Reg. No. 2022/469069/30
1ST Floor Building 1, Corporate Campus,
Waterfall City, Midrand,
South Africa, 1685
+27 10 201 4700

Scope of Work: Recruitment of two (2) Office Cleaners for the SANPC Head Office

1. EXECUTIVE SUMMARY

This request seeks the recruitment of cleaning services support for the SANPC Office in Parow. The scope of the required services is for the 3rd floor office area in the PetroSA Main Building (old SFF area). Currently the office area is serviced by two (2) internal resources, supported by two (2) outsourced additional cleaners. The services of the additional cleaners were procured for a 12-month period, ending on 30 November 2026. It is therefore critical to complete the recruitment of additional cleaning support before the expiry of the current service period. The submission seeks the recruitment of additional cleaning support for a period of thirty-six (36) months to ensure uninterrupted provision of cleaning services.

2. BACKGROUND

In December 2025, two (2) additional cleaners were recruited for a period of twelve (12) months, and for the duration of the cooling off period. The objective was to initiate a recruitment process for a long-term contract soon thereafter as cleaning services are essential for business continuity and the upkeep of the SANPC's health and safety standards. The current Purchase Order will expire on 30 November 2026.

DIRECTORS: Mr. Sipho Mkhize **(Chairperson),** Mr. Godfrey Moagi **(CEO),** Ms. Nosizwe Nokwe-Macamo, Mr. Phumzile E Kedama, Dr. Nompumelelo P Siswana, Mr. Samuel Moleko, Ms. Makgolo Makololo, Ms. Phumeza Dhlamini, Mr. Andrew Mashifane,Ms. Vinoliah Maepa **(Company Secretary)**

The Facilities Management Department therefore requests for an urgent recruitment of two (2) Office Cleaners on a thirty-six (36) month contract, from 01 December 2026.

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, in order 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

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 (3rd floor, Main Building).

3.3 Minimum Requirements and Experience

- Criminal record vetting
- 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

The service provider must provide documented confirmation of the above requirements and/or experience upon request.

3.4 Requirement from the service provider

Labour

The service provider shall supply all labour, supervision, management and other overhead personnel 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. 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, required documentation and confirmation of experience within one (1) business day upon request.
- All cleaning personnel, including relievers, must have a police clearance certificate in place prior commencement of duty. SANPC is to be informed of new personnel/relievers a working day in advance, exception for cases of emergency.
- 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 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 emanates from such request.
- All personnel, including casual labour, must as a minimum be able to read and understand safety signs.
- For occurrences where cleaning personnel is unable to report for duty, the Supervisor must inform SANPC in writing and allocate a replacement for the duration of the absence.

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 service shall provide all necessary tools and equipment required for the Services. Tools and equipment must be in a good working condition at all times. Proof of service records or new purchases must be readily available upon request. The service provider is responsible for determining requirements and quantities of necessary tools and equipment. The tools and equipment shall include but not be limited to the following.

- Industrial burnishing machines – Buff machine
- Auto-scrubber
- Industrial vacuum cleaners (2 minimum incl. 1 x wet & dry)
- Carpet cleaning machines
- Dust control mops
- Brooms
- Double Gear Press
- Gloves
- Masks
- Wet Floor Signs
- Dustpans
- Feather dusters
- Cloth

- Ladders
- Window Kit
- Spray bottles (for mixing/decanting)

The general maintenance, cleaning and repairing of equipment shall be performed by the service provider according to applicable National Operating Safety Association (NOSA) standard and requirements.

Personal Protective Equipment (PPE) and Cleaning Apparel

The service provider shall ensure that all cleaning personnel are provided with the necessary safety clothing and cleaning apparel (i.e., Safety boots, branded clothing, etc.). All PPE and Apparel must be maintained in good condition.

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 SANPC

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

- Storage