



SEDIBENG TVET COLLEGE
"GROW WITH THE FLOW"

Specifications and Pricing Schedule

TERMS OF REFERENCE

Bidders must complete the pricing schedule in full, failing which, such bidders will be disqualified.

1. Background

The Sedibeng TVET College (Sedcol) is an institution governed by the Continuing Education and Training Act 2006. The Minister of Higher Education and Training is the Executive Authority, and the SEDCOL Council is the Accounting Authority of the WTC. The Sedcol is governed by the Council appointed by the Minister of Higher Education and Training.

Cleaning Service Specification

CLEANING SERVICE SPECIFICATION

1. Introduction and description

- 1.1. The objective is to establish a contract with a SERVICE PROVIDER with the requisite experience, skills and competencies to provide a cleaning services to all campuses and central office of SEDCOL.
- 1.2. The SERVICE PROVIDER shall provide a continuing service wherein the quality, quantity and manner of service and economy of price to the consumer are the primary considerations.
- 1.3. The successful service Provider will be required to enter into a Service Contract and Service Level Agreement (SLA) with SEDCOL for a period of **three years (36 months)**.
- 1.4. Regular Performance appraisals to monitor the identified Key Performance Indicators shall form part of the SLA.

2. Description of Services Required

2.1. Cleaning Services

The selected service provider shall provide cleaning services for all SEDCOL campuses and their central office. This comprises offices, workshops, lecturer rooms, boardrooms, auditorium, hall, staff rooms, student centre, archive and store rooms, corridors, stairs, staff and student bathrooms, kitchens, computer rooms.

The service provider is required to provide all required equipment; SABS approved chemicals, uniforms and anything else necessary to deliver on the mandate of the cleaning contract.

STANDARD SERVICE REQUIRED	FREQUENCY
---------------------------	-----------



SEDIBENG TVET COLLEGE
"GROW WITH THE FLOW"

Specifications and Pricing Schedule

		Open & single offices	Public areas
2.2. Vinyl	• Mop floors	Alt days	Daily
	• Sweep with a chemically impregnated mop (High traffic areas)	Daily	Daily
	• Wash vinyl floors	Weekly	Weekly
	• Scrub vinyl floors to remove marks	When necessary	When necessary
	• Polish with rotary machine: non- slippery polish must be used i.e. use energy efficient vacuum cleaners and polisher	Alt days	Daily
	• Spray buff	2 x Week	2 x Week
	• Strip and seal	Twice per annum	Twice per annum
	• Where sealing is worn	On Request	On Request
	• Remove chewing gum	Daily	Daily
2.3. Wood floors	The same method to be used as for vinyl floors except that a special wood sealer must be used, and for polishing a non- slippery polish containing wax must be used	Alt days	Daily
2.4. Marble, terrazzo, ceramic, clay and quarry tiles	• Sweep and damp mop floors	Alt days	Daily
	• Use a mop and clean Water to remove marks	Alt days	Daily
	• Buff floors with a rotary machine with approved brushes. Under no circumstances may soap or acidic agents be used – surfaces may be washed with Water only. (The SEDCOL concerned must give permission before any other cleaning method is used)	Alt days	Weekly
2.5. Carpets and rugs	• Vacuum with an approved vacuum cleaner: - Open offices and other open areas	Alt days	Daily
	- Single offices	Weekly	
	• Remove dirty marks	Continuously	Continuously
	Shampoo of carpets with cleaning agents that are environmentally friendly	Once a year	Once a year



SEDIBENG TVET COLLEGE
"GROW WITH THE FLOW"

Specifications and Pricing Schedule

2.6. Interior granolith and other ceramic tiles	• Sweep	Daily	Daily
	• Scrub with soap and Water	Weekly	Weekly
2.7. Building surroundings and covered areas	• Remove refuse from refuse bins	-	Daily
	• Separate waste according to the SEDCOL waste separation standards and requirements	Daily	Daily
	• Sweep connecting passages and stoep areas	Weekly	Weekly
	• Wash connecting passages and stoep areas	Daily	Daily
	• Cleaning of covered areas and surroundings includes the removal of paper, bottles, tins and other refuse	2 x Week	2x Week
2.8. Balconies, terraces and service passages	• Sweep terraces, balconies, service passages, etc. outside the building	-	Weekly
	• Where applicable, floors should be treated according to their finish	-	Monthly
	• Balcony railings must be regularly dusted and periodically washed	-	Monthly or when necessary
	• Sweep catwalks		4 x Year
2.9. Refuse removal	• Empty waste paper baskets	Daily	Daily
	• Wash waste paper baskets	2 x Month	2 x Month
	• Remove all refuse in plastic bags to a designated collection area.	Daily	Daily
	• Remove all waste paper to a designated collection area	Daily	Daily
	• Empty and clean all waste receptacles from bedrooms, bathrooms, kitchenettes and all other common areas (Residences)	Daily	
2.10. Dusting	• Use equipment that avoids or generate minimal dust emissions	Alt days	Daily
	• Dust all horizontal surfaces with damp cloth (desks, cupboards, etc.)	Weekly	Weekly
	• Dust high sills/ledges and fittings – offices	Alt days	Daily
	• Dust high sills/ledges and fittings in entrances	Weekly	Weekly



SEDIBENG TVET COLLEGE
"GROW WITH THE FLOW"

Specifications and Pricing Schedule

	<ul style="list-style-type: none"> Dust all vertical surfaces (walls, passages, cupboards, pictures, etc.) 	Monthly	Monthly
	<ul style="list-style-type: none"> Dust all window sills 	Weekly	Weekly
	<ul style="list-style-type: none"> Dust accessible light fittings <i>in situ</i> 	Weekly	Weekly
	<ul style="list-style-type: none"> Dust picture railings, doors, etc. 	Weekly	Weekly
	<ul style="list-style-type: none"> Dust blinds Dust indoor louver windows <p><i>PS: Dusting accessible areas with feather dusters or dry dusters are not permitted. Dusting to be done with damp cloth.</i></p>	Weekly	Weekly
2.11. Walls and paintwork	<ul style="list-style-type: none"> Clean walls, wood paneling and other partitions with a soft damp cloth 	Weekly	Weekly
	<ul style="list-style-type: none"> Remove all finger marks from walls, doors and electric switches 	3 x Week	Daily
	<ul style="list-style-type: none"> High inside walls be cleaned with squeegee (with extension) 	-	Monthly
	<ul style="list-style-type: none"> Remove all posters, notices, pamphlets, brochures, etc. from any surface other than notice boards and report damages to paint or wood 	Daily	Daily
2.12. Glass and Metal surfaces	<ul style="list-style-type: none"> Remove spots or dirty marks on glass doors, steel cabinets and glass partitions 	3 x Week	Daily
	<ul style="list-style-type: none"> Clean all shine metal, door handles, name boards, light switches and fittings 	2 x Week	2 x Week
2.13. Foyers, Entrances and Verandas (Stoeeps)	<ul style="list-style-type: none"> Sweep entrance stairs 	-	Daily
	<ul style="list-style-type: none"> Clean all door mats and spaces into which mats are fitted 	-	Weekly
	<ul style="list-style-type: none"> Clean main entrance doors 	-	Daily
	<ul style="list-style-type: none"> Wash entrance stairs 	-	2 x Week
	<ul style="list-style-type: none"> Wash foyer floors 	-	2 x Week
	<ul style="list-style-type: none"> Clean and disinfect door handles and railings 	-	Daily



SEDIBENG TVET COLLEGE
"GROW WITH THE FLOW"

Specifications and Pricing Schedule

2.14. Roller blinds & Louver drapes	<ul style="list-style-type: none"> Wash with antistatic solution and soap 	Quarterly	Quarterly
2.15. Miscellaneous	<ul style="list-style-type: none"> Clean glass fronts of notice boards 	-	Weekly
	<ul style="list-style-type: none"> Wipe telephones with damp cloth and disinfectant 	Weekly	Weekly
	<ul style="list-style-type: none"> Clean drinking fountains (if installed) 	-	Daily
2.16. Hygiene and Waste	<ul style="list-style-type: none"> Replace or replenish toilet paper and soap in cloakrooms 	Daily	Daily
	<ul style="list-style-type: none"> Exchange hand towels or replenish paper towels 	Daily	Daily
	<ul style="list-style-type: none"> Provide waste statistics for each building to the administration office on monthly basis 	Monthly	
2.17. Windows and Glazed Panels	<ul style="list-style-type: none"> Clean both sides of all windows 	Quarterly or on request	Quarterly or on request
	<ul style="list-style-type: none"> Clean both sides of all glazed panels 	Quarterly or on request	Quarterly or on request
	<ul style="list-style-type: none"> Clean window frames and mullions, vertical surfaces between mullions and putty on both sides 	Quarterly or on request	Quarterly or on request
	<ul style="list-style-type: none"> The external cleaning of windows at unreachable (high). 	Bi - annually	Bi-annually
	<ul style="list-style-type: none"> Clean skylights 	Quarterly or on request	Quarterly or on request
	<ul style="list-style-type: none"> Clean aluminum louvres 	Bi -annually	Bi -annually
2.18. Upholstered and other furniture and curtains	<ul style="list-style-type: none"> Vacuum upholstered furniture 	Weekly	Weekly
	<ul style="list-style-type: none"> Remove marks from upholstery 	When necessary	When necessary
	<ul style="list-style-type: none"> Wash vinyl furniture with soap 	Monthly	Monthly
	<ul style="list-style-type: none"> Polish desk tops, tables and other wood furniture 	Monthly	Monthly
	<ul style="list-style-type: none"> Dust desks, chairs and tables with a damp cloth 	Weekly	Weekly
	<ul style="list-style-type: none"> Shampoo upholstered furniture 	Once a year	Once a year



SEDIBENG TVET COLLEGE
"GROW WITH THE FLOW"

Specifications and Pricing Schedule

2.19. Vacuum cleaning	• Vacuum cleaners and filters must be cleaned	Daily	Daily
	• Filters must be replaced	On a regular basis	On a regular basis
	• Always use vacuum cleaners that use minimal electricity/energy and avoid dust emissions		
2.20. Kitchens	• Wash floors with mop and soap		Daily
	• Wash work top surfaces with disinfectant		Daily
	• Wash vinyl chairs with soap		Weekly
	• Upholstered furniture		As per spec (7.17)
	• Use reusable microfiber cloths instead of disposable cloths		Daily
	• Wash tiles where required with disinfectant		Daily
	• Empty and wash rubbish bins		As per spec (7.8) above
	• Other duties		As and when required
	• Washing of dishes in all SEDCOL kitchens (Wash crockery, cutlery, Water-bottles and decanters)		Daily
2.21. Safes and Store rooms	• Wash floors with mop and soap		When required or on request
	• Wash walls and horizontal surfaces		When required or on request
	• Dusting of all surfaces		On request
	•		



SEDIBENG TVET COLLEGE
"GROW WITH THE FLOW"

Specifications and Pricing Schedule

Equipment Required:

<ul style="list-style-type: none"> • Branded Uniforms 	<ul style="list-style-type: none"> • Dusk mask
<ul style="list-style-type: none"> • Name tags 	<ul style="list-style-type: none"> • Blind dusters
<ul style="list-style-type: none"> • Mops and Mop trollies 	<ul style="list-style-type: none"> • Feather dusters(Long and Short)
<ul style="list-style-type: none"> • Brooms 	<ul style="list-style-type: none"> • Step Ladders
<ul style="list-style-type: none"> • Vacuum Cleaners 	<ul style="list-style-type: none"> • Hosepipes
<ul style="list-style-type: none"> • Scrubbing machines 	<ul style="list-style-type: none"> • Magnetic window cleaner • Cleaning detergents (Soap, Handy Andy, Furniture polish, Floor polish etc.)
<ul style="list-style-type: none"> • Cleaning cloths 	<ul style="list-style-type: none"> • Buckets
<ul style="list-style-type: none"> • Small paint brushes for keyboards 	<ul style="list-style-type: none"> • Window Squeegees for higher level windows
<ul style="list-style-type: none"> • Hand gloves 	



SEDIBENG TVET COLLEGE
"GROW WITH THE FLOW"

Specifications and Pricing Schedule

Pricing Schedule

Item	Campus	QTY of Cleaners	Monthly Rate per one Cleaner per Campus (All-inclusive, including Equipment, Chemicals)	Total Monthly Rate for All Cleaners , per Campus (All-inclusive, including Equipment, Chemicals)
1	Central Office	3	R	R
2	Heidelberg Campus	6	R	R
3	Sebokeng Campus	22	R	R
4	Vanderbijlpark Campus	22	R	R
5	Vereeniging Campus	22	R	R
6	Total Monthly Rate for All Cleaners for the College (all Campuses (1+2+3+4+5))	75		R