



### **3. SCOPE OF WORKS**

The SANPC Facilities Departments requires the following from the office cleaning services:

- Ensure cleanliness of the offices, its premises and facilities
  - Clean workspaces, common areas, offices, hallways and bathrooms.
  - Sweep, mop, and buff hardwood floors as needed.
  - Vacuum carpeted areas and furniture.
  - Dust and polish various surfaces.
  - Restock bathrooms with supplies.
  - Empty trash bins.
  - Keep track of cleaning schedule.
  - Regularly check kitchen equipment, minor office equipment, furniture, fixtures and immediately report damages to the Facilities Manager
  - Follow procedures for the use of chemical cleaners and power equipment, to prevent damage to floors and fixtures
  - Prepare beverages (tea and coffee) for meetings and staff, as required
  - Set up meeting rooms, serve beverages and food as required
  - Clear, collect, and wash used cups, cutlery and crockery, keeping meeting room and kitchen clean and in order
  - Conduct period inventory of office, cleaning and consumables supplies in coordination with the Facilities Manager
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### **3.1 Working hours**

- The employees will be required to work 8 hours per day Monday to Friday 8:00am to 4:00pm.
- Working hours exclude public holidays
- The regular working schedule may be subject to change based on operational needs, but any changes will be communicated in advance.

### **3.2 Placement Details**

- SANPC Parow office: Cleaners will be stationed at 151 Frans Conradie Drive Parow Cape Town 7500

### **3.3 Minimum Qualifications and Experience**

- Prior office cleaning experience (highly preferred)
- Matric (highly preferred)
- English literacy
- Basic numeracy skills
- A high standard of cleanliness
- Attention to detail
- Ability to follow instructions
- Time-management skills
- Physical stamina
- A high standard of cleanliness

### **3.4 Requirement from the service provider**

#### **Labour**

##### General

The service provider shall supply all labour and equipment required to perform the service. Cleaning products will be supplied the SANPC.

Cleaning personnel must be suitably qualified and have the necessary experience required to perform the service. The SANPC shall have the right to evaluate, test and interview all personnel designated to perform the service, prior to commencement of the service, and the service provider shall submit to the SANPC, for its approval, the names, qualifications and comprehensive Curriculum Vitae of all proposed personnel.

The SANPC reserves the right to object to any personnel, who in terms of this agreement is deemed to be incompetent, negligent, guilty of misconduct or otherwise unsuitable. The service provider shall immediately remove such personnel from the premises of the SANPC and provide a

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satisfactory replacement as required.

All costs arising from action taken under this event shall be for the service provider's account. This includes any legal or civil action which emanate from such request. All personnel including casual labour, must as a minimum be able to read and understand safety signs.

### Specific Requirements

Competencies:

- Service delivery innovation
- Honesty and integrity
- Client orientation and customer focus
- Always maintain professionalism
- Adherence to company health and safety protocols and other company procedures

Fitness for duty requirements to be provided by the service provider:

- Criminal record check and at least once per annum thereafter,
- Reference check,
- Qualification verification,
- Residential address verification,
- ID Documentation verification,
- Employment history verification,

### Equipment

The appointed service provider shall provide all necessary equipment and resources as stipulated above.

### Accommodation & Transport

No accommodation or transport will be provided by SANPC. The service provider shall be responsible for making its own arrangements regarding accommodation and meals and will be responsible for providing transport for its personnel to and from SANPC. No costs will be refunded by SANPC.

### To be supplied by SFF

SFF will provide the following utilities and facilities free of charge to the Supplier, unless specifically excluded elsewhere:

- Storage
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