

C2.1 Pricing Instructions

1. The Contract Data, specifications, drawings and any other documents relevant to this tender must be read in conjunction with the Pricing Schedule. The Contract Data is according to NEC3 Term Service Short Contract. The provided quantities are to guide the contractor in pricing the works expected to be carried out as per the scope of work.
2. The contractor must plan the work in this contract as a set of activities. These should be the same activities as he/she shows on his/her programme.
3. This schedule covers the items that will be measurable.
4. The pricing schedule as completed by the Contractor shall cover, "inter alia" all general risks, liabilities, obligations, profit, expenses, costs, discretionary bonuses, all allowances such as shift and standby allowances, sick-leave, other leave, brackets, fixings, incidentals, consumables, trainings, medicals etc. that will be required to successfully complete the works as set forth or as implied in the documents on which this Contract is based.
5. The description of each item shall, unless otherwise stated herein, be held to include making, conveying and delivering, unloading, storing, unpacking, hoisting, setting, fitting and fixing in position, cutting and waste, patterns, models and templates, plant, temporary works, return of packaging, establishment charges, profit and all other obligations arising out of the scope of works.
6. The contractor is to take note that payment is made for each activity only when it is complete. "Complete" as it is used in this schedule means the complete system or unit as specified in the particular document.
7. Unless a separate rate for the supply and for the installation of any item is specifically called for, the supply and installation costs of any item shall be fully included in the price.
8. No alterations to the original text shall be allowed. If any alterations are made, they will be ignored, and the original wording will apply.
9. All provisional sums and contingency amounts shall be expended as directed by the Client and any balance remaining shall be deducted from the contract sum.
10. All items described as "provisional" shall be measured as executed and paid for according to prices in the Pricing Schedule and any amounts not spent shall be deducted from the contract price. No work for which "provisional" items are provided shall, be commenced without written instructions from the Client. All costs will be paid on actual proven costs.
11. No commitment to expending any portion of the contingency amounts and/or provisional sums are made or implied by the Employer.
12. The Contractor shall not be entitled to any claim in instances where provisional sums are partially or in total removed from the contract.
13. It will be assumed that prices tendered are based on incorporating relevant Acts, Ordinances, Regulations, By - Laws, National Standards and International standards as it applies to the scope of works.
14. Reference to any particular trademark, name, patent, design, type, specific origin or producer is purely to establish a standard for requirements. Products or articles of an equivalent standard may be substituted.
15. The schedule is formulated to be assessed on activities completed per month. However, work shall only be done with instruction via a Task Order. This may result in the quantity / frequency being amended to a quantity / frequency lower or higher than indicated in the schedule, as per the business need.
16. Health and Safety will be audited on a continuous basis. The Contractor shall comply with the Occupational Health and Safety Act, and the relevant Regulations.
17. Permits and Induction shall be paid at cost and shall be paid on proven cost. The Contractor shall provide proof of personnel that attended the Induction and received a permit.
18. Before a Permit is issued, a Security Clearance will be done. No permit will be granted to persons who are not in good standing in respect of this clearance. Bidders to note that any changes in the staff / resources between permit renewal cycles is for the cost of the Contractor.
19. Labour Rates & Regulated Bonuses
The following conditions apply to Part A - Items 3.1 to 3.7 & 4.1 to 4.13
 - 1) The rates provided will be flat rates and will be inclusive of public holidays, weekends, overtime and all applicable allowances
 - 2) Payment will be subject to proven costs
 - 3) All rates tendered must comply with relevant labour law and regulation
 - 4) Bidders who price below regulated minimum wage for any labour resource listed in the schedule will be disqualified. refer to attached BCCI memo for minimum wage amounts applicable for the current year.
 - 5) NOTE: RATES MUST MAKE ALLOWANCE FOR COMPLIANCE WITH ALL REQUIREMENTS SET OUT IN THE BARGAINING COUNCIL MAIN AGREEMENT FOR CONTRACT CLEANERS IN KZN (BCCI) EXCLUDING ALLOWANCE FOR REGULATED BONUSES. REGULATED BONUSES ARE PRICED ELSEWHERE IN PART B OF THE PRICE SCHEDULE.
20. Labour Rates & Regulated Bonuses_Continued
 - 1) A separate provision is made under Part B for the payment of regulated bonuses to cleaning staff.
 - 2) Part B is strictly provisional and subject to verification.
 - 3) Verification includes but is not limited to confirming duration of employment under the service for the calendar year & determining required adjustments for payments made or due from previous employers for the preceding months within the calendar year prior the start of this contract all as may be applicable and required in law and regulation.
 - 4) Verification requirements may necessitate consultation and support from the Bargaining Council for Contract Cleaners in KwaZulu Natal or other industry authorities. Bidders are to make adequate provision in their pricing to facilitate such consultation for the purpose of accurate regulated bonus payments.

ITEM NO	DESCRIPTION	UNIT	MONTHLY	RATE	AMOUNT
	PART A				
	Provisional price schedule for one (1) month - All items are re-measurable				
1	Overhead & Operational Charges				
1.1	Insurance	Month	1	R	R
1.2	Vehicle Expenses	Month	1	R	R
1.3	Biometric time attendance management system	Month	1	R	R
1.4	ACSA Issue Permits & Induction Costs - Reimbursed Based on Proven Costs	Prov Sum	1	R 65 000,00	R 65 000,00
1.5	Mark up on 1.4 above	%	%	R 65 000,00	R
1.6	ACSA Utility & Rental Charges - Reimbursed Based on Proven Costs	Prov Sum	1	R 52 000,00	R 52 000,00
1.7	Mark up on 1.5 above	%	%	R 52 000,00	R
1.8	OHS Related Safety Charges	Month	1	R	R
1.9	Other (Bidder to Specify)	Month	1	R	R
2	Uniforms				
2.1	Provisional - General Cleaners	No	143	R	R
2.2	Provisional - Specialised Cleaners	No	14	R	R
2.3	Provisional - Management Staff	No	26	R	R
3	Management Costs				
3.1	Contract Manager / Site Manager - 1 x Site Manager - Mon - Fri 08:00 - 16:30	Hrs	185	R	R
3.2	Assistant Site Manager - 1 x Assistant Site Manager - Mon - Fri 18:00 - 06:00	Hrs	230	R	R
3.3	Administrator - 1 x Site Administrator - Mon - Fri 08:00 - 16:30	Hrs	185	R	R
3.4	Senior Supervisors - Day Shift - 1 x Senior Supervisor - Mon - Sun 06:00am - 18:00pm - 310 hrs per resource per month	Hrs	310	R	R
3.5	Senior Supervisors - Night Shift - 1 x Senior Supervisor - Mon - Sun 18:00pm - 06:00am - 310 hrs per resource per month	Hrs	310	R	R
3.6	Supervisors - Day Shift - 3 x Supervisors - Mon - Sun 06:00am - 18:00pm - 310 hrs per resource per month	Hrs	930	R	R
3.7	Supervisors - Night Shift - 3 x Supervisors - Mon - Sun 18:00pm - 06:00am - 310 hrs per resource per month	Hrs	930	R	R
4	General Cleaning & Specialized Labour				
4.1	General Cleaners - Day Shift - 38 x Cleaners - Mon - Sun 06:00am - 18:00pm - 372 hrs per resource per month	Hrs	14136	R	R
4.2	General Cleaners - Night Shift - 34 x Cleaners - Mon - Sun 18:00pm - 06:00am - 310 hrs per resource per month	Hrs	10540	R	R
4.3	General Cleaners - Night Shift - 5 x Cleaners - Mon - Fri 18:00pm - 06:00am - 230 hrs per resource per month	Hrs	1150	R	R
4.4	General Cleaners - Satellite - 9 x Cleaners - Mon - Fri - 8 Hour Shift - 185 hrs per resource per month	Hrs	1665	R	R
4.5	General Cleaners - Satellite - 4 x Cleaners - Sat - Sun - 8 Hour Shift - 72 hrs per resource per month	Hrs	288	R	R
4.6	Carpet Cleaners - Night Shift - 2 x Carpet Cleaners - Mon - Fri 18:00pm - 06:00am - 230 hrs per resource per month	Hrs	460	R	R
4.7	High Level Window Cleaners - Day Shift - 3 x Window Cleaners - Mon - Fri 06:00am - 18:00pm - 230 hrs per resource per month	Hrs	690	R	R
4.8	High Level Window Cleaners - Night Shift - 1 x Window Cleaners - Mon - Fri 18:00pm - 06:00am - 230 hrs per resource per month	Hrs	230	R	R
4.9	Auto Scrubbers - Night Shift - 2 x Auto Scrubbers - Mon - Sun 18:00pm - 06:00am - 310 hrs per resource per month	Hrs	620	R	R
4.10	High Level Cleaner & Cherry Picker Operator - Night Shift - 1 x High Level Cleaners - Mon - Fri 18:00pm - 06:00am - 230 hrs per resource per month	Hrs	230	R	R
4.11	High Pressure Cleaner - Night Shift - 2 x Cleaners - Mon - Fri 18:00pm - 06:00am - 230 hrs per resource per month	Hrs	460	R	R
4.12	High Pressure Cleaner Assistant (General Cleaner) - Night Shift - 2 x Cleaners - Mon - Fri 18:00pm - 06:00am - 230 hrs per resource per month	Hrs	460	R	R
4.13	Carpet Cleaner Assistant - Night Shift - 2 x Carpet Cleaner Assistants - Mon - Fri 18:00pm - 06:00am - 230 hrs per resource per month	Hrs	460	R	R

ITEM NO	DESCRIPTION	UNIT	MONTHLY	RATE	AMOUNT
5	Machinery & Equipment				
5.1	Tenant T12 or equivalent - Ride on auto scrubber	No	2	R	R
5.2	Tenant T300 or equivalent - Walk behind auto scrubber	No	1	R	R
5.3	Upright Industrial Vacuum Cleaners	No	8	R	R
5.4	Wet & Dry Industrial Vacuum Cleaners	No	4	R	R
5.5	Push Sweeper	No	1	R	R
5.6	Dual Speed Buffing Machine - Single Disc Rotary Floor Cleaning Machine	No	6	R	R
5.7	High Pressure Cleaner - Industrial 240 Bar or more with a buffer tank (200 litres or more)	No	2	R	R
5.8	Wet Extraction - Carpet Deep Cleaning Machine - High Traffic Areas	No	1	R	R
5.9	Washing Machine - Industrial	No	1	R	R
5.10	Steam Cleaner - For Upholstery, Linen etc	No	1	R	R
5.11	Carpet Cleaning Machine - Orbital Scrubber	No	2	R	R
5.12	Hot Air Blower	No	2	R	R
5.13	10 Step A Frame Ladder	No	1	R	R
5.14	Ladders 3m high	No	1	R	R
5.15	Colour coded split buckets on wheels with wringer	No	54	R	R
5.16	Microfibre Mops	No	35	R	R
5.17	Maslin Tools	No	17	R	R
5.18	Aluminium Long Handle jumbo mops (long hair)	No	53	R	R
5.19	30mx2mm Extension cords	No	5	R	R
5.20	Long handle dust pans including whisk brooms	No	15	R	R
5.21	Big outdoor brooms hard and soft bristles	No	22	R	R
5.22	Window Squeegees with tele poles - Extendable 3m - 6m - 9m	No	4	R	R
5.23	Big Rectangle Buckets for Window squeegees	No	4	R	R
5.24	Metal Scrapers	No	15	R	R
5.25	Toilet Brushes	No	77	R	R
5.26	Scrubbing Brushes	No	20	R	R
5.27	Wet Floor Signs	No	49	R	R
5.28	Long Flick Dusters	No	17	R	R
5.29	Short Feather Dusters	No	30	R	R
5.30	Spray Bottle 750ml	No	82	R	R
5.31	Pulse Mops	No	16	R	R
5.32	Garden spade	No	2	R	R
5.33	Dual action leaf blower and vacuum - Battery operated commercial grade unit	No	1	R	R
5.34	6 litre heavy duty commercial cleaning buckets (Yellow & Red)	No	12	R	R
5.35	Heavy duty janitorial trolley complete with 30kg waste/laundry bag, 4 x 4L colour coded hygiene containers, 2 x 17L buckets with wringer and storage shelves	No	6	R	R
6	Third Party Procurement				
6.1	Third Party Procurement - Provisional	Prov	1	R 250 000,00	R 250 000,00
6.2	Mark Up on Third Party Procurement	%		R 250 000,00	R
7	Hygiene				
7.1	Female Sanitary (SHE) Bins- Serviced Twice Weekly	No	173	R	R
7.2	Air Fresheners service - Replenish refills to existing units - Serviced Twice Monthly	No	70	R	R
7.3	Seat Sanitizer Dispenser including consumable in the form sachet	No	136	R	R
7.4	Nappy Bins Serviced Twice Weekly	No	15	R	R
PRICE SUMMARY					
PRICE FOR ONE (1) MONTH - EXCLUDING VAT					
TOTAL PRICE FOR FOUR (4) MONTHS - EXCLUDING VAT (Price for 1 month x 4)					
Transferred to final price summary					

