

REF: OFFICE CLEANING CONTRACT
IVP_RFQ_2023_005

20 November 2023

REQUEST FOR QUOTATION:

OFFICE CLEANING CONTRACT FOR 3 YEARS

Dear Sir/Madam,

1 INTRODUCTION

Ivanplats Proprietary Limited (previously Platreef Resources Proprietary Limited) ("**Ivanplats**") is developing a highly mechanised underground mine on the farms Turfspruit 241KR and Macalacaskop 243KR. Current activities include excavations for the construction of the shaft.

You are hereby invited to submit a quotation for the:

OFFICE CLEANING CONTRACT FOR 3 YEARS

2 SCOPE OF WORK

2.1 Mine Offices

- 5 x Cleaners for Offices , Boardrooms ,Kitchens ,X1 Offices including Security, EMS containers ,Training centres, walkways, Windows, walls ; aircon condensers outside and sweeping of Tented area.
- Preparing basic requirements for Site visitors PPE and refreshments.
- All cleaning equipment to be included
- All cleaning materials(MSDS to be provided),environmentally friendly products to be included.

2.2 Mokopane Offices

- 2 x Cleaners for Offices , Boardrooms ,Kitchens , Security huts, HTC centre, Training centres, Bathrooms, hallways, windows, walls , aircon condensers ,Store rooms.Total number of Offices-
- Preparing basic requirements for Site visitors PPE and refreshments.
- All cleaning equipment to be included
- All cleaning materials(MSDS to be provided),environmentally friendly products to be included.
- All disposables to be included(Toilet paper and Hand paper towels).

2.3 Murray and Roberts Offices

- 4 x Cleaners for Offices , Boardrooms ,Kitchens , walkways, Windows, walls and aircon condensers outside.
- All cleaning equipment to be included
- All cleaning materials(MSDS to be provided),environmentally friendly products to be included.

2.4 Composition of quotation

- Site establishment cost must include 1day for medicals, 3 days for induction and cost for PPE which Ivanplats provides . Ivanplats pays for the medicals.
- PPE cost is for the Owners's expense throughout the contract.
- Total cost for 11 cleaners - per month for a 5 day week-Must be market related.
- Cost for Cleaning material monthly must be added to quotation R20 000.00
- Once -off cost for cleaning equipment eg: buckets,mops dusters,brooms ect...

ANNEXURE 1- Mokopane Office Layout

ANNEXURE 2- Mine Office Layout

3 PROPOSAL REQUIREMENTS

The quotation should show a clear outline of how the project is going to be managed including process and deliverables. All technical queries should be addressed to Esther Busii (estherb@ivanplats.com) and Natasha Botha (natashab@ivanplats.com)

4 RESPONSE FROM IVANPLATS

- No details on reasons for selection or rejection will be given subsequent to Ivanplats making an award.
- Ivanplats shall take all reasonable measures to ensure that all information contained in this Enquiry Document is correct and complete, but Ivanplats does not, however, make any representations or warranties, express or implied, as to the accuracy or completeness of such information and Ivanplats expressly disclaims any and all liability for such representations, warranties or statements.
- The Tenderer is advised to check the number of pages in this Enquiry Document and should any be found to be missing or in duplicate or the writing of the figures indistinct or there be any obvious error herein, the Tenderer must notify the Procurement Department (Natasha Botha) at once. Ivanplats will

issue the correct documents as soon as possible, but shall not be liable as a result of such errors or omissions in this Enquiry Document, nor shall it entitle a Tenderer to an extension of time.

- No alterations, erasures, omissions or additions are to be made to the text of this Enquiry Document. Should any such alteration, erasure, omission or addition be made it will not be recognised and the reading of the Enquiry Document as prepared by the Procurement Department (Natasha Botha) will be adhered to.
- Should a service provider be successful, full company particulars will be requested from you in order to register your company on Ivanplats internal systems and the work will be subjected to the **Company Contractor's Pack Rev 6 and SHE spec Rev 9**.
- This Enquiry Document in no way obliges Ivanplats to enter into any contractual relationship with the Tenderer(s). Until such time as formal written legal agreements are concluded between Ivanplats and the Tenderer incorporating the material terms and conditions of this Tender, the Tenderer shall have no rights, obligations or expectations relating to the Services or against Ivanplats of whatsoever nature.
- Various other third parties have also been requested to submit Tenders relating to the Services. Ivanplats is entitled to accept or reject any such Tenders in its sole discretion and is furthermore not obliged to provide any reasons for its decision to any Tenderer. Ivanplats is additionally not obliged to accept the lowest (or any other Tender).
- Ivanplats shall in its sole discretion determine the evaluation criteria for evaluating the Tenders and shall be entitled at its sole discretion to deviate from any of the evaluation.
- Criteria should it so determine and to take into account any information as it may in its sole discretion determine.
- The Tenders will be opened simultaneously. Tenders will **NOT BE OPENED IN PUBLIC** nor will the Tender results be divulged.
- Service providers who do not hear from Ivanplats within **7 days** of the closing date of the RFQ should consider their quotation as unsuccessful.
- It is a condition of the Contract that no escalation will be payable and the tendered rates and price will therefore be fixed for the duration of the Contract, save for any sectoral determination published by the Department of Labour that has the direct and demonstrable effect of increasing the Contractor's labour costs, in which event the contractor will be entitled to an escalation of his labour costs equal to the escalation as a result of the sectoral determination.
- All prices are to be excluding **V.A.T.**
- In the event of failure on the part of the Tenderer to furnish information such as called for in this enquiry or from subsequent formal requests by the Procurement Department(Natasha Botha) then such failure may render the Tender liable to disqualification.
- The final extent of supply shall be the provision of all labour, equipment, materials, facilities and tools, required for the provision of the Services for Ivanplats at Mokopane.
- The Contractor will be required to report to Ivanplats daily.

- Ivanplats shall conduct regular risk assessments for all tasks required for the successful provision of the Services.
- Ivanplats will not be accountable for any accommodation whatsoever for any Contractor's employees.
- The Contractor is to allow for accommodation off site and needs to comply with the minimum requirements of accommodation as described in the SLP.
- The Contractor will supply, maintain and insure its own transport in order to carry out its obligations.

Mine Health and Safety Act:

All activities will be conducted within the provisions of the Mine Health and Safety Act with no exception. The contractor will make provision for all health and safety personnel and requirements. The Ivanplats Health and Safety Specifications will be applied at all times and project costing must make provision for Health and Safety aspects such as:

- All PPE as per Ivanplats SHE spec Rev 9.
- All contractors will be appointed as per the Mine Health and Safety Act.
- Medical examinations compulsory at Dr Els Occupational Health Practice. (Mokopane)
- All personnel to be inducted by Ivanplats.
- SOP and Method statements to be developed by the Contractor to be approved by Ivanplats
- Training by Ivanplats.
- HSE Policy.

Note: any time or costs lost due to safety deviation stoppages will be to the contractors account.

- **Execution:** Provide a supervisory team of suitably qualified and experienced persons to work closely with the Ivanplats Project Team, ensuring that every relevant component of the task and its related effects are identified, integrated into a roll-out plan and delivered on time, securely, quality assured and on budget.
- **Contractors Pack:** The service provider appointed is to ensure that their contractor's pack is up to date as per Ivanplats **Contractor Management SOP Rev 6** prior to approval of medicals and induction bookings.
- **Local Labour:** Sourcing and appointment of labour will be subject to an Ivanplats approved procedure through the Human Resources Department. **All labour must be recruited from the Local Communities.**

Ivanplats will commence with the induction and medicals of the Contractor employees only after the Contractors Position Requisition has been approved by Ivanplats.

Minimum requirements for the consideration of the quotation:

- SARS Tax clearance.

- Method statement.
- Project Program (Schedule).
- BEE EME Affidavit Or BEE Certificate if business is Generic / QSE.
- Copies Of CV's & Qualifications of team members to be involved in the project.
- Business Profile indicating Past Experiences with similar projects.
- Latest Letter Of Good Standing.
- Any other certificates / documents applicable to this project.

5 RESPONSE REQUIRED:

Closing date and time for submission of Quote: 4 December 2023 @ 12:00.

Please submit your quotation by emailing the proposal to natashab@ivanplats.com

- The Company reserves the right to request the supplier to demonstrate that adequate skills, equipment and resources are available for performing the services.
- The Company reserves the right to request any additional information that it deems necessary in order to make a decision on a proposal.
- Prices of goods, work or services must be competitive compared to the open market.
- If and to the extent that Ivanplats accepts a quotation, it will enter into the **STANDARD TERMS AND CONDITIONS OF IVANPLATS.**
- Ivanplats will be responsible to make payment within 30 days according to the standard service level agreement, once the final acceptance of the work is signed off.
- This tender and documents are only intended for the invited recipients and should not be discussed or forwarded onto any other parties and all documents are to be treated as confidential.

Yours sincerely,

Natasha Botha
Procurement Co-ordinator