



**APPOINTMENT OF A SERVICE PROVIDER FOR CLEANING AND HYGIENE SERVICES AT THE MEDICAL BUREAU FOR OCCUPATIONAL DISEASES (MBOD) 144 DE KORTE STREET BRAAMFONTEIN, JOHANNESBURG, 2001 FOR THREE (3) YEARS.**

**Bid number: NDoH10-2025/2026**

**Index**

1. There are additions to the pricing schedule where quantities, sizes, frequency of services and additional services were not stipulated. The new revised pricing schedule supersedes the previously published pricing schedule. Bidders are required to use the new revised pricing schedule.
2. Attached are the responses to the questions and answers and the revised SBD 3.2 pricing schedule.
3. The completed addendum must be submitted together with the bid document on or before the closing date and time of the bid. The department will not be held responsible for bidders not following the amendments made to the bid.

Initials .....

Bidder's Signature.....

Date:.....

**ACCEPTANCE AND INCORPORATION OF ADDENDUM**

I/We accept that Addendum No 1 forms part of the Tender Documents.

I/We confirm that I/we -

- (a) have noted the contents of this Addendum
- (b) have fully considered this Addendum
- (c) have incorporated the amendments and additions contained in this Addendum in my/our Tender for Tender No. **Bid number: NDOH-10(2025/2026)**

SIGNED ON BEHALF OF THE TENDERER : .....

NAME OF SIGNATORY (BLOCK LETTERS) : .....

NAME OF TENDERER (BLOCK LETTERS) : .....

TENDERER'S ADDRESS : .....

.....

TENDERER'S TEL NO : .....

TENDERER'S FAX NO : .....

SIGNATURES OF WITNESSES : 1. ....

2. ....

NAMES OF WITNESSES

(BLOCK LETTERS) : 1. ....

2. ....

DATE :

Initials .....

Bidder's Signature.....

Date:.....

**QUESTIONS FROM BIDDERS AND RESPONSES FROM NDOH FOR BID NDOH 10-2025/2026: APPOINTMENT OF A SERVICE PROVIDER FOR CLEANING AND HYGIENE SERVICES AT THE MEDICAL BUREAU FOR OCCUPATIONAL DISEASES (MBOD) FOR THREE (3) YEARS**

<b>No</b>	<b>Question from bidder</b>	<b>Response from NDOH</b>
<b>1.</b>	What are the working hours?	Working hours are from 07:00am-15:30pm.
<b>2.</b>	Why were quantity included but the sizes are not provided on page 3?	Quantities have been added in the new revised pricing schedule
<b>3.</b>	Does MBOD have laundry on the premises?	No, we don't have laundry on the premises.
<b>4.</b>	Why are the quantity of the cleaning material not corresponding to the tender document and pricing schedule?	The required quantities have been added in the new revised pricing schedule
<b>5.</b>	Quantities of curtains, window cleaning and medical laundry are not included in the pricing schedule.	Quantities have been added in the new revised pricing schedule
<b>6.</b>	Why is laundry not on the pricing schedule?	Laundry has been added to the revised pricing schedule
<b>7.</b>	Are there anchor anchor boards for cleaning windows? Does the department have equipment to clean the window outside?	No, the department does not have equipment for cleaning outside, bidders to incorporate equipment within their prices. There are no anchor boards On the windows.
<b>8.</b>	How often are we required to wash the curtains and do medical laundry?	Curtains are washed twice a year and medical laundry weekly.
<b>9.</b>	Do you allow price escalation?	Yes, when it comes to wage increment the company must align with the sectoral determination rate.

**QUESTIONS FROM BIDDERS AND RESPONSES FROM NDOH FOR BID NDOH 10-2025/2026: APPOINTMENT OF A SERVICE PROVIDER FOR CLEANING AND HYGIENE SERVICES AT THE MEDICAL BUREAU FOR OCCUPATIONAL DISEASES (MBOD) FOR THREE (3) YEARS**

No	Question from bidder	Response from NDOH
11.	How are we going to get communication?	It will be emailed to you; email addresses must be clear and correctly captured on the attendance register.
13.	How long will it take to get feedback on the outcome of the bid	The bid validity is 120 days the department will try to conclude the process within that time frame. However, bidders will be informed if the process will be longer than that.
14.	As the service provider do we provide equipment's or consumables	Bidders to provide consumables and equipment where stipulated on the pricing schedule.
15.	Do we provide dispensers, and SHE bins	Bidders to provide refills only for the dispensers and for the SHE bins bidders to provide Sanitary bin liners
16.	Do we supply drip-system and refills?	No, only refills.
17.	Why is closing date of the tender 2021 instead of 2025?	It was mistakenly captured; it will be amended accordingly. It was supposed to be 2025 instead of 2021.
18.	What rate must we currently use for wage remuneration?	You must use the current rate as per sectoral determination.
19.	May I have clarity about the tender box at Pretoria, if it is accessible? We need to drop the tender during office hrs only	Yes, tenders can only be dropped off during working /office hours only. The tender box is not accessible after hours.

## PRICING SCHEDULE – NON-FIRM PRICES (PURCHASES)

**NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of Bidder.....Bid number: **NDoH-10(2025/2026)**

Closing Time 11:00 ..... Closing date **30 September 2025**

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

### **PRICING SCHEDULE**

**The pricing must strictly be quoted in accordance with the table below and must be inclusive of VAT.**

The following number of resources are required: The below must be paid as per the amended sectoral determination of the contract cleaning sector as contemplated in Section 6(1) of the *Basic Conditions of Employment Act, No. 75 of 1997*.

CATEGORY	QUANTITY	HOURLY RATE
Full-time Operations Manager	1	
Full-time supervisors	1	
General Cleaners	8	
<b>TOTAL</b>	<b>10</b>	

Item description	Quantity per month	Price including VAT per month	Price including VAT over 36 months
<b>(A) Consumables and Equipment</b>			
1. Bleach	1 x 5L		
2. Dishwashing liquid	1 x 20L		
3. Furniture polish 300ml spray can	8 per month		
4. Ammonia-based cleaning product or equivalent	1 x 20L per month		
5. Glass, Metal work or Mirror cleaning materials, or equivalent	2 x 2L		

Item description		Quantity per month	Price including VAT per month	Price including VAT over 36 months
6.	Bacterial Cleaner Disinfectant – 3-in-1 Concentrated Sanitiser, Disinfectant Cleaner and Freshener	3 x 5 L		
7.	Microfibre cleaning clothes (10 in a pack)	1 pack		
8.	She-bin plastic bags – Bin liners 20 per pack	5 packs		
9.	Clear refuse plastic bags (20 in a pack) for all the toilets, 10-litre bins	5 packs		
10.	Floor polish for vinyl tiles 5L	5L x 4		
11.	Floor polish for wooden tiles 5L	5L x 1		
12.	Clear refuse plastic bags (20 in a pack) for all office 10-litre bins.	5 packs		
13.	Brooms with dustpans: good quality	8		
14.	Industrial-grade mops or equivalent for wooden, vinyl, and plastered floors	8		
15.	Fully equipped cleaning mopping trolley (Janitorial trolley and warning signs)	8		
16.	Duster/ twister duster or equivalent	8		
17.	Generic Floor Polisher and Scrubber Machine,	2		
18.	Vacuum Cleaner,	1		
19.	Heavy duty brooms	3		
20.	Toilet bowl cleaner 5L	5L x 5		
21.	Batteries for air refresher containers C R14/1.5V	1 pack a month		
22.	Washing medical laundry 20kg	Weekly		
23.	Washing curtains 77kg	Twice a year		
24.	Equipment to clean external windows (4 storey building)	Twice a year		
<b>Total</b>			<b>R</b>	<b>R</b>

<b>(B)</b>	<b>Hygiene Services (Monthly Services)<sup>3</sup></b>			
1.	SHE-Bin: Disposal	Every two weeks		
2.	Refill air fresheners 250ml spray	22/month		
3.	Anti-bacterial Hand Soap (800ml refill)	22/month		
4.	Refill: Toilet Cistern Auto Cleaner Dispenser (drip-system) 300ml	40/month		
5.	Refill: foam/gel toilet seat sanitizer 400ml sachet	40/month		
6.	Deodorant blocks for sanitizing 58 urinals	5kg/month		
<b>Total</b>			<b>R</b>	<b>R</b>
<b>(C)</b>	<b>Human Resources requirements</b>			
1.	8 cleaning personnel 1 Supervisor 1 Manager	10		
<b>Total</b>			<b>R</b>	<b>R</b>
<b>(D)</b>	<b>General Cleaning</b>			
1.	Cleaning: all entrances (back and front) and all 3 parking levels, and removing weeds	Weekly		
2.	x1 (35x43cm) carpet deep cleaning	Twice a year		
3.	Staircases, handrails and surrounding areas	Daily		
4.	<b>Cleaning:</b> ablution facilities, offices, passages, patios, boardrooms, storerooms and kitchenettes.	Daily		
5.	<b>Deep cleaning:</b> Cleaning of offices, passages, patios, boardrooms, server room, storerooms, canteen and kitchenettes, parking areas and 3-level vehicle parking.	Quarterly		
6.	<b>Deep cleaning:</b> ablution facilities	Once/month		
7.	All reception areas, lifts and lobbies	Daily		
8.	All waste disposal	Weekly		
9.	Perimeters: all the outside grounds, patios, basements (3-level parking and all the building rooftops).	Weekly		
10.	Glass, Metal work or Mirror cleaning materials, or equivalent.	Quarterly		
<b>Total</b>			<b>R</b>	<b>R</b>
	<b>Total tender price for a month</b>			-
	<b>Total tender price over 36 months</b>			

## PRICE ADJUSTMENTS

### A NON-FIRM PRICES SUBJECT TO ESCALATION

1. IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES
2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left( D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Where:

Pa	=	The new escalated price to be calculated.
(1-V)Pt	=	85% of the original bid price. <b>Note that Pt must always be the original bid price and not an escalated price.</b>
D1, D2..	=	Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2...etc. must add up to 100%.
R1t, R2t.....	=	Index figure obtained from new index (depends on the number of factors used).
R1o, R2o	=	Index figure at time of bidding.
VPt	=	15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index..... Dated.....	Index..... Dated.....	Index..... Dated.....
Index..... Dated.....	Index..... Dated.....	Index..... Dated.....

4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. eg. Labour, transport etc.)	PERCENTAGE OF BID PRICE



**B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS**

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE