

**WCR/04/2026-REQUEST FOR QUOTATION (RFQ) FOR THE APPOINTMENT OF CONTRACTOR FOR CLEANING AND HORTICULTURAL SERVICES AT CLUSTER 3 & 12 FOR A PERIOD OF 12 MONTHS IN WESTERN CAPE REGION**

**ANNEXURE A**

**PRICING SCHEDULE – CLUSTER 3**

**NB: THIS SECTION OF THE PRICING SCHEDULE MUST BE SUBMITTED IN A SEPARATE ENVELOPE.**

**PRICING INSTRUCTIONS**

- i.) The tender amounts provided must include **ALL COSTS** for providing daily cleaning and horticultural services at stations.
- ii.) The tendered amount shall include labour and staff relievers (*refer to shift system item 8.2*).
- iii.) The tendered amount shall include chemicals and consumables (*refer to item 5.14 and table 5.1.4a and table 5.1.4b*).
- iv.) The tendered amount shall include tools, equipment, and machinery (*refer to item 5.15 and table 5.1.5a and table 5.1.5b*).
- v.) The tendered amount shall include the uniform of all staff and relievers, all shall be in adherence with OHS requirements. (*refer to item 5.3*).
- vi.) The tenderer is to make provision for relievers with an **additional 10% of total staff** and relievers to fill in should any employees fail to report for duty for whatever reason.
- vii.) The contractor undertakes to adhere to Act No. 9 of 2018 or the latest relevant gazette: National Minimum Wage Act, 2018 AND Gazette 03 February 2026 No. 54075 failure to adhere to this law/gazette will result in termination and cancellation of the contract.
- viii.) The service provider must factor in the consumer price index (CPI) escalations as per the statutory requirements for the following years
- ix.) Contractor to ensure they comply will all the other regulated labour conditions and SARS requirements for accounting i.e UIF ect with in their pricing structure.

All bidders are required to declare their hourly rate(s) as part of their submission. The declared rate(s) shall be binding and must be consistently applied in the calculation of the final offer and all related pricing schedules.

If the final offer, totals, or pricing schedules are found to have been calculated using rates different from the declared rate(s), PRASA reserves the right to:

1. Disqualify the bid as non-compliant; or
2. Correct the calculations by applying the declared rate(s), in which case the bidder shall be bound by the corrected offer value.

Failure to ensure consistency between declared rates and the final offer will constitute a material deviation and may lead to rejection of the bid.

**Labour Rates as per Gazette:**

Item	Cleaners Shifts Description		Number of Cleaners	Rate per Hour per Cleaner	Shift	Daily Rate / Cleaner	Total Cost for All Cleaners per Shift	Monthly Cost for all Cleaners per shift
1.1	Cleaners Shift (07:00 - 16:00)	Weekdays	22	R	8	R	R	R
1.2	Supervisor Shift (07:00 - 16:00)	Weekdays	2	R	8	R	R	R
1.3	Cleaners Shift (07:00 - 16:00)	Saturdays	9	R	8	R	R	R
1.4	Supervisor Shift (07:00 - 14:00)	Saturday	1	R	8	R	R	R
1.5	Cleaners Shift (07:00 - 14:00)	Sundays	9	R	8	R	R	R
1.6	Supervisor Shift (07:00 - 14:00)	Sundays	1	R	8	R	R	R
1.7	Cleaners Shift (07:00 - 14:00)	Public Holidays	9	R	8	R	R	R
1.8	Supervisor Shift (07:00 - 14:00)	Public Holidays	1	R	8	R	R	R
1.9	Total for All Cleaners Excl VAT							R

Normal daily hourly rate: R.....

Saturday Hourly Rate: R.....

Sunday and Public Holiday Rate: R.....

**PRICING SCHEDULE FOR CLUSTER 3**

DESCRIPTION OF SERVICE	UNIT	QUANTITY	MONTHLY RATE	TOTAL AMOUNT
TOTAL LABOUR	Monthly	12		
TOTAL CONSUMABLES AND CHEMICALS	Monthly	12		
TOOLS EQUIPMENT AND MACHINERY	Monthly	12		
CLEANING SERVICES	Monthly	12		
HORTICULTURAL SERVICES	Monthly	12		
	<i>(CARRY TO SUMMARY BELOW)</i>			
	<b>SUB-TOTAL Exclusive of VAT</b>			

**FINAL SUMMARY OF PRICES**

	TENDER AMOUNTS	
	Monthly Amount Excl. 15% Vat	12 Months Amount
<b>CONTRACT DURATION</b>		
12 MONTHS		
<b>SUB-TOTAL</b>		
15% VAT		
<b>TOTAL PRICE</b>		

**PRICING SCHEDULE – CLUSTER 12**

**NB: THIS SECTION OF THE PRICING SCHEDULE MUST BE SUBMITTED IN A SEPARATE ENVELOPE.**

**PRICING INSTRUCTIONS**

- i.) The tender amounts provided must include ALL COSTS for providing daily cleaning and horticultural services at stations.
- ii.) The tendered amount shall include labour and staff relievers (refer to shift system item 8.2).
- iii.) The tendered amount shall include chemicals and consumables (refer to item 5.14 and table 5.1.4a and table 5.1.4b).
- iv.) The tendered amount shall include tools, equipment, and machinery (refer to item 5.15 and table 5.1.5a and table 5.1.5b).
- v.) The tendered amount shall include the uniform of all staff and relievers; all shall be in adherence with OHS requirements. (refer to item 5.3).
- vi.) The tenderer is to make provision for relievers with an additional 10% of total staff and relievers to fill in should any employees fail to report for duty for whatever reason.
- vii.) The contractor undertakes to adhere to Act No. 9 of 2018 or the latest relevant gazette: National Minimum Wage Act, 2018 AND Gazette 03 February 2026 No. 54075 failure to adhere to this law/gazette will result in termination and cancellation of the contract.
- viii.) The service provider must factor in the consumer price index (CPI) escalations as per the statutory requirements for the following years.
- ix.) Contractor to ensure they comply will all the other regulated labour conditions and SARS requirements for accounting i.e UIF ect with in their pricing structure.

All bidders are required to declare their hourly rate(s) as part of their submission. The declared rate(s) shall be binding and must be consistently applied in the calculation of the final offer and all related pricing schedules.

If the final offer, totals, or pricing schedules are found to have been calculated using rates different from the declared rate(s), PRASA reserves the right to:

1. Disqualify the bid as non-compliant; or
2. Correct the calculations by applying the declared rate(s), in which case the bidder shall be bound by the corrected offer value.

Failure to ensure consistency between declared rates and the final offer will constitute a material deviation and may lead to rejection of the bid.

**Labour Rates as per Gazette:**

Normal daily hourly rate: R.....

Saturday Hourly Rate: R.....

Sunday and Public Holiday Rate: R.....



Item	Cleaners Shifts Description	Number of Cleaners	Rate per Hour per Cleaner	Shift	Daily Rate / Cleaner	Total Cost for All Cleaners per Shift	Monthly Cost for all Cleaners per shift
1.1	Cleaners Shift (07:00 - 16:00) Weekdays	11	R	8	R	R	R
1.2	Supervisor Shift (07:00 - 16:00) Weekdays	1	R	8	R	R	R
1.3	Cleaners Shift (07:00 - 16:00) Saturdays	5	R	8	R	R	R
1.4	Supervisor Shift (07:00 - 14:00) Saturday	1	R	6	R	R	R
1.5	Cleaners Shift (07:00 - 14:00) Sundays	2	R	6	R	R	R
1.6	Supervisor Shift (07:00 - 14:00) Sundays	1	R	6	R	R	R
1.7	Cleaners Shift (07:00 - 14:00) Public Holidays	2	R	6	R	R	R
1.8	Supervisor Shift (07:00 - 14:00) Public Holidays	1	R	6	R	R	R
1.9	Total for All Cleaners Excl VAT						R

**PRICING SCHEDULE FOR CLUSTER 12**

DESCRIPTION OF SERVICE	UNIT	QUANTITY	MONTHLY RATE	TOTAL AMOUNT
TOTAL LABOUR	Monthly	12		
TOTAL CONSUMABLES AND CHEMICALS	Monthly	12		
TOOLS EQUIPMENT AND MACHINERY	Monthly	12		
CLEANING SERVICES	Monthly	12		
HORTICULTURAL SERVICES	Monthly	12		
	<i>(CARRY TO SUMMARY BELOW)</i> <b>SUB-TOTAL Exclusive of VAT</b>			

**FINAL SUMMARY OF PRICES**

CONTRACT DURATION	TENDER AMOUNTS	
	Monthly Amount Excl. 15% Vat	12 Months Amount
12 Months		
<b>SUB-TOTAL</b>		
15% VAT		
<b>TOTAL PRICE</b>		