



**HEAD OFFICE – Supply Chain Management**

PHYSICAL ADDRESS - 7 **Beatrice Street -Albertina Sisulu Building- King Williams Town -5600**

POSTAL ADDRESS: Private Bag X0039 Bhisho 5605 | REPUBLIC OF SOUTH AFRICA

Cell: +27(0)71 886 2748 Tel: +27 (0)43 605 5278 | Email Address: Ncumisa.Ngalwana@ecdsd.gov.za | Website: www.ecdsd.gov.za

### 3. TOILET PAPER

Area/Service Office	Number of staff and visitors	No. of toilet rolls for 5 months	Price per toilet paper roll Exl VAT)	Total price for 5 months (Exl vat)
Albertina Sisulu building	199	3 582		
Pick n Pay building	25	450		
One Vision Phase one	107	1 926		
One Vision Phase Two	240	4 320		
<b>Total cost of toilet papers for 5 Months (Exclusive Vat)</b>				

### 4. CLEANING OF VEHICLES

Office	Number Of Vehicles	Cost Per Vehicles For Per Month (Excl Vat)	Total Price Per Month For All Vehicles (Excl Vat)	Total Price For 05 Months (Exl Vat)
GG Vehicles	33			
<b>Total Labour Costs for 05 MONTHS (Exclusive of VAT)</b>				

### 5. SANITARY AND HYGIENIC SERVICES

**Provincial Offices (Albertina Sisulu, PNP Building and One Vision Phase 1 and 2)**

Description	Quantity	Price per month	Total price for 5 Months
Hand lotion fill 500mml	84		
Hand soap dispenser	28		
Sanitary pad bins	39		
<b>Total price of sanitary and hygienic services for 5 Months (Excluding VAT)</b>			



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## 6. GARDENING SERVICES THAT INCLUDES GRASS CUTTING

Area/Service Office	Price per month for gardening services that includes grass cutting (Excl VAT)	Total price of gardening services that includes grass cutting for 5 months (Excl VAT)
Albertina Sisulu building		
<b>Total Cost of gardening services for 5 MONTHS (Exclusive of Vat)</b>		

## 7. COST SUMMARY

ITEM	QUANTITY	TOTAL PRICE FOR 5 Months
<b>CLEANING SERVICES</b>	<b>6 968</b>	
<b>LABOUR COSTS</b>	<b>14</b>	
<b>VEHICLE CLEANING</b>	<b>33</b>	
<b>TOILET ROLLS</b>	<b>10 278</b>	
<b>HAND SOAP DISPENSERS FOR 500ML</b>	<b>28</b>	
<b>HAND LOTION FILL 500ML</b>	<b>420</b>	
<b>SANITARY PAD BINS</b>	<b>39</b>	
<b>GARDENING SERVICES THAT INCLUDE GRASS CUTTING ,TRIMMING TREES AND TREATING WEEDS</b>		
<b>OTHER COSTS</b>		
<b>SUB TOTAL PRICE FOR 5 MONTHS (VAT EXCLUSIVE)</b>		
<b>VAT</b>		



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**TOTAL PRICE FOR 5 MONTHS (VAT INCLUSIVE)**

**Bidder's Name** \_\_\_\_\_

**Sign:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Designation:** \_\_\_\_\_





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## ANNEXURE B:

### SALARY SCHEDULE

Please write an hourly rate below (**Not** a monthly salary)

#### 1. SALARIES

ITEM	RATE PER HOUR
Salary	

Name: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

Designation: \_\_\_\_\_