or commit any act which is or, if it were a natural person, would be an act of insolvency as defined in the Insolvency Act No 24 of 1936, as amended; or

7.1.7 which, if it were a company, be deemed to be unable to pay its debts in terms of the Companies Act No 61 of 1973, as amended; or

7.1.8 compromise or attempt to compromise with, or defer or attempt to defer payment of debts owing by it to, its creditors generally; or

7.1.9 alienate or encumber the whole or a major portion of its assets.

then the UJ shall be entitled, without prejudice to its other rights in law or otherwise in terms hereof including without limiting the generality of the foregoing the right to claim damages, to cancel the contract or to claim immediate specific performance of all the successful tenderer's obligations, whether or not otherwise then due for performance.

- 7.2 If the successful tenderer fails to perform any of its obligations in terms of the contract, the UJ may, without prejudice to any legal remedies that it may otherwise have in law or in terms of this tender, in its sole and exclusive discretion, elect to cancel the contract and/or instruct any third party to complete any unfulfilled portion of the work of the successful tenderer, in which case the successful tenderer shall be liable to the UJ for all costs for which the UJ may be liable to pay such third party.
- 7.3 Should the UJ accept this tender and thereafter the successful tenderer repudiate and/or breach any provision contained in the contract and should the UJ -
- 7.3.1 cancel the contract; and
- 7.3.2 engage the services of another third party (hereinafter referred to as the "new service provider") to perform the services required and/or supply the goods required in terms of the contract for a higher cost than the price at which the tenderer has undertaken to supply same in terms of the contract, then the successful tenderer agrees that the UJ shall be entitled, without prejudice to its other rights in law or in terms of this agreement, to recover from the successful tenderer which shall be liable to pay the UJ the difference between the higher costs incurred with the new service provider and the costs chargeable by the successful tenderer in terms of the contract.
- 7.4 No remedy conferred by the contract shall be exclusive of any other remedy which is otherwise available at law, by statute or otherwise. Each remedy shall be cumulative and in addition to every other remedy given hereunder or now or hereafter existing at law, by statute or otherwise. The election of any one or more remedy by any of the parties shall not constitute a waiver by such party of the right to pursue any other remedy.

8. MEDIATION AS A PRELUDE TO ARBITRATION

- 8.1 Subject to any provision contained in this tender to the contrary, and save for those provisions in this tender which provide for their own remedies which are incompatible with the provisions of clause 7.4 of this tender document, the parties agree that prior to proceeding to arbitration or instituting any legal action arising out of or pursuant to the provisions of this tender and/or any breach thereof, that they shall mediate any dispute reached between them.

- 8.2 The mediator shall be nominated by agreement between the parties but in the event that they do not reach a unanimous decision on the identity of the mediator within two days of mediation being called for, the Chairman of the Johannesburg Bar Council (or its successor) shall nominate the mediator.
- 8.3 The parties recognise that the appointment of a mediator and the mediation shall be urgent, and the parties shall co-operate with each other and the mediator, in order to procure the commencement and completion of the mediation in the shortest practical time possible.
- 8.4 Should any such dispute not be resolved within fourteen days of mediation being called for, the mediation shall be deemed to be unsuccessful (and aborted).
- 8.5 Without limiting or derogating from the provisions of clause 8.4 of this tender document, the mediation shall also be deemed to be unsuccessful (and be aborted) in the event that the -
- 8.5.1 mediator advises the parties in writing, at any time prior to the expiry of the fourteen day period referred to in clause 8.4 of this tender document, that the mediation will not be successful;
- 8.5.2 fourteen day period referred to in clause 8.4 of this tender document expires and the mediator has not certified in writing that the dispute has been resolved as well as the basis upon which it has been resolved.
- 8.6 The mediation contemplated in clause 7.4 of this tender document shall not preclude any party applying to court for an urgent interdict, a mandamus or relief of any other nature, provided, however, that the launching of such an application shall not suspend or interfere with the mediation process referred to herein.
- 8.7 The mediator shall not have any right or entitlement to issue an award and/or decision which is binding on the parties on the basis that his role shall be that of a facilitator seeking to assist the parties to resolve the dispute.
- 8.8 A failure by any of the parties to co-operate in the mediation process, shall be a breach of an essential obligation owed in terms of this tender.

- 8.9 All communications made by the parties to the mediator and to each other during or in connection with the mediation process shall be deemed to be made without prejudice to any rights that such parties may have, and form part of bona fide settlement negotiations.
- 8.10 The parties shall keep the mediation proceedings and any award and/or certification made by the mediator confidential save to the extent otherwise contemplated herein.
- 8.11 The mediator shall not be compelled by any of the parties to disclose any fact learnt by him in the course of the mediation in any subsequent arbitration and/or legal proceedings which may take place, and the parties irrevocably waive their rights to require the mediator to testify regarding what transpired in, and in connection with, the mediation.
- 8.12 The mediator shall -
- 8.12.1 be entitled to communicate and meet with any of the parties either in the presence of the other parties or in private;
- 8.12.2 not disclose any information furnished in confidence by any one of the parties to the mediator, to any of the parties without the prior consent of the party furnishing the information;
- 8.12.3 act impartially and shall be advised to disclose to the parties the mediation any relationship or dealings which the mediator may have had with any one or other of the parties which may impact upon or may be perceived by any one or other of the parties to impact upon his ability to act impartially and facilitate a resolution of the dispute.
- 8.13 Each of the parties shall bear their own costs in regard to the mediation process.
- 8.14 The provisions of this mediation clause shall be binding upon the parties' successors-in-title, assignees, trustees, executors and liquidators.
- 8.15 This clause (clause 8) is severable from the rest of this tender and shall survive the termination of this tender.

9. ARBITRATION

- 9.1 Save as otherwise provided herein, should any dispute arise between the parties in connection with -
- 9.1.1 the formation or existence of;
 - 9.1.2 the implementation of;
 - 9.1.3 the interpretation or application of the provisions of;
 - 9.1.4 the parties' respective rights and obligations in terms of or arising out of the conclusion, breach or termination of;
 - 9.1.5 the validity, enforceability, rectification, termination or cancellation, whether in whole or in part of; and
 - 9.1.6 any documents furnished by the parties pursuant to the provisions of this tender or which relates in any way to any matter affecting the interests of the parties in terms of this tender, such dispute shall, unless resolved amongst the parties to the dispute, be referred to and be determined by arbitration in terms of the Rules of the Arbitration Foundation of Southern Africa ("AFSA") and failing any such rules, shall be governed by the arbitration laws in force in the RSA from time to time.
- 9.2 Any party to this tender may, subject to the provisions of clause 7.4 of this tender document, demand that a dispute be determined in terms of clause 9 of this tender document by written notice given to the other parties.
- 9.3 Clause 9 of this tender document shall not preclude any party from obtaining interim relief by way of motion proceedings on an urgent basis from a court of competent jurisdiction pending the decision of the arbitrator.
- 9.4 The parties hereby consent to the arbitration being dealt with in terms of the Expedited Rules of AFSA should any party by written notice given to the others require the arbitration to be held on an urgent basis.
- 9.5 The arbitrator shall be, if the matter in dispute is principally -

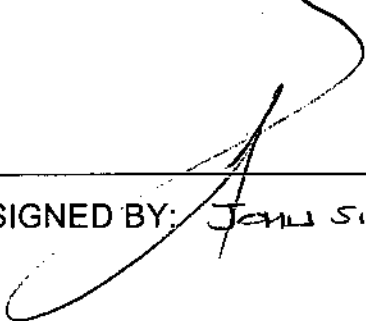


- 9.5.1 a legal matter, a practising advocate or attorney or retired judge of Gauteng of at least fifteen year's standing;
- 9.5.2 an accounting matter, a practising chartered accountant of Gauteng of at least fifteen year's standing;
- 9.5.3 a technical matter, a professional engineer of at least fifteen years standing;
- 9.5.4 any other matter, any independent person having expertise in the field to which the dispute relates,

agreed upon between the parties to the dispute.
- 9.6 Should the parties to the dispute fail to agree whether the dispute is principally a legal, accounting, technical or other matter within seven days after the arbitration is demanded, the matter shall be deemed to be a legal matter.
- 9.7 Should the parties fail to agree on an arbitrator within fourteen days after the giving of notice in terms of clause 9.2 of this tender document the arbitrator shall be appointed at the request of either party to the dispute in terms of the Rules of AFSA.
- 9.8 Should the parties fail to agree on an arbitrator within fourteen days after the giving of notice in terms of clause 9.2 of this tender document, any of the parties shall be entitled to request the Registrar of AFSA at such date to make the appointment during the ensuing seven day period, and who, in making the appointment, shall have regard to the nature of the dispute and the parties' requirement for a speedy arbitration. If the appointment is to be made in terms of clause 9.5.1 of this tender document, preference shall be given to nominees of the parties.
- 9.9 The arbitration shall take place in Gauteng or in such other place as is mutually agreed to by the parties, with only the parties and their representatives being present.
- 9.10 The arbitration shall be determined in accordance with the provisions of South African law and the parties submit to South African jurisdiction for the purpose of this arbitration.
- 9.11 The decision of the arbitrator shall be final and binding on the parties to the dispute and may be made an order of the court referred to in

clause 9.12 of this tender document at the instance of any of the parties to the dispute.

- 9.12 The parties hereby consent to the jurisdiction of the South Gauteng High Court of South Africa, Johannesburg in respect of the proceedings referred to in clause 9.3 and/or clause 9.8 of this tender document.
- 9.13 The parties agree to keep the arbitration including the subject-matter of the arbitration and the evidence heard during the arbitration confidential and not to disclose it to anyone except for purposes of an order to be made in terms of clause 9.8 of this tender document.
- 9.14 The provisions of this clause 9 of this tender document -
- 9.14.1 constitute an irrevocable consent by the parties to any proceedings in terms hereof and no party shall be entitled to withdraw there from or claim at any such proceedings that it is not bound by such provisions; and
- 9.14.2 are severable from the rest of this tender and shall remain in effect despite the termination of or invalidity for any reason of this tender.
- 9.15 The parties agree that the written demand by any party in terms of clause 9.2 of this tender document that the dispute be submitted to arbitration is deemed to be a legal process for the purpose of interruption of extinctive prescription in terms of the Prescription Act, Act 68 of 1969, as amended.

SIGNED BY:  JOHN SIMPSON

DATE: _____

NB : Failure to submit a complete tender document which is initialed on each page and signed in full on this page, as well as submission of documents requested in Appendix B, WILL render the tender submission invalid.



CONTACT INFORMATION

The successful tenderer shall be obliged to nominate a representative, which designated official shall be the party with whom the UJ shall be entitled to communicate in regard to all matters and aspects affecting this tender. The successful tenderer shall be entitled to change the identity of the designated official, from time to time, on not less than thirty days prior written notice to the UJ.

1. Name of tenderer:	
2. Postal address of tenderer:	
3. Physical address of tenderer:	
4. Telephone number of tenderer:	
5. Fax number of tenderer:	
6. Name of designated official:	
7. Mobile phone number of official:	
8. E-mail address of designated official:	

1. PRODUCTS AND SERVICES

1.1 Quality control standards and performance:

NOTE: The tenderer must attach copies of quality assurance certificates, e.g. SABS certificates and ISO certificates as far as possible and list these in clause 9 of this Appendix B.

- 1.2 The tenderer must provide detail in respect of the quality control system that functions in its enterprise:

--

- 1.3 The tenderer must provide a short history of its specific expertise and background in respect of the goods or services to which this tender applies:

--

2. TERMS OF DELIVERY / PAYMENT

2.1	Delivery period:	
2.2	Settlement discount offered:	
2.3	Trade discount:	

3. EXCHANGE RATE

Where applicable, the exchange rate indicated on Appendix A must be used. The Firm and Fixed price will be finalized with the successful tenderer after the award has been made.

4. AFTER-SALES SERVICE

The tenderer must provide full details of the after-sales service that the tenderer offers and the costs, if any, relating thereto:

--



5. GUARANTEES

5.1 The tenderer must provide details of any guarantee and guarantee period:

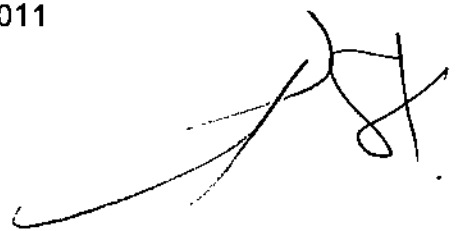
5.2 Is the guarantee comprehensive? If not, give details:

5.3 For what period does the tenderer guarantee to provide maintenance work, regardless whether it retains or loses the agency (where applicable)?

5.4 For what period does the tenderer guarantee to supply spare parts, regardless whether it retains or loses the agency (where applicable)?

6. REPAIR WORK AND MAINTENANCE

6.1 Provide details on any routine repair work and maintenance that may be necessary from time to time:



6.2 Provide details on any repair work and maintenance work included with the tender price:

6.3 Provide details on the number of periodical inspections per year, if any, with a view to minor repairs, adjustments and preventative maintenance in general. Clearly indicate whether its cost is included with the tender price. If not, give details.

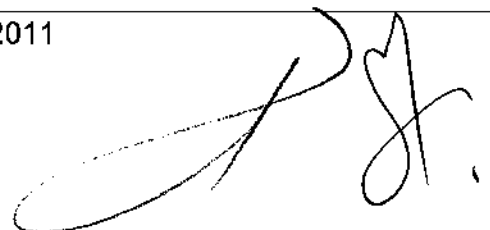
7. **GENERAL**

7.1 Does the tenderer have trained technicians in its service for maintenance or is this work sub-contracted? Provide details:

7.2 Is the tenderer an accredited agent for the goods? Provide details:

8. **SPECIFIC SERVICES INCLUDED WITH THE TENDER AT NO EXTRA CHARGE**

8.1 The tenderer must provide details.



9. **ADDITIONAL INFORMATION MUST BE ATTACHED TO THE BACK OF THIS DOCUMENT, CLEARLY REFERRING TO THE RELEVANT POINT/S**



A handwritten signature in black ink, consisting of a large, stylized loop followed by a vertical stroke and a small flourish at the bottom.



**APPENDIX C:
DECLARATION BY THE TENDERER**

I / We:

the undersigned, in my/our capacity as:

(Managing director, director, etc.)

(Registration number)



duly authorised hereto by virtue of a resolution of:

dated:

(hereinafter referred to as "the tenderer") do hereby state that -

1. the facts contained herein are within my own personal knowledge and are true and correct in all respects;
2. the facts contained in the tender document to which this Affidavit is Appendix C are true and accurate in every respect;
3. I/we fully understand the contents, provisions and conditions of the tender contained in the tender document;

4. no person employed by the UJ has received or will receive any benefit in respect of or in connection with the tender;
5. no person employed by the UJ has a close family relationship with the tenderer, except as explained in the Disclosure of Interest (attached as Appendix D to the tender), which has been completed, signed and submitted as part of the tender;
6. I/we offer to supply the goods and/or to provide the services and/or construction work and/or repair work, to the UJ as specified in the tender and at the price specified in the tender in accordance with the general and specific provisions and conditions set out in the tender;
7. the prices and rates contained in the tender cover all the tenderer's obligations arising from the contract which will arise if the tender is accepted by the UJ;
8. the tender meets all the requirements and has been completed in full and I/we have the capacity to sign the tender document on behalf of the tenderer;
9. the submission of the tender constitutes an offer to the UJ on the tenderer's behalf for the tenderer to supply the goods, and/or provide the services, and/or construction work, and/or repair work, set out in the tender, subject to the conditions, terms and provisions in the tender documents, and the written and signed acceptance of the tender by the UJ, subject to the conditions in clause 3.1 of the tender document, will constitute a contract binding upon the tenderer on said conditions, terms and provisions.
10. I/we am/are aware that –
 - 10.1 in terms of the Revenue Law Amendment Act, Act 60 of 2008 published on 9 January 2009, the definition of Labour Broker in paragraph 1 of the Fourth Schedule to the Income Tax Act;
 - 10.2 "Labour Broker" means any natural person who conducts or carries on any business whereby such person for reward provides a client of such business with other persons to render a service or perform work for such client, or procure such other persons for the client, for which services or work such other persons are remunerated by such person;

- 10.3 in addition to the aforementioned, the definition of "Personal Service Provider" was added to the aforesaid Fourth Schedule;
- 10.4 "Personal Service Provider" means any company or trust, where any service rendered on behalf of such company or trust to a client of such company or trust is rendered personally by any person who is a connected person in relation to such company or trust, and –
- 10.4.1 such person will be regarded as an employee of such client if such service was rendered by such person directly to such client, other than on behalf of such company or trust; or
- 10.4.2 where those duties must be performed mainly at the premises of the client, such person or such company or trust is subject to the control or supervision of such client as to the manner in which the duties are performed or are to be performed in rendering such service; or
- 10.4.3 where more than 80% of the income of such company or trust during the year of assessment, from services rendered, consists of or is likely to consist of amounts directly or indirectly from any one client of such company or trust, or any associated institution as defined in the Seventh Schedule of the Income Tax Act, in relation to such client, except where such company or trust throughout the year of assessment employs three or more full time employees who are on a full time basis engaged in the business of such company or trust of rendering any such service, other than any employee who is a shareholder or member of the company or trust or is a connected person in relation to such person;
- 10.5 "Employee" as defined in paragraph 1 of the Fourth Schedule to the Income Tax Act was simultaneously amended to include any personal service provider;
- 10.6 paragraph 2 of the Fourth Schedule to the Income Tax Act obliges and compels every employer who employs an employee to deduct, withhold and/ pay to the South African Revenue Service ("SARS"), an amount commonly regarded as Pay As You Earn ("PAYE"), determined according to the table published by the Minister of Finance from time to time;

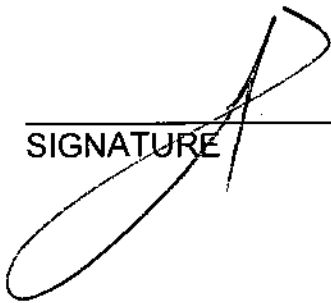
10.7 paragraph 1A of the Fourth Schedule of the Income Tax Act reads as follows –

10.7.1 “Notwithstanding the provisions of sub-paragraph (1), a person shall not be required to deduct or withhold employees tax in respect of any year of assessment of a company or trust solely by virtue of paragraph (c) of the definition of “Personal Service Provider” where the company or trust has in respect of such year of assessment provided that person with an affidavit or solemn declaration stating that the relevant paragraph does not apply and that person relied on that affidavit or declaration in good faith.”.

11. I declare that the tenderer does not fall within the definition of Personal Service Provider as aforesaid and therefore the UJ may in good faith accept the contents hereof and will not be obliged to deduct or withhold any PAYE on behalf of the tenderer or any of its employees placed with the UJ.

SIGNED AT _____ ON THIS _____
DAY OF _____ 20____.

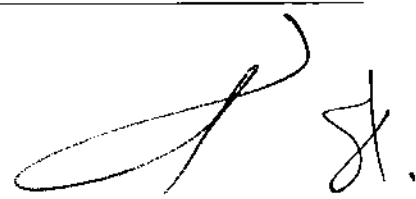


SIGNATURE _____


_____ JR SIMPSON
INITIALS AND SURNAME
IN BLOCK LETTERS

SIGNATURE _____

_____ INITIALS AND SURNAME
IN BLOCK LETTERS

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**APPENDIX D:
DECLARATION OF INTERESTS IN THE TENDERER**

1. REQUIRED DISCLOSURE

- 1.1 The tenderer is required to make a comprehensive disclosure in relation to any potential conflict(s) of interest it may have with regard to this tender.
- 1.2 The disclosure referred to in clause 1.1 of this Appendix D extends to:
- 1.2.1 all persons having an interest, directly or indirectly, in the tenderer; and
- 1.2.2 a positive duty to identify interests that may give rise to a conflict of interest in relation to this tender.
- 1.3 Should an employee of UJ, who is not a disqualified person (as contemplated in clause 2 of this Appendix D) have an interest in the tenderer or should a spouse, partner or close family member of such employee have an interest in the tenderer, the tenderer shall be obliged to make a sworn or affirmed declaration that:
- 1.3.1. there is no conflict of interest or other corporate governance concerns for the UJ; and
- 1.3.2 the transparency or fairness of the bidding process is not otherwise prejudiced.

2. TENDERERS DISQUALIFIED FROM PARTICIPATION IN THIS TENDER

- 2.1 If any of the following persons have an interest, direct or indirect beneficial or non-beneficial, in the tenderer, such tenderer will be disqualified from consideration for this tender:
- 2.1.1 Members of the COUNCIL of the UJ or any sub-committee of the COUNCIL;
- 2.1.2 Members of the UJ's management;

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- 2.1.3 Any employee of the UJ having any involvement whatsoever in the tender process;
- 2.1.4 Any employee of the UJ having any special knowledge of the tender;
- 2.1.5 Any advisor who provides services to the UJ relating to this tender; and/or
- 2.1.6 Any person/entity who has previously held any of the positions referred to in clauses 2.1.1 to 2.1.5 above within a period of twenty four months prior to the date of submission of this tender.
- 2.2 The prohibition referred to in clause 2.1 above also applies to spouses, partners and close family members of the persons referred to in clauses 2.1.1 to 2.1.6 above.

3. SPECIFIC SAFEGUARDS

The tenderer is required to take the following into account:

3.1 The tenderer is obliged to fully disclose and warrant the identity of all persons having interests in the tenderer and any conflicts of interest. This disclosure should be made below.

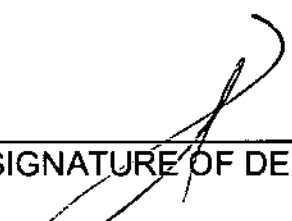
3.2 The tenderer herewith declares the following interest:

3.2.1

--

3.2.2

Name:	
Address:	
Contact details:	



SIGNATURE OF DECLARANT
MANAGING DIRECTOR

POSITION OF DECLARANT

JL SIMPSON

INITIALS AND SURNAME
IN BLOCK LETTERS
ELITE CLEANING SERVICES

NAME OF TENDERER

DATE





**APPENDIX E:
COMPANY DETAILS**

PLEASE NOTE: THE FOLLOWING DOCUMENTS MUST ACCOMPANY THIS SUBMISSION

ADDITIONAL INFORMATION MUST BE ATTACHED TO THE BACK OF THIS DOCUMENT

- Certificate of incorporation.
 - Copy of Directors/Members/Owners Identity documents.
 - Valid B-BBEE accreditation certificate, or signed Addendum A
(NB: ONLY VALID B-BBEE CERTIFICATES FROM A SANAS ACCREDITED B-BBEE VERIFICATION AGENCY WILL BE ACCEPTED.
 - Confirmation of Banking details as supplied by your Banker.
 - Original and valid SARS tax clearance certificate.
 - Financial statements for at least the previous financial year.
- Please note that even if you have previously submitted this information, you must submit again. Failure to submit all the requested documents **WILL** render your submission non-compliant.

NB: FAILURE TO SUBMIT ALL THE REQUESTED INFORMATION AND DOCUMENTS WILL DISQUALIFY YOUR SUBMISSION.

1. DETAIL INFORMATION ON THE TENDERER

1.1	Name of tenderer	
1.2	Trading name:	
1.3	Web address:	
1.4	Provide details and documents of any company name changes in the past five years:	
1.5	Registration number:	

1.6	VAT number (if registered):	
1.7	Date on which business commenced:	
1.8	How long have you been involved in the particular industry?	
1.9	Are you a "channel provider" or "dedicated supplier" or "preferential supplier" of any other organization? Give detail:	
1.10	Have you previously supplied goods to UJ/RAU/TWR? If yes, provide detail.	

2. BANKING DETAILS

PLEASE INCLUDE AN ORIGINAL LETTER FROM THE BANK, ON THE BANK'S LETTERHEAD, WITH A BANK STAMP, CERTIFYING THE FOLLOWING:

- 2.1 Banking institution
- 2.2 Branch
- 2.3 Branch code
- 2.4 Type of account
- 2.5 Account number
- 2.6 Name of account holder

3. ORGANISATIONAL STRUCTURE

3.1	<p>Directors/partners/owners/members:</p> <p>➤ Supply full detail on a separate page if this space is insufficient – include:</p> <ul style="list-style-type: none"> • Full names • Position in company • % ownership • Address • Telephone number 	
-----	--	--

3.2	Principal shareholders/ Members: > Supply full detail on a separate page if this space is insufficient – include: <ul style="list-style-type: none"> • Full names • Position in company • % ownership • Address • Telephone number 	
3.3	Managing director/senior Partner/principal owner/ Senior member: > Supply full detail on a separate page if this space is insufficient – include: <ul style="list-style-type: none"> • Full names • Position in company • % ownership • Address • Telephone number 	
3.4	Main contact person for production:	
3.5	Main contact person for sales:	
3.6	Main contact person for accounts:	
3.7	Main contact person for distribution and delivery:	
3.8	Main contact person for quality control:	

4. FINANCIAL HISTORY

4.1	Annual turnover for the previous three years: > Year _____ : > Year _____ : > Year _____ :	
4.2	Total full-time employees:	

4.3	Total part-time employees:	
4.4	Contingent liabilities. Provide detail:	
4.5	Provide detail of any pending legal matter:	
4.6.1	Name of auditors:	
4.6.2	Contact person:	
4.6.3	Contact telephone number:	

5. LIST OF REFERENCES:

5.1 Supply a comprehensive list of at least five, on a separate sheet, of organisations to whom you supply/ have supplied goods or services in the recent past. Include the following information:

Company name	Contact person	Landline number	Mobile number	Description of project	Value of project	End date of project



**APPENDIX E - ADDENDUM A(i)
REQUIREMENTS FOR TENDERERS ON
BROAD-BASED BLACK ECONOMIC
EMPOWERMENT**

PLEASE NOTE: TENDERERS ARE REQUESTED TO RETURN EITHER ADDENDUM A OR A B-BBEE RATING CERTIFICATE ISSUED BY A SANAS ACCREDITED RATING AGENCY, WHICHEVER MAY BE RELEVANT.

Tenderers are required to supply evidence of their Broad-Based Black Economic Empowerment contribution level as per the Broad-Based Black Economic Empowerment Act (53/2003): Codes of Good Practice on Black Economic Empowerment.

UJ suppliers will be placed in one of three categories:

1. EXEMPTED MICRO ENTERPRISES (EME'S)

- 1.1 Start-up companies will be regarded as EME's for the first year.
- 1.2 Following the above provision, EME's are businesses with an annual turnover of less than R5 million.
- 1.3 EME's will be automatically regarded as Level Four Contributors, which means that 100 percent of purchases from EME's can be regarded as B-BBEE spend towards the UJ's B-BBEE procurement scorecard.
- 1.4 If the annual turnover of your business is less than R5 million per annum or your company is operating within its first year of formation, we require the owner/auditors to complete the attached affidavit.

2. QUALIFYING SMALL ENTERPRISES (QSE'S)

- 2.1 QSE's are enterprises with an annual turnover of between R5 million and R35 million.
- 2.2 QSE's will be required to comply with any four of the seven elements of the BEE Act.

2.3 If the annual turnover of your business is between R5 million and R35 million per annum, your enterprise must submit a B-BBEE rating certificate issued by a SANAS accredited rating agency.

3. LARGE ENTERPRISES

3.1 Large enterprises are businesses with an annual turnover of more than R35 million. Large enterprises will be required to comply with all seven elements of the B-BBEE Act.

3.2 If the annual turnover of your business is more than R35 million per annum, your enterprise must submit a B-BBEE rating certificate issued by a SANAS accredited rating agency.

4. OWNERSHIP

4.1 All tenderers must supply proof of the following ownership if not clearly indicated on the B-BBEE Contribution Level Certificate issued by a SANAS accredited rating agency:

4.1.1 Tenderers that are more than 50% black owned

4.1.2 Tenderers that are more than 30% owned by black women

4.1.3 Exempt Micro Enterprise or Qualifying Small Enterprise

I/We herewith acknowledge that failure to submit a valid SANAS B-BBEE Contribution Level Certificate issued by a SANAS accredited rating agency or signed Affidavit, whichever is applicable, will result in a zero Broad-Based Black Economic Empowerment Rating for this tender.

SIGNATURE

John Simpson

FULL NAME AND SURNAME:

MANAGING DIRECTOR

CAPACITY:

DATE:





**APPENDIX E - ADDENDUM A(ii)
AFFIDAVIT REGARDING
EXEMPTED MICRO ENTERPRISE**

I, the undersigned, _____
(Full names)

hereby declare under oath:

1. I am the _____
(designation)
of _____
(registered name of tenderer)
trading as _____
with VAT number _____

and I am duly authorised to make this affidavit, the contents of which are correct to my personal knowledge, unless specifically or expressly indicated to the contrary.

2. The annual turnover of said tenderer for its previous financial year, as determined in accordance with general accepted accounting practice, did not exceed R5m (five million rand).

SIGNATURE

Signed and sworn to at _____ on this _____

day of _____ 20_____ by the declarer

who has stated that -

- he/she knows and understands the contents hereof and that it is true and correct, and
- that the provisions of the Regulations contained in Government Notice R1258 of the 21st July 1972 (as amended) and Government Notice GN 1648 dated 19 August 1977 have been complied with.

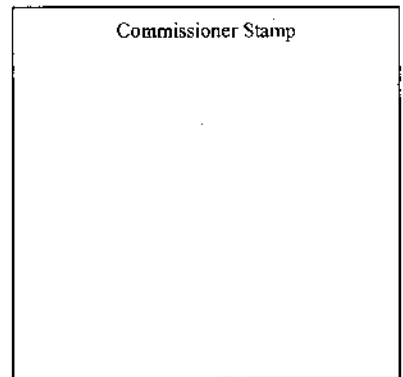
Signed before me,

COMMISSIONER OF OATHS

Name: _____

Capacity: _____

Address: _____



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ADDENDUM
to
TENDER DOCUMENT NUMBERED U.J. 34/3012 (T)

entered into between:

UNIVERSITY OF JOHANNESBURG

(A juristic entity established in terms of the Higher Education Act 101 of 1997 (as amended) and duly represented by **Hennie Kruger** in his capacity as Executive Director: Expenditure)

(hereinafter referred to as "UJ")



CLEANING SERVICES PROVIDERS ("Contractors")

1. Appendices as outlined/stipulated on page three (3), point 10 of the tender documentation:-

The appendices' reference, was not in alphabetical order in the original documentations. This has now been amended to extend from Appendix A to Appendix F.

In later references, Appendix A, that describes the scope of work of the respective clusters that the tender comprises of, refers to contracts, instead of clusters. For absolute clarity, it is stipulated that there is one cleaning tender/contract, that comprises

of twenty one (21) clusters/sites/ site specific entities, spread across the four (4) U.J. Campuses. This has now been rectified and this addendum serves to confirm this alteration.

2. Two paragraphs on two separate pages of the tender document, is hereby retracted and replaced by two others, as follows:

Page 10 - Clause 3.1.9 states:- Save as specified in clause 5.1.2 of this tender document should there be a conflict between any of the provisions of this tender excluding Appendix A and Appendix A, the terms of this tender excluding Appendix A shall prevail over Appendix A.

This is retracted and replaced by:

Clause 3.1.9 - Save, as specified in clause 5.1.2 of this tender document, should there be a conflict between any of the provisions of this tender and Appendix A, the terms of this tender shall prevail over Appendix A.



3. **Page 12 - Clause 5.1.2** states:- Should there be a conflict between any of the terms of this tender and the JBCC series 2000 contract documents which are incorporated into Appendix A, the terms of such JBCC contract document series 2000 which are incorporated into Appendix A shall prevail.

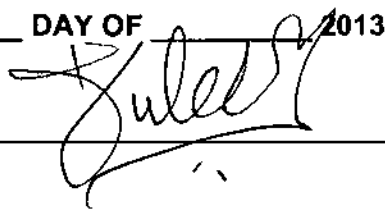
This is retracted and replaced by:

Clause 5.1.2 - Should there be a conflict between any of the terms of this tender and the JBCC series 2000 contract documents, which are incorporated into Appendix A, the terms of such contract document series 2000, shall prevail.

1. AUTHORISED SIGNATURES

1.1. On behalf of the University of Johannesburg:

SIGNED AT _____ ON THIS THE _____ DAY OF _____ 2013.



AS WITNESSES:

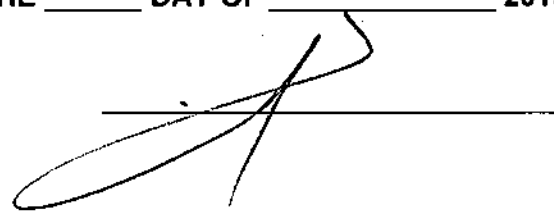
1. _____

2. _____

1.2. The Service Provider:



SIGNED AT _____ ON THIS THE _____ DAY OF _____ 2013.



AS WITNESSES:

1. _____

2. _____



TENDER UJ 34/2012 (T)
CLEANING SERVICES
SERVICE LEVEL AGREEMENT

In respect of

ALL SECTIONS

**TO BE READ TOGETHER WITH ALL THE / CLUSTERS / RESPECTIVE AREAS ,
THAT WOULD COVER THE ENTIRE SCOPE OF
THE REQUIRED CLEANING SERVICES FROM 001
TO 021**

OF THE AGREEMENT / CONTRACT /TENDER

**This Service Level Agreement should specifically be incorporated in tender UJ
34/2012 (T)**

Between the

UNIVERSITY OF JOHANNESBURG ("UJ")

(A juristic entity established in terms of the Higher Education Act 101 of 1997 (as amended) and duly represented by Prof Ilhron Rensburg in his capacity as Vice-Chancellor and Principal and duly authorised thereto)

and

ELITE CLEANING SERVICES (PTY) LTD ("Contractor")

(A Company registered in terms of the Company Laws of South Africa with registration number 1992/00727/07 and duly represented by John Simpson in his capacity as the Managing Director

Contact Details (Head Office)



Contact Name	John Simpson
Tel. No.	(011) 601 1700
Facsimile	(011) 601 1777
E-mail	admin@elitecleaningservices.co.za
Postal Address	PO Box 752330
	Garden View
	2047
Physical Address	23 Boeing Road West
	Morning Hill
	2007

**CLEANING SERVICE
SERVICE LEVEL AGREEMENT**

1. PARTIES

1.1 The Parties to this Agreement are:

1.1.1 University of Johannesburg a juristic entity established in terms of the Higher Education Act 101 of 1997 (as amended); and

1.1.2 Impact Cleaning Services CC, a Company established in terms of the Company Laws of South Africa with registration number 2000/035107/23

1.2 The Parties agree as set out below.

2. DEFINITIONS AND INTERPRETATION

2.1 The headings to the clauses, schedules and annexures of this Agreement are for reference purposes only and shall in no way govern or affect the interpretation of nor modify nor amplify the terms of this Agreement nor any clause, schedule or annexure hereof.

2.2 Unless the context dictates otherwise, the words and expressions set forth below shall bear the following meanings and cognate expressions shall bear corresponding meanings:

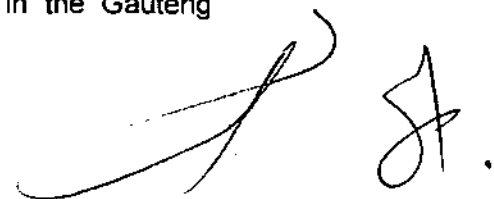
2.2.1 "Ad-hoc Services" means services not tendered for in the Tender, but required to be done on an Ad-hoc basis due to unforeseen circumstances like abuse, fire, theft, Acts of nature and the like;

2.2.2 "Agreement" means this Cleaning Service Level Agreement, together with the UJ Tender document UJ 34/2012 (T) and all annexures hereto and letters and notices given in terms hereof from time to time, all read together;

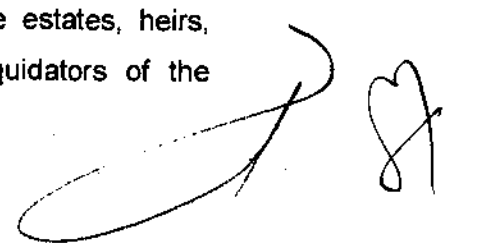
2.2.3 "Act" means the Occupational Health and Safety Act, 85 of 1993 (as amended) as well as any regulations in terms thereof;

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- 2.2.4 **"Audited Report"** means a report duly prepared and signed by a qualified firm of chartered accountants, duly approved by UJ;
- 2.2.5 **"Authorised Representative"** means any of the persons duly authorised by UJ to communicate and/or instruct the Contractor regarding the implementation and execution of this Agreement, certified to be so appointed to act on behalf of UJ and to bind it accordingly;
- 2.2.6 **"Cleaning Equipment"** means the cleaning materials, equipment and machinery necessary to provide the Cleaning Services in terms of this Agreement, some of which are detailed in Schedule "B" hereto; "Cleaning Services" refers to the cleaning services to be rendered by the Contractor as set out in the individual sections and as envisaged and recorded in this Agreement, and without derogating from the generality thereof, shall include the supply of all necessary cleaning equipment, labour, machinery and materials necessary for the proper execution thereof, as well as the Ad hoc Services authorised in writing by the Authorised Representative;
- 2.2.7 **"Cleaning Shift"** refers to the daily shift during which the Cleaning Services are to be rendered, being a 9 (nine) hour period on a Business day, with a one hour lunch break included, and a 7 (seven) hour period on a Saturday, with a one hour lunch break included, commencing each such day at the time to be agreed between the Parties at a Meeting, and detailed in Schedule "A"
- 2.2.8 **"Cleaning Team"** refers to a team of employees/sub-contractors of the Contractor, duly qualified, trained and instructed to do the Cleaning Services in terms of this Agreement properly, diligently and effectively, as detailed on schedule "A" hereto;
- 2.2.9 **"Contractor"** means the person to whom the tender has been awarded to by UJ, being the person detailed on the first page of this agreement and having the detail as furnished to UJ in the Tender;
- 2.2.10 **"Effective Date"** means the date on which the appointment in terms of this Agreement becomes effective, being the first day of April 2013;
- 2.2.11 **"Employment Act"** means the Basic Conditions of Employment Act, 75 of 1997 (as amended) as well as any regulations in terms thereof;
- 2.2.12 **"Meetings"** means a meeting between the Parties as envisaged in clause 8 ("Meetings") hereof;
- 2.2.13 **"President"** means the president/chairman for the time being of the Law Society for the Northern Provinces, or if that body is no longer in existence, then the body having regulatory powers of attorneys practising in the Gauteng Province;



- 2.2.14 **"UJ Campuses"** means all of the campuses of UJ, being the Auckland Park, Bunting Road Campus, the Auckland Park, Kingsway Campus, the Doornfontein Campus and/or the Soweto Campus, or any one of them, as the context may require;
- 2.2.15 **"Working Week"** means the 46 hour period during which the Cleaning Services are to be rendered each week, as detailed in the Schedules.
- 2.3 Any reference in this Agreement to:**
- 2.3.1 a **"clause"** shall, subject to any contrary indication, be construed as a reference to a clause hereof;
- 2.3.2 a **"person"** shall be construed as a reference to any person, firm, company, corporation, government, state or agency of a state or any association or partnership (whether or not having separate legal personality) of two or more of the foregoing;
- 2.3.3 a **"Schedule"** or **"Annexure"** shall, subject to any contrary indication, be construed as a reference to a schedule or annexure hereof;
- 2.4 Unless inconsistent with the context or save where the contrary is expressly indicated:
- 2.4.1 any reference in this Agreement to an enactment is to that enactment as at the Effective Date and as amended or re-enacted from time to time;
- 2.4.2 any reference in this Agreement to this Agreement or any other agreement or document shall be construed as a reference to this Agreement or, as the case may be, such other agreement or document as same may have been, or may from time to time be, amended, varied, notated or supplemented;
- 2.4.3 no provision of this Agreement constitutes a stipulation for the benefit of any person who is not a Party to this Agreement;
- 2.4.4 references to day/s, month/s or year/s shall be construed as Gregorian calendar day/s, month/s or year/s;
- 2.4.5 a reference to a Party includes that Party's successors-in-title and permitted assigns.
- 2.5 The schedules or annexures to this Agreement form an integral part hereof and words and expressions defined in this Agreement shall bear, unless the context otherwise requires, the same meaning in such schedules or annexures.
- 2.6 The rule of construction that in the event of ambiguity the contract shall be interpreted against the Party responsible for the drafting thereof, shall not apply in the interpretation of this Agreement.
- 2.7 This Agreement shall be binding on and enforceable by the estates, heirs, executors, administrators, trustees, permitted assigns or liquidators of the



Parties as fully and effectually as if they had signed this Agreement in the first instance and reference to any Party shall be deemed to include such Party's estate, heirs, executors, administrators, trustees, permitted assigns or liquidators, as the case may be.

The use of any expression in this Agreement covering a process available under South African law such as winding-up (without limitation *eiusdem generis*) shall, if any of the Parties to this Agreement is subject to the law of any other jurisdiction, be construed as including any equivalent or analogous proceedings under the law of such other jurisdiction.

3. INTRODUCTION

- 3.1 UJ wishes to appoint a Contractor to have the all areas specified in the various sections / clusters and as listed in the individual agreements; in a clean and acceptable condition for all UJ staff members, students, clients and all visitors at all times, and has invited *inter alia* the Contractor to tender in terms its tender procedures;
- 3.2 The Contractor confirms that they possesses the required knowledge and expertise to fulfil such functions in a professional manner, and has completed and submitted the Tender to UJ in terms of such UJ tender procedures;
- 3.3 UJ is accordingly prepared to appoint the Contractor to render the Cleaning Services on its behalf, which appointment the Contractor hereby accepts;
- 3.4 The Parties have agreed on the terms and conditions of the appointment as set out in this Agreement.

4. APPOINTMENT

- 4.1 UJ hereby appoints the Contractor to perform the Cleaning Services on the terms and conditions set out in this Agreement.
- 4.2 The relationship between UJ and the Contractor is that of principal and agent and accordingly the Contractor only has the authority granted to it in terms of this Agreement.
- 4.3 The Contractor shall not be entitled to hold itself out as the agent of UJ in any other manner than what is contemplated in this Agreement.

5. DURATION OF AGREEMENT AND ESCALATION

- 5.1 This Agreement shall commence on the Effective Date and shall, subject to clause 14 of this Agreement ("Events of Default and Remedies") continue thereafter until the day prior to the 5th (fifth) anniversary of the Effective Date unless terminated in terms of this Agreement.

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5.2 UJ hereby grants an irrevocable option to the Contractor to apply each year during the duration of this Agreement on the terms and conditions as stipulated below in clause 5.3 for an increase in the remuneration for the Cleaning Services to be done during the next year.

5.3 Such option shall be exercised by the Contractor-

5.3.1 In writing, detailing all aspects on which it relies for such application, eg. without limitation, industry wage increases, inflation, increase in the price of Cleaning Equipment, as well as all such information regarding its financial position, net profit for the relevant period and other detail which UJ may reasonably require to negotiate a fair and reasonable increase for such further year, the intention being that the Contractor shall as far as possible be placed in the same financial position which it was during the first year of the Agreement; and

5.3.2 On or before 90 (ninety) days prior to particular anniversary of the Effective Date, failing which it shall automatically lapse; and

5.3.3 Should the Parties fail to reach consensus regarding such increase within 60 (sixty) days after receipt by UJ of such application, such increase will be determined by an independent mediator, appointed by the auditors of UJ for that purpose and agreed by the Contractor. The decision of the independent mediator shall be binding upon the parties.

5.4 Until the Parties have agreed on remuneration for a further period, or have so been ordered by a mediator as envisaged above, the Contractor shall not be entitled to any increase in its remuneration.

6. CONTRACTOR'S GENERAL OBLIGATIONS

6.1 Without derogating from any other obligations specified in this Agreement, the Contractor shall-

6.1.1 at all times uphold the image and reputation of UJ, its employees, lecturers and students, and be professional in its approach to rendering the Cleaning Services as contemplated in this Agreement;

6.1.2 not make any deliberate statements or ambiguous representations which may prejudice UJ;

6.1.3 not engage in any policy or trade practice which is or may be prejudicial to the image and reputation of UJ;

6.1.4 ensure that all law, regulations, by-laws and all statutory requirements relating to the Cleaning Services and/or the UJ Campuses are duly observed and complied with;



6.1.5 render the Cleaning Services diligently, continuously and faithfully and further, with the highest degree of skill, care and competence, ensuring all members of the Cleaning Team in **Schedules "A"** and the Cleaning Equipment as detailed in **Schedules "B"** are at all times used. When a member of the Cleaning Team is absent, for whatever reason, including but not limited to leave or illness, the Contractor shall procure that that specific area where the absent member was to attend to, is still cleaned during the same Cleaning Shift, the Authorised Representative shall be informed without delay and such absent member shall be replaced the following day with another trained and competent member for the full period of such absenteeism;

6.1.5.1 To amplify the Cleaning Services, the Contractor records that it shall comply with the provisions of **Schedules "A"** and **"B"** hereto, and should there be any uncertainty and/or query regarding the same, the Contractor will procure that same is raised, discussed and decided at a Meeting. These processes are however prescribed without limiting the general obligations of the Contractor to procure that best practice is at all times adhered to in rendering the Cleaning Services;

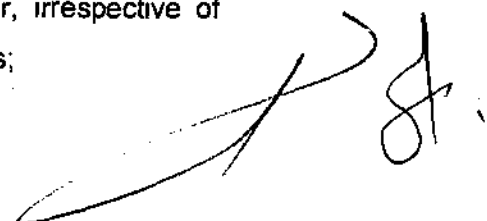
6.1.5.2 Standard cleaning contract costing forms are attached to the tender documentation for completion. (Schedule "C" and "D". Schedule "C" will be used as the only "tender to contract" price document and must be completed in full. Failure to comply will lead to automatic disqualification. No "additional" annexures or schedules, escalating a "reduced" price with the intent to mislead, will be accommodated. The price quoted for on Schedule "C" must be your full and final price, for which you will render the full standard services as defined in the scope of this contract.

6.1.5.3 In addition, the Contractor shall procure that the terms and conditions of performance of the issues raised in **Schedules "E"** and **"F"** are complied with and should there be any uncertainty and/or query regarding the same, it will similarly be raised, discussed and decided at a Meeting.

6.1.6.1 ensure that its employees attend any training courses offered by the manufacturer/supplier of any Cleaning Equipment;

The contractor must submit proof of the training program used for cleaning employees and supervisors. Proof of on-going training for supervisors and employees must be submitted to the UJ on a quarterly basis.

6.1.6.2 ensure that all its employees undergo customer care and technical training in respect of such of the Cleaning Services which they render, irrespective of whether such personnel are tasked with dealing with customers;



- 6.1.7 procure that areas excluded from this Agreement like safes, stores, laboratories, etcetera, are not entered, visited or tampered with by the Contractor's employees;
- 6.1.8 observe the necessary care and responsibility for the safe-keeping of keys given to the Contractor for access to specific areas and/or offices at all times ensuring that such keys are not misused or used to allow access to such unauthorised areas;
- 6.1.9 Provide UJ with ad-hoc reports and any other information regarding the Cleaning Services and this Agreement which UJ may require from time to time, within two days of the request;
- 6.1.10 Keep such records as are reasonably necessary for safety, performance, complaints, employee attendance and recall purposes of Cleaning Services on site, and further, make these records available to UJ within a reasonable period, but not more than 1 (one) Business Day after a request to do so;
- 6.1.11 Ensure that the Cleaning Equipment is stored only in the designated storage facilities and further, maintain such stock of Cleaning Equipment in such storage facilities as is sufficient to maintain a prompt, professional and continuous service as envisaged in this Agreement. Without derogating from the foregoing, the Contractor shall procure that at least one month's additional stock is always so stored and available
- 6.1.12 Advise UJ immediately upon any of the following which may come to its knowledge:
 - 6.1.12.1 Damage to any UJ asset and/or property;
 - 6.1.12.2 Any illegal and/or criminal activities;
 - 6.1.12.3 Any potential conflict with any other contractor of UJ;
 - 6.1.12.4 Any potential labour unrest regarding the Cleaning Services on any UJ Campus;
- 6.1.13 Procure that its cleaning employees shall at all times be neatly and properly clothed in suitable overalls/dust coats in a fashion and manner agreed to by the Authorised Representative, and further, that they only use the designated change rooms, and no other area, to change;
- 6.1.14 Procure that the storage facilities and the change rooms provided by UJ are maintained in a neat, tidy and good condition;
- 6.1.15 In addition to keeping any area clean, immediately proceed to remove any Cleaning Equipment and/or materials;
- 6.1.16 Procure that all the provisions of the Act at all times be adhered to in all respects as well as by its employees and/or sub-contractors;



- 6.1.17 Remunerate its entire cleaning employees at or above the wage rates gazetted in terms of the particular wage determination legislation in accordance with the Employment Act. Once a year or within such reasonable period as UJ may request, the Contractor shall at its own costs furnish the UJ with an Audited Report to the effect that:
- 6.1.17.1 at least statutory salaries in accordance with the relevant law are paid to its cleaners and that the conditions of the Labour Relations Act, No 66 of 1995 (as amended) are met;
 - 6.1.17.2 its obligations towards the South African Revenue Services have been complied with;
 - 6.1.17.3 as far as needs be, it has complied with the Financial Intelligence Centre Act, 2001 (as amended) and the Compensation for Occupational Diseases Act, 1997 (as amended);
- 6.1.18 Procure that the UJ procedures relating to the Act are complied with at all times;
- 6.1.19 Procure that the Cleaning Equipment at all times conform to the legislated and/or regulated safety standards, and on request, shall present a certificate of compliance with such standards to the Authorised UJ Representative;
- 6.1.20 Procure that at the commencement of this Agreement, all machinery and/or equipment regarding the Cleaning Services, shall be new and supported by a manufacturer's and/or supplier's ~~guarantee of at least a full year warranty~~ against breakages and malfunctioning, although two years' warranty would be preferable;
- 6.1.21 At all times refrain from using Cleaning Equipment which has clearly surpassed its normal lifespan or which is older than 3 (three) years;
- 6.1.22 A complete list of Cleaning Equipment must accompany the tender document, and at regular intervals thereafter supply current information to enable UJ to inspect the machinery and/or equipment regarding its quality, and further, to ensure that specific minimum quantities of these machines are used for purposes of the Cleaning Services;
- 6.1.23 Procure that all Cleaning Equipment is dedicated to a specific 'cluster'/site and further, the Contractor shall refrain from moving and/or using these Cleaning Equipment on other sites which the Contractor may be attending to;
- 6.1.24 Procure that a public liability and general liability insurance policy, of at least R2 (two) million per occurrence, be taken out and maintained at an insurance company, duly approved by UJ. Such policy and proof of enforceability shall be furnished to the Authorised Representative as and when so requested.



6.1.25 Render the Cleaning Services timeously, punctually and with utmost care to minimise any inconvenience to any student, employee, client and/or visitor of UJ. Should, during the effecting of any cleaning, it be deemed necessary to isolate any section of the areas as indicated in the various sections, arrangements shall be made with the Authorised Representative, who in turn will make arrangements with the Official in charge of the particular section to be effected by the intended shutdown, prior to proceeding with the intended cleaning activities;

6.2 Inspections:

6.2.1 UJ reserves the right to authorise inspections by independent inspectors and/or the Authorised Representative to inspect the areas specified in the different contracts/areas and/or the Cleaning Equipment in order to establish the quality of the Cleaning Services;

6.2.2 such inspections shall in no way absolve, limit and/or reduce the Contractor's liabilities and/or obligations in terms of this Agreement;

6.2.3 The Parties shall arrange for the Contractor's representative to be present at every inspection and the Contractor shall procure that all requested information and/or detail regarding such inspection are made available to such inspector;

6.2.4 The Contractor shall attend these inspections and make the information available as envisaged in this sub clause at no additional costs to UJ;

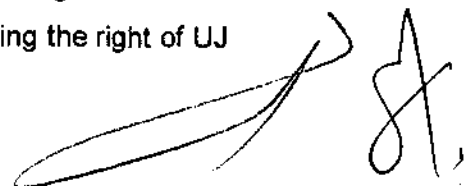
6.2.5 The Contractor shall exercise continuous supervision over the cleaners of the Cleaning Team, and carry out inspections from time to time to ensure that a proper service as envisaged in this agreement, is provided at all times;

6.2.6 Maintenance inspections shall be carried out regularly on all electrical equipment to ensure that no cleaner is injured by using such equipment;

6.2.7 The Contractor shall further ensure that a complaints book is made available and that the complaint book/record is perused at the beginning of each shift, in order to ensure that problems raised therein are dealt with during that shift and communicated to the Authorised Representative. This book must be monitored on a regular and on-going basis by both parties to ascertain whether requests and complaints have been acted upon and rectified within the specified time. Furthermore the Contractor should make provision for a method of communication between his supervision and the responsible person at the University.

Ad-hoc Services

6.3 The Contractor shall be entitled to tender for specific cleaning work on a particular UJ Campus not covered by the Tender, without limiting the right of UJ



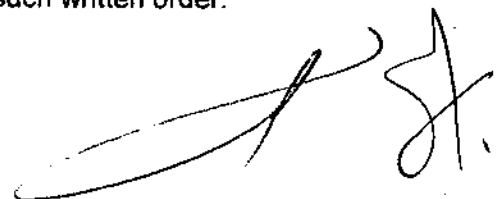
to obtain quotations from other persons in which event the Contractor shall follow the following guidelines and/or procedures in respect of the Ad-hoc Service:

- 6.3.1 Prior to the commencement of any work in respect of Ad-hoc Services, the Contractor shall present a quotation in respect thereof to the Authorised Representative;
- 6.3.2 Such quotation shall be detailed to the extent required by the Authorised Representative;
- 6.3.3 Once approved in writing by the Authorised Representative and once an official UJ order number has been allocated, the Contractor shall be entitled to commence to render such Ad-hoc Services detailed on such approved quotation in accordance with the terms and conditions on this Agreement, and the Parties agree that the terms and conditions of this Agreement will be applicable in respect thereof;
- 6.3.4 The service providers (Cleaning Contractors) are to submit their invoices by the latest the 5th day of the month in which the services are to be rendered – and the U J will then effect payment on these invoices, by the 25th of that specific month.

The above, being on the proviso that the invoice amount is correct, that there is purchase order issued for the contract and/or work done – and that the order number is endorsed on the invoice.

Specific remedial actions can and will be taken, in the case of work not performed to satisfaction in terms of the mutually agreed to Service Level Agreement (inclusive but not limited to corrective actions by the supplier(s), imposing penalty clauses or other actions described in the agreement).

- 6.3.5 Unless there is an apparent or obvious error in a written order, the Contractor shall proceed to act on such written order until such order is amended or countermanded, in order to ensure that neither the execution of the Cleaning Service nor the supply of material or labour is delayed by any difference, discrepancy or dispute regarding such order. The Contractors shall however immediately communicate such error to the Authorised Representative in order to arrange for a corrected order;
- 6.3.6 No objection to the description or terms of a written order will be entertained by UJ unless the Contractor lodges such written objection with the Authorised Representative within 21 (twenty one) days of the date of such written order.



- 6.4 Without derogating from the above, the Contractor shall take the following action should the Contractor's employees participate in strikes, marches, riots or any other actions which fall outside their cleaning duties:
- 6.4.1 Take all lawful steps to discourage its employees from participating in such actions, whether these were initiated by staff or students of UJ, or by any other outside body and further, will ensure that such actions at no time place staff, students or property of UJ in danger or interfere unreasonably with the functioning of UJ;
- 6.4.2 Control its employees, restore order or if necessary, to remove its employees from the UJ's premises;
- 6.4.3 In the case of any strike, stay away or action where no or only a partial service is rendered, the remuneration for the period concerned shall be adjusted accordingly by UJ, without absolving the Contractor from any of its obligations in terms hereof and without prejudice to any right which UJ may have in terms of this Agreement;
- 6.4.4 In the event of action as detailed above, it is the responsibility of the Contractor to calculate revised invoices and present them for payment at the end of the month. UJ reserves the right to adjust such invoices if not calculated correctly.



7. INDEMNITY

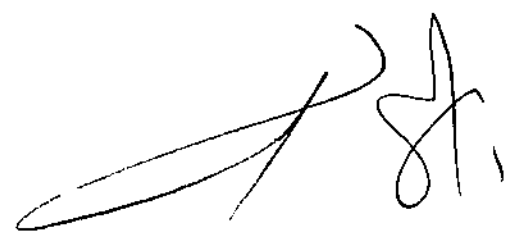
- 7.1 Despite any provision of this Agreement to the contrary, the Contractor hereby indemnifies and hold UJ harmless against all claims, liability, damage, loss, penalty, expense and costs (including legal costs on attorney and client scale) of any nature whatsoever which UJ may sustain as a result of or attributable:
- 7.1.1 Any act, default, negligence of the Contractor, its employees, sub-contractor or agents in relation to the obligations of the Contractor in terms of this Agreement;
or
- 7.2 UJ shall be deemed to have suffered a loss equivalent to the amount of any damages suffered by UJ in respect of the liabilities or claims against it is indemnified in terms of 7.1.
- 7.3 In the event of UJ claiming indemnification rights hereunder, UJ shall notify the Contractor of any claim which may be made against UJ in respect of any of the matters referred to in 7.1 within a reasonable period of UJ becoming aware thereof, to enable the Contractor to take steps to contest such claim.
- 7.4 The Contractor shall be entitled to contest the claim concerned on behalf of UJ, although UJ shall at all times be entitled to control the proceedings in regard thereto, provided that-

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- 7.4.1 Where necessary, UJ renders reasonable assistance to the Contractor at the expense of the Contractor in regard to any action instituted by the Contractor pursuant to this sub-clause 7.4;
- 7.4.2 The Contractor delivers to UJ a written indemnity on terms reasonably acceptable to UJ, indemnifying UJ against all charges and all reasonable legal costs (not limited to any scale) which may be incurred or awarded as a consequence of such steps being taken by UJ. UJ will be entitled to require the Contractor to give reasonable security against such costs.
- 7.5 In the event of UJ suffering or paying any loss, damage, liability, cost, charge, expense, payment or penalty to which the warranties and indemnities relate, the Contractor will forthwith upon such proven amount being notified by UJ, pay to UJ an amount equal to such loss, damage, liability, cost, charge, expense, payment or penalty. Any amount payable by the Contractor pursuant to the provisions of this clause shall bear interest at the Prime Rate, which interest shall be payable simultaneously with the amount payable by the Contractor. For purposes hereof "Prime Rate" means the publicly quoted minimum rate of interest from time to time levied by First Rand Bank Limited on unsecured overdrawn current accounts of its most favoured private sector corporate customers, as certified by any manager of that bank (whose authority and/or appointment and/or qualification it shall not necessarily have to prove).
- 7.6 For purposes hereof, UJ shall include its employees, agents, sub-contractors, students and/or visitors.

8. MEETINGS

- 8.1 Apart from the normal monthly liaison meetings between the Parties, and the meetings with contract managers which may be held as and when required, UJ and the Contractor shall convene meetings at such time and place as either of them may from time to time reasonably require in order to discuss the administration and implementation of the provisions of this Agreement.
- 8.2 The chairperson of each such meeting shall be the Authorised UJ Representative, or his nominee, and he shall be entitled to invite such stakeholders as he may deem fit. A quorum shall be 1 (one) representative from both UJ and the Contractor.
- 8.3 At such meetings, the Contractor shall submit such reports and/or information concerning the performance of its obligations under this Agreement as may be reasonably required of it.

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- 8.4 The Parties agree that, unless otherwise decided, they shall hold such meeting on a once a month basis and the representatives of the Parties attending such meeting may then agree where and when the next meeting shall be held, which shall constitute valid notice of such next meeting. Whenever it shall be necessary to meet other than as provided for in this clause, UJ shall give the Contractor 24 (twenty four) hours' notice (which may be waived by mutual agreement) of any such meeting, unless "time is of the essence" regarding the Cleaning Services to be rendered at the time.
- 8.5 Proceedings of such meetings and decisions taken at such meeting shall be recorded in minutes taken by the chairman (or his nominee) and confirmed and/or noted (as the case may be) at the next meeting. Matters so recorded shall be intended to supplement and regulate the practical implementation of this Agreement and shall be binding and enforceable, but should such matters conflict with the material provisions of this Agreement, the provisions of this Agreement shall prevail.
- 8.6 The Parties shall use their best endeavours to resolve by negotiations any disputes which may arise at such meetings. In the event that such disputed matters cannot be resolved and where this Agreement does not specifically provide for the method of resolution of such dispute at the meeting, then a decision shall be made on a "balance of convenience" principal and such decision shall be binding on the meeting for the time being. The chairman shall, however, immediately refer such matter for resolution as provided for.
- 8.7 Where the Parties cannot reach agreement on any matter, they shall, as soon as reasonably possible, jointly appoint and share the costs of a suitably qualified independent person (who shall act as expert and not as an arbitrator) to decide such matter, provided that such decision shall not be binding on the Parties. Where agreement cannot be reached on the appointment of such expert, then either Party may demand that the President (or a mutually agreed upon person) appoints such expert within 5 (five) business days of such demand.
- 8.8 Where the Parties accept the decision of such expert as referred to, such decision shall be minuted at the next meeting and each Party undertakes to comply with such provision.
- 8.9 When either UJ or the Contractor disputes the decision of such expert so appointed as provided for in the preceding sub-clause, then such matter, provided same is material, shall be referred to mediation and arbitration as provided for in "Dispute Resolution".

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8.10 The representatives of the Parties may confer by telephone, close circuit television or other electronic means or audio or audio visual communication, and a resolution passed at such a conference shall, notwithstanding that the representatives are not present together in one place at the time of the conference, be deemed to have been passed at a meeting of the representatives as envisaged in this clause, duly called and constituted. All representatives conferring in such a way shall be deemed for the purposes of determining a quorum to be present in person.

9. REPRESENTATIONS, WARRANTIES AND UNDERTAKINGS

9.1 The Contractor represents and warrants that:

9.1.1 It is duly incorporated and validly existing under the laws of the RSA and has the corporate power - and has obtained all required authorisations - to own its assets, conduct its business as presently conducted and to enter into, and fulfil its obligations under this Agreement;

9.1.2 This Agreement has been duly authorised and executed by it and constitutes its valid and legally binding obligation, enforceable in accordance with its terms;

9.1.3 Neither the entering of this Agreement nor the compliance of its terms will conflict with or result in a breach of any of the terms, conditions or provisions of, or constitute a default or require any consent under any agreement or other arrangement to which it is a party or by which it is bound, or violate any of the terms and conditions of its Memorandum and Articles of Association, Founding Statement or any authorisation, judgment, decree, order or any statute, rule or regulation applicable to it;


9.1.4 Copies of its Memorandum and Articles of Association and/or Founding Papers, as submitted to UJ have not been amended since the date on which it was so submitted;

9.1.5 has acquainted itself with all aspects of the Cleaning Services to be rendered in terms of the agreement;

9.1.6 All information contained in or regarding the Tender is true and correct in all respects and further, that it has complied fully in a transparent manner with the UJ tender process:

9.1.7 Since its submission of the Tender to UJ it:

9.1.7.1 Has not suffered any change that has a potential derogatory effect on its ability to perform its obligations in terms of this Agreement or the Tender; and

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- 9.1.7.2 Has not undertaken or agreed to undertake any substantial obligations other than the detail as supplied to UJ with regard to and in respect of its obligations as envisaged in this Agreement;
- 9.1.8 None of the representations and warranties in this clause omits any matter, the omission of which makes any of them misleading.
- 9.2 The Contractor undertakes and hereby accepts the responsibility of ensuring that value for money is received by UJ from it pursuant to this Agreement, that it will not deviate from the detail contained in the Tender unless otherwise provided for in this Agreement, and further, that it will do everything in its power to render the Cleaning Services to an acceptable and professional level, complying with all the specifications of this Agreement.
- 9.3 The Contractor acknowledges that it makes the representations, warranties and undertakings in the above sub-clauses with the intention of inducing UJ to enter into this Agreement and that UJ enters into this Agreement in full reliance on each of them.

10. PENALTY

- 10.1 Pursuant to the above undertakings to perform the Cleaning Services to an acceptable level, should the Contractor fail to perform the Cleaning Services to such level, then UJ, without prejudice to any other rights which it may have in terms of this Agreement or at law, shall be entitled to deduct the amount owed for that specific duty, as well as an amount equal to that amount ("the Penalty") as penalty from any amount which UJ may thereafter be due to the Contractor.
- 10.2 The amount of each Penalty shall be discussed and agreed at a Meeting.
- 10.3 Should the Parties be unable to reach agreement on the value as envisaged herein, a quotation from a third party that could rectify the fault, omission or neglect, will be used to determine such value.
- 10.4 In all cases of non-compliance with specifications included in the Tender and the Tender Specification Document other than those mentioned elsewhere, the Contractor agrees to a penalty of R250,00 (Two Hundred and fifty Rand) per obvious fault, omission, negligence or failure to comply with such specifications, and hereby irrevocably empowers and authorises UJ to deduct such amount from any amount which UJ may thereafter owe the Contractor, without prejudice to any right which UJ may have in terms of this Agreement.



11. SUB-CONTRACTORS

11.1 The Contractor shall, with the prior written consent of UJ, which consent shall not be unreasonably withheld, but which may be granted conditionally, be entitled to appoint sub-contractors as and when the Contractor deems it necessary for the performance or part-performance of any of its obligations in terms of this Agreement, provided that -

11.1.1 The Contractor shall not, by virtue of any such appointment, be entitled to claim from UJ any amount not specifically provided for in this Agreement. The Contractor shall at all times remain responsible for any payments to any sub-contractor. No sub-contractor shall be able to claim any monies directly from UJ;

11.1.2 No such appointment shall in any way whatsoever absolve the Contractor from any of its obligations in terms of this Agreement;

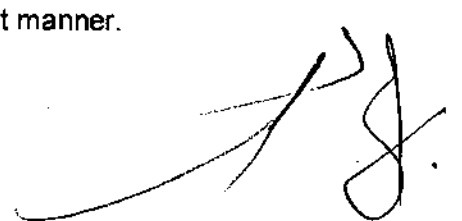
11.1.3 Any such appointment shall require that such sub-contractor carry out the obligations of the Contractor in this Agreement with the same due care and diligence for the interest of UJ as is required of the Contractor.

11.2 Notwithstanding the provisions of the preceding sub-clauses, UJ may at any time, upon reasonable grounds and upon notice to the Contractor, withdraw any consent given for the appointment of any sub-contractor for the remaining currency of this Agreement.

12. CHANGED CIRCUMSTANCES

UJ's requirements regarding the cleaning of areas indicated in the separate areas may change during the course of this Agreement, in which event such changed requirements will be addressed by the Parties, even if it means that some members of the Cleaning Team may be retrenched.

12.1 Notwithstanding anything contained in this Agreement to the contrary, if any change in or introduction of any law and/or policy and/or guideline and/or due to growth or increase or decrease usage of any specific area or any other similar event as a result of which UJ is obliged to comply and/or which is in accordance with the practise of a responsible supplier of tertiary education, or any interpretation or administration thereof, results that UJ may find it necessary, in its sole and absolute discretion, to increase, reduce and/or terminate the Cleaning Services, UJ reserves the right to make amendments to the Cleaning Services required, and such amendments to this Agreement and the required Cleaning Services will be renegotiated in a fair and transparent manner.



12.2 Pursuant to the above, the then existing profit of the Contractor, the then existing expense of UJ and the then prevailing market price of services similar to the then required cleaning services, will be taken into account in order to negotiate intended amended requirements and expenses of UJ in respect of the Cleaning Services.

12.3 For the avoidance of any doubt, it is specifically recorded that:

12.3.1 UJ shall not be compelled to utilise all members of the Cleaning Team as at the Effective Date or for the full duration of this Agreement

12.3.2 UJ's requirements for the various clusters regarding the cleaning may change during the course of this Agreement, in which event such changed requirements will be addressed by the Parties, even if it means that some members of the Cleaning Team may be retrenched.

13. GENERAL RIGHTS AND OBLIGATIONS OF UJ

13.1 Against rendering of the Cleaning Services as envisaged in this Agreement, UJ shall pay to the Contractor the amounts on a monthly basis as detailed in the Tender and amplified in the pricing schedule,

13.2 Payment shall only be made on receipt by UJ of a VAT Invoice and statement.

13.3 UJ shall request its employees from time to time to ensure that items of value, cash, documents and personal items are securely locked away during cleaning periods.

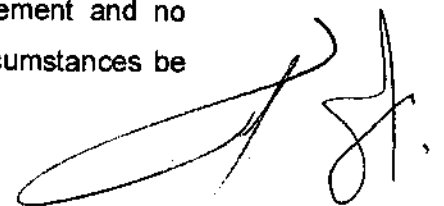
14. GENERAL

14.1 This document read together with the Tender duly signed by UJ as well as any documentation submitted in terms of the Tender, constitutes the sole record of the agreement between the Parties in regard to the subject matter thereof. Any provision in the Tender which is contrary to a provision in this Agreement, shall be regarded as *pro non scripto* and the provision herein shall prevail.

14.2 No Party shall be bound by any express or implied term, representation, warranty, promise or the like, not recorded herein.

14.3 No addition to, variation or consensual cancellation of this Agreement and no extension of time, waiver or relaxation or suspension of any of the provisions or terms of this Agreement shall be of any force or effect unless in writing and signed by or on behalf of all the Parties.

14.4 No latitude, extension of time or other indulgence which may be given or allowed by UJ to the Contractor in respect of the performance of any obligation hereunder or enforcement of any right arising from this Agreement and no single or partial exercise of any right by UJ shall under any circumstances be



construed to be an implied consent by UJ or operate as a waiver or a novation of, or otherwise affect any of UJ's rights in terms of or arising from this Agreement or stop UJ from enforcing, at any time and without notice, strict and punctual compliance with each and every provision or term hereof.

- 14.5 The Parties undertake at all times to do all such things, to perform all such acts and to take all such steps and to procure the doing of all such things, the performance of all such actions and the taking of all such steps as may be open to them and necessary for or incidental to the putting into effect or maintenance of the terms, conditions and import of this Agreement. Save as is specifically provided in this Agreement, the Contractor shall not be entitled to cede or delegate its rights and/or obligations in terms of this Agreement to any party without the prior written consent of UJ.

15. BREACH AND TERMINATION

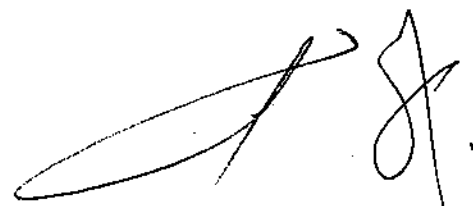
- 15.1 The Breach and termination clause contained in paragraph 7 of the tender document will be applicable to this Agreement.
- 15.2 It is specifically recorded that the Breach clause will take precedence over the dispute resolution clause contained within this SLA and the tender.

16. DISPUTE RESOLUTION

- 16.1 The dispute resolution clauses contained in paragraph 8 and 9 of the tender document shall be applicable to this Agreement.

16. COSTS


All legal costs incurred by either Party in consequence of any default of the provisions of this Agreement by the other Party shall be payable by the defaulting Party on demand on the scale as between attorney and client and shall include collection charges, the costs incurred by the non-defaulting Party in endeavouring to enforce such rights prior to the institution of legal proceedings and the costs incurred in connection with the satisfaction or enforcement of any judgement awarded in favour of the non-defaulting Party in relation to its rights in terms of or arising out of this Agreement.



17. SIGNATORIES

SIGNED at _____ on this the ____ day of _____ 2013 in the presence of the undersigned witness.

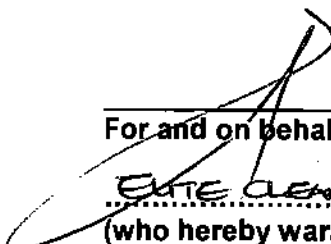
AS WITNESS:



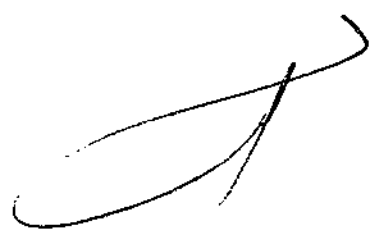
For and on behalf of
UNIVERSITY OF JOHANNESBURG
(who hereby warrants his authority)
Name: Prof Ihron Rensburg
Capacity: Vice-Chancellor and Principal

SIGNED at _____ on this the ____ day of _____ 2013 in the presence of the undersigned witness.

AS WITNESS:



For and on behalf of
ELITE CLEANING SERVICES
(who hereby warrants his authority)
Name: JOHN SIMPSON
Capacity: MANAGING DIRECTOR



GENERAL SPECIFICATIONS Appendix "A"

Job descriptions and cleaning specifications

Cleaning specifications and frequencies of cleaning must be displayed in the contractor's office. Staff members of the Contractor must have a thorough knowledge of the contents, specifications and frequency of the contract.

Areas and job descriptions with times for each one of the cleaners employed on the campus must be displayed in the Contractor's office.

In the event of any replacement in the case of absenteeism, leave or strikes, the above is an easy reference with no confusion to fill the vacancy.

Office and passage cleaners

Thorough cleaning of offices, seminar and committee rooms and passages in accordance with specifications, viz. dusting of furniture, walls, light fittings and equipment; vacuuming of carpets and upholstered furniture; emptying and cleaning of waste paper baskets and ashtrays; washing, scrubbing and polishing of vinyl and terrazzo floors.



Bathroom and toilet cleaners

Cleaning and disinfecting floors, walls, doors, hand basins, mirrors, toilet pans and seats, lights, handles and taps; changing hand towels; refilling soap and toilet paper dispensers and placing deo blocks in all urinals. (hand lotion soap, toilet paper and paper towels will be supplied by the U.J. and replenished by the Contractor.)

Dining room cleaners

Daily mopping of floors with hot water and soap to remove fat and oil

Weekly washing of wall tiles

Sweeping and mopping of all areas where food is not prepared

Buffing of floors as necessary

Daily maintenance of ablution facilities at the dining room.

Surface cleaners

Emptying dustbins and replacing plastic receptacle bags. Sweeping and washing of inside stairs, connecting buildings and collecting refuse at specified areas.

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Other cleaners i.e. cleaners of halls, dining areas, museums, change rooms, etc.

Dusting furniture, walls, equipment; vacuuming carpets and upholstered furniture; sweeping, scrubbing and polishing of terrazzo and vinyl floors.

Bi-annual spring cleaning

June/July recess

- Scrubbing/stripping of floors and, where necessary, applying a new sealant
- Spring cleaning of all lecture halls
- Scrubbing of all internal stairs
- Spring cleaning of all offices, board rooms and exhibition areas
- Washing of walls and removing of all unsightly markings

December recess

- Dusting and washing of light fittings
- Cleaning and removing marks from upholstered parts of chairs in offices, halls and the auditorium
- Actions mentioned under June/July holidays to be repeated



Complaints book

A complaints/communications book must be made available for this contract in which complaints and communications in respect of the service must be recorded,

The supervisor must check the entries in the book(s) on a daily basis to ascertain what complaints/notes have been made and to ensure that these receive attention within 8 hours at the most.

Cleaning times

- Working hours must fit in with the requirements of the U.J.
- Personnel are required from 06:45 for day shift, from 13:00 for afternoon shift and from 21:00 for night shift.
- Should the starting times be unacceptable or unsatisfactory, the U.J. will negotiate more suitable times with the Contractor. The contact person at the U.J. must approve requested changes to the hours beforehand.
- Lectures may continue until 22:00 and adjustments should be made accordingly, to the cleaning schedule.

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Cleaning equipment and accessories

A complete list of equipment (type and number) and cleaning materials must accompany the tender for approval by the U.J.

The contractor must ensure that sufficient equipment and supplies for cleaning purposes are available on the premises (e.g. buckets, brooms, mops, feather dusters, scrubbing brushes, toilet brushes, ladders, dusters, vacuum cleaners, polishers, other required equipment and enough chemicals and supplies for a full one month period.)

The contractor is to maintain all equipment in good working order.

Office and storage facilities allocated to contractor

Offices and storerooms allocated to the contractor must be kept clean and tidy at all times.

Only designated offices and storerooms may be used for storage of equipment and supplies.

Toilet paper, soap and hand towels



The U.J. will furnish toilet paper, hand lotion soap and paper towels. The Contractor shall be responsible for replenishing paper and soap, as well as for supplying and placing transparent plastic bags inside all receptacles (dustbins). The contractor must keep a written record of toiletries which have been received and replenished.

Cleaning agents / chemicals

Only cleaning agents of good quality which carry the S.A.B.S. mark or which meet the required standard must be used.

Hygiene Cleaning Systems

It is required that the successful Contractor introduce a colour coded cleaning system and that the colour coded cleaning equipment, brushes, brooms, cloths, etc are kept in the area in which it is used.

Sufficient additional supplies (for at least one further month) must be kept on the premises.

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Ad-hoc requests

UJ has various functions and events throughout the year. The contractor may be required to work additional hours or supply additional labour. With the final contract price, Schedule D must be attached, stating the rate per hour charged for

1. Supervisors
2. Cleaners for
 - Normal working hours
 - Saturdays
 - Sundays
 - Nightshift

In this regard, Schedule "D" must be completed.

Participation in this tender constitutes the undertaking of accepting additional work when so required, at the set rates as quoted in schedule D.

Frequency

The cleaning schedule below serves as a guideline to minimum requirements, but may be adjusted in accordance with requests and mutual arrangements, to ensure a better service applicable to the U.J'S requirements.

Areas of high traffic shall be indicated and the contractor must ensure that their service is adjusted in order to maintain the required standards.

<u>Floors</u>	<u>Frequency</u>	
<u>Vinyl, asbestos or linoleum</u>	<u>Open/Single offices</u>	<u>Public areas</u>

Mop floors	alt days	daily
Polish with rotary machine: non-slippery polish must be used	alt days	daily
Strip and seal where sealant is worn	when necessary or on request	when necessary or on request

Marble, terrazzo, ceramic, clay and quarry tiles

Mop floors	alt days	daily
Use a mop and clean water to remove marks	alt days	daily
Bone floors with a rotary machine with approved		

pads. Under no circumstances may acidic agents be used – surfaces may be washed with neutral detergents and water only. (The U.J. must give permission before any other cleaning method is used)

alt days as necessary

Rinse certain quarry tiles (that will be pointed out) with 50/50 mixture of polish and water to improve the appearance of these floors. when necessary when necessary

Wall to wall carpets and rugs

Vacuum with an approved vacuum cleaner

Open offices and other open areas	twice weekly	daily
Single offices	twice weekly	daily
Remove dirty marks	when necessary	when necessary

Interior granulate and other ceramic tiles

Sweep	alt days	daily
Scrub with soap water	weekly	daily

Refuse removal

Clean ashtrays	daily	daily
Empty and wash waste paper baskets	daily	daily
Remove all refuse in plastic bags to a designated collection area.		
Replace plastic bags inside receptacles.	daily	daily

Dusting

Dust all horizontal surface (desks, cupboards, etc.)		daily alt days/daily
Dust high sills/ledges and fittings, offices	twice-weekly	daily
Dust accessible sills/ledges and fittings in main entrance	daily	daily
Dust all vertical surfaces (walls, passages, cupboards etc.)	3 x per week	daily
Dust all telephones	3 X per week	daily
Dust all window sills	3 x per week	daily
Dust accessible light fittings <u>in situ</u>	twice-weekly	3 x per week
Dust picture railings, doors, etc.	twice-weekly	3 x per week
Dust blinds	weekly	weekly
Dust indoor louver windows	twice-weekly	3 x per week

Walls and paintwork

Clean varnished walls, wood panelling and other partitions in offices with a soft cloth twice weekly twice weekly

Remove all finger marks from painted walls, doors and electric switches 3 x per week daily

Glass and metal surfaces

Remove spots or dirty marks on glass doors, and steel cabinets 3 x per week daily

Clean all shiny metal, door handles, name boards and fittings 2 x per week 3 x per week

Clean glass panels of all entrance doors 3x per week daily

Main and other foyers

Sweep entrance stairs daily

Clean all doormats and spaces into which they are fitted daily

Clean main entrance doors daily

Wash entrance stairs 2 x per week

Wash and burnish floors, replacing sealant as necessary 2 x per week

Clean door handles daily

Lifts

Clean entire interior of lifts, including mirrors and control panels daily

Clean door jams daily

Clean exterior side of lift doors and surrounds daily

Clean inside metal panels of lifts and apply a polishing agent. daily

Stairs

Dust hand railings and fittings daily

Keep landings, stairs and stair surfaces clean according to their finish; scrub if necessary daily

Toilets and cloakrooms

Empty and clean all rubbish bins daily

Wash and disinfect all toilets, wash basins and urinals. (The toilet pans must be cleaned with a toilet brush) daily

Place deo blocks in urinals daily

Clean mirrors daily

Clean and polish all shiny metal surfaces daily

Remove marks on walls, doors and partitions daily

Wash and disinfect floors, according to surface		daily
Strip and reseal vinyl floors (annum)		when required (Min.4 x per annum)

Designated cleaners are to be appointed for toilets and cloakrooms, to comply with a specific "rotational" program.

Miscellaneous

Clean glass fronts of notice boards		daily
Wash telephones	weekly	weekly
Dust all light fixtures and shades	weekly	weekly

Additional services

Replace toilet paper, hand towels and pink hand lotion soap in cloakrooms		daily
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Upholstered and other furniture

Vacuum	monthly	monthly
Remove marks from upholstery (only after consultation with U.J.)	on request	on request
Wash vinyl furniture	twice monthly	twice monthly
Polish desk tops	weekly	weekly



Additional

Bi-annual stripping and sealing of all hard surface floors as well as wet extraction carpet cleaning of all carpeted areas must be included in the price tendered.

For all buildings (excluding APK Contract) bi-annual window cleaning of both faces of all accessible windows are included in the scope of work.

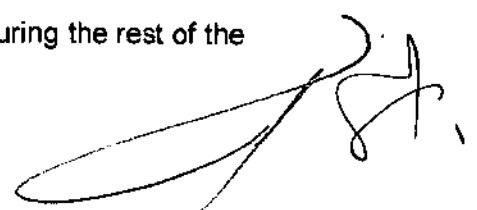
Appendix "B"

SPECIAL NOTES

- 1) It often becomes an issue between the separate contractors on site as to who is responsible for a certain area. In this regard, refer to areas where outside labs are for instance connected to the main building by a walkway or parking areas are connected to the building with paving blocks. In such cases, the U.J. specifically prefers to have an "overlapping" scenario as opposed to an argument between separate contractors as to who accepts responsibility for the area in question. Provision must therefore be made to accommodate this shortcoming. In any event, U.J.'s decision in the case of such a dispute between two contractors will be final.
- 2) Specific provision must be made for all cleaners (including supervisory staff) to work a full 46-hour week. Mondays to Fridays, cleaners have to work a 9 hour day with a one hour lunch break and Saturdays 7 hours with a similar break. On Sundays the service has to be rendered with a reduced staff compliment from 08h00 until 17h00. Note must be taken that it is not only a service that the Contractor will be selling but actual labour as well. The attendance register of the contractor must be kept on site and be available for audit purposes at all times. All short time found will be claimed by U.J. on a basis acceptable to our management. Absentees will be replaced on the day following the absenteeism or deductions on invoiced amounts.
- 3) Provision must be made to have permanent full time staff servicing the various ablution facilities on an on-going rotational basis. At present most facilities are serviced up to 12 times daily, to ensure that bathrooms are neat, tidy and hygienic at all times. Note must be taken that a day shift staff compliment is used, together with a middle shift, as well as a night shift. The U.J. will insist that this practice be continued. Where the general specifications state that toilets and cloakrooms are serviced daily, it is not implied that only one service per facility per day has to be rendered.
- 4) Very explicit minimum requirements, guidelines and instructions in relation to staff compliments, machinery required to service the individual contracts and other general requirements i.e. hours to be worked, overlaps, service periods etc., have been issued. Contractors are to ensure that they comply herewith at all times.



- 5) Please note that for humane purposes and no other reason, UJ has decided to allow 50% of the cleaning staff members to be off over a weekend to enable them to carry out their personal/private obligations. This is a practice that has been in use for many years and may or may not continue, at the discretion of UJ Management.
- 6) Certain checks and balances are built into the administration of these contracts. It will be required that the service providers must complete certain documentation on request and submit as and when required.
- 7) A standard cleaning contract costing form is attached to the tender documentation for completion. (Schedules "C") will be used as the only "tender to contract" price document and must be completed in full. Failure to submit this required documentation, could lead to automatic disqualification of a prospective service supplier. No "additional" annexures or schedules, escalating a "reduced" price with the intent to mislead, will be accommodated. The price quoted on Schedules C must be your full and final price for which you will render the full standard services as defined in the scope of this contract.
- 8) A full-time contract manager must be appointed to each of these contracts, to liaise with the U.J. management. This contract manager must also attend the weekly cleaning meetings held on Wednesdays or such other day as UJ may advise.
- 9) Twice monthly, a senior member of the Contractor also has to attend these meetings.
- 10) Note must be taken of the fact that all glass (windows, entrance doors- and facades, partitioning glass etc.) has to be washed twice per annum. This is done by bringing in a special dedicated team of cleaners, for a two (2) month period at a time, twice per year. (June/July and mid-November/ part December, up to mid-January.) Both inside and outside faces of each piece of glass on all the campuses and at the outside sport areas and school, have to be washed during these periods.
- 11) Provision must be made, to allow for two (2) major "spring cleaning" exercises annually. (June/July and November/December) During these "spring cleaning" periods, all hard floor surfaces must be stripped down and re sealed with at least three (3) coats of high solid-content polymer sealant. During the rest of the



year, provision must be made for on-going maintenance of floor surfaces. Should floor surfaces not appear acceptable during these periods, the U.J. may, at their discretion, instruct the Contractor to strip and re seal specific floors or sections thereof at no additional cost or expense to UJ. Carpeted floors, are included in this exercise and provision must be made for the twice annual wet extraction cleaning of all carpeted areas. Cleaning of accessible windows must also be provided for, for a bi-annual wash.

- 12) Specific note must be taken of the quarry tiles on outside verandas and walkways. These are areas that would normally not be sealed. The U.J. expects these areas to be thoroughly cleaned, to be totally dust free and then to be rinsed with water containing a polymer sealant, to give it a rich, maintained appearance.
- 13) The Contractor is to make provision for new machinery on all U.J. contracts. The Contractor will be expected to have the minimum disruption of services, caused by breakdowns and therefore second-hand cleaning equipment is unacceptable.
- 14) With the start-up of this contract, all equipment and machinery must be new. Thereafter, machinery must be maintained in a fully working condition, maintaining the numbers as specified in schedule B.
- 15) The U.J. reserves the right to approve the appointment of supervisory staff deployed at the U.J and to consider the suitability of these staff members on an on-going basis.
- 16) Special requests are received from U.J. staff. It is required that all requests be attended to on the same day they are received. Should this be impossible for whatever reason, feedback to the relevant parties will be expected.

No additional ad-hoc work may be undertaken without an official purchase order being issued by UJ Procurement.

Relating to the Kingsway Campus, the following 'building specifics' will apply.

Please note that some or all of these may be relevant to other 'clusters' or areas:

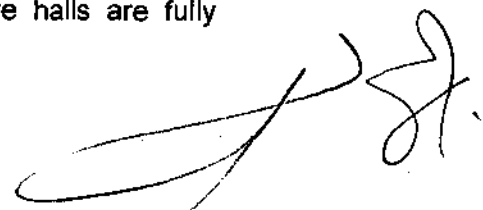


The Contractor must make provision for the following areas which are considered to be 'grey areas':

- ◆ Paved areas around the entrances to the building. Areas to be swept, washed and polished on a frequent basis, to appear neat, tidy and well cared for at all times. This area is referred to as the "veranda"
- ◆ Weeds growing between paving blocks near entrances and on rooftops must be removed when necessary
- ◆ Green algae growth on paving at some of the entrance doors must be treated as required.
- ◆ All entrance doors and window facades at all entrances to the building have to be washed and maintained frequently, to appear acceptable on a daily basis.
- ◆ Windows and glass in the foyer area to be washed whenever a graduation or other major function takes place.
- ◆ Areas where special events take place are to receive intensive attention whenever required. This could entail that a special team of staff or additional chemicals or more intense supervision would be required whenever the need presents itself. In this regard, examples include but are not limited to the foyer area to be polished prior to graduation ceremonies, or that all areas receive specialized attention when the U.J. management team receive the first year students and their parents.

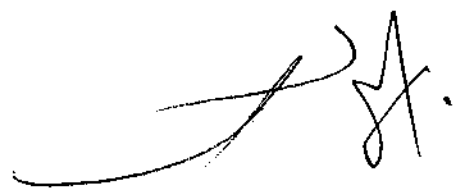
Additional requirements

- ◆ All vinyl floors throughout the buildings are required to be free of scuffmarks.
- ◆ Some floors will require more frequent treatment than others but in general all vinyl floors must be burnished on a continuous basis.
- ◆ Stripping and sealing of floors must take place twice a year, but provision must be made to strip and reseal floors additionally, should it be required.
- ◆ A lot of duplication of work will take place when night-shift cleaning staff take over from day-shift cleaning staff. It is however important that the **ground floor** passage, all lifts, all toilet areas on all floors and all lecture halls are fully



serviced, clean and ready for use, prior to the night shift staff departing from duty.

- ◆ In the event of power failures during night times or absence of light in lecture halls, the night supervisor is to liaise with the senior Protection Services staff member on duty, for remedial actions by the U.J.
- ◆ Obvious breakages, defects, acts of vandalism or other damages noticed by the Contractor's employees must be reported to the Protection Services offices on a daily basis by the Contractor's supervisory staff.
- ◆ No pamphlets, notices or any other defacing materials or documentation are allowed to be displayed on any wall inside the main building, inside lifts or on glass entrance doors. All such materials must be removed on a daily basis before 08:00.
- ◆ In the event of water leaks in the main building, sufficient staff must be allocated to this contract to allow the Contractor to be in a position to attend to emergency eventualities without disrupting other general services.
- ◆ A full-time contract manager and the specified full time supervisory staff must be allocated to this contract.
- ◆ It is required that cleaners and supervisory staff work a 46-hour week, rendering a service from Mondays to Saturdays. Hours of work on weekdays must cover the period from 06:45 to 15:45 with a one (1) hour break (lunch 12:00 – 13:00) and staff must be at their workstations by 07:00 every morning. The afternoon shift works from 13:00 to 22:00. Night-shift staff must perform their duties from 20:00 until 05:00.
- ◆ On Saturdays, day staff is to work from 07:00 until 16:00 (staggered shifts). The afternoon and night staff work from 12:00 until 19:00, with both shifts having a one-hour lunch break. No sleeping on the premises is allowed at any time.
- ◆ On Sundays, a reduced staff compliment has to perform duties from 08h00 until 17h00, to prepare the building for the following Monday.
- ◆ Lecture halls – Furnishings and fittings are to be cleaned and serviced as stipulated in the standard specifications. In addition, all display boards (black



boards) must be washed with clean water. Chalk, that will be supplied to the contractor, must be placed in all lectures rooms and board erasers dusted out.

- ◆ Should certain lecture halls be prepared for service for a following day i.e. notes written on black boards etc., notice will be given to the contractor, not to clean the specific area if so required. Normally, servicing of lecture halls commences at 22:00.
- ◆ The contractor is to keep a communication register for written instructions, notices and general communication with their night shift staff.

The Contractor shall be liable for any losses which occur during the cleaning process when it can be established on a balance of probabilities that the Contractor was responsible for such loss.

KINDLY TAKE NOTE:

That the exact minimum staff compliments, machinery required, hours of work etc. have all been specified and must be reflected in your costing forms.

NON-COMPLIANCE WILL LEAD TO DISQUALIFICATION.

Staff compliments and machinery are listed on schedules A and B inclusive of the hours of work.

ADDITIONAL INFORMATION




The academic premises of the University of Johannesburg are under severe pressure with the over-crowding of facilities and this places additional stress on all service providers.

To enable Contractors to better understand ablution maintenance specifically, an example (schedules E) has been drawn up to indicate how the facilities must be maintained in our main campus building (APK Ring Building). Similar programs or working procedures also apply across campuses and/or in other specific areas.

Please note that Schedule "C" must be aligned with all specifications in the standard document. Any deviation from the supplied specifications, must be completed by attaching an annexure or addendum. Should alternative options be submitted (not required) such suggestions should be contained in an annexure or addendum- but the costing sheet must be considered as your ONLY tender to contract price for the specifications as contained herein. (Note:- This was only put in, so-that suppliers would not come with weird and wonderful untested proposals of how to do things differently- and thereby cut costs to get the contract, only to then find out that they cannot deliver.)

The final price as submitted at the bottom of the costing sheet will be your all inclusive price for the full scope of work as contained in this tender and provide for everything as specified.

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SCHEDULE "E"

**Example of Toilet Cleaning Program,
as expected in terms of the UJ
facilities – specific example applicable
to contract 001**

Every morning, starting at 06:45

1. Start at the walkway on the ground level. Confirm that the night shift staff did indeed fully service the ablution facilities. Ensure that there is sufficient paper towels, toilet paper and pink hand soap in all the relevant holders and that all are in good working order. Open the windows, pick up the paper lying around the paper towel holders and empty the hand paper bin. Flush all toilets and urinals that were possibly not flushed after use and make sure that there are sufficient deo-blocks placed in the urinals.
2. Now move through to the 2nd, 3rd, 4th, 5th, 6th and 7th levels and do the same as in the ground level toilet facilities.
3. The services as listed under 1 and 2 above must be performed over a period of 1 (one) hour, which means that approximately 8,5 minutes must be spent per floor level.
4. Around 07:45 there is now a shift to the action of the closing of toilets for service purposes. Due to the high frequency of use on the lower floor levels, it is recommended that this should commence on the 7th floor level.
5. After each floor level has been properly cleaned, a quick check-up must be done on all the other remaining floor levels.
6. From 07:46 until lunchtime, the walkway on the ground level as well as 3 (three) other floor levels must be serviced on this same basis. From lunchtime until 15:45 the remaining 3 (three) floor levels as well as the walkway on the ground floor shall be serviced similarly.
7. This required method of work shall ensure that all toilets on 8 (eight) floor levels are serviced (4 of them before lunch and 4 thereafter). It shall also have the result that the toilets on the ground level walkway, which have the highest use, are thoroughly cleaned twice a day and that each toilet facility shall be checked at least 10 (ten) times daily. (Once first in the morning, once last in the afternoon, and once after each of the 8 levels has been serviced)
8. Each day at 15:00 this task must have been fully executed in order to proceed to attend to the final (10th) check-up of all floor levels.



9. From 15:00 until 15:45 the final check-up inspection takes place and the same requirements as listed in 1 and 2 herein, are to be performed. (Only 6.5 minutes per floor level is available for this).

At 15:45 the cleaning personnel withdraw from the floor levels where they work and are dismissed from service for the day. At this point in time, the afternoon shift is already on duty and the floor levels are to be serviced in accordance with the said manner.

10. The afternoon shifts are to perform their duties from 13:00 until 22:00 with an eating break from 17:00 to 18:00. During this time period the same services are to be rendered
11. The nightshift personnel report for daily duty at 21:00. They will thoroughly clean the toilet facilities for use during the following working day.



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SCHEDULE "F"

Toilet Cleaning Specifications and Requirements

Work method as proposed/required, to fulfil the tender requirements and meet the expected standards

1. Close toilet premises with a notice and the locking of doors.
2. Empty the rubbish bins and ensure that the toilet paper holders, hand paper holders and the pink hand soap holders are all working and full.
3. Wash the mirrors and wipe them dry. Ensure that there are no marks and/or lines visible on them. (No hand paper towels may be used for this purpose.)
4. Wash the tiles where necessary (at least 1 x per week) and/or use a clean cloth with a detergent to wipe the tiles.
5. Wash all toilet bowls, toilet seats, toilet basins, urinals and showers, also with clean water and a detergent.
6. In the case of the toilets, they must be clean brushed with a toilet brush where necessary. Marks and stains in the toilet, urinals and wash basins must be dealt with in the usual manner for stain removal.
7. Place "deo blocks" in all urinals and place air fresheners as necessary.
8. Scrub floor surfaces well with an industrial machine using the relevant attachment (brush or scouring) and dispose of the dirty water. Then wash the floor surface properly with the relevant chemicals, including a detergent. The double bucket mop system with gear-press must be used.
9. Strip and reseal vinyl floor surfaces at least once every second month in accordance with the prescription of the work specifications in the tender documentation.
10. Ensure that other wall surfaces, doors, door frames, equipment, light switches, windows and other vertical and horizontal surfaces are free of dust, spots, marks, graffiti or other dirt. As soon as the ablution facility has been cleaned in this manner and the floors are dry, re-open it for use.



UJ 34/2012 (T)

APPENDIX A OF CLUSTER 001

SITE/CLUSTER SPECIFICS

In respect of

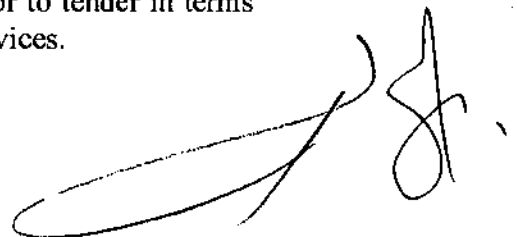
**RING BUILDING INCLUSIVE OF ALL OFFICES, KITCHENS, FLOORS, BATHROOM
AND LECTURE VENUES
MADIBENG BUILDING
FOYER AND SANLAM AUDITORIUM
A COMPLEX
STUDENT HOUSE PROTECTION SERVICES
OF CLUSTER 001**

1. DEFINITIONS AND INTERPRETATION

- 1.1.1 "Cleaning Services" refers to the cleaning services to be rendered by the Contractor in and on the Kingsway Campus – Ring Building, Madibeng Executive Building, Foyer and Sanlam Auditorium, A Complex, Student House and Protection Services as envisaged and recorded in this Agreement, and without derogating from the generality thereof, shall include the supply of all necessary cleaning equipment, labour, machinery and materials necessary for the proper execution thereof, as well as the Ad hoc Services authorised in writing by the Authorised Representative;
- 1.1.2 YMCA and YWCA means cleaning of the entire premises offices, kitchens, reception areas, toilets, bathrooms, passages, stairs, outside areas (stoeps), etc at all the above premises, in terms of and in accordance with the service level agreement as recorded in the tender/contract documentation.

2. INTRODUCTION

- 2.1.1 UJ wishes to appoint a contractor to have the Soweto Campus – Residences - Y W C A and Y M C A in a clean and acceptable condition for all UJ staff members, students, clients and all visitors at all times, and has invited inter alia the Contractor to tender in terms its tender procedures; to render such required services.



UJ 34/2012 (T)

SCHEDULE "A"**CONTRACT 001****Minimum requirements in relation to contract 001**

	Mon - Sat		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	3	0	1
Number of On-site Supervisors	2	0	1
Number of Team Leaders	2	1	2
Number of Male Cleaners	25	2	18
Number of Female Cleaners	46	5	30
Totals	78	8	52

	Sunday		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	0	0	0
Number of On-site Supervisors	1	0	0
Number of Team Leaders	1	0	1
Number of Male Cleaners	10	0	5
Number of Female Cleaners	11	0	4
Totals	23	0	10

Notes:

No work is performed on Sundays and Public Holidays, unless specified where applicable or requested otherwise.

All shifts worked are nine (9) hours on Mondays to Fridays and seven (7) on Saturdays and no service on Sundays. A one (1) hour lunch is to be taken by all staff.

SCHEDULE B

Number of vehicles (bakkie)	0
Number of trailers	0
Number of automated scrubbing machines	1
Number of carpet cleaning machines	1
Number of slow speed buffing machines	10
Number of high speed buffing machines	18
Number of ultra high speed burnishing machines	2
Number of pressure washers	1
Number of vacuum cleaners (silent)	26
Number of petrol-driven mechanical sweepers	0
Number of petrol operated blowers	0
Number of double bucket mopping systems	15
Number of trolley work stations	12
Number of wet and dry vacuums	2



SCHEDULE "C"

Costing Sheet

Name of company.....

THE KINGSWAY CAMPUS – RING BLDG, MADIBENG EXECUTIVE BUILDING, FOYER AND SANLAM AUDITORIUM, A COMPLEX, STUDENT HOUSE AND PROTECTION SERVICES

NB: LIST NUMBER OF EACH BELOW

Site Name:								
Building Address / Section								
Contact Person:								
	Details		Staff	Hours	Rate	Days	Weeks	Total
1.1.	Service Attendant	W-days					4.33	
	Service Attendant	W-After					4.33	
	Service Attendant	W-Nights					4.33	
1.2.	Saturday	Day					4.33	
	Saturday	Night					4.33	
1.3.	Sunday	Day					4.33	
	Sunday	Night					4.33	
1.4.	Public Holidays	Day						
	Public Holidays	Night						
	Manager						4.33	
1.5.	Team Leader/Supervisor						4.33	
1.6.	Site Supervisor (Night)							
1.7.	Supervisor							
	Total Hours							
2.	Sub Total Wages							
		No						
3.	Staff Benefits as % on Wage							
4.	Other Funds, Prov fund etc							
4.1.	W Compensation							
4.2.	UIF							
4.3.	SITA							
4.4.	Annual Holiday							
4.5.	Sick Leave							
4.6.	RSCL							
4.7.	Year End Bonus							
4.8.	Prot clothing + Uniform							
4.9.	NCCA/BEECA							
	Sub Total Benefits							
5.	EQUIPMENT(List items)		No					

6.	Total Equipment Cost								
7.	Equipment rental								
8.	Equipment maintenance								
9.	Cleaning Material % of Wages								
	Sub Total Equipment								
	Sub Total Contract Cleaning								
10.	Mark-up								
11.	Window Cleaning								
12.a	Carpet Cleaning-27M2								
12.b	Stripping and Sealing Hard Floors-5800M2								
13.	Other Transport + Office Exp								
14.	Additional items/provisions								
15.	Sub Total								
16.	14% V A T								
17.	Full monthly contract price (Inclusive)								



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SCHEDULE D**COSTING / PRICING SCHEDULE**

To be completed for each section / cluster of all UJ cleaning contracts.

Name of Company: _____

Section / Cluster: _____



All prices quoted hereon, is to be **EXCLUSIVE** of 14% VAT.

1.	Full monthly charge for this contract		R
2.	Charge per m ² for carpet cleaning (Wet Extraction) (Additional once off call outs, when required)		R R
3.	Charge per m ² for stripping and sealing of vinyl floors (4 x coats of polymer sealant)		R
4.	Charge per m ² for the "cut back and re-seal" of vinyl floors (2 x coats of polymer sealant)		R
5.	Charge per day for five (5) trained window cleaners		R
6.	Estimated time of response, should additional services be requested, in the case of an emergency.		Hours
7.	Charge per day (9 hour shift) for fully trained staff, working:-		
(a)	Normal working hours	R	Supervisors R Cleaners R
(b)	Night Times	R	R
(c)	Saturdays	R	R
(d)	Sundays	R	R

KINDLY TAKE NOTE:

That the exact minimum staff compliments, machinery required, hours of work, etc have all been specified and must be reflected in your costing form. **NON COMPLIANCE WILL LEAD TO DISQUALIFICATION.**

Staff compliments and machinery are listed on page 49 and 50, inclusive of the hours of work.

SQUARE METERS OF BUILDINGS

Ring building inclusive of offices, bathrooms and lecture venues

(from Security, A Ring to the end of E ring)	57758
Madibeng Executive Building	4565.22
Foyer and Sanlam auditorium	2500
Student Day Houses, under the foyer as well as E Ring with	
Adjacent E-Lecture venues	4700.33

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SCHEDULE "E"

Example of Toilet Cleaning Program,

As expected in terms of the UJ

Facilities

Every morning, starting at 06h45


1. Start at the walk way on the ground level. Confirm that the night shift staff did indeed fully service the ablution facilities. Ensure that there is enough hand paper, toilet paper and pink hand lotion soap in all the relevant holders and that all are in working order. Open the windows, pick-up pieces of papers lying around the hand paper holders and quickly empty the hand paper bin. Flush all toilets and urinals that were possible not flushed after use and make sure that there is enough deo-blocks placed in the urinals.
2. Now move through to the 2nd, 3rd, 4th, 5th, 6th, and 7th levels and do the same as in the ground level toilet facilities.
3. The services as listed under 1 and 2 above must be performed over a period of 1 (one) hour, which means that approximately 8,5 minutes must be spent per floor level.
4. Around 7:45 there is now a shift over to the action of the closing of toilets for service purposes. Due to the high frequency of use on the lower levels, it is recommended that this should commence on the 7th floor level.
5. After each floor level has been properly cleaned, a quick check-up must be done on all the other remaining floor levels.
6. From 7:45 until lunchtime, the walkway on the ground level as well as 3 (three) other floor levels must be serviced on this same basis. From lunchtime until 15:45 the remaining 3 (three) floor levels as well as the walkway on the ground floor shall be serviced similarly.



7. This required method of work shall ensure that toilets on 8 (eight) floor levels are serviced (4 of them before lunch and 4 thereafter). It shall also have the result that the toilets on the ground level walkway, which have the highest use frequency, are thoroughly cleaned twice per day and that each toilet facility shall be checked at least 10 (ten) times on a daily basis. Once first in the morning, once last in the afternoon, and once after each of the 8 levels has been serviced.
8. Each day at 15:00 this task must have been fully executed in order to proceed to attend to the final (10th) check up of all floor levels.
9. Accordingly, as from 15:00 until 15:45 the final check up inspection takes place over a 45 minute period and the same requirements as listed in 1 and 2 herein, are to be performed. (Only 6.5 minutes per floor level is available for this).

At 15:45 the cleaning personnel withdraw from the floor levels where they work and are dismissed from service for the day. At this point in time, the afternoon shift is already on duty and the floor levels are to be serviced in accordance with the said manner.

10. The afternoon shift are to perform their duties from 13:00 until 22:00 with an eating break from 17:00 to 18:00. During this time period the same services are to be rendered.
11. The nightshift personnel report for daily duty at 21:00 to commence their shift. They will thoroughly clean the toilet facilities for use during the following working day. With this way of operating and cleaning actions in the toilet facilities, the UJ (APK) facilities should be more hygienically clean than any operating theatre in the country.

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SCHEDULE "F"

Toilet Cleaning Specifications and Requirements

Work method as proposed/required, to fulfil the tender requirements and meet the expected standards

1. Close toilet premises with a notice and the locking of doors.
2. Empty the rubbish bins and ensure that the toilet paper holders, hand paper holders and the pink hand soap holders are all working and full.
3. Wash the mirrors and wipe them dry. Ensure that there are no marks and/or lines visible on them.(No hand paper towels may be used for this purpose.
4. Wash the tiles where necessary (at least 1 x per week) and/or use a clean cloth with a detergent to wipe the tiles.
5. Wash all toilet bowls, toilet seats, toilet basins, urinals and showers, also with clean water and a detergent.
6. In the case of the toilets, they should be clean brushed with a toilet brush where necessary. Marks and stains in the toilet, urinals and wash basins must be dealt with in the usual manner for stain removal.
7. Place "deo blocks" in all urinals and place out air fresheners as necessary.
8. Scrub floor surfaces well with an industrial machine using the relevant attachment (brush or scouring) and remove the dirty water. Then wash the floor surface properly with the relevant chemicals, including a detergent. For this purpose the double bucket mop system whereby clean water is used from one bucket and dirty water from the floor is removed and by way of a gearpress system pressed into the second bucket, meaning that dirt is continuously removed and not smeared all over the floor, must be used.
9. Strip and reseal vinyl floor surfaces at least once every second month in accordance with the prescription of the work specifications in the tender documentation.



10. Ensure that other wall surfaces, doors, door frames, equipment, light switches, windows and other vertical and horizontal surfaces are free of dust, spots, marks, graffiti and other dirt. As soon as the ablution facility has been cleaned in this manner and the floors are dry, re-open it for use by the students, staff and visitors.



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UJ 34/2012 (T)

APPENDIX A OF CLUSTER 002

SITE/CLUSTER SPECIFICS

In respect of

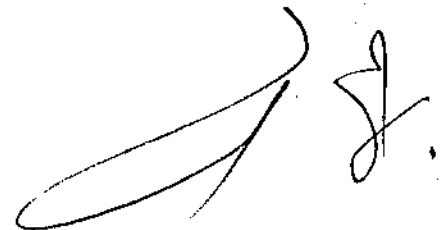
**AUCKLAND PARK KINGSWAY CAMPUS – LIBRARY, LABS AND OUTSIDE
AREAS OF CLUSTER 002**

1. DEFINITIONS AND INTERPRETATION

- 1.1.1 "Cleaning Services" refers to the cleaning services to be rendered by the Contractor in and on the Kingsway Campus – Library, Labs and outside areas as envisaged and recorded in this Agreement, and without derogating from the generality thereof, shall include the supply of all necessary cleaning equipment, labour, machinery and materials necessary for the proper execution thereof, as well as the Ad hoc Services authorised in writing by the Authorised Representative;
- 1.1.2 Library, Labs and outside areas means cleaning of the entire premises offices, kitchens, reception areas, toilets, bathrooms, passages, stairs, outside areas (stoeps), etc at all the above premises, in terms of and in accordance with the service level agreement as recorded in the tender/contract documentation.

2. INTRODUCTION

- 2.1.1 UJ wishes to appoint a contractor to have the Kingsway Campus – Library, Labs and outside areas in a clean and acceptable condition for all UJ staff members, students, clients and all visitors at all times, and has invited inter alia the Contractor to tender in terms its tender procedures, to render such required services.



UJ 34/2012 (T)

SCHEDULE "A"**CONTRACT 002****Minimum requirements in relation to contract 002**

	Mon - Sat		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	1	0	0
Number of On-site Supervisors	3	0	1
Number of Team Leaders	4	1	0
Number of Male Cleaners	36	3	0
Number of Female Cleaners	55	0	6
Totals	91	4	7

	Sunday		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	0	0	0
Number of On-site Supervisors	1	0	0
Number of Team Leaders	0	0	1
Number of Male Cleaners	10	0	0
Number of Female Cleaners	11	0	0
Totals	22	0	0

Notes:

No work is performed on Sundays and Public Holidays, unless specified where applicable or requested otherwise.

All shifts worked are nine (9) hours on Mondays to Fridays and seven (7) on Saturdays and no service on Sundays. A one (1) hour lunch is to be taken by all staff.



SCHEDULE B

Number of vehicles (bakkie)	2
Number of trailers	1
Number of automated scrubbing machines	2
Number of carpet cleaning machines	3
Number of slow speed buffing machines	20
Number of high speed buffing machines	5
Number of ultra high speed burnishing machines	0
Number of pressure washers	2
Number of vacuum cleaners (silent)	20
Number of petrol-driven mechanical sweepers	4
Number of petrol operated blowers	5
Number of double bucket mopping systems	20
Number of trolley work stations	20
Number of wet and dry vacuums	1



SCHEDULE "C"

Costing Sheet

Name of company.....

THE KINGSWAY CAMPUS - Library, Labs and Outside Areas

NB: LIST NUMBER OF EACH BELOW

Site Name:								
Building Address / Section								
Contact Person:								
	Details	Staff	Hours	Rate	Days	Weeks	Total	
1.1.	Service Attendant	W-days				4.33		
	Service Attendant	W-After				4.33		
	Service Attendant	W-Nights				4.33		
1.2.	Saturday	Day				4.33		
	Saturday	Night				4.33		
1.3.	Sunday	Day				4.33		
	Sunday	Night				4.33		
-1.4.	Public Holidays	Day						
	Public Holidays	Night						
	Manager					4.33		
1.5.	Team Leader/Supervisor					4.33		
1.6.	Site Supervisor (Night)							
1.7.	Supervisor							
	Total Hours							
2.	Sub Total Wages							
		No						
3.	Staff Benefits as % on Wage							
4.	Other Funds, Prov fund etc							
4.1.	W Compensation							
4.2.	UIF							
4.3.	SITA							
4.4.	Annual Holiday							
4.5.	Sick Leave							
4.6.	RSCL							
4.7.	Year End Bonus							
4.8.	Prot clothing + Uniform							
4.9.	NCCA/BEECA							
	Sub Total Benefits							
5.	EQUIPMENT(List items)	No						

6.	Total Equipment Cost							
7.	Equipment rental							
8.	Equipment maintenance							
9.	Cleaning Material % of Wages							
	Sub Total Equipment							
	Sub Total Contract Cleaning							
10.	Mark-up							
11.	Window Cleaning							
12.a	Carpet Cleaning-27M2							
12.b	Stripping and Sealing Hard Floors-5800M2							
13.	Other Transport + Office Exp							
14.	Additional Items/provisions							
15.	Sub Total							
16.	14% V A T							
17.	Full monthly contract price (Inclusive)							



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SCHEDULE D**COSTING / PRICING SCHEDULE**

To be completed for each section / cluster of all UJ cleaning contracts.

Name of Company: _____

Section / Cluster: _____

All prices quoted hereon, is to be **EXCLUSIVE** of 14% VAT.

1.	Full monthly charge for this contract	R
2.	Charge per m ² for carpet cleaning (Wet Extraction) (Additional once off call outs, when required)	R
3.	Charge per m ² for stripping and sealing of vinyl floors (4 x coats of polymer sealant)	R
4.	Charge per m ² for the "cut back and re-seal" of vinyl floors (2 x coats of polymer sealant)	R
5.	Charge per day for five (5) trained window cleaners	R
6.	Estimated time of response, should additional services be requested, in the case of an emergency.	Hours
7.	Charge per day (9 hour shift) for fully trained staff, working:-	
(a)	Normal working hours	Supervisors R
(b)	Night Times	R
(c)	Saturdays	R
(d)	Sundays	R

KINDLY TAKE NOTE:

That the exact minimum staff compliments, machinery required, hours of work, etc have all been specified and must be reflected in your costing form. **NON**

COMPLIANCE WILL LEAD TO DISQUALIFICATION.

Staff compliments and machinery are listed on page 49 and 50, inclusive of the hours of work.

SQUARE METERS OF BUILDINGS

Library	18416
Laboratories and Engineering	173564
Art Centre	
Magasyn	5563.07
B5 Building	4544.36
B Lab	489.09
Central M/c	1274.50
Binneplein	Landscaped Area
Fence Area	Landscaped Area
Residence Border	Landscaped Area



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Sports Bureau 1479.84

Off Campus Houses

Theatre Art Gallery 3058.53

Masada Building 558.23

Astro 516.03

Athletics

Rugby 543.41

Cricket Oval 453.46

Grasdak



Milo Park and Wes Sport 494.03

Old Hockey 528.71

All Parking Areas TOTAL

Road and Pavements 20 HECTARES

Laned Areas on Campus

Tennis 300.25

Rag Farm 276.21

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SCHEDULE "E"

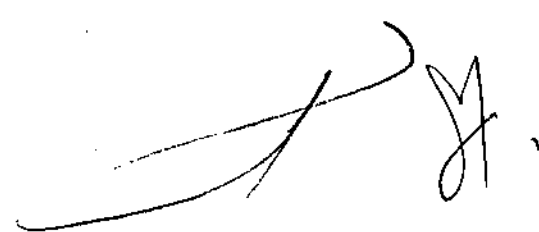
Example of Toilet Cleaning Program,

As expected in terms of the UJ

Facilities

Every morning, starting at 06h45

1. Start at the walk way on the ground level. Confirm that the night shift staff did indeed fully service the ablution facilities. Ensure that there is enough hand paper, toilet paper and pink hand lotion soap in all the relevant holders and that all are in working order. Open the windows, pick-up pieces of papers lying around the hand paper holders and quickly empty the hand paper bin. Flush all toilets and urinals that were possible not flushed after use and make sure that there is enough deo-blocks placed in the urinals.
2. Now move through to the 2nd, 3rd, 4th, 5th, 6th, and 7th levels and do the same as in the ground level toilet facilities.
3. The services as listed under 1 and 2 above must be performed over a period of 1 (one) hour, which means that approximately 8,5 minutes must be spent per floor level.
4. Around 7:45 there is now a shift over to the action of the closing of toilets for service purposes. Due to the high frequency of use on the lower levels, it is recommended that this should commence on the 7th floor level.
5. After each floor level has been properly cleaned, a quick check-up must be done on all the other remaining floor levels.
6. From 7:45 until lunchtime, the walkway on the ground level as well as 3 (three) other floor levels must be serviced on this same basis. From lunchtime until 15:45 the remaining 3 (three) floor levels as well as the walkway on the ground floor shall be serviced similarly.



7. This required method of work shall ensure that toilets on 8 (eight) floor levels are serviced (4 of them before lunch and 4 thereafter). It shall also have the result that the toilets on the ground level walkway, which have the highest use frequency, are thoroughly cleaned twice per day and that each toilet facility shall be checked at least 10 (ten) times on a daily basis. Once first in the morning, once last in the afternoon, and once after each of the 8 levels has been serviced.
8. Each day at 15:00 this task must have been fully executed in order to proceed to attend to the final (10th) check up of all floor levels.
9. Accordingly, as from 15:00 until 15:45 the final check up inspection takes place over a 45 minute period and the same requirements as listed in 1 and 2 herein, are to be performed. (Only 6.5 minutes per floor level is available for this).

At 15:45 the cleaning personnel withdraw from the floor levels where they work and are dismissed from service for the day. At this point in time, the afternoon shift is already on duty and the floor levels are to be serviced in accordance with the said manner.

10. The afternoon shift are to perform their duties from 13:00 until 22:00 with an eating break from 17:00 to 18:00. During this time period the same services are to be rendered.
11. The nightshift personnel report for daily duty at 21:00 to commence their shift. They will thoroughly clean the toilet facilities for use during the following working day. With this way of operating and cleaning actions in the toilet facilities, the UJ (APK) facilities should be more hygienically clean than any operating theatre in the country.

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SCHEDULE "F"

Toilet Cleaning Specifications and Requirements

Work method as proposed/required, to fulfil the tender requirements and meet the expected standards

1. Close toilet premises with a notice and the locking of doors.
2. Empty the rubbish bins and ensure that the toilet paper holders, hand paper holders and the pink hand soap holders are all working and full.
3. Wash the mirrors and wipe them dry. Ensure that there are no marks and/or lines visible on them.(No hand paper towels may be used for this purpose.
4. Wash the tiles where necessary (at least 1 x per week) and/or use a clean cloth with a detergent to wipe the tiles.
5. Wash all toilet bowls, toilet seats, toilet basins, urinals and showers, also with clean water and a detergent.
6. In the case of the toilets, they should be clean brushed with a toilet brush where necessary. Marks and stains in the toilet, urinals and wash basins must be dealt with in the usual manner for stain removal.
7. Place "deo blocks" in all urinals and place out air fresheners as necessary.
8. Scrub floor surfaces well with an industrial machine using the relevant attachment (brush or scouring) and remove the dirty water. Then wash the floor surface properly with the relevant chemicals, including a detergent. For this purpose the double bucket mop system whereby clean water is used from one bucket and dirty water from the floor is removed and by way of a gearpress system pressed into the second bucket, meaning that dirt is continuously removed and not smeared all over the floor, must be used.
9. Strip and reseal vinyl floor surfaces at least once every second month in accordance with the prescription of the work specifications in the tender documentation.



10. Ensure that other wall surfaces, doors, door frames, equipment, light switches, windows and other vertical and horizontal surfaces are free of dust, spots, marks, graffiti and other dirt. As soon as the ablution facility has been cleaned in this manner and the floors are dry, re-open it for use by the students, staff and visitors.



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UJ 34/2012 (T)

APPENDIX A OF CLUSTER 003

SITE/CLUSTER SPECIFICS

In respect of

AUCKLAND PARK KINGSWAY CAMPUS – BUSINESS PREMISES OF CLUSTER 003

5 Moseley, 9 Moseley, Chiselhurst, Vice Chancellor's House, 1 St Swithens Street, 6 Plantation Road, Goring Street Offices, Akademie Huis

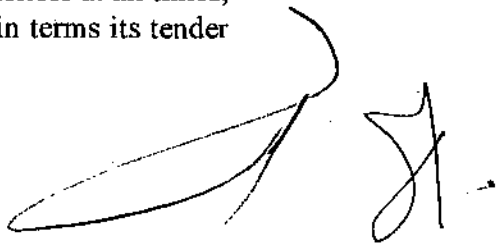
1. DEFINITIONS AND INTERPRETATION

1.1.1 "Cleaning Services" refers to the cleaning services to be rendered by the Contractor in and on the Kingsway Campus – 5 Moseley, 9 Moseley, Chiselhurst, Vice Chancellor's House, 1 St Swithens Street, 6 Plantation Road, Goring Street Offices and Akademie Huis as envisaged and recorded in this Agreement, and without derogating from the generality thereof, shall include the supply of all necessary cleaning equipment, labour, machinery and materials necessary for the proper execution thereof, as well as the Ad hoc Services authorised in writing by the Authorised Representative;

1.1.2 3 Moseley, 5 Moseley, 9 Moseley, Chiselhurst, Vice Chancellor's House, 1 St Swithens Street, 1-6 Plantation Road, Goring Street Offices and Akademie Huis means cleaning of the entire premises offices, kitchens, reception areas, toilets, bathrooms, passages, stairs, outside areas (stoeps), etc at all the above premises, in terms of and in accordance with the service level agreement as recorded in the tender/contract documentation.

2. INTRODUCTION

2.1.1 UJ wishes to appoint a contractor to have the Kingsway Campus – Library, Labs and outside areas in a clean and acceptable condition for all UJ staff members, students, clients and all visitors at all times, and has invited inter alia the Contractor to tender in terms its tender procedures, to render such required services.



UJ 34/2012 (T)

SCHEDULE "A"

CONTRACT 002

Minimum requirements in relation to contract 002



	Mon - Sat		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	0	0	0
Number of On-site Supervisors	0	0	0
Number of Team Leaders	0	0	0
Number of Male Cleaners	0	0	0
Number of Female Cleaners	8	0	0
Totals	8	0	0

	Sunday		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	0	0	0
Number of On-site Supervisors	0	0	0
Number of Team Leaders	0	0	0
Number of Male Cleaners	0	0	0
Number of Female Cleaners	0	0	0
Totals	0	0	0

Notes:

No work is performed on Sundays and Public Holidays, unless specified where applicable or requested otherwise.

All shifts worked are nine (9) hours on Mondays to Fridays and seven (7) on Saturdays and no service on Sundays. A one (1) hour lunch is to be taken by all staff.

SCHEDULE B

Number of vehicles (bakkie)	0
Number of trailers	0
Number of automated scrubbing machines	0
Number of carpet cleaning machines	2
Number of slow speed buffing machines	0
Number of high speed buffing machines	0
Number of ultra high speed burnishing machines	0
Number of pressure washers	0
Number of vacuum cleaners (silent)	8
Number of petrol-driven mechanical sweepers	0
Number of petrol operated blowers	0
Number of double bucket mopping systems	8
Number of trolley work stations	0
Number of wet and dry vacuums	0



SCHEDULE "C"

Costing Sheet

Name of company.....

THE KINGSWAY CAMPUS - Library, Labs and Outside Areas

NB: LIST NUMBER OF EACH BELOW

Site Name:								
Building Address / Section								
Contact Person:								
	Details	Staff	Hours	Rate	Days	Weeks	Total	
1.1.	Service Attendant	W-days				4.33		
	Service Attendant	W-After				4.33		
	Service Attendant	W-Nights				4.33		
1.2.	Saturday	Day				4.33		
	Saturday	Night				4.33		
1.3.	Sunday	Day				4.33		
	Sunday	Night				4.33		
1.4.	Public Holidays	Day						
	Public Holidays	Night						
	Manager					4.33		
1.5.	Team Leader/Supervisor					4.33		
1.6.	Site Supervisor (Night)							
1.7.	Supervisor							
	Total Hours							
2.	Sub Total Wages							
		No						
3.	Staff Benefits as % on Wage							
4.	Other Funds, Prov fund etc							
4.1.	W Compensation							
4.2.	UIF							
4.3.	SITA							
4.4.	Annual Holiday							
4.5.	Sick Leave							
4.6.	RSCL							
4.7.	Year End Bonus							
4.8.	Prot clothing + Uniform							
4.9.	NCCA/BEECA							
	Sub Total Benefits							
5.	EQUIPMENT(List items)		No					

6.	Total Equipment Cost							
7.	Equipment rental							
8.	Equipment maintenance							
9.	Cleaning Material % of Wages							
	Sub Total Equipment							
	Sub Total Contract Cleaning							
10.	Mark-up							
11.	Window Cleaning							
12.a	Carpet Cleaning-27M2							
12.b	Stripping and Sealing Hard Floors-5800M2							
13.	Other Transport + Office Exp							
14.	Additional items/provisions							
15.	Sub Total							
16.	14% V A T							
17.	Full monthly contract price (Inclusive)							

SAHA
ARCHIVE FOR JUSTICE

SCHEDULE D**COSTING / PRICING SCHEDULE**

To be completed for each section / cluster of all UJ cleaning contracts.

Name of Company: _____

Section / Cluster: _____

All prices quoted hereon, is to be **EXCLUSIVE** of 14% VAT.

1.	Full monthly charge for this contract		R
2.	Charge per m ² for carpet cleaning (Wet Extraction) (Additional once off call outs, when required)		R R
3.	Charge per m ² for stripping and sealing of vinyl floors (4 x coats of polymer sealant)		R
4.	Charge per m ² for the "cut back and re-seal" of vinyl floors (2 x coats of polymer sealant)		R
5.	Charge per day for five (5) trained window cleaners		R
6.	Estimated time of response, should additional services be requested, in the case of an emergency.		Hours
7.	Charge per day (9 hour shift) for fully trained staff, working:-		
(a)	Normal working hours	Supervisors R	Cleaners R
(b)	Night Times	R	R
(c)	Saturdays	R	R
(d)	Sundays	R	R

KINDLY TAKE NOTE:

That the exact minimum staff compliments, machinery required, hours of work, etc have all been specified and must be reflected in your costing form. **NON COMPLIANCE WILL LEAD TO DISQUALIFICATION.**

Staff compliments and machinery are listed on page 49 and 50, inclusive of the hours of work.

ADDITIONAL INFORMATION

The academic premises of the University of Johannesburg are under severe pressure, with over-crowding of facilities, and this places additional stress on all service providers.



In order for potential service providers to understand better around specifically abluion maintenance, an example has been drawn up of how the facilities need to be maintained in our main campus building (APK Ring Building). Similar programs or working procedures could also apply across campuses and/or in other specific areas.

Please note that Schedule "C" page 51 and 52 must comply with all specifications in the standard document. Any deviations must be completed by attaching an addendum/annexure. Should alternative options be submitted (not required) such suggestions should be contained in an annexure or addendum but the costing sheet (page 51 and 52) must be considered as your **ONLY** tender to contract price for the specifications as contained herein. The final price as submitted at the bottom of the costing sheet will be your all inclusive price for the full scope of work as contained in this tender and provide for everything as specified.

A handwritten signature in black ink, consisting of a large, stylized initial 'S' followed by a smaller, more legible name.

SQUARE METERS OF BUILDINGS:

3 Moseley	772.72
5 Moseley	533.40
9 Moseley	425.06
Chiselhurst	379.09
Vice Chancellor's House	1000
1 St Swithens Street	210
1-6 Plantation Rd	1465.87
Goring Street Residence	162.79
Akademie House	769.2



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SCHEDULE "E"

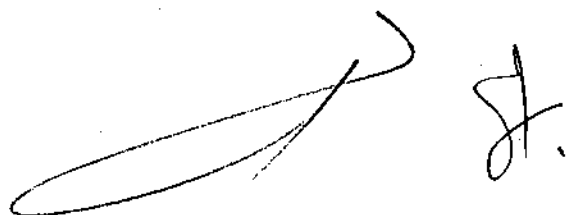
Example of Toilet Cleaning Program,

As expected in terms of the UJ

Facilities

Every morning, starting at 06h45

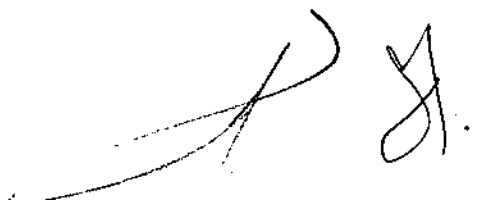
1. Start at the walk way on the ground level. Confirm that the night shift staff did indeed fully service the ablution facilities. Ensure that there is enough hand paper, toilet paper and pink hand lotion soap in all the relevant holders and that all are in working order. Open the windows, pick-up pieces of papers lying around the hand paper holders and quickly empty the hand paper bin. Flush all toilets and urinals that were possible not flushed after use and make sure that there is enough deo-blocks placed in the urinals.
2. Now move through to the 2nd, 3rd, 4th, 5th, 6th, and 7th levels and do the same as in the ground level toilet facilities.
3. The services as listed under 1 and 2 above must be performed over a period of 1 (one) hour, which means that approximately 8,5 minutes must be spent per floor level.
4. Around 7:45 there is now a shift over to the action of the closing of toilets for service purposes. Due to the high frequency of use on the lower levels, it is recommended that this should commence on the 7th floor level.
5. After each floor level has been properly cleaned, a quick check-up must be done on all the other remaining floor levels.
6. From 7:45 until lunchtime, the walkway on the ground level as well as 3 (three) other floor levels must be serviced on this same basis. From lunchtime until 15:45 the remaining 3 (three) floor levels as well as the walkway on the ground floor shall be serviced similarly.



7. This required method of work shall ensure that toilets on 8 (eight) floor levels are serviced (4 of them before lunch and 4 thereafter). It shall also have the result that the toilets on the ground level walkway, which have the highest use frequency, are thoroughly cleaned twice per day and that each toilet facility shall be checked at least 10 (ten) times on a daily basis. Once first in the morning, once last in the afternoon, and once after each of the 8 levels has been serviced.
8. Each day at 15:00 this task must have been fully executed in order to proceed to attend to the final (10th) check up of all floor levels.
9. Accordingly, as from 15:00 until 15:45 the final check up inspection takes place over a 45 minute period and the same requirements as listed in 1 and 2 herein, are to be performed. (Only 6.5 minutes per floor level is available for this).

At 15:45 the cleaning personnel withdraw from the floor levels where they work and are dismissed from service for the day. At this point in time, the afternoon shift is already on duty and the floor levels are to be serviced in accordance with the said manner.

10. The afternoon shift are to perform their duties from 13:00 until 22:00 with an eating break from 17:00 to 18:00. During this time period the same services are to be rendered.
11. The nightshift personnel report for daily duty at 21:00 to commence their shift. They will thoroughly clean the toilet facilities for use during the following working day. With this way of operating and cleaning actions in the toilet facilities, the UJ (APK) facilities should be more hygienically clean than any operating theatre in the country.

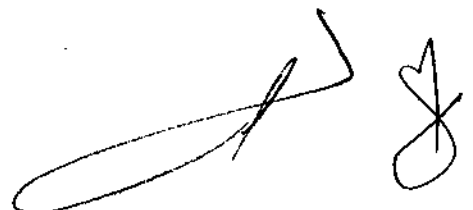
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SCHEDULE "F"

Toilet Cleaning Specifications and Requirements

Work method as proposed/required, to fulfil the tender requirements and meet the expected standards

1. Close toilet premises with a notice and the locking of doors.
2. Empty the rubbish bins and ensure that the toilet paper holders, hand paper holders and the pink hand soap holders are all working and full.
3. Wash the mirrors and wipe them dry. Ensure that there are no marks and/or lines visible on them. (No hand paper towels may be used for this purpose.
4. Wash the tiles where necessary (at least 1 x per week) and/or use a clean cloth with a detergent to wipe the tiles.
5. Wash all toilet bowls, toilet seats, toilet basins, urinals and showers, also with clean water and a detergent.
6. In the case of the toilets, they should be clean brushed with a toilet brush where necessary. Marks and stains in the toilet, urinals and wash basins must be dealt with in the usual manner for stain removal.
7. Place "deo blocks" in all urinals and place out air fresheners as necessary.
8. Scrub floor surfaces well with an industrial machine using the relevant attachment (brush or scouring) and remove the dirty water. Then wash the floor surface properly with the relevant chemicals, including a detergent. For this purpose the double bucket mop system whereby clean water is used from one bucket and dirty water from the floor is removed and by way of a gearpress system pressed into the second bucket, meaning that dirt is continuously removed and not smeared all over the floor, must be used.
9. Strip and reseal vinyl floor surfaces at least once every second month in accordance with the prescription of the work specifications in the tender documentation.



10. Ensure that other wall surfaces, doors, door frames, equipment, light switches, windows and other vertical and horizontal surfaces are free of dust, spots, marks, graffiti and other dirt. As soon as the ablution facility has been cleaned in this manner and the floors are dry, re-open it for use by the students, staff and visitors.



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UJ 34/2012 (T)

APPENDIX A OF CLUSTER 004

SITE/CLUSTER SPECIFICS

In respect of

AUCKLAND PARK KINGSWAY CAMPUS – RAU CALL SCHOOL OF CLUSTER 004

1. DEFINITIONS AND INTERPRETATION

- 1.1.1 "Cleaning Services" refers to the cleaning services to be rendered by the Contractor in and on the Kingsway Campus – Rau Call school as envisaged and recorded in this Agreement, and without derogating from the generality thereof, shall include the supply of all necessary cleaning equipment, labour, machinery and materials necessary for the proper execution thereof, as well as the Ad hoc Services authorised in writing by the Authorised Representative;
- 1.1.2 Rau Call School means cleaning of the entire premises offices, kitchens, reception areas, toilets, bathrooms, passages, stairs, outside areas (stoeps), etc at all the above premises, in terms of and in accordance with the service level agreement as recorded in the tender/contract documentation.

2. INTRODUCTION

- 2.1.1 UJ wishes to appoint a contractor to have the Kingsway Campus – Rau Call School in a clean and acceptable condition for all UJ staff members, students, clients and all visitors at all times, and has invited inter alia the Contractor to tender in terms its tender procedures, to render such required services.



UJ 34/2012 (T)

SCHEDULE "A"**CLUSTER 004****Minimum requirements in relation to cluster 004**

	Mon - Sat		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	0	0	0
Number of On-site Supervisors	0	0	0
Number of Team Leaders	1	0	0
Number of Male Cleaners	0	0	0
Number of Female Cleaners	3	0	0
Totals	4	0	0

	Sunday		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	0	0	0
Number of On-site Supervisors	0	0	0
Number of Team Leaders	0	0	0
Number of Male Cleaners	0	0	0
Number of Female Cleaners	0	0	0
Totals	0	0	0

Notes:

No work is performed on Sundays and Public Holidays, unless specified where applicable or requested otherwise.

All shifts worked are nine (9) hours on Mondays to Fridays and seven (7) on Saturdays and no service on Sundays. A one (1) hour lunch is to be taken by all staff.



SCHEDULE B

Number of vehicles (bakkie)	0
Number of trailers	0
Number of automated scrubbing machines	0
Number of carpet cleaning machines	0
Number of slow speed buffing machines	2
Number of high speed buffing machines	2
Number of ultra high speed burnishing machines	0
Number of pressure washers	0
Number of vacuum cleaners (silent)	2
Number of petrol-driven mechanical sweepers	0
Number of petrol operated blowers	0
Number of double bucket mopping systems	4
Number of trolley work stations	0
Number of wet and dry vacuums	1



SCHEDULE "C"

Costing Sheet

Name of company.....

THE KINGSWAY CAMPUS - RAU CALL SCHOOL

NB: LIST NUMBER OF EACH BELOW

Site Name:								
Building Address / Section								
Contact Person:								
	Details	Staff	Hours	Rate	Days	Weeks	Total	
1.1.	Service Attendant	W-days				4.33		
	Service Attendant	W-After				4.33		
	Service Attendant	W-Nights				4.33		
1.2.	Saturday	Day				4.33		
	Saturday	Night				4.33		
1.3.	Sunday	Day				4.33		
	Sunday	Night				4.33		
1.4.	Public Holidays	Day						
	Public Holidays	Night						
	Manager					4.33		
1.5.	Team Leader/Supervisor					4.33		
1.6.	Site Supervisor (Night)							
1.7.	Supervisor							
	Total Hours							
2.	Sub Total Wages							
		No						
3.	Staff Benefits as % on Wage							
4.	Other Funds, Prov fund etc							
4.1.	W Compensation							
4.2.	UIF							
4.3.	SITA							
4.4.	Annual Holiday							
4.5.	Sick Leave							
4.6.	RSCL							
4.7.	Year End Bonus							
4.8.	Prot clothing + Uniform							
4.9.	NCCA/BEECA							
	Sub Total Benefits							
5.	EQUIPMENT(List items)		No					
6.	Total Equipment Cost							
7.	Equipment rental							
8.	Equipment maintenance							
9.	Cleaning Material % of Wages							

	Sub Total Equipment							
	Sub Total Contract Cleaning							
10.	Mark-up							
11.	Window Cleaning							
12.a	Carpet Cleaning-27M2							
12.b	Stripping and Sealing Hard Floors-5800M2							
13.	Other Transport + Office Exp							
14.	Additional items/provisions							
15.	Sub Total							
16.	14% V A T							
17.	Full monthly contract price (Inclusive)							



A handwritten signature in black ink, consisting of a large, stylized loop followed by a vertical stroke and a small flourish at the top.

SCHEDULE D**COSTING / PRICING SCHEDULE**

To be completed for each section / cluster of all UJ cleaning contracts.

Name of Company: _____

Section / Cluster: _____

All prices quoted hereon, is to be **EXCLUSIVE** of 14% VAT.

1.	Full monthly charge for this contract		R
2.	Charge per m ² for carpet cleaning (Wet Extraction) (Additional once off call outs, when required)		R R
3.	Charge per m ² for stripping and sealing of vinyl floors (4 x coats of polymer sealant)		R
4.	Charge per m ² for the "cut back and re-seal" of vinyl floors (2 x coats of polymer sealant)		R
5.	Charge per day for five (5) trained window cleaners		R
6.	Estimated time of response, should additional services be requested, in the case of an emergency.		Hours
7.	Charge per day (9 hour shift) for fully trained staff, working:-		
(a)	Normal working hours	Supervisors	Cleaners
		R	R
(b)	Night Times	R	R
(c)	Saturdays	R	R
(d)	Sundays	R	R

KINDLY TAKE NOTE:

That the exact minimum staff compliments, machinery required, hours of work, etc have all been specified and must be reflected in your costing form. **NON COMPLIANCE WILL LEAD TO DISQUALIFICATION.**

Staff compliments and machinery are listed on page 49 and 50, inclusive of the hours of work.

SQUARE METERS OF BUILDINGS: 6000



A handwritten signature in black ink, consisting of a large, stylized loop followed by a smaller, more legible signature.

SCHEDULE "E"

Example of Toilet Cleaning Program,

As expected in terms of the UJ

Facilities

Every morning, starting at 06h45

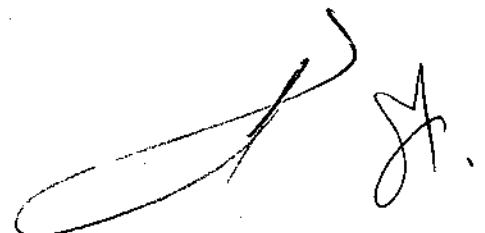
1. Start at the walk way on the ground level. Confirm that the night shift staff did indeed fully service the ablution facilities. Ensure that there is enough hand paper, toilet paper and pink hand lotion soap in all the relevant holders and that all are in working order. Open the windows, pick-up pieces of papers lying around the hand paper holders and quickly empty the hand paper bin. Flush all toilets and urinals that were possible not flushed after use and make sure that there is enough deo-blocks placed in the urinals.
2. Now move through to the 2nd, 3rd, 4th, 5th, 6th, and 7th levels and do the same as in the ground level toilet facilities.
3. The services as listed under 1 and 2 above must be performed over a period of 1 (one) hour, which means that approximately 8,5 minutes must be spent per floor level.
4. Around 7:45 there is now a shift over to the action of the closing of toilets for service purposes. Due to the high frequency of use on the lower levels, it is recommended that this should commence on the 7th floor level.
5. After each floor level has been properly cleaned, a quick check-up must be done on all the other remaining floor levels.
6. From 7:45 until lunchtime, the walkway on the ground level as well as 3 (three) other floor levels must be serviced on this same basis. From lunchtime until 15:45 the remaining 3 (three) floor levels as well as the walkway on the ground floor shall be serviced similarly.



7. This required method of work shall ensure that toilets on 8 (eight) floor levels are serviced (4 of them before lunch and 4 thereafter). It shall also have the result that the toilets on the ground level walkway, which have the highest use frequency, are thoroughly cleaned twice per day and that each toilet facility shall be checked at least 10 (ten) times on a daily basis. Once first in the morning, once last in the afternoon, and once after each of the 8 levels has been serviced.
8. Each day at 15:00 this task must have been fully executed in order to proceed to attend to the final (10th) check up of all floor levels.
9. Accordingly, as from 15:00 until 15:45 the final check up inspection takes place over a 45 minute period and the same requirements as listed in 1 and 2 herein, are to be performed. (Only 6.5 minutes per floor level is available for this).

At 15:45 the cleaning personnel withdraw from the floor levels where they work and are dismissed from service for the day. At this point in time, the afternoon shift is already on duty and the floor levels are to be serviced in accordance with the said manner.

10. The afternoon shift are to perform their duties from 13:00 until 22:00 with an eating break from 17:00 to 18:00. During this time period the same services are to be rendered.
11. The nightshift personnel report for daily duty at 21:00 to commence their shift. They will thoroughly clean the toilet facilities for use during the following working day. With this way of operating and cleaning actions in the toilet facilities, the UJ (APK) facilities should be more hygienically clean than any operating theatre in the country.

A large, stylized handwritten signature in black ink, consisting of a long horizontal stroke with a loop at the end, followed by a smaller, more intricate signature.

SCHEDULE "F"

Toilet Cleaning Specifications and Requirements

Work method as proposed/required, to fulfil the tender requirements and meet the expected standards

1. Close toilet premises with a notice and the locking of doors.
2. Empty the rubbish bins and ensure that the toilet paper holders, hand paper holders and the pink hand soap holders are all working and full.
3. Wash the mirrors and wipe them dry. Ensure that there are no marks and/or lines visible on them. (No hand paper towels may be used for this purpose.)
4. Wash the tiles where necessary (at least 1 x per week) and/or use a clean cloth with a detergent to wipe the tiles.
5. Wash all toilet bowls, toilet seats, toilet basins, urinals and showers, also with clean water and a detergent.
6. In the case of the toilets, they should be clean brushed with a toilet brush where necessary. Marks and stains in the toilet, urinals and wash basins must be dealt with in the usual manner for stain removal.
7. Place "deodorant blocks" in all urinals and place out air fresheners as necessary.
8. Scrub floor surfaces well with an industrial machine using the relevant attachment (brush or scouring) and remove the dirty water. Then wash the floor surface properly with the relevant chemicals, including a detergent. For this purpose the double bucket mop system whereby clean water is used from one bucket and dirty water from the floor is removed and by way of a gearpress system pressed into the second bucket, meaning that dirt is continuously removed and not smeared all over the floor, must be used.
9. Strip and reseal vinyl floor surfaces at least once every second month in accordance with the prescription of the work specifications in the tender documentation.



10. Ensure that other wall surfaces, doors, door frames, equipment, light switches, windows and other vertical and horizontal surfaces are free of dust, spots, marks, graffiti and other dirt. As soon as the ablution facility has been cleaned in this manner and the floors are dry, re-open it for use by the students, staff and visitors.



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Amended

UJ 34/2012 (T)

APPENDIX A OF CLUSTER 005

SITE/CLUSTER SPECIFICS

In respect of

AUCKLAND PARK KINGSWAY CAMPUS – WINDOWS OF CLUSTER 005

AUCKLAND PARK KINGSWAY CAMPUS

All windows – (TWICE PER YEAR)

MADIBENG EXECUTIVE BUILDING

All windows – (FOUR TIMES PER YEAR)

AUCKLAND PARK KINGSWAY CAMPUS RESIDENCES

All windows – (TWICE PER YEAR)



1. DEFINITIONS AND INTERPRETATION

- 1.1.1 **"Cleaning Services"** refers to the cleaning services to be rendered by the Contractor in and on the Auckland Park Kingsway Campus, Madibeng Executive Building and Auckland Park Kingsway Campus Residences as envisaged and recorded in this Agreement, and without derogating from the generality thereof, shall include the supply of all necessary cleaning equipment, labour, machinery and materials necessary for the proper execution thereof, as well as the Ad hoc Services authorised in writing by the Authorised Representative;

- 1.1.2 Auckland Park Kingsway Campus, Madibeng Executive Building and Auckland Park Campus Residences means cleaning of windows – twice per year, in terms of and in accordance with the service level agreement as recorded in the tender/contract documentation.

2. **INTRODUCTION**

- 2.1.1 UJ wishes to appoint a contractor to have the windows at Auckland Park Kingsway Campus, Madibeng Executive Building and Auckland Park Campus Residences in a clean and acceptable condition for all UJ staff members, students, clients and all visitors at all times, and has invited inter alia the Contractor to tender in terms of its tender procedures, to render such required services.



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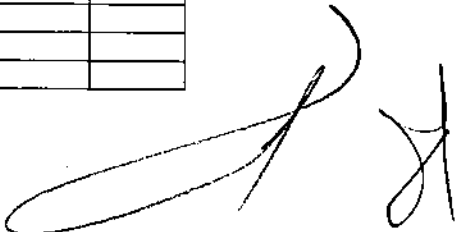
Costing Sheet

Name of company.....

Auckland Park Kingsway Campus, Madibeng Executive Building and Auckland Park Kingsway Residences

NB: LIST NUMBER OF EACH BELOW

Site Name:									
Building Address / Section									
Contact Person:									
	Details		Staff	Hours	Rate	Days	Weeks	Total	
1.1.	Service Attendant	W-days					4.33		
	Service Attendant	W-After					4.33		
	Service Attendant	W-Nights					4.33		
1.2.	Saturday	Day					4.33		
	Saturday	Night					4.33		
1.3.	Sunday	Day					4.33		
	Sunday	Night					4.33		
1.4.	Public Holidays	Day							
	Public Holidays	Night							
	Manager						4.33		
1.5.	Team Leader/Supervisor						4.33		
1.6.	Site Supervisor (Night)								
1.7.	Supervisor								
	Total Hours								
2.	Sub Total Wages	No							
3.	Staff Benefits as % on Wage								
4.	Other Funds, Prov fund etc								
4.1.	W Compensation								
4.2.	UIF								
4.3.	SITA								
4.4.	Annual Holiday								
4.5.	Sick Leave								
4.6.	RSCL								
4.7.	Year End Bonus								
4.8.	Prot clothing + Uniform								
4.9.	NCCA/BEECA								
	Sub Total Benefits								
5.	EQUIPMENT(List items)	No							
6.	Total Equipment Cost								
7.	Equipment rental								
8.	Equipment maintenance								
9.	Cleaning Material % of Wages								
	Sub Total Equipment								



	Sub Total Contract Cleaning							
10.	Mark-up							
11.	Window Cleaning							
12.a	Carpet Cleaning-27M2							
12.b	Stripping and Sealing Hard Floors-5800M2							
13.	Other Transport + Office Exp							
14.	Additional Items/provisions							
15.	Sub Total							
16.	14% V A T							
17.	Full monthly contract price (Inclusive)							

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UJ 34/2012(T)

WINDOW CLEANING


Window Cleaning service to be supplied twice per year.

**AUCKLAND PARK KINGSWAY CAMPUS, MADIBENG EXECUTIVE BUILDING AND
AUCKLAND PARK CAMPUS RESIDENCES. - CLUSTER 005**

Inside and outside faces of all exterior windows, as well as interior windows. An estimate of the extent of the scope of work, is **510 MAN DAYS @ NORMAL WEEK RATES AND 30 MAN DAYS AT SATURDAY RATE.**

NOTES FOR TENDERER:

1. Suppliers must be fully compliant with the OHS Act (as amended), particularly the Construction Regulations, and all relevant SAB standards. A complete Health and Safety file to be submitted with the tender and to be held and updated, once work commences. A safety method statement/work procedure, to be included in the file.
2. The supplier must be a member in good standing with the IWH.
3. Some windows are not accessible via suspended access equipment (including rope access), nor with ladders, scaffolding or MEWPS. Supplier to submit proposal (with proof of viability) on how such windows will be cleaned.
4. Costs for maintaining the existing BMU/TSP system and costs of platform hire, training and certification are for the suppliers' account. These costs currently are R34 900,00 p.a. and are expected to increase by approx. 10% from January 2013. All testing to be done by an independent certified company for the account of the supplier. A copy of a valid certificate for all equipment used, must be submitted when work commences.
5. U.J. will cover the costs of servicing, testing – and maintaining the existing Hillaldam rails and safety lines.
6. Partaking suppliers, must have public liability cover of at least R2 million, per event, should there be claims instituted in relation to this work/contract.



7. No modifications, alterations or installations to any U.J. buildings, will be allowed, without prior written consent, issued by the official U.J. Central Technical Services Unit.
8. The window cleaning at the U.J. APK residences, also need to be done twice a year – but it will have to occur during the June/July and November/December recess periods, as windows need to be cleaned from inside bedrooms as well. An estimated additional **230 man days** are required, to wash both faces of all glass at the residences and for the purpose of this tender, the U.J. is not specifying that specialized access equipment need to be hired in. Once one or two cycles of window washing have been completed, the difficulties experienced around access and equipment will be re-assessed, and the successful service provider will then be afforded the opportunity to submit a quotation for consideration. The rationale behind this leniency, is because this is a new consolidated “cluster” of the bigger U.J. cleaning tender – and has not been done before.
9. “Inaccessible” windows are windows which cannot be reached to be cleaned without utilizing ladders, ropes, etc. External windows which however can be cleaned from the inside, do not qualify as “inaccessible” and must be cleaned from the inside. In this regard, common sense must prevail. Even if a window is on the tenth floor of a building – but it can be opened and both inside and outside faces thereof can be washed from inside the building without height access equipment, such a window can be deemed as being accessible.

In normal daily building cleaning contracts at the U.J. (except at the APK Campus) it is expected that the staff of the supplier maintaining the buildings, will be responsible for the accessible windows of all buildings. The separate “inaccessible window cleaning contract,” is meant to address those windows, that the daily cleaners cannot reach. Should a dispute arise in as far as one party claiming that a window is inaccessible – and another party that it is accessible, the supplier appointed to clean the inaccessible windows, will be expected of, to demonstrate how such a window can be accessed, without specialized access equipment.

In the interest of clarity, the use of a short (up to a maximum of one meter) extension pole, to which window cleaning equipment can be attached, is not deemed as specialized access equipment.

Two handwritten signatures in black ink, one larger and more stylized than the other, located in the bottom right corner of the page.

10. As the above process describes a learning curve for all parties, best practice, cost structures - and operating procedures, will be negotiated on a fair basis – and the final outcome and decisions then reduced to writing

11. In the interim, service providers need to provide for the labour component in the costing structure (kindly indicate the two components of this tender individually) – and then as a combined total price).



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UJ 34/2012 (T)

APPENDIX A OF CLUSTER 006

SITE/CLUSTER SPECIFICS

In respect of

**AUCKLAND PARK KINGSWAY CAMPUS – ROOFTOPS AND TUNNELS OF
CLUSTER 006**

(BI-ANNUALLY - TWICE PER YEAR)

(480 MAN DAYS PER ANNUM – 12 CLEANERS PER CLEAN FOR ONE MONTH)

OTHER CAMPUSES

Once Off – On Request Only

1. DEFINITIONS AND INTERPRETATION

1.1.1 **"Cleaning Services"** refers to the cleaning services to be rendered by the Contractor in and on the Kingsway Campus Rooftop and tunnels as envisaged and recorded in this Agreement, and without derogating from the generality thereof, shall include the supply of all necessary cleaning equipment, labour, machinery and materials necessary for the proper execution thereof, as well as the Ad hoc Services authorised in writing by the Authorised Representative;

1.1.2 Kingsway Campus Rooftops and tunnels means the area of UJ on the corner of Kingsway and University Roads, Auckland Park.

The tunnel is cleaned by utilising a "dry method" cleaning only. The floor is swept with brooms and the dust/litter picked up. The pipes in the tunnel are then dusted by utilising feather dusters. The rooftops are swept with hard brooms and the dust/litter picked up. Thereafter the bird excretion is removed by utilising water and scrubbing brushes.

2. **INTRODUCTION**

2.1.1 UJ wishes to appoint a contractor to have the rooftops and tunnels at APK in a clean and acceptable condition for all UJ staff members, students, clients and all visitors at all times, and has invited inter alia the Contractor to tender in terms of its tender procedures, to render such required services.



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Costing Sheet

Name of company.....

Auckland Park Kingsway Campus - Rooftops and Tunnels

NB: LIST NUMBER OF EACH BELOW

Site Name:								
Building Address / Section								
Contact Person:								
	Details	Staff	Hours	Rate	Days	Weeks	Total	
1.1.	Service Attendant	W-days				4.33		
	Service Attendant	W-After				4.33		
	Service Attendant	W-Nights				4.33		
1.2.	Saturday	Day				4.33		
	Saturday	Night				4.33		
1.3.	Sunday	Day				4.33		
	Sunday	Night				4.33		
1.4.	Public Holidays	Day						
	Public Holidays	Night						
	Manager					4.33		
1.5.	Team Leader/Supervisor					4.33		
1.6.	Site Supervisor (Night)							
1.7.	Supervisor							
	Total Hours							
2.	Sub Total Wages							
		No						
3.	Staff Benefits as % on Wage							
4.	Other Funds, Prov fund etc							
4.1.	W Compensation							
4.2.	UIF							
4.3.	SITA							
4.4.	Annual Holiday							
4.5.	Sick Leave							
4.6.	RSCL							
4.7.	Year End Bonus							
4.8.	Prot clothing + Uniform							
4.9.	NCCA/BEECA							
	Sub Total Benefits							
5.	EQUIPMENT(List items)		No					

6.	Total Equipment Cost							
7.	Equipment rental							
8.	Equipment maintenance							
9.	Cleaning Material % of Wages							
	Sub Total Equipment							
	Sub Total Contract Cleaning							
10.	Mark-up							
11.	Window Cleaning							
12.a	Carpet Cleaning-27M2							
12.b	Stripping and Sealing Hard Floors-5800M2							
13.	Other Transport + Office Exp							
14.	Additional items/provisions							
15.	Sub Total							
16.	14% V A T							
17.	Full monthly contract price (Inclusive)							



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COSTING / PRICING SCHEDULE

To be completed for each section / cluster of all UJ cleaning contracts.

Name of Company: _____

Section / Cluster: _____

All prices quoted hereon, is to be **EXCLUSIVE** of 14% VAT.

1.	Full monthly charge for this contract		R
2.	Charge per m ² for carpet cleaning (Wet Extraction) (Additional once off call outs, when required)		R R
3.	Charge per m ² for stripping and sealing of vinyl floors (4 x coats of polymer sealant)		R
4.	Charge per m ² for the "cut back and re-seal" of vinyl floors (2 x coats of polymer sealant)		R
5.	Charge per day for five (5) trained window cleaners		R
6.	Estimated time of response, should additional services be requested, in the case of an emergency.		Hours
7.	Charge per day (9 hour shift) for fully trained staff, working:-		
(a)	Normal working hours	Supervisors R	Cleaners R
(b)	Night Times	R	R
(c)	Saturdays	R	R
(d)	Sundays	R	R

8. The window cleaning at the residences needs to be done twice a year but it will have to occur during the June/July and Nov/Dec recess periods, as windows need to be cleaned from inside bedrooms as well. An additional 230 man days are required to wash both faces of all glass and for the purpose of this tender we are not specifying that specialised access equipment need to be hired in. Once one or two cycles of window washing have been completed, the difficulties experienced around access and equipment will be re-assessed and the successful service provider will then be afforded the opportunity to submit a quotation for consideration.
9. As the above process describes a learning curve for all parties, best practice, cost structures and operating procedures will be negotiated on a fair basis and the final outcome and decisions then reduced to writing.
10. In the interim, service providers need to provide for the labour component in the costing structure (kindly indicate the two components of this tender individually – and then as a combined total price).
11. 510 MAN DAYS – MONDAY TO FRIDAY 30 MAN DAYS - SATURDAY



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Amended

UJ 34/2012 (T)

APPENDIX A OF CLUSTER 007

SITE/CLUSTER SPECIFICS

In respect of

**BUNTING ROAD CAMPUS – RESIDENCES OF
CLUSTER 007
Goudstad, Duiker Court, Broadcast house and Majuba**

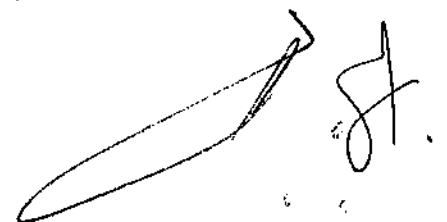
1. DEFINITIONS AND INTERPRETATION

1.1.1 "Cleaning Services" refers to the cleaning services to be rendered by the Contractor in and on the Bunting Road Campus – Residences as envisaged and recorded in this Agreement, and without derogating from the generality thereof, shall include the supply of all necessary cleaning equipment, labour, machinery and materials necessary for the proper execution thereof, as well as the Ad hoc Services authorised in writing by the Authorised Representative;

1.1.2 Bunting Road Campus - Residences means cleaning of the entire premises offices, kitchens, reception areas, toilets, bathrooms, passages, stairs, outside areas (stoeps), etc at all the above premises, in terms of and in accordance with the service level agreement as recorded in the tender/contract documentation.

2. INTRODUCTION

2.1.1 UJ wishes to appoint a contractor to have the Bunting Road Campus - residences in a clean and acceptable condition for all UJ staff members, students, clients and all visitors at all times, and has invited inter alia the Contractor to tender in terms its tender procedures, to render such required services.



UJ 34/2012 (T)

SCHEDULE "A"**CLUSTER 007****Minimum requirements in relation to cluster 007**

	Mon - Sat		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	0	0	0
Number of On-site Supervisors	1	0	0
Number of Team Leaders	1	0	0
Number of Male Cleaners	1	0	0
Number of Female Cleaners	14	0	0
Totals	17	0	0

	Sunday		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	0	0	0
Number of On-site Supervisors	0	0	0
Number of Team Leaders	0	0	0
Number of Male Cleaners	0	0	0
Number of Female Cleaners	0	0	0
Totals	0	0	0

Notes:

No work is performed on Sundays and Public Holidays, unless specified where applicable or requested otherwise.

All shifts worked are nine (9) hours on Mondays to Fridays and seven (7) on Saturdays and no service on Sundays. A one (1) hour lunch is to be taken by all staff.



SCHEDULE B

Number of vehicles (bakkie)	0
Number of trailers	0
Number of automated scrubbing machines	1
Number of carpet cleaning machines	1
Number of slow speed buffing machines	2
Number of high speed buffing machines	8
Number of ultra high speed burnishing machines	0
Number of pressure washers	0
Number of vacuum cleaners (silent)	4
Number of petrol-driven mechanical sweepers	0
Number of petrol operated blowers	1
Number of double bucket mopping systems	12
Number of trolley work stations	0
Number of wet and dry vacuums	1



SCHEDULE "C"

Costing Sheet

Name of company.....

BUNTING ROAD CAMPUS – RESIDENCES
Goudstad, Duiker Court, Broadcast House and Majuba House

NB: LIST NUMBER OF EACH BELOW

Site Name:								
Building Address / Section								
Contact Person:								
	Details		Staff	Hours	Rate	Days	Weeks	Total
1.1.	Service Attendant	W-days					4.33	
	Service Attendant	W-After					4.33	
	Service Attendant	W-Nights					4.33	
1.2.	Saturday	Day					4.33	
	Saturday	Night					4.33	
1.3.	Sunday	Day					4.33	
	Sunday	Night					4.33	
1.4.	Public Holidays	Day						
	Public Holidays	Night						
	Manager						4.33	
1.5.	Team Leader/Supervisor						4.33	
1.6.	Site Supervisor (Night)							
1.7.	Supervisor							
	Total Hours							
2.	Sub Total Wages							
		No						
3.	Staff Benefits as % on Wage							
4.	Other Funds, Prov fund etc							
4.1.	W Compensation							
4.2.	UIF							
4.3.	SITA							
4.4.	Annual Holiday							
4.5.	Sick Leave							
4.6.	RSCL							
4.7.	Year End Bonus							
4.8.	Prot clothing + Uniform							
4.9.	NCCA/BEECA							
	Sub Total Benefits							
5.	EQUIPMENT(List Items)		No					

6.	Total Equipment Cost							
7.	Equipment rental							
8.	Equipment maintenance							
9.	Cleaning Material % of Wages							
	Sub Total Equipment							
	Sub Total Contract Cleaning							
10.	Mark-up							
11.	Window Cleaning							
12.a	Carpet Cleaning-27M2							
12.b	Stripping and Sealing Hard Floors-5800M2							
13.	Other Transport + Office Exp							
14.	Additional items/provisions							
15.	Sub Total							
16.	14% V A T							
17.	Full monthly contract price (inclusive)							

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SCHEDULE D**COSTING / PRICING SCHEDULE**

To be completed for each section / cluster of all UJ cleaning contracts.

Name of Company: _____

Section / Cluster: _____

All prices quoted hereon, is to be **EXCLUSIVE** of 14% VAT.

1.	Full monthly charge for this contract		R
2.	Charge per m ² for carpet cleaning (Wet Extraction) (Additional once off call outs, when required)		R R
3.	Charge per m ² for stripping and sealing of vinyl floors (4 x coats of polymer sealant)		R
4.	Charge per m ² for the "cut back and re-seal" of vinyl floors (2 x coats of polymer sealant)		R
5.	Charge per day for five (5) trained window cleaners		R
6.	Estimated time of response, should additional services be requested, in the case of an emergency.		Hours
7.	Charge per day (9 hour shift) for fully trained staff, working:-		
(a)	Normal working hours	Supervisors	Cleaners
		R	R
(b)	Night Times		
		R	R
(c)	Saturdays		
		R	R
(d)	Sundays		
		R	R

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KINDLY TAKE NOTE:

That the exact minimum staff compliments, machinery required, hours of work, etc have all been specified and must be reflected in your costing form. **NON COMPLIANCE WILL LEAD TO DISQUALIFICATION.**

Staff compliments and machinery are listed on page 49 and 50, inclusive of the hours of work.

SQUARE METERS OF BUILDINGS:

Goudstad

1184.52



Duiker Court

846.65

Broadcast House

8501.38

Majuba House (supply of 1 x staff member only) Cleaned by UJ staff

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SCHEDULE "E"

Example of Toilet Cleaning Program,

As expected in terms of the UJ

Facilities

Every morning, starting at 06h45

1. Start at the walk way on the ground level. Confirm that the night shift staff did indeed fully service the ablution facilities. Ensure that there is enough hand paper, toilet paper and pink hand lotion soap in all the relevant holders and that all are in working order. Open the windows, pick-up pieces of papers lying around the hand paper holders and quickly empty the hand paper bin. Flush all toilets and urinals that were possible not flushed after use and make sure that there is enough deo-blocks placed in the urinals.
2. Now move through to the 2nd, 3rd, 4th, 5th, 6th, and 7th levels and do the same as in the ground level toilet facilities.
3. The services as listed under 1 and 2 above must be performed over a period of 1 (one) hour, which means that approximately 8,5 minutes must be spent per floor level.
4. Around 7:45 there is now a shift over to the action of the closing of toilets for service purposes. Due to the high frequency of use on the lower levels, it is recommended that this should commence on the 7th floor level.
5. After each floor level has been properly cleaned, a quick check-up must be done on all the other remaining floor levels.
6. From 7:45 until lunchtime, the walkway on the ground level as well as 3 (three) other floor levels must be serviced on this same basis. From lunchtime until 15:45 the remaining 3 (three) floor levels as well as the walkway on the ground floor shall be serviced similarly.



7. This required method of work shall ensure that toilets on 8 (eight) floor levels are serviced (4 of them before lunch and 4 thereafter). It shall also have the result that the toilets on the ground level walkway, which have the highest use frequency, are thoroughly cleaned twice per day and that each toilet facility shall be checked at least 10 (ten) times on a daily basis. Once first in the morning, once last in the afternoon, and once after each of the 8 levels has been serviced.
8. Each day at 15:00 this task must have been fully executed in order to proceed to attend to the final (10th) check up of all floor levels.
9. Accordingly, as from 15:00 until 15:45 the final check up inspection takes place over a 45 minute period and the same requirements as listed in 1 and 2 herein, are to be performed. (Only 6.5 minutes per floor level is available for this).

At 15:45 the cleaning personnel withdraw from the floor levels where they work and are dismissed from service for the day. At this point in time, the afternoon shift is already on duty and the floor levels are to be serviced in accordance with the said manner.

10. The afternoon shift are to perform their duties from 13:00 until 22:00 with an eating break from 17:00 to 18:00. During this time period the same services are to be rendered.
11. The nightshift personnel report for daily duty at 21:00 to commence their shift. They will thoroughly clean the toilet facilities for use during the following working day. With this way of operating and cleaning actions in the toilet facilities, the UJ (APK) facilities should be more hygienically clean than any operating theatre in the country.



SCHEDULE "F"

Toilet Cleaning Specifications and Requirements

Work method as proposed/required, to fulfil the tender requirements and meet the expected standards

1. Close toilet premises with a notice and the locking of doors.
2. Empty the rubbish bins and ensure that the toilet paper holders, hand paper holders and the pink hand soap holders are all working and full.
3. Wash the mirrors and wipe them dry. Ensure that there are no marks and/or lines visible on them. (No hand paper towels may be used for this purpose.)
4. Wash the tiles where necessary (at least 1 x per week) and/or use a clean cloth with a detergent to wipe the tiles.
5. Wash all toilet bowls, toilet seats, toilet basins, urinals and showers, also with clean water and a detergent.
6. In the case of the toilets, they should be clean brushed with a toilet brush where necessary. Marks and stains in the toilet, urinals and wash basins must be dealt with in the usual manner for stain removal.
7. Place "deodorant blocks" in all urinals and place out air fresheners as necessary.
8. Scrub floor surfaces well with an industrial machine using the relevant attachment (brush or scouring) and remove the dirty water. Then wash the floor surface properly with the relevant chemicals, including a detergent. For this purpose the double bucket mop system whereby clean water is used from one bucket and dirty water from the floor is removed and by way of a gearpress system pressed into the second bucket, meaning that dirt is continuously removed and not smeared all over the floor, must be used.
9. Strip and reseal vinyl floor surfaces at least once every second month in accordance with the prescription of the work specifications in the tender documentation.



10. Ensure that other wall surfaces, doors, door frames, equipment, light switches, windows and other vertical and horizontal surfaces are free of dust, spots, marks, graffiti and other dirt. As soon as the ablution facility has been cleaned in this manner and the floors are dry, re-open it for use by the students, staff and visitors.



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Amended

UJ 34/2012 (T)

APPENDIX A OF CLUSTER 008

SITE/CLUSTER SPECIFICS

In respect of

**AUCKLAND PAK KINGSWAY CAMPUS – RESIDENCES OF
CLUSTER 008**

Amperdaar, Benjamyn, Skoonveld, Kruinsig, Bastion, Melrose Place, Oppierif,
Dromedaris, Afslaan, Lebone, Studentedorp, ARSA House – 3 St swithens, Sophia
Town, 11 Streatly, Jamaat Khana, Auckland House 9,7,11 and 13

1. DEFINITIONS AND INTERPRETATION

- 1.1.1 "Cleaning Services" refers to the cleaning services to be rendered by the Contractor in and on the Auckland Park Kingsway Campus – Residences as envisaged and recorded in this Agreement, and without derogating from the generality thereof, shall include the supply of all necessary cleaning equipment, labour, machinery and materials necessary for the proper execution thereof, as well as the Ad hoc Services authorised in writing by the Authorised Representative;
- 1.1.2 Auckland Park Kingsway Campus - Residences means cleaning of the entire premises offices, kitchens, reception areas, toilets, bathrooms, passages, stairs, outside areas (stoeps), etc at all the above premises, in terms of and in accordance with the service level agreement as recorded in the tender/contract documentation.

2. INTRODUCTION

- 2.1.1 UJ wishes to appoint a contractor to have the Bunting Road Campus - residences in a clean and acceptable condition for all UJ staff members, students, clients and all visitors at all times, and has invited inter alia the Contractor to tender in terms its tender procedures, to render such required services.



UJ 34/2012 (T)

SCHEDULE "A"**CLUSTER 008****Minimum requirements in relation to cluster 008**

	Mon - Sat		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	1	0	0
Number of On-site Supervisors	4	0	0
Number of Team Leaders	0	0	0
Number of Male Cleaners	20	0	0
Number of Female Cleaners	44	0	0
Totals	69	0	0

	Sunday		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	0	0	0
Number of On-site Supervisors	0	0	0
Number of Team Leaders	0	0	0
Number of Male Cleaners	0	0	0
Number of Female Cleaners	0	0	0
Totals	0	0	0

Notes:

No work is performed on Sundays and Public Holidays, unless specified where applicable or requested otherwise.

All shifts worked are nine (9) hours on Mondays to Fridays and seven (7) on Saturdays and no service on Sundays. A one (1) hour lunch is to be taken by all staff.



SCHEDULE B

Number of vehicles (bakkie)	0
Number of trailers	0
Number of automated scrubbing machines	0
Number of carpet cleaning machines	1
Number of slow speed buffing machines	11
Number of high speed buffing machines	17
Number of ultra high speed burnishing machines	10
Number of pressure washers	0
Number of vacuum cleaners (silent)	11
Number of petrol-driven mechanical sweepers	0
Number of petrol operated blowers	1
Number of double bucket mopping systems	25
Number of trolley work stations	28
Number of wet and dry vacuums	3

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SCHEDULE "C"

Costing Sheet

Name of company.....

Auckland Park Kingsway Campus – Residences

Amperdaar, Benjamyn, Skoonveld, Kruinsig, Bastion, Melrose Place, Oppierif, Dromedaris, Afslaan, Lebone, Studentedorp, ARSA House – 3 St Swithen, Sophia Town, 11 Streatly and Jamaat Khana, Auckland House 9.7.11 and 13

NB: LIST NUMBER OF EACH BELOW

Site Name:								
Building Address / Section								
Contact Person:								
	Details		Staff	Hours	Rate	Days	Weeks	Total
1.1.	Service Attendant	W-days					4.33	
	Service Attendant	W-After					4.33	
	Service Attendant	W-Nights					4.33	
1.2.	Saturday	Day					4.33	
	Saturday	Night					4.33	
1.3.	Sunday	Day					4.33	
	Sunday	Night					4.33	
1.4.	Public Holidays	Day						
	Public Holidays	Night						
	Manager						4.33	
1.5.	Team Leader/Supervisor						4.33	
1.6.	Site Supervisor (Night)							
1.7.	Supervisor							
	Total Hours							
2.	Sub Total Wages							
		No						
3.	Staff Benefits as % on Wage							
4.	Other Funds, Prov fund etc							
4.1.	W Compensation							
4.2.	UIF							
4.3.	SITA							
4.4.	Annual Holiday							
4.5.	Sick Leave							
4.6.	RSCL							
4.7.	Year End Bonus							
4.8.	Prot clothing + Uniform							
4.9.	NCCA/BEECA							
	Sub Total Benefits							
5.	EQUIPMENT(List items)		No					

6.	Total Equipment Cost							
7.	Equipment rental							
8.	Equipment maintenance							
9.	Cleaning Material % of Wages							
	Sub Total Equipment							
	Sub Total Contract Cleaning							
10.	Mark-up							
11.	Window Cleaning							
12.a	Carpet Cleaning-27M2							
12.b	Stripping and Sealing Hard Floors-5800M2							
13.	Other Transport + Office Exp							
14.	Additional items/provisions							
15.	Sub Total							
16.	14% V A T							
17.	Full monthly contract price (Inclusive)							



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SCHEDULE D**COSTING / PRICING SCHEDULE**

To be completed for each section / cluster of all UJ cleaning contracts.

Name of Company: _____

Section / Cluster: _____

All prices quoted hereon, is to be **EXCLUSIVE** of 14% VAT.

1.	Full monthly charge for this contract	R
2.	Charge per m ² for carpet cleaning (Wet Extraction) (Additional once off call outs, when required)	R R
3.	Charge per m ² for stripping and sealing of vinyl floors (4 x coats of polymer sealant)	R
4.	Charge per m ² for the "cut back and re-seal" of vinyl floors (2 x coats of polymer sealant)	R
5.	Charge per day for five (5) trained window cleaners	R
6.	Estimated time of response, should additional services be requested, in the case of an emergency.	Hours
7.	Charge per day (9 hour shift) for fully trained staff, working:-	
(a)	Normal working hours	Supervisors R Cleaners R
(b)	Night Times	R R
(c)	Saturdays	R R
(d)	Sundays	R R

KINDLY TAKE NOTE:

That the exact minimum staff compliments, machinery required, hours of work, etc have all been specified and must be reflected in your costing form. **NON COMPLIANCE WILL LEAD TO DISQUALIFICATION.**

Staff compliments and machinery are listed on page 49 and 50, inclusive of the hours of work.

SQUARE METERS OF BUILDINGS:

Amperdaar	4323.07
Benjamyn	5652.85
Scoonveld	5945.38
Kruinsig	4206.7
Bastion	4251.8
Melrose Place	1025.28
Oppierif	4435.35

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Dromedaris	4420.58
Afslaan	4016
Lebone	3004.86
Studentedorp	244.02
ARSA – 3 ST Swithens	338.28
Sophia Town	18545.23
11 Streatly	568.7
Jamaat Khana	300
Auckland Hse 7,9,11 and 13	609,77



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SCHEDULE "E"

Example of Toilet Cleaning Program,

As expected in terms of the UJ

Facilities

Every morning, starting at 06h45

1. Start at the walk way on the ground level. Confirm that the night shift staff did indeed fully service the ablution facilities. Ensure that there is enough hand paper, toilet paper and pink hand lotion soap in all the relevant holders and that all are in working order. Open the windows, pick-up pieces of papers lying around the hand paper holders and quickly empty the hand paper bin. Flush all toilets and urinals that were possible not flushed after use and make sure that there is enough deo-blocks placed in the urinals.
2. Now move through to the 2nd, 3rd, 4th, 5th, 6th, and 7th levels and do the same as in the ground level toilet facilities.
3. The services as listed under 1 and 2 above must be performed over a period of 1 (one) hour, which means that approximately 8,5 minutes must be spent per floor level.
4. Around 7:45 there is now a shift over to the action of the closing of toilets for service purposes. Due to the high frequency of use on the lower levels, it is recommended that this should commence on the 7th floor level.
5. After each floor level has been properly cleaned, a quick check-up must be done on all the other remaining floor levels.
6. From 7:45 until lunchtime, the walkway on the ground level as well as 3 (three) other floor levels must be serviced on this same basis. From lunchtime until 15:45 the remaining 3 (three) floor levels as well as the walkway on the ground floor shall be serviced similarly.



7. This required method of work shall ensure that toilets on 8 (eight) floor levels are serviced (4 of them before lunch and 4 thereafter). It shall also have the result that the toilets on the ground level walkway, which have the highest use frequency, are thoroughly cleaned twice per day and that each toilet facility shall be checked at least 10 (ten) times on a daily basis. Once first in the morning, once last in the afternoon, and once after each of the 8 levels has been serviced.
8. Each day at 15:00 this task must have been fully executed in order to proceed to attend to the final (10th) check up of all floor levels.
9. Accordingly, as from 15:00 until 15:45 the final check up inspection takes place over a 45 minute period and the same requirements as listed in 1 and 2 herein, are to be performed. (Only 6.5 minutes per floor level is available for this).

At 15:45 the cleaning personnel withdraw from the floor levels where they work and are dismissed from service for the day. At this point in time, the afternoon shift is already on duty and the floor levels are to be serviced in accordance with the said manner.

10. The afternoon shift are to perform their duties from 13:00 until 22:00 with an eating break from 17:00 to 18:00. During this time period the same services are to be rendered.
11. The nightshift personnel report for daily duty at 21:00 to commence their shift. They will thoroughly clean the toilet facilities for use during the following working day. With this way of operating and cleaning actions in the toilet facilities, the UJ (APK) facilities should be more hygienically clean than any operating theatre in the country.



SCHEDULE "F"

Toilet Cleaning Specifications and Requirements

Work method as proposed/required, to fulfil the tender requirements and meet the expected standards

1. Close toilet premises with a notice and the locking of doors.
2. Empty the rubbish bins and ensure that the toilet paper holders, hand paper holders and the pink hand soap holders are all working and full.
3. Wash the mirrors and wipe them dry. Ensure that there are no marks and/or lines visible on them. (No hand paper towels may be used for this purpose.
4. Wash the tiles where necessary (at least 1 x per week) and/or use a clean cloth with a detergent to wipe the tiles.
5. Wash all toilet bowls, toilet seats, toilet basins, urinals and showers, also with clean water and a detergent.
6. In the case of the toilets, they should be clean brushed with a toilet brush where necessary. Marks and stains in the toilet, urinals and wash basins must be dealt with in the usual manner for stain removal.
7. Place "deodorant blocks" in all urinals and place out air fresheners as necessary.
8. Scrub floor surfaces well with an industrial machine using the relevant attachment (brush or scouring) and remove the dirty water. Then wash the floor surface properly with the relevant chemicals, including a detergent. For this purpose the double bucket mop system whereby clean water is used from one bucket and dirty water from the floor is removed and by way of a gearpress system pressed into the second bucket, meaning that dirt is continuously removed and not smeared all over the floor, must be used.
9. Strip and reseal vinyl floor surfaces at least once every second month in accordance with the prescription of the work specifications in the tender documentation.



10. Ensure that other wall surfaces, doors, door frames, equipment, light switches, windows and other vertical and horizontal surfaces are free of dust, spots, marks, graffiti and other dirt. As soon as the ablution facility has been cleaned in this manner and the floors are dry, re-open it for use by the students, staff and visitors.



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Amended

UJ 34/2012 (T)

APPENDIX A OF CLUSTER 009

SITE/CLUSTER SPECIFICS

In respect of

**AUCKLAND PAK KINGSWAY CAMPUS – SPORTS HOUSE OF
CLUSTER 009
5,7,9 and 11 Gloucester Street, Westdene**

1. DEFINITIONS AND INTERPRETATION

- 1.1.1 "Cleaning Services" refers to the cleaning services to be rendered by the Contractor in and on the Auckland Park Kingsway Campus – Sports House – 5,7,9 and 11 Gloucester Street, Westdene as envisaged and recorded in this Agreement, and without derogating from the generality thereof, shall include the supply of all necessary cleaning equipment, labour, machinery and materials necessary for the proper execution thereof, as well as the Ad hoc Services authorised in writing by the Authorised Representative;
- 1.1.2 Auckland Park Kingsway Campus – Sports House – 5,7,9 and 11 Gloucester Street, Westdene means cleaning of the entire premises offices, kitchens, reception areas, toilets, bathrooms, passages, stairs, outside areas (stoeps), etc at all the above premises, in terms of and in accordance with the service level agreement as recorded in the tender/contract documentation.

2. INTRODUCTION

- 2.1.1 UJ wishes to appoint a contractor to have the Auckland Park Kingsway Campus – Sports House – 5,7, 9 and 11 Gloucester Street, Westdene in a clean and acceptable condition for all UJ staff members, students, clients and all visitors at all times, and has invited inter alia the Contractor to tender in terms its tender procedures, to render such required services.



UJ 34/2012 (T)

SCHEDULE "A"**CLUSTER 009****Minimum requirements in relation to cluster 009**

	Mon - Sat		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	0	0	0
Number of On-site Supervisors	0	0	0
Number of Team Leaders	0	0	0
Number of Male Cleaners	0	0	0
Number of Female Cleaners	1	0	0
Totals	1	0	0

	Sunday		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	0	0	0
Number of On-site Supervisors	0	0	0
Number of Team Leaders	0	0	0
Number of Male Cleaners	0	0	0
Number of Female Cleaners	0	0	0
Totals	0	0	0

Notes:

No work is performed on Sundays and Public Holidays, unless specified where applicable or requested otherwise.

All shifts worked are nine (9) hours on Mondays to Fridays and seven (7) on Saturdays and no service on Sundays. A one (1) hour lunch is to be taken by all staff.




SCHEDULE B

Number of vehicles (bakkie)	0
Number of trailers	0
Number of automated scrubbing machines	0
Number of carpet cleaning machines	0
Number of slow speed buffing machines	0
Number of high speed buffing machines	1
Number of ultra high speed burnishing machines	0
Number of pressure washers	0
Number of vacuum cleaners (silent)	1
Number of petrol-driven mechanical sweepers	0
Number of petrol operated blowers	0
Number of double bucket mopping systems	0
Number of trolley work stations	1
Number of wet and dry vacuums	1



SCHEDULE "C"

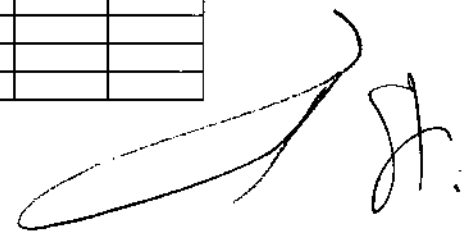
Costing Sheet

Name of company.....

Auckland Park Kingway Campus – Sports House – 5,7,9 and 11 Gloucester Street, Westdene

NB: LIST NUMBER OF EACH BELOW

Site Name:								
Building Address / Section								
Contact Person:								
	Details	Staff	Hours	Rate	Days	Weeks	Total	
1.1.	Service Attendant	W-days				4.33		
	Service Attendant	W-After				4.33		
	Service Attendant	W-Nights				4.33		
1.2.	Saturday	Day				4.33		
	Saturday	Night				4.33		
1.3.	Sunday	Day				4.33		
	Sunday	Night				4.33		
1.4.	Public Holidays	Day						
	Public Holidays	Night						
	Manager					4.33		
1.5.	Team Leader/Supervisor					4.33		
1.6.	Site Supervisor (Night)							
1.7.	Supervisor							
	Total Hours							
2.	Sub Total Wages							
		No						
3.	Staff Benefits as % on Wage							
4.	Other Funds, Prov fund etc							
4.1.	W Compensation							
4.2.	UIF							
4.3.	SITA							
4.4.	Annual Holiday							
4.5.	Sick Leave							
4.6.	RSCL							
4.7.	Year End Bonus							
4.8.	Prot clothing + Uniform							
4.9.	NCCA/BEECA							
	Sub Total Benefits							
5.	EQUIPMENT(List Items)	No						



6.	Total Equipment Cost							
7.	Equipment rental							
8.	Equipment maintenance							
9.	Cleaning Material % of Wages							
	Sub Total Equipment							
	Sub Total Contract Cleaning							
10.	Mark-up							
11.	Window Cleaning							
12.a	Carpet Cleaning-27M2							
12.b	Stripping and Sealing Hard Floors-5800M2							
13.	Other Transport + Office Exp							
14.	Additional items/provisions							
15.	Sub Total							
16.	14% V A T							
17.	Full monthly contract price (Inclusive)							

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ARCHIVE FOR JUSTICE



SCHEDULE D**COSTING / PRICING SCHEDULE**

To be completed for each section / cluster of all UJ cleaning contracts.

Name of Company: _____

Section / Cluster: _____

All prices quoted hereon, is to be **EXCLUSIVE** of 14% VAT.

1.	Full monthly charge for this contract		R
2.	Charge per m ² for carpet cleaning (Wet Extraction) (Additional once off call outs, when required)		R R
3.	Charge per m ² for stripping and sealing of vinyl floors (4 x coats of polymer sealant)		R
4.	Charge per m ² for the "cut back and re-seal" of vinyl floors (2 x coats of polymer sealant)		R
5.	Charge per day for five (5) trained window cleaners		R
6.	Estimated time of response, should additional services be requested, in the case of an emergency.		Hours
7.	Charge per day (9 hour shift) for fully trained staff, working:-		
(a)	Normal working hours	Supervisors	Cleaners
		R	R
(b)	Night Times		
		R	R
(c)	Saturdays		
		R	R
(d)	Sundays		
		R	R

KINDLY TAKE NOTE:

That the exact minimum staff compliments, machinery required, hours of work, etc have all been specified and must be reflected in your costing form. **NON COMPLIANCE WILL LEAD TO DISQUALIFICATION.**

Staff compliments and machinery are listed on page 49 and 50, inclusive of the hours of work.

SQUARE METERS OF BUILDINGS:

Total Square Meters

1002.62



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SCHEDULE "E"

Example of Toilet Cleaning Program,

As expected in terms of the UJ

Facilities

Every morning, starting at 06h45

1. Start at the walk way on the ground level. Confirm that the night shift staff did indeed fully service the ablution facilities. Ensure that there is enough hand paper, toilet paper and pink hand lotion soap in all the relevant holders and that all are in working order. Open the windows, pick-up pieces of papers lying around the hand paper holders and quickly empty the hand paper bin. Flush all toilets and urinals that were possible not flushed after use and make sure that there is enough deo-blocks placed in the urinals.
2. Now move through to the 2nd, 3rd, 4th, 5th, 6th, and 7th levels and do the same as in the ground level toilet facilities.
3. The services as listed under 1 and 2 above must be performed over a period of 1 (one) hour, which means that approximately 8,5 minutes must be spent per floor level.
4. Around 7:45 there is now a shift over to the action of the closing of toilets for service purposes. Due to the high frequency of use on the lower levels, it is recommended that this should commence on the 7th floor level.
5. After each floor level has been properly cleaned, a quick check-up must be done on all the other remaining floor levels.
6. From 7:45 until lunchtime, the walkway on the ground level as well as 3 (three) other floor levels must be serviced on this same basis. From lunchtime until 15:45 the remaining 3 (three) floor levels as well as the walkway on the ground floor shall be serviced similarly.



7. This required method of work shall ensure that toilets on 8 (eight) floor levels are serviced (4 of them before lunch and 4 thereafter). It shall also have the result that the toilets on the ground level walkway, which have the highest use frequency, are thoroughly cleaned twice per day and that each toilet facility shall be checked at least 10 (ten) times on a daily basis. Once first in the morning, once last in the afternoon, and once after each of the 8 levels has been serviced.
8. Each day at 15:00 this task must have been fully executed in order to proceed to attend to the final (10th) check up of all floor levels.
9. Accordingly, as from 15:00 until 15:45 the final check up inspection takes place over a 45 minute period and the same requirements as listed in 1 and 2 herein, are to be performed. (Only 6.5 minutes per floor level is available for this).

At 15:45 the cleaning personnel withdraw from the floor levels where they work and are dismissed from service for the day. At this point in time, the afternoon shift is already on duty and the floor levels are to be serviced in accordance with the said manner.

10. The afternoon shift are to perform their duties from 13:00 until 22:00 with an eating break from 17:00 to 18:00. During this time period the same services are to be rendered.
11. The nightshift personnel report for daily duty at 21:00 to commence their shift. They will thoroughly clean the toilet facilities for use during the following working day. With this way of operating and cleaning actions in the toilet facilities, the UJ (APK) facilities should be more hygienically clean than any operating theatre in the country.

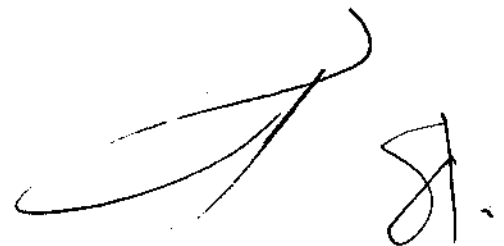
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SCHEDULE "F"

Toilet Cleaning Specifications and Requirements

Work method as proposed/required, to fulfil the tender requirements and meet the expected standards

1. Close toilet premises with a notice and the locking of doors.
2. Empty the rubbish bins and ensure that the toilet paper holders, hand paper holders and the pink hand soap holders are all working and full.
3. Wash the mirrors and wipe them dry. Ensure that there are no marks and/or lines visible on them. (No hand paper towels may be used for this purpose.
4. Wash the tiles where necessary (at least 1 x per week) and/or use a clean cloth with a detergent to wipe the tiles.
5. Wash all toilet bowls, toilet seats, toilet basins, urinals and showers, also with clean water and a detergent.
6. In the case of the toilets, they should be clean brushed with a toilet brush where necessary. Marks and stains in the toilet, urinals and wash basins must be dealt with in the usual manner for stain removal.
7. Place "deodorant blocks" in all urinals and place out air fresheners as necessary.
8. Scrub floor surfaces well with an industrial machine using the relevant attachment (brush or scouring) and remove the dirty water. Then wash the floor surface properly with the relevant chemicals, including a detergent. For this purpose the double bucket mop system whereby clean water is used from one bucket and dirty water from the floor is removed and by way of a gearpress system pressed into the second bucket, meaning that dirt is continuously removed and not smeared all over the floor, must be used.
9. Strip and reseal vinyl floor surfaces at least once every second month in accordance with the prescription of the work specifications in the tender documentation.



10. Ensure that other wall surfaces, doors, door frames, equipment, light switches, windows and other vertical and horizontal surfaces are free of dust, spots, marks, graffiti and other dirt. As soon as the ablution facility has been cleaned in this manner and the floors are dry, re-open it for use by the students, staff and visitors.



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Ammended

UJ 34/2012 (T)

APPENDIX A OF CLUSTER 010

SITE/CLUSTER SPECIFICS

In respect of

**APB CAMPUS – OLD ADMIN
OF CLUSTER 010**

Administration Block – Lecture Theatres
Cleaning Equipment Supplied (For use by UJ Cleaners)
Chemicals and Brushware (For use by UJ Cleaners)

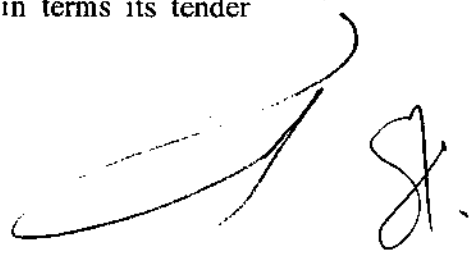
1. DEFINITIONS AND INTERPRETATION

1.1.1 "Cleaning Services" refers to the cleaning services to be rendered by the Contractor in and on the APB Campus – Old Admin – Administration Block – Lecture Theatres as envisaged and recorded in this Agreement, and without derogating from the generality thereof, shall include the supply of all necessary cleaning equipment, labour, machinery and materials necessary for the proper execution thereof, as well as the Ad hoc Services authorised in writing by the Authorised Representative;

1.1.2 APB – Old Admin Block – Lecture Theatres means cleaning of the entire premises offices, kitchens, reception areas, toilets, bathrooms, passages, stairs, outside areas (stoeps), etc at all the above premises, in terms of and in accordance with the service level agreement as recorded in the tender/contract documentation.

2. INTRODUCTION

2.1.1 UJ wishes to appoint a contractor to have the APB – Old Admin Block – Lecture Theatres in a clean and acceptable condition for all UJ staff members, students, clients and all visitors at all times, and has invited inter alia the Contractor to tender in terms its tender procedures, to render such required services.



UJ 34/2012 (T)

SCHEDULE "A"**CLUSTER 010****Minimum requirements in relation to cluster 010**

	Mon - Sat		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	1	0	0
Number of On-site Supervisors	1	0	0
Number of Team Leaders	3	0	0
Number of Male Cleaners	8	0	2
Number of Female Cleaners	13	0	6
Number of Hygiene Controllers	0	5	0
Totals	26	5	8

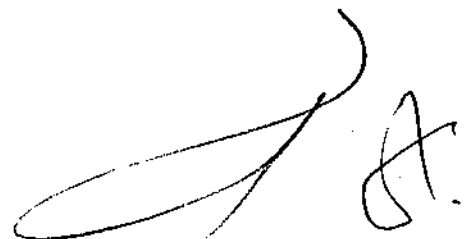
	Sunday		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	0	0	0
Number of On-site Supervisors	0	0	0
Number of Team Leaders	0	0	0
Number of Male Cleaners	0	0	0
Number of Female Cleaners	0	0	0
Totals	0	0	0

Notes:

No work is performed on Sundays and Public Holidays, unless specified where applicable or requested otherwise.

All shifts worked are nine (9) hours on Mondays to Fridays and seven (7) on Saturdays and no service on Sundays. A one (1) hour lunch is to be taken by all staff.

Hygiene Controllers Mondays to Fridays 15.00 – 22.00 and Saturdays 07.00-13.00



SCHEDULE B

Number of vehicles (bakkie)	0
Number of trailers	0
Number of automated scrubbing machines	1
Number of carpet cleaning machines	1
Number of slow speed buffing machines	6
Number of high speed buffing machines	6
Number of ultra high speed burnishing machines	2
Number of pressure washers	1
Number of vacuum cleaners (silent)	12
Number of petrol-driven mechanical sweepers	0
Number of petrol operated blowers	0
Number of double bucket mopping systems	12
Number of trolley work stations	12
Number of wet and dry vacuums	1



SCHEDULE "C"

Costing Sheet

Name of company.....

APB – Administration Block – Lecture Theatres

NB: LIST NUMBER OF EACH BELOW

Site Name:								
Building Address / Section								
Contact Person:								
	Details	Staff	Hours	Rate	Days	Weeks	Total	
1.1.	Service Attendant	W-days				4.33		
	Service Attendant	W-After				4.33		
	Service Attendant	W-Nights				4.33		
1.2.	Saturday	Day				4.33		
	Saturday	Night				4.33		
1.3.	Sunday	Day				4.33		
	Sunday	Night				4.33		
1.4.	Public Holidays	Day						
	Public Holidays	Night						
	Manager					4.33		
1.5.	Team Leader/Supervisor					4.33		
1.6.	Site Supervisor (Night)							
1.7.	Supervisor							
	Total Hours							
2.	Sub Total Wages							
		No						
3.	Staff Benefits as % on Wage							
4.	Other Funds, Prov fund etc							
4.1.	W Compensation							
4.2.	UIF							
4.3.	SITA							
4.4.	Annual Holiday							
4.5.	Sick Leave							
4.6.	RSCL							
4.7.	Year End Bonus							
4.8.	Prot clothing + Uniform							
4.9.	NCCA/BEECA							
	Sub Total Benefits							
5.	EQUIPMENT(List items)		No					

6.	Total Equipment Cost								
7.	Equipment rental								
8.	Equipment maintenance								
9.	Cleaning Material % of Wages								
	Sub Total Equipment								
	Sub Total Contract Cleaning								
10.	Mark-up								
11.	Window Cleaning								
12.a	Carpet Cleaning-27M2								
12.b	Stripping and Sealing Hard Floors-5800M2								
13.	Other Transport + Office Exp								
14.	Additional items/provisions								
15.	Sub Total								
16.	14% V A T								
17.	Full monthly contract price (Inclusive)								



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SCHEDULE D**COSTING / PRICING SCHEDULE**

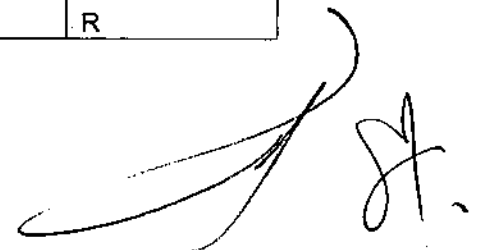
To be completed for each section / cluster of all UJ cleaning contracts.

Name of Company: _____

Section / Cluster: _____

All prices quoted hereon, is to be **EXCLUSIVE** of 14% VAT.

1.	Full monthly charge for this contract	R	
2.	Charge per m ² for carpet cleaning (Wet Extraction) (Additional once off call outs, when required)	R	
3.	Charge per m ² for stripping and sealing of vinyl floors (4 x coats of polymer sealant)	R	
4.	Charge per m ² for the "cut back and re-seal" of vinyl floors (2 x coats of polymer sealant)	R	
5.	Charge per day for five (5) trained window cleaners	R	
6.	Estimated time of response, should additional services be requested, in the case of an emergency.		Hours
7.	Charge per day (9 hour shift) for fully trained staff, working:-		
(a)	Normal working hours	R	R
(b)	Night Times	R	R
(c)	Saturdays	R	R
(d)	Sundays	R	R



KINDLY TAKE NOTE:

That the exact minimum staff compliments, machinery required, hours of work, etc have all been specified and must be reflected in your costing form. **NON COMPLIANCE WILL LEAD TO DISQUALIFICATION.**

Staff compliments and machinery are listed on page 49 and 50, inclusive of the hours of work.

SQUARE METERS OF BUILDINGS:



Administration block - Lecture Theatres	33724.03
Cleaning equipment supplied (for use by UJ Cleaners)	Value – R3496.70
Chemicals and brushware (for use by UJ Cleaners)	Value – R7228.30

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SCHEDULE "E"

Example of Toilet Cleaning Program,

As expected in terms of the UJ

Facilities

Every morning, starting at 06h45

1. Start at the walk way on the ground level. Confirm that the night shift staff did indeed fully service the ablution facilities. Ensure that there is enough hand paper, toilet paper and pink hand lotion soap in all the relevant holders and that all are in working order. Open the windows, pick-up pieces of papers lying around the hand paper holders and quickly empty the hand paper bin. Flush all toilets and urinals that were possible not flushed after use and make sure that there is enough deo-blocks placed in the urinals.
2. Now move through to the 2nd, 3rd, 4th, 5th, 6th, and 7th levels and do the same as in the ground level toilet facilities.
3. The services as listed under 1 and 2 above must be performed over a period of 1 (one) hour, which means that approximately 8,5 minutes must be spent per floor level.
4. Around 7:45 there is now a shift over to the action of the closing of toilets for service purposes. Due to the high frequency of use on the lower levels, it is recommended that this should commence on the 7th floor level.
5. After each floor level has been properly cleaned, a quick check-up must be done on all the other remaining floor levels.
6. From 7:45 until lunchtime, the walkway on the ground level as well as 3 (three) other floor levels must be serviced on this same basis. From lunchtime until 15:45 the remaining 3 (three) floor levels as well as the walkway on the ground floor shall be serviced similarly.



7. This required method of work shall ensure that toilets on 8 (eight) floor levels are serviced (4 of them before lunch and 4 thereafter). It shall also have the result that the toilets on the ground level walkway, which have the highest use frequency, are thoroughly cleaned twice per day and that each toilet facility shall be checked at least 10 (ten) times on a daily basis. Once first in the morning, once last in the afternoon, and once after each of the 8 levels has been serviced.
8. Each day at 15:00 this task must have been fully executed in order to proceed to attend to the final (10th) check up of all floor levels.
9. Accordingly, as from 15:00 until 15:45 the final check up inspection takes place over a 45 minute period and the same requirements as listed in 1 and 2 herein, are to be performed. (Only 6.5 minutes per floor level is available for this).

At 15:45 the cleaning personnel withdraw from the floor levels where they work and are dismissed from service for the day. At this point in time, the afternoon shift is already on duty and the floor levels are to be serviced in accordance with the said manner.

10. The afternoon shift are to perform their duties from 13:00 until 22:00 with an eating break from 17:00 to 18:00. During this time period the same services are to be rendered.
11. The nightshift personnel report for daily duty at 21:00 to commence their shift. They will thoroughly clean the toilet facilities for use during the following working day. With this way of operating and cleaning actions in the toilet facilities, the UJ (APK) facilities should be more hygienically clean than any operating theatre in the country.


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SCHEDULE "F"

Toilet Cleaning Specifications and Requirements

Work method as proposed/required, to fulfil the tender requirements and meet the expected standards

1. Close toilet premises with a notice and the locking of doors.
2. Empty the rubbish bins and ensure that the toilet paper holders, hand paper holders and the pink hand soap holders are all working and full.
3. Wash the mirrors and wipe them dry. Ensure that there are no marks and/or lines visible on them.(No hand paper towels may be used for this purpose.
4. Wash the tiles where necessary (at least 1 x per week) and/or use a clean cloth with a detergent to wipe the tiles.
5. Wash all toilet bowls, toilet seats, toilet basins, urinals and showers, also with clean water and a detergent.
6. In the case of the toilets, they should be clean brushed with a toilet brush where necessary. Marks and stains in the toilet, urinals and wash basins must be dealt with in the usual manner for stain removal.
7. Place "deo blocks" in all urinals and place out air fresheners as necessary.
8. Scrub floor surfaces well with an industrial machine using the relevant attachment (brush or scouring) and remove the dirty water. Then wash the floor surface properly with the relevant chemicals, including a detergent. For this purpose the double bucket mop system whereby clean water is used from one bucket and dirty water from the floor is removed and by way of a gearpress system pressed into the second bucket, meaning that dirt is continuously removed and not smeared all over the floor, must be used.
9. Strip and reseal vinyl floor surfaces at least once every second month in accordance with the prescription of the work specifications in the tender documentation.



10. Ensure that other wall surfaces, doors, door frames, equipment, light switches, windows and other vertical and horizontal surfaces are free of dust, spots, marks, graffiti and other dirt. As soon as the ablution facility has been cleaned in this manner and the floors are dry, re-open it for use by the students, staff and visitors.



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UJ 34/2012 (T)

APPENDIX A OF CLUSTER 011

SITE/CLUSTER SPECIFICS

In respect of

**APB CAMPUS – SPORT FIELD
OF CLUSTER 011**

A W Mulder Sports Stadium
Exam Venue/Workshop

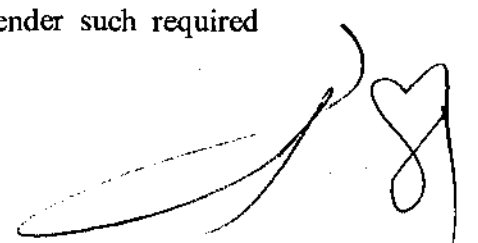
1. DEFINITIONS AND INTERPRETATION

1.1.1 "Cleaning Services" refers to the cleaning services to be rendered by the Contractor in and on the APB Campus – Sport Field - A W Mulder Sports Stadium and Exam Venue/Workshop as envisaged and recorded in this Agreement, and without derogating from the generality thereof, shall include the supply of all necessary cleaning equipment, labour, machinery and materials necessary for the proper execution thereof, as well as the Ad hoc Services authorised in writing by the Authorised Representative;

1.1.2 APB Campus – Sport Field – A W Mulder Sports Stadium and Exam Venue/Workshop means cleaning of the entire premises offices, kitchens, reception areas, toilets, bathrooms, passages, stairs, outside areas (stoeps), etc at all the above premises, in terms of and in accordance with the service level agreement as recorded in the tender/contract documentation.

2. INTRODUCTION

2.1.1 UJ wishes to appoint a contractor to have the APB – Sport Field – A W Mulder Sports Stadium and Exam Venue/Workshop in a clean and acceptable condition for all UJ staff members, students, clients and all visitors at all times, and has invited inter alia the Contractor to tender in terms its tender procedures, to render such required services.



UJ 34/2012 (T)

SCHEDULE "A"

CLUSTER 011

Minimum requirements in relation to cluster 011

	Mon - Sat		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	0	0	0
Number of On-site Supervisors	0	0	0
Number of Team Leaders	0	0	0
Number of Male Cleaners	2	0	0
Number of Female Cleaners	8	0	0
Number of Hygiene Controllers	2	0	0
Totals	12	0	0

	Sunday		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	0	0	0
Number of On-site Supervisors	0	0	0
Number of Team Leaders	0	0	0
Number of Male Cleaners	0	0	0
Number of Female Cleaners	0	0	0
Totals	0	0	0

Notes:

No work is performed on Sundays and Public Holidays, unless specified where applicable or requested otherwise.

All shifts worked are nine (9) hours on Mondays to Fridays and seven (7) on Saturdays and no service on Sundays. A one (1) hour lunch is to be taken by all staff.

Hygiene Controllers Mondays to Fridays 15.00 – 22.00 and Saturdays 07.00-13.00

SCHEDULE B

Number of vehicles (bakkie)	0
Number of trailers	0
Number of automated scrubbing machines	0
Number of carpet cleaning machines	0
Number of slow speed buffing machines	2
Number of high speed buffing machines	2
Number of ultra high speed burnishing machines	0
Number of pressure washers	0
Number of vacuum cleaners (silent)	2
Number of petrol-driven mechanical sweepers	1
Number of petrol operated blowers	0
Number of double bucket mopping systems	8
Number of trolley work stations	0
Number of wet and dry vacuums	0



SCHEDULE "C"

Costing Sheet

Name of company.....

APB – A W Mulder Sports Stadium and Exam Venue/Workshop

NB: LIST NUMBER OF EACH BELOW

Site Name:								
Building Address / Section								
Contact Person:								
	Details		Staff	Hours	Rate	Days	Weeks	Total
1.1.	Service Attendant	W-days					4.33	
	Service Attendant	W-After					4.33	
	Service Attendant	W-Nights					4.33	
1.2.	Saturday	Day					4.33	
	Saturday	Night					4.33	
1.3.	Sunday	Day					4.33	
	Sunday	Night					4.33	
-1.4.	Public Holidays	Day						
	Public Holidays	Night						
	Manager						4.33	
1.5.	Team Leader/Supervisor						4.33	
1.6.	Site Supervisor (Night)							
1.7.	Supervisor							
	Total Hours							
2.	Sub Total Wages							
		No						
3.	Staff Benefits as % on Wage							
4.	Other Funds, Prov fund etc							
4.1.	W Compensation							
4.2.	UIF							
4.3.	SITA							
4.4.	Annual Holiday							
4.5.	Sick Leave							
4.6.	RSCL							
4.7.	Year End Bonus							
4.8.	Prot clothing + Uniform							
4.9.	NCCA/BEECA							
	Sub Total Benefits							
5.	EQUIPMENT(List items)		No					

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6.	Total Equipment Cost							
7.	Equipment rental							
8.	Equipment maintenance							
9.	Cleaning Material % of Wages							
	Sub Total Equipment							
	Sub Total Contract Cleaning							
10.	Mark-up							
11.	Window Cleaning							
12.a	Carpet Cleaning-27M2							
12.b	Stripping and Sealing Hard Floors-5800M2							
13.	Other Transport + Office Exp							
14.	Additional items/provisions							
15.	Sub Total							
16.	14% V A T							
17.	Full monthly contract price (Inclusive)							



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SCHEDULE D**COSTING / PRICING SCHEDULE**

To be completed for each section / cluster of all UJ cleaning contracts.

Name of Company: _____

Section / Cluster: _____

All prices quoted hereon, is to be **EXCLUSIVE** of 14% VAT.

1.	Full monthly charge for this contract		R
2.	Charge per m ² for carpet cleaning (Wet Extraction) (Additional once off call outs, when required)		R R
3.	Charge per m ² for stripping and sealing of vinyl floors (4 x coats of polymer sealant)		R
4.	Charge per m ² for the "cut back and re-seal" of vinyl floors (2 x coats of polymer sealant)		R
5.	Charge per day for five (5) trained window cleaners		R
6.	Estimated time of response, should additional services be requested, in the case of an emergency.		Hours
7.	Charge per day (9 hour shift) for fully trained staff, working:-		
(a)	Normal working hours	Supervisors	Cleaners
		R	R
(b)	Night Times	R	R
(c)	Saturdays	R	R
(d)	Sundays	R	R

KINDLY TAKE NOTE:

That the exact minimum staff compliments, machinery required, hours of work, etc have all been specified and must be reflected in your costing form. **NON COMPLIANCE WILL LEAD TO DISQUALIFICATION.**

Staff compliments and machinery are listed on page 49 and 50, inclusive of the hours of work.

SQUARE METERS OF BUILDINGS:



A W MULDER Sports Stadium	3000
Exam Venue/Workshop	9378.28

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SCHEDULE "E"

Example of Toilet Cleaning Program,

As expected in terms of the UJ

Facilities

Every morning, starting at 06h45

1. Start at the walk way on the ground level. Confirm that the night shift staff did indeed fully service the ablution facilities. Ensure that there is enough hand paper, toilet paper and pink hand lotion soap in all the relevant holders and that all are in working order. Open the windows, pick-up pieces of papers lying around the hand paper holders and quickly empty the hand paper bin. Flush all toilets and urinals that were possible not flushed after use and make sure that there is enough deo-blocks placed in the urinals.
2. Now move through to the 2nd, 3rd, 4th, 5th, 6th, and 7th levels and do the same as in the ground level toilet facilities.
3. The services as listed under 1 and 2 above must be performed over a period of 1 (one) hour, which means that approximately 8,5 minutes must be spent per floor level.
4. Around 7:45 there is now a shift over to the action of the closing of toilets for service purposes. Due to the high frequency of use on the lower levels, it is recommended that this should commence on the 7th floor level.
5. After each floor level has been properly cleaned, a quick check-up must be done on all the other remaining floor levels.
6. From 7:45 until lunchtime, the walkway on the ground level as well as 3 (three) other floor levels must be serviced on this same basis. From lunchtime until 15:45 the remaining 3 (three) floor levels as well as the walkway on the ground floor shall be serviced similarly.



7. This required method of work shall ensure that toilets on 8 (eight) floor levels are serviced (4 of them before lunch and 4 thereafter). It shall also have the result that the toilets on the ground level walkway, which have the highest use frequency, are thoroughly cleaned twice per day and that each toilet facility shall be checked at least 10 (ten) times on a daily basis. Once first in the morning, once last in the afternoon, and once after each of the 8 levels has been serviced.
8. Each day at 15:00 this task must have been fully executed in order to proceed to attend to the final (10th) check up of all floor levels.
9. Accordingly, as from 15:00 until 15:45 the final check up inspection takes place over a 45 minute period and the same requirements as listed in 1 and 2 herein, are to be performed. (Only 6.5 minutes per floor level is available for this).

At 15:45 the cleaning personnel withdraw from the floor levels where they work and are dismissed from service for the day. At this point in time, the afternoon shift is already on duty and the floor levels are to be serviced in accordance with the said manner.

10. The afternoon shift are to perform their duties from 13:00 until 22:00 with an eating break from 17:00 to 18:00. During this time period the same services are to be rendered.
11. The nightshift personnel report for daily duty at 21:00 to commence their shift. They will thoroughly clean the toilet facilities for use during the following working day. With this way of operating and cleaning actions in the toilet facilities, the UJ (APK) facilities should be more hygienically clean than any operating theatre in the country.

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SCHEDULE "F"

Toilet Cleaning Specifications and Requirements

Work method as proposed/required, to fulfil the tender requirements and meet the expected standards

1. Close toilet premises with a notice and the locking of doors.
2. Empty the rubbish bins and ensure that the toilet paper holders, hand paper holders and the pink hand soap holders are all working and full.
3. Wash the mirrors and wipe them dry. Ensure that there are no marks and/or lines visible on them.(No hand paper towels may be used for this purpose.
4. Wash the tiles where necessary (at least 1 x per week) and/or use a clean cloth with a detergent to wipe the tiles.
5. Wash all toilet bowls, toilet seats, toilet basins, urinals and showers, also with clean water and a detergent.
6. In the case of the toilets, they should be clean brushed with a toilet brush where necessary. Marks and stains in the toilet, urinals and wash basins must be dealt with in the usual manner for stain removal.
7. Place "deo blocks" in all urinals and place out air fresheners as necessary.
8. Scrub floor surfaces well with an industrial machine using the relevant attachment (brush or scouring) and remove the dirty water. Then wash the floor surface properly with the relevant chemicals, including a detergent. For this purpose the double bucket mop system whereby clean water is used from one bucket and dirty water from the floor is removed and by way of a gearpress system pressed into the second bucket, meaning that dirt is continuously removed and not smeared all over the floor, must be used.
9. Strip and reseal vinyl floor surfaces at least once every second month in accordance with the prescription of the work specifications in the tender documentation.

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10. Ensure that other wall surfaces, doors, door frames, equipment, light switches, windows and other vertical and horizontal surfaces are free of dust, spots, marks, graffiti and other dirt. As soon as the ablution facility has been cleaned in this manner and the floors are dry, re-open it for use by the students, staff and visitors.



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UJ 34/2012 (T)

APPENDIX A OF CLUSTER 012

SITE/CLUSTER SPECIFICS

In respect of

**APB CAMPUS – FADA BUILDING
OF CLUSTER 012**


FADA Building
Library at FADA Building

1. DEFINITIONS AND INTERPRETATION

- 1.1.1 **"Cleaning Services"** refers to the cleaning services to be rendered by the Contractor in and on the APB Campus – FADA Building and Library at FADA Building as envisaged and recorded in this Agreement, and without derogating from the generality thereof, shall include the supply of all necessary cleaning equipment, labour, machinery and materials necessary for the proper execution thereof, as well as the Ad hoc Services authorised in writing by the Authorised Representative;
- 1.1.2 APB – FADA Building and Library at FADA Building means cleaning of the entire premises offices, kitchens, reception areas, toilets, bathrooms, passages, stairs, outside areas (stoeps), etc at all the above premises, in terms of and in accordance with the service level agreement as recorded in the tender/contract documentation.

2. INTRODUCTION

- 2.1.1 UJ wishes to appoint a contractor to have the APB – FADA Building and Library at FADA Building in a clean and acceptable condition for all UJ staff members, students, clients and all visitors at all times, and has invited inter alia the Contractor to tender in terms its tender procedures, to render such required services.



UJ 34/2012 (T)

SCHEDULE "A"**CLUSTER 012****Minimum requirements in relation to cluster 012**

	Mon - Sat		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	1	0	0
Number of On-site Supervisors	1	0	0
Number of Team Leaders	0	0	0
Number of Male Cleaners	3	0	0
Number of Female Cleaners	16	0	0
Number of Hygiene Controllers	4	0	0
Totals	25	0	0

	Sunday		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	0	0	0
Number of On-site Supervisors	0	0	0
Number of Team Leaders	0	0	0
Number of Male Cleaners	0	0	0
Number of Female Cleaners	0	0	0
Totals	0	0	0

Notes:

No work is performed on Sundays and Public Holidays, unless specified where applicable or requested otherwise.

All shifts worked are nine (9) hours on Mondays to Fridays and seven (7) on Saturdays and no service on Sundays. A one (1) hour lunch is to be taken by all staff.

Hygiene Controllers Mondays to Fridays 07.00a.m. – 16.00p.m. and Saturdays 07.00a.m. - 13.00p.m.

SCHEDULE B

Number of vehicles (bakkie)	0
Number of trailers	0
Number of automated scrubbing machines	1
Number of carpet cleaning machines	0
Number of slow speed buffing machines	4
Number of high speed buffing machines	4
Number of ultra high speed burnishing machines	0
Number of pressure washers	0
Number of vacuum cleaners (silent)	10
Number of petrol-driven mechanical sweepers	2
Number of petrol operated blowers	1
Number of double bucket mopping systems	10
Number of trolley work stations	4
Number of wet and dry vacuums	0



SCHEDULE "C"

Costing Sheet

Name of company.....

APB - FADA Building and Library at FADA Building

NB: LIST NUMBER OF EACH BELOW

Site Name:								
Building Address / Section								
Contact Person:								
	Details		Staff	Hours	Rate	Days	Weeks	Total
1.1.	Service Attendant	W-days					4.33	
	Service Attendant	W-After					4.33	
	Service Attendant	W-Nights					4.33	
1.2.	Saturday	Day					4.33	
	Saturday	Night					4.33	
1.3.	Sunday	Day					4.33	
	Sunday	Night					4.33	
1.4.	Public Holidays	Day						
	Public Holidays	Night						
	Manager						4.33	
1.5.	Team Leader/Supervisor						4.33	
1.6.	Site Supervisor (Night)							
1.7.	Supervisor							
	Total Hours							
2.	Sub Total Wages							
		No						
3.	Staff Benefits as % on Wage							
4.	Other Funds, Prov fund etc							
4.1.	W Compensation							
4.2.	UIF							
4.3.	SITA							
4.4.	Annual Holiday							
4.5.	Sick Leave							
4.6.	RSCL							
4.7.	Year End Bonus							
4.8.	Prot clothing + Uniform							
4.9.	NCCA/BEECA							
	Sub Total Benefits							
5.	EQUIPMENT(List items)		No					

6.	Total Equipment Cost							
7.	Equipment rental							
8.	Equipment maintenance							
9.	Cleaning Material % of Wages							
	Sub Total Equipment							
	Sub Total Contract Cleaning							
10.	Mark-up							
11.	Window Cleaning							
12.a	Carpet Cleaning-27M2							
12.b	Stripping and Sealing Hard Floors-5800M2							
13.	Other Transport + Office Exp							
14.	Additional items/provisions							
15.	Sub Total							
16.	14% V A T							
17.	Full monthly contract price (Inclusive)							



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SCHEDULE D**COSTING / PRICING SCHEDULE**

To be completed for each section / cluster of all UJ cleaning contracts.

Name of Company: _____

Section / Cluster: _____

All prices quoted hereon, is to be **EXCLUSIVE** of 14% VAT.

1.	Full monthly charge for this contract	R	
2.	Charge per m ² for carpet cleaning (Wet Extraction) (Additional once off call outs, when required)	R	
3.	Charge per m ² for stripping and sealing of vinyl floors (4 x coats of polymer sealant)	R	
4.	Charge per m ² for the "cut back and re-seal" of vinyl floors (2 x coats of polymer sealant)	R	
5.	Charge per day for five (5) trained window cleaners	R	
6.	Estimated time of response, should additional services be requested, in the case of an emergency.		Hours
7.	Charge per day (9 hour shift) for fully trained staff, working:-		
(a)	Normal working hours	R	R
(b)	Night Times	R	R
(c)	Saturdays	R	R
(d)	Sundays	R	R

KINDLY TAKE NOTE:

That the exact minimum staff compliments, machinery required, hours of work, etc have all been specified and must be reflected in your costing form. **NON**

COMPLIANCE WILL LEAD TO DISQUALIFICATION.

Staff compliments and machinery are listed on page 49 and 50, inclusive of the hours of work.

SQUARE METERS OF BUILDINGS:



FADA Building	20660.13
Library at FADA Building	3687.55

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SCHEDULE "E"

Example of Toilet Cleaning Program,

As expected in terms of the UJ

Facilities

Every morning, starting at 06h45

1. Start at the walk way on the ground level. Confirm that the night shift staff did indeed fully service the ablution facilities. Ensure that there is enough hand paper, toilet paper and pink hand lotion soap in all the relevant holders and that all are in working order. Open the windows, pick-up pieces of papers lying around the hand paper holders and quickly empty the hand paper bin. Flush all toilets and urinals that were possible not flushed after use and make sure that there is enough deo-blocks placed in the urinals.
2. Now move through to the 2nd, 3rd, 4th, 5th, 6th, and 7th levels and do the same as in the ground level toilet facilities.
3. The services as listed under 1 and 2 above must be performed over a period of 1 (one) hour, which means that approximately 8,5 minutes must be spent per floor level.
4. Around 7:45 there is now a shift over to the action of the closing of toilets for service purposes. Due to the high frequency of use on the lower levels, it is recommended that this should commence on the 7th floor level.
5. After each floor level has been properly cleaned, a quick check-up must be done on all the other remaining floor levels.
6. From 7:45 until lunchtime, the walkway on the ground level as well as 3 (three) other floor levels must be serviced on this same basis. From lunchtime until 15:45 the remaining 3 (three) floor levels as well as the walkway on the ground floor shall be serviced similarly.



7. This required method of work shall ensure that toilets on 8 (eight) floor levels are serviced (4 of them before lunch and 4 thereafter). It shall also have the result that the toilets on the ground level walkway, which have the highest use frequency, are thoroughly cleaned twice per day and that each toilet facility shall be checked at least 10 (ten) times on a daily basis. Once first in the morning, once last in the afternoon, and once after each of the 8 levels has been serviced.
8. Each day at 15:00 this task must have been fully executed in order to proceed to attend to the final (10th) check up of all floor levels.
9. Accordingly, as from 15:00 until 15:45 the final check up inspection takes place over a 45 minute period and the same requirements as listed in 1 and 2 herein, are to be performed. (Only 6.5 minutes per floor level is available for this).

At 15:45 the cleaning personnel withdraw from the floor levels where they work and are dismissed from service for the day. At this point in time, the afternoon shift is already on duty and the floor levels are to be serviced in accordance with the said manner.

10. The afternoon shift are to perform their duties from 13:00 until 22:00 with an eating break from 17:00 to 18:00. During this time period the same services are to be rendered.
11. The nightshift personnel report for daily duty at 21:00 to commence their shift. They will thoroughly clean the toilet facilities for use during the following working day. With this way of operating and cleaning actions in the toilet facilities, the UJ (APK) facilities should be more hygienically clean than any operating theatre in the country.

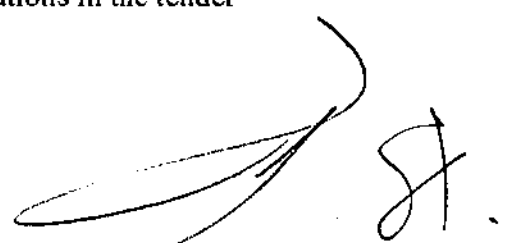


SCHEDULE "F"

Toilet Cleaning Specifications and Requirements

Work method as proposed/required, to fulfil the tender requirements and meet the expected standards

1. Close toilet premises with a notice and the locking of doors.
2. Empty the rubbish bins and ensure that the toilet paper holders, hand paper holders and the pink hand soap holders are all working and full.
3. Wash the mirrors and wipe them dry. Ensure that there are no marks and/or lines visible on them. (No hand paper towels may be used for this purpose.
4. Wash the tiles where necessary (at least 1 x per week) and/or use a clean cloth with a detergent to wipe the tiles.
5. Wash all toilet bowls, toilet seats, toilet basins, urinals and showers, also with clean water and a detergent.
6. In the case of the toilets, they should be clean brushed with a toilet brush where necessary. Marks and stains in the toilet, urinals and wash basins must be dealt with in the usual manner for stain removal.
7. Place "deodorant blocks" in all urinals and place out air fresheners as necessary.
8. Scrub floor surfaces well with an industrial machine using the relevant attachment (brush or scouring) and remove the dirty water. Then wash the floor surface properly with the relevant chemicals, including a detergent. For this purpose the double bucket mop system whereby clean water is used from one bucket and dirty water from the floor is removed and by way of a gearpress system pressed into the second bucket, meaning that dirt is continuously removed and not smeared all over the floor, must be used.
9. Strip and reseal vinyl floor surfaces at least once every second month in accordance with the prescription of the work specifications in the tender documentation.



10. Ensure that other wall surfaces, doors, door frames, equipment, light switches, windows and other vertical and horizontal surfaces are free of dust, spots, marks, graffiti and other dirt. As soon as the ablution facility has been cleaned in this manner and the floors are dry, re-open it for use by the students, staff and visitors.



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UJ 34/2012 (T)

APPENDIX A OF CLUSTER 013

SITE/CLUSTER SPECIFICS

In respect of

**APB CAMPUS – STH CONTRACT
OF CLUSTER 013**

Hotel School/STH Building, Hotel Administration,
Auditorium, Con Cowan, Research Village

1. DEFINITIONS AND INTERPRETATION

- 1.1.1 **"Cleaning Services"** refers to the cleaning services to be rendered by the Contractor in and on the APB Campus – Hotel School/STH Building, Hotel Administration, Auditorium, Con Cowan and Research Village as envisaged and recorded in this Agreement, and without derogating from the generality thereof, shall include the supply of all necessary cleaning equipment, labour, machinery and materials necessary for the proper execution thereof, as well as the Ad hoc Services authorised in writing by the Authorised Representative;
- 1.1.2 APB – Hotel School/STH Building, Hotel Administration, Auditorium, Con Cowan and Research Village means cleaning of the entire premises offices, kitchens, reception areas, toilets, bathrooms, passages, stairs, outside areas (stoeps), etc at all the above premises, in terms of and in accordance with the service level agreement as recorded in the tender/contract documentation.

2. INTRODUCTION

- 2.1.1 UJ wishes to appoint a contractor to have the APB – Hotel School/STH Building, Hotel Administration, Auditorium, Con Cowan and Research Village in a clean and acceptable condition for all UJ staff members, students, clients and all visitors at all times, and has invited inter alia the Contractor to tender in terms its tender procedures, to render such required services.



UJ 34/2012 (T)

SCHEDULE "A"**CLUSTER 013****Minimum requirements in relation to cluster 013**

	Mon - Sat		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	0	0	0
Number of On-site Supervisors	1	0	0
Number of Team Leaders	3	0	0
Number of Male Cleaners	4	0	0
Number of Female Cleaners	12	0	0
Number of Hygiene Controllers	2	0	0
Totals	22	0	0

	Sunday		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	0	0	0
Number of On-site Supervisors	0	0	0
Number of Team Leaders	0	0	0
Number of Male Cleaners	0	0	0
Number of Female Cleaners	0	0	0
Totals	0	0	0

Notes:

No work is performed on Sundays and Public Holidays, unless specified where applicable or requested otherwise.

All shifts worked are nine (9) hours on Mondays to Fridays and seven (7) on Saturdays and no service on Sundays. A one (1) hour lunch is to be taken by all staff.

Hygiene Controllers Mondays to Fridays 07.00a.m. – 16.00p.m. and Saturdays 07.00a.m. - 13.00p.m.

SCHEDULE B

Number of vehicles (bakkie)	0
Number of trailers	0
Number of automated scrubbing machines	0
Number of carpet cleaning machines	0
Number of slow speed buffing machines	8
Number of high speed buffing machines	4
Number of ultra high speed burnishing machines	0
Number of pressure washers	0
Number of vacuum cleaners (silent)	12
Number of petrol-driven mechanical sweepers	0
Number of petrol operated blowers	1
Number of double bucket mopping systems	13
Number of trolley work stations	6
Number of wet and dry vacuums	1



SCHEDULE "C"

Costing Sheet

Name of company.....

APB - Hotel School/STH Building, Hotel Admin, Auditorium, Con Cowan and Research Village

NB: LIST NUMBER OF EACH BELOW

Site Name:								
Building Address / Section								
Contact Person:								
	Details		Staff	Hours	Rate	Days	Weeks	Total
1.1.	Service Attendant	W-days					4.33	
	Service Attendant	W-After					4.33	
	Service Attendant	W-Nights					4.33	
1.2.	Saturday	Day					4.33	
	Saturday	Night					4.33	
1.3.	Sunday	Day					4.33	
	Sunday	Night					4.33	
1.4.	Public Holidays	Day						
	Public Holidays	Night						
	Manager						4.33	
1.5.	Team Leader/Supervisor						4.33	
1.6.	Site Supervisor (Night)							
1.7.	Supervisor							
	Total Hours							
2.	Sub Total Wages							
		No						
3.	Staff Benefits as % on Wage							
4.	Other Funds, Prov fund etc							
4.1.	W Compensation							
4.2.	UIF							
4.3.	SITA							
4.4.	Annual Holiday							
4.5.	Sick Leave							
4.6.	RSCL							
4.7.	Year End Bonus							
4.8.	Prot clothing + Uniform							
4.9.	NCCA/BEECA							
	Sub Total Benefits							
5.	EQUIPMENT(List items)		No					

6.	Total Equipment Cost							
7.	Equipment rental							
8.	Equipment maintenance							
9.	Cleaning Material % of Wages							
	Sub Total Equipment							
	Sub Total Contract Cleaning							
10.	Mark-up							
11.	Window Cleaning							
12.a	Carpet Cleaning-27M2							
12.b	Stripping and Sealing Hard Floors-5800M2							
13.	Other Transport + Office Exp							
14.	Additional items/provisions							
15.	Sub Total							
16.	14% V A T							
17.	Full monthly contract price (Inclusive)							



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SCHEDULE D**COSTING / PRICING SCHEDULE**

To be completed for each section / cluster of all UJ cleaning contracts.

Name of Company: _____

Section / Cluster: _____

All prices quoted hereon, is to be **EXCLUSIVE** of 14% VAT.

1.	Full monthly charge for this contract		R
2.	Charge per m ² for carpet cleaning (Wet Extraction) (Additional once off call outs, when required)		R R
3.	Charge per m ² for stripping and sealing of vinyl floors (4 x coats of polymer sealant)		R
4.	Charge per m ² for the "cut back and re-seal" of vinyl floors (2 x coats of polymer sealant)		R
5.	Charge per day for five (5) trained window cleaners		R
6.	Estimated time of response, should additional services be requested, in the case of an emergency.		Hours
7.	Charge per day (9 hour shift) for fully trained staff, working:-		
(a)	Normal working hours	Supervisors R	Cleaners R
(b)	Night Times	R	R
(c)	Saturdays	R	R
(d)	Sundays	R	R

KINDLY TAKE NOTE:

That the exact minimum staff compliments, machinery required, hours of work, etc have all been specified and must be reflected in your costing form. **NON COMPLIANCE WILL LEAD TO DISQUALIFICATION.**

Staff compliments and machinery are listed on page 49 and 50, inclusive of the hours of work.

SQUARE METERS OF BUILDINGS:

Hotel School	16500
STH Building	
Hotel Administration	
Research Village	3909.62
Con Cowan	3797.76



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SCHEDULE "E"


Example of Toilet Cleaning Program,

As expected in terms of the UJ

Facilities

Every morning, starting at 06h45

1. Start at the walk way on the ground level. Confirm that the night shift staff did indeed fully service the ablution facilities. Ensure that there is enough hand paper, toilet paper and pink hand lotion soap in all the relevant holders and that all are in working order. Open the windows, pick-up pieces of papers lying around the hand paper holders and quickly empty the hand paper bin. Flush all toilets and urinals that were possible not flushed after use and make sure that there is enough deo-blocks placed in the urinals.
2. Now move through to the 2nd, 3rd, 4th, 5th, 6th, and 7th levels and do the same as in the ground level toilet facilities.
3. The services as listed under 1 and 2 above must be performed over a period of 1 (one) hour, which means that approximately 8,5 minutes must be spent per floor level.
4. Around 7:45 there is now a shift over to the action of the closing of toilets for service purposes. Due to the high frequency of use on the lower levels, it is recommended that this should commence on the 7th floor level.
5. After each floor level has been properly cleaned, a quick check-up must be done on all the other remaining floor levels.
6. From 7:45 until lunchtime, the walkway on the ground level as well as 3 (three) other floor levels must be serviced on this same basis. From lunchtime until 15:45 the remaining 3 (three) floor levels as well as the walkway on the ground floor shall be serviced similarly.



7. This required method of work shall ensure that toilets on 8 (eight) floor levels are serviced (4 of them before lunch and 4 thereafter). It shall also have the result that the toilets on the ground level walkway, which have the highest use frequency, are thoroughly cleaned twice per day and that each toilet facility shall be checked at least 10 (ten) times on a daily basis. Once first in the morning, once last in the afternoon, and once after each of the 8 levels has been serviced.
8. Each day at 15:00 this task must have been fully executed in order to proceed to attend to the final (10th) check up of all floor levels.
9. Accordingly, as from 15:00 until 15:45 the final check up inspection takes place over a 45 minute period and the same requirements as listed in 1 and 2 herein, are to be performed. (Only 6.5 minutes per floor level is available for this).

At 15:45 the cleaning personnel withdraw from the floor levels where they work and are dismissed from service for the day. At this point in time, the afternoon shift is already on duty and the floor levels are to be serviced in accordance with the said manner.

10. The afternoon shift are to perform their duties from 13:00 until 22:00 with an eating break from 17:00 to 18:00. During this time period the same services are to be rendered.
11. The nightshift personnel report for daily duty at 21:00 to commence their shift. They will thoroughly clean the toilet facilities for use during the following working day. With this way of operating and cleaning actions in the toilet facilities, the UJ (APK) facilities should be more hygienically clean than any operating theatre in the country.




SCHEDULE "F"

Toilet Cleaning Specifications and Requirements

Work method as proposed/required, to fulfil the tender requirements and meet the expected standards

1. Close toilet premises with a notice and the locking of doors.
2. Empty the rubbish bins and ensure that the toilet paper holders, hand paper holders and the pink hand soap holders are all working and full.
3. Wash the mirrors and wipe them dry. Ensure that there are no marks and/or lines visible on them. (No hand paper towels may be used for this purpose.)
4. Wash the tiles where necessary (at least 1 x per week) and/or use a clean cloth with a detergent to wipe the tiles.
5. Wash all toilet bowls, toilet seats, toilet basins, urinals and showers, also with clean water and a detergent.
6. In the case of the toilets, they should be clean brushed with a toilet brush where necessary. Marks and stains in the toilet, urinals and wash basins must be dealt with in the usual manner for stain removal.
7. Place "deodorant blocks" in all urinals and place out air fresheners as necessary.
8. Scrub floor surfaces well with an industrial machine using the relevant attachment (brush or scouring) and remove the dirty water. Then wash the floor surface properly with the relevant chemicals, including a detergent. For this purpose the double bucket mop system whereby clean water is used from one bucket and dirty water from the floor is removed and by way of a gearpress system pressed into the second bucket, meaning that dirt is continuously removed and not smeared all over the floor, must be used.
9. Strip and reseal vinyl floor surfaces at least once every second month in accordance with the prescription of the work specifications in the tender documentation.



10. Ensure that other wall surfaces, doors, door frames, equipment, light switches, windows and other vertical and horizontal surfaces are free of dust, spots, marks, graffiti and other dirt. As soon as the ablution facility has been cleaned in this manner and the floors are dry, re-open it for use by the students, staff and visitors.



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UJ 34/2012 (T)

APPENDIX A OF CLUSTER 014

CLUSTER SPECIFICS

In respect of

**DFC ACADEMIC CAMPUS -
OF CLUSTER 014**

Security Offices and Guard Rooms, Transport Offices, Louisa Houses x 5, Water Plant Building, Procurement and Stores Complex, Student Centre and Complex, Coffin complex, Outer Building back of Coffin, John Orr Building, Admin Building , Old frank's Canteen, Engineering Complex, Buxton, Health and Safety Complex, Lecture Block, Kodak Building, Synagogue Church, Quadran Building and Lapa

1. DEFINITIONS AND INTERPRETATION

1.1.1 **"Cleaning Services"** refers to the cleaning services to be rendered by the Contractor in and on the DFC Academic Campus – Security Offices and Guard rooms, Transport Offices, Louisa Houses x 5, Water Plant Building, Procurement and Stores Complex, Student Centre and Complex, Coffin Complex, Outer Building back of Coffin building, John Orr Building, Admin Building, Old Frank's Canteen, engineering Complex, Buxton, Health and Safety Complex, Lecture Block, Kodak Building, Synagogue Church, Quadran Building and Lapa as envisaged and recorded in this Agreement, and without derogating from the generality thereof, shall include the supply of all necessary cleaning equipment, labour, machinery and materials necessary for the proper execution thereof, as well as the Ad hoc Services authorised in writing by the Authorised Representative;

1.1.2 DFC Academic Campus – Security Offices and Guard Rooms, Transport Offices, Louisa Houses x 5, Water Plant Building, Procurement and Stores Complex, Student Centre and Complex, Coffin Complex, Outer Building back of coffin, John Orr Building, Admin Building, Old Frank's Canteen, Engineering Complex, Buxton Health and Safety Complex, Lecture Block, Kodak building, Synagogue Church, Quadran Building and Lapa means cleaning of the entire premises offices, kitchens, reception areas, toilets, bathrooms, passages, stairs, outside areas (stoeps), etc at all the above premises, in terms of and in accordance with the service level agreement as recorded in the tender/contract documentation.



2. **INTRODUCTION**

2.1.1 UJ wishes to appoint a contractor to have the DFC Academic Campus – Security Offices and Guard Rooms, Transport Offices, Louisa Houses x 5, Water Plant Building, Procurement and Stores Complex, Student Centre and Complex, Coffin Complex, Outer Building back of Coffin, John Orr Building, Admin Building, Old Frank's Canteen, Engineering Complex, Buxton Health and Safety Complex, Lecture Block, Kodak Building, Synagogue Church, Quadran Building and Lapa in a clean and acceptable condition for all UJ staff members, students, clients and all visitors at all times, and has invited inter alia the Contractor to tender in terms its tender procedures, to render such required services.



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UJ 34/2012 (T)

SCHEDULE "A"**CLUSTER 014****Minimum requirements in relation to cluster 014**

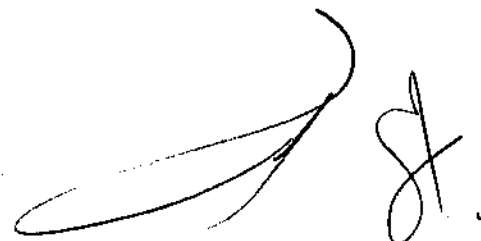
	Mon - Sat		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	1	0	0
Number of On-site Supervisors	7	0	0
Number of Team Leaders	2	0	0
Number of Male Cleaners	20	4	10
Number of Female Cleaners	44	4	13
Totals	74	8	23

	Sunday		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	0	0	0
Number of On-site Supervisors	0	0	0
Number of Team Leaders	0	0	0
Number of Male Cleaners	0	0	0
Number of Female Cleaners	0	0	0
Totals	0	0	0

Notes:

No work is performed on Sundays and Public Holidays, unless specified where applicable or requested otherwise.

All shifts worked are nine (9) hours on Mondays to Fridays and seven (7) on Saturdays and no service on Sundays. A one (1) hour lunch is to be taken by all staff.



SCHEDULE B

Number of vehicles (bakkie)	1
Number of trailers	0
Number of automated scrubbing machines	2
Number of carpet cleaning machines	2
Number of slow speed buffing machines	10
Number of high speed buffing machines	10
Number of ultra high speed burnishing machines	0
Number of pressure washers	2
Number of vacuum cleaners (silent)	30
Number of petrol-driven mechanical sweepers	0
Number of petrol operated blowers	2
Number of double bucket mopping systems	20
Number of trolley work stations	25
Number of wet and dry vacuums	3



SCHEDULE "C"

Costing Sheet

Name of company.....

DFC Academic Campus – Security Offices and Guard Rooms, Transport Offices, Louisa Houses x 5, Water Plant Building, Procurement and Stores Complex, Student Centre and Complex, Coffin Complex, Outer Building back of Coffin, John Orr Building, Admin Building, Old Frank’s Canteen, Engineering Complex, Buxton, Health and Safety Complex, Lecture Block, Kodak Building, Synagogue Church, Quadran Building and Lapa

NB: LIST NUMBER OF EACH BELOW

Site Name:								
Building Address / Section								
Contact Person:								
	Details		Staff	Hours	Rate	Days	Weeks	Total
1.1.	Service Attendant	W-days					4.33	
	Service Attendant	W-After					4.33	
	Service Attendant	W-Nights					4.33	
1.2.	Saturday	Day					4.33	
	Saturday	Night					4.33	
1.3.	Sunday	Day					4.33	
	Sunday	Night					4.33	
1.4.	Public Holidays	Day						
	Public Holidays	Night						
	Manager						4.33	
1.5.	Team Leader/Supervisor						4.33	
1.6.	Site Supervisor (Night)							
1.7.	Supervisor							
	Total Hours							
2.	Sub Total Wages							
		No						
3.	Staff Benefits as % on Wage							
4.	Other Funds, Prov fund etc							
4.1.	W Compensation							
4.2.	UIF							
4.3.	SITA							
4.4.	Annual Holiday							
4.5.	Sick Leave							
4.6.	RSCL							
4.7.	Year End Bonus							
4.8.	Prot clothing + Uniform							
4.9.	NCCA/BEECA							
	Sub Total Benefits							
5.	EQUIPMENT(List items)		No					

6.	Total Equipment Cost								
7.	Equipment rental								
8.	Equipment maintenance								
9.	Cleaning Material % of Wages								
	Sub Total Equipment								
	Sub Total Contract Cleaning								
10.	Mark-up								
11.	Window Cleaning								
12.a	Carpet Cleaning-27M2								
12.b	Stripping and Sealing Hard Floors-5800M2								
13.	Other Transport + Office Exp								
14.	Additional items/provisions								
15.	Sub Total								
16.	14% V A T								
17.	Full monthly contract price (Inclusive)								



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SCHEDULE D**COSTING / PRICING SCHEDULE**

To be completed for each section / cluster of all UJ cleaning contracts.

Name of Company: _____

Section / Cluster: _____

All prices quoted hereon, is to be **EXCLUSIVE** of 14% VAT.



1.	Full monthly charge for this contract		R
2.	Charge per m ² for carpet cleaning (Wet Extraction) (Additional once off call outs, when required)		R R
3.	Charge per m ² for stripping and sealing of vinyl floors (4 x coats of polymer sealant)		R
4.	Charge per m ² for the "cut back and re-seal" of vinyl floors (2 x coats of polymer sealant)		R
5.	Charge per day for five (5) trained window cleaners		R
6.	Estimated time of response, should additional services be requested, in the case of an emergency.		Hours
7.	Charge per day (9 hour shift) for fully trained staff, working:-		
(a)	Normal working hours	Supervisors R	Cleaners R
(b)	Night Times	R	R
(c)	Saturdays	R	R
(d)	Sundays	R	R

KINDLY TAKE NOTE:

That the exact minimum staff compliments, machinery required, hours of work, etc have all been specified and must be reflected in your costing form. **NON**

COMPLIANCE WILL LEAD TO DISQUALIFICATION.

Staff compliments and machinery are listed on page 49 and 50, inclusive of the hours of work.

SQUARE METERS OF BUILDINGS:

Security Offices and Guard Rooms	253.35
Transport Offices	110.74
Louisa Houses x 5	1905.78
Water Plant Building	70
Procurement and Stores Complex	1290.49
Student Centre and Complex	3272.62
Coffin Complex	579.33

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Outer Building back of Coffin	167.30
John Orr Building	84741.45
Admin Building	6302.74
Old Frank's Canteen	800
Engineering Complex	2590.19
Buxton	2585.32
Health and Safety Complex	791.84
Lecture Block	3929
Kodak Building	2745.39
Synagogue Church	1419.31
Quadran Building and Lapa	1799.65



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SCHEDULE "E"

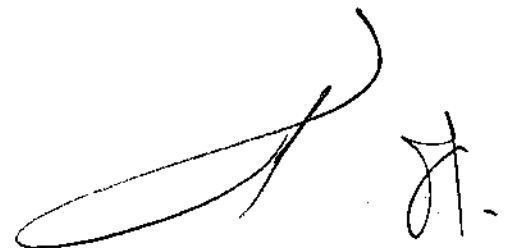
Example of Toilet Cleaning Program,

As expected in terms of the UJ

Facilities

Every morning, starting at 06h45

1. Start at the walk way on the ground level. Confirm that the night shift staff did indeed fully service the ablution facilities. Ensure that there is enough hand paper, toilet paper and pink hand lotion soap in all the relevant holders and that all are in working order. Open the windows, pick-up pieces of papers lying around the hand paper holders and quickly empty the hand paper bin. Flush all toilets and urinals that were possible not flushed after use and make sure that there is enough deo-blocks placed in the urinals.
2. Now move through to the 2nd, 3rd, 4th, 5th, 6th, and 7th levels and do the same as in the ground level toilet facilities.
3. The services as listed under 1 and 2 above must be performed over a period of 1 (one) hour, which means that approximately 8,5 minutes must be spent per floor level.
4. Around 7:45 there is now a shift over to the action of the closing of toilets for service purposes. Due to the high frequency of use on the lower levels, it is recommended that this should commence on the 7th floor level.
5. After each floor level has been properly cleaned, a quick check-up must be done on all the other remaining floor levels.
6. From 7:45 until lunchtime, the walkway on the ground level as well as 3 (three) other floor levels must be serviced on this same basis. From lunchtime until 15:45 the remaining 3 (three) floor levels as well as the walkway on the ground floor shall be serviced similarly.



7. This required method of work shall ensure that toilets on 8 (eight) floor levels are serviced (4 of them before lunch and 4 thereafter). It shall also have the result that the toilets on the ground level walkway, which have the highest use frequency, are thoroughly cleaned twice per day and that each toilet facility shall be checked at least 10 (ten) times on a daily basis. Once first in the morning, once last in the afternoon, and once after each of the 8 levels has been serviced.
8. Each day at 15:00 this task must have been fully executed in order to proceed to attend to the final (10th) check up of all floor levels.
9. Accordingly, as from 15:00 until 15:45 the final check up inspection takes place over a 45 minute period and the same requirements as listed in 1 and 2 herein, are to be performed. (Only 6.5 minutes per floor level is available for this).

At 15:45 the cleaning personnel withdraw from the floor levels where they work and are dismissed from service for the day. At this point in time, the afternoon shift is already on duty and the floor levels are to be serviced in accordance with the said manner.

10. The afternoon shift are to perform their duties from 13:00 until 22:00 with an eating break from 17:00 to 18:00. During this time period the same services are to be rendered.
11. The nightshift personnel report for daily duty at 21:00 to commence their shift. They will thoroughly clean the toilet facilities for use during the following working day. With this way of operating and cleaning actions in the toilet facilities, the UJ (APK) facilities should be more hygienically clean than any operating theatre in the country.


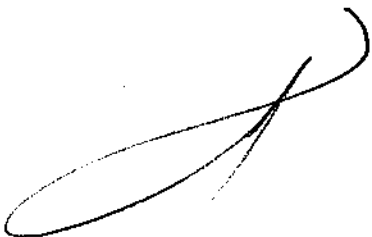
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SCHEDULE "F"

Toilet Cleaning Specifications and Requirements

Work method as proposed/required, to fulfil the tender requirements and meet the expected standards

1. Close toilet premises with a notice and the locking of doors.
2. Empty the rubbish bins and ensure that the toilet paper holders, hand paper holders and the pink hand soap holders are all working and full.
3. Wash the mirrors and wipe them dry. Ensure that there are no marks and/or lines visible on them.(No hand paper towels may be used for this purpose.
4. Wash the tiles where necessary (at least 1 x per week) and/or use a clean cloth with a detergent to wipe the tiles.
5. Wash all toilet bowls, toilet seats, toilet basins, urinals and showers, also with clean water and a detergent.
6. In the case of the toilets, they should be clean brushed with a toilet brush where necessary. Marks and stains in the toilet, urinals and wash basins must be dealt with in the usual manner for stain removal.
7. Place "deo blocks" in all urinals and place out air fresheners as necessary.
8. Scrub floor surfaces well with an industrial machine using the relevant attachment (brush or scouring) and remove the dirty water. Then wash the floor surface properly with the relevant chemicals, including a detergent. For this purpose the double bucket mop system whereby clean water is used from one bucket and dirty water from the floor is removed and by way of a gearpress system pressed into the second bucket, meaning that dirt is continuously removed and not smeared all over the floor, must be used.
9. Strip and reseal vinyl floor surfaces at least once every second month in accordance with the prescription of the work specifications in the tender documentation.



10. Ensure that other wall surfaces, doors, door frames, equipment, light switches, windows and other vertical and horizontal surfaces are free of dust, spots, marks, graffiti and other dirt. As soon as the ablution facility has been cleaned in this manner and the floors are dry, re-open it for use by the students, staff and visitors.



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Amended

UJ 34/2012 (T)

APPENDIX A OF CLUSTER 015

CLUSTER SPECIFICS

In respect of


**DFC HABITAT AND SIVBEEK RESIDENCES -
OF CLUSTER 015**

1. DEFINITIONS AND INTERPRETATION

- 1.1.1 "Cleaning Services" refers to the cleaning services to be rendered by the Contractor in and on the DFC Habitat and Sivbeek residences as envisaged and recorded in this Agreement, and without derogating from the generality thereof, shall include the supply of all necessary cleaning equipment, labour, machinery and materials necessary for the proper execution thereof, as well as the Ad hoc Services authorised in writing by the Authorised Representative;
- 1.1.2 DFC Habitat and Sivbeek residences means cleaning of the entire premises offices, kitchens, reception areas, toilets, bathrooms, passages, stairs, outside areas (stoeps), etc at all the above premises, in terms of and in accordance with the service level agreement as recorded in the tender/contract documentation.

2. INTRODUCTION

- 2.1.1 UJ wishes to appoint a contractor to have the DFC Habitat and Sivbeek residences in a clean and acceptable condition for all UJ staff members, students, clients and all visitors at all times, and has invited inter alia the Contractor to tender in terms its tender procedures, to render such required services.



UJ 34/2012 (T)

SCHEDULE "A"**CLUSTER 015****Minimum requirements in relation to cluster 015**

	Mon - Sat		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	0	0	0
Number of On-site Supervisors	1	0	0
Number of Team Leaders	0	0	0
Number of Male Cleaners	1	0	0
Number of Female Cleaners	10	0	0
Totals	12	0	0

	Sunday		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	0	0	0
Number of On-site Supervisors	0	0	0
Number of Team Leaders	0	0	0
Number of Male Cleaners	0	0	0
Number of Female Cleaners	0	0	0
Totals	0	0	0

Notes:

No work is performed on Sundays and Public Holidays, unless specified where applicable or requested otherwise.

All shifts worked are nine (9) hours on Mondays to Fridays and seven (7) on Saturdays and no service on Sundays. A one (1) hour lunch is to be taken by all staff.



SCHEDULE B

Number of vehicles (bakkie)	0
Number of trailers	0
Number of automated scrubbing machines	0
Number of carpet cleaning machines	0
Number of slow speed buffing machines	4
Number of high speed buffing machines	0
Number of ultra high speed burnishing machines	0
Number of pressure washers	0
Number of vacuum cleaners (silent)	4
Number of petrol-driven mechanical sweepers	0
Number of petrol operated blowers	0
Number of double bucket mopping systems	10
Number of trolley work stations	0
Number of wet and dry vacuums	1



SCHEDULE "C"

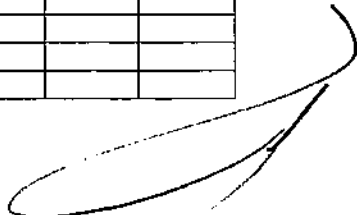

Costing Sheet

Name of company.....

DFC Habitat and Sivbeek Residences

NB: LIST NUMBER OF EACH BELOW

Site Name:									
Building Address / Section									
Contact Person:									
	Details		Staff	Hours	Rate	Days	Weeks	Total	
1.1.	Service Attendant	W-days					4.33		
	Service Attendant	W-After					4.33		
	Service Attendant	W-Nights					4.33		
1.2.	Saturday	Day					4.33		
	Saturday	Night					4.33		
1.3.	Sunday	Day					4.33		
	Sunday	Night					4.33		
1.4.	Public Holidays	Day							
	Public Holidays	Night							
	Manager						4.33		
1.5.	Team Leader/Supervisor						4.33		
1.6.	Site Supervisor (Night)								
1.7.	Supervisor								
	Total Hours								
2.	Sub Total Wages	No							
3.	Staff Benefits as % on Wage								
4.	Other Funds, Prov fund etc								
4.1.	W Compensation								
4.2.	UIF								
4.3.	SITA								
4.4.	Annual Holiday								
4.5.	Sick Leave								
4.6.	RSCL								
4.7.	Year End Bonus								
4.8.	Prot clothing + Uniform								
4.9.	NCCA/BEECA								
	Sub Total Benefits								
5.	EQUIPMENT(List items)	No							

6.	Total Equipment Cost							
7.	Equipment rental							
8.	Equipment maintenance							
9.	Cleaning Material % of Wages							
	Sub Total Equipment							
	Sub Total Contract Cleaning							
10.	Mark-up							
11.	Window Cleaning							
12.a	Carpet Cleaning-27M2							
12.b	Stripping and Sealing Hard Floors-5600M2							
13.	Other Transport + Office Exp							
14.	Additional items/provisions							
15.	Sub Total							
16.	14% V A T							
17.	Full monthly contract price (Inclusive)							



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SCHEDULE D**COSTING / PRICING SCHEDULE**

To be completed for each section / cluster of all UJ cleaning contracts.

Name of Company: _____

Section / Cluster: _____

All prices quoted hereon, is to be **EXCLUSIVE** of 14% VAT.

1.	Full monthly charge for this contract		R
2.	Charge per m ² for carpet cleaning (Wet Extraction) (Additional once off call outs, when required)		R R
3.	Charge per m ² for stripping and sealing of vinyl floors (4 x coats of polymer sealant)		R
4.	Charge per m ² for the "cut back and re-seal" of vinyl floors (2 x coats of polymer sealant)		R
5.	Charge per day for five (5) trained window cleaners		R
6.	Estimated time of response, should additional services be requested, in the case of an emergency.		Hours
7.	Charge per day (9 hour shift) for fully trained staff, working:-		
(a)	Normal working hours	Supervisors	Cleaners
		R	R
(b)	Night Times	R	R
(c)	Saturdays	R	R
(d)	Sundays	R	R

KINDLY TAKE NOTE:

That the exact minimum staff compliments, machinery required, hours of work, etc have all been specified and must be reflected in your costing form. **NON COMPLIANCE WILL LEAD TO DISQUALIFICATION.**

Staff compliments and machinery are listed on page 49 and 50, inclusive of the hours of work.

SQUARE METERS OF BUILDINGS:

Habitat 5198.99

Sivbeek 6295.2



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SCHEDULE "E"

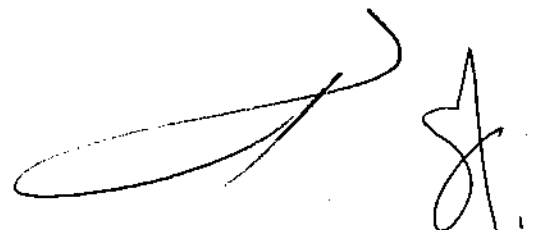
Example of Toilet Cleaning Program,

As expected in terms of the UJ

Facilities

Every morning, starting at 06h45

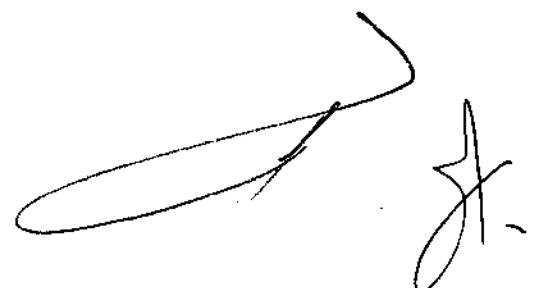
1. Start at the walk way on the ground level. Confirm that the night shift staff did indeed fully service the ablution facilities. Ensure that there is enough hand paper, toilet paper and pink hand lotion soap in all the relevant holders and that all are in working order. Open the windows, pick-up pieces of papers lying around the hand paper holders and quickly empty the hand paper bin. Flush all toilets and urinals that were possible not flushed after use and make sure that there is enough deo-blocks placed in the urinals.
2. Now move through to the 2nd, 3rd, 4th, 5th, 6th, and 7th levels and do the same as in the ground level toilet facilities.
3. The services as listed under 1 and 2 above must be performed over a period of 1 (one) hour, which means that approximately 8,5 minutes must be spent per floor level.
4. Around 7:45 there is now a shift over to the action of the closing of toilets for service purposes. Due to the high frequency of use on the lower levels, it is recommended that this should commence on the 7th floor level.
5. After each floor level has been properly cleaned, a quick check-up must be done on all the other remaining floor levels.
6. From 7:45 until lunchtime, the walkway on the ground level as well as 3 (three) other floor levels must be serviced on this same basis. From lunchtime until 15:45 the remaining 3 (three) floor levels as well as the walkway on the ground floor shall be serviced similarly.



7. This required method of work shall ensure that toilets on 8 (eight) floor levels are serviced (4 of them before lunch and 4 thereafter). It shall also have the result that the toilets on the ground level walkway, which have the highest use frequency, are thoroughly cleaned twice per day and that each toilet facility shall be checked at least 10 (ten) times on a daily basis. Once first in the morning, once last in the afternoon, and once after each of the 8 levels has been serviced.
8. Each day at 15:00 this task must have been fully executed in order to proceed to attend to the final (10th) check up of all floor levels.
9. Accordingly, as from 15:00 until 15:45 the final check up inspection takes place over a 45 minute period and the same requirements as listed in 1 and 2 herein, are to be performed. (Only 6.5 minutes per floor level is available for this).

At 15:45 the cleaning personnel withdraw from the floor levels where they work and are dismissed from service for the day. At this point in time, the afternoon shift is already on duty and the floor levels are to be serviced in accordance with the said manner.

10. The afternoon shift are to perform their duties from 13:00 until 22:00 with an eating break from 17:00 to 18:00. During this time period the same services are to be rendered.
11. The nightshift personnel report for daily duty at 21:00 to commence their shift. They will thoroughly clean the toilet facilities for use during the following working day. With this way of operating and cleaning actions in the toilet facilities, the UJ (APK) facilities should be more hygienically clean than any operating theatre in the country.

A large, stylized handwritten signature in black ink, consisting of a long horizontal stroke with a loop at the end, followed by a smaller, more intricate signature.

SCHEDULE "F"

Toilet Cleaning Specifications and Requirements

Work method as proposed/required, to fulfil the tender requirements and meet the expected standards

1. Close toilet premises with a notice and the locking of doors.
2. Empty the rubbish bins and ensure that the toilet paper holders, hand paper holders and the pink hand soap holders are all working and full.
3. Wash the mirrors and wipe them dry. Ensure that there are no marks and/or lines visible on them. (No hand paper towels may be used for this purpose.)
4. Wash the tiles where necessary (at least 1 x per week) and/or use a clean cloth with a detergent to wipe the tiles.
5. Wash all toilet bowls, toilet seats, toilet basins, urinals and showers, also with clean water and a detergent.
6. In the case of the toilets, they should be clean brushed with a toilet brush where necessary. Marks and stains in the toilet, urinals and wash basins must be dealt with in the usual manner for stain removal.
7. Place "deodorant blocks" in all urinals and place out air fresheners as necessary.
8. Scrub floor surfaces well with an industrial machine using the relevant attachment (brush or scouring) and remove the dirty water. Then wash the floor surface properly with the relevant chemicals, including a detergent. For this purpose the double bucket mop system whereby clean water is used from one bucket and dirty water from the floor is removed and by way of a gearpress system pressed into the second bucket, meaning that dirt is continuously removed and not smeared all over the floor, must be used.
9. Strip and reseal vinyl floor surfaces at least once every second month in accordance with the prescription of the work specifications in the tender documentation.



10. Ensure that other wall surfaces, doors, door frames, equipment, light switches, windows and other vertical and horizontal surfaces are free of dust, spots, marks, graffiti and other dirt. As soon as the ablution facility has been cleaned in this manner and the floors are dry, re-open it for use by the students, staff and visitors.



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Amended

UJ 34/2012 (T)

APPENDIX A OF CLUSTER 016

CLUSTER SPECIFICS

In respect of

**DFC – GENERAL RESIDENCES OF
CLUSTER 016**

Roland Court, Aurum, Jeunesse, Robin Crest, Dale Lace and Sun Valley

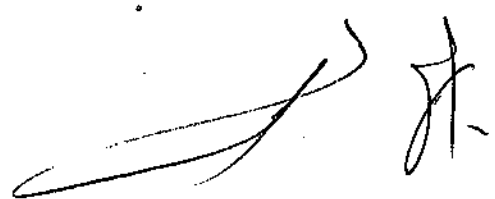
1. DEFINITIONS AND INTERPRETATION

1.1.1 "Cleaning Services" refers to the cleaning services to be rendered by the Contractor in and on the DFC general residences – Roland Court, Aurum, Jeunesse, Robin Crest, Dale Lace and Sun Valley as envisaged and recorded in this Agreement, and without derogating from the generality thereof, shall include the supply of all necessary cleaning equipment, labour, machinery and materials necessary for the proper execution thereof, as well as the Ad hoc Services authorised in writing by the Authorised Representative;

1.1.2 DFC general residences – Roland Court, Aurum, Jeunesse, Robin crest, Dale Lace and Sun Valley means cleaning of the entire premises offices, kitchens, reception areas, toilets, bathrooms, passages, stairs, outside areas (stoeps), etc at all the above premises, in terms of and in accordance with the service level agreement as recorded in the tender/contract documentation.

2. INTRODUCTION

2.1.1 UJ wishes to appoint a contractor to have the DFC General residences – Roland Court, Aurum, Jeunesse, Robin Crest, Dale Lace and Sun Valley in a clean and acceptable condition for all UJ staff members, students, clients and all visitors at all times, and has invited inter alia the Contractor to tender in terms its tender procedures, to render such required services.



UJ 34/2012 (T)

SCHEDULE "A"**CLUSTER 016****Minimum requirements in relation to cluster 016**

	Mon - Sat		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	0	0	0
Number of On-site Supervisors	1	0	0
Number of Team Leaders	0	0	0
Number of Male Cleaners	5	0	0
Number of Female Cleaners	17	0	0
Totals	24	0	0

	Sunday		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	0	0	0
Number of On-site Supervisors	0	0	0
Number of Team Leaders	0	0	0
Number of Male Cleaners	0	0	0
Number of Female Cleaners	0	0	0
Totals	0	0	0

Notes:

No work is performed on Sundays and Public Holidays, unless specified where applicable or requested otherwise.

All shifts worked are nine (9) hours on Mondays to Fridays and seven (7) on Saturdays and no service on Sundays. A one (1) hour lunch is to be taken by all staff.

SCHEDULE B

Number of vehicles (bakkie)	0
Number of trailers	0
Number of automated scrubbing machines	0
Number of carpet cleaning machines	0
Number of slow speed buffing machines	8
Number of high speed buffing machines	0
Number of ultra high speed burnishing machines	0
Number of pressure washers	0
Number of vacuum cleaners (silent)	6
Number of petrol-driven mechanical sweepers	0
Number of petrol operated blowers	0
Number of double bucket mopping systems	18
Number of trolley work stations	0
Number of wet and dry vacuums	0



SCHEDULE "C"

Costing Sheet

Name of company.....

**DFC General Residences – Roland Court, Aurum, Jeunesse, Robin Crest,
Dale Lace and Sun Valley**

NB: LIST NUMBER OF EACH BELOW

Site Name:								
Building Address / Section								
Contact Person:								
	Details		Staff	Hours	Rate	Days	Weeks	Total
1.1.	Service Attendant	W-days					4.33	
	Service Attendant	W-After					4.33	
	Service Attendant	W-Nights					4.33	
1.2.	Saturday	Day					4.33	
	Saturday	Night					4.33	
1.3.	Sunday	Day					4.33	
	Sunday	Night					4.33	
1.4.	Public Holidays	Day						
	Public Holidays	Night						
	Manager						4.33	
1.5.	Team Leader/Supervisor						4.33	
1.6.	Site Supervisor (Night)							
1.7.	Supervisor							
	Total Hours							
2.	Sub Total Wages							
		No						
3.	Staff Benefits as % on Wage							
4.	Other Funds, Prov fund etc							
4.1.	W Compensation							
4.2.	UIF							
4.3.	SITA							
4.4.	Annual Holiday							
4.5.	Sick Leave							
4.6.	RSCI							
4.7.	Year End Bonus							
4.8.	Prot clothing + Uniform							
4.9.	NCCA/BEECA							
	Sub Total Benefits							
5.	EQUIPMENT(List items)		No					

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6.	Total Equipment Cost							
7.	Equipment rental							
8.	Equipment maintenance							
9.	Cleaning Material % of Wages							
	Sub Total Equipment							
	Sub Total Contract Cleaning							
10.	Mark-up							
11.	Window Cleaning							
12.a	Carpet Cleaning-27M2							
12.b	Stripping and Sealing Hard Floors-5800M2							
13.	Other Transport + Office Exp							
14.	Additional items/provisions							
15.	Sub Total							
16.	14% V A T							
17.	Full monthly contract price (Inclusive)							



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SCHEDULE D**COSTING / PRICING SCHEDULE**

To be completed for each section / cluster of all UJ cleaning contracts.

Name of Company: _____

Section / Cluster: _____

All prices quoted hereon, is to be **EXCLUSIVE** of 14% VAT.

1.	Full monthly charge for this contract		R
2.	Charge per m ² for carpet cleaning (Wet Extraction) (Additional once off call outs, when required)		R R
3.	Charge per m ² for stripping and sealing of vinyl floors (4 x coats of polymer sealant)		R
4.	Charge per m ² for the "cut back and re-seal" of vinyl floors (2 x coats of polymer sealant)		R
5.	Charge per day for five (5) trained window cleaners		R
6.	Estimated time of response, should additional services be requested, in the case of an emergency.		Hours
7.	Charge per day (9 hour shift) for fully trained staff, working:-		
(a)	Normal working hours	Supervisors	Cleaners
		R	R
(b)	Night Times	R	R
(c)	Saturdays	R	R
(d)	Sundays	R	R

KINDLY TAKE NOTE:

That the exact minimum staff compliments, machinery required, hours of work, etc have all been specified and must be reflected in your costing form. **NON COMPLIANCE WILL LEAD TO DISQUALIFICATION.**

Staff compliments and machinery are listed on page 49 and 50, inclusive of the hours of work.

SQUARE METERS OF BUILDING:

Roland Court	705.35
Aurum	4324.83
Jeunesse	4682.83
Robin Crest	7509.13
Dale Lace	2703.93
Sun Valley	6130.44



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SCHEDULE "E"

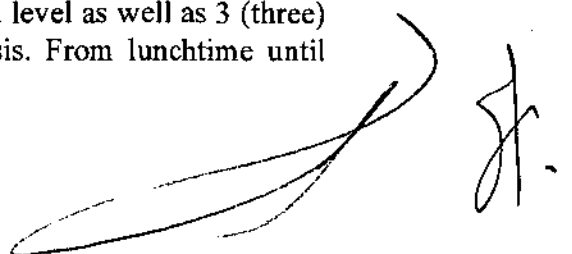
Example of Toilet Cleaning Program,

As expected in terms of the UJ

Facilities

Every morning, starting at 06h45

1. Start at the walk way on the ground level. Confirm that the night shift staff did indeed fully service the ablution facilities. Ensure that there is enough hand paper, toilet paper and pink hand lotion soap in all the relevant holders and that all are in working order. Open the windows, pick-up pieces of papers lying around the hand paper holders and quickly empty the hand paper bin. Flush all toilets and urinals that were possible not flushed after use and make sure that there is enough deo-blocks placed in the urinals.
2. Now move through to the 2nd, 3rd, 4th, 5th, 6th, and 7th levels and do the same as in the ground level toilet facilities.
3. The services as listed under 1 and 2 above must be performed over a period of 1 (one) hour, which means that approximately 8,5 minutes must be spent per floor level.
4. Around 7:45 there is now a shift over to the action of the closing of toilets for service purposes. Due to the high frequency of use on the lower levels, it is recommended that this should commence on the 7th floor level.
5. After each floor level has been properly cleaned, a quick check-up must be done on all the other remaining floor levels.
6. From 7:45 until lunchtime, the walkway on the ground level as well as 3 (three) other floor levels must be serviced on this same basis. From lunchtime until



15:45 the remaining 3 (three) floor levels as well as the walkway on the ground floor shall be serviced similarly.

7. This required method of work shall ensure that toilets on 8 (eight) floor levels are serviced (4 of them before lunch and 4 thereafter). It shall also have the result that the toilets on the ground level walkway, which have the highest use frequency, are thoroughly cleaned twice per day and that each toilet facility shall be checked at least 10 (ten) times on a daily basis. Once first in the morning, once last in the afternoon, and once after each of the 8 levels has been serviced.
8. Each day at 15:00 this task must have been fully executed in order to proceed to attend to the final (10th) check up of all floor levels.
9. Accordingly, as from 15:00 until 15:45 the final check up inspection takes place over a 45 minute period and the same requirements as listed in 1 and 2 herein, are to be performed. (Only 6.5 minutes per floor level is available for this).

At 15:45 the cleaning personnel withdraw from the floor levels where they work and are dismissed from service for the day. At this point in time, the afternoon shift is already on duty and the floor levels are to be serviced in accordance with the said manner.

10. The afternoon shift are to perform their duties from 13:00 until 22:00 with an eating break from 17:00 to 18:00. During this time period the same services are to be rendered.
11. The nightshift personnel report for daily duty at 21:00 to commence their shift. They will thoroughly clean the toilet facilities for use during the following working day. With this way of operating and cleaning actions in the toilet facilities, the UJ (APK) facilities should be more hygienically clean than any operating theatre in the country.

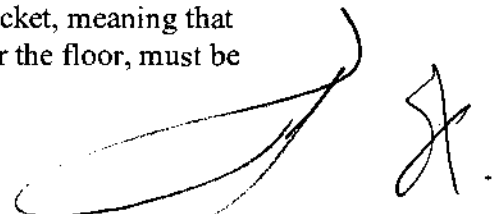
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SCHEDULE "F"

Toilet Cleaning Specifications and Requirements

Work method as proposed/required, to fulfil the tender requirements and meet the expected standards

1. Close toilet premises with a notice and the locking of doors.
2. Empty the rubbish bins and ensure that the toilet paper holders, hand paper holders and the pink hand soap holders are all working and full.
3. Wash the mirrors and wipe them dry. Ensure that there are no marks and/or lines visible on them. (No hand paper towels may be used for this purpose.)
4. Wash the tiles where necessary (at least 1 x per week) and/or use a clean cloth with a detergent to wipe the tiles.
5. Wash all toilet bowls, toilet seats, toilet basins, urinals and showers, also with clean water and a detergent.
6. In the case of the toilets, they should be clean brushed with a toilet brush where necessary. Marks and stains in the toilet, urinals and wash basins must be dealt with in the usual manner for stain removal.
7. Place "deo blocks" in all urinals and place out air fresheners as necessary.
8. Scrub floor surfaces well with an industrial machine using the relevant attachment (brush or scouring) and remove the dirty water. Then wash the floor surface properly with the relevant chemicals, including a detergent. For this purpose the double bucket mop system whereby clean water is used from one bucket and dirty water from the floor is removed and by way of a gearpress system pressed into the second bucket, meaning that dirt is continuously removed and not smeared all over the floor, must be used.



9. Strip and reseal vinyl floor surfaces at least once every second month in accordance with the prescription of the work specifications in the tender documentation.
10. Ensure that other wall surfaces, doors, door frames, equipment, light switches, windows and other vertical and horizontal surfaces are free of dust, spots, marks, graffiti and other dirt. As soon as the ablution facility has been cleaned in this manner and the floors are dry, re-open it for use by the students, staff and visitors.



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Amended.

UJ 34/2012 (T)

APPENDIX A OF CLUSTER 017

CLUSTER SPECIFICS

In respect of

**SWC – HECTOR PIETERSEN RESIDENCE OF
CLUSTER 017
Hector Pietersen Residence**

1. DEFINITIONS AND INTERPRETATION

- 1.1.1 "Cleaning Services" refers to the cleaning services to be rendered by the Contractor in and on the SWC – Hector Pietersen Residence as envisaged and recorded in this Agreement, and without derogating from the generality thereof, shall include the supply of all necessary cleaning equipment, labour, machinery and materials necessary for the proper execution thereof, as well as the Ad hoc Services authorised in writing by the Authorised Representative;
- 1.1.2 SWC – Hector Pietersen Residence means cleaning of the entire premises offices, kitchens, reception areas, toilets, bathrooms, passages, stairs, outside areas (stoeps), etc at all the above premises, in terms of and in accordance with the service level agreement as recorded in the tender/contract documentation.

2. INTRODUCTION

- 2.1.1 UJ wishes to appoint a contractor to have the SWC – Hector Pietersen Residence in a clean and acceptable condition for all UJ staff members, students, clients and all visitors at all times, and has invited inter alia the Contractor to tender in terms its tender procedures, to render such required services.



UJ 34/2012 (T)

SCHEDULE "A"**CLUSTER 017****Minimum requirements in relation to cluster 017**

	Mon - Sat		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	0	0	0
Number of On-site Supervisors	1	0	0
Number of Team Leaders	0	0	0
Number of Male Cleaners	1	0	0
Number of Female Cleaners	7	0	0
Totals	9	0	0

	Sunday		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	0	0	0
Number of On-site Supervisors	0	0	0
Number of Team Leaders	0	0	0
Number of Male Cleaners	0	0	0
Number of Female Cleaners	0	0	0
Totals	0	0	0

Notes:

No work is performed on Sundays and Public Holidays, unless specified where applicable or requested otherwise.

All shifts worked are nine (9) hours on Mondays to Fridays and seven (7) on Saturdays and no service on Sundays. A one (1) hour lunch is to be taken by all staff.

SCHEDULE B

Number of vehicles (bakkie)	0
Number of trailers	0
Number of automated scrubbing machines	0
Number of carpet cleaning machines	0
Number of slow speed buffing machines	4
Number of high speed buffing machines	0
Number of ultra high speed burnishing machines	0
Number of pressure washers	0
Number of vacuum cleaners (silent)	0
Number of petrol-driven mechanical sweepers	0
Number of petrol operated blowers	0
Number of double bucket mopping systems	7
Number of trolley work stations	0
Number of wet and dry vacuums	0
Number of hosepipe – 30 meter	1




6.	Total Equipment Cost							
7.	Equipment rental							
8.	Equipment maintenance							
9.	Cleaning Material % of Wages							
	Sub Total Equipment							
	Sub Total Contract Cleaning							
10.	Mark-up							
11.	Window Cleaning							
12.a	Carpet Cleaning-27M2							
12.b	Stripping and Sealing Hard Floors-5800M2							
13.	Other Transport + Office Exp							
14.	Additional Items/provisions							
15.	Sub Total							
16.	14% V A T							
17.	Full monthly contract price (Inclusive)							



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SCHEDULE D**COSTING / PRICING SCHEDULE**

To be completed for each section / cluster of all UJ cleaning contracts.

Name of Company: _____

Section / Cluster: _____

All prices quoted hereon, is to be **EXCLUSIVE** of 14% VAT.

1.	Full monthly charge for this contract		R
2.	Charge per m ² for carpet cleaning (Wet Extraction) (Additional once off call outs, when required)		R R
3.	Charge per m ² for stripping and sealing of vinyl floors (4 x coats of polymer sealant)		R
4.	Charge per m ² for the "cut back and re-seal" of vinyl floors (2 x coats of polymer sealant)		R
5.	Charge per day for five (5) trained window cleaners		R
6.	Estimated time of response, should additional services be requested, in the case of an emergency.		Hours
7.	Charge per day (9 hour shift) for fully trained staff, working:-		
(a)	Normal working hours	Supervisors R	Cleaners R
(b)	Night Times	R	R
(c)	Saturdays	R	R
(d)	Sundays	R	R

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KINDLY TAKE NOTE:

That the exact minimum staff compliments, machinery required, hours of work, etc have all been specified and must be reflected in your costing form. **NON COMPLIANCE WILL LEAD TO DISQUALIFICATION.**

Staff compliments and machinery are listed on page 49 and 50, inclusive of the hours of work.

SQUARE METERS OF BUILDING:

Hector Pietersen

9000 sq m



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SCHEDULE "E"

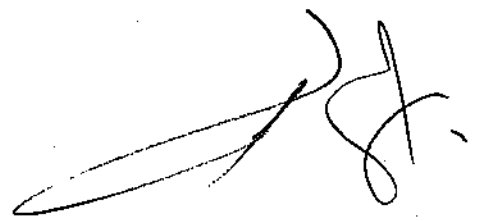
Example of Toilet Cleaning Program,

As expected in terms of the UJ

Facilities

Every morning, starting at 06h45

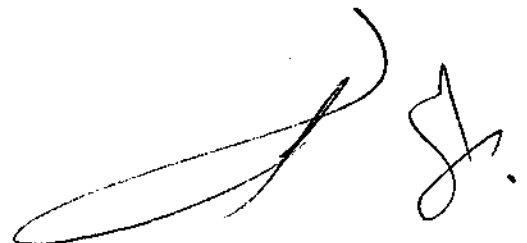
1. Start at the walk way on the ground level. Confirm that the night shift staff did indeed fully service the ablution facilities. Ensure that there is enough hand paper, toilet paper and pink hand lotion soap in all the relevant holders and that all are in working order. Open the windows, pick-up pieces of papers lying around the hand paper holders and quickly empty the hand paper bin. Flush all toilets and urinals that were possible not flushed after use and make sure that there is enough deo-blocks placed in the urinals.
2. Now move through to the 2nd, 3rd, 4th, 5th, 6th, and 7th levels and do the same as in the ground level toilet facilities.
3. The services as listed under 1 and 2 above must be performed over a period of 1 (one) hour, which means that approximately 8,5 minutes must be spent per floor level.
4. Around 7:45 there is now a shift over to the action of the closing of toilets for service purposes. Due to the high frequency of use on the lower levels, it is recommended that this should commence on the 7th floor level.
5. After each floor level has been properly cleaned, a quick check-up must be done on all the other remaining floor levels.
6. From 7:45 until lunchtime, the walkway on the ground level as well as 3 (three) other floor levels must be serviced on this same basis. From lunchtime until 15:45 the remaining 3 (three) floor levels as well as the walkway on the ground floor shall be serviced similarly.

A handwritten signature in black ink, consisting of a large, stylized initial 'J' followed by a series of loops and a final vertical stroke.

7. This required method of work shall ensure that toilets on 8 (eight) floor levels are serviced (4 of them before lunch and 4 thereafter). It shall also have the result that the toilets on the ground level walkway, which have the highest use frequency, are thoroughly cleaned twice per day and that each toilet facility shall be checked at least 10 (ten) times on a daily basis. Once first in the morning, once last in the afternoon, and once after each of the 8 levels has been serviced.
8. Each day at 15:00 this task must have been fully executed in order to proceed to attend to the final (10th) check up of all floor levels.
9. Accordingly, as from 15:00 until 15:45 the final check up inspection takes place over a 45 minute period and the same requirements as listed in 1 and 2 herein, are to be performed. (Only 6.5 minutes per floor level is available for this).

At 15:45 the cleaning personnel withdraw from the floor levels where they work and are dismissed from service for the day. At this point in time, the afternoon shift is already on duty and the floor levels are to be serviced in accordance with the said manner.

10. The afternoon shift are to perform their duties from 13:00 until 22:00 with an eating break from 17:00 to 18:00. During this time period the same services are to be rendered.
11. The nightshift personnel report for daily duty at 21:00 to commence their shift. They will thoroughly clean the toilet facilities for use during the following working day. With this way of operating and cleaning actions in the toilet facilities, the UJ (APK) facilities should be more hygienically clean than any operating theatre in the country.

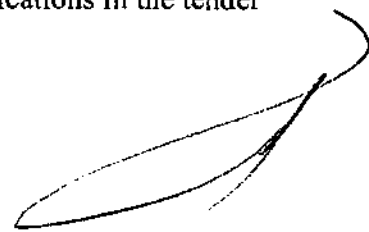
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SCHEDULE "F"

Toilet Cleaning Specifications and Requirements

Work method as proposed/required, to fulfil the tender requirements and meet the expected standards

1. Close toilet premises with a notice and the locking of doors.
2. Empty the rubbish bins and ensure that the toilet paper holders, hand paper holders and the pink hand soap holders are all working and full.
3. Wash the mirrors and wipe them dry. Ensure that there are no marks and/or lines visible on them.(No hand paper towels may be used for this purpose.
4. Wash the tiles where necessary (at least 1 x per week) and/or use a clean cloth with a detergent to wipe the tiles.
5. Wash all toilet bowls, toilet seats, toilet basins, urinals and showers, also with clean water and a detergent.
6. In the case of the toilets, they should be clean brushed with a toilet brush where necessary. Marks and stains in the toilet, urinals and wash basins must be dealt with in the usual manner for stain removal.
7. Place "deo blocks" in all urinals and place out air fresheners as necessary.
8. Scrub floor surfaces well with an industrial machine using the relevant attachment (brush or scouring) and remove the dirty water. Then wash the floor surface properly with the relevant chemicals, including a detergent. For this purpose the double bucket mop system whereby clean water is used from one bucket and dirty water from the floor is removed and by way of a gearpress system pressed into the second bucket, meaning that dirt is continuously removed and not smeared all over the floor, must be used.
9. Strip and reseal vinyl floor surfaces at least once every second month in accordance with the prescription of the work specifications in the tender documentation.



10. Ensure that other wall surfaces, doors, door frames, equipment, light switches, windows and other vertical and horizontal surfaces are free of dust, spots, marks, graffiti and other dirt. As soon as the ablution facility has been cleaned in this manner and the floors are dry, re-open it for use by the students, staff and visitors.



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Amended:

UJ 34/2012 (T)

APPENDIX A OF CLUSTER 018

CLUSTER SPECIFICS

In respect of

**SWC – NEW CAMPUS OF
CLUSTER 018**

Funda Ujabule Preschool, Admin Block at Preschool, Sports Centre and Clubhouse including Pavilion, Surrounds and General areas, Library, Clinic – Ntoto Motlana Buildings, Generic – Robert Sobukwe and Braam Fischer Buildings, Lecture Hall – Enoch Sontonga and T W Nkambule Buildings

1. DEFINITIONS AND INTERPRETATION

1.1.1 "Cleaning Services" refers to the cleaning services to be rendered by the Contractor in and on the SWC – New Campus – Funda Ujabule Preschool, Admin Block at Preschool, Sports Centre and Clubhouse including Pavilion, Surrounds and General areas, Library, Clinic – Ntoto Motlana Buildings, Generic – Robert Sobukwe and Braam Fischer Buildings, Lecture Hall – Enoch Sontonga and T W Nkambule Buildings as envisaged and recorded in this Agreement, and without derogating from the generality thereof, shall include the supply of all necessary cleaning equipment, labour, machinery and materials necessary for the proper execution thereof, as well as the Ad hoc Services authorised in writing by the Authorised Representative;

1.1.2 SWC – New Campus – Funda Ujabule Preschool, Admin Block at Preschool, Sports Centre and Clubhouse including Pavilion, Surrounds and General Areas, Library, Clinic – Ntoto Motlana Buildings, Generic – Robert Sobukwe and Braam Fischer Buildings, Lecture Hall – Enoch Sontonga and T W Nkambule Buildings means cleaning of the entire premises offices, kitchens, reception areas, toilets, bathrooms, passages, stairs, outside areas (stoeps), etc at all the above premises, in terms of and in accordance with the service level agreement as recorded in the tender/contract documentation.



2. **INTRODUCTION**

- 2.1.1 UJ wishes to appoint a contractor to have the SWC – New Campus – Funda Ujabule Preschool, Admin Block at Preschool, Sports Centre and Clubhouse including Pavilion, Surrounds and General Areas, Library, Clinic – Ntoto Motlana Buildings, Generic – Robert Sobukwe and Braam Fischer Buildings, Lecture Hall – Enoch Sontonga and T W Nkambule Buildings in a clean and acceptable condition for all UJ staff members, students, clients and all visitors at all times, and has invited inter alia the Contractor to tender in terms its tender procedures, to render such required services.



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UJ 34/2012 (T)

SCHEDULE "A"**CLUSTER 018****Minimum requirements in relation to cluster 018**

	Mon - Sat		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	1	0	0
Number of On-site Supervisors	2	0	0
Number of Team Leaders	1	0	1
Number of Male Cleaners	13	0	4
Number of Female Cleaners	18	0	5
Totals	35	0	10

	Sunday		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	0	0	0
Number of On-site Supervisors	0	0	0
Number of Team Leaders	0	0	0
Number of Male Cleaners	0	0	0
Number of Female Cleaners	0	0	0
Totals	0	0	0

Notes:

No work is performed on Sundays and Public Holidays, unless specified where applicable or requested otherwise.

All shifts worked are nine (9) hours on Mondays to Fridays and seven (7) on Saturdays and no service on Sundays. A one (1) hour lunch is to be taken by all staff.

SCHEDULE B

Number of vehicles (bakkie)	0
Number of trailers	0
Number of automated scrubbing machines	1
Number of carpet cleaning machines	1
Number of slow speed buffing machines	4
Number of high speed buffing machines	4
Number of ultra high speed burnishing machines	1
Number of pressure washers	1
Number of vacuum cleaners (silent)	7
Number of petrol-driven mechanical sweepers	0
Number of petrol operated blowers	1
Number of double bucket mopping systems	6
Number of trolley work stations	12
Number of wet and dry vacuums	0
Number of hosepipe – 30 meter	1



SCHEDULE "C"

Costing Sheet

Name of company.....

The Soweto Campus – New Campus Building
Funda Ujabule-Preschool, Admin block at Preschool, Sports Centre and
Clubhouse including Pavilion, Surrounds and General Area, Library, Clinic
Ntoto Motlana Buildings, Generic – Robert Sobukwe and Braam Fischer
Buildings, Lecture Hall – Enoch Sontonga and T W Nkambule Buildings

NB: LIST NUMBER OF EACH BELOW

Site Name:								
Building Address / Section								
Contact Person:								
	Details		Staff	Hours	Rate	Days	Weeks	Total
1.1.	Service Attendant	W-days					4.33	
	Service Attendant	W-After					4.33	
	Service Attendant	W-Nights					4.33	
1.2.	Saturday	Day					4.33	
	Saturday	Night					4.33	
1.3.	Sunday	Day					4.33	
	Sunday	Night					4.33	
1.4.	Public Holidays	Day						
	Public Holidays	Night						
	Manager						4.33	
1.5.	Team Leader/Supervisor						4.33	
1.6.	Site Supervisor (Night)							
1.7.	Supervisor							
	Total Hours							
2.	Sub Total Wages							
		No						
3.	Staff Benefits as % on Wage							
4.	Other Funds, Prov fund etc							
4.1.	W Compensation							
4.2.	UIF							
4.3.	SITA							
4.4.	Annual Holiday							
4.5.	Sick Leave							
4.6.	RSCL							
4.7.	Year End Bonus							
4.8.	Prot clothing + Uniform							
4.9.	NCCA/BEECA							
	Sub Total Benefits							
5.	EQUIPMENT(List items)		No					

6.	Total Equipment Cost								
7.	Equipment rental								
8.	Equipment maintenance								
9.	Cleaning Material % of Wages								
	Sub Total Equipment								
	Sub Total Contract Cleaning								
10.	Mark-up								
11.	Window Cleaning								
12.a	Carpet Cleaning-27M2								
12.b	Stripping and Sealing Hard Floors-5800M2								
13.	Other Transport + Office Exp								
14.	Additional items/provisions								
15.	Sub Total								
16.	14% V A T								
17.	Full monthly contract price (Inclusive)								



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SCHEDULE D**COSTING / PRICING SCHEDULE**

To be completed for each section / cluster of all UJ cleaning contracts.

Name of Company: _____

Section / Cluster: _____

All prices quoted hereon, is to be **EXCLUSIVE** of 14% VAT.

1.	Full monthly charge for this contract	R
2.	Charge per m ² for carpet cleaning (Wet Extraction) (Additional once off call outs, when required)	R R
3.	Charge per m ² for stripping and sealing of vinyl floors (4 x coats of polymer sealant)	R
4.	Charge per m ² for the "cut back and re-seal" of vinyl floors (2 x coats of polymer sealant)	R
5.	Charge per day for five (5) trained window cleaners	R
6.	Estimated time of response, should additional services be requested, in the case of an emergency.	Hours
7.	Charge per day (9 hour shift) for fully trained staff, working:-	
(a)	Normal working hours	Supervisors R Cleaners R
(b)	Night Times	R R
(c)	Saturdays	R R
(d)	Sundays	R R

KINDLY TAKE NOTE:

That the exact minimum staff compliments, machinery required, hours of work, etc have all been specified and must be reflected in your costing form. **NON COMPLIANCE WILL LEAD TO DISQUALIFICATION.**

Staff compliments and machinery are listed on page 49 and 50, inclusive of the hours of work.

SQUARE METERS OF BUILDING:

Funda Ujabule Preschool	703.14
Admin Block at Preschool	200
Sports centre and Clubhouse incl Pavilion	5266.55
Surrounds and General Areas	Landscaped Area
Library	4144.55
Clinic – Ntoto Motlana Bldg	1200
Generic Robert Sobukwe and Braam Fischer Bldgs	9505.35
Lecture Hall Enoch Sontonga and T W Nkambule Bldgs	3480.68
Law	308.01
Pedestrian and Guard House	30.8



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SCHEDULE "E"

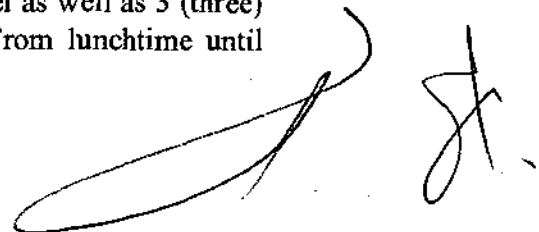
Example of Toilet Cleaning Program,

As expected in terms of the UJ

Facilities

Every morning, starting at 06h45

1. Start at the walk way on the ground level. Confirm that the night shift staff did indeed fully service the ablution facilities. Ensure that there is enough hand paper, toilet paper and pink hand lotion soap in all the relevant holders and that all are in working order. Open the windows, pick-up pieces of papers lying around the hand paper holders and quickly empty the hand paper bin. Flush all toilets and urinals that were possible not flushed after use and make sure that there is enough deo-blocks placed in the urinals.
2. Now move through to the 2nd, 3rd, 4th, 5th, 6th, and 7th levels and do the same as in the ground level toilet facilities.
3. The services as listed under 1 and 2 above must be performed over a period of 1 (one) hour, which means that approximately 8,5 minutes must be spent per floor level.
4. Around 7:45 there is now a shift over to the action of the closing of toilets for service purposes. Due to the high frequency of use on the lower levels, it is recommended that this should commence on the 7th floor level.
5. After each floor level has been properly cleaned, a quick check-up must be done on all the other remaining floor levels.
6. From 7:45 until lunchtime, the walkway on the ground level as well as 3 (three) other floor levels must be serviced on this same basis. From lunchtime until



15:45 the remaining 3 (three) floor levels as well as the walkway on the ground floor shall be serviced similarly.

7. This required method of work shall ensure that toilets on 8 (eight) floor levels are serviced (4 of them before lunch and 4 thereafter). It shall also have the result that the toilets on the ground level walkway, which have the highest use frequency, are thoroughly cleaned twice per day and that each toilet facility shall be checked at least 10 (ten) times on a daily basis. Once first in the morning, once last in the afternoon, and once after each of the 8 levels has been serviced.
8. Each day at 15:00 this task must have been fully executed in order to proceed to attend to the final (10th) check up of all floor levels.
9. Accordingly, as from 15:00 until 15:45 the final check up inspection takes place over a 45 minute period and the same requirements as listed in 1 and 2 herein, are to be performed. (Only 6.5 minutes per floor level is available for this).

At 15:45 the cleaning personnel withdraw from the floor levels where they work and are dismissed from service for the day. At this point in time, the afternoon shift is already on duty and the floor levels are to be serviced in accordance with the said manner.

10. The afternoon shift are to perform their duties from 13:00 until 22:00 with an eating break from 17:00 to 18:00. During this time period the same services are to be rendered.
11. The nightshift personnel report for daily duty at 21:00 to commence their shift. They will thoroughly clean the toilet facilities for use during the following working day. With this way of operating and cleaning actions in the toilet facilities, the UJ (APK) facilities should be more hygienically clean than any operating theatre in the country.

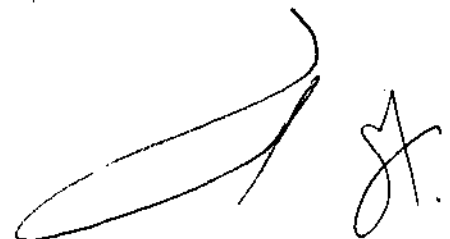


SCHEDULE "F"

Toilet Cleaning Specifications and Requirements

Work method as proposed/required, to fulfil the tender requirements and meet the expected standards

1. Close toilet premises with a notice and the locking of doors.
2. Empty the rubbish bins and ensure that the toilet paper holders, hand paper holders and the pink hand soap holders are all working and full.
3. Wash the mirrors and wipe them dry. Ensure that there are no marks and/or lines visible on them. (No hand paper towels may be used for this purpose.)
4. Wash the tiles where necessary (at least 1 x per week) and/or use a clean cloth with a detergent to wipe the tiles.
5. Wash all toilet bowls, toilet seats, toilet basins, urinals and showers, also with clean water and a detergent.
6. In the case of the toilets, they should be clean brushed with a toilet brush where necessary. Marks and stains in the toilet, urinals and wash basins must be dealt with in the usual manner for stain removal.
7. Place "deo blocks" in all urinals and place out air fresheners as necessary.
8. Scrub floor surfaces well with an industrial machine using the relevant attachment (brush or scouring) and remove the dirty water. Then wash the floor surface properly with the relevant chemicals, including a detergent. For this purpose the double bucket mop system whereby clean water is used from one bucket and dirty water from the floor is removed and by way of a gearpress system pressed into the second bucket, meaning that dirt is continuously removed and not smeared all over the floor, must be used.



9. Strip and reseal vinyl floor surfaces at least once every second month in accordance with the prescription of the work specifications in the tender documentation.
10. Ensure that other wall surfaces, doors, door frames, equipment, light switches, windows and other vertical and horizontal surfaces are free of dust, spots, marks, graffiti and other dirt. As soon as the ablution facility has been cleaned in this manner and the floors are dry, re-open it for use by the students, staff and visitors.



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UJ 34/2012 (T)

APPENDIX A OF CLUSTER 019

CLUSTER SPECIFICS

In respect of

**SWC – OLD CAMPUS OF
CLUSTER 019**

Admin Block, Academic Education, Science Labs, Arena, Conference Halls and
Technical Services, Clinic, Heritage House, Tower and Gate

1. DEFINITIONS AND INTERPRETATION

1.1.1 "Cleaning Services" refers to the cleaning services to be rendered by the Contractor in and on the SWC – Old Campus – Administration Block, Academic Education, Science Labs, Arena, Conference Halls and Technical Services, Clinic, Heritage House, Tower and Gate as envisaged and recorded in this Agreement, and without derogating from the generality thereof, shall include the supply of all necessary cleaning equipment, labour, machinery and materials necessary for the proper execution thereof, as well as the Ad hoc Services authorised in writing by the Authorised Representative;

1.1.2 SWC – Old Campus – Admin Block, Academic Education, Science Labs, Arena, Conference Halls and Technical Services, Clinic, Heritage House, Tower and Gate means cleaning of the entire premises offices, kitchens, reception areas, toilets, bathrooms, passages, stairs, outside areas (stoeps), etc at all the above premises, in terms of and in accordance with the service level agreement as recorded in the tender/contract documentation.

2. INTRODUCTION

2.1.1 UJ wishes to appoint a contractor to have the SWC – Old Campus – Administration Block, Academic Education, Science Labs, Arena, Conference Halls and Technical Services, Clinic, Heritage House, Tower and Gate in a clean and acceptable condition for all UJ staff members, students, clients and all visitors at all times, and has invited inter alia the Contractor to tender in terms its tender procedures, to render such required service



UJ 34/2012 (T)

SCHEDULE "A"

CLUSTER 019

Minimum requirements in relation to cluster 019

	Mon - Sat		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	0	0	0
Number of On-site Supervisors	1	0	0
Number of Team Leaders	2	0	1
Number of Male Cleaners	4	0	0
Number of Female Cleaners	15	0	5
Totals	22	0	6

	Sunday		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	0	0	0
Number of On-site Supervisors	0	0	0
Number of Team Leaders	0	0	0
Number of Male Cleaners	0	0	0
Number of Female Cleaners	0	0	0
Totals	0	0	0


Notes:

No work is performed on Sundays and Public Holidays, unless specified where applicable or requested otherwise.

All shifts worked are nine (9) hours on Mondays to Fridays and seven (7) on Saturdays and no service on Sundays. A one (1) hour lunch is to be taken by all staff.

SCHEDULE B

Number of vehicles (bakkie)	0
Number of trailers	0
Number of automated scrubbing machines	0
Number of carpet cleaning machines	0
Number of slow speed buffing machines	5
Number of high speed buffing machines	0
Number of ultra high speed burnishing machines	1
Number of pressure washers	1
Number of vacuum cleaners (silent)	11
Number of petrol-driven mechanical sweepers	1
Number of petrol operated blowers	2
Number of double bucket mopping systems	4
Number of trolley work stations	1
Number of wet and dry vacuums	1



SCHEDULE "C"

Costing Sheet

Name of company.....

The Soweto Campus – Old Campus – Administration Block, Academic Education, Science Labs, Arena, Conference Halls and Technical Services, Clinic, Heritage House, Tower and Gate

NB: LIST NUMBER OF EACH BELOW

Site Name:								
Building Address / Section								
Contact Person:								
	Details	Staff	Hours	Rate	Days	Weeks	Total	
1.1.	Service Attendant	W-days				4.33		
	Service Attendant	W-After				4.33		
	Service Attendant	W-Nights				4.33		
1.2.	Saturday	Day				4.33		
	Saturday	Night				4.33		
1.3.	Sunday	Day				4.33		
	Sunday	Night				4.33		
1.4.	Public Holidays	Day						
	Public Holidays	Night						
	Manager					4.33		
1.5.	Team Leader/Supervisor					4.33		
1.6.	Site Supervisor (Night)							
1.7.	Supervisor							
	Total Hours							
2.	Sub Total Wages							
		No						
3.	Staff Benefits as % on Wage							
4.	Other Funds, Prov fund etc							
4.1.	W Compensation							
4.2.	UIF							
4.3.	SITA							
4.4.	Annual Holiday							
4.5.	Sick Leave							
4.6.	RSCI							
4.7.	Year End Bonus							
4.8.	Prot clothing + Uniform							
4.9.	NCCA/BECA							
	Sub Total Benefits							
5.	EQUIPMENT(List items)	No						

6.	Total Equipment Cost								
7.	Equipment rental								
8.	Equipment maintenance								
9.	Cleaning Material % of Wages								
	Sub Total Equipment								
	Sub Total Contract Cleaning								
10.	Mark-up								
11.	Window Cleaning								
12.a	Carpet Cleaning-27M2								
12.b	Stripping and Sealing Hard Floors-5800M2								
13.	Other Transport + Office Exp								
14.	Additional items/provisions								
15.	Sub Total								
16.	14% V A T								
17.	Full monthly contract price (Inclusive)								



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SCHEDULE D**COSTING / PRICING SCHEDULE**

To be completed for each section / cluster of all UJ cleaning contracts.

Name of Company: _____

Section / Cluster: _____

All prices quoted hereon, is to be **EXCLUSIVE** of 14% VAT.

1.	Full monthly charge for this contract		R
2.	Charge per m ² for carpet cleaning (Wet Extraction) (Additional once off call outs, when required)		R R
3.	Charge per m ² for stripping and sealing of vinyl floors (4 x coats of polymer sealant)		R
4.	Charge per m ² for the "cut back and re-seal" of vinyl floors (2 x coats of polymer sealant)		R
5.	Charge per day for five (5) trained window cleaners		R
6.	Estimated time of response, should additional services be requested, in the case of an emergency.		Hours
7.	Charge per day (9 hour shift) for fully trained staff, working:-		
(a)	Normal working hours	Supervisors	Cleaners
		R	R
(b)	Night Times	R	R
(c)	Saturdays	R	R
(d)	Sundays	R	R

KINDLY TAKE NOTE:

That the exact minimum staff compliments, machinery required, hours of work, etc have all been specified and must be reflected in your costing form. **NON COMPLIANCE WILL LEAD TO DISQUALIFICATION.**

Staff compliments and machinery are listed on page 49 and 50, inclusive of the hours of work.

SQUARE METERS OF BUILDINGS:

Admin Block	3820.73
Academic Education	2215.21
Science Labs	400
Arena	6554.8
Conference Halls and Technical Services	739.79
Clinic	265.37
Heritage House	115.26
Tower and Gate	67.43



A handwritten signature in black ink, appearing to be 'J. S.', located in the bottom right corner of the page.

SCHEDULE "E"

Example of Toilet Cleaning Program,

As expected in terms of the UJ

Facilities

Every morning, starting at 06h45

1. Start at the walk way on the ground level. Confirm that the night shift staff did indeed fully service the ablution facilities. Ensure that there is enough hand paper, toilet paper and pink hand lotion soap in all the relevant holders and that all are in working order. Open the windows, pick-up pieces of papers lying around the hand paper holders and quickly empty the hand paper bin. Flush all toilets and urinals that were possible not flushed after use and make sure that there is enough deo-blocks placed in the urinals.
2. Now move through to the 2nd, 3rd, 4th, 5th, 6th, and 7th levels and do the same as in the ground level toilet facilities.
3. The services as listed under 1 and 2 above must be performed over a period of 1 (one) hour, which means that approximately 8,5 minutes must be spent per floor level.
4. Around 7:45 there is now a shift over to the action of the closing of toilets for service purposes. Due to the high frequency of use on the lower levels, it is recommended that this should commence on the 7th floor level.
5. After each floor level has been properly cleaned, a quick check-up must be done on all the other remaining floor levels.
6. From 7:45 until lunchtime, the walkway on the ground level as well as 3 (three) other floor levels must be serviced on this same basis. From lunchtime until 15:45 the remaining 3 (three) floor levels as well as the walkway on the ground floor shall be serviced similarly.



7. This required method of work shall ensure that toilets on 8 (eight) floor levels are serviced (4 of them before lunch and 4 thereafter). It shall also have the result that the toilets on the ground level walkway, which have the highest use frequency, are thoroughly cleaned twice per day and that each toilet facility shall be checked at least 10 (ten) times on a daily basis. Once first in the morning, once last in the afternoon, and once after each of the 8 levels has been serviced.
8. Each day at 15:00 this task must have been fully executed in order to proceed to attend to the final (10th) check up of all floor levels.
9. Accordingly, as from 15:00 until 15:45 the final check up inspection takes place over a 45 minute period and the same requirements as listed in 1 and 2 herein, are to be performed. (Only 6.5 minutes per floor level is available for this).

At 15:45 the cleaning personnel withdraw from the floor levels where they work and are dismissed from service for the day. At this point in time, the afternoon shift is already on duty and the floor levels are to be serviced in accordance with the said manner.

10. The afternoon shift are to perform their duties from 13:00 until 22:00 with an eating break from 17:00 to 18:00. During this time period the same services are to be rendered.
11. The nightshift personnel report for daily duty at 21:00 to commence their shift. They will thoroughly clean the toilet facilities for use during the following working day. With this way of operating and cleaning actions in the toilet facilities, the UJ (APK) facilities should be more hygienically clean than any operating theatre in the country.




SCHEDULE "F"

Toilet Cleaning Specifications and Requirements

Work method as proposed/required, to fulfil the tender requirements and meet the expected standards

1. Close toilet premises with a notice and the locking of doors.
2. Empty the rubbish bins and ensure that the toilet paper holders, hand paper holders and the pink hand soap holders are all working and full.
3. Wash the mirrors and wipe them dry. Ensure that there are no marks and/or lines visible on them. (No hand paper towels may be used for this purpose.
4. Wash the tiles where necessary (at least 1 x per week) and/or use a clean cloth with a detergent to wipe the tiles.
5. Wash all toilet bowls, toilet seats, toilet basins, urinals and showers, also with clean water and a detergent.
6. In the case of the toilets, they should be clean brushed with a toilet brush where necessary. Marks and stains in the toilet, urinals and wash basins must be dealt with in the usual manner for stain removal.
7. Place "deo blocks" in all urinals and place out air fresheners as necessary.
8. Scrub floor surfaces well with an industrial machine using the relevant attachment (brush or scouring) and remove the dirty water. Then wash the floor surface properly with the relevant chemicals, including a detergent. For this purpose the double bucket mop system whereby clean water is used from one bucket and dirty water from the floor is removed and by way of a gearpress system pressed into the second bucket, meaning that dirt is continuously removed and not smeared all over the floor, must be used.
9. Strip and reseal vinyl floor surfaces at least once every second month in accordance with the prescription of the work specifications in the tender documentation.



10. Ensure that other wall surfaces, doors, door frames, equipment, light switches, windows and other vertical and horizontal surfaces are free of dust, spots, marks, graffiti and other dirt. As soon as the ablution facility has been cleaned in this manner and the floors are dry, re-open it for use by the students, staff and visitors.



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Amended.

UJ 34/2012 (T)

APPENDIX A OF CLUSTER 020

SITE/CLUSTER SPECIFICS

In respect of

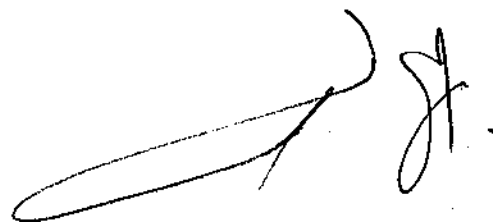
SWC - YMCA AND YWCA RESIDENCES OF CLUSTER 020

1. DEFINITIONS AND INTERPRETATION

- 1.1.1 **"Cleaning Services"** refers to the cleaning services to be rendered by the Contractor in and on the Soweto Campus – Residences – Y W C A and Y M C A as envisaged and recorded in this Agreement, and without derogating from the generality thereof, shall include the supply of all necessary cleaning equipment, labour, machinery and materials necessary for the proper execution thereof, as well as the Ad hoc Services authorised in writing by the Authorised Representative;
- 1.1.2 YMCA and YWCA means cleaning of the entire premises offices, kitchens, reception areas, toilets, bathrooms, passages, stairs, outside areas (stoeps), etc at all the above premises, in terms of and in accordance with the service level agreement as recorded in the tender/contract documentation.

2. INTRODUCTION

- 2.1.1 UJ wishes to appoint a contractor to have the Soweto Campus – Residences - Y W C A and Y M C A in a clean and acceptable condition for all UJ staff members, students, clients and all visitors at all times, and has invited inter alia the Contractor to tender in terms its tender procedures, to render such required services.



UJ 34/2012 (T)

SCHEDULE "A"**CONTRACT 020****Minimum requirements in relation to contract 020**

	Mon - Sat		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	0	0	0
Number of On-site Supervisors	0	0	0
Number of Team Leaders	0	0	0
Number of Male Cleaners	1	0	0
Number of Female Cleaners	7	0	0
Totals	8	0	0

	Sunday		
	Dayshift	Afternoon	Nightshift
Number of Full-time Contract Managers	0	0	0
Number of On-site Supervisors	0	0	0
Number of Team Leaders	0	0	0
Number of Male Cleaners	0	0	0
Number of Female Cleaners	0	0	0
Totals	0	0	0

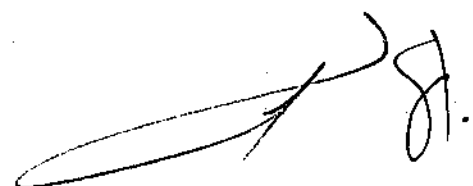
Notes:

No work is performed on Sundays and Public Holidays, unless specified where applicable or requested otherwise.

All shifts worked are nine (9) hours on Mondays to Fridays and seven (7) on Saturdays and no service on Sundays. A one (1) hour lunch is to be taken by all staff.

SCHEDULE B

Number of vehicles (bakkie)	0
Number of trailers	0
Number of automated scrubbing machines	0
Number of carpet cleaning machines	0
Number of slow speed buffing machines	0
Number of high speed buffing machines	4
Number of ultra high speed burnishing machines	0
Number of pressure washers	0
Number of vacuum cleaners (silent)	2
Number of petrol-driven mechanical sweepers	0
Number of petrol operated blowers	0
Number of double bucket mopping systems	4
Number of trolley work stations	4
Number of wet and dry vacuums	0



SCHEDULE "C"

Costing Sheet

Name of company.....

The Soweto Campus – Residences – Y W C A and Y M C A

NB: LIST NUMBER OF EACH BELOW

Site Name:								
Building Address / Section								
Contact Person:								
	Details	Staff	Hours	Rate	Days	Weeks	Total	
1.1.	Service Attendant	W-days				4.33		
	Service Attendant	W-After				4.33		
	Service Attendant	W-Nights				4.33		
1.2.	Saturday	Day				4.33		
	Saturday	Night				4.33		
1.3.	Sunday	Day				4.33		
	Sunday	Night				4.33		
1.4.	Public Holidays	Day						
	Public Holidays	Night						
	Manager					4.33		
1.5.	Team Leader/Supervisor					4.33		
1.6.	Site Supervisor (Night)							
1.7.	Supervisor							
	Total Hours							
2.	Sub Total Wages							
		No						
3.	Staff Benefits as % on Wage							
4.	Other Funds, Prov fund etc							
4.1.	W Compensation							
4.2.	UIF							
4.3.	SITA							
4.4.	Annual Holiday							
4.5.	Sick Leave							
4.6.	RSCL							
4.7.	Year End Bonus							
4.8.	Prot clothing + Uniform							
4.9.	NCCA/BEECA							
	Sub Total Benefits							
5.	EQUIPMENT(List items)	No						

6.	Total Equipment Cost								
7.	Equipment rental								
8.	Equipment maintenance								
9.	Cleaning Material % of Wages								
	Sub Total Equipment								
	Sub Total Contract Cleaning								
10.	Mark-up								
11.	Window Cleaning								
12.a	Carpet Cleaning-27M2								
12.b	Stripping and Sealing Hard Floors-5800M2								
13.	Other Transport + Office Exp								
14.	Additional items/provisions								
15.	Sub Total								
16.	14% V A T								
17.	Full monthly contract price (Inclusive)								



A handwritten signature in black ink, consisting of a large, sweeping initial 'S' followed by a smaller, more complex signature.

SCHEDULE D**COSTING / PRICING SCHEDULE**

To be completed for each section / cluster of all UJ cleaning contracts.

Name of Company: _____

Section / Cluster: _____

All prices quoted hereon, is to be **EXCLUSIVE** of 14% VAT.

1.	Full monthly charge for this contract	R
2.	Charge per m ² for carpet cleaning (Wet Extraction) (Additional once off call outs, when required)	R R
3.	Charge per m ² for stripping and sealing of vinyl floors (4 x coats of polymer sealant)	R
4.	Charge per m ² for the "cut back and re-seal" of vinyl floors (2 x coats of polymer sealant)	R
5.	Charge per day for five (5) trained window cleaners	R
6.	Estimated time of response, should additional services be requested, in the case of an emergency.	Hours
7.	Charge per day (9 hour shift) for fully trained staff, working:-	
(a)	Normal working hours	Supervisors R Cleaners R
(b)	Night Times	R R
(c)	Saturdays	R R
(d)	Sundays	R R

KINDLY TAKE NOTE:

That the exact minimum staff compliments, machinery required, hours of work, etc have all been specified and must be reflected in your costing form. **NON COMPLIANCE WILL LEAD TO DISQUALIFICATION.**

Staff compliments and machinery are listed on page 49 and 50, inclusive of the hours of work.

.TOTAL SQUARE METERS FOR BOTH RESIDENCES

5826.97



A handwritten signature in black ink, consisting of a large, sweeping loop followed by a smaller, more intricate flourish.

SCHEDULE "E"

Example of Toilet Cleaning Program,

As expected in terms of the UJ

Facilities

Every morning, starting at 06h45

1. Start at the walk way on the ground level. Confirm that the night shift staff did indeed fully service the ablution facilities. Ensure that there is enough hand paper, toilet paper and pink hand lotion soap in all the relevant holders and that all are in working order. Open the windows, pick-up pieces of papers lying around the hand paper holders and quickly empty the hand paper bin. Flush all toilets and urinals that were possible not flushed after use and make sure that there is enough deo-blocks placed in the urinals.
2. Now move through to the 2nd, 3rd, 4th, 5th, 6th, and 7th levels and do the same as in the ground level toilet facilities.
3. The services as listed under 1 and 2 above must be performed over a period of 1 (one) hour, which means that approximately 8,5 minutes must be spent per floor level.
4. Around 7:45 there is now a shift over to the action of the closing of toilets for service purposes. Due to the high frequency of use on the lower levels, it is recommended that this should commence on the 7th floor level.
5. After each floor level has been properly cleaned, a quick check-up must be done on all the other remaining floor levels.
6. From 7:45 until lunchtime, the walkway on the ground level as well as 3 (three) other floor levels must be serviced on this same basis. From lunchtime until 15:45 the remaining 3 (three) floor levels as well as the walkway on the ground floor shall be serviced similarly.



7. This required method of work shall ensure that toilets on 8 (eight) floor levels are serviced (4 of them before lunch and 4 thereafter). It shall also have the result that the toilets on the ground level walkway, which have the highest use frequency, are thoroughly cleaned twice per day and that each toilet facility shall be checked at least 10 (ten) times on a daily basis. Once first in the morning, once last in the afternoon, and once after each of the 8 levels has been serviced.
8. Each day at 15:00 this task must have been fully executed in order to proceed to attend to the final (10th) check up of all floor levels.
9. Accordingly, as from 15:00 until 15:45 the final check up inspection takes place over a 45 minute period and the same requirements as listed in 1 and 2 herein, are to be performed. (Only 6.5 minutes per floor level is available for this).

At 15:45 the cleaning personnel withdraw from the floor levels where they work and are dismissed from service for the day. At this point in time, the afternoon shift is already on duty and the floor levels are to be serviced in accordance with the said manner.

10. The afternoon shift are to perform their duties from 13:00 until 22:00 with an eating break from 17:00 to 18:00. During this time period the same services are to be rendered.
11. The nightshift personnel report for daily duty at 21:00 to commence their shift. They will thoroughly clean the toilet facilities for use during the following working day. With this way of operating and cleaning actions in the toilet facilities, the UJ (APK) facilities should be more hygienically clean than any operating theatre in the country.

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SCHEDULE "F"

Toilet Cleaning Specifications and Requirements

Work method as proposed/required, to fulfil the tender requirements and meet the expected standards

1. Close toilet premises with a notice and the locking of doors.
2. Empty the rubbish bins and ensure that the toilet paper holders, hand paper holders and the pink hand soap holders are all working and full.
3. Wash the mirrors and wipe them dry. Ensure that there are no marks and/or lines visible on them. (No hand paper towels may be used for this purpose.)
4. Wash the tiles where necessary (at least 1 x per week) and/or use a clean cloth with a detergent to wipe the tiles.
5. Wash all toilet bowls, toilet seats, toilet basins, urinals and showers, also with clean water and a detergent.
6. In the case of the toilets, they should be clean brushed with a toilet brush where necessary. Marks and stains in the toilet, urinals and wash basins must be dealt with in the usual manner for stain removal.
7. Place "deo blocks" in all urinals and place out air fresheners as necessary.
8. Scrub floor surfaces well with an industrial machine using the relevant attachment (brush or scouring) and remove the dirty water. Then wash the floor surface properly with the relevant chemicals, including a detergent. For this purpose the double bucket mop system whereby clean water is used from one bucket and dirty water from the floor is removed and by way of a gearpress system pressed into the second bucket, meaning that dirt is continuously removed and not smeared all over the floor, must be used.
9. Strip and reseal vinyl floor surfaces at least once every second month in accordance with the prescription of the work specifications in the tender documentation.



UJ 34/2012 (T)

APPENDIX A OF CLUSTER 021

SITE/CLUSTER SPECIFICS

In respect of

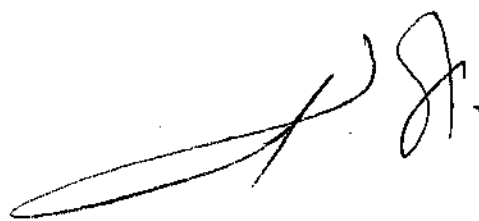
INACCESSIBLE WINDOWS OF APB, DFC, SWC AND RESIDENCES OF CLUSTER 021

1. DEFINITIONS AND INTERPRETATION

- 1.1.1 "Cleaning Services" refers to the cleaning services to be rendered by the Contractor in and on the APB, DFC, SWC and residences as envisaged and recorded in this Agreement, and without derogating from the generality thereof, shall include the supply of all necessary cleaning equipment, labour, machinery and materials necessary for the proper execution thereof, as well as the Ad hoc Services authorised in writing by the Authorised Representative;
- 1.1.2 APB, DFC, SWC and Residences means cleaning of windows – twice per year, in terms of and in accordance with the service level agreement as recorded in the tender/contract documentation.

2. INTRODUCTION

- 2.1.1 UJ wishes to appoint a contractor to have the windows at APB, DFC, SWC and Residences in a clean and acceptable condition for all UJ staff members, students, clients and all visitors at all times, and has invited inter alia the Contractor to tender in terms of its tender procedures, to render such required services.



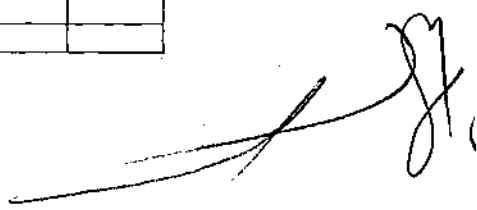
Costing Sheet

Name of company.....

Inaccessible windows of APB, DFC, SWC and Residences

NB: LIST NUMBER OF EACH BELOW

Site Name:								
Building Address / Section								
Contact Person:								
	Details	Staff	Hours	Rate	Days	Weeks	Total	
1.1.	Service Attendant	W-days				4.33		
	Service Attendant	W-After				4.33		
	Service Attendant	W-Nights				4.33		
1.2.	Saturday	Day				4.33		
	Saturday	Night				4.33		
1.3.	Sunday	Day				4.33		
	Sunday	Night				4.33		
1.4.	Public Holidays	Day						
	Public Holidays	Night						
	Manager					4.33		
1.5.	Team Leader/Supervisor					4.33		
1.6.	Site Supervisor (Night)							
1.7.	Supervisor							
	Total Hours							
2.	Sub Total Wages							
		No						
3.	Staff Benefits as % on Wage							
4.	Other Funds, Prov fund etc							
4.1.	W Compensation							
4.2.	UIF							
4.3.	SITA							
4.4.	Annual Holiday							
4.5.	Sick Leave							
4.6.	RSCL							
4.7.	Year End Bonus							
4.8.	Prot clothing + Uniform							
4.9.	NCCA/BEECA							
	Sub Total Benefits							
5.	EQUIPMENT(List items)		No					



6.	Total Equipment Cost							
7.	Equipment rental							
8.	Equipment maintenance							
9.	Cleaning Material % of Wages							
	Sub Total Equipment							
	Sub Total Contract Cleaning							
10.	Mark-up							
11.	Window Cleaning							
12.a	Carpet Cleaning-27M2							
12.b	Stripping and Sealing Hard Floors-5800M2							
13.	Other Transport + Office Exp							
14.	Additional items/provisions							
15.	Sub Total							
16.	14% V A T							
17.	Full monthly contract price (Inclusive)							



A handwritten signature in black ink, consisting of a large, sweeping initial followed by a more detailed name.

UJ 34/2012 (T)

WINDOW CLEANING

Window Cleaning service to be supplied twice per year.

AUCKLAND PARK BUNTING CAMPUS, DOORNFONTEIN CAMPUS, SOWETO CAMPUS AND RESIDENCES - CLUSTER 021

Inside and outside faces of all exterior windows, as well as interior windows, of a height in excess of 2m from the floor surface. An estimate of the extent of the scope of work, is **490 MAN DAYS @ NORMAL WEEK RATES AND 15 MAN DAYS AT SATURDAY RATE**

NOTES FOR TENDERER:

1. Suppliers must be fully compliant with the OHS Act (as amended), particularly the Construction Regulations, and all relevant SAB standards. A complete Health and Safety file to be submitted with the tender and to be held and updated, once work commences. A safety method statement/work procedure, to be included in the file.
2. The supplier must be a member in good standing with the IWH.
3. Some windows are not accessible via suspended access equipment (including rope access), nor with ladders, scaffolding or MEWPS. Supplier to submit proposal (with proof of viability) on how such windows will be cleaned.
4. Partaking suppliers, must have public liability cover of at least R2 million, per event, should there be claims instituted in relation to this work/contract.
5. No modifications, alterations or installations to any U.J. buildings, will be allowed, without prior written consent, issued by the official U.J. Central Technical Services Unit.

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6. "Inaccessible" windows are windows which cannot be reached to be cleaned without utilizing ladders, ropes, etc. External windows which however can be cleaned from the inside, do not qualify as "inaccessible" and must be cleaned from the inside. In this regard, common sense must prevail. Even if a window is on the tenth floor of a building – but it can be opened and both inside and outside faces thereof can be washed from inside the building without height access equipment, such a window can be deemed as being accessible.

In normal daily building cleaning contracts at the U.J. (except at the APK Campus) it is expected that the staff of the supplier maintaining the buildings, will be responsible for the accessible windows of all buildings. The separate "inaccessible window cleaning contract," is meant to address those windows, that the daily cleaners cannot reach. Should a dispute arise in as far as one party claiming that a window is inaccessible – and another party that it is accessible, the supplier appointed to clean the inaccessible windows, will be expected of, to demonstrate how such a window can be accessed, without specialized access equipment.

In the interest of clarity, the use of a short (up to a maximum of one meter) extension pole, to which window cleaning equipment can be attached, is not deemed as specialized access equipment.

7. As the above process describes a learning curve for all parties, best practice, cost structures - and operating procedures, will be negotiated on a fair basis – and the final outcome and decisions then reduced to writing.
8. In the interim, service providers need to provide for the labour component in the costing structure (kindly indicate the two components of this tender individually) – and then as a combined total price).



ELITE CLEANING SERVICES (PTY) LIMITED

ELITE CLEANING SERVICES (PTY) LIMITED

At a meeting of the Board of Directors of Elite Cleaning Services (Pty) Limited held on the 23 October 2012, it was agreed that JOHN ROMANIS SIMPSON I.D. NO. 7908125144086 is duly authorized to sign all documentation relating to the ordinary course of business.


JOHN ROMANIS SIMPSON
MANAGING DIRECTOR

DATE: 23/10/12.


CARMANTHRA NAIDOO
TRANSFORMATION DIRECTOR

DATE: 23/10/2012



BERYL ANN BUCHANAN
FINANCIAL DIRECTOR

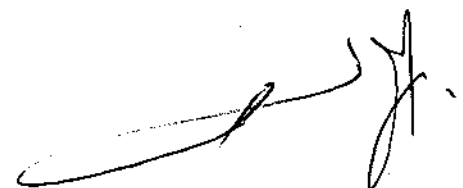
DATE: 23/10/2012




NOKUTHULA PATRICIA NZIMANDE
HUMAN RESOURCES DIRECTOR

DATE: 23 Oct 2012


UJ
31 OCT 2012
TENDERS



Certificate issued by the Commissioner of Companies & Intellectual
Property Commission on Thursday, August 30, 2012 at 12:59



Certificate of Director Amendments

Companies and Intellectual
Property Commission

CoR 39

Registration Number: 1992/007270/07
Enterprise Name: ELITE CLEANING SERVICES

a member of . . . group

ACTIVE DIRECTORS

Surname and First Names	Type	ID Number / Date of Birth	Contrib. (R)	Interest (%)	Appoint. Date	Address
BUCHANAN, BERYL ANN	Director		0.00	0.00	01/11/1987	
NAIDOD, CARMANTHRA	Director		0.00	0.00	23/05/2005	
SIMPSON, JOHN ROMANIS	Director		0.00	0.00	17/04/2008	
NZIMANDE, NOKUTHULA PATRICIA	Director		0.00	0.00	28/03/2011	
MBONANI, THULISILE PAMELA	Director		0.00	0.00	01/05/2012	



Physical Address
the cti Campus - Block F
77 Meintjies Street
Sunnyside 0001

Postal Address: Companies
P O Box 429
Pretoria
0001

Docex: 256
Web: www.cipc.co.za
Contact Centre: 086 100 2472 (CIPC)
Contact Centre (International): +27 12 394 9500



[Handwritten signature]



South African Revenue Service

Tax Clearance Certificate Number
0084/1/2012/0002652634

Tax Clearance Certificate - Tender

Enquiries

0800 00 7277

Approved Date

2012-09-14

Expiry Date

13-09-14

Trading Name

ELITE CLEANING SERVICES PTY LTD

Legal Name

ELITE CLEANING SERVICES PTY LTD

Identity Number/ Passport Number

Company Registration Number

Income Tax Reference Number

VAT/Diesel Registration Number

PAYE Registration Number

SDL Registration Number

UIF Registration Number

Tender Number

It is hereby confirmed that, on the basis of the information at my disposal, the above-mentioned taxpayer has not contravened the provisions of Income Tax Act (1962), Value Added Tax Act (1991), Employees Tax (PAYE as contained within the Income Tax Act 1962), Skills Development Levies Act (1999) or Unemployment Insurance Contributions Act (2002), as at date of this certificate.

This Certificate is Valid for a period of 1 (One) Year from the date of approval.

Verification of this certificate can be done at any SARS Revenue office nationwide.

Photo copies of this certificate are not valid.

SARS reserves the right to withdraw this certificate at any time should any taxes, levies or duties become due and outstanding by the above taxpayer during the one year period for which the certificate is valid.

This certificate is issued free of charge by SARS.

Hughes
COMMISSIONER OF OATHS
Grace Mary Hughes
CTA CA(SA)
Commissioner of Oaths (RSA)
3rd Floor, Palm Grove
196 Louis Botha Avenue
Houghton Estate, Johannesburg 2196

Registrasienuommer van Maatskappy/Registration No. of Company

CERTIFIED A TRUE

92-07270

Sertifikaat van Inlywing van 'n Maatskappy met 'n aandelekapaal

Certificate of Incorporation of a Company having a share capital

Hierby word gesertifiseer dat/This is to certify that

ELITE INDUSTRIAL CLEANING (PROPRIETARY) LIMITED



vandag ingelyf is kragtens die Maatskappywet, 1973 (Wet 61 van 1973), en dat die Maatskappy 'n maatskappy is met 'n aandelekapaal.

was this day incorporated under the Companies Act, 1973 (Act 61 of 1973), and that the Company is a company having a share capital.

Geteken en geseël te Pretoria op hede die/Signed and sealed at Pretoria this

DECEMBER

11th

dag van/day of

~~NOVEMBER~~

Eenduisend Negehonderd/

One Thousand Nine Hundred and Ninety Two (1992).

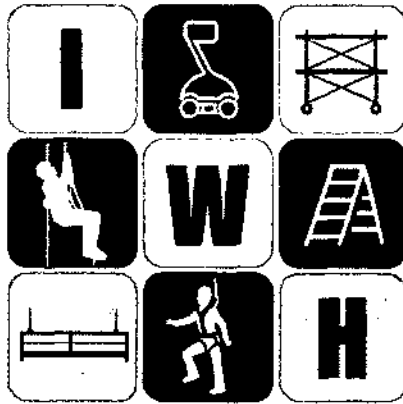
— Registrateur van Maatskappye/Registrar of Companies

It is hereby confirmed that this company was converted from a close corporation, CTA 15950/23, on the above date.

Seël van die Registrasiekantoor vir Maatskappye.
Seal of Companies Registration Office.

REGISTRAR

Hierdie sertifikaat is nie geldig nie, tensy geseël deur die seël van die Registrasiekantoor vir Maatskappye.
This certificate is not valid unless sealed by the seal of the Companies Registration Office.



INSTITUTE FOR WORK AT HEIGHT

"Representing the Work at Height Professionals"

This is to certify that

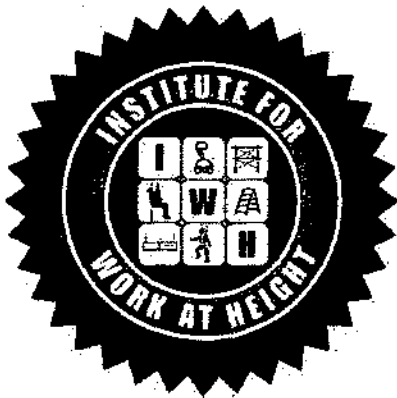
Elite Cleaning Services (Pty) Ltd

(Membership Number: IWH 147)

is a member in good standing

of this Institute for the period

ending 31st March 2013



President.....

Secretariat.....





CERTIFICATION SERVICES

Office No 1, 10 Mulder Street, The Reeds, Centurion

Certificate Registration Number:

ACS 0165/00

Elite Cleaning Services (Pty) Ltd.

23 Boeing Road West, Morninghill, Bedfordview
Unit 11, Display Gardens, Centurion

HAS BEEN ASSESSED AND CERTIFIED TO ISO 9001:2008

Excluding Clauses:

- 7.3 (Design and Development)
- 7.5.2 (Validation of processes for production and service provision)
- 7.6 (Monitoring and Measuring Equipment)

Scope of Certification:

The administration, co-ordination and logistics of cleaning of commercial and industrial premises

*To verify validity of this certificate please check our website
www.alphacs.co.za*

S A N A S



ACCREDITED
CERTIFIER C14

Managing Member

Issue Date 06 May 2010

Expiry Date 23 March 2013

This Certificate remains the property of Alpha Certification Services cc and must be returned upon request

**Directors/partners/owners/
members:**

Full names Beryl Ann Buchanan

Position in company Financial Director

% ownership 4.5 %

Address

Telephone number

Full names Carmanthra Naidoo

Position in company Transformation Director

% ownership 0 %

Address

Telephone number

Full names John Romanis Simpson

Position in company Managing Director

% ownership 4.5 %

Address

Telephone number



A handwritten signature in black ink is located in the bottom right corner of the page. The signature is stylized and appears to be the initials "A.S." followed by a flourish.


Full names Nokuthula Patricia Nzimande
Position in company Human Resources Director
% ownership 0 %
Address [REDACTED]
Telephone number [REDACTED]

Full names Thulisile Pamela Mbonani
Position in company Non-Executive Director
% ownership 0 %
Address [REDACTED]
Telephone number [REDACTED]

Full names Bambanani Empowerment Share Trust
% ownership 11 %
Owned By All Elite Employees

Full names ECSE (Pty) Ltd
% ownership 15.50 %
Owned By Nokuthula Nzimande (51 %)
Peter Simpson (49 %)

Full names The Real World Investment Trust
% ownership 64.5 %
Owned By Peter Simpson





FNB
EASTGATE

The National Bank of Ethiopia, Plc. Addis Ababa, Ethiopia
AN MEMBERSHIP BANK
REG. NO. 1000033230/01

257-705

Date: 20/04/2012

Branch: Addis Ababa

Account No: 123456789

Amount: Birr 2973.64

FOR ELECTRIC CLEANING SERVICES (RTS)
LTD REG. NO. 1022707/07

SAHA
SOCIETY OF JUSTICE

Handwritten signature