

REF NO	811R + 6236 + 6235 + 63R
COLAB NO	



CAPE WINELANDS DISTRICT

MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

ACKNOWLEDGMENT RECEIPT OF TENDER AND QUOTATION

1. Q 2022/061: APPOINTMENT OF A SERVICE PROVIDER RO CONDUCT VETTING SERVICES FOR A PERIOD OF 12 MONTHS
2. T 2022/001: MINOR BUILDING ALTERATION WORK AND THE MANUFACTURING, SUPPLY AND INSTALLATION OF ALUMINIUM DOORS AND FRAMES
3. T 2022/026: TREE EVALUATION AND FELLING ACTIVITIES IN PROVINCIAL ROAD RESERVES FOR THE PERIOD ENDING 30 JUNE 2025
4. T 2022/032: PROVISION OF GARDENING SERVICES, CLEANING OF GROUNDS, SURROUNDS AND INSIDE OPEN-AIR AND/OR COMMUNAL AREAS, WASHING OF VEHICLES AND WASHING OF WINDOWS AND PARKING AREAS AT VARIOUS OFFICE BUILDINGS AND FACILITIES OF THE CAPE WINELANDS DISTRICT MUNICIPALITY FOR THE PERIOD ENDING 30 JUNE 2025 x 8
5. T 2022/037: CONSTRUCTION OF MULTI-PURPOSE COURTS IN THE RURAL AREA OF CWDM
6. T 2022/040: CONSTRUCTION OF CLUBHOUSES IN THE RURAL AREA OF CWDM
7. T 2022/048: SUPPLY AND DELIVERY OF NINE (9) HEAVY DUTY SHREDDERS
8. T 2022/057: THE ALL-INCLUSIVE SERVICING, REPAIRING AND MAINTENANCE OF PASSENGER LIFTS AND STAIRLIFTS FOR THE PERIOD ENDING 30 JUNE 2025
9. T 2022/101: REMOVAL OF EXISTING THATCH AND RETHATCHING OF ROOF
10. T 2022/136: SECURITY, PATROL AND ACCESS CONTROL SERVICES AT VARIOUS FACILITIES OF THE CAPE WINELANDS DISTRICT MUNICIPALITY FOR A 12-MONTH PERIOD x 4

I Lorna van Niekerk hereby acknowledge receipt of the following original tender and quotation documents:

Received by [Signature] Date 01/03/2023

We have attached the following documents as part of our Submission:

TENDER NO: T 2022/032 CAPE WINELANDS DISTRICT MUNICIPALITY

MANDATORY RETURNABLES

1. COVER & EXECUTIVE SUMMARY
2. COMPANY PROFILE
3. COMPANY REGISTRATION DOCUMENT
4. BBBEE
5. SARS TAX PIN
6. DIRECTOR'S ID
7. NATIONAL CLEANING ASSOCIATION CERTIFICATE
8. SHAREHOLDING CERTIFICATE
9. CSD REPORT
10. LETTER OF AUTHORITY
11. LETTER OF GOODSTANDING (COIDA)
12. UNEMPLOYMENT INSURANCE FUND (UIF)
13. PUBLIC LIABILITY INSURANCE
14. WASTE MANAGEMENT CERTIFICATE
15. DIRECTOR'S MUNICIPAL RATES
16. COMPANY CAPABILITIES
-LEASE AGREEMENT

FINANCIAL PROPOSAL

17. BREAKDOWN QUOTATION
18. BANK RATING AND CONFIRMATION LETTER
19. FINANCIAL STATEMENTS

TECHNICAL PROPOSAL

20. PROPOSAL PLAN
21. PROJECT PLAN (METHODOLOGY PLAN)
22. INFRASTRUCTURE RESOURCES
-COMPANY VEHICLE CERTIFICATE
-UNIFORM AND EQUIPMENT PICTURES
-CLEANING MATERIALS
-LIST OF CLEANING EQUIPMENT
-LIST OF GARDENING EQUIPMENT
-LIST OF CLEANING CHEMICALS
23. SAFE WORK PROCEDURE (CLEANING)
24. SAFE WORK PRACTICES
25. OCCUPATIONAL HEALTH AND SAFETY
26. MATERIAL DATA SHEET
27. RISK ASSESSMENT PLAN

COMPANY EXPERIENCE

28. REFERENCE LETTERS

PROPOSED TECHNICAL PROJECT TEAM

29. SITE SUPERVISOR CV AND QUALIFICATIONS
30. CHAINSAW OPERATOR CV AND QUALIFICATIONS
31. GENERAL WORKER'S CV AND QUALIFICATIONS

**Should more information be required, please do not hesitate to call the undersigned.
Yours faithfully**

Tikedi Maloa

COVER & EXECUTIVE SUMMARY



TIKEDI HOLDINGS Pty Ltd
2014/252249/07
0712833558
0514443688
tikedi@tikediholdings.co.za

CAPE WINELANDS DISTRICT MUNICIPALITY

29 DU TOIT STREET
STELLENBOSCH

Dear Sir/Madam

BID NUMBER: T 2022/032

BID DESCRIPTION: PROVISION OF GARDENING SERVICES, CLEANING OF GROUNDS, SURROUNDS AND INSIDE OPEN-AIR AND/OR COMMUNAL AREAS, WASHING OF VEHICLES AND WASHING OF WINDOWS AND PARKING AREAS AT VARIOUS OFFICE BUILDINGS AND FACILITIES OF THE CAPE WINELANDS DISTRICT MUNICIPALITY FOR THE PERIOD ENDING 30 JUNE 2025.

The Tikedi Holdings (Pty) Ltd would like to express our gratitude to the Cape Winelands District Municipality for the opportunity to participate in their tendering process for the appointment of a serviced provider to render cleaning services to your good-selves. We are very excited at the prospect of furthering our professional association with you and strongly believe that we are ideally suited to meet your needs for the reasons set out in our proposal document.

Tikedi Holdings (Pty) Ltd we are very passionate about the Industry we serve and pride ourselves with our ability to be flexible in listening to our client's needs and tailor making exact service required to meet the high standards as set by an organization of your stature.

As a wholly South African company, we recognize and support the crucial role that Cape Winelands District Municipality plays in terms of ensuring that a viable and sound economic climate is generated through securitized fiscal policy. Therefore, we fully embrace the scope of work (SOW) rendered within this tender and highly value the composite cleaning solution we are able to propose to Cape Winelands District Municipality. The interest of both Tikedi Holdings (Pty) Ltd and Cape Winelands District Municipality alike, are firmly vested to eradicate the scourge of crime operations, and we believe that together we can make a difference.

Broad Based Black Empowerment: Tikedì Holdings (Pty) Ltd is rated Level One contributor at 110% Black youth and previous disadvantaged; by the SANAS approved Department of Trade and Industries.

This cover letter forms an integral part of this tender submission and we would like to bring the following to your attention:

Please take note that we deem the information contained in these bid documents to be of a private and confidential nature and request that the same be treated as such. We consent to the processing of this information strictly for the purpose of determining the award of the tender. We accept that the information herein shall not be disclosed to third parties, including but not limited to direct or indirect competitors or any employee not strictly involved in the adjudication of the tender. Should Tikedì Holdings (Pty) Ltd not be awarded the tender we request that you destroy our bid documents, unless you are obliged to keep same terms of legislation. Without affecting the aforementioned, we request that the information in any event be treated in line with the provision of Protection of Personal Information Act, 4 of 2013.

Notes on Price Proposal:

All Prices were calculated in accordance to Government Legislation. Currently we are governed by NCCA and NBC Legislation and in accordance to the Legislation we have to follow NCCA rate table. **Our prices include this year's Statutory Increase.** Thus according to Sectorial Determination our Prices are fixed until 01 March 2021, where the Statutory Sectorial Wage & CPI *increases will take effect on 01 March 2021.*

With regards to the **General Conditions of Contract**, we reserve right to negotiate a cleaningservices based agreement, as well as our limitation of liability, with the exclusion of consequential loss, payment terms, increases, penalties, intellectual property rights etc.

CAPE WINELANDS DISTRICT MUNICIPALITY

29 DU TOIT STREET
STELLENBOSCH

Dear Sir/Madam

BID NUMBER: T 2022/032

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EXECUTIVE SUMMARY

Cape Winelands District Municipality hereby wishes to appoint a Cleaning services company, which is duly registered with the National Cleaning Council Association (NCCA). The appointed Cleaning services company will be required to render Cleaning services at Cape Winelands District Municipality as per the scope of work.

The appointed service provider will ensure Cleanliness and hygiene, within the premises of the Cape Winelands District Municipality. Appropriate and Full Uniformed & appropriate equipment will be deployed to the relevant premises monitored by supervisor.

 +27 712833558
 tikediholdings.co.za
 www.tikediholdings.co.za
 Reg: 2014/252249/07



COMPANY PROFILE



TIKEDI
HYGIENE SERVICES
EXPERIENCE THE DIFFERENCE



TIKEDI
HYGIENE SERVICES
EXPERIENCE THE DIFFERENCE

COMPANY PROFILE

[CLEANING & GARDENING SERVICES]

www.tikediholdings.co.za



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OUR VISION: TIKEDI HOLDINGS (PTY) LTD

As a black economic empowerment company we will strive to become a significant provider of quality cleaning services to industrial and commercial markets through job creation within previously disadvantaged communities.

OUR MISSION:

Our mission is to provide excellent and satisfactory cleaning services while only using environmentally friendly cleaning products to our clients and out a labour intensive workforce.

OBJECTIVES:

- Attain the highest quality of service to our clients
- Forge close and lasting relationships with our clients
- Provide the right climate
- Create job opportunities for largely unskilled communities
- Attain market leadership through quality service and safety
- To be professional at all times
- Satisfying customer needs by providing a professional and cost effective service

INTRODUCTION

TIKEDI HOLDINGS (Pty) Ltd was established on the 06th June 2014 with a strong and affirmative approach aimed at empowering black entrepreneurs in the public and private sector.

Although it was started with a modest amount of capital but today Tikedi Holdings (pty) Ltd is growing fast in every aspect in order to meet the demands of a fast growing Industry. A strong management team comprising people with relevant technical experience supports us. We at Tikedi Hygiene Services believe that good health is conducive to the productivity and the quality of our surrounding; we strive to provide excellent cleaning services to satisfy the challenging need of our customers. Our customers are an evidence for our achievements.

Based on our experience in cleaning industry from 2014, Tikedi Hygiene Services believe have a competitive edge in the following areas:

Our professional cleaning system is designed to cater our client's customized need in order to achieve their requirement based on their budget.

Our experience technical staff and trained workers aspire to deliver high quality cleaning services.

Our modern equipment together with the right choice and quality of chemical used in executing our tasks enables us to ensure a better finishing.

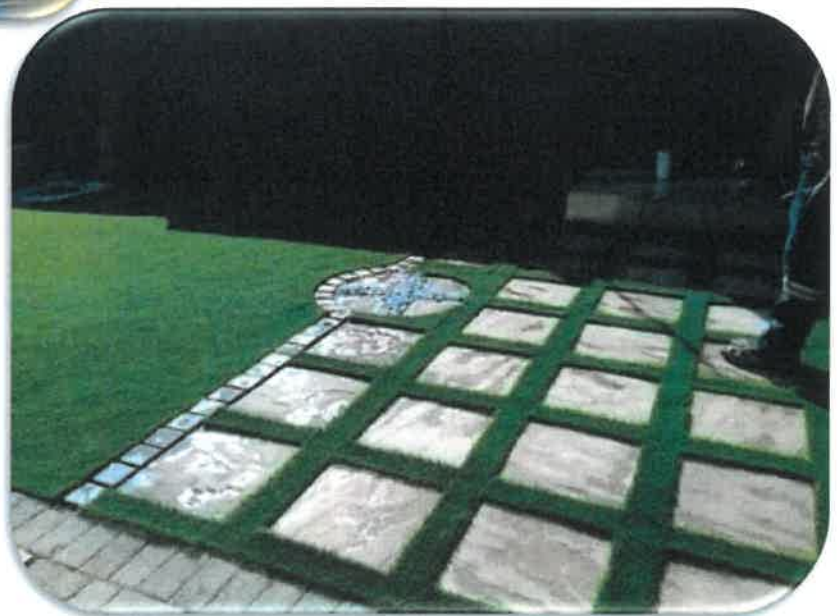
COMPANY DETAILS

Name of Company:
Registered Office:
Telephone Number:
Fax Number:
Cellular Phone:

Tikedi Holdings (Pty) Ltd
1661 Stellenberg road, Parkview 79, Equestria
(010) 301 2257
(086) 552 1772
071 283 3558 (Tikedi Maloa)

Date of Incorporation:
Company Registration No:
Bankers:
Board of Directors:

06-06-2014
2014/252249/07
First National Bank
TIKEDI MALOA





SERVICES OFFERED

- Factory, complex, office & building contract cleaning
- Detail cleaning
- Clean room leaning
- Pool cleaning
- Carpet cleaning & shampooing
- Waste disposal
- Road sweeping
- Grass cutting maintenance
- Landscape work – Soft Landscape


PERSONNEL

Tikedi Hygiene Services has the ability to provide consistent high quality services at competitive cost is made possible by our deviation from traditional form of cleaning management where job supervision is overseen by various levels of management.

At Tikedi Hygiene Services we have pioneered a program whereby our staffs monitors your premise together with you and guarantee that your customized cleaning schedule will be followed in an efficient, effective and professional manner. We feel that it not the quantity of supervisor that matters but the quality of the supervisor that counts.

Tikedi Hygiene Services employee's selection, employee training and periodical inspections are to ensure that our services in your premises will meet your expectation. We understand that personnel selection; instruction and evaluation must be conducted in accordance to accomplish customers cleaning requirement.

Taking into consideration the requirement of your business nature our selection of the employees entails a personal interview followed by thorough reference check. Our instruction to the staffs involves combination of method of work, which includes hand-on demonstration and printed instruction. This is to ensure that our workers will be able to execute the task given accurately and confidently.



The system employed to monitor our client's properties and facilities and with our experience enables us to effectively handle the labour demands and the financial requirement of any account we contract. Our personnel management techniques are unique and centred on cost control and provide a quick response to client need as they change throughout the year.

STAFFING

It is the intention Tikedi Hygiene Services that our client's premises are kept in a neat and clean condition at all times. The specification submitted herein will be considered minimum requirement. Therefore this specification will only be referred to as a guide rather than limitation to the services required to effectively maintaining the facility. The facility is to be staffed to maintain an optimum condition of cleanliness. If the level of cleaning at any time is considered to be unacceptable, then Tikedi Hygiene Services will adjust its staff to take the necessary measures to overcome the situation.

Staffs shall be adjusted as required to accomplish any periodical maintenance herein specified without abandoning the daily janitorial services.

Any extra services will be performed at a predetermined rate agreed by both parties.

SERVICES PROVIDED

In order to cater for the various needs of our clients from diverse industries, we offer a comprehensive range of services which include:

GENERAL CLEANING SERVICES

1. Build care services

- Building maintenance cleaning services – Contractual cleaning services cater for day to day maintenance of building, shopping complex, trade centre, condominium, factory, workshop, warehouse, sport stadium and complex, theme park, concert hall, school and etc.
- Post construction cleaning services – Initial cleaning services cater for newly constructed building prior to hand over of vacant possession.
- Floor care services – A treatment and cleaning system cater for the maintenance of all types of granite, marble, natural stone, ceramic, wooden, synthetic and fabricated floor finishes.
- External high level cleaning services – Intensive cleaning services cater for curtain glass wall and concrete, tiled and aluminium wall cladding.

2. Office care services

- General cleaning and tea lady services cater for corporate office.
- Telephone sanitation services cater for cleaning and sanitation of telephones in office.

3. Transport care services

- Terminal cleaning services – A cleaning system cater for day to day cleaning of high traffic environment i.e. airport, Railway Station and bus terminal.
- Cabin cleaning.

4. Homecare services

- Spring cleaning services – Intensive cleaning services cater for residential house and apartment.
- Housekeeping services – General in – house cleaning services cater for luxurious apartment, hotel and Hostel.

5. Carpet care

- Steam extraction service – An intensive cleaning system cater for natural wool and synthetic fibre carpet and fibre upholstered sofa.

6. Waste disposal

- We also provide the service of wastage disposal on daily basis from your premises to the wastage yard. (A Waste disposal bin will also be provided if required)

QUALITY CONTROL

At Tikedi Hygiene Services, we realize that our work is a direct reflection on your image. The management of your company has worked very hard and spent a great deal of money to create the “look and feel” of your company's environment. We know that your company's trust in your cleaning company to enhance and preserve its appearance and ambience. We also know our future success depends on your consistent satisfaction.

At Tikedi Hygiene Services our objective is to accommodate your cleaning needs. Our cleaning expertise and labour management techniques can provide verity of option for your customized cleaning schedule. We have established a reputation in the cleaning industry for quality and dependability for your entire cleaning requirement. At Tikedi Hygiene Services we are focused on the job in hand and we would like to do it with satisfaction.

Based on our experience in the cleaning industry we know that quality control is the key element to customer satisfaction. Since there is a drastic realization among organizations and companies towards environment we at Tikedi Hygiene Services we have long recognized the importance of the quality of the service that we provided must be in line with the requirement of ISO9001.

LIST OF CLIENTS

Department of Stats-SA

Contact Person: Mr. F. Mohlala
(011) 355-7446

Transnet

Contact person Mrs. M. L. Engelbrecht
(012) 305 5212

Kone Boutique Lodge

Contact Person: Ms. Maureen
Tel: 012 328 4026

Department of Public-Works

Contact Person: Mr. J. Ellis
Tel: 012 310 4910





LIST OF CLIENTS

- + NAME OF MACHINE
- + AUTO SCRUBBER
- + SCRUBBER
- + NORMAL BUFFER
- + HIGH SPEED BUFFER
- + PRESSURE WASHER
- + CARPET EXTRACTOR
- + DRY VACUUM
- + WET & DRY VACUUM
- + BLOWER
- + HIGH DUSTING VACUUM
- + INDUSTRIAL SWEEPER
- + MECHANICAL PLATFORM
- + MOBILE LADDER

LIST OF CHEMICALS

- ⊕ MULTIPURPOSE
- ⊕ DIRT BUSTER
- ⊕ RID CLEAN
- ⊕ CEMENT SOFTENER
- ⊕ BOWL CLEANER
- ⊕ GLASS CLEANER
- ⊕ SCOURING CREAM
- ⊕ DISINFECTANT
- ⊕ PINE GEL
- ⊕ AIR FRESHNER
- ⊕ HAND SOAP
- ⊕ DEODARANT
- ⊕ FLOOR POLISH STRIPPER
- ⊕ AMMONIATED STRIPPER
- ⊕ MOP ON STRIPPER
- ⊕ FLOOR POLISH
- ⊕ THERMAPLASTIC FLOOR POLISH
- ⊕ FLOOR SEALER
- ⊕ TILE CONCRETE SEALER
- ⊕ CARPET SHAMPOO
- ⊕ LOW FOAM EXTRACTION CLEANER
- ⊕ ANTI FOAM ADDITIVE
- ⊕ STAINLESS STEEL CLEANER & POLISH
- ⊕ MILD ACID ALUMINIUM CLEANING



LIST OF CLIENTS



LIST OF MACHINES



TIKEDI
HYGIENE SERVICES
EXPERIENCE THE DIFFERENCE



TIKEDI HYGIENE SERVICES

Office: 010 425 0125 / Fax: 086 552 1771

E-mail: tikedi@tikediholdings.co.z

Cnr South Circular Road and Krynauun street, Kimberley

www.tikediholdings.co.za

**COMPANY REGISTRATION
DOCUMENT**



COR14.3: Registration Certificate

Registration Number: 2014 / 252249 / 07
Enterprise Name: TIKEDI HOLDINGS

ENTERPRISE INFORMATION

Registration Number: 2014 / 252249 / 07
Enterprise Name: TIKEDI HOLDINGS
Registration Date: 08/12/2014
Business Start Date: 08/12/2014
Enterprise Type: Private Company
Enterprise Status: In Business
Financial Year End: November
TAX Number: 9099858194

Addresses: POSTAL ADDRESS
1661 STELLENBERG ROAD
79 PARK VIEW
EQUESTRIA
GAUTENG
0084

ADDRESS OF REGISTERED OFFICE
1661 STELLENBERG ROAD
79 PARK VIEW
EQUESTRIA
GAUTENG
0084

ACTIVE MEMBERS / DIRECTORS

Surname and First Names	Type	ID Number / Date of Birth	Appointment Date	Addresses
MALOA, THAPELO TIKEDI EUGENE	Director	9308285382089	08/12/2014	Postal: 1661 STELLENBERG ROAD, 79 PARK VIEW, EQUESTRIA, GAUTENG, 0084 Residential: 1661 STELLENBERG ROAD, 79 PARK VIEW, EQUESTRIA, GAUTENG, 0084

COMMISSIONER OF OATH
R.M MASINGA (SABIA 1438 BAP(SA))
Add: 71 Bishop Square, Leogem place, Midrand 1685
Sign: [Signature]
Date: 25/07/2022

CERTIFIED A TRUE COPY OF THE ORIGINAL



BBBEE



the dti

Department:
Trade and Industry
REPUBLIC OF SOUTH AFRICA



Companies and Intellectual
Property Commission

a member of the dti group

B-BBEE CERTIFICATE FOR EXEMPTED MICRO ENTERPRISES

Issued by the Companies & Intellectual Property Commission (CIPC) on behalf of the Department of Trade and Industry. Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less.

This Certificate serves as an Affidavit in terms of Code Series 000, Section 4.5 of the Amended Codes 2013.



Tracking Number: 9362566912



Enterprise Number: K2014252249

B-BBEE LEVEL 1 CONTRIBUTOR: 135% PROCUREMENT RECOGNITION

B-BBEE INFORMATION

Certificate Number	9362566912
Total Number of Shareholders	ONE (1) SHAREHOLDER(S)
Number of Black Shareholders	ONE (1) BLACK SHAREHOLDER(S)
Number of White Shareholders	ZERO (0) WHITE SHAREHOLDER(S)
Black Ownership Percentage	100% BLACK OWNERSHIP
Black Female Percentage	0% BLACK FEMALE OWNERSHIP
White Ownership Percentage	0% WHITE OWNERSHIP
B-BBEE Status	B-BBEE LEVEL 1 CONTRIBUTOR: 135% PROCUREMENT RECOGNITION
Date of Issue	16-March-2022
Expiry Date	15-March-2023

- Unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution: **100%**
- Black people who are youth as defined in the National Youth Commission Act of 1996: **100%**
- Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act: **0%**
- Black people living in rural and under developed areas: **100%**
- Black military veterans who qualify to be called a military veteran in terms of the Military Veterans Act 18 of 2011: **0%**

ENTERPRISE INFORMATION

Registration number	2014 / 252249 /
Enterprise Name	TIKEDI HOLDINGS (PTY) LTD
Registration Date	08-December-2014
Enterprise Type	Private Company
Enterprise Status	In Business

COMMISSIONER OF OATH
R.M MASINGA (SABSA 1438 BAP(SA))
Add: 71 Bishops Square, Leogem place, Midrand 1685
Sign:
Date: 25/07/2022

**CERTIFIED A TRUE
COPY OF THE
ORIGINAL**

Physical Address
the dti Campus - Block F
77 Meintjies Street
Sunnyside 0001

Postal Address: Companies
P O Box 429
Pretoria
0001

Docex: 256
Web: www.cipc.co.za
Contact Centre: 086 100 2472(CIPC)
Contact Centre (International): +27 12 394 9500



SARS TAX PIN



TAX COMPLIANCE STATUS

PIN Issued

TIKEDI HOLDINGS

1661 STELLENBERG ROAD
79 PARK VIEW
EQUESTRIA
GAUTENG
0084

Enquiries should be addressed to SARS:

Contact Detail

SARS
Alberton
1528

Contact Centre Tel: 0800 00 SARS (7277)
SARS online: www.sars.gov.za

Details

Taxpayer Reference Number: 9099858194

Always quote this reference number when contacting SARS

Issue Date:

2022/07/08

Dear Taxpayer

TAX COMPLIANCE STATUS PIN ISSUED

The South African Revenue Service (SARS) has issued your tax compliance status (TCS) PIN as indicated below:

TCS Details:	
Taxpayer Name	Tikedi Holdings
Trading Name	TIKEDI HOLDINGS
Tax Reference Number(s)	IT - 9099858194
Purpose of Request	Good Standing
Request Reference Number	0036132307GS0807221302344
PIN	E6FBD2B2DX
PIN Expiry Date	08/07/2023

You may authorise a third party to view your TCS by providing them the PIN. The PIN only allows the third party access to your TCS. All other tax information remains secure.

Your TCS displayed is based on your compliance as at the date and time the PIN is used.

You may cancel this PIN at any time before the expiry date reflected above. Once cancelled, a third party will not be able to verify your TCS.

SARS reserves the right to cancel this PIN in the event that it was fraudulently issued or obtained.

Should you have any other queries please call the SARS Contact Centre on 0800 00 SARS (7277). Remember to have your taxpayer reference number at hand when you call to enable us to assist you promptly.

Sincerely

ISSUED ON BEHALF OF THE SOUTH AFRICAN REVENUE SERVICE

DIRECTOR'S ID



REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname:
MALOA
Names:
THAPELO TIKEDI EUGENE
Sex:
M
Nationality:
RSA
Identity Number:
9308285392089
Date of Birth:
28 AUG 1993
Country of Birth:
RSA
Status:
CITIZEN



Signature
Eugene Mloa

Conditions: This card has been issued by the Department of Home Affairs in terms of the Identification Act, Act 68 of 1997.
Date of Issue: 17 JAN 2017

If found please return to the Department of Home Affairs
For enquiry or verification purposes contact 0800 90 91 90

103710741





COMMISSIONER OF OATH
R.M MASINGA (BABA 1438 BAP(SA))
Add: 71 Bishop Square, Leogem place, Midrand 1685
Sign: *R.M Masinga*
Date: 25/07/2022

**NATIONAL CLEANING ASSOCIATION
CERTIFICATE**



**NATIONAL CONTRACT CLEANERS ASSOCIATION
GAUTENG BRANCH MEMBERSHIP CONFIRMATION LETTER**

PLEASE NOTE THIS IS NOT A CERTIFICATE

TIKEDI HOLDINGS



Has paid their 1 March 2022 – 30 April 2023 membership fee.

Please accept this as **confirmation of membership** for the above period.

Once the company has been successful in obtaining a tender and are found compliant following a compliance audit, a certificate will be issued.

Document No: 2022/463

**VERIFIED A TRUE
COPY OF THE
ORIGINAL**

Chairperson

Secretariat

Issued 01/03/2022

COMMISSIONER OF OATH
R.M MASINGA (SAIBA 1438 BAP(SA))
Add: 71 Bishop Square, Leogem place, Midrand 1685
Sign:
Date: 25/02/2022

SHARE CERTIFICATE

SHARE CERTIFICATE

Certificate No	Class	No of Shares
001	ORDINARY	100

Company Name: TIKEDI HOLDINGS Pty Ltd

Company Number: 2014/252249/07

This is to certify that

TIKEDI HOLDINGS Pty Ltd

of

1661 Stellenberg Road, Parkview 79, Equestria 0184

RM MASINGA SAIBA M38 BAP(SA)
Registered Accounting Officer
Commissioner of Burs (Ex officio)
Midrand 1685
25/07/2017

CERTIFIED A TRUE
COPY OF THE
ORIGINAL

is the registered holder of [001 ordinary] shares of R[eight hundred and fifty thousand (850 000)] each in the above named company subject to the memorandum and articles of association of the company

This certificate was authorised by:

Directors: THAPELO TIKEDI EUGENE MALOA

Date: 17/01/2017



TIKEDI
HOLDINGS PTY LTD

CSD REPORT



CSD REGISTRATION SUMMARY REPORT

SUPPLIER IDENTIFICATION

Supplier number	MAAA0030777	Business status	In Business
Is supplier active?	Yes	Country of origin	South Africa
Allow associates?	Yes	South African company/CC registration number	2014/252249/07
Supplier type	CIPC Company	Have Bank Account	Yes
Supplier sub-type	Private Company (Pty)(Ltd)	Registration date	08 Dec 2014 00:00:00:000
Legal name	TIKEDI HOLDINGS	Restricted Supplier	No
Identification type	South African Company/Close Corporation Registration Number	Restriction Last Verification Date	03 May 2022 08:25:29:273
Government breakdown	Private Companies (Pty) (Ltd)		

PREFERRED CONTACT

Contact type	Administration, Bid Office	Prefer communication via sms	Yes
Name(s)	Thapelo Maloa	Prefer communication via telephone	Yes
Identification type	South African Identification Number	Email address	tikedi@tikediholdings.co.za
Prefer communication via cellphone	Yes	Telephone number	012 816 5214
Prefer communication via email	Yes	Cellphone number	071 283 3558
Prefer communication via fax	Yes	Fax number	086 515 6345
Prefer communication via postal	Yes		

PREFERRED ADDRESS

Address type	Physical	Municipality	City of Tshwane
Address line 1	Du toit and Church Street	City	Pretoria
Address line 2	Pretoria Central	Postal code	0184
Suburb	Pretoria Central	Ward Number	80
Province	Gauteng	Country	South Africa

PREFERRED ACCOUNT

Account type	Current Accounts	Account holder	TIKEDI HOLDINGS PTY LTD
Bank	FIRST NATIONAL BANK	Bank Verification Status	Verification Succeeded
Branch number	260231	Is this a preferred account?	Yes
Branch name	FNB BUSINESS ON CALL	Edit date	23 Mar 2022 22:08:02:810
Account number	62852716649	Is the identifier linked at the bank	Yes

TAX



CSD REGISTRATION SUMMARY REPORT

Overall Tax Status	Tax Compliant	Is this supplier a VAT vendor?	No
IncomeTaxNumber	9099858194	Last validation date	03 May 2022 08:25:00:00

SUPPLIER DIRECTOR/MEMBERS

Is there any director whom is restricted?	No	Is there any director who is a government employee?	No
---	----	---	----

SUPPLIER COMMODITIES

Commodity family	<p>Fuels; Live animals; Paper products; Pest control products; Heavy construction machinery and equipment; Material handling machinery and equipment; Containers and storage; Packaging materials; Packing supplies; Motor vehicles; Railway and tramway machinery and equipment; Transportation components and systems; Atomic and nuclear energy machinery and equipment; Power sources; Hand tools; Concrete and cement and plaster; Interior finishing materials; Plumbing fixtures; Electrical equipment and components and supplies; Fluid and gas distribution; Medical apparel and textiles; Dental equipment and supplies; Medical facility products; Clinical nutrition; Software; Photographic or filming or video equipment; Law enforcement; Public safety and control; Personal safety and protection; Water and wastewater treatment supply and disposal; Industrial laundry and dry cleaning equipment; Janitorial equipment; Cleaning and janitorial supplies; Target and table games and equipment; Recreation and playground and swimming and spa equipment and supplies; Meat and poultry products; Seafood; Dairy products and eggs; Bread and bakery products; Prepared and preserved foods; Beverages; Domestic appliances; Domestic kitchenware and kitchen supplies; Clothing; Accommodation furniture; Developmental and professional teaching aids and materials and accessories and supplies; Toys and games; Horticulture; Crop production and management and protection; Forestry; Building and facility maintenance and repair services; Plastic and chemical</p>		
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CSD REGISTRATION SUMMARY REPORT

industries; Food and beverage industries; Decontamination services; Cleaning and janitorial services; Refuse disposal and treatment; Toxic and hazardous waste cleanup; Environmental management; Environmental protection; Mail and cargo transport; Passenger transport; Material packing and handling; Storage; Transport services; Transportation repair or maintenance services; Real estate services; Marketing and distribution; Professional engineering services; Computer services; Manufacturing technologies; Photographic services; Restaurants and catering; Hotels and lodging and meeting facilities; Travel facilitation; Performing arts; Commercial sports; Entertainment services; Domestic and personal assistance; Public order and safety; Security and personal safety; Permanent buildings and structures; Portable buildings and structures; Organic fresh fruits; Fresh vegetables; Nonresidential building construction services; Heavy construction services; Specialized trade construction and maintenance services; Dried non GMO fruits; Toxic and hazardous waste cleanup products; Personal Protective Equipment;

BBBEE INFORMATION

Certificate Type	B-BBEE Certificate From CIPC	Certificate Issue Date	16 Mar 2022 12:07:01:000
BBBEE Status Level Of Contributor	Level 1 Contributor	Certificate Expiry Date	15 Mar 2023 12:07:01:000
Status		Verification Status	Verified by CIPC

DEMOGRAPHIC INFORMATION

Gender demographics available?	Yes	Youth demographics available?	Yes
Military veteran demographics available?	No	Disabilities demographics available?	No

The CSD does not automatically verify foreign company registration number, international securities identification number, foreign identification numbers, foreign passport numbers, work permit numbers, foreign bank accounts, B-BBEE, demographic and accreditation information. Organs of State are required to manually verify this information with the applicable verification institutions as per their current policies and procedures.





CSD REGISTRATION SUMMARY REPORT

Tips and Frequently Asked Questions (FAQ)

Identifier


CSD cannot electronically verify the identity of a supplier other than a South African Individual / Sole Proprietor (through Home Affairs) or a company registered at the Companies and Intellectual Property Commission (CIPC). For this reason, a disclaimer is displayed for supply chain practitioners to obtain supporting documentation to verify the identity and legitimacy of a supplier in these cases.

Bank

For help on how to resolve bank failures click here: [I received an email stating the bank information I captured on the CSD was sent for bank account validation and could not be validated. The response received from the bank contains an error message.](#)

The various possible error messages received from the bank are highlighted in red. Search for the applicable message and follow the detailed steps associated with that error message.

Tax

 Compliance Status

For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: [What should a supplier do if the tax status on CSD difference from the tax clearance certificate?](#)

Tax Compliance Expiry Date

For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: [How does CSD determine the tax compliance expiry date?](#)

CIPC

Should the director/member information reflected on the CIPC registration report differs to that reflected on CSD for help click here: [The active Directors/Members are not being populated on the CSD Directors/Members screen as they appear at CIPC, how can I rectify this?](#)

State Employee

For more information pertaining to government employment status click here: [Will there be verification done to identify if a supplier is a government employee?](#)



LETTER OF AUTHORITY



AUTHORITY OF LETTER

With reference to the Tender by:

Cape Winelands District Municipality

Bid description: Provision of gardening services, cleaning of grounds, surrounds and inside open-air and/or communal areas, washing of vehicles and washing of windows and parking areas at various office buildings and facilities of the Cape Winelands District Municipality for period ending 30 June 2025.

We as the board of TIKEDI HOLDINGS (Pty) Ltd hereby give Mr Thapelo Tikedi Eugene Maloa in his capacity as a Director, the authority to sign all the relevant and required documents on my behalf and process all related to the above mentioned contracts.

Given below is identity proof of the person with details and signature for the verification purpose.

Authorized Person: MR THAPELO TIKEDI EUGENE MALOA

Identity Number: 9308285382089

Signature:  (Authorized Person)

Start Date: 25.07.2022

End Date: 30.06.2025

Sincerely,
References



LETTER OF GOODSTANDING (COIDA)



labour

Department:
Labour
REPUBLIC OF SOUTH AFRICA



2021001987

CALL CENTER NO: 0860 105 350

REG NO : 990001124399
FAX NO : 0123456789
ISSUE DATE : 2022-04-07
CERTIFICATE NO : 2021001987

TIKEDI HOLDINGS
PO BOX 1661, Stell
Pretoria

LETTER OF GOOD STANDING

COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT 130 of 1993 (AS AMENDED).

With reference to sections 80, 82, 86 and 89 of Compensation for Occupational Injuries and Diseases Act 130 of 1993 (As amended), I hereby certify that:

TIKEDI HOLDINGS

has complied with the requirement of the above Act and is at present in good standing with the Compensation Fund.

Nature of business : SECURITY GUARDING & FURNITURE TRANSPORT

Expiry date : 2023-04-30

IMPORTANT NOTICE:

Any fraudulently obtained Letter of Good Standing shall constitute a criminal offence.

The Compensation Commissioner shall institute criminal proceedings against any perpetrators who unlawfully alter or deface this letter with intent to defraud or misrepresent facts contained therein.

PLEASE, use the Below link (Website Address) to check if the Letter of Good Standing is valid:

<https://cfonline.labour.gov.za/VerifyLOGS>

Yours faithfully

COMMISSIONER OF OATH

R.M MASINGA (SABA 1438 BAP(SA))

Add: 71 Bishop Square, Leogem place, Midrand 1685

Sign.....

Date: 25/07/2022

CERTIFIED A TRUE
COPY OF THE
ORIGINAL



COMPENSATION COMMISSIONER

W.As. 48

Compensation House, Cnr Hamilton and Soutpansberg Road, PO Box 955, Pretoria, 0001 Fax:(012)357-1817 Website:http://www.labour.gov.za

**UNEMPLOYMENT INSURANCE FUND
(UIF)**



employment & labour

Department
Employment and Labour
REPUBLIC OF SOUTH AFRICA



CALL CENTRE NO: 0800 843 843

CERTIFICATE OF COMPLIANCE

UNEMPLOYMENT INSURANCE ACT, 2001 (AS AMENDED) AND UNEMPLOYMENT INSURANCE CONTRIBUTIONS ACT, 2002

Based on the information at the disposal of the Unemployment Insurance Fund (UIF) it is confirmed that the applicant below has not contravened the provisions of the UIF's legislations as at the date of this certificate and therefore meets the minimum compliance requirements.

TRADE NAME	UIF REFERENCE	ISSUE DATE	EXPIRY DATE	CERTIFICATE NUMBER
TIKEDI HOLDINGS	2586141/9	20/07/2021	19/07/2022	1820907492

The UIF reserves the right to withdraw this certificate at any time should the employer be in contravention of any provisions of the above-mentioned Acts during the one-year period for which the certificate is valid.

IMPORTANT NOTICE

The Unemployment Insurance Commissioner shall institute criminal proceedings against any perpetrator(s) that unlawfully alter or deface this certificate to defraud or misrepresent the facts contained herein.

PLEASE, use the below link to check if the certificate is valid:

<http://uifonline.labour.gov.za/VerifyLOGS>

MARSHA BRONKHORST

ACTING UIF COMMISSIONER



1820907492

UIF | WORKING FOR YOU

POSTAL ADDRESS: P.O Box 1851, Pretoria, 0001 PHYSICAL ADDRESS: 230 Lillian Ngoyi, Absa Towers, Pretoria TEL: (012) 337 1680

PUBLIC LIABILITY INSURANCE



CONFIRMATION OF COVER

16 August 2021

This serves to confirm that the below Insured currently holds **Broadform Liability** cover underwritten by **ITOO Special Risks (Pty) Ltd** as follows:

The Insured	<i>Tikedi Holdings (Pty) Ltd</i>
Policy Number	SPL/SLFG/000025928
Period of Insurance	01 August 2021 – 31 July 2022
Type of Contract	Annual
Limit of Indemnity	R 10 000 000
Deductible	R 15 000

Cover			
Description	Limit of Indemnity	Deductible	Basis of Limit
Public Liability	R 10 000 000	R 30 000	Each & Every Event Limit
Security Liability	R 10 000 000	R 200 000	Each & Every Event Limit
Employers Liability <i>RSA Employees Only</i>	R 2 000 000	Nil	Each & Every Event Limit
Wrongful Arrest & Defamation	R 2 000 000	Nil	Each & Every Event Limit
Statutory Legal Defence Cost	R 2 000 000	Nil	Each & Every Event Limit

Subject to all **terms and conditions** of the policy.



Ena van Gaalen

Signed by **iToo Special Risks (Pty) Ltd**
on behalf of The Hollard Insurance Company Limited

Villa Arcadia, 22 Oxford Road, Parktown, 2193

Tel: +27 (011) 351 500 / Fax: (011) 351 8015 / Email: info@itoo.co.za / Web: www.itoo.co.za

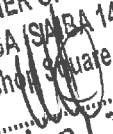
ITOO Special Risks (Pty) Ltd (Reg No:2016/281463/07) is an authorized Financial Services Provider (FSP No. 47230)

Underwritten by The Hollard Insurance Company Limited (Reg No. 1952/003004/06), a licensed non-life insurer and an authorised financial service provider.

This letter and attachments are confidential. Do not keep, copy or distribute it if you are not the intended recipient. Please destroy it and notify us on popia@hollard.co.za

WASTE MANAGEMENT CERTIFICATE



COMMISSIONER OF OATH
R.M MASINGA (SABBA 1438 BAP(SA))
Add: 71 Bishop Square, Leogem place, Midrand 1685
Sign: 
Date: 25/07/2021

CERTIFIED A TRUE
COPY OF THE
ORIGINAL

CERTIFICATE OF REGISTRATION

This is to certify that

TIKEDI HOLDINGS

Has been registered as a

**Waste Transporter
General and Hazardous**

With the Gauteng Department of Agriculture and Rural
Development and has been issued with the following
registration number for use when reporting to the
Gauteng Waste Information System.

GPT-09-495

Date of Registration: **15 April 2021**

Date of Expiry: **15 April 2023**

DIRECTOR'S MUNICIPAL RATES



CITY OF TSHWANE
IGNITING EXCELLENCE

Copy of TAX invoice : 212505503322

Issued : 20/02/22

MALOA, T T

PO BOX 4328

MAKHADO

0920

Tel: 012 358 9999

Fax: 012 359 6111

E-Mail: customercare@tshwane.gov.za

Address: P O Box 408 | Pretoria | 0001

Account No.

5009155829

8308045649083 /

Page: 1 of 2

Account for P13	Stand on 00495	Township TJGER VALLEI X21	Days 34
Address ; 495 HARVEST LASS STREET		Sectional title scheme	Unit no. 00000
Meter reading unit 1398107B	Group account	Deposit date 25/11/14	Deposit 11310.00
Guarantee date		Guarantee 0.00	
GISKEY: 008100495		BP: 1261711	

DATE	DETAILS	(R) AMOUNT (exc. VAT)	(R) VAT	(R) AMOUNT (incl. VAT)
17/03/21	Balance Brought Forward	3420.18	0.00	3420.18
27/03/21	Payment (Thank You)	-3420.00	0.00	-3420.00
20/04/21	Sub Total (A)	0.18	0.00	0.18
20/04/21	Property Rates	2044.50	0.00	2044.50
20/04/21	Water	1162.69	174.40	1337.09
20/04/21	Sanitation	367.93	55.19	423.12
	VAT 14% on services of R 0.00	0.00	0.00	0.00
	VAT 15% on services of R 1530.62	0.00	229.59	0.00
	Total Current Levy (B)	3575.12	229.59	3804.71
	TOTAL AMOUNT PAYABLE (A+B)	3575.30	229.59	3804.00
30-90 Days	90+ Days	Total charge (excluding VAT)	Total VAT	Total charge (including VAT)
0.18	0.00	3575.30	229.59	3804.00

THIS STUB MUST ACCOMPANY PAYMENT

OVERDUE AMOUNT	DUE DATE	IMMEDIATELY	0.18
CURRENT ACCOUNT	DUE DATE	10/03/22	AMOUNT PAYABLE
Name MALOA, T T	Final date for payment 10/05/22	Account no 5009155829	3804.00

Please use this Ref. no. when making Bank Payments Ref. no.

TAX Invoice: 5009155829

212505503322

CITY OF TSHWANE VAT REG NO 4000142267



>>>>>> 9 1945 5009155829 6



Standard Bank

First National Bank




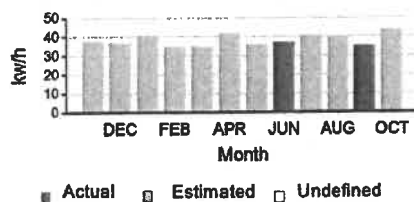
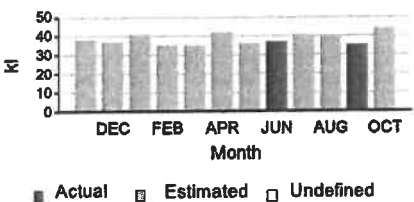

NEDBANK

Tel: 012 358 9999

Fax: 012 359 6111

E-Mail: customercare@tshwane.gov.za

Address: P O Box 408 | Pretoria | 0001

DATE	ICONS	DETAILS	(R) AMOUNT (excl. VAT)	(R) VAT	(R) AMOUNT (incl. VAT)
17/02/22		Balance Brought Forward	3420.18	0.00	3420.18
27/02/22		Payment (Thank You)	-3420.00	0.00	-3420.00
27/02/22		Sub Total (A)	0.18	0.00	0.18
20/03/22		Property Rates Residential Market Value: 2500000.00 Tariff: 0.0104400 Impem. Value: 15000.00 Valuation Rebate: 135000.00 2021/10 2500000.00 X 0.0104400 + 12 Less 15000.00 X 0.0104400 + 12 Less 135000.00 X 0.0104400 + 12	2175.00 -13.05 -117.45	0.00 0.00 0.00	2175.00 -13.05 -117.45
20/03/22		Water Reading dates: Curr 19/10/21 Prev 16/09/21 (34 days) Meter: 30038616(Estimate) Curr 4882 Prev 4838 Cons 44 KL Water charge Scale B: Domestic Water Network Access Charge	1015.36 147.33	152.30 22.10	1167.66 169.43
		 <p>■ Actual □ Estimated □ Undefined</p>			
		 <p>■ Actual □ Estimated □ Undefined</p>			
20/03/22		Sanitation Reading dates: Curr 19/10/21 Prev 16/09/21 (34 days) Meter: 30038616(Estimate) Curr 4882 Prev 4838 Cons 44 KL Sanitation: Wastewater Domestic Sanitation Network Access Charge	280.66 87.27	42.10 13.09	322.76 100.36
20/03/22		VAT VAT 15% on services of R1530.62 Total Current Levy (B)	3575.12	229.59 229.59	3804.71
		Total Amount Payable (A+B)	3575.30	229.59	3804.00

COMPANY CAPABILITIES

LEASE AGREEMENT

LEASE AGREEMENT

Entered into and between

STI DEE SERVICES & PROPERTY MANAGEMENT

("Lessor")

and

TIKEDI HOLDINGS (PTY) LTD

("Lessee")

LEASE INFORMATION

i. LESSEE INFORMATION

a. Name: STI DEE SERVICES
b. Reg number: 2012/22441/07
c. Physical address: 58 Rochester Road, Cape Town, 7925
d. Postal address: 58 Rochester Road, Cape Town, 7925
e. Telephone number: 021 205 9381
f. Email address: stinodeee@stidees.net

ii. LESSOR INFORMATION

a. Name: TIKEDI HOLDINGS (Pty) Ltd
b. Reg number: 2014/252249/07
c. Physical address: 1661 Stellenberg Road, Equestria, 0184
d. Postal address: 1661 Stellenberg Road, Equestria, 0184
e. Telephone number: 071 283 3558
f. Email address: admin@tikediholdings.co.za

iii. LEASED PREMISES

a. Address: **03 Church Street, Cape Town, 7405**
b. Intended use of premises: Business purposes only
c. Garage number(s): 0
d. Number of Parking Bays: 0

iv. LEASE PERIOD

a. Commencement Date: 10-01-2022
b. Expiry Date: 10-01-2023

v. RENTAL AMOUNTS

a. Deposit: 2,500
b. Monthly Rental: 4,500
c. Annual Escalation Percentage: N/A

vi. BANKING DETAILS

a. Name: STI DEE SERVICES
b. Bank: Standard Bank
c. Branch: Sutherland
d. Account No. 0812761438
e. Type of account: Cheque
f. Reference: TIKEDI

1. PARTIES

The Parties to this Agreement are -

- 1.1. the Party identified in the Lease Information as the Lessor ("the Lessor"); and
- 1.2. the Party identified in the Lease Information as the Lessee ("the Lessee").

2. DEFINITIONS AND INTERPRETATION

2.1. Definitions

In this Agreement, unless the context otherwise requires, the following capitalised terms shall have the meanings assigned to them below and cognate expressions shall have corresponding meanings:

- 21.1. "Commencement Date" means the date identified in the Lease Information, notwithstanding the Signature Date;
- 21.2. "Consumer Protection Act" means the Consumer Protection Act 68 of 2008 and its accompanying regulations;
- 21.3. "Deposit" means the deposit described in the Lease Information (if applicable);
- 21.4. "Expiry Date" means the date identified in the Lease Information, unless such date has by mutual agreement between the Parties been extended to a later date;
- 21.5. "Lease Information" means the schedule at the front of this Agreement containing key reference information regarding this Agreement and which forms an integral part of this Agreement;
- 21.6. "Lease Period" means the period for which this lease continues, as from the Commencement Date and subsisting for an indefinite period until terminated in accordance with the provisions of this Agreement;
- 21.7. "Parties" means the "Lessor" and "Lessee", and any reference to "a Party" shall refer to one of the relevant Parties as required by the context;
- 21.8. "Parking Bays" means the number of parking bays and/or garages as indicated in the Lease Information available for use by the Lessee at the Leased Premises, if any;
- 21.9. "Rates and Taxes" means those

charges levied by a competent local authority or body, upon and in respect of the Leased Premises at any time during the currency of this lease, including any increase in those charges or any new tax, levy or impost that may be imposed in respect of the Leased Premises;

- 21.10. "Rental" means the monthly rental amount as indicated in the Lease Information (but excluding the utilities contemplated in clause 14 (Utilities) that may be payable, but including the Parking Bays) for the rental of the Leased Premises, with any part of the monthly rental calculated on a *pro rata* basis for any part of the month;
- 21.11. "Signature Date" means the date of last signature of this Agreement by the Parties hereto;
- 21.12. "Termination Date" means any date on which this Agreement is terminated in accordance with its terms other than by way of effluxion of time;
- 21.13. "the/this Agreement" means this lease agreement between the Parties; and
- 21.14. "VAT" means any value-added tax in terms of the Value Added Tax Act 89 of 1991, or any similar tax which is imposed in place of or in addition to such tax.

2.2. Interpretation

This Agreement shall be interpreted according to the following provisions, unless the context requires otherwise:

221. References to "clauses" and "sub-clauses" are references to the clauses and sub-clauses of this Agreement.
222. The headings of clauses and sub-clauses are included for convenience only and shall not affect the interpretation of this Agreement.
223. References to a "person" shall include an individual, firm, company, corporation, juristic person, and any trust, organisation, association or partnership, whether or not having separate legal personality.
224. Words importing the singular number shall include the plural and *vice versa*, and words importing either gender or the neuter shall include both genders and the

- neuter.
225. Unless specifically otherwise provided, the number of days indicated to commit an act or indicated for any other purpose, is calculated by excluding the first day and including the last day.
226. Reference to "days" shall be construed as calendar days unless qualified by the word "business", in which instance a "business day" will be any day other than a Saturday, Sunday or public holiday as gazetted by the government of the Republic of South Africa from time to time. References to "months" shall be construed as calendar months.
227. Defined terms appearing in this Agreement in title case shall be given their meaning as defined, while the same terms appearing in lower case shall be interpreted in accordance with their plain English meaning.
228. ANY PROVISION OF THIS AGREEMENT IMPOSING A RESTRAINT, PROHIBITION OR RESTRICTION ON THE LESSEE SHALL BE SO CONSTRUED THAT THE LESSEE IS NOT ONLY BOUND TO COMPLY THEREWITH BUT IS ALSO OBLIGED TO PROCURE THAT THE SAME RESTRAINT, PROHIBITION OR RESTRICTION IS OBSERVED BY EVERYBODY OCCUPYING OR ENTERING THE LEASED PREMISES OR ANY OTHER PART THEREOF THROUGH, UNDER, BY ARRANGEMENT WITH, OR AT THE INVITATION OF, THE LESSEE, INCLUDING (WITHOUT LIMITATION) THE FAMILY, RELATIVES, VISITORS, GUESTS, CONTRACTORS OR INVITEES OF THE LESSEE.
229. The Parties acknowledge that each of them has had the opportunity to take legal advice concerning this Agreement, and agree that no provision or word used in this Agreement shall be interpreted to the disadvantage of either Party because that Party was responsible for or participated in the preparation or drafting of this Agreement or any part of it.
2210. All rentals and charges referred to in this Agreement exclude VAT and the Lessee shall be liable to pay the VAT which may be payable in respect of all such rentals and charges levied.
2211. If any provision of this Agreement is contrary to the provisions of the Rental Housing Act 50 of 1999 (the "Rental Housing Act"), such provision shall be deemed to have been replaced by the provision of that Act.
- 3. LEASE**
- The Lessor lets to the Lessee, who hires the Leased Premises subject to the terms and conditions set out on this Agreement.
- 4. DURATION OF LEASE**
- 4.1. This Agreement and the rights and obligations of the Parties under this Agreement shall take effect with effect from the Commencement Date and terminate on the earlier of the Expiry Date or the Termination Date, when it shall, subject to the provisions of this clause 4, automatically expire.
- 4.2. The Lessor shall not more than 80 (EIGHTY) and not less than 40 (FORTY) business days prior to the Expiry Date notify the Lessee in writing of the impending Expiry Date, and shall in such notice to the Lessee indicate –
421. that, unless terminated at the option of the Lessee, this Agreement shall after the Expiry Date automatically continue on a month-to-month basis, subject to any material changes as indicated in clause 4.2.2;
422. a list of all material changes proposed by the Lessor to this Agreement as would be required in the event of the automatic continuation of this Agreement in accordance with clause 4.2.1 or a renewal of this Agreement in accordance with clause 4.2.3 and which material changes may not be contrary to the Consumer Protection Act;
423. the option available to the Lessee to renew this agreement for a further period of 12 (TWELVE) months, provided that such option shall only be available to the Lessee if the Lessee has faithfully carried out the terms and conditions of this Agreement and is not in breach of a material provision of this Agreement as at the Expiry Date; and
424. that the Lessee may opt to –
- 4.2.4.1. terminate the Agreement on the Expiry Date; or

- 4.2.4.2. continue with the Agreement on a month-to-month basis as contemplated in clause 4.2.1; or
- 4.2.4.3. exercise its option to renew the Agreement as contemplated in clause 4.2.3.
- 4.3. Any dispute as to the amount of any rental payable by the Lessee upon the automatic continuation or renewal of this Agreement, shall be determined by a professional valuer registered in terms of the Property Valuers Profession Act 47 of 2000.
- 4.4. Without prejudice to clauses 4.1 and 4.2, the Lessee may at any time during the existence of this Agreement on 20 (TWENTY) business days' notice to the Lessor terminate this Agreement, provided that upon such cancellation –
 - 4.4.1. the Lessee shall remain liable to the Lessor for any amounts owing to the Lessor in terms of this Agreement up to such date of cancellation; and
 - 4.4.2. the Lessor shall be entitled to charge the Lessee a reasonable cancellation penalty as determined in accordance with the Consumer Protection Act provided such cancellation penalty may not have the effect of negating the Lessee's right to cancel this Agreement.

5. RENTAL AND DEPOSIT

5.1. Rental

- 5.1.1. The Rental shall be payable monthly in advance on or before the 1st (FIRST) day of each month, commencing on the Commencement Date, free of exchange and without deduction or set-off to the Lessor into the bank account as identified in the Lease Information or such other bank account as the Lessor may from time to time direct to the Lessee in writing.
- 5.1.2. The Rental shall annually escalate with the escalation percentage indicated in the Lease Information, compounded on each anniversary of the Commencement Date on the Rental of the immediately preceding year, with the first escalation to take effect on the first anniversary of the Commencement Date.
- 5.1.3. All rentals and charges referred to in this Agreement exclude VAT and the Lessee shall be liable to pay the VAT which may be payable in respect of all such rentals

and charges levied.

- 5.1.4. The Lessee shall not withhold, set off, delay, or make any deduction from any payment due to the Lessor for any reason whatsoever, irrespective of whether the Lessor is indebted to the Lessee or in breach of any obligation to the Lessee.

5.2. Deposit

- 5.2.1. On entering this Agreement, the Lessee shall on demand of the Lessor, immediately pay the Lessor the Deposit amount indicated in the Lease Information, which amount the Lessor shall retain as security for fulfilment by the Lessee of its obligations in terms of this Agreement.
- 5.2.2. The Lessor may, subject to this clause 5.2, at its discretion apply the Deposit for payment of any expenses incurred by the Lessor in order to rectify damages in respect of the Leased Premises, and for which the Lessee is liable, or for payment of any amounts for which the Lessee shall be liable towards the Lessor in terms of this Agreement, provided that the Lessor's right to claim damages or any other amounts owing shall not be limited as a result thereof and the Lessee shall within 14 (FOURTEEN) days of being notified by the Lessor that the Deposit has thus been applied, reinstate the Deposit to the original amount thereof.
- 5.2.3. The Deposit must be invested by the Lessor in an interest-bearing account with a financial institution, and the Lessor must, subject to clause 5.2.6 pay the Lessee such interest at the rate applicable to such account which may not be less than the rate applicable to a savings account with that financial institution, and the Lessee may, during the Lease Period, request the Lessor to provide written proof in respect of interest accrued on such Deposit, and the Lessor must provide such proof on request.
- 5.2.4. The Lessor and Lessee shall jointly, prior to the Lessee taking occupation of the Leased Premises, inspect the Leased Premises to ascertain the existence or not of any defects or damage therein with a view to determining the Lessor's responsibility for rectifying any defects or damage. A list of defects or damage

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must be attached as 'Annexure A' to this Agreement.

525. At the expiration of this Agreement the Lessor and Lessee shall jointly inspect the Leased Premises at a mutually convenient time within a period of 3 (THREE) days prior to such expiration or at a later time agreed upon between the Parties (which shall in any event not be later than 7 (SEVEN) days after the expiration of the Agreement) with a view to ascertaining if there was any damage caused to the Leased Premises during the Lessee's occupation thereof.
526. On the expiration of this Agreement, the Lessor may apply such Deposit and interest towards the payment of all amounts for which the Lessee is liable under this Agreement, including the reasonable cost of repairing damage to the Leased Premises and the cost of replacing lost keys and the balance of the Deposit and interest, if any, must then be refunded to the Lessee by the Lessor not later than 7 (SEVEN) days of restoration of the Leased Premises to the Lessor.
527. The relevant receipts which indicate the costs which the Lessor incurred, as contemplated in clause 5.2.6, must be available to the Lessee for inspection as proof of such costs incurred by the Lessor.
528. Should no amounts be due and owing to the Lessor in terms of this Agreement, the Deposit, together with the accrued interest in respect thereof, must be refunded by the Lessor to the Lessee, without any deduction or set-off, within 7 (SEVEN) days of expiration of this Agreement.
529. Failure by the Lessor to inspect the Leased Premises in the presence of the Lessee as contemplated in clause 5.2.5, is deemed to be an acknowledgement by the Lessor that the Leased Premises is in a good and proper state of repair, and the Lessor will have no further claim against the Lessee who must then be refunded the full Deposit plus interest by the Lessor.
5210. Should the Lessee fail to respond to the Lessor's request for an inspection as contemplated in clause 5.2.5, the Lessor must, on expiration of this Agreement,

inspect the Leased Premises within 7 (SEVEN) days from such expiration in order to assess any damages or loss which occurred during the lease. The Lessor may in these circumstances without detracting from any other right or remedy of the Lessor, deduct from the Lessee's Deposit and interest the reasonable cost of repairing damage to the Leased Premises and the cost of replacing lost keys. The balance of the Deposit and interest, if any, after deduction of the amounts contemplated in this clause, must be refunded to the Lessee by the Lessor not later than 21 (TWENTY-ONE) days after expiration of this Agreement and the relevant receipts which indicate the costs which the Lessor incurred, must be available to the Lessee for inspection as proof of such costs incurred by the Lessor.

6. PARKING BAYS

- 6.1. The Rental payable by the Lessee includes the cost of the use by the Lessee of the Parking Bays contemplated in the Lease Information availed to the Lessee in terms of this Agreement.
- 6.2. The Lessee shall comply with such access control system as may be introduced by the Lessor from time to time, and display any required parking identification required on vehicles.
- 6.3. The Lessee will be responsible for keeping the Parking Bays in a clean and tidy condition.

7. INCREASE IN RATES AND TAXES

SHOULD THE RATES AND TAXES PAYABLE IN RESPECT OF THE LEASED PREMISES OR IN RESPECT OF ANY IMPROVEMENTS THEREON (OR THE PROPERTY ON WHICH THE LEASED PREMISES ARE SITUATED) BE INCREASED DURING THE CURRENCY OF THIS LEASE, THEN THE LESSOR MAY BY WRITTEN NOTICE TO THE LESSEE, INCREASE THE MONTHLY RENTAL FOR THE LEASED PREMISES BY THE AMOUNT BY WHICH THE RATES AND TAXES ARE INCREASED, BY AN AMOUNT EQUAL TO 1/12TH (ONE TWELFTH) OF THE ANNUAL AMOUNT (ATTRIBUTABLE TO THE LESSEE) OF THAT INCREASE, WITH EFFECT FROM THE DATE ON WHICH SUCH INCREASE TAKES EFFECT, CALCULATED PRO RATA ON THE BASIS OF THE RATIO WHICH THE LEASED PREMISES BEARS TO THE OVERALL

PROPERTY HOUSING THE LEASED PREMISES WHICH IS AFFECTED BY SUCH AN INCREASE.

8. USE OF THE LEASED PREMISES

- 8.1. The Lessor shall make the Leased Premises available to the Lessee on the Commencement Date and the Lessee shall use the Leased Premises solely for the purposes indicated in the Lease Information. The Leased Premises shall not be used for any other purpose other than those referred to above without the Lessor's prior written consent, and any other use of the Leased Premises without such consent shall constitute a material breach of this Agreement.
- 8.2. IF THE LEASED PREMISES ARE AVAILABLE FOR OCCUPATION ON THE COMMENCEMENT DATE BUT THE LESSEE DOES NOT MOVE IN WITHIN 72 (SEVENTY-TWO) HOURS, THE LESSOR MAY CANCEL THIS AGREEMENT WITHOUT NOTICE AND HOLD THE LESSEE LIABLE FOR ANY DAMAGE SUFFERED BY THE LESSOR. THIS CLAUSE DOES NOT APPLY IF THE PARTIES HAVE AGREED IN WRITING THAT THE LESSEE WILL NOT MOVE IN ON THE COMMENCEMENT DATE.
- 8.3. The Lessee shall comply with any rules prescribed by the Lessor from time-to-time and communicated to the Lessee relating to the use and enjoyment of the Leased Premises, including matters relating to security, fire, safety, access, animals, deliveries, storage, parking, security, and all matters incidental thereto.
- 8.4. The Lessee acknowledges that if he/she fails within 3 (THREE) days of signing of this Agreement, to notify the Lessor of not having received all keys in respect of the Leased Premises, it shall be deemed that he/she has received all keys in respect of the Leased Premises and the Lessee undertakes to return all such keys to the Lessor at the expiration or termination of this Agreement.
- 8.5. The Lessee must clean the carpets and other floor coverings and tiles regularly, it being understood that such will be replaced at the expense of the Lessee should they be damaged beyond reasonable wear and tear.
- 8.6. The Lessee shall only be entitled to keep any pet or domestic animal on the Leased Premises with the Lessor's prior consent thereto in writing. The Lessee hereby undertakes and agrees to remedy and pay

for any damage caused to the Leased Premises and/or contents of the Leased Premises which shall have been caused by any pet or domestic animal residing in the Leased Premises. For the avoidance of doubt any such damage shall not be deemed to be fair wear and tear.

- 8.7. The Lessee shall not –
 - 8.7.1. without the Lessor's prior written consent cede or assign or in any way alienate or encumber any of the Lessee's rights or obligations in terms hereof; and/or sublet or permit anyone else to occupy the Leased Premises or any part thereof;
 - 8.7.2. contravene or permit a contravention of any law, by-law, ordinance, proclamation, statutory regulation which applies to the Leased Premises or which the Lessor is required to observe as owner of the Leased Premises;
 - 8.7.3. contravene or permit a contravention of any of the conditions of title under which the Lessor owns the Leased Premises;
 - 8.7.4. do anything or permit anything to be done in or on the Leased Premises which may constitute a nuisance, danger or hazard to adjoining properties or cause annoyance, disturbance or discomfort to tenants or occupiers of adjoining buildings or which amounts to improper, indecent or objectionable conduct or use of the Leased Premises;
 - 8.7.5. do anything which creates a nuisance or blockage of the Parking Bays and shall at its cost at all times keep the Parking Bays clean and tidy, and on termination of the Agreement hand over the Parking Bays in the same condition;
 - 8.7.6. do anything which detracts from the appearance of the Leased Premises and shall at its cost at all times keep the interior of the Leased Premises clean, free from insects and rodents, tidy and hygienic, including the cleaning of all glass, windows (internal and external), office fronts and external doors, and on termination of the Agreement hand over the Leased Premises in the same condition;
 - 8.7.7. leave waste or allow the accumulation of waste, refuse, junk, wreckage or perishable articles in or about the Leased Premises except in refuse bins or designated refuse storage areas;

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- 8.7.8. interfere with any electrical, plumbing, gas or other system installations at the Leased Premises, except as may be necessary to enable the Lessee to carry out its obligations of maintenance and repair in terms of this Agreement, including taking reasonable measures to prevent blockages and obstructions in drains, sewerage pipes, gutters and water pipes servicing the Leased Premises, including at its cost removing any obstruction or blockage and repairing piping or drainage where necessary;
- 8.7.9. install any electrical installations which separately or cumulatively has the potential to overload, short circuit, unduly strain and/or exceed the electrical loading capacity of any electrical installation(s) on the Leased Premises;
- 8.7.10. keep any animals on the Leased Premises or shall only be entitled to keep such animals on the Leased Premises as the Lessor may consent to in writing;
- 8.7.11. install any equipment which could harm the structure of the building without the consent of the Lessor; and/or
- 8.7.12. do anything or permit anything to be done in or on the Leased Premises which may be or may constitute a nuisance to users of adjoining properties or other tenants and shall be responsible for the conduct of its employees, agents and contractors in or about the Leased Premises.

9. ALTERATIONS TO THE LEASED PREMISES

- 9.1. The Lessee shall not make any alterations, structural or otherwise, additions or other improvements to the Leased Premises or to any plant, equipment or installation therein without the prior written consent of the Lessor, and should the Lessor consent to such alterations or additions, then the Lessee shall obtain all necessary local authority approvals and permits for such alterations or additions, and the Lessee shall if so requested by the Lessor in writing, upon termination of this Agreement, remove where possible the same and reinstate the Leased Premises or any plant, equipment or installation therein to the same condition they were in the Commencement Date (fair wear and tear excepted). Any such alterations, additions or improvements must be effected in a proper and workmanlike manner by contractors that have been approved by the Lessor in advance

and strictly in accordance with any approved plans and specifications.

- 9.2. Save for any improvements which is removed from the Leased Premises as required by the Lessor, all improvements to the Leased Premises shall belong to the Lessor and may not be removed from the Leased Premises at any time, and the Lessee shall have only a claim for reasonable compensation for any improvements to the Leased Premises and shall have no right of retention in respect of any such improvements.

10. MAINTENANCE AND REPAIRS

- 10.1. The Lessee shall at its own cost and expense throughout the term of this Agreement –
- 10.1.1. maintain in good order and repair the interior of the Leased Premises including all electrical, gas, water, drainage, sanitary works and other installations, appurtenances, fixtures and fittings as well as the terrain surrounding any buildings on the Leased Premises, but excluding any maintenance of a structural nature, and on termination of this Agreement return to the Lessor the Leased Premises with all items referred to above in good order and repair (fair wear and tear excepted);
- 10.1.2. where necessary, replace fixtures and fittings with articles of equal or better quality, corresponding value and appearance, which for reference purposes may include, but shall not be limited to, wash- and lavatory basins, lavatory seats, flushing apparatus, glass panes, plate glass, taps, window-, door- and cupboard locks, hinges, fittings and keys, sinks, electrical fittings including switches and plugs, gas fittings and regulators, light bulbs, light fixtures and fluorescent lights; and
- 10.1.3. promptly repair or make good all damage to the Leased Premises irrespective of its cause, unless the damage is of a structural nature, in which event the Lessee must without delay notify the Lessor of such damage and the cause of such damage.
- 10.2. In the event of the Lessee failing to maintain or repair the Leased Premises in accordance with its obligations stated in this clause, and remaining in default for such period as the Lessor may reasonably stipulate in a written notice calling on the Lessee to remedy the default, due regard being had to the nature hereof, then the Lessor shall be entitled to

effect the necessary maintenance or repairs and to claim cost so incurred from the Lessee.

- 10.3. On termination of this Agreement the Lessee shall deliver the Leased Premises to the Lessor in the same good order and condition, fair wear and tear excepted, as it existed at the Commencement Date or as it existed after any upgrading work or alterations and improvements had been done pursuant to the provisions of this Agreement.
- 10.4. Should any defect manifest itself in or about the Leased Premises for the repair of which the Lessor is responsible, the Lessee shall as soon as reasonably possible after the manifestation thereof give the Lessor notice of the defect. Should the Lessor fail to effect any maintenance or repairs for which it is responsible within a reasonable time after having being given written notice to do so by the Lessee, due regard being had to the nature of the maintenance or repair to be carried out, the Lessee shall be entitled itself to do so at the cost of the Lessor.

11. FIXTURES AND FITTINGS

- 11.1. The Lessee shall be entitled to add such fixtures and fittings to the Leased Premises as is necessary for the lease purposes, but which shall be in keeping with the general finish of the Leased Premises and which shall, at the termination of this Agreement, be removed at the Lessee's cost including any repairs required so that the Leased Premises are restored to its original condition as at the time of the Commencement Date (fair wear and tear excepted).
- 11.2. The Lessee shall not, except for normal fixturing purposes, drive or permit to be driven into the walls or ceiling of the Leased Premises any nails, screws or other instruments or articles, nor in any manner whatsoever do or permit anything to be done that may damage the walls or ceilings or any other portion of the Leased Premises.

12. UTILITIES *(Please mark the correct option)*

[Option 1]

The Lessee shall promptly pay the supplier of electricity, water and other utilities in each case directly to the relevant supplier concerned. Should the Lessor for any reason be required to pay any of these amounts, then the Lessee shall refund the amount in question to the Lessor on demand and if required by the Lessee, upon

proof of payment by the Lessor of the same.

[Option 2]

- 12.1. The costs of water and electricity are measured via a pre-paid meter which the Lessee shall be responsible for payment of as from the Commencement Date.
- 12.2. Should the Lessor for any reason be required to pay any of these amounts, then the Lessee shall refund the amount in question to the Lessor on demand and if required by the Lessee, upon proof of payment by the Lessor of the same.

[Option 3]

The costs of water and electricity are included in the monthly Rental payable by the Lessee.

[Option 4]

The costs of water and electricity, but excluding other utilities which shall be paid directly to the supplier thereof by the Lessee, shall be paid to the relevant supplier concerned by the Lessor who shall monthly invoice the Lessee, in addition to the Rental, the cost of such water and electricity as paid by the Lessor to the relevant supplier, and the Lessee shall be entitled to request the Lessor to provide information in support of the invoice for such utilities rendered to the Lessee.

13. DAMAGE TO OR DESTRUCTION OF THE LEASED PREMISES

- 13.1. Should the Leased Premises be destroyed or damaged to an extent which prevents the Lessee from having beneficial occupation of the whole or part of the Leased Premises, then –
- 13.1.1. this Agreement shall not terminate, except in instances where the Lessee is deprived of total or substantial beneficial occupation of the Leased Premises;
- 13.1.2. the Lessee shall be entitled to a remission in the Rental payable by the Lessee in accordance with the period and the extent to which the Lessee is deprived of beneficial occupation of part of the Leased Premises, which amount shall, in the event that the Parties fail to reach agreement between them, be determined on request by any of the Parties, by a person appointed by the then acting President of the Law Society of the Free State whose decision shall be final and binding on the Parties (the costs of which person shall be borne by the Parties in equal amounts);
- 13.1.3. the Lessee shall have no claim of any

nature whatever against the Lessor as a result thereof.

14. BREACH

Should any Party (the "guilty party") commit a breach of this Agreement and fail or refuse to rectify that breach within 14 (FOURTEEN) days after receipt of a written notice from the other Party (the "innocent party"), calling upon the guilty party to rectify that breach, the innocent party shall be entitled, without prejudice to any other of his rights, to forthwith cancel this Agreement by written notice to the guilty party.

15. HOLDING OVER

- 15.1. Should the Lessor cancel this Agreement and the Lessee disputes the Lessor's right to do so and continues to occupy the Leased Premises pending the determination of that dispute, then –
- 15.1.1. the Lessee shall continue to pay all amounts which would be due by the Lessee in terms of this Agreement on the due dates thereof;
- 15.1.2. the Lessor shall be entitled to recover and accept those payments;
- 15.1.3. the recovery or acceptance by the Lessor of such payments shall be without prejudice to and shall not in any manner whatsoever affect the Lessor's claim to cancellation of this Agreement or for damages of any other nature whatsoever.
- 15.2. Should the dispute between the Lessor and the Lessee be determined in the Lessor's favour, then the payments made to the Lessor in terms of the above shall be regarded as amounts paid by the Lessee on account of the loss and/or damages sustained by the Lessor as a result of the holding over by the Lessee of the Leased Premises.

16. WAIVER OF PREFERENCE

THE LESSEE OR HIS SUCCESSORS-IN-TITLE, HEREBY WAIVES ANY PREFERENCE WHICH HIS RIGHTS IN TERMS OF THIS AGREEMENT MAY HAVE ABOVE ANY BOND OR BONDS WHICH THE LESSOR OR HIS SUCCESSORS-IN-TITLE MAY REGISTER AFTER THE DATE OF SIGNATURE HEREOF, AND THE LESSEE OR HIS SUCCESSORS-IN-TITLE, HEREBY CONSENTS THAT THE LESSOR OR HIS SUCCESSORS-IN-TITLE SHALL BE ENTITLED TO REGISTER THE BOND OR BONDS OVER THE LEASED PREMISES AT ANY TIME

HEREAFTER OR TO INCREASE THE AMOUNT OF ANY EXISTING BOND OR TO OBTAIN A RE-ADVANCE UNDER AN EXISTING BOND. THE LESSEE OR HIS SUCCESSORS-IN-TITLE FURTHERMORE HEREBY CONSENTS THAT HIS RIGHTS SHALL NOT HAVE PREFERENCE ABOVE THE RIGHTS OF SUCH BONDHOLDER OR BONDHOLDERS AND THAT IF SUCH BONDHOLDER OR BONDHOLDERS MAY AT ANY TIME TAKE ACTION TO CALL UP SUCH BOND OR BONDS AND SELL THE LEASED PREMISES IN EXECUTION, THIS DEED OF LEASE SHALL IN THAT CASE TERMINATE WHEN THE LEASED PREMISES ARE SOLD IN EXECUTION, WITHOUT PREJUDICE TO THE RIGHTS OF THE LESSEE OR HIS SUCCESSORS-IN-TITLE, TO CLAIM DAMAGES IN THAT EVENT FROM THE LESSOR OR HIS SUCCESSORS-IN-TITLE.

17. MISCELLANEOUS

- 17.1. No provision of this Agreement (including, without limitation, the provisions of this clause) may be amended, substituted or otherwise varied, and no provision may be added to or incorporated in this Agreement, except (in any such case) by an agreement in writing signed by the duly authorised representatives of the Parties.
- 17.2. This Agreement supersedes all prior agreements, representations, communications, negotiations and understandings between the Parties concerning the subject matter of this Agreement.
- 17.3. Any relaxation, indulgence or delay (collectively referred to as "Indulgence") by either Party in exercising, or any failure by either Party to exercise, any right under this Agreement shall not be construed as a waiver of that right and shall not affect the ability of that Party subsequently to exercise that right or to pursue any remedy, nor shall any Indulgence constitute a waiver of any other right (whether against that Party or any other person).
- 17.4. The waiver of any right under this Agreement shall be binding on the waiving Party only to the extent that the waiver has been reduced to writing and signed by the duly authorized representative(s) of the waiving Party.
- 17.5. Whenever possible, each provision of this Agreement shall be interpreted in a manner which makes it effective and valid under applicable law, but if any provision of this

Agreement is held to be illegal, invalid or unenforceable under applicable law, that illegality, invalidity or unenforceability shall not affect the other provisions of this Agreement, all of which shall remain in full force.

- 17.6. This Agreement may be executed in any number of identical counterparts, all of which when taken together shall constitute one agreement. Any single counterpart or a set of counterparts taken together which, in either case, are executed by the Parties shall constitute a full original of this Agreement for all purposes.
- 17.7. The Parties agree to perform, or procure the performance, of all further things, and execute and deliver (or procure the execution and delivery) of all further documents, as may be required by law or as may be desirable or necessary to implement or give effect to this Agreement and the transactions contemplated therein.
- 17.8. By entering into this Agreement, the Parties warrant that there are no impediments or restrictions to their doing so and that this Agreement does not violate the provisions of any Agreement between any of the Parties and any third party.

18. DOMICILIUM AND NOTICES

- 18.1. The Parties hereby choose as their respective addresses for all notices arising out of this Agreement and as their *domicilium citandi et executandi* ("**domicilium**") their addresses as indicated in the Lease Information.
- 18.2. Each of the Parties shall be entitled from time to time by written notice to the other to vary its *domicilium* to any other address within the Republic of South Africa.


- 18.3. Any notice required or permitted to be given in terms of this Agreement shall be valid and effective only if in writing.
- 18.4. Any notice given by one Party to the other ("**the addressee**") which:
 - 18.4.1. is delivered by hand during the normal business hours of the addressee at the addressee's *domicilium* for the time being shall be presumed, until the contrary is proved, to have been received by the addressee at the time of delivery;
 - 18.4.2. is transmitted by electronic mail to the addressee at the addressee's specified electronic mail address shall be rebuttably presumed to have received by the addressee on the date of transmission as reflected on the sender's electronic mail records.
 - 18.4.3. is posted by prepaid registered post from an address within the Republic of South Africa to the addressee at the addressee's *domicilium* for the time being shall be presumed, until the contrary is proved, to have been received by the addressee on the seventh day after the date of posting.
- 18.5. Notwithstanding anything to the contrary contained or implied in this Agreement, a written notice or communication actually received by the Parties from one another, including by way of facsimile transmission or electronic mail, shall be adequate written notice or communication to such Party.


19. COSTS


Each Party shall be responsible for paying their own costs and expenses incurred in connection with the negotiation, preparation and execution of this Agreement.

Thus done and signed at... Cape Town ... on this... 10 ... day of... January ... 20... 22 ...

As witnesses:



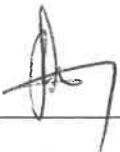






For and on behalf of
THE LESSOR
by
STI Dec
who warrants his/her authority hereto

Thus done and signed at Cape Town on this 10 day of January 2022

As witnesses:







For and on behalf of
THE LESSEE
by
Tikeedi Maloo
who warrants his/her authority hereto

ANNEXURE A: LIST OF DEFECTS

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FINANCIAL PROPOSAL

BREAKDOWN QUOTATION


H. ACCEPTANCE

By signing this part of this form of offer and acceptance, the Employer identified below accepts the Tenderers offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the Conditions of Contract identified in the contract that is the subject of this agreement.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the tenderer and the Employer during this process of offer and acceptance, are contained in the schedule of deviations attached to, and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule, which must be signed by the authorized representative(s) of both parties.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the Contract Data at, or just after, the date this agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now Service Provider) within five days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

ACCEPTANCE (to be completed by the Cape Winelands District Municipality)	
T 2022/032: PROVISION OF GARDENING SERVICES, CLEANING OF GROUNDS, SURROUNDS AND INSIDE OPEN-AIR AND/OR COMMUNAL AREAS, WASHING OF VEHICLES AND WASHING OF WINDOWS AND PARKING AREAS AT VARIOUS OFFICE BUILDINGS AND FACILITIES OF THE CAPE WINELANDS DISTRICT MUNICIPALITY FOR THE PERIOD ENDING 30 JUNE 2025	
 Ms K Smit Director Strategic Support Services	24.02.2023 Date
 Me. E Niemand Witness	24.02.2023 Date

YEAR 1: PERIOD ENDING 30 JUNE 2023

STELLENBOSCH

PROVISION OF GARDENING SERVICES, CLEANING OF GROUNDS, SURROUNDS AND INSIDE OPEN-AIR AND/OR COMMUNAL AREAS

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
29 Du Toit Street, 46 Alexander Street and Annex Building: Office Buildings	Every two weeks	R 11,400	R N/A	R 11,400
C/o Langenhoven & Bird Street: Office Buildings	Every two weeks	R 11,400	R N/A	R 11,400
Drukkers Avenue: Stores, Mechanical Workshop & Roads Depot	Every two weeks	R 11,400	R N/A	R 11,400
Papegaairand Street: Fire Services	Every two weeks	R 11,460	R N/A	R 11,460
TOTAL		R 47,600	R N/A	R 47,600

NAME OF SERVICE PROVIDER: Tikedi Holdings

SIGNED ON BEHALF OF SERVICE PROVIDER: _____

DATE: 25/07/2022

Tel: 071 283 3558

Email: tikedi@tikediholdings.co.za

www.tikediholdings.co.za



TIKEDI

HOLDINGS PTY LTD

Cape Winelands District Municipality

TENDER

Opened at 11h00 on

02 AUG 2022

Witness: _____

YEAR 1: PERIOD ENDING 30 JUNE 2023

PAARL

PROVISION OF GARDENING SERVICES, CLEANING OF GROUNDS, SURROUNDS AND INSIDE OPEN-AIR AND/OR COMMUNAL AREAS

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
194 Main Street: Office Building	Every two weeks	R 14,750	R N/A	R 14,750
Heide Street: Mechanical Workshop & Roads Depot	Every two weeks	R 14,750	R N/A	R 14,750
Nieuwedrift: Fire Services	Every two weeks	R 14,750	R N/A	R 14,750
TOTAL		R 44,250	R N/A	R 44,250

NAME OF SERVICE PROVIDER: Tikedi Holdings

[Signature]

SIGNED ON BEHALF OF SERVICE PROVIDER: _____

DATE: 28/07/2022

Tel: 071 283 3558

Email: tikedi@tikediholdings.co.za

www.tikediholdings.co.za



TIKEDI
HOLDINGS PTY LTD

Cape Winelands District Municipality
TENDER
 Opened at 11h00 on
02 AUG 2022
[Signature]
 Witness: _____

YEAR 1: PERIOD ENDING 30 JUNE 2023

WORCESTER

PROVISION OF GARDENING SERVICES, CLEANING OF GROUNDS, SURROUNDS AND INSIDE OPEN-AIR AND/OR COMMUNAL AREAS

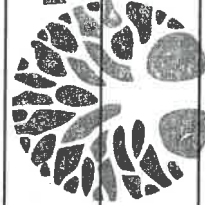
Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
51 Trappes Street: Office Building	Every two weeks	R 17,575	R N/A	R 17,575
C/o Louise Lange/Schönland Street: Stores, Mechanical Workshop & Roads Depot	Every two weeks	R 17,575	R N/A	R 17,575
Eerste Begin Farm, Brandwacht: Training Facility & Fire Services	Every two weeks	R 17,575	R N/A	R 17,575
TOTAL		R 52,725	R N/A	R 52,725

NAME OF SERVICE PROVIDER: Tikedi Holdings

Tel: 071 283 3558
 Email: tikedi@tikediholdings.co.za
www.tikediholdings.co.za

SIGNED ON BEHALF OF SERVICE PROVIDER: _____

DATE: 25/07/2022



TIKEDI
 HOLDINGS PTY LTD

Cape Winelands District Municipality
TENDER
 Opened at 11h00 on _____

2022
 2 AUG 2022

Witness: _____

YEAR 1: PERIOD ENDING 30 JUNE 2023

CERES

PROVISION OF GARDENING SERVICES, CLEANING OF GROUNDS, SURROUNDS AND INSIDE OPEN-AIR AND/OR COMMUNAL AREAS

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
27 Munnik Street: Office Buildings & Fire Services	Every two weeks	R 24,150	R Nil	R 24,150
Môreson, Ceres Industrial Area: Mechanical Workshop & Roads Depot	Every two weeks	R 24,150	R Nil	R 24,150
TOTAL		R 48,300	R Nil	R 48,300

NAME OF SERVICE PROVIDER: Tikedi Holdings

Tel: 071 282 3553
 Email: tikedi@tikediholdings.co.za
www.tikediholdings.co.za



SIGNED ON BEHALF OF SERVICE PROVIDER: _____

DATE: 25/07/2022

Cape Winelands District Municipality

TENDER

Opened at 11h00 on

02 AUG 2022

44

Witness: _____

TIKEDI
 HOLDINGS PTY LTD

YEAR 1: PERIOD ENDING 30 JUNE 2023

ROBERTSON

PROVISION OF GARDENING SERVICES, CLEANING OF GROUNDS, SURROUNDS AND INSIDE OPEN-AIR AND/OR COMMUNAL AREAS

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
40 Van Reenen Street: Office Building	Every two weeks	R 12,750	R N/A	R 12,750
Constitution Street: Fire Services, Mechanical Workshop & Roads Depot	Every two weeks	R 12,750	R N/A	R 12,750
TOTAL		R 25,500	R N/A	R 25,500

NAME OF SERVICE PROVIDER: Tikedi Holdings

SIGNED ON BEHALF OF SERVICE PROVIDER: _____

DATE: 25/07/2022

Tel: 071 253 3554
 Email: tikediholdings.co.za
www.tikediholdings.co.za



TIKEDI
 HOLDINGS PTY LTD

Cape Winelands District Municipality

TENDER

Opened at 11h00 on

02 AUG 2022

Witness: _____

YEAR 1: PERIOD ENDING 30 JUNE 2023

MONTAGU

PROVISION OF GARDENING SERVICES, CLEANING OF GROUNDS, SURROUNDS AND INSIDE OPEN-AIR AND/OR COMMUNAL AREAS

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
50A Bath Street: Office Building	Every two weeks	R 14,775	R Nil	R 14,775
TOTAL		R 14,775	R Nil	R 14,775

NAME OF SERVICE PROVIDER: Tiledi Holdings

SIGNED ON BEHALF OF SERVICE PROVIDER: _____

DATE: 25/07/2022



TIKEDI
HOLDINGS PTY LTD

Tel: 071 283 3538
Email: tiledi@tilediholdings.co.za
www.tilediholdings.co.za

Cape Wineands District Municipality

TENDER
Opened at 11h00 on

2 AUG 2022

Witness: _____

YEAR 2: 01 JULY 2023 – 30 JUNE 2024

STELLENBOSCH

PROVISION OF GARDENING SERVICES, CLEANING OF GROUNDS, SURROUNDS AND INSIDE OPEN-AIR AND/OR COMMUNAL AREAS

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
29 Du Toit Street, 46 Alexander Street and Annex Building: Office Buildings	Every two weeks	R 14,750	R N/A	R 14,750
C/o Langenhoven & Bird Street: Office Buildings	Every two weeks	R 14,750	R N/A	R 14,750
Drukkers Avenue: Stores, Mechanical Workshop & Roads Depot	Every two weeks	R 14,750	R N/A	R 14,750
Papegaastrand Street: Fire Services	Every two weeks	R 14,750	R N/A	R 14,750
TOTAL		R 59,000	R N/A	R 59,000

NAME OF SERVICE PROVIDER: Tikedi Holdings

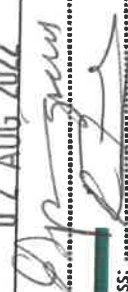
SIGNED ON BEHALF OF SERVICE PROVIDER: 

DATE: 25/07/2022

Tel: 071 263 3558
 Email: tikediholdings.co.za
www.tike-holdings.co.za



TIKEDI
 HOLDINGS PTY LTD

Cape Winelands District Municipality
TENDER
 Opened at 11h00 on 02 AUG 2022

 Witness: AT

YEAR 2: 01 JULY 2023 – 30 JUNE 2024

PAARL

PROVISION OF GARDENING SERVICES, CLEANING OF GROUNDS, SURROUNDS AND INSIDE OPEN-AIR AND/OR COMMUNAL AREAS

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
194 Main Street: Office Building	Every two weeks	R 15,075	R N/A	R 15,075
Heide Street: Mechanical Workshop & Roads Depot	Every two weeks	R 15,075	R N/A	R 15,075
Nieuwedrift: Fire Services	Every two weeks	R 15,075	R N/A	R 15,075
TOTAL		R 45,825	R N/A	R 45,825

NAME OF SERVICE PROVIDER: Tikedi Holdings

SIGNED ON BEHALF OF SERVICE PROVIDER: _____

DATE: 25/07/2022



TIKEDI
HOLDINGS PTY LTD

Tel: 071 283 3558
Email: tikedi@tikediholdings.co.za
www.tikediholdings.co.za

Cape Wineands District Municipality
TENDER
Opened at 11h00 on
03 AUG 2022-
48
Witness: _____

YEAR 2: 01 JULY 2023 – 30 JUNE 2024

WORCESTER

PROVISION OF GARDENING SERVICES, CLEANING OF GROUNDS, SURROUNDS AND INSIDE OPEN-AIR AND/OR COMMUNAL AREAS

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
51 Trappes Street: Office Building	Every two weeks	R 17,575	R Nil	R 17,575
C/o Louise Lange/Schönland Workshop & Roads Depot Street: Stores, Mechanical	Every two weeks	R 17,575	R Nil	R 17,575
Eerste Begin Farm, Brandwacht: Training Facility & Fire Services	Every two weeks	R 17,575	R Nil	R 17,575
TOTAL		R 52,725	R Nil	R 52,725

NAME OF SERVICE PROVIDER: Tikedi Holdings

SIGNED ON BEHALF OF SERVICE PROVIDER: _____

DATE: 25/07/2022



Tel: 071 231 3559
 Email: tikedi@tikediholdings.co.za
www.tikediholdings.co.za

TIKEDI
 HOLDINGS PTY LTD

Cape Winelands District Municipality
TENDER
 Opened at 11h00 on
02 AUG 2022
 Witness: _____

YEAR 2: 01 JULY 2023 – 30 JUNE 2024

CERES

PROVISION OF GARDENING SERVICES, CLEANING OF GROUNDS, SURROUNDS AND INSIDE OPEN-AIR AND/OR COMMUNAL AREAS

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
27 Munnik Street: Office Buildings & Fire Services	Every two weeks	R 24,150	R Nil	R 24,150
Móreson, Ceres Industrial Area: Mechanical Workshop & Roads Depot	Every two weeks	R 24,150	R Nil	R 24,150
TOTAL		R 48,300	R Nil	R 48,300

Tel: 071 283 3558

Email: tiked@tikediholdings.co.za

www.tikediholdings.co.za



TIKEDI

HOLDINGS PTY LTD

NAME OF SERVICE PROVIDER: Tikedi Holdings

SIGNED ON BEHALF OF SERVICE PROVIDER: _____

DATE: 25/07/2022

Cape Winelands District Municipality
TENDER
 Opened at 11h00 on
02 AUG 2022

TTE

YEAR 2: 01 JULY 2023 – 30 JUNE 2024

ROBERTSON

PROVISION OF GARDENING SERVICES, CLEANING OF GROUNDS, SURROUNDS AND INSIDE OPEN-AIR AND/OR COMMUNAL AREAS

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
40 Van Reenen Street: Office Building	Every two weeks	R 12,750	R N/A	R 12,750
Constitution Street: Fire Services, Mechanical Workshop & Roads Depot	Every two weeks	R 12,750	R N/A	R 12,750
TOTAL		R 25,500	R N/A	R 25,500

Tel: 071 283 3553
 Email: tikediholdings.co.za
www.tikediholdings.co.za



NAME OF SERVICE PROVIDER: Tikedi Holdings
 SIGNED ON BEHALF OF SERVICE PROVIDER: [Signature]

DATE: 25/07/2022

Cape Winelands District Municipality
TENDER
 Opened at 11h00 on
02 AUG 2022
[Signature]

TE

YEAR 2: 01 JULY 2023 – 30 JUNE 2024

MONTAGU

PROVISION OF GARDENING SERVICES, CLEANING OF GROUNDS, SURROUNDS AND INSIDE OPEN-AIR AND/OR COMMUNAL AREAS

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
50A Bath Street: Office Building	Every two weeks	R 14,775	R N/A	R 14,775
TOTAL		R 14,775	R N/A	R 14,775

NAME OF SERVICE PROVIDER: Tikedi Holdings

Tel: 071 293 1558
 Email: tikedi@tikediholdings.co.za
www.tikediholdings.co.za



SIGNED ON BEHALF OF SERVICE PROVIDER: _____

DATE: 25/07/2022

TIKEDI
 HOLDINGS PTY LTD

Cape Winelands District Municipality
TENDER
 Opened at 11h00 on
22 AUG 2022

TE

YEAR 3: 01 JULY 2024 – 30 JUNE 2025

STELLENBOSCH

PROVISION OF GARDENING SERVICES, CLEANING OF GROUNDS, SURROUNDS AND INSIDE OPEN-AIR AND/OR COMMUNAL AREAS

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
29 Du Toit Street, 46 Alexander Street and Annex Building: Office Buildings	Every two weeks	R 14,750	R N/A	R 14,760
C/o Langenhoven & Bird Street: Office Buildings	Every two weeks	R 14,750	R N/A	R 14,760
Drukkers Avenue: Stores, Mechanical Workshop & Roads Depot	Every two weeks	R 14,750	R N/A	R 14,760
Papegaastrand Street: Fire Services	Every two weeks	R 14,750	R N/A	R 14,760
TOTAL		R 54,000	R N/A	R 54,000

Tel: 071 283 3553
 Email: tiked@tikedholdings.co.za
 www.tikedholdings.co.za



NAME OF SERVICE PROVIDER: Tiked Holdings

SIGNED ON BEHALF OF SERVICE PROVIDER:

DATE: 25/07/2022

Cape Winelands District Municipality
TENDER
 Opened at 11h00 on
02 AUG 2022

 Witness: _____

TIKEDI HOLDINGS PTY LTD

YEAR 3: 01 JULY 2024 – 30 JUNE 2025

PAARL

**PROVISION OF GARDENING SERVICES, CLEANING OF GROUNDS,
SURROUNDS AND INSIDE OPEN-AIR AND/OR COMMUNAL AREAS**

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
194 Main Street: Office Building	Every two weeks	R 15,275	R Nil	R 15,275
Heide Street: Mechanical Workshop & Roads Depot	Every two weeks	R 15,275	R Nil	R 15,275
Nieuwedrift: Fire Services	Every two weeks	R 15,275	R Nil	R 15,275
TOTAL		R 45,825	R Nil	R 45,825

NAME OF SERVICE PROVIDER: Tikedi Holdings

Tel: 071 283 3558



Email: tikedi@tikediholdings.co.za
www.tikediholdings.co.za

SIGNED ON BEHALF OF SERVICE PROVIDER: _____

DATE: 25/07/2022

TIKEDI
HOLDINGS PTY LTD

Cape Winelands District Municipality
TENDER
Opened at 11h00 on
02 AUG 2022
[Signature]
Witness: _____

YEAR 3: 01 JULY 2024 – 30 JUNE 2025

WORCESTER

PROVISION OF GARDENING SERVICES, CLEANING OF GROUNDS, SURROUNDS AND INSIDE OPEN-AIR AND/OR COMMUNAL AREAS

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
51 Trappes Street: Office Building	Every two weeks	R 17,575	R N/A	R 17,575
C/o Louise Lange/Schönland Workshop & Roads Depot Street: Stores, Mechanical	Every two weeks	R 17,575	R N/A	R 17,575
Eerste Begin Farm, Brandwacht: Training Facility & Fire Services	Every two weeks	R 17,575	R N/A	R 17,575
TOTAL		R 52,725	R N/A	R 52,725

NAME OF SERVICE PROVIDER: Tikedi Holdings

Tel: 071 282 3558

Email: info@tikediholdings.co.za
www.tikediholdings.co.za



SIGNED ON BEHALF OF SERVICE PROVIDER: _____

DATE: 25/07/2022

Cape Winelands District Municipality
TENDER
Opened at 11h00 on
02 AUG 2022

ESS: _____

TIKEDI HOLDINGS PTY LTD

YEAR 3: 01 JULY 2024 – 30 JUNE 2025

CERES

PROVISION OF GARDENING SERVICES, CLEANING OF GROUNDS, SURROUNDS AND INSIDE OPEN-AIR AND/OR COMMUNAL AREAS

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
27 Munnik Street: Office Buildings & Fire Services	Every two weeks	R 24,150	R N/A	R 24,150
Móreson, Ceres Industrial Area: Mechanical Workshop & Roads Depot	Every two weeks	R 24,150	R N/A	R 24,150
TOTAL		R 48,300	R N/A	R 48,300

NAME OF SERVICE PROVIDER: Tikedi Holdings

SIGNED ON BEHALF OF SERVICE PROVIDER: _____
 DATE: 25/07/2022

Tel: 071 283 3558

Email: tikedi@tikediholdings.co.za



TIKEDI
HOLDINGS PTY LTD

Website: www.tikediholdings.co.za
 Cape Winelands District Municipality

TENDER

Opened at 11h00 on

2 AUG 2022

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YEAR 3: 01 JULY 2024 – 30 JUNE 2025

ROBERTSON

PROVISION OF GARDENING SERVICES, CLEANING OF GROUNDS, SURROUNDS AND INSIDE OPEN-AIR AND/OR COMMUNAL AREAS

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
40 Van Reenen Street: Office Building	Every two weeks	R 12,750	R Nil	R 12,750
Constitution Street: Fire Services, Mechanical Workshop & Roads Depot	Every two weeks	R 12,750	R Nil	R 12,750
TOTAL		R 25,500	R Nil	R 25,200

NAME OF SERVICE PROVIDER: Tikedi Holdings

Tel: 074 203 3550
 Email: tikedi@tikediholdings.co.za
www.tikediholdings.co.za



SIGNED ON BEHALF OF SERVICE PROVIDER: _____

DATE: 25/07/2022

Cape Winelands District Municipality
TENDER
 Opened at 11:00 on
02 AUG 2022
 Witges: _____

TIKEDI
 HOLDINGS PTY LTD

YEAR 3: 01 JULY 2024 – 30 JUNE 2025

MONTAGU

PROVISION OF GARDENING SERVICES, CLEANING OF GROUNDS, SURROUNDS AND INSIDE OPEN-AIR AND/OR COMMUNAL AREAS

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
50A Bath Street: Office Building	Every two weeks	R 14,775	R 14,775	R 14,775
TOTAL		R 14,775	R 14,775	R 14,775

NAME OF SERVICE PROVIDER: Tikedi Holdings

SIGNED ON BEHALF OF SERVICE PROVIDER: _____

DATE: 28 Jun 2022

Tel: 071 263 3454
Email: tiked@tikediholdings.co.za
www.tikediholdings.co.za



Cape Winelands District Municipality
TENDER
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09 2 AUG 2022
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117

YEAR 1: PERIOD ENDING 30 JUNE 2023
STELLENBOSCH
WASHING OF WINDOWS

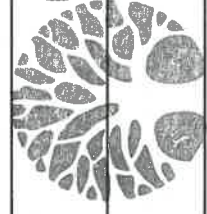
Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
29 Du Toit Street, 46 Alexander Street and Annex Building: Office Buildings	Once in a quarter	R 2,750	R Nil	R 2,750
C/o Langenhoven & Bird Street: Office Buildings	Once in a quarter	R 2,750	R Nil	R 2,750
Drukkers Avenue: Stores, Mechanical Workshop & Roads Depot	Once in a quarter	R 2,750	R Nil	R 2,750
Drukkers Avenue: Fire Services	Once in a quarter	R 2,750	R Nil	R 2,750
TOTAL		R 11,000	R Nil	R 11,000

NAME OF SERVICE PROVIDER: Tiled Holdings

Tel: 071 263 3559

Email: tiked@tikedholdings.co.za

www.tikedholdings.co.za



SIGNED ON BEHALF OF SERVICE PROVIDER: _____

DATE: 25/07/2022

Cape Winelands District Municipality
TENDER
 Opened at 11h00 on
07 AUG 2022

 Witness

TIKEDI
 HOLDINGS PTY LTD

YEAR 1: PERIOD ENDING 30 JUNE 2023
PAARL
WASHING OF WINDOWS

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
194 Main Street: Office Building	Once in a quarter	R 4,400	R N/A	R 4,400
Heide Street: Mechanical Workshop & Roads Depot	Once in a quarter	R 4,400	R N/A	R 4,400
Nieuwedrift: Fire Services	Once in a quarter	R 4,400	R N/A	R 4,400
TOTAL		R 14,700	R N/A	R 14,700

NAME OF SERVICE PROVIDER: Tikedi Holdings

SIGNED ON BEHALF OF SERVICE PROVIDER: _____

DATE: 25/07/2022



TIKEDI
HOLDINGS PTY LTD

Tel: 071 253 3558
 Email: tikedi@tikediholdings.co.za
www.tikediholdings.co.za

Cape Winelands District Municipality
TENDER
 Opened at 11h00 on
02 AUG 2022
 Witness: _____

YEAR 1: PERIOD ENDING 30 JUNE 2023
WORCESTER
WASHING OF WINDOWS

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
51 Trappes Street: Office Building	Once in a quarter	R 7,500	R N/A	R 7,500
C/o Louise Lange/Schönland Street: Stores, Mechanical Workshop & Roads Depot	Once in a quarter	R 7,500	R N/A	R 7,500
Eerste Begin Farm, Brandwacht: Training Facility & Fire Services	Once in a quarter	R 7,500	R N/A	R 7,500
TOTAL		R 22,500	R N/A	R 22,500

NAME OF SERVICE PROVIDER: Tikedi Holdings


SIGNED ON BEHALF OF SERVICE PROVIDER: 

DATE: 26 | 07 | 2022



TIKEDI
 HOLDINGS PTY LTD

Tel: 071 223 3559
 Email: tikedi@tikediholdings.co.za
www.tikediholdings.co.za

Cape Winelands District Municipality
TENDER
 Opened at 11h00 on
22 AUG 2022

 61
 Witness:

YEAR 1: PERIOD ENDING 30 JUNE 2023
CERES
WASHING OF WINDOWS

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
27 Munnik Street: Office Buildings & Fire Services	Once in a quarter	R 5,750	R N/A	R 5,750
Móreson, Ceres Industrial Area: Mechanical Workshop & Roads Depot	Once in a quarter	R 5,750	R N/A	R 5,750
TOTAL		R 11,500	R N/A	R 11,500

NAME OF SERVICE PROVIDER: Tikedi Holdings


 Tel: 071 233 3558
 Email: tikedi@tikediholdings.co.za
 www.tikediholdings.co.za

SIGNED ON BEHALF OF SERVICE PROVIDER: _____

DATE: 25/07/2022


Cape Winelands District Municipality
TENDER
 Opened at 11h00 on
03 AUG 2022

62
 Witness: _____

TIKEDI
 HOLDINGS PTY LTD

YEAR 1: PERIOD ENDING 30 JUNE 2023
ROBERTSON
WASHING OF WINDOWS


Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
40 Van Reenen Street: Office Building	Once in a quarter	R 10,275	R N/A	R 10,275
Constitution Street: Fire Services, Mechanical Workshop & Roads Depot	Once in a quarter	R 10,275	R N/A	R 10,275
TOTAL		R 20,550	R N/A	R 20,550

NAME OF SERVICE PROVIDER: Tikedi Holdings
 SIGNED ON BEHALF OF SERVICE PROVIDER: 
 DATE: 25/07/2022

Tel: 071 283 3550
 Email: tikedi@tikediholdings.co.za
 www.tikediholdings.co.za



TIKEDI
 HOLDINGS PTY LTD

Cape Winelands District Municipality
TENDER
 Opened at 11h00 on
2 AUG 2022

 Witness:

YEAR 1: PERIOD ENDING 30 JUNE 2023
MONTAGU
WASHING OF WINDOWS

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
50A Bath Street: Office Building	Once in a quarter	R 10, 275	R 1514	R 10, 275
TOTAL		R 10, 275	R 1514	R 10, 275

NAME OF SERVICE PROVIDER: Tikedi Holdings

SIGNED ON BEHALF OF SERVICE PROVIDER: _____

DATE: 25/07/2022



TIKEDI
 HOLDINGS PTY LTD

Tel: 071 283 3553
 Email: tikedi@tikediholding.co.za
 www.tikediholding.co.za

Cape Winelands District Municipality
TENDER
 Opened at 11h00 on
2 AUG 2022
 Witness: _____

TTE

YEAR 2: 01 JULY 2023 – 30 JUNE 2024
STELLENBOSCH
WASHING OF WINDOWS

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
29 Du Toit Street, 46 Alexander Street and Annex Building: Office Buildings	Once in a quarter	R 8,760	R N/A	R 8,760
C/o Langenhoven & Bird Street: Office Buildings	Once in a quarter	R 8,760	R N/A	R 8,760
Drukkers Avenue: Stores, Mechanical Workshop & Roads Depot	Once in a quarter	R 8,760	R N/A	R 8,760
Drukkers Avenue: Fire Services	Once in a quarter	R 8,760	R N/A	R 8,760
TOTAL		R 35,000	R N/A	R 35,000

Tel: 071 263 3553
 Email: tikedi@tikediholdings.co.za
 www.tikediholdings.co.za



NAME OF SERVICE PROVIDER: Tikedi Holdings
 SIGNED ON BEHALF OF SERVICE PROVIDER: [Signature]
 DATE: 25/07/2022

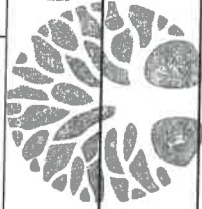
Cape Winelands District Municipality
TENDER
 Opened at 11h00 on
2 AUG 2022
 [Signature]
 Witness: [Signature]

TIKEDI HOLDINGS PTY LTD

YEAR 2: 01 JULY 2023 – 30 JUNE 2024
PAARL
WASHING OF WINDOWS

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
194 Main Street: Office Building	Once in a quarter	R 7,575	R N/A	R 7,575
Heide Street: Mechanical Workshop & Roads Depot	Once in a quarter	R 7,575	R N/A	R 7,575
Nieuwedrift: Fire Services	Once in a quarter	R 7,575	R N/A	R 7,57
TOTAL		R 22,725	R N/A	R 22,725

Tel: 071 283 3558
 Email: tikediholdings.co.za
www.tikediholdings.co.za



TIKEDI
 HOLDINGS PTY LTD

NAME OF SERVICE PROVIDER: Tikedi Holdings

SIGNED ON BEHALF OF SERVICE PROVIDER: _____

DATE: 25/07/2023

Cape Winelands District Municipality
TENDER
 Opened at 11h00 on
02 AUG 2022
 Witness: _____

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**YEAR 2: 01 JULY 2023 – 30 JUNE 2024
WORCESTER
WASHING OF WINDOWS**

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
51 Trappes Street: Office Building	Once in a quarter	R 7,750	R N/A	R 7,760
C/o Louise Lange/Schönland Workshop & Roads Depot Street: Stores, Mechanical	Once in a quarter	R 7,750	R N/A	R 7,750
Eerste Begin Farm, Brandwacht: Training Facility & Fire Services	Once in a quarter	R 7,750	R N/A	R 7,750
TOTAL		R 23,250	R N/A	R 23,250

NAME OF SERVICE PROVIDER: Tikedi Holdings

Tel: 071 283 3553

Email: tikediholdings.co.za
www.tikediholdings.co.za



SIGNED ON BEHALF OF SERVICE PROVIDER: _____

DATE: 25/07/2023

HOLDINGS PTY LTD

Cape Winelands District Municipality

TENDER

Opened at 11h00 on

02 AUG 2022

T 2022/032: GARDENING AND CLEANING SERVICES

67

Witness: _____

176

YEAR 2: 01 JULY 2023 – 30 JUNE 2024
CERES
WASHING OF WINDOWS

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
27 Munnik Street: Office Buildings & Fire Services	Once in a quarter	R 3,750	R N/A	R 3,750
Móreson, Ceres Industrial Area: Mechanical Workshop & Roads Depot	Once in a quarter	R 3,750	R N/A	R 3,750
TOTAL		R 7,500	R N/A	R 7,500

NAME OF SERVICE PROVIDER: Tikedi Holdings

SIGNED ON BEHALF OF SERVICE PROVIDER: _____

DATE: 25/07/2022

 Tel: 071 283 3558
 Email: tikedi@tikediholdings.co.za
www.tikediholdings.co.za

Cape Winelands District Municipality
TENDER
 Opened at 11h00 on
07 AUG 2022
 68
 Witness: _____

YEAR 2: 01 JULY 2023 – 30 JUNE 2024
ROBERTSON
WASHING OF WINDOWS

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
40 Van Reenen Street: Office Building	Once in a quarter	R 3,750.00	R N/A	R 3,750.00
Constitution Street: Fire Services, Mechanical Workshop & Roads Depot	Once in a quarter	R 3,750.00	R N/A	R 3,750.00
TOTAL		R 7,500.00	R N/A	R 7,500.00

Tel: 071 283 3559
 Email: tikediholdings.co.za
www.tikediholdings.co.za



NAME OF SERVICE PROVIDER: Tikedi Holdings
 SIGNED ON BEHALF OF SERVICE PROVIDER: _____

DATE: 26/07/2022

TIKEDI
 HOLDINGS PTY LTD

Cape Winelands District Municipality
TENDER
 Opened at 11h00 on
02 AUG 2022
 [Signature]
 Witness: _____

YEAR 2: 01 JULY 2023 – 30 JUNE 2024
MONTAGU
WASHING OF WINDOWS

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
50A Bath Street: Office Building	Once in a quarter	R 4,750	R N/A	R 4,750.00
TOTAL		R 4,750	R N/A	R 4,750.00

NAME OF SERVICE PROVIDER: Tikedi Holdings

SIGNED ON BEHALF OF SERVICE PROVIDER: _____

DATE: 28/07/2022



Tel: 071 283 3553
 Email: tikedi@tikediholdings.co.za
www.tikediholdings.co.za

Cape Winelands District Municipality
TENDER
 Opened at 11h00 on
2 AUG 2022
 Witness: _____

YEAR 3: 01 JULY 2024 – 30 JUNE 2025
STELLENBOSCH
WASHING OF WINDOWS

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
29 Du Toit Street, 46 Alexander Street and Annex Building: Office Buildings	Once in a quarter	R 5,750	R N/A	R 5,750.00
C/o Langenhoven & Bird Street: Office Buildings	Once in a quarter	R 5,750	R N/A	R 5,750.00
Drukkers Avenue: Stores, Mechanical Workshop & Roads Depot	Once in a quarter	R 5,750	R N/A	R 5,750.00
Drukkers Avenue: Fire Services	Once in a quarter	R 5,750	R N/A	R 5,750.00
TOTAL		R 23,000	R N/A	R 23,000.00

Tel: 071 283 3553
 Email: tikediholdings.co.za
www.tikediholdings.co.za



NAME OF SERVICE PROVIDER: Tiledi Holdings

SIGNED ON BEHALF OF SERVICE PROVIDER: [Signature]

DATE: 25/07/2022

Cape Winelands District Municipality
TENDER
 Opened at 11h00 on
02 AUG 2022
[Signature]
 Witness

TTF

YEAR 3: 01 JULY 2024 – 30 JUNE 2025
PAARL
WASHING OF WINDOWS

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
194 Main Street: Office Building	Once in a quarter	R 5,750	R N/A	R 5,750.00
Heide Street: Mechanical Workshop & Roads Depot	Once in a quarter	R 5,750	R N/A	R 5,750.00
Nieuwedrift: Fire Services	Once in a quarter	R 5,750	R N/A	R 5,750.00
TOTAL		R 17,250	R N/A	R 17,250.00

NAME OF SERVICE PROVIDER: Tikedi Holdings

Tel: 071 203 3550
 Email: tikedi@tikediholdings.co.za
www.tikediholdings.co.za



SIGNED ON BEHALF OF SERVICE PROVIDER: _____

DATE: 25/07/2022

Cape Winelands District Municipality
TENDER
 Opened at 11h00 on
02 AUG 2022
 Witness: _____

TIKEDI
 HOLDINGS PTY LTD

YEAR 3: 01 JULY 2024 – 30 JUNE 2025
WORCESTER
WASHING OF WINDOWS

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
51 Trappes Street: Office Building	Once in a quarter	R 7,750	R N/A	R 7,750.00
C/o Louise Lange/Schönland Workshop & Roads Depot Street: Stores, Mechanical	Once in a quarter	R 7,750	R N/A	R 7,750.00
Eerste Begin Farm, Brandwacht: Training Facility & Fire Services	Once in a quarter	R 7,750	R N/A	R 7,750.00
TOTAL		R 23,250	R N/A	R 23,250.00

NAME OF SERVICE PROVIDER: Tiledi Holdings
 SIGNED ON BEHALF OF SERVICE PROVIDER: _____

DATE: 25/07/2022



Tel: 071 283 3555
 Email: tiledi@tilediholdings.co.za
www.tilediholdings.co.za

Cape Wine and District Municipality
TENDER
 Opened at 11h00 on
02 AUG 2022
 Witness: _____

YEAR 3: 01 JULY 2024 – 30 JUNE 2025
CERES
WASHING OF WINDOWS

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
27 Munnik Street: Office Buildings & Fire Services	Once in a quarter	R 12,750	R N/A	R 12,750.00
Móreson, Ceres Industrial Area: Mechanical Workshop & Roads Depot	Once in a quarter	R 12,750	R N/A	R 12,750.00
TOTAL		R 25,500	R N/A	R 25,500.00

NAME OF SERVICE PROVIDER: Tikedi Holdings

Tel: 071 283 3553
 Email: tiked@tikediholdings.co.za
www.tikediholdings.co.za



TIKEDI
 HOLDINGS PTY LTD

SIGNED ON BEHALF OF SERVICE PROVIDER: _____

DATE: 25/07/2022

Cape Winelands District Municipality
TENDER
 Opened at 11h00 on
2 AUG 2022

TTC

YEAR 3: 01 JULY 2024 – 30 JUNE 2025

ROBERTSON

WASHING OF WINDOWS

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
40 Van Reenen Street: Office Building	Once in a quarter	R 12,750	R N/A	R 12,750.00
Constitution Street: Fire Services, Mechanical Workshop & Roads Depot	Once in a quarter	R 12,750	R N/A	R 12,750.00
TOTAL		R 25,500	R N/A	R 25,500.00

NAME OF SERVICE PROVIDER: Tikedi Holdings

SIGNED ON BEHALF OF SERVICE PROVIDER: _____

DATE: 25/07/2022



TIKEDI
HOLDINGS PTY LTD

Tel: 071 283 3558
Email: tikedi@tikediholdings.co.za
www.tikediholdings.co.za

Cape Winelands District Municipality
TENDER
Opened at 11h00 on
02 AUG 2022
Witness: _____

YEAR 3: 01 JULY 2024 – 30 JUNE 2025
MONTAGU
WASHING OF WINDOWS

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
50A Bath Street: Office Building	Once in a quarter	R 121,750	R N/A	R 121,750
TOTAL		R 121,750	R N/A	R 121,750

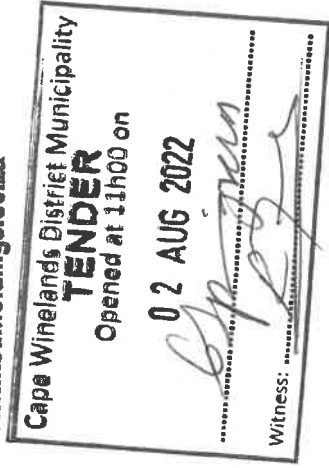
NAME OF SERVICE PROVIDER: Tikedi Holdings

SIGNED ON BEHALF OF SERVICE PROVIDER: _____

DATE: 25/07/2022



Tel: 071 283 3558
info@tikediholdings.co.za
www.tikediholdings.co.za




YEAR 1: PERIOD ENDING 30 JUNE 2023
STELLENBOSCH
WASHING OF VEHICLES

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
29 Du Toit Street, 46 Alexander Street and Annex Building: Office Buildings	Car Every two weeks	R 85	R N/A	R 85
	Bakkie Every two weeks	R 95	R N/A	R 95
	Mini Bus Every two weeks	R 110	R N/A	R 110
C/o Langenhoven & Bird Street: Office Buildings	Car Every two weeks	R 85	R N/A	R 85
	Bakkie Every two weeks	R 95	R N/A	R 95
Drukkers Avenue: Stores, Mechanical Workshop & Roads Depot	Car Every two weeks	R 85	R N/A	R 85
	Bakkie Every two weeks	R 95	R N/A	R 95
TOTAL		R 680	R N/A	R 680

NAME OF SERVICE PROVIDER: Tikedi Holdings

SIGNED ON BEHALF OF SERVICE PROVIDER: 

DATE: 25/07/2022


 Tel: 071 280 3558
 Email: info@tikediholdings.co.za
www.tikediholdings.co.za

Cape Winelands District Municipality
TENDER
 Opened at 11h00 on
02 AUG 2022

 Witness: 77

TIKEDI
 HOLDINGS PTY LTD

YEAR 1: PERIOD ENDING 30 JUNE 2023
PAARL
WASHING OF VEHICLES

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
194 Main Street: Office Building	Car Every two weeks	R 85.00	R N/A	R 85.00
	Bakkie Every two weeks	R 110.00	N/A	R 85.00
TOTAL		R 145	R N/A	R 145.00

NAME OF SERVICE PROVIDER: Tikedi Holdings

SIGNED ON BEHALF OF SERVICE PROVIDER: _____

DATE: 25/07/2022



TIKEDI
HOLDINGS PTY LTD

Tel: 071 203 3553
 Email: tikedi@tikediholdings.co.za
www.tikediholdings.co.za

Cape Winelands District Municipality
TENDER
 Opened at 11h00 on
29 AUG 2022
[Signature]
 Witness: _____
 76

YEAR 1: PERIOD ENDING 30 JUNE 2023
WORCESTER
WASHING OF VEHICLES

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
51 Trappes Street: Office Building	Car Every two weeks	R 85.00	R N/A	R 85.00
	Bakkie Every two weeks	R 95.00	R N/A	R 95.00
	Mini Bus Every two weeks	R 110.00	R N/A	R 110.00
C/o Louise Lange/Schönland Workshop & Roads Depot	Bakkie Every two weeks	R 95.00	R N/A	R 95.00
TOTAL		R 385.00	R N/A	R 385.00



Tel: 071 263 3558
 Email: tikedi@tikediholdings.co.za
 www.tikediholdings.co.za

NAME OF SERVICE PROVIDER: Tikedi Holdings
 SIGNED ON BEHALF OF SERVICE PROVIDER: [Signature]

DATE: 25/07/2022

Cape Winelands District Municipality
TENDER
 Opened at 11h00 on
02 AUG 2022
 79
 Witness: [Signature]

YEAR 1: PERIOD ENDING 30 JUNE 2023
CERES
WASHING OF VEHICLES

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
27 Munnik Street: Office Buildings & Fire Services	Car Every two weeks	R 85.00	R N/A	R 85.00
	Bakkie Every two weeks	R 95.00	R N/A	R 95.00
TOTAL		R 180.00	R N/A	R 180.00

NAME OF SERVICE PROVIDER: Tikedi Holdings 

SIGNED ON BEHALF OF SERVICE PROVIDER: _____

DATE: 25/07/2022



Tel: 071 203 3559

Email: finance@tikediholdings.co.za

www.tikediholdings.co.za

TIKEDI
 HOLDINGS PTY LTD

Cape Winelands District Municipality

TENDER

Opened at 11h00 on

09 2 AUG 2022



80
 Witness: _____

YEAR 1: PERIOD ENDING 30 JUNE 2023
ROBERTSON
WASHING OF VEHICLES

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
40 Van Reenen Street: Office Building	Car Every two weeks	R 85.00	R N/A	R 85.00
	Bakkie Every two weeks	R 95.00	R N/A	R 95.00
TOTAL		R 180.00	R N/A	R 180.00

NAME OF SERVICE PROVIDER: Tikedi Holdings

SIGNED ON BEHALF OF SERVICE PROVIDER: _____

DATE: 25/07/2022



Tel: 071 283 3553
 Email: tikediholdings.co.za
www.tikediholdings.co.za

TIKEDI
 HOLDINGS PTY LTD

Cape Winelands District Municipality
TENDER
 Opened at 11h00 on
02 AUG 2022
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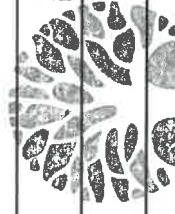
YEAR 2: 01 JULY 2023 – 30 JUNE 2024
STELLENBOSCH
WASHING OF VEHICLES

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
29 Du Toit Street, 46 Alexander Street and Annex Building: Office Buildings	Car Every two weeks	R 85.00	R N/A	R 85.00
	Bakkie Every two weeks	R 95.00	R N/A	R 95.00
	Mini Bus Every two weeks	R 110.00	R N/A	R 110.00
C/o Langenhoven & Bird Street: Office Buildings	Car Every two weeks	R 85.00	R N/A	R 85.00
	Bakkie Every two weeks	R 95.00	R N/A	R 95.00
Drukkers Avenue: Stores, Mechanical Workshop & Roads Depot	Car Every two weeks	R 85.00	R N/A	R 85.00
	Bakkie Every two weeks	R 95.00	R N/A	R 95.00
TOTAL		R 650.00	R N/A	R 650.00

NAME OF SERVICE PROVIDER: Tikedi Holdings

SIGNED ON BEHALF OF SERVICE PROVIDER: _____

DATE: 25/07/2022



Tel: 071 233 3558

Email: info@tikediholdings.com
www.tikediholdings.com

City: **WILLEMSTADT** District: **WESTERN CAPE** Municipality: **WILLEMSTADT**
 Opened at 11h00 on 02 AUG 2022
 Witness: _____


YEAR 2: 01 JULY 2023 – 30 JUNE 2024
PAARL
WASHING OF VEHICLES

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
194 Main Street: Office Building	Car Every two weeks	R 85.00	R N/A	R 85.00
	Bakkie Every two weeks	R 45.00	R N/A	R 45.00
TOTAL		R 180.00	R N/A	R 180.00

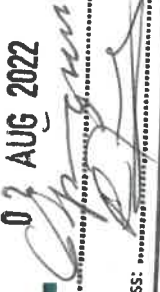

NAME OF SERVICE PROVIDER: Tikedi Holdings

SIGNED ON BEHALF OF SERVICE PROVIDER: 

DATE: 25/07/2022


 Tel: 071 263 3559
 Email: tikedi@tikediholdings.co.za
 www.tikediholdings.co.za

TIKEDI
 HOLDINGS PTY LTD

Cape Winelands District Municipality
TENDER
 Opened at 11h00 on
02 AUG 2022

 Witness: 

**YEAR 2: 01 JULY 2023 – 30 JUNE 2024
WORCESTER
WASHING OF VEHICLES**

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
51 Trappes Street: Office Building	Car Every two weeks	R 35.00	R Nil	R 35.00
	Bakkie Every two weeks	R 45.00	R Nil	R 45.00
	Mini Bus Every two weeks	R 110.00	R Nil	R 110.00
	Bakkie Every two weeks	R 110.00	R Nil	R 110.00
C/o Louise Lange/Schönland Workshop & Roads Depot	Street: Stores, Mechanical			
TOTAL		R 400.00	R Nil	R 400.00



Tel: 071 283 3593
Email: tikedi@tikediholdings.co.za
www.tikediholdings.co.za

NAME OF SERVICE PROVIDER: Tikedi Holdings

SIGNED ON BEHALF OF SERVICE PROVIDER: [Signature]

DATE: 25/07/2022

Cape Winelands District Municipality
TENDER
Opened at 11h00 on
02 AUG 2022
84
Witness:

YEAR 2: 01 JULY 2023 – 30 JUNE 2024

CERES

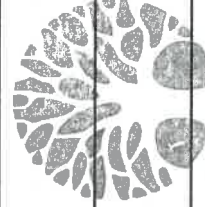
WASHING OF VEHICLES

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
27 Munnik Street: Office Buildings & Fire Services	Car Every two weeks	R 85.00	R N/A	R 85.00
	Bakkie Every two weeks	R 45.00	R N/A	R 45.00
TOTAL		R 180.00	R N/A	R 180.00

NAME OF SERVICE PROVIDER: Tiked Holdings

SIGNED ON BEHALF OF SERVICE PROVIDER: 

DATE: 25/07/2022



Tel: 071 283 3559
Email: tiked@tikedholdings.co.za
www.tikedholdings.co.za

TIKEDI
HOLDINGS PTY LTD

Cape Winelands District Municipality
TENDER
Opened at 11h00 on

02 AUG 2022

85
Witness:

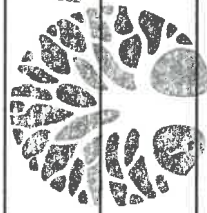
T 2022/032: GARDENING AND CLEANING SERVICES

YEAR 2: 01 JULY 2023 – 30 JUNE 2024
ROBERTSON
WASHING OF VEHICLES

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
40 Van Reenen Street: Office Building	Car Every two weeks	R 85.00	R N/A	R 85.00
	Bakkie Every two weeks	R 95.00	R N/A	R 95.00
TOTAL		R 180.00	R N/A	R 180.00



NAME OF SERVICE PROVIDER: Tikedi Holdings
 SIGNED ON BEHALF OF SERVICE PROVIDER: 

DATE: 25/07/2022



Tel: 071 283 3558
 Email: tikedi@tikediholdings.co.za
 www.tikediholdings.co.za

TIKEDI
 HOLDINGS PTY LTD

Cape Winelands District Municipality
TENDER
 Opened at 11h00 on
2 AUG 2022

 Witness: 

YEAR 3: 01 JULY 2024 – 30 JUNE 2025
STELLENBOSCH
WASHING OF VEHICLES


Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
29 Du Toit Street, 46 Alexander Street and Annex Building: Office Buildings	Car Every two weeks	R 100.00	R	R 100.00
	Bakkie Every two weeks	R 120.00	R	R 120.00
	Mini Bus Every two weeks	R 140.00	R	R 140.00
C/o Langenhoven & Bird Street: Office Buildings	Car Every two weeks	R 100.00	R	R 100.00
	Bakkie Every two weeks	R 120.00	R	R 120.00
Drukkers Avenue: Stores, Mechanical Workshop & Roads Depot	Car Every two weeks	R 100.00	R	R 100.00
	Bakkie Every two weeks	R 120.00	R	R 120.00
TOTAL		R 800.00	R	R 800.00

NAME OF SERVICE PROVIDER: Tikedi Holdings

SIGNED ON BEHALF OF SERVICE PROVIDER: 

DATE: 25/07/2022

Tel: 071 283 3558
 Email: tikediholdings.co.za
www.tikediholdings.co.za

Cape Winelands District Municipality
TENDER
 Opened at 11h00 on
02 AUG 2022

 Witness:

TIKEDI
 HOLDINGS PTY LTD

YEAR 3: 01 JULY 2024 – 30 JUNE 2025
PAARL
WASHING OF VEHICLES

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
194 Main Street: Office Building	Car Every two weeks	R 100.00	R N/A	R 100.00
	Bakkie Every two weeks	120.00	N/A	120.00
TOTAL		R 220.00	R N/A	R 220.00

NAME OF SERVICE PROVIDER: Tikedi Holdings
 SIGNED ON BEHALF OF SERVICE PROVIDER: [Signature]



TEL: 071 283 3556
 Email: tikediholdings.co.za
www.tikediholdings.co.za

DATE: 25/07/2022

Cape Winelands District Municipality
TENDER
 Opened at 11h00 on
02 AUG 2022
 [Signature]
 88
 Witness:

YEAR 3: 01 JULY 2024 – 30 JUNE 2025
WORCESTER
WASHING OF VEHICLES

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
51 Trappes Street: Office Building	Car Every two weeks	R 100.00	R N/A	R 100.00
	Bakkie Every two weeks	R 120.00	R N/A	R 120.00
	Mini Bus Every two weeks	R 140.00	R N/A	R 140.00
	Bakkie Every two weeks	R 120.00	R N/A	R 120.00
TOTAL		R 480.00	R N/A	R 480.00



Tel: 071 283 3550
 Email: tikedi@tikediholdings.co.za
 www.tikediholdings.co.za

NAME OF SERVICE PROVIDER: Tikedi Holdings

SIGNED ON BEHALF OF SERVICE PROVIDER: _____
 DATE: 23/07/2022

Cape Winelands District Municipality
TENDER
 Opened at 11h00 on
02 AUG 2022
 89
 Witness: _____

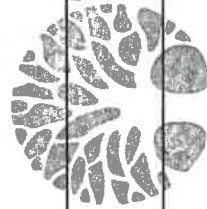
YEAR 3: 01 JULY 2024 – 30 JUNE 2025
CERES
WASHING OF VEHICLES

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
27 Munnik Street: Office Buildings & Fire Services	Car Every two weeks	R 100.00	R 114	R 100.00
	Bakkie Every two weeks	R 120.00	R 114	R 120.00
TOTAL		R 220.00	R 114	R 220.00

NAME OF SERVICE PROVIDER: Tikedi Holdings

SIGNED ON BEHALF OF SERVICE PROVIDER: _____

DATE: 25/07/2022



TIKEDI
 HOLDINGS PTY LTD

Tel: 071 283 3558
 Email: tikedi@tikediholdings.co.za
www.tikediholdings.co.za

Cape Winelands District Municipality
TENDER
 Opened at 11h00 on
02 AUG 2022

 www:.....

YEAR 3: 01 JULY 2024 – 30 JUNE 2025
ROBERTSON
WASHING OF VEHICLES

Site	Estimated Frequency	Unit Price (excluding VAT)	VAT @ 15%	Unit Price (including VAT)
40 Van Reenen Street: Office Building	Car Every two weeks	R 100.00	R N/A	R 100.00
	Bakkie Every two weeks	R 120.00	R N/A	R 120.00
TOTAL		R 220.00	R N/A	R 220.00

NAME OF SERVICE PROVIDER: Tikedi Holdings

SIGNED ON BEHALF OF SERVICE PROVIDER: _____

DATE: 25/07/2022



TIKEDI

HOLDINGS PTY LTD

Tel: 071 203 3533
 Email: tikediholdings.co.za
www.tikediholdings.co.za


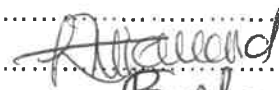

Cape Winelands District Municipality
TENDER
 Opened at 11h00 on
23 AUG 2022
 Witness: _____

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I **KARINA SMIT** in my capacity as **DIRECTOR: SUPPORT SERVICES** accept your bid under reference number **T2022/032** dated **02 AUGUST 2022** for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)
T2022/032: PROVISION OF GARDENING SERVICES, CLEANING OF GROUNDS, SURROUNDS AND INSIDE OPEN-AIR AND/OR COMMUNAL AREAS, WASHING OF VEHICLES AND WASHING OF WINDOWS AND PARKING AREAS AT VARIOUS OFFICE BUILDING AND FACILITIES OF CWDM FOR THE PERIOD ENDING 30 JUNE 2025	VARIOUS PRICES	30/06/2025	1	NONE

4. I confirm that I am duly authorized to sign this contract.

Signed at **STELLENBOSCH** on **24 FEBRUARY 2023**
 Name (Print) **KARINA SMIT**
 Signature 
 Witness 1  Date **24 FEBRUARY 2023**
 Witness 2  Date **24 FEBRUARY 2023**

BANK RATING AND CONFIRMATION LETTER



FNB Commercial – CAS

E-MAIL COVER SHEET

If the message or copy you receive is incomplete, please advise us immediately.

To: MR THAPELO T E MALOA	Fnb-Client Services
---------------------------------	----------------------------

Co: TIKEDI HOLDINGS (PTY)LTD	Pages:2(Including cover sheet)
-------------------------------------	---------------------------------------

Email: tikedi@tikediholdings.co.za

Subjec Bank-codes	Tel: 087 575 4888
--------------------------	--------------------------

Ref no: BSR-1441075-Y8Z4M4	Date: 24-05-2022
-----------------------------------	-------------------------

Bank Code requested

The information contained in this telefax is confidential and may contain proprietary information. It is meant solely for the intended recipient. Access to this telefax by anyone else is unauthorised. If you are not the intended recipient, any disclosure, copying, distribution or any action taken or omitted in reliance on this, is prohibited and may be unlawful. No liability or responsibility is accepted if information or data is, for whatever reason corrupted or does not reach its intended recipient. The views expressed in this telefax are, unless otherwise stated, those of the author and not those of FirstRand Bank Limited or its management. Licensed divisions of FirstRand Bank Limited are authorised financial service providers in terms of the Financial Advisory and Intermediary Services Act 37 of 2002.

Directors:GT Ferreira (Chairman), SE Nxasana (CEO), VW Bartlett, JP Burger, LL Dippenaar, DM Falck, PM Goss, PK Harris, WR Jardine, EG Matenge-Sebesho, Z Rylands, RK Store, BJ van der Ross, RA Williams, Company Secretary: BW Unser



FNB Commercial – CAS

Account Name : TIKEDI HOLDINGS (PTY)LTD

Account Number : 62852716649

Bank and Branch : FNB

Amount and Terms : R1million over 24 months

Bank Code : A Good for amount if strictly in the way of business

DATE ISSUED 24-05-22

- THE BANK CODE / FULL GENERAL IS GIVEN IN CONFIDENCE AND WITHOUT ANY RESPONSIBILITY WHATSOEVER ON THE PART OF FIRST NATIONAL BANK, ITS OFFICIALS OR INFORMANTS. THE FINAL CREDIT ASSESSMENT OF THE PERSON OR COMPANY BEING REPORTED UPON IS YOUR RESPONSIBILITY. THE BANK CODE IS ONLY APPLICABLE ON THE DATE AND TIME GIVEN AS THE CUSTOMERS' POSITION CAN CHANGE FROM DAY TO DAY.

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Directors:GT Ferreira (Chairman), SE Nxasana (CEO), VW Bartlett, JP Burger, LL Dippenaar, DM Falck, PM Goss, PK Harris, WR Jardine, EG Matenge-Sebesho, Z Rylands, RK Store, BJ van der Ross, RA Williams, Company Secretary: BW Unser



FNB Commercial – CAS

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Directors: GT Ferreira (Chairman), SE Nxasana (CEO), VW Bartlett, JP Burger, LL Dippenaar, DM Falck, PM Goss, PK Harris, WR Jardine, EG Matenge-Sebesho, Z Rylands, RK Store, BJ van der Ross, RA Williams, Company Secretary: BW Unser



Dear Valued Client,

We would like to introduce to you our new FNB Letter Generation functionality.

The physical stamp was replaced by an electronic stamp with a unique number which offers a more secure validation/authentication process of the letter by third parties. The electronic stamp deems the letter to be an original letter.

This is a 'First-to-Market' fraud prevention method offered by FNB.

To validate/authenticate the received letter, the 3rd party should follow the steps below on FNB Digital Channels;

Online banking

1. Log onto the FNB website www.fnb.co.za
2. Click on 'Contact Us + Tools'
3. Click on 'Verify Account Confirmation/Visa Application Letters'
4. Enter in the requested information which includes the unique number found on the electronic stamp
5. Click on 'Verify'

FNB Application

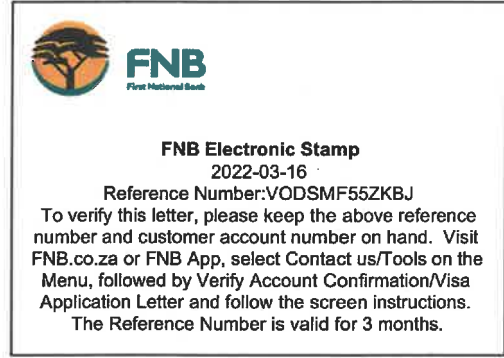
1. Launch the FNB App
2. Select the information icon
3. And then select 'Letter verification'

The letter handed to the third party must match the image of the letter which appears on the above channels exactly. Should there be any discrepancies, the letter should be deemed to be fraudulent and cannot be relied upon by the third party.

The letter will appear on the above website or FNB App for validation/authentication for a period of 3 (three) months from the date of issue, and can be validated multiple times during this period.

The validation/authentication process has been presented to third parties, including SARS, and they subscribe to the enhanced process, to combat fraud.

Yours truly,
FNB Team



Date: 2022-03-16

To whom it may concern

ACCOUNT CONFIRMATION LETTER

We confirm that ***TIKEDI HOLDINGS (PTY)LTD** with identification/registration number **2014/252249/07** (“the account holder”) holds the following account with First National Bank, a division of FirstRand Bank Limited (“FNB”):

Account Type	BUSINESS ACCOUNT	Account Number	62852716649
Account Status	Active Account - The account is currently open and transacting		
Branch Code	252445	Branch Name	MENLYN MAINE
Swift Code	FIRNZAJJ	Date Opened	2020-05-18

FNB issues this letter at the specific request of the account holder and for informational purposes only. This letter serves only to confirm that the above information is, according to the records available to FNB, factually correct as at the date of this letter.

Accordingly, FNB provides no warranties, guarantees, assurances or undertakings of any nature in connection with the above information, the account and/or the account holder, cannot be held responsible for any reliance which may be placed on this letter.

Without limiting the above in any way:

- (i) This letter does not constitute a letter of guarantee or a letter of credit.
- (ii) This letter does not imply or infer in any way that FNB has reserved the funds held in the account in favour of any person, nor that FNB has placed a hold on or limited the amount available in the account. The amount available in the account may change at any time without prior notice to you; and
- (iii) FNB will not be held responsible for any change in the information contained in this letter.

This letter is issued to you without any liability for FNB or its employees. You are to treat this letter as confidential.

Should you have any queries, please visit our website www.fnb.co.za or feel free to contact us on 087 736 2247 .

FINANCIAL STATEMENTS

TIKEDI HOLDINGS PROPRIETARY LIMITED

(Registration Number 2014 / 252249 / 07)

**Annual Financial Statements
for the year ended 30 November 2021**

Unaudited Unreviewed Financial Statements
In compliance with Companies Act 71 of 2008

TIKEDI HOLDINGS PROPRIETARY LIMITED

(Registration Number 2014 / 252249 / 07)

Annual Financial Statements for the year ended 30 November 2021

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The reports and statements set out below comprise the annual financial statements presented to the shareholder:

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TIKEDI HOLDINGS PROPRIETARY LIMITED

(Registration Number 2014 / 252249 / 07)

Annual Financial Statements for the year ended 30 November 2021

General Information

Country of Incorporation and Domicile	South Africa
Nature of Business and Principal Activities	Security, Cleaning and Projects
Director	TT MALOA
Registered Office	1661 STELLENBERG ROAD 79 PARK VIEW EQUESTRIA 0184
Business Address	1661 STELLENBERG ROAD 79 PARK VIEW EQUESTRIA 0184
Bankers	FIRST NATIONAL BANK
Income Tax Registration Number	9099858194
Compilers	Masinga Financial Services 67 Erands Gardens 13th Road Midridge Midrand 1685



Report of the Compiler

To the Director of TIKEDI HOLDINGS PROPRIETARY LIMITED

We have compiled the accompanying annual financial statements of TIKEDI HOLDINGS PROPRIETARY LIMITED based on information you have provided. These annual financial statements comprise the statement of financial position of TIKEDI HOLDINGS PROPRIETARY LIMITED as at 30 November 2021, the statement of comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, a summary of significant accounting policies and other explanatory information.

We performed this compilation engagement in accordance with International Standard on Related Services 4410 (Revised), *Compilation Engagements*.

We have applied our expertise in accounting and financial reporting to assist you in the preparation and presentation of these financial statements in accordance with the International Financial Reporting Standard for Small and Medium-sized Entities and the requirements of the Companies Act of South Africa. We have complied with relevant ethical requirements, including principles of integrity, objectivity, professional competence and due care.

These financial statements and the accuracy and completeness of the information used to compile them are your responsibility.

Since a compilation engagement is not an assurance engagement, we are not required to verify the accuracy or completeness of the information you provided to us to compile these financial statements. Accordingly, we do not express an audit opinion or a review conclusion on whether these financial statements are prepared in accordance with the International Financial Reporting Standard for Small and Medium-sized Entities and the requirements of the Companies Act of South Africa.

Masingo Financial Services

31 January 2022

RM MASINGA 54883498BAP(SA)
Director / Partner
Business Accountant in Practice (SA)

67 Ereeds Gardens
13th Road Midrand
Midrand
1685

TIKEDI HOLDINGS PROPRIETARY LIMITED

(Registration Number 2014 / 252249 / 07)

Annual Financial Statements for the year ended 30 November 2021

Director's Responsibilities and Approval

The director is required by the South African Companies Act to maintain adequate accounting records and is responsible for the content and integrity of the annual financial statements and related financial information included in this report. It is his responsibility to ensure that the annual financial statements satisfy the financial reporting standards as to form and content and present fairly the statement of financial position, results of operations and business of the company, and explain the transactions and financial position of the business of the company at the end of the financial year. The annual financial statements are based upon appropriate accounting policies consistently applied throughout the company and supported by reasonable and prudent judgements and estimates.

The director acknowledges that he is ultimately responsible for the system of internal financial control established by the company and places considerable importance on maintaining a strong control environment. To enable the director to meet these responsibilities, he sets standards for internal control aimed at reducing the risk of error or loss in a cost effective manner. The standards include the proper delegation of responsibilities within a clearly defined framework, effective accounting procedures and adequate segregation of duties to ensure an acceptable level of risk. These controls are monitored throughout the company and all employees are required to maintain the highest ethical standards in ensuring the company's business is conducted in a manner that in all reasonable circumstances is above reproach.

The focus of risk management in the company is on identifying, assessing, managing and monitoring all known forms of risk across the company. While operating risk cannot be fully eliminated, the company endeavours to minimise it by ensuring that appropriate infrastructure, controls, systems and ethical behaviour are applied and managed within predetermined procedures and constraints.

The director is of the opinion, based on the information and explanations given by management that the system of internal control provides reasonable assurance that the financial records may be relied on for the preparation of the annual financial statements. However, any system of internal financial control can provide only reasonable, and not absolute, assurance against material misstatement or loss. The going-concern basis has been adopted in preparing the annual financial statements. Based on forecasts and available cash resources the director has no reason to believe that the company will not be a going concern in the foreseeable future. The annual financial statements support the viability of the company.

The compilers are responsible for reporting on the company's annual financial statements. The compilation report is presented on page 2.

The annual financial statements as set out on pages 6 to 13 were approved by the director on 31 January 2022 and were signed by him.

TT MALOA

TIKEDI HOLDINGS PROPRIETARY LIMITED

(Registration Number 2014 / 252249 / 07)

Annual Financial Statements for the year ended 30 November 2021

Director's Report

The director presents his report for the year ended 30 November 2021.

1. Review of activities

Main business and operations

The principal activity of the company is security, Cleaning and Projects and there were no major changes herein during the year.

The operating results and statement of financial position of the company are fully set out in the attached financial statements and do not in my opinion require any further comment.

2. Going concern

The annual financial statements have been prepared on the basis of accounting policies applicable to a going concern. This basis presumes that funds will be available to finance future operations and that the realisation of assets and settlement of liabilities, contingent obligations and commitments will occur in the ordinary course of business.

The director has given due consideration to the potential impact of the COVID-19 pandemic on the company's ability to continue as a going concern. The director believes that the pandemic will have a temporary impact on the business activities. Notwithstanding these short-term challenges the director is of the view that the company has sufficient resources to continue as a going concern.

3. Events after reporting date

All events subsequent to the date of the annual financial statements and for which the applicable financial reporting framework require adjustment or disclosure have been adjusted or disclosed.

The director is not aware of any matter or circumstance arising since the end of the financial year to the date of this report that could have a material effect on the financial position of the company.

4. Authorised and issued share capital

No changes were approved or made to the authorised or issued share capital of the company during the year under review.

5. Borrowing limitations

In terms of the Memorandum of Incorporation of the company, the director may exercise all the powers of the company to borrow money, as he considers appropriate.

6. Dividends

No dividends were declared nor paid to the shareholder during the year.

7. Director

The director of the company during the year and to the date of this report is as follows:

TIKEDI HOLDINGS PROPRIETARY LIMITED

(Registration Number 2014 / 252249 / 07)

Annual Financial Statements for the year ended 30 November 2021

Director's Report

Name

TT MALOA

8. Shareholder

There has been no changes in ownership and the shareholder remains:

	%
TT MALOA	100.00

9. Compilers

Masinga Financial Services were the compilers for the year under review.

TIKEDI HOLDINGS PROPRIETARY LIMITED

(Registration Number 2014 / 252249 / 07)

Financial Statements for the year ended 30 November 2021

Statement of Financial Position

Figures in R	Notes	30 Nov 21	30 Nov 20
Assets			
Non-Current Assets			
Property, plant and equipment	3	<u>1,036,586</u>	<u>393,269</u>
Current Assets			
Trade and other receivables	4	258,420	179,274
Cash and cash equivalents	5	<u>508,689</u>	<u>15,774</u>
		<u>767,109</u>	<u>195,048</u>
Total Assets		<u>1,803,695</u>	<u>588,317</u>
Equity and Liabilities			
Equity			
Issued capital	6	100	100
Retained earnings		<u>860,121</u>	<u>192,266</u>
		<u>860,221</u>	<u>192,366</u>
Non-Current Liabilities			
Loan from shareholder	7	<u>550,000</u>	<u>380,000</u>
Current Liabilities			
Trade and other payables	8	10,499	7,200
Current tax liability		43,870	8,751
Loan from subsidiary		334,057	-
Bank overdraft	5	<u>5,048</u>	<u>-</u>
		<u>393,474</u>	<u>15,951</u>
Total Equity and Liabilities		<u>1,803,695</u>	<u>588,317</u>

TIKEDI HOLDINGS PROPRIETARY LIMITED

(Registration Number 2014 / 252249 / 07)

Financial Statements for the year ended 30 November 2021

Statement of Comprehensive Income

Figures in R	30 Nov 21	30 Nov 20
Revenue	5,612,582	1,205,855
Operating costs	(4,900,850)	(1,004,838)
Operating profit	<u>711,732</u>	<u>201,017</u>
Finance costs	(7)	-
Profit before tax	<u>711,725</u>	<u>201,017</u>
Tax expense	(43,870)	(8,751)
Profit for the year	<u>667,855</u>	<u>192,266</u>
Retained income at 1 December 2020	192,266	-
Profit for the year	<u>667,855</u>	<u>192,266</u>
Retained income at 30 November 2021	<u>860,121</u>	<u>192,266</u>

TIKEDI HOLDINGS PROPRIETARY LIMITED

(Registration Number 2014 / 252249 / 07)

Financial Statements for the year ended 30 November 2021

Statement of Changes in Equity

Figures in R	Share capital	Retained earnings	Total
Balance at 1 December 2019			
Total comprehensive income for the year		192,266	192,266
Profit for the year			
Total comprehensive income for the year		192,266	192,266
Issue of share capital	100		100
Balance at 30 November 2020	100	192,266	192,366
Balance at 1 December 2020	100	192,266	192,366
Total comprehensive income for the year		667,855	667,855
Profit for the year			
Total comprehensive income for the year		667,855	667,855
Balance at 30 November 2021	100	860,121	860,221
Note	6		

TIKEDI HOLDINGS PROPRIETARY LIMITED

(Registration Number 2014 / 252249 / 07)

Financial Statements for the year ended 30 November 2021

Statement of Cash Flows

Figures in R	Note(s)	30 Nov 21	30 Nov 20
Cash flows from operating activities			
Profit for the year		667,855	192,266
<i>Adjustments for:</i>			
Finance costs		7	-
Income tax		43,870	8,751
Depreciation of property, plant and equipment		191,183	46,252
Operating cash flow before working capital changes		902,915	247,269
<i>Working capital changes</i>			
Increase in trade and other receivables		(79,146)	(179,274)
Decrease in short term loans		334,057	-
Increase in trade and other payables		3,299	7,200
Net cash flows from operations		1,161,125	75,195
Finance costs		(7)	-
Tax paid		(8,751)	-
Net cash flows from operating activities		1,152,367	75,195
Cash flows used in investing activities			
Property, plant and equipment acquired	3	(834,500)	(439,521)
Net cash flows used in investing activities		(834,500)	(439,521)
Cash flows from financing activities			
Capital issued		-	100
Shareholder's loan raised		170,000	380,000
Net cash flows from financing activities		170,000	380,100
Net increase in cash and cash equivalents		487,867	15,774
Cash and cash equivalents at beginning of the year		15,774	-
Cash and cash equivalents at end of the year	5	503,641	15,774

TIKEDI HOLDINGS PROPRIETARY LIMITED

(Registration Number 2014 / 252249 / 07)

Financial Statements for the year ended 30 November 2021

Accounting Policies

1. General information

TIKEDI HOLDINGS PROPRIETARY LIMITED is a private company incorporated in South Africa.

2. Summary of significant accounting policies

These annual financial statements have been prepared in accordance with the International Financial Reporting Standards for Small and Medium-sized Entities issued by the International Accounting Standards Board and the requirements of the Companies Act of South Africa. The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

These financial statements have been prepared under the historical cost convention and are presented in South African Rands.

Revenue recognition

Revenue comprises the fair value of the consideration received or receivable for the sale of goods and / or services in the ordinary course of the company's activities. Revenue is shown net of value-added tax, returns, and discounts.

The company recognises revenue when: the amount of revenue can be reliably measured; it is probable that future economic benefits will flow to the entity; and specific criteria have been met for each of the company's activities, as described below:

Services revenue

The service rendered is recognised as revenue by reference to the stage of completion of the transaction at the reporting date.

Property, plant and equipment

Items of property, plant and equipment are measured at cost less accumulated depreciation and any accumulated impairment losses.

Costs include costs incurred initially to acquire or construct an item of property, plant and equipment and costs incurred subsequently to add to, replace part of, or service it. If a replacement cost is recognised in the carrying amount of an item of property, plant and equipment, the carrying amount of the replaced part is derecognised.

The residual value, depreciation method and useful life of each asset are reviewed at each annual reporting period if there are indicators present that there has been significant change from the previous estimates.

Depreciation is charged so as to allocate the cost of assets less their residual values over their estimated useful lives, using the straight-line method. The following rates are used for the depreciation of property, plant and equipment:

Plant and equipment	16.00%
Motor vehicles	20.00%
IT equipment	20.00%

TIKEDI HOLDINGS PROPRIETARY LIMITED

(Registration Number 2014 / 252249 / 07)

Financial Statements for the year ended 30 November 2021

Accounting Policies

Summary of significant accounting policies continued...

Leases

A lease is an agreement whereby the lessor conveys to the lessee in return for a payment or series of payments the right to use an asset for an agreed period of time. Determining whether an arrangement is, or contains, a lease is based on the substance of the arrangement and requires an assessment of whether fulfilment of the arrangement is dependent on the use of a specific asset or assets and the arrangement conveys a right to use the asset.

Leases of assets are classified as finance leases when the leases transfer substantially all risks and rewards incidental to ownership of the assets to the company. All other leases are classified as operating leases.

Trade and other receivables

Trade receivables are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest rate method, less provision for impairment. A provision for impairment of trade receivables is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents includes cash on hand, demand deposits and other short-term highly liquid investments with original maturities of three months or less. Bank overdrafts are shown under current liabilities on the statement of financial position.

Share capital

Ordinary shares are classified as equity.

Equity instruments are measured at the fair value of the cash or other resources received or receivable, net of the direct costs of issuing the equity instruments. If payment is deferred and the time value of money is material, the initial measurement is on a present value basis.

Trade payables

Trade payables are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest rate method.

TIKEDI HOLDINGS PROPRIETARY LIMITED

(Registration Number 2014 / 252249 / 07)

Financial Statements for the year ended 30 November 2021

Notes to the Annual Financial Statements

Figures in R

30 November 2021

3. Property, plant and equipment

	30 November			30 November		
	Cost	Accumulated depreciation	2021 Carrying value	Cost	Accumulated depreciation	2020 Carrying value
<i>Owned assets</i>						
Land and buildings	300,000	-	300,000	-	-	-
Plant and equipment	72,521	(15,655)	56,866	40,521	(4,052)	36,469
Motor vehicles	721,000	(181,800)	539,200	376,000	(37,600)	338,400
Furniture and fittings	18,000	(2,880)	15,120	-	-	-
IT equipment	162,500	(37,100)	125,400	23,000	(4,600)	18,400
	1,274,021	(237,435)	1,036,586	439,521	(46,252)	393,269

The carrying amounts of property, plant and equipment can be reconciled as follows:

	Carrying value	Additions	Disposals	Depreciation	30 November
	at beginning of year				2021 Carrying value at end of year
<i>Owned assets</i>					
Land and buildings	-	300,000	-	-	300,000
Plant and equipment	36,469	32,000	-	(11,603)	56,866
Motor vehicles	338,400	345,000	-	(144,200)	539,200
Furniture and fittings	-	18,000	-	(2,880)	15,120
IT equipment	18,400	139,500	-	(32,500)	125,400
	393,269	834,500	-	(191,183)	1,036,586

	Carrying value	Additions	Disposals	Depreciation	30 November
	at beginning of year				2020 Carrying value at end of year
<i>Owned assets</i>					
Plant and equipment	-	40,521	-	(4,052)	36,469
Motor vehicles	-	376,000	-	(37,600)	338,400
IT equipment	-	23,000	-	(4,600)	18,400
	-	439,521	-	(46,252)	393,269

4. Trade and other receivables

Trade debtors	258,420	179,274
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TIKEDI HOLDINGS PROPRIETARY LIMITED

(Registration Number 2014 / 252249 / 07)

Financial Statements for the year ended 30 November 2021

Notes to the Annual Financial Statements

Figures in R	30 Nov 21	30 Nov 21
5. Cash and cash equivalents		
Favourable cash balances		
Bank balances-ABSA	502,731	15,774
Bank balances -FNB	1,392	-
Bank balances -FNB	4,566	-
	<u>508,689</u>	<u>15,774</u>
Overdraft		
Bank overdraft-STD BANK	5,048	-
	<u>508,689</u>	<u>15,774</u>
Current assets	(5,048)	-
Current liabilities	<u>503,641</u>	<u>15,774</u>
6. Share capital		
Issued		
100 Ordinary shares of R1 each	<u>100</u>	<u>100</u>
7. Loan from shareholder		
TT MALOA	<u>550,000</u>	<u>380,000</u>
The loans bear interest at a rate of 0% and have no fixed terms of repayment*.		
8. Trade and other payables		
Trade creditors	10,500	7,200
Accrued liabilities	<u>10,499</u>	<u>7,200</u>
9. Going Concern		
The directors believe that the company will be a going concern in the year ahead. For this reason we continue to adopt the going concern basis in preparing the annual financial statements.		
10. Approval of annual financial statements		
These financial statements were approved by the board of directors and authorised for issue on 31 January 2022.		

TIKEDI HOLDINGS PROPRIETARY LIMITED

(Registration Number 2014 / 252249 / 07)

Financial Statements for the year ended 30 November 2021

Detailed Income Statement

Figures in R	30 Nov 21	30 Nov 21
Gross Revenue		
Fees received	5,612,582	1,205,855
Expenditure		
Accounting fees	10,500	7,200
Advertising	11,937	12,054
Bank charges	30,353	8,455
Cleaning	59,752	-
Computer expenses	14,255	-
Consulting fees	842,500	-
Depreciation - Tangible assets	191,183	46,252
Emoluments - Directors	520,000	300,000
Entertainment	13,340	3,328
Finance costs	7	-
Hire - Equipment	100,629	18,655
Insurance	33,248	8,525
Lease rental on operating lease	53,659	-
Petrol and oil	266,803	12,223
Printing and stationery	8,127	3,385
Project Material Costs	545,481	325,812
Protective clothing	125,664	8,452
Repairs and maintenance	83,491	33,285
Salaries	1,855,694	158,922
Security	15,822	2,350
Subscriptions	18,188	-
Telephone and fax	28,152	20,185
Training	5,000	2,500
Travel - local	67,072	33,255
	<u>4,900,857</u>	<u>1,004,838</u>
Profit before tax	<u>711,725</u>	<u>201,017</u>
Taxation	<u>(43,870)</u>	<u>(8,751)</u>
Profit for the year	<u>667,855</u>	<u>192,266</u>

TIKEDI HOLDINGS (PTY) LTD

(Registration Number 2014/252249/07)

Annual Financial Statements

for the year ended 21 July 2021

Compiled Financial Statements

In compliance with Companies Act 71 of 2008

Prepared: Masinga Financial Services

TIKEDI HOLDINGS (PTY) LTD

(Registration Number 2014/252249/07)

Annual Financial Statements for the year ended 21 July 2021

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The reports and statements set out below comprise the annual financial statements presented to the shareholder:

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TIKEDI HOLDINGS (PTY) LTD

(Registration Number 2014/252249/07)

Annual Financial Statements for the year ended 21 July 2021

GENERAL INFORMATION

COUNTRY OF INCORPORATION AND DOMICILE	South Africa
NATURE OF BUSINESS AND PRINCIPAL ACTIVITIES	CONSTRUCTION & SECURITY
DIRECTOR	TTE MALOA
REGISTERED OFFICE	Suite 8, Tijger Vallei Office Park Silverlakes PRETORIA 0081
BANKERS	FIRST NATIONAL BANK
ACCOUNTING OFFICER	MASINGA FINANCIAL SERVICES 67 ERAND GARDENS 13TH ROAD MIDRIDGE MIDRAND 1685

Report of the Compiler

To the Director of TIKEDI HOLDINGS (Pty) Ltd

I have compiled the accompanying annual financial statements of TIKEDI HOLDINGS (PTY)LTD based on information you have provided. These annual financial statements comprise the statement of financial position of TIKEDI HOLDINGS (PTY)LTD as at 21 July 2020, the statement of comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, a summary of significant accounting policies and other explanatory information.

I performed this compilation engagement in accordance with International Standard on Related Services 4410 (Revised), Compilation Engagements.

I have applied my expertise in accounting and financial reporting to assist you in the preparation and presentation of these financial statements on the basis of accounting described in Note 2 to the financial statements and the requirements of the Companies Act of South Africa. I have complied with relevant ethical requirements, including principles of integrity, objectivity, professional competence and due care.

These financial statements and the accuracy and completeness of the information used to compile them are your responsibility.

Since a compilation engagement is not an assurance engagement, I am not required to verify the accuracy or completeness of the information you provided to me to compile these financial statements. Accordingly, I do not express an audit opinion or a review conclusion on whether these financial statements are prepared in accordance with the basis of accounting described in note 2 to the financial statements and the requirements of the Companies Act of South Africa.

MASINGA FINANCIAL SERVICES

15 May 2020

RM MASINGA SAIBA1498BAP(SA)

Director / Partner

Accounting Officer

67 ERAND GARDENS

15TH ROAD

MIDRIDGE

MIDRAND

1685

TIKEDI HOLDINGS (PTY) LTD

(Registration Number 2014/252249/07)

Annual Financial Statements for the year ended 21 July 2021

Director's Responsibilities and Approval

The director is required by the South African Companies Act to maintain adequate accounting records and is responsible for the content and integrity of the annual financial statements and related financial information included in this report. It is his responsibility to ensure that the annual financial statements satisfy the financial reporting standards as to form and content in the presentation of the statement of financial position, results of operations and business of the company, and explain the transactions and financial position of the business of the company at the end of the financial year. The annual financial statements are based upon appropriate accounting policies consistently applied throughout the company and supported by reasonable and prudent judgements and estimates.

The director acknowledges that he is ultimately responsible for the system of internal financial control established by the company and places considerable importance on maintaining a strong control environment. To enable the director to meet these responsibilities, he sets standards for internal control aimed at reducing the risk of error or loss in a cost effective manner. The standards include the proper delegation of responsibilities within a clearly defined framework, effective accounting procedures and adequate segregation of duties to ensure an acceptable level of risk. These controls are monitored throughout the company and all employees are required to maintain the highest ethical standards in ensuring the company's business is conducted in a manner that in all reasonable circumstances is above reproach.

The focus of risk management in the company is on identifying, assessing, managing and monitoring all known forms of risk across the company. While operating risk cannot be fully eliminated, the company endeavours to minimise it by ensuring that appropriate infrastructure, controls, systems and ethical behaviour are applied and managed within predetermined procedures and constraints.

The director is of the opinion, based on the information and explanations given by management that the system of internal control provides reasonable assurance that the financial records may be relied on for the preparation of the annual financial statements. However, any system of internal financial control can provide only reasonable, and not absolute, assurance against material misstatement or loss. The going-concern basis has been adopted in preparing the annual financial statements. Based on forecasts and available cash resources the director has no reason to believe that the company will not be a going concern in the foreseeable future. The annual financial statements support the viability of the company.

The compiler is responsible for reporting on the company's annual financial statements. The compilation report is presented on page 2.

The annual financial statements as set out on pages 7 to 15 were approved by the director on 15 May 2020 and were signed by him.

TTE MALOA

TIKEDI HOLDINGS (PTY) LTD

(Registration Number 2014/252249/07)

Annual Financial Statements for the year ended 21 July 2021

Director's Report

The director presents his report for the year ended 29 February 2021.

1. Review of activities

Main business and operations

The principal activity of the company is Construction & Security Services and there were no major changes herein during the year.

The operating results and statement of financial position of the company are fully set out in the attached financial statements and do not in my opinion require any further comment.

2. Going concern

The annual financial statements have been prepared on the basis of accounting policies applicable to a going concern. This basis presumes that funds will be available to finance future operations and that the realisation of assets and settlement of liabilities, contingent obligations and commitments will occur in the ordinary course of business.

3. Events after reporting date

All events subsequent to the date of the annual financial statements and for which the applicable financial reporting framework require adjustment or disclosure have been adjusted or disclosed.

The director is not aware of any matter or circumstance arising since the end of the financial year to the date of this report that could have a material effect on the financial position of the company.

4. Director's interest in contracts

To my knowledge I had no interest in any contracts entered into during the year under review.

5. Authorised and issued share capital

No changes were approved or made to the authorised or issued share capital of the company during the year under review.

6. Borrowing limitations

In terms of the Memorandum of Incorporation of the company, the director may exercise all the powers of the company to borrow money, as he considers appropriate.

7. Dividends

No dividends were declared nor paid to the shareholder during the year.

8. Director

The director of the company during the year and to the date of this report is as follows:

TA MASALA

TIKEDI HOLDINGS (PTY) LTD

(Registration Number 2014/252249/07)

Annual Financial Statements for the year ended 21 July 2021

Director's Report

9. Shareholder

There has been no changes in ownership and the shareholder remains:

	%
TTE MALOA	100

10. Compiler

MASINGA FINANCIAL SERVICES was the compiler for the year under review.

TIKEDI HOLDINGS (PTY) LTD

(Registration Number 2014/252249/07)

Annual Financial Statements for the year ended 21 July 2021

Statement of Financial Position

Figures in R	Note(s)	2020	2019
Assets			
Non-Current Assets			
Property, plant and equipment	3	3,316,764	1,539,154
Current Assets			
Inventories		412,859	84,649
Financial assets		278,555	210,552
Trade and other receivables	4	1,012,581	217,426
Cash and cash equivalents	5	3,914,439	401,390
		<u>5,618,434</u>	<u>914,017</u>
Total Assets		<u>8,935,198</u>	<u>2,453,171</u>
Equity and Liabilities			
Equity			
Issued capital	6	100	100
Retained earnings		3,316,939	588,395
		<u>3,317,039</u>	<u>588,495</u>
Non-Current Liabilities			
Loan from shareholder	7	850,000	350,000
Borrowings	8	2,411,678	1,138,210
		<u>3,261,678</u>	<u>1,488,210</u>
Current Liabilities			
Trade and other payables	9	1,526,720	44,610
Current taxation liability		454,270	-
Current portion of long term liabilities	8	375,491	331,856
		<u>2,356,481</u>	<u>376,466</u>
Total Equity and Liabilities		<u>8,935,198</u>	<u>2,453,171</u>

TIKEDI HOLDINGS (PTY) LTD

(Registration Number 2014/252249/07)

Annual Financial Statements for the year ended 21 July 2021

Statement of Comprehensive Income

Figures in R	2020	2019
Revenue	30,679,294	10,365,958
Operating costs	(27,389,968)	(10,884,499)
Operating profit/(loss)	<u>3,289,326</u>	<u>(518,541)</u>
Finance costs	(106,512)	(177,612)
Profit/(loss) before taxation	<u>3,182,814</u>	<u>(696,153)</u>
Taxation expense	(454,270)	-
Profit/(loss) for the year	<u>2,728,544</u>	<u>(696,153)</u>

TIKEDI HOLDINGS (PTY) LTD

(Registration Number 2014/252249/07)

Annual Financial Statements for the year ended 21 July 2021

Statement of Changes in Equity

Figures in R	Share capital	Retained earnings	Total
Balance at 1 March 2018	100	1,284,548	1,284,648
Total comprehensive income for the year		(696,153)	(696,153)
Loss for the year		(696,153)	(696,153)
Total comprehensive income for the year	-	(696,153)	(696,153)
Balance at 28 February 2019	100	588,395	588,495
Balance at 1 March 2019	100	588,395	588,495
Total comprehensive income for the year		2,728,544	2,728,544
Profit for the year		2,728,544	2,728,544
Total comprehensive income for the year	-	2,728,544	2,728,544
Balance at 29 February 2020	100	3,316,939	3,317,039

Note

6

TIKEDI HOLDINGS (PTY) LTD

(Registration Number 2014/252249/07)

Annual Financial Statements for the year ended 21 July 2021

Statement of Cash Flows

Figures in R

	Note(s)	2020	2019
Cash flows from operating activities			
Profit/(loss) for the year		2,728,544	(696,153)
<i>Adjustments for:</i>			
Finance costs		106,512	177,612
Income tax		454,270	-
Depreciation of Tangible assets		442,390	441,250
Operating cash flow before working capital changes		3,731,716	(77,291)
<i>Working capital changes</i>			
Increase in financial asset		(68,003)	(9,547)
(Increase)/decrease in inventories		(328,210)	508,547
(Increase)/decrease in trade and other receivables		(795,155)	217,830
Increase in trade and other payables		1,482,110	3,270
Cash generated by operating activities		4,022,458	642,809
Finance costs		(106,512)	(177,612)
Income tax paid		-	(93,965)
Net cash from operating activities		3,915,946	371,232
Cash flows from investing activities			
Property, plant and equipment acquired	3	(2,220,000)	(1,297,931)
Net cash utilised in investing activities		(2,220,000)	(1,297,931)
Cash flows from financing activities			
Loans raised		1,317,103	1,171,714
Shareholders loans raised/(repaid)		500,000	(1)
Net cash generated by financing activities		1,817,103	1,171,713
Increase in cash and cash equivalents		3,513,049	245,014
Cash and cash equivalents at beginning of the year		485,359	240,345
Cash and cash equivalents at end of the year	5	3,998,408	485,359
OUT OF BALANCE		(83,969)	(83,969)

TIKEDI HOLDINGS (PTY) LTD

(Registration Number 2014/252249/07)

Annual Financial Statements for the year ended 21 July 2021

Accounting Policies

1. General information

TIKEDI HOLDINGS (PTY)LTD is a private company incorporated in South Africa.

2. Summary of significant accounting policies

These annual financial statements have been prepared in accordance with the accounting policies as set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

These financial statements have been prepared under the historical cost convention and are presented in South African Rands.

2.1 Basis of consolidation

The consolidated financial statements incorporate the financial statements of the Company and its wholly-owned subsidiary. All intra group transactions, balances, income and expenses are eliminated.

2.2 Revenue recognition

Revenue comprises the fair value of the consideration received or receivable for the sale of goods and/or services in the ordinary course of the company's activities. Revenue is shown net of value-added tax, returns, and discounts.

The company recognises revenue when: the amount of revenue can be reliably measured; it is probable that future economic benefits will flow to the entity; and specific criteria have been met for each of the company's activities, as described below:

2.2.1 Construction contracts & receivables

Where the outcome of a construction contract can be estimated reliably, contract revenue and costs are recognised by reference to the stage of completion of the contract activity at the balance sheet date, as measured by (basis used)

When the outcome of a construction contract cannot be estimated reliably, contract revenue is recognised to the extent that contract costs incurred are recoverable. Contract costs are recognised as an expense in the period in which they are incurred.

When it is probable that total contract costs will exceed total contract revenue, the expected loss is recognised as an expense immediately.

2.2.2 Dividends income

Dividends income is recognised as revenue when the right to receive payment is established and is shown as 'other income'.

2.3 Property, plant and equipment

Items of property, plant and equipment are measured at cost less accumulated depreciation and any accumulated impairment losses.

Costs include costs incurred initially to acquire or construct an item of property, plant and equipment and costs incurred subsequently to add to, replace part of, or service it. If a replacement cost is recognised in the carrying amount of an item of property, plant and equipment, the carrying amount of the replaced part is derecognised.

TIKEDI HOLDINGS (PTY) LTD

(Registration Number 2014/252249/07)

Annual Financial Statements for the year ended 21 July 2021

Accounting Policies

Summary of significant accounting policies continued...

Depreciation is charged so as to allocate the cost of assets less their residual values over their estimated useful lives, using the straight-line method. The following rates are used for the depreciation of property, plant and equipment:

Plant & Equipment	16.67%
Motor vehicles	20.00%
Furniture & Fittings	16.67%

2.4 Trade and other receivables

Trade receivables are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest rate method, less provision for impairment. A provision for impairment of trade receivables is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of the receivables.

2.5 Cash and cash equivalents

Cash and cash equivalents includes cash on hand, demand deposits and other short-term highly liquid investments with original maturities of three months or less. Bank overdrafts are shown under current liabilities on the statement of financial position.

2.6 Share capital

Ordinary shares are classified as equity.

Equity instruments are measured at the fair value of the cash or other resources received or receivable, net of the direct costs of issuing the equity instruments. If payment is deferred and the time value of money is material, the initial measurement is on a present value basis.

7 Trade payables

Trade payables are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

TIKEDI HOLDINGS (PTY) LTD

(Registration Number 2014/252249/07)

Annual Financial Statements for the year ended 21 July 2021

Notes to the Annual Financial Statements

Figures in R

2020

2019

3. Property, plant and equipment

	2020			2019		
	Cost	Accumulated depreciation	Carrying value	Cost	Accumulated depreciation	Carrying value
<i>Owned assets</i>						
Land and buildings	2,200,000	-	2,200,000	-	-	-
Plant and equipment	38,565	35,036	3,529	38,565	35,036	3,529
Motor vehicles	2,145,692	1,074,025	1,071,667	2,145,692	644,887	1,500,805
Furniture and fittings	34,650	23,232	11,418	34,650	17,480	17,170
IT equipment	58,700	28,550	30,150	38,700	21,050	17,650
	4,477,607	1,160,843	3,316,764	2,257,607	718,453	1,539,154

The carrying amounts of property, plant and equipment can be reconciled as follows:

	Carrying value at beginning of year	Additions	Disposals	Depreciation	2020
					Carrying value at end of year
<i>Owned assets</i>					
Land and buildings	-	2,200,000	-	-	2,200,000
Plant and equipment	3,529	-	-	-	3,529
Motor vehicles	1,500,805	-	-	(429,138)	1,071,667
Furniture and fittings	17,170	-	-	(5,752)	11,418
IT equipment	17,650	20,000	-	(7,500)	30,150
	1,539,154	2,220,000	-	(442,390)	3,316,764

	Carrying value at beginning of year	Additions	Disposals	Depreciation	2019
					Carrying value at end of year
<i>Owned assets</i>					
Plant and equipment	3,529	-	-	-	3,529
Motor vehicles	632,012	1,297,931	-	(429,138)	1,500,805
Furniture and fittings	22,922	-	-	(5,752)	17,170
IT equipment	24,010	-	-	(6,360)	17,650
	682,473	1,297,931	-	(441,250)	1,539,154

4. Trade and other receivables

Trade debtors

1,012,581

217,426

TIKEDI HOLDINGS (PTY) LTD

(Registration Number 2014/252249/07)

Annual Financial Statements for the year ended 21 July 2021

Notes to the Annual Financial Statements

Figures in R

2020

2019

5. Cash and cash equivalents

Favourable cash balances

Term deposits

Bank balances

2,500,000

400,000

1,414,439

1,390

3,914,439

401,390

Additional details:

6. Share capital

Issued

100 Ordinary shares of R1 each

100

100

The unissued shares are under the control of the director until the next annual general meeting.

7. Loan (from) shareholder

TA Masala

(850,000)

(350,000)

The loans bear interest at a rate of 0% and have no fixed terms of repayment*.

8. Borrowings

Secured

Loan secured by first mortgage bond over land and buildings repayable in monthly instalment of R16189 [2019-0] bearing interest at 9% [2019-0 %] per annum.

1,680,000

TOYOTA FINANCIAL SERVICES- Instalment sale agreements and/or capitalised leased assets repayable in monthly instalment of R8688 [2018- R] bearing interest at 13% [201- %] per annum.

105,575

248,852

Wesbank Instalment sale agreements and/or capitalised leased assets repayable in monthly instalment of R29000 [2019- R0] bearing interest at 13% per annum.

1,001,594

1,221,214

2,787,169

1,470,066

Repayable within one year, transferred to current liabilities

(375,491)

(331,856)

2,411,678

1,138,210

TIKEDI HOLDINGS (PTY) LTD

(Registration Number 2014/252249/07)

Annual Financial Statements for the year ended 21 July 2021

Notes to the Annual Financial Statements

Figures in R

	2020	2019
9. Trade and other payables		
Accrued liabilities		
Trade creditors	1,041,520	2,500
	485,200	42,110
	<u>1,526,720</u>	<u>44,610</u>
Additional details if required		

10. Going Concern

The directors believe that the company will be a going concern in the year ahead. For this reason we continue to adopt the going concern basis in preparing the annual financial statements.

11. Approval of annual financial statements

These financial statements were approved by the board of directors and authorised for issue on 15 May 2020.

TIKEDI HOLDINGS (PTY) LTD

(Registration Number 2014/252249/07)

Annual Financial Statements for the year ended 21 July 2021

Detailed Income Statement

Figures in R

	2020	2019
Gross Revenue		
Fees received	30,679,294	10,365,958
Cost of Sales		
Opening stock	30,679,294	10,365,958
Purchases	84,649	593,196
Closing stock	328,210	(508,547)
	(412,859)	(84,649)
Expenditure		
Accounting fees		
Advertising	45,000	24,000
Bank charges	105,842	58,420
Computer expenses	39,145	14,325
Consulting fees	28,455	28,005
Depreciation - Tangible assets	625,120	548,600
Emoluments - Directors	442,390	441,250
Entertainment	560,000	380,000
Finance costs	42,518	14,521
Hire - Equipment	106,512	177,612
Insurance	1,224,516	1,288,100
Lease rental on operating lease	156,360	98,520
Legal expense	251,242	224,696
Material	170,000	-
Other expenses 3	14,425,850	4,538,022
Petrol and oil	-	4,480
Printing and stationery	312,541	192,350
Repairs and maintenance	18,425	45,412
Salaries	56,144	55,252
subcontractors	1,342,512	1,245,217
Telephone and fax	7,458,210	1,525,843
Travel - local	35,844	53,494
	49,854	103,992
Profit/(loss) before taxation	27,496,480	11,062,111
Taxation	3,182,814	(696,153)
Profit/(loss) for the year	454,270	-
	2,728,544	(696,153)

TECHNICAL PROPOSAL

PROPOSAL PLAN



TIKEDI HOLDINGS Pty Ltd

PROPOSAL PLAN

TIKEDI HOLDINGS (PTY) LTD
T/A
TUGELA RISK MANAGEMENT

CAPE WINELANDS DISTRICT MUNICIPALITY



BID DESCRIPTION: PROVISIONING OF GARDENING SERVICES, CLEANING OF GROUNDS, SURROUNDS AND INSIDE OPEN-AIR AND/OR COMMUNAL AREAS, WASHIN OF VEHIKES AND WASHING OF WINDOWS AND PARKING AREAS AT VARIOUS OFFICE BUILDINGS AND FACILITIES OF THE CAPE WINELANDS DISTRICT MUNICIPALITY FOR THEPERIOD ENDING 30 JUNE 30 2025.

BID NO: T 2022/032

TIKEDI HOLDINGS (PTY) LTD T/A TIKEDI HYGIENE SERVICES is a cleaning company made up of diverse but co-ordinated its personnel whose skill base cuts across the cleaning, and investigation professional spectrum. This makes it possible for Tikedi Holdings to provide a wide range of services to its client with professionals from other vocations on notice.

The company which is based in North West, Free state, Northern Cape, Gauteng , Western Cape, Limpopo, Eastern Cape, Northern Cape and North West, counts among its success factors.

- Integrity and professionalism culture within the leadership of the company
- Commitment and focus on a client during and after the tenancy of services.
- Expert knowledge of business, Cleaning, Hygiene, sanitization, Car wash and Pest control.

HEALTH AND SAFETY

Tikedi Holdings have been trained in terms of first aid and firefighting knowledge. We are going to provide Cape Winelands District Municipality with Cleaners who have the knowledge to tackle any hazard. Normally all Cleaners are trained about first aid and how to deal with types of fire courses at the training colleges. We as Tikedi Holdings will use this health and safety aspect as part of interviewing criteria. Our Cleaners shall assist in all Cleaning and Hygiene situations aswell as giving first aid to members who might have fainted due to any fire situations that might occurred around Cape Winelands District Municipality offices on site before medical professionals arrive at the scene/site and will also be trained to use fire extinguisher to also be trained to know when and how to use fire extinguisher during the incident of fire.

FULL HEALTH & SAFETY REPORT ATTACHED IN SLIDE NO.20

Regards,

TIKEDI MALOA

Cleaning Projects Manager

Cell: 071 283 3558

Tel: (012) 816 5214

Email: tikediholdings.co.za



+27 712833558



tikediholdings.co.za



www.tikediholdings.co.za



Reg: 2014/252249/07



TIKEDI



TUGELA
BY MANAGEMENT

PROJECT PLAN (METHODOLOGY PLAN)



TIKEDI
HYGIENE SERVICES
EXPERIENCE THE DIFFERENCE

METHOD STATEMENTS FOR CLEANING OPERATIONS

Floor Cleaning Method Statement



Floor Cleaning

Task: Sweeping

Equipment:

Brush
Dustpan and Brush
Gloves
Scraper
Warning Signs

Method

1. Wash hands and put on gloves
2. Display the warning signs in the area, ensuring all signs are visible
3. Pick up all large items of litter, for example, crisp packets, tissues
4. Use a scraper to remove any chewing gum from the floor area
6. Starting with the edges sweep vertically going from left to right
13. Remove gloves and wash hands

Task: Mopping

Equipment Required:

Bucket with Compatible Wringer
Gloves
Mop Handle
Mop Head
Warning Signs
Floor Cleaner or General-Purpose Detergent



Method

1. Wash hands and put on gloves
2. Display the warning signs in the area, ensuring all signs are visible
3. Sweep the floor (Refer to the Sweeping Method Statement)
4. Prepare the cleaning solution in a well-ventilated area (refer to manufacturers' instructions).
5. Attach the mop head to the mop handle
6. Submerge the mop into the cleaning solution and remove excess solution from the mop in the Wringer
7. Mop the floor in 1-2 metre square sections
8. Mop edges of the floor with a straight stroke, use a figure-of-eight (8) pattern, turning the mop frequently, leaving the floor as dry as possible after cleaning the rest of the section.
9. Avoid splashing other surfaces and remove any splashes that do occur

NOTE Regularly replace the mop head and water

10. On completion, remove mop head and place in a laundry bag
11. After use, all equipment should be checked, cleaned, dried and returned to the storage area
12. Remove gloves and wash hands

Task: Two Solution Mopping

Equipment:

- 1 Double Solution Mopping System (2 buckets, wringers, mops)
- 1 Long Handled Scraper
- Protective Gloves
- Cleaning Agent & Dispenser
- Colour Coded Cloths
- Rubbish Sack
- Warning Signs

METHOD

Stairs & Landings

1. Assemble check equipment. Place warning signs. Put on protective clothing.
2. Remove chewing gum with the scraper, place in rubbish sack.
3. In one bucket prepare cleaning solution according to the manufacturer's instructions, adding the solution to the water. Fill the second bucket with clean water.
4. Apply cleaning solution to an area of landing with a fairly well wrung mop. Mop using a figure 8 stroke with each pass overlapping. Clean adjacent to skirting by cutting in parallel.
5. Mop stairs from inside edge to outside including the face of the steps, using straight, continuous strokes. Remove streaks and runs as they occur with a clean cloth.
6. Rinse stairs and landings with the clean well wrung mop and water.

Corridors, Walkways & Platforms

Points 1, 2, 3 same as stairs and landings.



4. Mop from the furthest point to the access point e.g.: walkway to entrance lobby. Mop using a figure 8 stroke with each pass overlapping. Clean adjacent to skirting and platform edge by cutting in parallel. Remove splashes to walls as they occur with a clean cloth.

5. Change cleaning solution when dirty.

6. Rinse the floors with the clean well wrung mop and water.

7. When all areas have been cleaned, clean equipment and return to the store.

SAFETY

1. Wear protective gloves.

2. Use as little water as is necessary. Do not use soaps as these can make the floor slippery.

3. Mop only one flight of stairs at a time. Do not remove warning signs before the stairs or floors have dried.

4. Do not leave equipment lying around. Check handles are smooth (rough handles may cause splinters).

CARE OF EQUIPMENT

1. Remove mop heads from handles (if applicable) wash and allow to dry. If re-assembled, store head up.

2. Wash buckets and wringers, wipe with a clean cloth, store upside down.

3. Wash scraper store head up.

Task: Ultra-High-Speed Buffing

Equipment Required

Gloves

Mopping (Refer to the Mopping Method Statement)

Sweeping (Refer to the Sweeping Method Statement)

Floor Pad and Drive Disk/Board

Ultra-High-Speed Machine (with or without Suction Unit)

Warning Signs

Method

1. Plan work route and when necessary, remove furniture and equipment

2. Wash hands and put on gloves

3. Display the warning signs in the area, ensuring all signs are visible

4. Sweep the floor (Refer to the Sweeping Method Statement)

5. Mop the floor (Refer to the Mopping Method Statement)

6. Ensure the floor is dry before buffing.

7. Attach the drive disk/board and floor pad to the Ultra-High-Speed Machine (refer to manufacturers' instructions)



8. Unwind cable (if present) and plug into a mains socket and a circuit breaker if appropriate.
9. Adjust handle to a suitable/comfortable height making sure arms are straight
10. Ensure the Ultra-High-Speed machine is held firmly in contact with the body and the cable is behind.
11. Switch the machine and suction unit on (beware of initial “kick”)
12. Start buffing the floor by continuously moving the machine side-to-side without over stretching, in a straight line
13. Buff the edges first and fill in with overlapping passes
- NOTE If Ultra-High-Speed Machine remains over one area, it may burn the floor**
14. On completion, remove the floor pad and place in a laundry bag
15. With dry hands, remove the plug from the mains socket and re-wind the electricity cable.
16. When the area is completely dry, return the furniture to original position.
17. After use, all equipment should be checked, cleaned, dried and returned to the storage area.
18. Remove gloves and wash hands

Task: Floor Scrubbing

Equipment Required

Bucket
Gloves
Mop Handle
Mop Head
Sweeping (Refer to the Sweeping Method Statement)
Edge Cleaning Tool and pad
Floor Pad and Drive Disk/Board
Scouring Pad
Standard Speed Rotary Machine including Tank
Warning Signs
Floor Cleaner or General-Purpose Detergent
Floor Scrubbing

Method

1. Plan work route and when necessary, remove furniture and equipment
2. Wash hands and put on gloves
3. Display the warning signs in the area, ensuring all signs are visible
4. Sweep the floor (Refer to the Sweeping Method Statement)
5. Clean and prepare the floor edges using the Edge Cleaning Tool and pad, if necessary
6. Attach the floor pad to the Rotary Scrubbing Machine (refer to manufacturers’ instructions)
7. Prepare the cleaning solution in a well-ventilated area (refer to manufacturers’ instructions) and add to the Scrubbing Machine tank
8. Unwind cable and plug into a mains socket and a circuit breaker if appropriate
9. Adjust handle to a suitable/comfortable height making sure arms are straight.
10. Ensure the Standard Speed Rotary Machine is held firmly in contact with the body and the cable is behind.
11. Switch the machine on (beware of initial “kick”)
12. Start scrubbing the floor at a point furthest from the door in 5-metre square sections, by releasing a small amount of the Floor Cleaner solution or by pouring slowly on the area being worked on.
13. Remove any excess water residue (refer to the Water Extraction Method Statement) and splashes from skirting boards and walls
14. When cleaning a large area, always check floor pad regularly

NOTE Regularly replace the floor pad. For stubborn stains use a scouring pad/abrasive pad

15. On completion, remove the floor pad and place in a laundry bag.
16. With dry hands, remove the plug from the mains socket and re-wind the electricity cable.
17. Empty the water tank (refer to manufacturers' instructions)
18. If necessary, mop the floor with clean water.
19. When the area is completely dry, return the furniture to original position.
20. After use, all equipment should be checked, cleaned, dried and returned to the storage area
21. Remove gloves and wash hands

Task: Floor Stripping

Equipment Required

Bucket
Gloves
Mop Handle
Mop Head
Scraper
Mopping (Refer to the Mopping Method Statement)
Sweeping (Refer to the Sweeping Method Statement)
Edge Cleaning Tool and Pad
Floor Pad and Disk Drive/Board
Floor Stripper
Goggles
Knee Pads
Standard Speed Rotary Floor Machine
Ultra-High-Speed Machine (with or without Suction Unit)
Warning Signs

Method

1. Plan work route and when necessary, remove furniture and equipment.
2. Wash hands and put on gloves
3. Display the warning signs in the area, ensuring all signs are visible
4. Sweep the floor (Refer to the Sweeping Method Statement)
5. Remove old polish from floor edges and chewing gum using an Edge Cleaning Tool/Scraper
6. Attach the floor pad to the Rotary Floor machine (refer to manufacturers' instructions)
7. Put on goggles
8. Prepare the Floor Stripper solution in a well-ventilated area (refer to manufacturers' instructions) and add to the Rotary Machine tank or by pouring slowly on the area being worked on.
9. Remove goggles
10. Unwind cable and plug into a mains socket and a circuit breaker if appropriate.
11. Adjust handle to a suitable/comfortable height making sure arms are straight
12. Switch the machine on
13. Start stripping the floor at a point furthest from the door in 5-metre square sections by moving the Rotary Floor machine in small side-to-side, overlapping movements.
- NOTE Regularly change the Floor Pad. Hard and semi-hard floors can be damaged if the floor stripping solution is too strong and has a long a contact time (refer to manufacturers' instructions). Do not let the floor dry while carrying out stripping**
14. Use a Wet Pick Up Machine to remove the additional 'slurry'.
15. Ensure all polish has been removed and if there is any polish remaining, re-apply the process.
16. On completion of stripping, allow the area to dry



17. With dry hands, remove the plug from the mains socket and re-wind the electricity cable
18. Damp Mop the floor with clean water to rinse and neutralise (refer to the Mopping Method Statement). Check the pH of the floor covering with Universal Indicator Paper. The floor must be neutral pH 7.
19. Sweep the floor to remove any additional dust (refer to the Sweeping Method Statement)
20. When the area is completely dry, return the furniture to original position.
21. After use, all equipment should be checked, cleaned, dried and returned to the storage area
22. Remove gloves and wash hands.

Applying Polish

Task: Floor Polishing – Vinyl Floor

Equipment Required

- Bucket
- Flat Mop Head (Polish Applicator)
- Mop Handle
- Gloves
- Floor Stripping System (refer to the Floor Stripping Method Statement)
- Floor Polish
- Warning Signs

Method

1. Wash hands and put on gloves
 2. Display the warning signs in the area, ensuring all signs are visible
 3. Remove all furniture and equipment from the room (if possible).
 4. Prepare the floor for polishing (refer to the Floor Stripping method statement)
 5. Pour a small amount of floor polish into the bucket
 6. Attach the mop head to the mop handle
 7. Place the mop head into the bucket, so that the floor polish is absorbed onto the mop; do not submerge the mop.
 8. When taking the mop out of the bucket it should not be dripping
 9. The first stroke on the floor should be 15cm (6 inches) from and in line with the wall, leaving a substantial line of polish, (the 6 inch - 15cm gap should be left around all the edges).
 10. Work from the furthest point of the room to the door. Keep the mop in contact with the floor at all times (lift only to re-apply polish).
 11. Using the mop, draw floor polish across the room ensuring a uniform amount is spread across the floor area, with no bare patches, streaks or bubbles. Re-working of polish can be done with the mop up to 30-60 seconds after application to the floor to cover areas missed or ensure a uniform coat. After this period do not touch
 12. When the area is completed, allow it to dry. Do not walk on the area until it is dry.
 13. The second coat should then be applied (in the same manner as 8, 9 and 10) except the floor polish should be laid in the opposite direction to the first coat using a clean bucket and mop head.
- NOTE Ensure that different floor polish products are not mixed together in the bucket or on the mop. Some polishes may require buffing between coats (refer to manufacturers' instructions)**
14. If a third coat is required, apply in the same manner as 8, 9 and 10, in the direction of the first coat
 15. On completion, remove the mop head and place in a laundry bag
 16. When the area is completely dry, return the furniture to original position
 17. After use, all equipment should be checked, cleaned, dried and returned to the storage area



18. Remove gloves and wash hands

Task: Stain Removal

Equipment Required

Paper

Gloves

Scraper

Warning Signs

General Surface Cleaner or Chewing Gum/Graffiti/Adhesive Remover

Method

Types of stains include:

- Chewing gum
- Oil and water-based stains

There are two types of stain removal:

- a) Physical method
- b) Chemical method

a) Physical method

1. Wash hands and put on gloves
2. Use a cloth or paper towel to absorb the liquid.
3. Display the warning sign over the stained area, until area has dried
4. Always start from the outer edge of the stain and work towards the middle. This prevents the spreading of the stain.
5. Dispose of the cloth or paper towel when the task is completed
6. After use, all equipment should be checked, cleaned, dried and returned to the storage area
7. Remove gloves and wash hands Friction removal water staining

b) Chemical method

1. Wash hands and put on gloves
2. This involves scraping, brushing, rubbing or scrubbing to remove dried-on stains.
3. It is important to rub gently to avoid damage to the surface.
4. Always start from the outer edge of the stain and work towards the middle.
5. Display the warning sign over the stained area, until area has dried
6. After use, all equipment should be checked, cleaned, dried and returned to the storage area
7. Remove gloves and wash hands.

NOTE never rub the stain into the carpet/fabric

Should the friction method not work use the chemical method:

b) Chemical method

1. Wash hands and put on gloves
2. Display the warning sign over the stained area, until the area has dried
3. Prepare the cleaning solution in a well-ventilated area (refer to manufacturers' instructions).
4. Pour a small amount of the chosen cleaning solution onto the stain
5. Allow the cleaning solution to have contact time with the stain.
6. Using a scraper and cloth, start from the outer edge of the stain and work towards the middle until stain is removed



7. Dispose of the cloth when the task is completed
8. After use, all equipment should be checked, cleaned, dried and returned to the storage area
9. Remove gloves and wash hands

Task: Suction Cleaning

Equipment Required

Gloves

Suction Cleaner (Cylinder or Upright)

Suction Cleaner Attachment for example, Crevis Tool, Floor Tool

Warning Signs

Suction Cleaning

Method

1. Wash hands and put on gloves
2. Display the warning signs in the area, ensuring all signs are visible.
3. Move furniture so the area to be cleaned is freely available. Manually pick up all large items for example, crisp packets, tissues
4. Attach the appropriate tool onto the vacuum cleaner (refer to manufacturers' instructions)
5. Unwind cable and plug into a mains socket and a circuit breaker if appropriate
6. For floor cleaning, adjust the floor tool so that the bristles are:
 - a. Hard floor – Bristles down
 - b. Soft floor – Bristles up
7. Switch the vacuum cleaner on.
8. Start vacuuming the floor at a point furthest from the door, paying particular attention to edges and corners in busy areas
9. Suction clean the floor in parallel, overlapping lanes all the floor area. Several passes may be needed
10. Always finish in the same direction that the carpet pile runs.
11. On completion, re-wind the electricity cable
12. After use, all equipment should be checked, cleaned, dried and returned to the storage area
13. Remove gloves and wash hands

General Cleaning Method Statement



Task: Damp Dusting

Equipment Required

Bucket
Cloth
Gloves
Cleaning Trolley
General Purpose Detergent or General Surface Cleaner

Method

1. Wash hands and put on gloves
 2. Prepare the cleaning solution in a well-ventilated area (refer to manufacturers' instructions).
 3. Place the bucket onto a cleaning trolley
 4. Dampen or rinse a cloth in the cleaning solution
 5. Remove items from the surface to be cleaned
 6. To Damp Dust flat surfaces, wipe in straight lines cleaning the edges first
 7. If cleaning a bedside table, extend it and wipe underneath
 8. Wipe the main surfaces in a figure of eight (8) pattern
- NOTE frequently turn the cloth and rinse in the cleaning solution. Change the cleaning solution when it becomes soiled.**
9. Use the chosen cleaning solution to remove any grease marks or stubborn stains
 10. Replace items on to the clean surface After use, all equipment should be checked, cleaned, dried and returned to the storage area. Dispose of cloth.
 11. Remove gloves and wash hands

Task: Radiator Cleaning

Equipment Required

Bucket



Cloth



Gloves
Cleaning Trolley
Radiator Tool
General Purpose Detergent or General Surface Cleaner

Method

1. Wash hands and put on gloves
 2. Prepare the cleaning solution in a well-ventilated area (refer to manufacturers' instructions)
 3. Place the bucket onto a cleaning trolley
 4. Dampen or rinse a cloth in the cleaning solution.
 5. To Damp Dust flat surfaces wipe in straight lines cleaning edges first
 6. Wipe main surfaces in a figure of eight (8) pattern.
 7. Use a Radiator Tool to clean behind the radiator
- NOTE Frequently turn the cloth and rinse in the cleaning solution. Change the cleaning solution when it becomes soiled.**
8. Use the chosen cleaning solution to remove any grease marks or stubborn stains
 9. Dispose of the cloth when the task is completed
 10. After use, all equipment should be checked, cleaned, dried and returned to the storage area
 11. Remove gloves and wash hands

Task: Glass Cleaning

Equipment Required

Cloths x 2
Gloves
Labelled Spray Bottle
Glass Cleaner
General Purpose Detergent or General Surface Cleaner

Method

1. Wash hands and put on gloves
2. Prepare the cleaning solution in a well-ventilated area (refer to manufacturers' instructions)
3. Spray the Glass Cleaner or cleaning solution onto the cloth.
4. Wipe the glass surface, starting from the top and working down in a figure-of-eight (8) pattern covering all of the surface.
5. Buff to a shine with a second cloth to remove smears
6. Dispose of the cloth when the task is completed
7. After use, all equipment should be checked, cleaned, dried and returned to the storage area
8. Remove gloves and wash hands

Task: Wall Washing

Equipment Required

Bucket
Cloth
Gloves
Goggles
Labelled Spray Bottle
Abrasive Pad



Access Equipment for example, Platform Steps
Masking Tape (To Cover Electrical Sockets)
Plastic Sheeting (if required)
Warning Signs
General Surface Cleaner or General-Purpose Detergent

Method

1. Wash hands and put on gloves
2. Put on goggles
3. Display the warning signs in the area, ensuring all signs are visible.
4. Cover the electric sockets with masking tape
5. Place dust sheets or plastic sheeting on floors, to protect from spillages
6. Remove furniture or cover with dust sheets
7. Prepare the cleaning solution in a well-ventilated area (refer to manufacturers' instructions).
8. Apply the cleaning solution to the wall wiping from bottom to top, allowing a short time for the cleaning agent to work. Then rinse/ wipe the wall from top to bottom, to leave the wall as dry as possible.
9. Remove drips and runs as they occur.
10. After use, all equipment should be checked, cleaned, dried and returned to the storage area
11. Remove gloves and wash hands.

Cleaning Lifts

1. Wash hands and put on gloves.
2. Assemble equipment, check electrical equipment for safety, particularly plugs and cables.
3. Place warning signs.
4. Ensure lift is resting level with the landing and isolated.
5. Prepare cleaning solution according to manufacturer's instructions.
6. Pick up loose dirt and debris, place in refuse sack and remove to point of disposal, taking care not to transfer soil between the lift floor and landing stage.
7. Check floor area for chewing gum and remove, if necessary.
8. Close and clean the door, then clean roof, sides and control buttons.
9. Suction clean the door track.
10. Remove warning signs, put the lift back into operation.
11. Clean equipment and check for safety.
12. Return equipment, materials and warning signs to store and close the ventilation, if appropriate.

Upon Completion of Work

- All equipment should be checked and cleaned and returned to the agreed storage area.



- Remove warning signs and locate in agreed storage area.
- Leave areas tidy.
- Remove gloves and wash hands.
- Sign out before leaving site.
- Leave site in a safe and professional manner

Kitchen Cleaning Method Statement



Task: Manual Washing Up

Equipment Required

Cloth/Paper
Gloves
Scraper
Abrasive Pad
Scrubbing Brush
General Purpose Detergent

Method

1. Wash hands and put on gloves
2. Remove all residual waste from crockery and place in a waste container
3. Empty the sink of any utensils
4. Sort the items for washing into soil categories, (cleanest to dirtiest).
5. Pre-wash heavily soiled items first
6. Fill the sink with hot water, adding recommended General-Purpose Detergent (refer to manufacturers' instructions)
7. Immerse soiled items into the hot cleaning solution water,
8. Transfer clean items to a rinsing sink and disinfect if necessary.
9. Rinse all items thoroughly and wipe with cloth/paper or leave to dry.
10. Clean sink, drainers, splash backs, taps and plugs thoroughly, (refer to the sink cleaning method).
11. Ensure all surrounding areas are clean and uncontaminated
12. Dispose of the cloth when the task is completed
13. After use, all equipment should be checked, cleaned, dried and returned to the storage area
14. Remove gloves and wash hands

Task: Microwave Cleaning



Equipment Required



Bucket
Cloth
Gloves
Paper Towel Roll
General Purpose Detergent
General Surface Cleaner or Degreaser Microwave

Method

1. Wash hands and put on gloves
 2. Disconnect the microwave from the mains socket
 3. Remove all detachable parts to a safe cleaning area
 4. Prepare the cleaning solution in a well-ventilated area (refer to manufacturers' instructions).
 5. Thoroughly clean all detachable parts, rinse and dry.
 6. Remove excess soil and food debris from the interior of the microwave
 7. Dampen or rinse a cloth in the cleaning solution and wring out well
 8. Clean all internal and external surfaces of the microwave, paying particular attention to the corners and top
- NOTE Frequently rinse the cloth in the cleaning solution. Change the cleaning solution when it becomes soiled.**
9. Rinse with clear water and dry with a paper towel roll.
 10. Re-assemble the detachable parts correctly
 11. Plug the microwave into the mains socket
 12. After use, all equipment should be checked, cleaned, dried and returned to the storage area.
 13. Dispose of the cloth when the task is completed.
 14. Remove gloves and wash hands

Task: Oven Cleaning

Equipment Required

Cloths
Gauntlet Gloves or Safety Gloves
Labelled Spray Bottle
Scraper
Goggles
Mask
Non-Abrasive Pads
Plastic Sheeting (if required)
Warning Signs
General Purpose Detergent
Degreaser or Oven Cleaner

Method

1. Wash hands and put on gloves
2. Put on goggles and mask
3. Display the warning signs in the area, ensuring all signs are visible.
4. Place plastic sheeting on to the floor, to protect from spillages
5. Switch the gas/electricity off
6. Ensure the equipment is at the correct temperature for the task
7. Remove all detachable parts to a safe cleaning area (or soak tank).
8. Remove internal shelves and panels



9. Remove excess soil
 10. Prepare the cleaning solution in a well-ventilated area (refer to manufacturers' instructions).
 11. Dampen or rinse a cloth in the cleaning solution and wring out well
 12. Thoroughly wipe clean all detachable parts, rinse and dry.
 13. For stubborn stains/soil use oven cleaner/degreaser, (refer to manufacturers' instructions)
- NOTE Frequently rinse the cloth in the cleaning solution. Change the cleaning solution when it becomes soiled.**
14. Pay particular attention cleaning inside of the oven, especially where a hot oven is required
 15. Allow sufficient contact time for the cleaning solution to soften soil.
 16. Remove all cleaning solution from the surface, rinse and leave to dry.
 17. Clean inside and outside of the oven and its immediate environment.
 18. Re-assemble the detachable parts correctly
 19. Re-connect the gas/electricity. Test for correct operation. Re-ignite, pilot lights where necessary.
 20. After use, all equipment should be checked, cleaned, dried and returned to the storage area.
 21. Dispose of the cloth when the task is completed.
 22. Remove gloves and wash hands.

Task: Refrigerator Cleaning

Equipment Required

Bucket
Cloths
Gloves
Non-Abrasive Pad
General Purpose Detergent

Method

1. Wash hands and put on gloves
 2. Remove food to another suitable storage area
- NOTE Discard any out-of-date or unlabelled food**
3. Remove all loose debris and excess soiling
 4. Prepare the cleaning solution in a well-ventilated area (refer to manufacturers' instructions).
 5. Dampen or rinse a cloth in the cleaning solution and wring out well
 6. Remove and clean all shelves, hanging rails and drip trays and take to a cleaning area to dry.
 7. Clean accessible fan parts, door seals and handles
- NOTE Frequently rinse the cloth in the cleaning solution. Change the cleaning solution when it becomes soiled.**
8. Return the shelves, hanging rails and drip trays to the correct position
 9. Replace food in the correct order (but only when the correct refrigerator temperature has been reached)
 10. Check the refrigerator temperature is correct. If it is not report to a supervisor.
 11. After use, all equipment should be checked, cleaned, dried and returned to the storage area.
 12. Dispose of the cloth when the task is completed.
 13. Remove gloves and wash hands

Task: Sink Cleaning

Equipment Required

Cloths
Gloves



Scraper
Abrasive Pads
General Purpose Detergent

Method

1. Wash hands and put on gloves
2. Empty the sink and remove debris.
3. Thoroughly rinse the sink and drainer before cleaning.
4. Prepare the cleaning solution in a well-ventilated area (refer to manufacturers' instructions).
5. Dampen or rinse a cloth in the cleaning solution and wring out well
6. Wipe clean the framework of the sink and pipework.
7. Clean the sink, drainer and taps.

NOTE Frequently rinse the cloth in the cleaning solution. Change the cleaning solution when it becomes soiled.

8. Replenish soap dispenser (refer to the Soap Dispenser method statement)
9. Clean any splash back and surrounding areas.
10. Rinse the sink and drainer with clean water.
11. After use, all equipment should be checked, cleaned, dried and returned to the storage area.
12. Dispose of the cloth when the task is completed.
13. Remove gloves and wash hands.

Sanitary Cleaning Method Statement



Task: Toilet Cleaning

Equipment Required

Bucket
Cloths
Gloves
Labelled Spray Bottle
Non-Abrasive Pad
Supply of Toilet Paper (to replace used items) General Purpose
Detergent
Toilet Brush
Warning Signs
General Surface Cleaner or Toilet Bowl Cleaner

Method

1. Wash hands and put on gloves
 2. Assemble the equipment and check for safety.
 3. Display the warning signs in the area, ensuring all signs are visible
 4. Ventilate the area (for example, open a window)
 5. Prepare the cleaning solution in a well-ventilated area (refer to manufacturers' instructions).
 6. Flush the toilet with the seat lid down
 7. Lower the water level using the toilet brush by pushing the water back down the U-bend to expose the water line
 8. Apply the cleaning agent to the inside of bowl, including under the rims and allow to soak (leave the toilet brush in the bowl)
 9. Remove any splashes or marks from the wall
 10. Dampen or rinse a cloth in the cleaning solution and wring out well
- NOTE Start cleaning at the highest point and work towards the lowest, from outside to the inside and from clean to dirty**
11. Wipe outside and around the toilet bowl, including the toilet roll holder, pipework, sanitary bins, cistern,



toilet seat lid, top and underneath and hinges, (including sanitary bins).

NOTE Frequently rinse the cloth in the cleaning solution. Change the cleaning solution when it becomes soiled.

12. Scrub the toilet bowl with a toilet brush, particularly any stains, water lines and under rims.
13. Flush the toilet, rinsing the brush in flushing water.
14. Wipe the brush holder and replace the brush
15. Wipe the toilet seat and flush handle with the cloth, then close the lid.
16. Check and replenish toilet paper, if necessary.
17. Dispose of the cloth when the task is completed
18. After use, all equipment should be checked, cleaned, dried and returned to the storage area
19. Remove gloves and wash hands

Task: Urinal Cleaning

Equipment Required

Bucket
Cloths
Gloves
Labelled Spray Bottle
Bottle Brush
Non Abrasive Pad
Supply of Toilet Paper (to replace used items)
Toilet Brush
Warning Signs
General Purpose Detergent

Method

1. Wash hands and put on gloves
2. Assemble the equipment and check for safety.
3. Display the warning signs in the area, ensuring all signs are visible
4. Ventilate the area (for example, open a window)
5. Prepare the cleaning solution in a well-ventilated area (refer to manufacturers' instructions).
6. Fill a spray bottle with the cleaning solution and spray internal surfaces.
7. Remove any hair or other items from the plug, plug hole and plug chain
8. Dampen or rinse a cloth in the cleaning solution and wring out well

NOTE Start cleaning at the highest point and work towards the lowest, from outside to the inside and from clean to dirty

9. Wipe the surrounding areas including external surfaces and pipe work
10. Rinse the cloth and wipe internal surfaces, pay particular attention to water marks and drains.
11. To remove any build-up of soap and grease, repeat steps 8 and 9 applying the cleaning solution and using a non-abrasive pad.

NOTE Frequently rinse the cloth in the cleaning solution. Change the cleaning solution when it becomes soiled.

12. Rinse the urinal with clear water.
13. Channelled Urinal splash backs should be carefully sprayed with the cleaning solution and wiped clean with clear water.
14. Dispose of the cloth when the task is completed
15. After use, all equipment should be checked, cleaned, dried and returned to the storage area
16. Remove gloves and wash hands

Washroom Cleaning Method Statement



Task: Bathroom Cleaning

Equipment Required

Bucket or Labelled Spray Bottle
Cloth
Gloves
Bottle Brush
Non-Abrasive Pad/Cloth
Supply of Soaps/Paper Towels and Waste Bags (to replenish stock)
Warning Signs
General Purpose Detergent
General Surface Cleaner or Bath/Washbasin/Shower/Bidet Cleaner

Method

1. Wash hands and put on gloves
2. Display the warning signs in the area, ensuring all signs are visible
3. Ventilate the area (for example, open a window)
4. Prepare the cleaning solution in a well-ventilated area (refer to manufacturers' instructions).
5. Remove any objects from the bath (for example, soap)
6. Remove any hair or other items from the plug, plug-hole and plug chain
7. Dampen or rinse a cloth in the cleaning solution and wring out well

NOTE Start cleaning from outside and work towards the inside



8. Wipe the surrounding surfaces of the bath, including wall tiles, ledges, pipes, underneath the bath, paper towel dispenser, soap dispenser
9. Polish stainless steel or chrome with the cloth



10. Wipe the inside of the bath, including the plug, plug chain, taps and overflow.
 11. With running tap water, rinse the bath thoroughly, directing water into the overflow. Clean the overflow with a bottlebrush.
 12. To remove any build-up of soap and grease, repeat steps 10 and 11 applying the cleaning solution and using a non-abrasive pad.
- NOTE Frequently rinse the cloth in the cleaning solution. Change the cleaning solution when it becomes soiled.**
13. Remove any splashes or marks from the walls and wipe door handles.
 14. Dispose of the cloth when the task is completed
 15. After use, all equipment should be checked, cleaned, dried and returned to the storage area
 16. Remove gloves and wash hands

Task: Hand Wash Basin

Equipment Required

Bucket or Labelled Spray Bottle
Cloth
Gloves
Non-Abrasives Pad
Supply of Soaps/Paper Towels and Waste Bags (to replenish stock)
Warning Signs
General Purpose Detergent
General Surface Cleaner or Bath/Washbasin/Shower/Bidet Cleaner

Method

1. Wash hands and put on gloves
 2. Display the warning signs in the area, ensuring all signs are visible
 3. Ventilate the area (for example, open a window)
 4. Prepare the cleaning solution in a well-ventilated area (refer to manufacturers' instructions).
 5. Remove any objects from the basin, (for example, patient personal items)
 6. Remove any hair or other items from the plug, plug-hole and plug chain
 7. Dampen or rinse a cloth in the cleaning solution and wring out well
- NOTE Start cleaning from outside and work towards the inside.**
8. Wipe the surrounding surfaces of the bowl, including wall tiles, ledges, pipes, underneath the basin, paper towel dispenser, soap dispenser
 9. Wipe the inside of the bowl, including the plug, plug chain, taps and overflow with a cloth rinsed and wrung out in the cleaning solution.
 10. With running tap water, rinse the basin thoroughly, directing water into the overflow. Clean the overflow with a bottlebrush.
 11. To remove any build-up of soap and grease, repeat steps 10 and 11 applying the cleaning solution and using a non-abrasive pad.
- NOTE Frequently rinse the cloth in the cleaning solution. Change the cleaning solution when it becomes soiled.**
12. Polish stainless steel or chrome
 13. Replace items removed to original position, replenish soap and paper towels (refer to the Replenishing Consumables method statements)



14. Dispose of the cloth when the task is completed
15. After use, all equipment should be checked, cleaned, dried and returned to the storage area
16. Remove gloves and wash hands



Task: Replenishing Consumables

Equipment Required

Bucket
Cloth
Gloves
Damp Dusting (refer to the Damp Dusting Method Statement)
Dispenser Key (if required)
Hand Soap Refills
General Purpose Detergent or General Surface Cleaner
Soap Dispenser

Method

1. Wash hands and put on gloves
2. Check if the soap dispenser is empty
3. If the soap dispenser needs refilling, open the dispenser and remove the contents (refer to manufacturers' instructions)
4. Damp Dust and clean all surfaces of the soap dispenser to remove any grease marks or stubborn stains (refer to the Damp Dusting method statement)
5. Dispose of the cloth when the task is completed
6. Refill, and then close the dispenser
7. After use, all equipment should be checked, cleaned, dried and returned to the storage area
8. Remove gloves and wash hands

Task: Paper Towel Holder

Equipment Required

Bucket
Cloth
Gloves
Damp Dusting (refer to the Damp Dusting Method Statement)
Dispenser Key (if required)
Hand Towels
General Purpose Detergent or General Surface Cleaner

Method

1. Wash hands and put on gloves
2. Check if the hand towel dispenser is empty
3. If the hand towel dispenser needs refilling, open the dispenser and remove the contents (refer to manufacturers' instructions)
4. Damp Dust and clean all surfaces of the hand towel dispenser to remove any grease marks or stubborn stains (refer to the Damp Dusting method statement)
5. Dispose of the cloth when the task is completed
6. Refill, then close the dispenser
7. After use, all equipment should be checked, cleaned, dried and returned to the storage area
8. Remove gloves and wash hands



Task: Toilet Roll/Tissue





Equipment Required

Bucket
Cloth
Gloves
Damp Dusting (refer to the Damp Dusting Method Statement)
Dispenser Key (if required)
Toilet Roll/Tissue
General Purpose Detergent or General Surface Cleaner

Method

1. Wash hands and put on gloves
2. Check if the toilet tissue/roll dispenser is empty.
3. If toilet tissue/roll dispenser needs refilling, open the dispenser and remove the contents (refer to manufacturers' instructions)
4. Damp Dust and clean all surfaces of the toilet tissue/roll dispenser to remove any grease marks or stubborn stains (refer to the Damp Dusting method statement)
5. Dispose of the cloth when the task is completed
6. Refill, then close the dispenser
7. After use, all equipment should be checked, cleaned, dried and returned to the storage area
8. Remove gloves and wash hands

Task: Shower Room Cleaning

Equipment Required

Buckets or Labelled Spray Bottle
Cloth
Gloves
Bottle Brush
Non-Abrasive Pad
Warning Signs
General Purpose Detergent
General Surface Cleaner or Bath/Washbasin/Shower/Bidet Cleaner

Method

1. Wash hands and put on gloves
 2. Display the warning signs in the area, ensuring all signs are visible
 3. Ventilate the area (for example, open a window)
 4. Prepare the cleaning solution in a well-ventilated area (refer to manufacturers' instructions).
 5. Empty waste bins
 6. Remove any objects from the bath, bowl and shower (for example, soap and rubber mats)
 7. Remove any hair or other items from the plug, plug-hole and plug chain
 8. Dampen or rinse a cloth in the cleaning solution and wring out well
- NOTE Start cleaning at the highest point and work towards the lowest, from outside to the inside and from clean to dirty
9. Clean the curtain rail, then starting at the highest point of the shower, wipe the wall tiles from clean to dirty areas.





10. Check the shower curtain; wipe clean and dry; change if necessary.
11. Wipe the showerhead, hose, taps and soap tray.





12. If a shower tray is present, clean the inside and outside with a wrung-out cloth.
13. Wipe around the inside of the shower cubicle
14. Clean the overflow with a bottlebrush.
15. To remove any build-up of soap and grease, repeat steps 13 and 14 applying the cleaning solution and using a non-abrasive pad.

NOTE Frequently rinse the cloth in the cleaning solution. Change the cleaning solution when it becomes soiled.

16. Rinse the shower cubicle thoroughly with clean water, swilling the water into the overflow
17. Where rubber mats are present, thoroughly clean and dry (for example, by airing)
18. Polish stainless steel or chrome
19. Dispose of the cloth when the task is completed
20. After use, all equipment should be checked, cleaned, dried and returned to the storage area
21. Remove gloves and wash hands



INFRASTRUCTURE RESOURCES

COMPANY VEHICLE CERTIFICATES

Republic of South Africa



Republiek van Suid-Afrika

CERTIFICATE OF REGISTRATION
IN RESPECT OF MOTOR VEHICLE
(National Road Traffic Act, 1996)

SERTIFIKAAT VAN REGISTRASIE
TEN OPSIGTE VAN MOTORVOERTUIG
(Nasionale Padverkeerswet, 1996)

Registering authority	Pretoria	Registrasie-owerheid
Vehicle register number	WMW076W	Voertuigregisternommer
Vehicle identification number (VIN)	ADNUSN1D5U0107992	Voertuigidentifikasienommer (VIN)
Engine number	K7MF710UJ53985	Enjinnommer
Make	NISSAN	Fabrikaat
Series name	NP 200	Reeksnaam
Vehicle category	Light load vehicle (GVM 3500Kg or less)	Voertuigkategorie
Driven	Self-propelled / Selfgedrewe	Aandrywing
Vehicle description	Pick-up / Bakkie	Voertuigbeskrywing
Tare (T): kg	1055	Tarra (T): kg
Date of liability for first licensing (Not year model)	2016-02-26	Datum van aanspreeklikheid vir eerste lisensiëring (Nie jaarmodel nie)
Vehicle status	Used / Gebruik	Voertuigstatus
Date liable for registration	2021-09-23	Datum aanspreeklik vir registrasie
Last 3 licence numbers (most recent first, if available)	HMV122FS CA404706	Laaste 3 lisensienommers (jongste eerste, indien beskikbaar)

TITLE HOLDER

Type of identification	Business reg certif / Besighd regertif	Soort identifikasie
Identification number	F120527220011	Identifikasienommer
Country of issue	South Africa / Suid-Afrika	Land van uitreiking
Name	TIKEDI HOLDINGS	Naam

OWNER

Type of identification	Business reg certif / Besighd regertif	Soort identifikasie
Identification number	F120527220011	Identifikasienommer
Country of issue	South Africa / Suid-Afrika	Land van uitreiking
Name	TIKEDI HOLDINGS	Naam
Control number	4046048HT3S1	Beheernommer
Issue number	01	Uitreikingsnommer
Date of issue	2021-09-23	Datum van uitreiking
Registering authority at which registered	Pretoria	Registrasie-owerheid waar geregistreer

RECEIPT

Receipt number	4046051ZKFVR	Kwitansienommer
Transaction	Vehicle registration/Voertuigregistrasie	Transaksie
Total amount received	R192.00	Totale bedrag ontvang
Date	2021-09-23	Datum



Received by	JM THOBAGALE	Ontvang deur
Method of payment	Multiple adding / Veelvoudige optelling	Metode van betaling
Number		Nommer
4046	2021-09-23 13:41:00	

BR 3763655

Z 579


Republic of South Africa



Republiek van Suid-Afrika

CERTIFICATE OF REGISTRATION
IN RESPECT OF MOTOR VEHICLE
(National Road Traffic Act, 1996)

SERTIFIKAAT VAN REGISTRASIE
TEN OPSIGTE VAN MOTORVOERTUIG
(Nasionale Padverkeerswet, 1996)

Registering authority	Pretoria	Registrasie-owerheid
Vehicle register number	GMF360K	Voertuigregisternommer
Vehicle identification number (VIN)	ADMNRRCR7C4744785	Voertuigidentifikasienommer (VIN)
Engine number	4JK1NE4404	Enginnummer
Make	ISUZU	Fabrikaat
Series name	KB	Reeksnaam
Vehicle category	Light load vehicle (GVM 3500Kg or less)	Voertuigkategorie
Driven	Self-propelled / Selfgedrewe	Aandrywing
Vehicle description	Pick-up / Bakkie	Voertuigbeskrywing
Tare (T): kg	1700	Tarra (T): kg
Date of liability for first licensing (Not year model)	2016-03-16	Datum van aanspreeklikheid vir eerste lisensiering (Nie jaarmodel nie)
Vehicle status	Used / Gebruik	Voertuigstatus
Date liable for registration	2020-01-31	Datum aanspreeklik vir registrasie
Last 3 licence numbers (most recent first, if available)	FF10ZHGP	Laaste 3 lisensienommers (jongste eerste, indien beskikbaar)
TITLE HOLDER		TITELHOUER
Type of identification	Business reg certif / Besighd reg certif	Soort identifikasie
Identification number	F120527220011	Identifikasienommer
Country of issue	South Africa / Suid-Afrika	Land van uitreiking
Name	TIKEDI HOLDINGS	Naam
OWNER		EIENAAR
Type of identification	Business reg certif / Besighd reg certif	Soort identifikasie
Identification number	F120527220011	Identifikasienommer
Country of issue	South Africa / Suid-Afrika	Land van uitreiking
Name	TIKEDI HOLDINGS	Naam
Control number	4046048C5CTY	Beheernommer
Issue number	01	Uitreikingsnommer
Date of issue	2020-01-31	Datum van uitreiking
Registering authority at which registered	Pretoria	Registrasie-owerheid waar geregistreer
RECEIPT		KWITANSIE
Receipt number	4046051S2RL0	Kwitansienommer
Transaction	Vehicle registration/Voertuigregistrasie	Transaksie
Total amount received	R180.00	Totale bedrag ontvang
Date	2020-01-31	Datum
		
Received by	JM MTIMUNYE	Ontvang deur
Method of payment	Multiple adding / Veelvoudige optelling	Metode van betaling
Number		Nommer
4046	2020-01-31 14:47:49	

BN 0275805

Z 579

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UITGEREIK SONDER ENIGE VERANDERING OF UITKRAPPING

Republic of South Africa

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CERTIFICATE OF REGISTRATION
IN RESPECT OF MOTOR VEHICLE
(National Road Traffic Act, 1996)

SERTIFIKAAT VAN REGISTRASIE
TEN OPSIGTE VAN MOTORVOERTUIG
(Nasionale Padverkeerswet, 1996)

Registering authority	Pretoria	Registrasie-owerheid	
Vehicle register number	GZV502K	Voertuigregisternommer	
Vehicle identification number (VIN)	ADMNRRHR0G4801083	Voertuigidentifikasienommer (VIN)	
Engine number	4JK1PX9063	Enjinnummer	
Make	ISUZU	Fabrikaat	
Series name	KB	Reeksnaam	
Vehicle category	Light load vehicle (GVM 3500Kg or less)	Voertuigkategorie	
Driven	Self-propelled / Selfgedrewe	Aandrywing	
Vehicle description	Pick-up / Bakkie	Voertuigbeskrywing	
Tare (T): kg	1710	Terra (T): kg	
Date of liability for first licensing (Not year model)	2017-03-14	Datum van aanspreeklikheid vir eerste lisensiering (Nie jaarmodel nie)	
Vehicle status	Used / Gebruik	Voertuigstatus	
Date liable for registration	2019-11-25	Datum aanspreeklik vir registrasie	
Last 3 licence numbers (most recent first, if available)	NN65971	Laaste 3 lisensienommers (jongste eerste, indien beskikbaar)	
TITLE HOLDER		TITELHOUER	
Type of identification	Business reg certif / Besighd reg sertif	Soort identifikasie	
Identification number	F120527220011	Identifikasienommer	
Country of issue	South Africa / Suid-Afrika	Land van uitreiking	
Name	TIKEDI HOLDINGS	Naam	
OWNER		EENBAAR	
Type of identification	Business reg certif / Besighd reg sertif	Soort identifikasie	
Identification number	F120527220011	Identifikasienommer	
Country of issue	South Africa / Suid-Afrika	Land van uitreiking	
Name	TIKEDI HOLDINGS	Naam	
Control number	4046048BMME7	Beheernommer	
Issue number	01	Uitreikingsnommer	
Date of issue	2019-11-25	Datum van uitreiking	
Registering authority at which registered	Pretoria	Registrasie-owerheid waar geregistreer	
RECEIPT		KWITANSIE	
Receipt number	4046051RB1D5	Kwitansienommer	
Transaction	Vehicle registration/Voertuigregistrasie	Transaksie	
Total amount received	R180.00	Totale bedrag ontvang	
Date	2019-11-25	Datum	



Received by	RE ZONDI	Ontvang deur	
Method of payment	Multiple adding / Veelvoudige optelling	Metode van betaling	
Number		Nommer	
4046	2019-11-25 10:15:10		

BN 0064956

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DIEN WERK NIE VIR WYBESPREKINGS OF WYBESPREKINGS


Republic of South Africa



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CERTIFICATE OF REGISTRATION
IN RESPECT OF MOTOR VEHICLE
(National Road Traffic Act, 1996)

SERTIFIKAAT VAN REGISTRASIE
TEN OPSIGTE VAN MOTORVOERTUIG
(Nasionale Padverkeerswet, 1996)

Registering authority	Pretoria	Registrasie-owerheid
Vehicle register number	VDV119W	Voertuigregisternommer
Vehicle identification number (VIN)	ADNUSN1D5U0086455	Voertuigidentifikasienuommer (VIN)
Engine number	K7MF710UJ33862	Enjinnommer
Make	NISSAN	Fabrikaat
Series name	NP 200	Reeksnaam
Vehicle category	Light load vehicle (GVM 3500Kg or less)	Voertuigkategorie
Driven	Self-propelled / Selfgedrewe	Aandrywing
Vehicle description	Pick-up / Bakkie	Voertuigbeskrywing
Tare (T): kg	1055	Tarra (T): kg
Date of liability for first licensing (Not year model)	2014-12-19	Datum van aanspreeklikheid vir eerste lisensiering (Nie jaarmodel nie)
Vehicle status	Used / Gebruik	Voertuigstatus
Date liable for registration	2018-09-13	Datum aanspreeklik vir registrasie
Last 3 licence numbers (most recent first, if available)	DL07DKGP	Laaste 3 lisensienommers (jongste eerste, indien beskikbaar)
TITLE HOLDER		TITELHOUER
Type of identification	Business reg certif / Besighd reg sertif	Soort identifikasie
Identification number	F120527220011	Identifikasienuommer
Country of issue	South Africa / Suid-Afrika	Land van uitreiking
Name	TIKEDI HOLDINGS	Naam
OWNER		EIENAAR
Type of identification	Business reg certif / Besighd reg sertif	Soort identifikasie
Identification number	F120527220011	Identifikasienuommer
Country of issue	South Africa / Suid-Afrika	Land van uitreiking
Name	TIKEDI HOLDINGS	Naam
Control number	40460487D6H4	Beheernommer
Issue number	01	Uitreikingsnommer
Date of issue	2018-09-17	Datum van uitreiking
Registering authority at which registered	Pretoria	Registrasie-owerheid waar geregistreer
RECEIPT		KWITANSIE
Receipt number	4046051KJZ96	Kwitansienommer
Transaction	Vehicle registration/Voertuigregistrasie	Transaksie
Total amount received	R180.00	Totale bedrag ontvang
Date	2018-09-17	Datum
		
Received by	KPM NGWEPE	Ontvang deur
Method of payment	Multiple adding / Veelvoudige optelling	Metode van betaling
Number		Nommer
4046	2018-09-17 14:16:22	

BK 6653838

Z 579

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UITGEREIK SONDER ENIGE VERANDERING OF UITKRAPPING



CERTIFICATE OF REGISTRATION
IN RESPECT OF MOTOR VEHICLE
(National Road Traffic Act, 1996)

SERTIFIKAAT VAN REGISTRASIE
TEN OPSIGTE VAN MOTORVOERTUIG
(Nasionale Padverkeerswet, 1996)

Registering authority	Pretoria	Registrasie-owerheid
Vehicle register number	WNP359W	Voertuigregisternommer
Vehicle identification number (VIN)	ADNUSN1D5U0108636	Voertuigidentifikasienommer (VIN)
Engine number	K7MF710UJ54907	Enjinnommer
Make	NISSAN	Fabrikaat
Series name	NP 200	Reeksnaam
Vehicle category	Light load vehicle (GVM 3500Kg or less)	Voertuigkategorie
Driven	Self-propelled / Selfgedrewe	Aandrywing
Vehicle description	Pick-up / Bakkie	Voertuigbeskrywing
Tare (T): kg	1055	Terra (T): kg
Date of liability for first licensing (Not year model)	2016-06-29	Datum van aanspreeklikheid vir eerste lisensiering (Nie Jaarmodel nie)
Vehicle status	Used / Gebruik	Voertuigstatus
Date liable for registration	2019-05-31	Datum aanspreeklik vir registrasie
Last 3 licence numbers (most recent first, if available)	FJ15GTGP	Laaste 3 lisensienommers (jongste eerste, indien beskikbaar)
TITLE HOLDER		TITELHOUER
Type of identification	Business reg certif / Besighd reg sertif	Soort identifikasie
Identification number	F120527220011	Identifikasienommer
Country of issue	South Africa / Suid-Afrika	Land van uitreiking
Name	TIKEDI HOLDINGS	Naam
OWNER		EIGENAAR
Type of identification	Business reg certif / Besighd reg sertif	Soort identifikasie
Identification number	F120527220011	Identifikasienommer
Country of issue	South Africa / Suid-Afrika	Land van uitreiking
Name	TIKEDI HOLDINGS	Naam
Control number	4046048B1WVJ	Beheernommer
Issue number	01	Uitreikingsnommer
Date of issue	2019-09-06	Datum van uitreiking
Registering authority at which registered	Pretoria	Registrasie-owerheid waar geregistreer
RECEIPT		KWITANSIE
Receipt number	4046051PG03W	Kwitansienommer
Transaction	Vehicle registration/Voertuigregistrasie	Transaksie
Total amount received	R270.00	Totale bedrag ontvang
Date	2019-09-06	Datum



Received by	RE ZONDI	Ontvang deur
Method of payment	Multiple adding / Veelvoudige optelling	Metode van betaling
Number		Nommer
4046	2019-09-06 15:14:41	

BL 9773906
Z 579

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IN RESPECT OF MOTOR VEHICLE
(National Road Traffic Act, 1986)

SERTIFKAAT VAN REGISTRASIE
TEN OPSIGTE VAN MOTORVOERTUIG
(Nasionale Padverkeerswet, 1986)

Registering authority	Pretoria	Registrasie-owerheid
Vehicle register number	YTR010W	Voertuigregisternommer
Vehicle identification number (VIN)	ADNUSN1D5U0142578	Voertuigidentifikasienommer (VIN)
Engine number	K7MF710UJ82315	Enjinnummer
Make	NISSAN	Fabrikaat
Series name	NP 200	Reeksnaam
Vehicle category	Light load vehicle (GVM 3500Kg or less)	Voertuigkategorie
Driven	Self-propelled / Selfgedrewe	Aandrywing
Vehicle description	Pick-up / Bakkie	Voertuigbeskrywing
Tare (T): kg	1055	Tarra (T): kg
Date of liability for first licensing (Not year model)	2018-08-02	Datum van aanspreeklikheid vir eerste lisensiering (Nie jaarmodel nie)
Vehicle status	Used / Gebruik	Voertuigstatus
Date liable for registration	2019-05-31	Datum aanspreeklik vir registrasie
Last 3 licence numbers (most recent first, if available)	HN43NKOP	Laaste 3 lisensienommers (jongste eerste, indien beskikbaar)
TITLE HOLDER		TITELHOUER
Type of identification	RSA ID document / RSA ID dokument	Soort identifikasie
Identification number	8308045649083	Identifikasienommer
Country of issue	South Africa / Suid-Afrika	Land van uitreiking
Name	TIKEDI HOLDINGS	Naam
OWNER		EIENAAR
Type of identification	RSA ID document / RSA ID dokument	Soort identifikasie
Identification number	8308045649083	Identifikasienommer
Country of issue	South Africa / Suid-Afrika	Land van uitreiking
Name	TIKEDI HOLDINGS	Naam
Control number	4046046B2SMT	Beheernommer
Issue number	01	Uitreikingsnummer
Date of issue	2019-09-09	Datum van uitreiking
Registering authority at which registered	Pretoria	Registrasie-owerheid waar geregistreer
RECEIPT		KWITANSIE
Receipt number	4046051PH9DE	Kwitansienommer
Transaction	Vehicle registration/Voertuigregistrasie	Transaksie
Total amount received	R270.00	Totale bedrag ontvang
Date	2019-09-09	Datum



Received by	RE ZONDI	Ontvang deur
Method of payment	Multiple adding / Veelvoudige optelling	Metode van betaling
Number		Nummer
4046	2019-09-11 14:42:58	

BL 9778899
2578

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CERTIFICATE OF REGISTRATION
IN RESPECT OF MOTOR VEHICLE
(National Road Traffic Act, 1996)

SERTIFIKAAT VAN REGISTRASIE
TEN OPSIGTE VAN MOTORVOERTUIG
(Nasionale Padverkeerswet, 1996)

Registering authority	Pretoria	Registrasie-owerheid
Vehicle register number	YSF262W	Voertuigregisternommer
Vehicle identification number (VIN)	ACVMRRAR8H4002152	Voertuigidentifikasienommer (VIN)
Engine number	4JA13H6733	Enjinnummer
Make	ISUZU	Fabrikaat
Series name	KB	Reeksnaam
Vehicle category	Light load vehicle (GVM 3500Kg or less)	Voertuigkategorie
Driven	Self-propelled / Selfgedrewe	Aandrywing
Vehicle description	Pick-up / Bakkie	Voertuigbeskrywing
Tare (T): kg	1670	Tarra (T): kg
Date of liability for first licensing (Not year model)	2018-03-20	Datum van aanspreeklikheid vir eerste lisensiering (Nie jaarmodel nie)
Vehicle status	New / Nuut	Voertuigstatus
Date liable for registration	2018-03-20	Datum aanspreeklik vir registrasie
Last 3 licence numbers (most recent first, if available)		Laaste 3 lisensienommers (jongste eerste, indien beskikbaar)
TITLE HOLDER		TITELHOUER
Type of identification	Business reg certif / Besighd reg sertif	Soort identifikasie
Identification number	F120527220011	Identifikasienommer
Country of issue	South Africa / Suid-Afrika	Land van uitreiking
Name	TIKEDI HOLDINGS	Naam
OWNER		EIENAAR
Type of identification	Business reg certif / Besighd reg sertif	Soort identifikasie
Identification number	F120527220011	Identifikasienommer
Country of issue	South Africa / Suid-Afrika	Land van uitreiking
Name	TIKEDI HOLDINGS	Naam
Control number	404604863M4C	Beheernommer
Issue number	01	Uitreikingsnummer
Date of issue	2018-03-20	Datum van uitreiking
Registering authority at which registered	Pretoria	Registrasie-owerheid waar geregistreer
RECEIPT		KWITANSIE
Receipt number	4046051HN33G	Kwitansienommer
Transaction	Vehicle registration/Voertuigregistrasie	Transaksie
Total amount received	R170.00	Totale bedrag ontvang
Date	2018-03-20	Datum



Received by	B LEDWABA	Ontvang deur
Method of payment	Multiple adding / Veelvoudige optelling	Metode van betaling
Number		Nommer
4046	2018-03-20 14:11:55	

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UITGEREIK SONDER ENIGE VERANDERING OF UITKRAPPING

Republic of South Africa



Republiek van Suid-Afrika

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SERTIFIKAAT VAN REGISTRASIE
TEN OPSIGTE VAN MOTORVOERTUIG
(Nasionale Padverkeerswet, 1996)

Registering authority	Pretoria	Registrasie-owerheid
Vehicle register number	YNB039W	Voertuigregisternommer
Vehicle identification number (VIN)	ADNAPGD22ZR110072	Voertuigidentifikasienommer (VIN)
Engine number	YD25733178T	Enjinnommer
Make	NISSAN	Fabrikaat
Series name	NP300 HARDBODY	Reeksnaam
Vehicle category	Light load vehicle (GVM 3500Kg or less)	Voertuigkategorie
Driven	Self-propelled / Selfgedrewe	Aandrywing
Vehicle description	Pick-up / Bakkie	Voertuigbeskrywing
Tare (T): kg	1636	Tarra (T): kg
Date of liability for first licensing (Not year model)	2018-03-19	Datum van aanspreeklikheid vir eerste lisensiering (Nie jaarmodel nie)
Vehicle status	Used / Gebruik	Voertuigstatus
Date liable for registration	2021-04-30	Datum aanspreeklik vir registrasie
Last 3 licence numbers (most recent first, if available)	JYB922NW	Laaste 3 lisensienommers (jongste eerste, indien beskikbaar)
TITLE HOLDER		TITELHOUER
Type of identification	Business reg certif / Besighd reg sertif	Soort identifikasie
Identification number	F120527220011	Identifikasienommer
Country of issue	South Africa / Suid-Afrika	Land van uitreiking
Name	TIKEDI HOLDINGS	Naam
OWNER		EIENAAR
Type of identification	Business reg certif / Besighd reg sertif	Soort identifikasie
Identification number	F120527220011	Identifikasienommer
Country of issue	South Africa / Suid-Afrika	Land van uitreiking
Name	TIKEDI HOLDINGS	Naam
Control number	4046048GL99D	Beheernommer
Issue number	01	Uitreikingsnommer
Date of issue	2021-04-30	Datum van uitreiking
Registering authority at which registered	Pretoria	Registrasie-owerheid waar geregistreer
RECEIPT		KWITANSIE
Receipt number	4046051XW3CT	Kwitansienommer
Transaction	Vehicle registration/Voertuigregistrasie	Transaksie
Total amount received	R192.00	Totale bedrag ontvang
Date	2021-04-30	Datum



Received by	JM THOBAGALE	Ontvang deur
Method of payment	Multiple adding / Veelvoudige optelling	Metode van betaling
Number		Nommer
4046	2021-04-30 11:55:34	

BQ 3606005

UNIFORM AND EQUIPMENT PICTURES



Tikedi Holdings (Pty) LTD

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CLEANING MATERIALS



Cleaning Supplies Checklist:

- **Aprons.**
- **Vacuum Cleaner.**
- **Microfiber Mop.**
- **Gloves.**
- **Toilet Bowl Brush.**
- **Bags for Dirty Rags.**
- **Bags to Carry Clean Rags.**
- **Pumie Toilet Bowl Ring Remover.**
- **Long and Short Duster (Microfiber Recommended)**
- **Neutral Floor Cleaner.**
- **Disinfectant Cleaner.**
- **Cleaning Bucket.**
- **Mini Grout Brush.**
- **Toothbrushes.**
- **Soap Scum Remover.**
- **Sponges and scourers.**
- **Yellow dusters – microfiber cloths.**
- **Glass polishing cloths.**

- **Cleaning brushes.**
- **A mop and bucket.**
- **A dustpan and brush.**
- **A plastic caddy to carry the essentials.**

Cleaning Supplies list For Kitchen:

- **All-purpose cleaner**
- **Oven cleaner.**
- **Stainless steel cleaner (if you have stainless steel appliances)**
- **Scrubbing sponges (buy a five-pack!)**
- **Warm water mixed with a basic dish washing soap (for stone counter tops)**
- **Baking soda.**
- **White vinegar.**

Cleaning Supplies list For the Bathroom:

- **Toilet brush.**
- **Grout and tile cleaner.**
- **Grout brush.**
- **All-purpose cleaner.**

Preferred Cleaning Products:

- Furniture polish.
- Glass cleaner.
- Multipurpose cleaner.
- Disinfectant.
- Mildew cleaner.
- De scaler.
- Degreaser.
- Floor cleaner.
- Bleach.
- Sanitiser.
- Toilet cleaner.
- Washing up liquid.
- Oven cleaner.
- Laundry detergent.
- Dishwasher chemicals.

LIST OF GARDENING EQUIPMENT

LIST OF GARDENING EQUIPMENT

EQUIPMENT	QUANTITY
LAWNMOWER	20
BRUSHCUTTER	20
GARDEN SPADE	25
GARDEN FORK	30
GARDEN RAKE	15
LEAF RAKE	20
WHEELBARROW	15
PRUNING SHEAR	30
HOSEPIPES	25

LIST OF CLEANING EQUIPMENT

LIST OF CLEANING EQUIPMENT

EQUIPMENT	QUANTITY
SPONGES AND SCOURERS	100
YELLOW DUSTERS	50
MICRO FIBRE CLOTHS	100
GLASS POLISHING CLOTHS	100
CLEANING BRUSHES	25
A MOP AND BUCKET	50
DUST PAN AND BRUSH	35
BROOMS	50
DEEP CLEANING BRUSHES	25
SCOURING PADS	30

LIST OF CLEANING CHEMICALS

CLEANING CHEMICAL PRODUCT LIST



TIKEDI
HYGIENE SERVICES
EXPERIENCE THE DIFFERENCE

BLEACHES & DISINFECTANTS			
CHLORINE TABLETS	EFFERVESCENT		
Rapidly dissolving effervescent chlorine tablets for producing hypochlorite solution in-situ. Use for water purification and food prep.		6x200	
KENNEL DISINFECTANT	LOW TOXICITY		
Glutaraldehyde / QAC based disinfectant for all kennels & catteries. Effective against parvovirus, foot & mouth etc.		2x5	
CONTRACT PINE DISINFECTANT	BS6424:QAP20		
A contract strength pine disinfectant for the control of pathogenic microbes. Dilutes 1:20 for a standard solution.		2x5	
PINE DISINFECTANT	BS6424:QAP30		
A regular strength pine disinfectant for the control of pathogenic microbes. Dilutes 1:30 for a standard solution.		12x1 2x5	
SUPER PINE DISINFECTANT	BS6424:QAP50		
A super strength pine disinfectant for the control of pathogenic microbes. Dilutes 1:50 for a standard solution.		2x5	
LEMON DISINFECTANT	BS6424:QAP30		
A regular strength lemon disinfectant for the control of pathogenic microbes. Dilutes 1:30 for a standard solution.		2x5	
APPLE DISINFECTANT	BS6424:QAP30		
A regular strength apple disinfectant for the control of pathogenic microbes. Dilutes 1:30 for a standard solution.		2x5	
LIME DISINFECTANT	BS6424:QAP30		
A regular strength lime disinfectant for the control of pathogenic microbes. Dilutes 1:30 for a standard solution.		2x5	
FLORAL DISINFECTANT	BS6424:QAP30		
A regular strength floral disinfectant for the control of pathogenic microbes. Dilutes 1:30 for a standard solution.		2x5	
BUBBLEGUM DISINFECTANT	BS6424:QAP30		
A regular strength bubblegum disinfectant for the control of pathogenic microbes. Dilutes 1:30 for a standard solution.		2x5	
BLACK DISINFECTANT	EXPORT ONLY		
Traditional cresol based black disinfectant which produces a white emulsion in water. Use for total disinfection. Strong characteristic odour.		2x5	
VIRUTEK HSC	VIRUCIDAL / BACTERICIDAL		
Virutek H.S.C. is a low toxicity hard surface cleaner which kills viruses such as HIV, and 99.9999% bacteria - for schools/hospitals etc.		2x5	
ULTRACLENE SANITISER	QAP100		
Use for cleaning all food plant, processing areas and communal areas such as schools, changing rooms etc. Low odour, water white.		2x5	
THICK BLEACH	5% CHLORINE		
A strong thick liquid bleach suitable for lavatories, drains, sinks etc. Also use for cold bleaching and disinfection of worksurfaces.		12x750 12x1 2x5	
CONTRACT BLEACH	3% CHLORINE		
A contract strength product for a budget price.		2x5	
PROFESSIONAL BLEACH	4.9% CHLORINE		
A strong liquid bleach suitable for lavatories, drains, sinks etc. Also use for cold bleaching and disinfection of worksurfaces.		12x1 2x5	
STRONG BLEACH	9.9% CHLORINE		
Super strength bleach concentrate, makes twice as much solution as weaker products at a lower cost.		2x5	
URINE / ODOUR NEUTRALISER	WILD BERRIES		
Specially formulated to dispel unpleasant odours by eradicating them at source leaving behind a pleasant Wild Berries fragrance.		2x5 20ltr	

HAND & BODY CLEANERS		
EUCALYPTUS MILK SPAS & SAUNAS Used extensively in Spas and Saunas and as an additive to Jacuzzi's. Concentrated natural essential oils with invigorating effects.	2x5	
PINK HAND SOAP PEARLISED A high quality liquid hand soap with a pleasant fragrance. Packaged in cartridges or bulk. Pink liquid with pearly effect.	6x1 2x5	
FOAMING HAND SOAP POUCH SYSTEM A high quality liquid hand soap with a pleasant fragrance. Packaged in cartridges or bulk. Use in conjunction with foaming dispensers.	10x800ml 2x5	
BACTI FOAMING HAND SOAP POUCH SYSTEM A high quality liquid hand soap with a pleasant fragrance. Packaged in cartridges or bulk. Use in conjunction with foaming dispensers.	10x800ml 2x5	
BACTERICIDAL SOAP GREEN OR WHITE Ideal for catering applications this pearlised bactericidal liquid hand soap contains no perfumes but includes IRGASAN DP300.	6x1 2x5	
SHOWER GEL A high quality viscous shower gel for all over body cleaning. Always available in at least 5 different flavours. Contains skin conditioners. Coconut - Apple - CK1 - JOOP - Coolwater - Menthol - Mango	2x5	
ALCO-GEL MOISTURISING Instant skin sterilisation in an evaporating gel . Has instant AND residual effects. Independently tested to BS:EN 1276.	9x500 2x5	
PUMPABLE HAND GEL - CITRUS LEMON ENGINEERING A high quality solvent free beaded hand cleaning gel. Comes with a long lasting citrus clean smell and an easy rinse formulation. Contains non poly beads to aid removal of engrained dirt.	2x5	
BEADED HAND GEL - CITRUS LEMON BUCKET A high quality solvent free beaded hand cleaning gel. Comes with a long lasting citrus clean smell and an easy rinse formulation. Contains non poly beads to aid removal of engrained dirt.	5ltr 10ltr 15ltr	
BEADED HAND GEL - COOL BLUE BUCKET A high quality solvent free beaded hand cleaning gel. Comes with a unique fresh clean perfume and an easy rinse formulation. Contains non poly beads to aid removal of engrained dirt.	5ltr 10ltr 15ltr	
HOTEL & BAR PRODUCTS		
DISHWASH TABLETS ALL-IN-ONE A high quality blend of alkali builders and detergents and enzymes release agents. Gives excellent results every time.	100 150 per tub	
PREMIUM GLASSWASH MACHINE USE A concentrated liquid cleaner for use in all machine glasswashers. Excellent for removing lipstick residue.	2x5	
PREMIUM DISHWASH MACHINE USE A concentrated alkali detergent for use with all machine dishwashers using automatic dosing equipment.	2x5 20ltr	
MACHINE GLASSWASH MACHINE USE A concentrated liquid cleaner for use in all machine glasswashers. Use in conjunction with our Rinse Aid for excellent results.	2x5	
MACHINE DISHWASH MACHINE USE A concentrated alkali detergent for use with all machine dishwashers using automatic dosing equipment.	2x5 20ltr	
CHLORINATED DISHWASH STAIN REMOVAL A concentrated alkali detergent for use with all machine dishwashers using automatic dosing equipment. Releases bleach during wash.	2x5 20ltr	
DISHWASH POWDER MACHINE USE A high quality blend of alkali builders and detergents including chlorine release agents. Gives excellent results every time.	5kg 10kg	

PREMIUM RINSE AID	MACHINE USE		
An essential component of any machine washing system. Prevents formation of haze. Prevents streaking & spotting when drying.		2x5 20ltr	
MACHINE RINSE AID	MACHINE USE		
An essential component of any machine washing system. Prevents formation of haze. Prevents streaking & spotting when drying.		2x5	
BEER LINE CLEANER	1:30 PARTS WATER		
A standard strength beer and pipe line cleaner for traditional soak cleaning. Sterilises and cleans lines for high quality dispensing.		2x5	
SUPER PIPE CLEANER	1:80 PARTS WATER		
A super strength beer and pipe line cleaner for traditional soak cleaning. Sterilises and cleans lines for high quality dispensing.		2x5	
PURPLE BEER LINE CLEANER	COLOUR CHANGING		
A super strength beer and pipe line cleaner for traditional soak cleaning. Sterilises and cleans lines for high quality dispensing.		2x5	
HAND GLASSWASH	ODOURLESS		
A bactericidal hand glass washing cleaner for manual washing of bar glasses and utensils. Excellent for removing lipstick residues.		12x1 2x5	
OPTIC CLEANER			
Use for the effective cleaning and sterilisation of bar optics and measures.		12x1	
LIPSTICK REMOVER	ODOURLESS		
A powerful blend of detergents for removing lipstick from glassware and crockery.		2x5	
RENOVATE LIQUID	BAR GLASSWARE		
Restore glassware to a sparkling condition, removes protein build up and bacteria. Cleans and sterilises glasswashing machine in use.		2x5	
RENOVATE POWDER	BAR GLASSWARE		
Removes stains from drinking glasses caused by rinse aid residues, yeasts and protein. Mild alkaline formulation release chlorine during use.		2.5kg 5kg	
DISHWASHER CLEANER	GLASS AND DISHWASHER		
Use for descaling and cleaning interiors of machine glasswashers and dishwashers. Stainless steel friendly.		2x5	
CATERING CLEANERS			
SPRAY'N'WIPE	ODOURLESS		
A ready to use bactericidal hard surface sanitiser for use on all surfaces particularly food preparation. Non toxic and tainting.		2x5	
CATERING DESCALER 35%	KITCHEN USE		
A phosphoric acid based descaling fluid ideal for removal of scale from catering equipment such as kettles and bain-maries.		2x5	
HEAVY DUTY DESCALER	HEAVY DUTY		
A general purpose heavy duty descaler based upon hydrochloric acid Use for internal and external applications such as boiler tubes.		2x5	
OVEN CLEANER	VISCOUS		
A high strength alkaline cleaner which is thickened to cling to vertical surfaces. Use in all catering outlets for heavy soiling & carbonisation.		2x5	
TANNIN REMOVER			
A destaining liquid for mugs and teacups. Either soak individual items or add to a Dishwasher wash cycle.		2x5	
TANNIN REMOVER POWDER			
A powerful concentrated destaining powder, use to make up a destaining solution or add in with dishwasher detergent.		10kg	
STAINLESS STEEL CLEANER			
A blend of detergents and acids especially formulated to clean, descale and brighten stainless steel surfaces & utensils.		2x5	
ANTIBAC DEGREASER	INDEPENDENTLY TESTED		
A neutral pH cleaner and sanitiser with excellent degreasing properties Ideal for use on soft metals, barbecues & all kitchen surfaces.		2x5	

Product List



HEAVY DUTY DEGREASER	POWERFUL		
A powerful, concentrated liquid degreaser for a wide range of applications including floor cleaning, component & utensil cleaning.		2x5	
HD BACTERICIDAL DEGREASER	BACTERICIDAL		
A powerful, concentrated liquid degreaser for a wide range of applications. Incorporates powerful bactericides for food areas.		2x5	
DEGREASING POWDER	1:100 PARTS WATER		
A general purpose cleaner when dissolved in warm water produces a ready to use degreasing cleaner. Use for floors and walls.		10kg	
PINK SANITISING POWDER	CHLORINE RELEASE		
When dissolved in warm water, chlorine based compounds are released resulting in a sanitising solution for use on hard surfaces.		10kg	
WASHROOM & BATHROOM			
PROTECTOR	HIGH FRAGRANCE		
Protector is a highly diluteable powerful bactericidal washroom cleaner which even when diluted 100:1 retains a strong perfume. Thick & Green.		2x5	
WASHROOM CLEANER	TANGERINE		
Foaming bactericidal Washroom Cleaner with Orange fragrance for removing limescale, body fats and heavy soiling		2x5	
CLEAN & FRESH - PINE & APPLE			
A neutral pH cleaner and sanitiser with bactericidal properties for cleaning and freshening toilets and bathrooms, strong fresh pine.		12x750 swan	
TOILET CLEAN & FRESH APPLE	APPLE		
A neutral pH cleaner and sanitiser with bactericidal properties for cleaning and freshening toilets and bathrooms, strong fresh apple.		12x1 2x5	
TOILET CLEAN & FRESH POT POURRI	POT POURRI		
A neutral pH cleaner and sanitiser with bactericidal properties for cleaning and freshening toilets and bathrooms, strong pot pourri.		12x1 2x5	
TOILET CLEANER	APPLE		
Our standard toilet cleaner is a thick blue liquid with a pleasant apple fragrance. Using phosphoric acid it is safe to use on all toilet surfaces.		12x1 2x5	
STRONG TOILET CLEANER			
Strong toilet cleaner is a thick blue liquid with a pleasant apple fragrance. Using phosphoric acid it is safe to use on all toilet surfaces.		12x1 2x5	
PT18T	APPLE		
Highly concentrated 18% phosphoric acid based toilet cleaner/descaler. Thick blue with apple fragrance. Safe to use on stainless steel.		12x1 2x5	
HT18T	APPLE		
Highly concentrated 18% hydrochloric acid based toilet cleaner/descaler. Thick blue with apple fragrance. Avoid use on stainless steel.		12x1 2x5	
PINEAPPLE BLOCKS			
Highly perfumed urinal blocks which are slow dissolving and contain additives to prevent pipe blockages and scaling		3kg	
CHERRY CUBES			
Highly perfumed urinal blocks which are slow dissolving and contain additives to prevent pipe blockages and scaling		3kg	
HARD SURFACE CLEANERS			
LEMON HARD SURFACE CLEANER	POWERFUL		
Multi-purpose and highly effective cleaner and degreaser. Use on all hard surfaces such as floors & walls. Fresh lemon perfume.		12x1 2x5	
MULTIPURPOSE CLEANER	BLUE		
Multi-purpose and highly effective cleaner and degreaser. Use on all hard surfaces such as floors & walls. Fresh pine perfume.		2x5	
FLOOR & H.S.C.	10% ACTIVE		
Multi-purpose and highly effective cleaner & degreaser. Milder than Hard Surface Cleaner.		2x5	

PEACH H.S.C.	10% ACTIVE		
Peach scented hard surface cleaner ideal for mopping & scrubbing floors. Controlled foam for machine use. Multi-purpose.		2x5	
HEAVY DUTY HSC	SOLVENT FREE		
A high strength hard surface cleaner for the removal of stubborn soil such as burnt on grease. Suitable for most hard surfaces.		2x5	
UNIVERSAL CLEANER	BLUE		
A universal cleaner which easily cuts through grease & grime. Cleans walls and surfaces of grease, tobacco oil, food grease etc.		2x5	
LEMSOLVE	22% ACTIVE		
Using powerful natural citrus degreasers to leave a pleasant lemon aroma. Use for cleaning, degreasing and deodourising.		2x5	
GLASS CLEANER	STREAK FREE		
Use as a bulk refill pack for trigger sprays. Cleans to give a smear free finish on glass and ceramic tile surfaces.		2x5	
STERILISING MULTISURFACE	BLEACH BASED		
Where extra clean surfaces are required we have formulated a cleaner containing a small quantity of sodium hypochlorite.		2x5	
NEUTRAL CLEANER	QAP50		
With a neutral pH and excellent degreasing power, this product can be used for cleaning all floor, wall and hard surfaces.		2x5	
FLOOR & CARPET CARE			
POLISH STRIPPER	MULTIPURPOSE		
A high alkaline polish stripper which will effectively remove previous coatings. Use also for pre application, cleaning and preparation.		2x5	
AMMONIATED STRIPPER			
Similar to above but with added ammonia. Metallised floor polish is 'unlocked' by the ammonia making removal of old polish easier.		2x5	
FLOOR POLISH	HIGH SHINE		
A standard strength metallised floor polish recommended for domestic and low traffic areas. Dries to give a brilliant shine.		2x5	
FLOOR POLISH (18%)	REGULAR		
A high solid content polish for use in intermediate traffic areas. Regular maintenance with our wax maintainers will prolong lifespan.		2x5	
HIGH POLISH (25%)	HIGH SOLIDS		
For very high traffic areas such as shopping centres. Regular maintenance will give a long lasting, professional floor finish.		2x5	
CLEAN & SHINE	GERMICIDAL		
Use as a maintainer to repair and renew polished floors. Apply by spray or mop then burnish to a high shine		2x5	
FLOOR MAINTAINER	GERMICIDAL		
Containing polymeric wax emulsion this product has been designed for maintenance of metallised polish floors. Mop or Spray.		2x5	
TERRAZZO CLEANER	18% ACTIVE		
Neutral pH, water based solvent cleaner with low foam detergents - will not harm marble or terrazzo floors.		2x5	
LEMON FLOOR GEL	BUFFABLE		
Pleasantly perfumed, citrus floor gel ideal for floor and wall cleaning. Buff to a high shine.		2x5	
PINE FLOOR GEL	BUFFABLE		
Pleasantly perfumed, pine floor gel ideal for floor and wall cleaning. Buff to a high shine.		2x5	
CARPET SHAMPOO	MANUAL USE		
For manual or machine carpet cleaning. This is a low foaming product which may also be used for cleaning small areas by hand.		2x5	
CARPET SHAMPOO 3 in 1	SUPERIOR		
Superior Carpet and Uphostery cleaner which will clean, remove stains and deodourise in 1 operation		2x5 20ltr	

Product List



HOT WATER EXTRACTION FLUID	MACHINE USE		
A concentrated, low foaming cleaning solution specially designed for use in Hot Water Extraction machines.		2x5	
HOT WATER EXTRACTION DEFOAMER	MACHINE USE		
Use in conjunction with H ₂ OEX fluid above in situations where excessive foam is generated. Use in recovered solution tank.		2x5	
HEAVY DUTY FLOOR CLEANER	MULTIPURPOSE		
A high strength cleaner/degreaser for use on heavily soiled floors such as commercial catering and factory floors.		2x5	
SCRUBBER DRIER DETERGENT	LOW FOAMING		
Concentrated cleaner additive for use in scrubber drier machines. Low foam with excellent cleaning results.		2x5	
FLOOR POWDER	DEEP CLEAN		
Use as a system with a hot pressure washer. Simply brush dry powder into the floor then wash with hot water & finally rinse away.		10kg	
FORECOURT DEGREASER	POWERFUL		
Wherever diesel and engine oils contaminate concrete floor areas such as garage forecourts. This product quickly & easily removes stains.		2x5	
LAUNDRY PRODUCTS			
BIO LAUNDRY SACHETS	SINGLE DOSE		
Super concentrate in soluble sachets with enzyme power, destaining and long lasting fragrance		90 washes	
2 in 1 LAUNDRY SACHETS	SINGLE DOSE		
Super concentrate in soluble sachets with enzyme power, destaining and long lasting fragrance. Includes superior softening and fluffing agents.		90 washes	
LAUNDRY POWDER			
Commercial strength and economical in use. Use in all domestic and commercial powder laundry machines.		10kg	
LAUNDRY LIQUID	HEAVY DUTY		
A high alkali liquid laundry boosting additive for use through dosing systems. For professional use.		2x5 20ltr	
BIOLOGICAL POWDER			
As above but incorporating enzymes for low temperature economy and enzyme power.		10kg	
DESTAINER POWDER			
Destainer additive - add to normal laundry powder for extra destaining power.		10kg	
LAUNDRY DESTAIN LIQUID			
Liquid destainer additive - add to normal laundry process for extra destaining power.		2x5 20ltr	
EMULSIFIER - FATS & GREASES			
Low foaming surfactants and solvents. Use for greasy and oily laundry. Use through dosing equipment.		20ltr	
LAUNDRY BOOST			
A high alkali liquid laundry boosting additive for use through dosing systems. For professional use.		20ltr	
FABRIC CONDITIONER	PEACH FLAVOUR		
Highly perfumed fabric conditioner which softens fabrics and promotes faster drying.		2x5 20ltr	
FABRIC CONDITIONER CONCENTRATE	TRIPLE STRENGTH		
Highly perfumed fabric conditioner which softens fabrics and promotes faster drying.		2x5	
LAUNDRY RINSE ADDITIVE	QAP200		
Add to final rinse water to eradicate odours from all types of fabric. Use in nursing homes restaurants, hotels etc.		2x5	
ELIMINATOR STAIN REMOVER			
A highly concentrated carpet and upholstery stain remover suitable for removal of ball point ink, food stains, grease & oil etc.		2x5	



DRAIN MAINTENANCE		
ENZYME DRAIN TREATMENT	BIOLOGICAL	
Use with auto dose equipment to supply enzyme power tuned to digesting fats and greases withing the grease trap.		2x5 20ltr
DRAIN UNBLOCKER	ALKALI BASED	
Primarily for fat and grease blockages, this product is safer to handle than strong acids. If blockages persist contact a drainage engineer.		2x5
DRAIN OPENER	96% SULPHURIC ACID	
A super strength pipe cleaner and drain unblocker. Use as a 'One Shot' application to remove paper, hair, grease and carbonaceous blockages.		1 5
WASHING-UP-LIQUIDS		
7% DETERGENT	HIGH FOAM	
A high quality standard strength washing up liquid with excellent cleaning and foaming properties.		2x5
10% DETERGENT	HIGH FOAM	
A high quality standard strength washing up liquid with excellent cleaning and foaming properties.		12x1 2x5
15% DETERGENT	HIGH FOAM	
A high quality medium strength washing up liquid with excellent cleaning and foaming properties.		2x5
20% DETERGENT	HIGH FOAM	
A high quality high strength washing up liquid with excellent cleaning and foaming properties.		12x1 2x5
30% DETERGENT	HIGH FOAM	
A high quality concentrated washing up liquid with excellent cleaning and foaming properties.		2x5
BACTERICIDAL WASHING UP LIQUID	INDEPENDENTLY TESTED	
A high quality medium strength washing up liquid with excellent cleaning and foaming properties. Incorporates bactericides.		2x5
AUTOMOTIVE		
WATERLESS CLEANER & POLISH	FAST & EFFECTIVE	
Cleans and polishes in one action, spray liberally and wipe off in 1 direction. Use as a spray cleaner and dressing for door shuts etc.		2x5 20ltr
ALLOY WHEEL CLEANER	FAST & EFFECTIVE	
A phosphoric acid based cleaner which incorporates wetting and spreading agents to give fast and effective results.		2x5
DESCALING ACID	HEAVY DUTY	
An aggressive Hydrochloric acid based cleaner which may be used for cleaning heavily soiled wheels.		2x5
INTERIOR CLEANER	CLEAN & SHINE	
A pleasantly perfumed water based silicone cleaner which will clean and impart a nice shine on interior synthetic surfaces.		2x5
CAUSTIC FREE TFR	SAFE AND MILD	
Concentrated traffic remover specially formulated for cleaning cars and vans. Caustic Free formulation for use with aluminium dosing.		25ltr 200
NON CAUSTIC TFR - ECONOMY		
Traffic remover specially formulated for cleaning cars and vans. Caustic Free formulation for use with aluminium dosing.		25ltr 200
BRUSHWASHER ADDITIVE		
Detergent specially formulated for cleaning cars, vans & trucks through brushwashers - suitable for use with auto dosing and pumping equipment.		20ltr 200
CAR SHAMPOO	SUPER THICK	
Gives a professional clean finish to vehicles. High concentration means low usage. Safe to use for manual cleaning.		25ltr
TYRE DRESSING - WB	HIGH ACTIVITY	
A water based, thickened tyre dressing which can be applied to wet and dry tyres. Apply by brush.		2x5

Product List



POWERWASH PRO	WAX FINISH		
Concentrated traffic remover specially formulated for cleaning of cars and vans. Incorporates wax finishing agents for a professional finish.		25ltr 200	
POWERWASH 100/60	TRUCK WASH		
Concentrated traffic film remover formulated for cleaning commercial vehicles and trailers. High strength and quick rinsing.		25ltr 200	
POWERWASH HEAVY	COMMERCIAL USE		
Heavy duty traffic film remover intended for use on plant and machinery such as agricultural equipment. Excellent degreasing properties.		25ltr 200	
POWERWASH CONCENTRATE	23.4% ACTIVE		
Designed as a concentrate, this product can be diluted by 8 times to give a useable product. Ideal for carriage critical conditions.		25ltr 200	
POWERCLEANSE	18% ACTIVE		
High quality Traffic Film Remover for universal use. Ideal for use through hot water pressure washers. Use for trucks, trailers, buses etc.		25ltr 200	
GLASS CLEANER RAPID			
A super concentrated rapid evaporating glass cleaner for the cleaning of interior glass surfaces		2x5 25ltr	
DELUXE TYRE GLOSS	LONG LIFE		
A long life dimethicone oil tyre dressing which is applied to clean tyres. Give a high gloss long lasting finish. Apply by brush.		2x5 20ltr	
SCREENWASH 10	ECONOMY		
Ready to use screenwash for winter use. May be diluted for summer use.		2x5	
SCREENWASH 30	CONCENTRATE		
Concentrated screenwash and deicer. Use neat for protection down to -15. For summer use dilute 1:5 parts water.		2x5	
PARTS DEGREASER	WATER RINSEABLE		
For degreasing engines and components. Simply apply by brush or spray, agitate then rinse away with clean water. Solvents rapidly emulsify.		2x5	
WASH 'N' WAX	WAX FINISH		
Gives a professional waxed finish to vehicles. High concentration means low usage. Safe to use for manual cleaning.		2x5	
SPECIALIST			
SPRAY & WALK GARDEN CLEANER	1+4		
A concentrate for cleaning garden patios, fences and furniture. Simply spray onto surfaces on a dry day and leave to work, results will be seen in 24 hours		2x5	
SPRAY & WALK SUPER CONCENTRATE	1+24		
A concentrate for cleaning garden patios, fences and furniture. Simply spray onto surfaces on a dry day and leave to work, results will be seen in 24 hours		2x5	
BIN CLEANER	CHERRY & LEMON		
Use for cleaning, deodourising and sanitising wheelie bins and refuse containers. Apply by spray or pressure washer.		2x5	
RUST REMOVER			
A fantastic blend for the cleaning, degreasing and removal of rust from ferrous metals prior to further treatment or painting.		2x5	
SMOKE FLUID	NIGHTCLUBS		
For Nightclubs, Discos and Stages. Creates pure white 'fog' when used with smoke or fogging machines. Non toxic.		2x5	
FLAMMABLE LIQUID CONVERTER			
Use on petrol and oil spills. FLC converts flammable liquid spills into safe emulsions which can then be disposed of.		2x5	
BOUNCY CASTLE CLEANER			
Formulated for the routine cleaning of bouncy castles, use for removing engrained marks and routine soiling.		2x5	
TAR & GLUE REMOVER			
Use for the removal of road tar and grease splashes. Safe to use on car paintwork. Fast acting & drying.		2x5	



GLASSHOUSE CLEANER		
A specialised glass cleaner which removes a molecular layer from glass surfaces to ensure maximum light penetration.	25ltr	
GRAFFITI REMOVER FAST & EFFECTIVE		
Based upon the solvents used in paints and inks this product enables fast effective removal of all types of graffiti & crayon.	2x5	
BRICK & PATIO CLEAN		
An acid based cleaner for the removal of cement and concrete stains from brickwork and tools. Use for the removal of efflorescence.	2x5	
SUNBED CLEANER STREAK FREE		
A pleasantly perfumed concentrated cleaner for cleaning tubes surfaces associated with sunbeds. Dilute 10:1. Anti-Bacterial.	2x5	
BATTERY ACID		
Use for topping up lead cell batteries.	20ltr	
DEMINERALISED WATER		
Made by filtration and reverse osmosis to give ultra pure water.	2x5 25ltr	
CHEMICAL TOILET ADDITIVE		
Highly effective bactericides blended with powerful fragrances gives an effective solution for use in portable toilets such as site and camping units.	2x5	
INDUSTRIAL FOOD PROCESSING		
FOOD PROCESS CLEANER		
Intended for use in food preparation and processing areas, this product can be used in all areas including transportation units & production lines.	20ltr 200	
TRAYWASH LOW FOAM		
A low foam heavy duty alkaline cleaner for cleaning reusable plastic trays and containers used in the food industry.	20ltr 200	
TRAYWASH - ALI SAFE LOW FOAM		
A low foam heavy duty cleaner for cleaning aluminium reusable plastic trays and containers used in the food industry.	2x5 20ltr.	
CHLORFOAM		
Use as a high foaming, clinging surface sanitiser for food processing areas. Use with foam inducing machinery.	20ltr 200	
CIP CLEANER HW		
Heavy duty , high alkaline low foam concentrate for CIP cleaning operations	20ltr 200	
CIP CLEANER DETERGENT		
A heavy duty high alkaline CIP Cleaner incorporating detergents and wetting agents for CIP cleaning operations	20ltr 200	
PHOS BRITE ACIDIC		
Descaler detergent based on phosphoric acid. For cleaning and brightening stainless steel vessels, conveyors and utensils etc.	20ltr 200	
TERMINAL SANITISER		
Can be used as a final rinse, terminal sanitiser and has been tested to dilutions of 1:100 for EN2476.	20ltr 200	
AMPHOTERIC DETERGENT		
Formulated with amphoteric sanitisers for use as a hard surface cleaner and sanitiser. An alternative to QUATs.	20ltr 200	
AMPHOTERIC SANITISER		
Use as a final rinse sanitiser. Formulated using amphoteric sanitisers for use as an alternative to QUATs	20ltr 200	
ALCOHOL RINSE		
Use as a post hand wash disinfectant in food handling and serving areas. May be used as a fast drying surface sanitiser.	2x5	
FOOD AREA DEGREASER REACT		
A heavy duty high alkaline degreaser for use in food processing areas Use for all heavy duty cleaning such as floors and hard surfaces.	20ltr 200	

POWERFOAM		
A high foaming heavy duty alkaline cleaner for use in abbatoirs, fish filleting and poultry evisceration plants as well as high fat areas.	20ltr 200	
POWERFOAM SANITISER WITH BACTERICIDES		
A high foaming heavy duty alkaline cleaner for use in abbatoirs, fish filleting and poultry evisceration plants as well as high fat areas.	20ltr 200	
FOOD AREA DETERGENT		
A food area hard surface cleaner ideal for cleaning and sanitising food contact areas such as utensils, worktops etc.	20ltr 200	
DECARBONISER		
A thick clinging high alkaline product used for removal of burnt on carbon based deposits.	10kg	
DEODOURISERS		
BUBBLEGUM REODOURISER SUPER CONCENTRATE		
Bubblegum flavoured air freshener concentrate. Dilute with up to 50 parts water to give a ready to use air freshener.	2x5	
CHERRY REODOURISER SUPER CONCENTRATE		
Cherry flavoured air freshener concentrate. Dilute with up to 50 parts water to give a ready to use air freshener.	2x5	
APPLE REODOURISER SUPER CONCENTRATE		
Apple flavoured air freshener concentrate. Dilute with up to 50 parts water to give a ready to use air freshener.	2x5	
EUCALYPTUS REODOURISER SUPER CONCENTRATE		
Eucalyptus flavoured air freshener concentrate. Dilute with up to 50 parts water to give a ready to use air freshener.	2x5	
LEMON REODOURISER SUPER CONCENTRATE		
Lemon flavoured air freshener concentrate. Dilute with up to 50 parts water to give a ready to use air freshener.	2x5	
VANILLA REODOURISER SUPER CONCENTRATE		
Vanilla flavoured air freshener concentrate. Dilute with up to 50 parts water to give a ready to use air freshener.	2x5	
PEAR-DROP REODOURISER SUPER CONCENTRATE		
Pear-Drop flavoured air freshener concentrate. Dilute with up to 50 parts water to give a ready to use air freshener.	2x5	
DEODOURISER - CANDY CONCENTRATE		
Candy flavoured deodouriser concentrate for use in all public areas such as toilets and washrooms	2x5	
DEODOURISER - FRUITY ORANGE & CRANBERRY		
Fruity flavoured deodouriser concentrate for use in all public areas such as toilets and washrooms	2x5	
URINE ODOUR NEUTRALISER BERRIES		
Highly dilutable disinfectant / deodouriser especially for urine odours. Extensively used in nursing homes. Biguanide sanitisers.	2x5	
URINE ODOUR NEUTRALISER FRUITY		
Highly dilutable disinfectant / deodouriser especially for urine odours. Extensively used in nursing homes. Biguanide sanitisers.	2x5	
SHOE DEODOURISER BACTERICIDAL		
Designed to be used as a footwear sanitiser and deodouriser at recreational venues where footwear is hired out to users.	2x5	

TRIGGER SPRAY PACKS - 750ml		
AIR FRESHENER		
Honeysuckle	6x750	
ALLOY WHEEL CLEANER		
Quick and Easy	6x750	
GLASS CLEANER		
Smear Free Finish	6x750	
KITCHEN DEGREASER		
Use for kitchen surfaces	6x750	
FURNITURE POLISH		
Antistatic	6x750	
SPRAY'N'WIPE		
Bactericidal Reassurance	6x750	
BATHROOM CLEANER		
Baths - Showers - Sinks - Tangerine	6x750	
DEICER		
Automotive Windscreens	6x750	
BBQ CLEANER		
Cleans & Degreases	6x750	
GRAFFITI REMOVER		
Ink & Wax Removal	6x750	
MULTISURFACE WITH BLEACH		
Surface Steriliser	6x750	
OVEN CLEANER		
Thick & Clinging	6x750	
FOAMING OVEN CLEANER		
High foaming oven cleaner	6x750	
CARPET SPOTTER		
Carpet & Upholstery Prespotter	6x750	
COMPLETE CLEANER		
All Surfaces - Everywhere	6x750	
IN-CAR CLEANER		
Clean & Shine Silicone Polish	6x750	
MILDEW REMOVER		
Kills Mildew - Showers - Tiles	6x750	
ODOUR NEUTRALISER		
Highly Concentrated	6x750	
STAINLESS STEEL CLEANER		
Clean & Polish	6x750	
TELEPHONE SANITISER		
Prevent Cross Contamination	6x750	
SUPER CONCENTRATES		
WASHROOM CLEANER	SUPER CONCENTRATE	
Packaged in bottles with integral dosing chamber, highly perfumed honey-suckle flavour multipurpose cleaner, 10ml per 500ml trigger spray.	20x250 9x1	
MULTI-SURFACE CLEANER	SUPER CONCENTRATE	
Packaged in bottles with integral dosing chamber, highly perfumed berries flavour multipurpose cleaner, 10ml per 500ml trigger spray.	20x250 9x1	
TOILET CLEANER	SUPER CONCENTRATE	
Pot Pourri flavoured toilet cleaner which thickens when diluted with water, 50ml into 450ml water makes 500ml thick toilet cleaner.	20x250 9x1	
AIR FRESHENER	SUPER CONCENTRATE	
Using the integral dosing chamber use 10ml concentrate to produce 500ml air freshener for use in a trigger sprayer.	20x250 9x1	
GLASS & MIRROR CLEANER	SUPER CONCENTRATE	
Super concentrated glass and mirror cleaner - use 1 x 10ml dose to prepare 500ml sprayable glass cleaner.	20x250 9x1	



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**Company Registration :
2014/252249/07**

SAFE WORK PROCEDURE (CLEANING)



Safety in Contract Cleaning

Cleaning & hygiene Risk and
Safe work plan

Our vision:

A country where
worker safety, health
and welfare and the safe
management of chemicals
are central to successful
enterprise

This guidance document provides information in relation to chemical and biological safety with respect to those working in Contract Cleaning



Cleaners are employed in many different types of workplaces, including schools, offices, factories, hospitals, health care facilities and retail outlets. Cleaners employed by private contractors are likely to work in a variety of workplaces, while in-house cleaners usually work in the same environment.

Cleaning staff are often employed in workplaces that have been planned with other workers in mind. Therefore it is important that a risk assessment is completed to identify any hazards which the cleaner may come in contact with in the workplace, and steps should be taken to minimise or reduce the risks from those hazards.

Cleaners may be exposed to many different types of hazards in the workplace such as:

- Chemicals
- Lone Working
- Machinery hazards
- Biological hazards
- Confined Spaces
- Fire and Electricity
- Manual handling
- Slips, trips and falls

This guidance document will focus on the chemical and biological hazards that cleaners may encounter and recommended control measures to control those hazards, for both employers and employees.





What are the chemical hazards in Contract Cleaning?

Many different products are used in cleaning companies. The cleaning products chosen depend on the product to be cleaned. Most cleaning products are made up of the following:

- Acids and bases such as hydrochloric acid, sulfamic acid, formic acid, sodium hydroxide, and ammonium hydroxide are found in cleaning products for bathrooms and in products to remove lime, concrete, and cement. They can cause irritation and severe burns of the skin, eyes and respiratory system if their fumes are inhaled.
- Organic solvents and detergents such as white spirits, turpentine, acetone, aromatic hydrocarbons, and alcohol may be found in degreasing products used on floors and other surfaces. These can cause irritation of the skin, respiratory system (through inhalation of vapours), and a toxic effect on the nervous system, brain, kidneys, and liver.
- Disinfectants such as formaldehyde, glyoxal, and quaternary ammonium compounds can cause allergic reactions and burns to the skin and mucous membranes.
- Fragrances and colouring agents found in many types of product can cause allergic reactions.

What protective measures should be taken when working with chemicals?

Risk Assessments

A risk assessment should be completed for each place of work prior to the worker commencing cleaning activities there. This should take account of any hazards which the worker may be exposed to in the course of their duties e.g. lone working, machinery, manual handling, fire safety, chemical and biological safety. The workplace should also make available their own risk assessment to the cleaning staff to ensure that they are made aware of any other hazards and precautions which should be taken whilst working at that place of work.



Safety Data Sheets (SDS)

Safety Data Sheets should be available for all hazardous chemicals used by cleaning staff. The chemical supplier or manufacturer is responsible for providing this. The Safety Data Sheet should be in English and should be easily accessible to the worker. Information in the SDS should be used to make workers aware what hazards are present in the chemicals being handled and how to protect themselves whilst handling it e.g. safety gloves may be required if the chemical is an irritant or corrosive. For more information on SDS's refer to the 'Safety Data Sheets for Hazardous Chemicals Information Sheet' which can be downloaded for free from the publications section on www.hsa.ie.

Note: Employers should substitute hazardous substances with less hazardous substances, where practicable

Labels on Chemical Containers

The hazard classification information provided on the label of the chemical provides some information on the hazards and precautions to take when using the product. More detailed information is provided in the Safety Data Sheet (SDS). All substances must be labelled according to the Classification Labelling and Packaging (CLP) Regulations i.e. hazard pictogram, hazard classification, hazard phrase, precautionary statements. Training should be provided to cleaning workers on understanding the danger symbols, now called hazard pictograms on the label and SDS and the safety advice for each chemical handled.

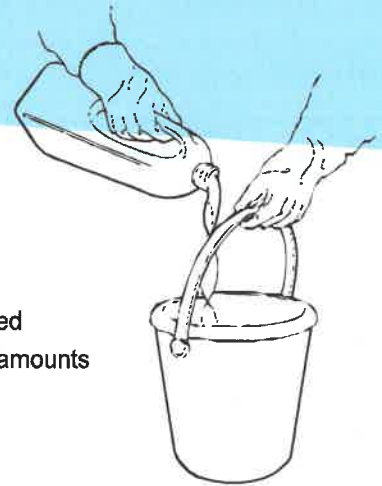


Storage of Chemicals

It is useful to keep an inventory or list of all chemicals used in the workplace. This helps to keep track of what is in stock, and may also be used to identify out of date or un-used chemicals. Any un-used chemicals should be disposed of safely. Chemicals should be stored in a safe and secure location. Cleaning workers often have a central storage depot where all products are stored and where they collect their cleaning chemicals and equipment needed. Chemicals should be stored in a tidy manner and separated according to their hazard classification i.e. chemicals labelled as flammables should be stored separately from chemicals labelled as oxidisers.

Diluting Chemicals

Diluting chemicals can create risks if too little or too much of the chemical is used. The manufacturer's instructions should be followed closely. The use of pre-measured chemicals or measuring devices which remove the need for the worker to measure amounts at each time of use can be useful to reduce the risk of waste and of accidents.



Incompatible Chemicals

Some chemicals should never be mixed. This information is contained in the Safety Data Sheet. For example bleach contains sodium hypochlorite, a chemical which can cause skin and respiratory damage. This should not come in contact with ammonia or with toilet cleaners or drain cleaners as a harmful gas can be created which can cause severe health affects.

Training and Awareness

The level of training that workers receive varies from company to company. Some companies develop their own procedures and train staff internally using their own training programmes. The Quality and Qualifications Ireland (QQI) which incorporates the Further Education and Training Awards Council (FETAC) awards also has some courses which are relevant to cleaning. Refer to www.fetac.ie. Accredited training courses are also available from the British Institute of Cleaning Science (BICSc). Refer to www.bics.org.uk.

What are the biological hazards in Contract Cleaning?

Sources of biological hazards may occur through contact with bacteria, viruses, insects, animals, and humans. These sources can cause a variety of health effects ranging from skin irritation and allergies to more serious infections.



Needle stick injuries

Cleaners are at risk from needle stick or sharp injuries. Sharps injuries in the healthcare setting may result in the transmission of blood borne viruses (BBVs) such as hepatitis B (HBV) hepatitis C (HCV) or Human Immune Deficiency Virus (HIV).

If working in areas where needles or syringes may be present, workers should ensure that a risk assessment is completed in advance of the work being done, suitable gloves are worn, sharps containers are used for the storage of discarded sharps and that good hand hygiene is practised.

Weil's disease (Leptospirosis)

Exposure to mouse or rat urine in sewers can occur via drains or contaminated river/sewer water. Workers working on or near drains could be exposed. They should exercise good personal hygiene by either washing their hands or wearing gloves especially in instances of broken or damaged skin.

Employees should also check for visible evidence of the presence of rodents i.e. droppings prior to carrying out the work. Early symptoms of Weil's Disease are non-specific (flu like) and may be misdiagnosed as a result.

Legionnaire's disease (Legionella)

Some people can be infected with the Legionella bacteria and have only mild symptoms or no illness at all. Legionnaire's disease occurs in temperatures between 25 and 45 °C with an optimum around 35 °C. Infection normally occurs after inhaling an aerosol (fine airborne particles) containing Legionella bacteria. Such particles could originate from any infected water source. Infected water sources are areas of standing stagnant water, such as air-conditioning units, water towers, water standpipes, fire hose reels.

Workers involved in cleaning of leisure centres, spa's , jacuzzi's or shower heads may be exposed by inhaling small droplets of water, suspended in the air, containing the bacteria.

Symptoms include :

- | | | |
|---|---------------------|--|
| 1. Fever | 4. Muscle aches | 8. Loss of coordination (ataxia) |
| 2. Chills | 5. Headache | 9. Occasionally diarrhoea and vomiting |
| 3. Cough, which may be dry or may produce sputum. | 6. Lethargy | |
| | 7. Loss of appetite | |

A risk assessment from the workplace should be available outlining what measures are in place to manage and prevent the risk from legionnaire's disease. This should be made available to the worker in advance of any cleaning activities.



Asbestos

Cleaning employees should be aware of the possible risk of exposure to asbestos. Any building which has the risk of asbestos should have an asbestos survey completed and a subsequent risk assessment identifying the locations, type and safe management of the asbestos. Cleaning workers as a rule will not be exposed to asbestos risks as it is only a risk once it is disturbed however they should be made aware of presence of asbestos containing materials (ACM's) in their workplaces.

There are 3 types of asbestos

1. Chrysotile (White Asbestos)
2. Amosite (Brown Asbestos)
3. Crocidolite (Blue Asbestos)

Asbestos in Buildings may be contained in:

- Sprayed Insulation (found on pipework)
- Pipe Lagging
- Insulation Boards
- Ceiling and Floor Tiles
- Asbestos textiles
- Asbestos cement (found in roofing material)

Health Issues associated with exposure to asbestos are:

1. Asbestosis : Pitting and scoring of the lungs similar to silicosis (miner's lung)
2. Mesothelioma : Cancer of the Pleura
3. Lung Cancer : Risk increases dramatically in smokers

Human or Animal Waste

Workers involved in cleaning activities which may allow them to come into contact with human or animal waste should be extra cautious in relation to personal hand hygiene and use of Personal Protective Equipment. Pathogenic organisms may be present including Salmonella and E.Coli. Health surveillance should be made available to workers including vaccinations where appropriate i.e. Hepatitis A vaccination.

Occupational Health Effects

Skin diseases

Cleaners are at an increased risk of developing skin problems due to the substances they work with. The use of detergents, soaps, caustic soda, disinfectants, bleaches, cleaning fluids and ammonia are all likely to cause dermatitis, in addition high calcium content in hard water can cause skin problems such as Eczema.

Eczema is a non-infectious, non-contagious skin condition, marked by dryness, rashes, itching and in severe cases the formation of blisters. Constant contact with water also damages the protective skin barrier and enables dangerous substances to penetrate into deeper skin layers. Excessive sweating is regarded as a contributing factor.

Occupational dermatitis is caused by coming into contact with certain substances and is the most common type of occupational disease in Ireland. There are two main types of dermatitis, these are; Contact Irritant Dermatitis and Allergic Contact Dermatitis.

Contact irritant dermatitis can be caused by an irritant such as detergents e.g. soap used for repeated hand washing, by physical damage, i.e. small cuts, or through the use of chemical products. Contact irritant dermatitis makes up approximately 80% of contact dermatitis with allergic contact dermatitis making up the remaining 20%. In most cases irritant contact dermatitis occurs only on the body parts in direct contact with the irritant i.e. hands, face, arms, etc.

Allergic contact dermatitis occurs where an employee becomes sensitised or develops an allergic reaction some time after the initial contact to the substance. An example of this is the reaction of some people to powdered latex gloves; this is caused by continuous use of the product where the powder used to aid the putting on or removal of the gloves works as a catalyst for the latex in the gloves causing it to act as a sensitiser. Therefore gloves which are powder free, constructed of vinyl, nitrile or similar material and resistant to splashes from chemicals products are recommended. Workers should be vigilant for any signs of dry or chapped skin, hands should be kept dry as much as possible and moisturising creams applied.



Eye damage

Some chemicals may also cause eye irritation or burns. Splashes may occur when diluting chemicals or when cleaning overhead objects. The use of safety glasses or goggles should be encouraged if deemed necessary from the risk assessment.

Asthma and respiratory problems

Long-term studies have shown that cleaners are at increased risk of developing asthma, chronic bronchitis and other respiratory problems. If sprays are used during cleaning, or mists are created i.e. when using a pressure-washer, there is an increased risk of inhaling substances.

Asthma

Asthma is defined as an allergic reaction which causes chronic inflammation of the airways (bronchial tubes) that causes swelling and narrowing (constriction) of the airways resulting in difficulty breathing. Asthma related to the workplace can be categorised into Workplace aggravated asthma and Occupational asthma:

Work aggravated asthma

Employees with work aggravated asthma will usually have a history of pre-existing asthma. They may still be symptomatic (on going use of medication) or may not have had an episode since childhood.

These employees may get wheezy or complain of shortness of breath in work and may have to use their asthma relieving medication. The problem can often be eliminated by improving the work environment (ventilation) or avoiding the irritant by preventing the employees exposure to the irritant.

Occupational Asthma

Occupational asthma is caused as a direct result of workplace exposure. There are two forms of occupational asthma:

Irritant Induced Occupational Asthma:

This usually develops after a single, very high exposure to an irritant chemical. It is a direct "burn" effect on the airways and is not related to the immune system. Examples of causal agents include ammonia, acids and smoke.

The high levels of exposure required are usually the result of accidents or some major failure of controls, often in enclosed spaces. Symptoms manifest within 24 hours of the exposure, that is, there is no latent period. Symptoms will tend to improve over time and may go away entirely but if symptoms persist beyond 6 months on-going problems are possible.

Allergic Occupational Asthma:

This is the cause of the vast majority of occupational asthma cases. Allergic occupational asthma is caused by sensitisation or becoming allergic to a specific chemical agent in the workplace over a period of time. This is the mechanism for the vast majority (>90%) of cases of occupational asthma. The sensitisation process develops over time. This can be as short as several weeks or as long as 30 years.

Sensitisers will be identified on the label of the chemical and on the Safety Data Sheet. A risk assessment should be completed outlining what precautions should be taken.

The Use of Respiratory Protective Equipment (R.P.E)

Respiratory protection should only be used when all other options have been examined. A disposable particulate dust mask may be used for substances which generate dusts. Section 8 of the Safety Data Sheet should be checked for recommended Personal Protection Equipment.

A respirator with disposable filters may be used for gases, vapours and mists. The filter selected should be suitable for the chemical being handled. Masks should be stored in a clean air tight container and the filter labelled with date for first use to remind the user as to when to change the filter. Always check the Safety Data Sheet and with the supplier of the product for the recommended mask. Refer to the HSA document 'A Guide to Respiratory Protective Equipment' available on www.tikediholdings.co.za for further information.



What is an employer required to do?

The employer must ensure a safe working environment for their staff in the different work locations that cleaners may be involved in. The employer should have or provide the following:

- An up to date Safety Statement.
- A written Risk Assessment for all work locations where cleaning activities are involved.
- A system to manage all chemicals which are used in the cleaning process i.e maintaining a list or inventory of all chemicals used and disposing safely of un-used or expired chemicals.
- A policy of purchasing less harmful chemicals where possible or replacing more harmful chemicals with less harmful ones.
- Safety Data Sheets for all chemicals handled and a means of training staff on the hazards and precautions to take on handling and use of chemicals.
- Information, instruction and training for staff on risk assessments.
- Make available appropriate health surveillance where required.

What do employees need to know?

Employees should be familiar with the hazards in each workplace and the control measures to take to keep themselves safe. This is all contained in the Risk Assessment. Workers who handle cleaning chemicals should be familiar with the hazards of the chemicals and the precautions to take when handling them. This includes the use of any personal protective equipment. Employees should also be vigilant for any signs of dry skin, dermatitis or respiratory problems and report these to their employer as soon as possible.



Summary of Key Points

- Cleaning workers may be exposed to many different chemicals during their work and should be made aware of the hazards and the precautions to take when handling chemicals.
- Employers should make available the risk assessment identifying the hazards in each place of work which cleaners may be working in. This should detail any relevant hazards in it and how workers should protect themselves.
- Safety Data Sheets should be available for all hazardous chemicals and workers should have an understanding of the hazards of the chemicals they are in contact with.
- Chemicals should have clear legible labels on them, hazard pictograms should be visible and they should be stored in a secure location, where they cannot be accessed by unauthorised persons.
- Chemicals should be diluted carefully according to manufacturer's instructions, and workers should be made aware of the danger of mixing incompatible chemicals.
- Workers should be trained on how to complete their work safely and this may be in the form of documented training and procedures.
- Workers may be exposed to biological hazards in the form of needlestick injuries, weill's disease from rat's urine, legionella bacteria from stagnant water or asbestos. These hazards should be identified in the risk assessment of the workplace and precautions taken to avoid exposure.
- Cleaners are at risk from developing skin and respiratory problems due to contact with chemicals. Early symptoms should be identified and reported for follow up to the employer as soon as possible.



Where can I get further information?

A list of some of the free information available on the HSA website www.hsa.ie is shown below:

- A Guide to Respiratory Protective Equipment
- Safety Data Sheets (SDSs) information sheet
- Guidelines on Occupational Asthma
- Your Steps to Chemical Safety
- 2011 Code of Practice for Safety, Health and Welfare at Work (Chemical Agents) Regulations, 2001
- Legionnaire's Disease Information Sheet
- Safety with Asbestos Information Sheet

SAFE WORK PRACTICES



Safe Work Practices

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3.a.1 INTRODUCTION

Everyone wants to get the job done “right”. To most people in our industry that means on time, on budget, and to the customer’s satisfaction. But a major part of getting the job done “right” is also getting it done safely. Getting the job done safely means that the people involved follow **SAFE WORK PRACTICES**.

SAFE WORK PRACTICES are ways of controlling hazards and doing jobs with a minimum of risk to people and property. To reduce risks, we have a set of safe work practices. These have been developed to fit the particular company’s needs. Management understand and fully endorse these safe work practices, and ensure that:

- Safe work practices are in writing;
- All employees understand the safe work practices that apply to them;
- All equipment and management support to permit compliance are available;
- Managers/Party Chiefs ensure that all safe work practices are followed.



3.a.2 ENFORCEMENT PROCEDURE

1. Rules and directives relating to general safety, policies and safe work practices/procedures will be reviewed during the orientation process with employees, contractors and subcontractors. They will receive a copy for their records.
2. Enforcement will be based on positive re-enforcement and discipline.
 - a) Safe work habits will be rewarded, and violations immediately corrected. When violations are noticed, work will be interrupted and the problem discussed with the worker.
 - b) Workers who intentionally work unsafely or repeatedly make safety mistakes, depending on the severity of the violation, will be disciplined either by:
 - a discussion
 - letter on personal file
 - temporary suspension (with or without pay)
 - job termination



3.a.3 SELECTION OF SAFE WORK PRACTICES

- All-Terrain Vehicle Usage
- Bear and Wildlife Awareness
- Cell-Phone Usage
- Chainsaw Usage
- Clearing Survey Lines and Right-of-Ways
- Defective Tools
- Driving
- Driving (Winter)
- Ground Disturbance
- Fall Protection
- Fire Extinguishers
- Fuelling Equipment
- Hazard and Traffic Control Signage
- Maintenance and Repair
- Manual Lifting and Carrying
- Monitoring for Hydrocarbon Gases
- Office Safety
- Power and Hand Tools Use
- Power Lines
- Restricted Work Areas
- Respiratory Equipment
- Staking Line in Bush
- Towing/Winching
- Transportation of Dangerous Goods
- Transportation of Equipment and Materials
- Working on Hills and on Slopes



SAFE WORK PRACTICES

USE OF ALL-TERRAIN VEHICLES

PURPOSE

To protect workers from injuries associated with the use of All-Terrain Vehicles (ATVs).

OVERVIEW

Surveying requires extensive use of ATVs in all different terrain and conditions. Workers should be trained in ATV operation and be competent in driving and ATV before starting.

GUIDELINES

1. ATVs and utility vehicles should only be operated by persons with the weight, strength, knowledge and training to operate them in a safe manner.
2. Persons operating ATVs and utility vehicles should wear appropriate safety equipment commensurate with the activity being carried out.
3. Operate ATVs and utility vehicles in accordance with manufacturers' instructions and safety information.
4. Unregistered vehicles are not to be operated on a public road where normal traffic is likely to be encountered.

*** For further information, see the appropriate current Alberta OH&S Act, Regulation and Code.**



SAFE WORK PRACTICES

BEAR AND WILDLIFE AWARENESS

PURPOSE

To protect workers from injuries/accidents associated with bear and wildlife encounters.

OVERVIEW

Bear and wildlife encounters are a common occurrence in the surveying profession. The job often requires work in hostile and remote environments. Workers must be trained and prepared for the risks associated with wildlife, and most importantly bears.

GUIDELINES

1. Always respect the “nature of the beast”. Remember that we are guests in their territory.
2. Never provoke or encourage a confrontation. An animal’s instinct is to fight when it feels threatened.
3. Keep food in a well secure location.
4. Make plenty of noise to ensure you do not startle the wildlife.
5. Keep garbage in a designated area and always dispose of it appropriately.
6. When in bear country, ensure you have the necessary bear deterrent (i.e. bear spray, bangers, etc.)

*** For further information, see the appropriate current Alberta OH&S Act, Regulation and Code.**



SAFE WORK PRACTICES

CELL PHONE USAGE

PURPOSE

To protect workers from injuries and accidents associated with the IMPROPER use of cell phones while operating a motor vehicle.

OVERVIEW

Using a cell phone while operating a motor vehicle may be hazardous to the worker and general public.

GUIDELINES:

1. When vehicle is in motion calls may not be answered by the driver and must be directed to voicemail or a passenger.
2. If an employee driving a vehicle must make a phone call, the vehicle must be parked and in a safe location.
3. If making an emergency call (911) the vehicle must be safely parked before making the call.
4. Under no circumstances should a worker send or receive a text message while driving.

*** For further information, see the appropriate current Alberta OH&S Act, Regulation and Code.**



SAFE WORK PRACTICES

USE OF CHAINSAWS

PURPOSE

To protect workers from injuries associated with using a chainsaw.

OVERVIEW

Chainsaws are used for many jobs in surveying, particularly in oil and gas surveys. Workers must be trained in its safe use before using a chainsaw.

GUIDELINES

1. The proper PPE to be worn is set out by the manufacturer and Occupational Health & Safety Legislation.
2. Fueling of the chainsaw must be done in a well ventilated area and not while the saw is running or hot.
3. An approved safety container must be used to contain the fuel.
4. The correct methods of starting, holding, carrying or storage and use of the saw as directed by the manufacturer must be used.
5. Ensure that the chain brake is functioning properly and adequately lubricated.
6. When carrying/transporting a chain saw the bar guard must be in place, the chain bar must be toward the back and the motor must be shut off.
7. The chainsaw must not be used for cutting above shoulder height.
8. Chainsaws must comply with CSA Standards.

*** For further information, see the appropriate current Alberta OH&S Act, Regulation and Code.**



SAFE WORK PRACTICES

CLEARING SURVEY LINES AND RIGHT-OF-WAYS

PURPOSE

To protect workers from injuries associated with clearing survey lines and right-of-ways.

OVERVIEW

In order to make the right-of-way a suitable work area, the removal of trees, brush and other vegetation is required.

GUIDELINES:

1. Inspect equipment prior to use.
2. Stay within an operator's vision.
3. Be aware of power line proximity.
4. Watch for falling objects.
5. Use care and caution when using chain saws.
6. Be aware of the falling zone when felling trees.
7. Use recommended ointments and repellents.
8. Do not ride on equipment unless appropriate seating is available.
9. Do not stand between winch and an object being moved.
10. Do not leave equipment running while fueling.

*** For further information, see the appropriate current Alberta OH&S Act, Regulation and Code.**

SAFE WORK PRACTICES



DEFECTIVE TOOLS

General

Defective tools can cause serious and painful injuries.

If a tool is defective in some way, **DON'T USE IT.**

Be aware of problems like:

- chisels and wedges with mushroomed heads
- split or cracked handles
- chipped or broken drill bits
- wrenches with worn out jaws
- tools which are not complete, such as files without handles.

To ensure safe use of hand tools, remember:

1. Never use a defective tool;
2. Double check all tools prior to use; and
3. Ensure defective tools are repaired.

Air, gasoline or electric power tools, require skill and complete attention on the part of the user even when they are in good condition. Don't use power tools when they are defective in any way.

Watch for problems like:

- broken or inoperative guards,
- insufficient or improper grounding due to damage on double insulated tools,
- no ground wire (on plug) or on cords of standard tools,
- the on/off switch not in good working order,
- tool blade is cracked,
- the wrong grinder wheel is being used, or
- the guard has been wedged back on a power saw.

*** For further information see the appropriate current OH&S Act, Regulation and Code.**



SAFE WORK PRACTICES

DRIVING

PURPOSE

To protect workers from injuries associated with driving operations.

OVERVIEW

Operation of motor vehicles must be performed according to all vehicle codes, traffic laws, company procedures, and manufacturer's recommended operating guidelines.

GUIDELINES:

1. Ensure you have a valid operator's license.
2. Be conversant with traffic laws and applicable regulations
3. Drive defensively.
4. Back in when practical
5. Ensure the vehicle has an emergency road kit.
6. Ensure you are not under the influence of alcohol or drugs.
7. Avoid driving when fatigued.
8. Ensure seatbelts are worn at all times when the vehicle is being operated.
9. Be familiar with the vehicle and its capabilities
10. Offering rides to hitchhikers and strangers is prohibited
11. Perform a walk around inspection prior to travelling.
12. Use good judgment and understand of the basic recovery skills appropriate to the vehicle you are driving.
13. Do not operate a cell phone while driving.
14. Follow Journey Management Plan

*** For further information, see the appropriate current Alberta OH&S Act, Regulation and Code.**



SAFE WORK PRACTICES

DRIVING (WINTER)

PURPOSE

To protect workers from injuries associated with winter driving operations.

OVERVIEW

Operation of motor vehicles must be performed according to all vehicle codes, traffic laws, company procedures, and manufacturer's recommended operation guidelines.

GUIDELINES:

1. Ensure you have a valid operator's license
2. Be conversant with traffic laws and applicable regulations.
3. Drive defensively.
4. Back in when practical
5. Ensure the vehicle has an emergency road kit.
6. Clear snow from all windows, lights and mirrors, when required.
7. Avoid using cruise control on icy roads.
8. Accelerate and brake gently to reduce skids or spinouts.
9. Ensure winter clothing does not restrict movement, vision or hearing.
10. Ensure fuel tank is full when possible.
11. Ensure you are familiar with the installation of snow chains, if applicable.
12. Monitor weather reports, road conditions.
13. Do not operate a cell phone while driving.
14. Refer to Working Alone procedure when driving in isolated areas.
15. Follow Journey Management Plan

*** For further information, see the appropriate current Alberta OH&S Act, Regulation and Code.**



SAFE WORK PRACTICES

GROUND DISTURBANCE

PURPOSE

To protect workers from injuries associated with excavating to expose evidence or planting new evidence that could result from striking an underground line/cable.

OVERVIEW

When it is necessary to find existing survey evidence or plant new monuments there is a chance of rupturing underground lines and cables, which could result in injury to the individual or the environment.

GUIDELINES:

1. Locate all lines and determine the probable depth of the lines to be crossed.
2. Sweep right-of-way using line locators for line alignment, where applicable.
3. Existing pipelines and/or cables must be exposed before commencing any mechanical excavation.
4. Conduct a thorough search of all documentation that might show location of underground lines.
5. Consult local landowners or agencies when in doubt.
6. If in doubt, do not begin excavating or plant new evidence.

*** For further information, see the appropriate current Alberta OH&S Act, Regulation and Code.**



SAFE WORK PRACTICES

FALL PROTECTION

PURPOSE

To protect workers from injuries associated by not utilizing proper fall arrest protection.

OVERVIEW

Fall Arrest Protection shall be utilized where there is or may be a danger to workers falling. NO person shall use fall protection devices until they have received adequate training.

GUIDELINES

The following guidelines should be followed when dealing with Fall Protection:

1. Be fully conversant with applicable fall protection systems.
2. Ensure you know capabilities of fall protection equipment.
3. Ensure barricades, ribbons, and signs identify restricted areas.
4. Ensure you understand the procedures for rescue of workers who may be unable to rescue themselves from an elevated work area.
5. Ensure you know your anchor points.
6. Utilize buddy system when necessary to avoid falling
7. If fall arrest protection is impractical, have alternate system in place to ensure safety.

*** For further information, see the appropriate current Alberta OH&S Act, Regulation and Code.**



SAFE WORK PRACTICES

USE OF FIRE EXTINGUISHERS

PURPOSE

To protect workers from injuries associated with improper use of fire extinguishers.

OVERVIEW

Portable fire extinguishers must be installed, inspected and maintained on a regular basis to ensure proper operation in an emergency.

GUIDELINES

Good housekeeping is essential in the prevention of fires. Fires can start anywhere and at any time. This is why it is important to know which fire extinguisher to use and how to use it.

Always keep fire extinguishers visible and easy to get at. Fire extinguishers have to be properly maintained to do the job. Where temperature is a factor, ensure that care is taken in selecting the right extinguisher.

Types of Fires

Class A: These fires consist of wood, paper, rags, rubbish and other ordinary combustible materials.

Recommended Extinguishers

Water from a hose, pump type water can, or pressurized extinguisher, and soda acid extinguishers.

Fighting the Fire

Soak the fire completely – even the smoking embers.

Class B: Flammable liquids, oil and grease

Recommended Extinguishers

ABC units, dry chemical, foam and carbon dioxide extinguishers.

Fighting the Fire

Start at the base of the fire and use a swinging motion from left to right, always keeping the fire in front of you.

Class C: Electrical equipment

Recommended Extinguishers

Carbon dioxide and dry chemical (ABC units) extinguishers.

Fighting the Fire

Use short bursts on the fire. When the electrical current is shut off on a Class C fire, it can become a Class A fire if the materials around the electrical fire are ignited.

Class D: Lithium batteries

Recommended Extinguishers

Sodium chloride and copper

Fighting the Fire

Start at the base of the fire and use a swinging motion from left to right, always keeping the fire in front of you.



SAFE WORK PRACTICES

FUELING EQUIPMENT

PURPOSE

To protect workers from injuries associated with the fueling of equipment.

OVERVIEW

Refueling of equipment is a daily task which may be hazardous if not done carefully.

GUIDELINES

1. Ensure you are in a ventilated area.
2. Ensure equipment is shut off prior to refueling.
3. Ensure there is no smoking or open flames in vicinity.
4. Avoid spillage on equipment or ground.
5. Ensure cell phones are off.
6. Wash off any fuel that gets on skin or clothing.
7. Do not breathe in fumes.
8. Portable tanks used for refueling skidoos, ATVS and small equipment shall meet CAN/CSA/ULC Standards.

* Where a product falls under “The Hazardous Products Act”, the conditions of WHMIS would apply.



SAFE WORK PRACTICES

HAZARD/TRAFFIC CONTROL SIGNAGE

PURPOSE

To protect workers from injuries associated with improper use of warning signs and improper traffic control.

OVERVIEW

Work sites should have appropriate and adequate signage to identify site hazards in place prior to the commencement of any work process. When working on or around roads proper traffic control should be in place.

GUIDELINES

1. Ensure signage is in good condition, clean, legible and suited to the purpose.
2. Ensure traffic control signage is of accepted standards.
3. Ensure signage is secured.
4. Ensure traffic control signage is covered when no activity is present.
5. If necessary, have flag-person in place.

*** For further information, see the appropriate current Alberta OH&S Act, Regulation and Code.**



SAFE WORK PRACTICES

MAINTENANCE AND REPAIR

1. Suspended machines, or heavy parts beneath which workers must work, shall be blocked.
2. Gasoline, carbon "tet" or solvents having a flash point less than 38 degrees Celsius (100 degrees F) shall not be used for cleaning purposes.
3. Repairs or adjustments shall not be made while equipment is in operation.
4. All guards shall be in place while equipment is in operation.
5. Engines shall not be turned over by means of fan belts or other belts.
6. Decks, platforms, steps, etc shall be kept free from oil, grease and loose tools.
7. Engines on equipment shall be stopped before fuelling.
8. Fuel trucks, lube units, and service vehicles shall be equipped with approved fire extinguishers.

* **Where a product falls under "the Hazardous Products Act", the conditions of WHMIS would apply.**



SAFE WORK PRACTICES

MANUAL LIFTING AND CARRYING

PURPOSE

To protect workers from injuries associated with material lifting and carrying.

OVERVIEW

Most lifting accidents and injuries are due to improper lifting methods. All manual lifting should be planned and safe lifting procedures followed.

GUIDELINES

1. Ensure that you know your physical limitations and the approximate weight of materials.
2. The use of power equipment or mechanical lifting devices should be considered and employed where practical.
3. Obtain assistance in lifting heavy objects.
4. Ensure a good grip before lifting and employ proper lifting technique.
5. Avoid reaching out.
6. Be aware of hazardous and unsafe conditions.

*** For further information, see the appropriate current Alberta OH&S Act, Regulation and Code.**



SAFE WORK PRACTICES

MONITORING FOR HYDROCARBON GASES

PURPOSE

To protect workers from injuries associated with escaping hydrocarbon gases.

OVERVIEW

Continuous monitoring for escaping hydrocarbon fluids (liquid or gas) is required when working near vessels or lines that are in service.

GUIDELINES

1. Ensure all monitors are in proper working condition as per manufacturer's specifications.
2. Check power supply, backup systems and batteries where applicable.
3. Consider wind, atmospheric conditions and sources of gas as well as other activities that could affect the work area when placing monitors.
4. —Ensure Respiratory Protection Equipment is available and serviceable, and that you are trained in proper use.
5. Check monitors on a regular basis

* For further information, see the appropriate current Alberta OH&S Act, Regulation and Code.



SAFE WORK PRACTICES

OFFICE SAFETY

PURPOSE

To protect workers from injuries associated with the office environment.

OVERVIEW

To ensure employees are aware of the potential and existing hazards in the office environment.

GUIDELINES

1. Ensure you are conversant with emergency evacuation.
2. Ensure that all electrical cords are in good condition and are not overloaded.
3. Ensure fans/space heaters are used to manufacturer's specifications.
4. Ensure floors and aisles are kept clear and not cluttered.
5. Ensure proper fire extinguishers are used and available, and inspected properly.
6. Use proper lifting techniques. When necessary use handcarts and trolleys.
7. Use handrails when walking up/down stairs.
8. Use proper office ergonomics to avoid long term musculoskeletal injuries.

* For further information, see the appropriate current Alberta OH&S Act, Regulation and Code.



SAFE WORK PRACTICES

POWER AND HAND TOOL USE

PURPOSE

To protect workers from injuries associated with the use of power and hand tools.

OVERVIEW

Power tools and hand tools are to be used and maintained in compliance with manufacturer's guidelines. Defective tools can cause serious and painful injuries. If a tool is defective in some way, **DON'T USE IT!**

GUIDELINES

1. Double check all tools prior to use.
2. Electrical tools must have 3 wire (grounding) cord and plug.
3. On/off switches must be functional and positioned so operator has access.
4. Accessories can only be used that are designed for use with the tools specified.
5. Cracked and/or splintered handles to be replaced.
6. Chisels, punches, screwdrivers, etc. to have tips properly dressed.
7. Tools to be used for designed purposes only.
8. Follow tools safe work procedure.
9. Faulty tools should be tagged out and repaired according to the Preventative Maintenance Policy.

*** For further information, see the appropriate current Alberta OH&S Act, Regulation and Code.**



SAFE WORK PRACTICES

POWER LINES

An employer must contact the power line operator before work is done or equipment is operated within 7.0 meters of an energized overhead power line

- a) to determine the voltage of the power line
- b) to establish the appropriate safe limit of approach distance listed in Schedule 4

An employer must notify the operator of an energized overhead power line before work is done or equipment is operated in the vicinity of the power line at distances less than the safe limit of approach distances listed in Schedule 4 and obtain the operator's assistance in protecting workers involved.

An employer must ensure that earth or other materials are not placed under or beside an overhead power line if doing so reduces the safe clearance to less than the safe limit of approach distances in Schedule 4.

The safe limit approach distances listed in Schedule 4 do not apply to a load, equipment or building that is transported under energized overhead power lines if the total height, including equipment transporting it, is less than 4.5 meters.

Schedule 4 – Operating voltage of overhead power line and the safe limit of approach distance for persons between conductors or equipment.

Risk Factor	Metres
0-750 V	300 mm (12 inches) insulated or polyethylene covered conductors
0-750 V	1.0 m (3 feet) Bare, uninsulated
Above 750 V	1.0 m (3 feet) Insulated conductors (1) (2)
750-40 KV	3.0 m (10 feet)
69 Kv, 72 Kv	3.5 m (11 feet)
138Kv, 144 Kv	4.0 m (13 feet)
230 Kv, 260 Kv	5.0 m (16 feet)
500 KV	7.0 m (23 feet)

- Note:**
- 1) Conductors must be insulated or covered throughout their entire length to comply with these groups.
 - c) Conductors must be manufactured to rated and tested insulation levels.



SAFE WORK PRACTICES

RESTRICTED WORK AREAS

PURPOSE

To protect workers from injuries associated with working in restricted areas.

OVERVIEW

A work area is designated as a "Restricted Area" where there is a danger of contact with energized electrical equipment or hazardous substance.

GUIDELINES

1. Establish and maintain clear exits.
2. Have safety and emergency breathing air apparatus available.
3. Place continuous gas monitors at strategic points.
4. Place fire extinguishers at strategic points.
5. Isolate system to be worked on.
6. Check for hydrocarbon leaks.
7. Ensure no alternate power sources.
8. Continually monitor area for changing conditions.

* For further information, see the appropriate current Alberta OH&S Act, Regulation and Code.



SAFE WORK PRACTICES

USE AND CARE OF RESPIRATORY EQUIPMENT

PURPOSE

To protect workers from injuries associated with the improper use and care of respiratory equipment.

OVERVIEW

When hazardous airborne contaminants or an oxygen deficient atmosphere exists, proper respiratory equipment must be utilized.

GUIDELINES

1. Ensure you are fully trained on respiratory equipment.
2. Ensure you are conversant with safe work procedures and/or site-specific procedures.
3. Inspect before and after each use.
4. Utilize "buddy" system.
5. Ensure work masks are cleaned and disinfected after each use.
6. Ensure equipment is stored properly.

* For further information, see the appropriate current Alberta OH&S Act, Regulation and Code.



SAFE WORK PRACTICES

STAKING LINE IN BUSH

PURPOSE

To protect workers from injuries associated with staking survey lines through bush.

OVERVIEW

Surveying in bush often involves the clearing of trees and bush and flagging the survey line. There are many hazards associated with working in bush.

GUIDELINES

1. Watch your footing; beware of slips/trips/falls when walking in bush.
2. Avoid stepping on logs and fallen brush.
3. Be careful when walking on snow covered ground.
4. Be careful when walking across watercourses.
5. Watch for protruding branches and other objects.
6. Be aware of fallen or leaning trees.
7. Be aware and prepared for wildlife encounters.
8. Ensure you stay properly hydrated.

* For further information, see the appropriate current Alberta OH&S Act, Regulation and Code.



SAFE WORK PRACTICES

TOWING/WINCHING

PURPOSE

To protect workers from injuries associated with towing operations.

OVERVIEW

Towing vehicles or equipment requires proper training and tools.

GUIDELINES

1. Ensure warning devices are in place
2. Ensure you are conversant with proper hand signals
3. DO not stand between vehicles
4. Ensure equipment is in good condition
5. Wear proper PPE (high visibility vests, gloves, etc.)
6. Follow appropriate hooking and load securing practices.
7. Watch pinch points.

* For further information, see the appropriate current Alberta OH&S Act, Regulation and Code.



SAFE WORK PRACTICES

TRANSPORTATION OF DANGEROUS GOODS

PURPOSE

To protect workers and the public from injuries/accidents associated with the transportation of dangerous goods.

OVERVIEW

Transportation of dangerous goods presents risks to worker, the public and the environment. All workers that will be involved in the transportation of dangerous goods should be trained in the proper techniques.

GUIDELINES

1. Each vehicle shall be inspected daily by the driver. Any defect shall be reported immediately to the driver's supervisor or the person in charge of equipment maintenance. Any hazardous defects shall be repaired before equipment is put into use.
2. Flammable material shall not be transported within the crew compartment of a vehicle used to transport workers.
3. All loads should be secured, regardless of size.
4. Dangerous goods should be labeled according to both TDG and WHMIS specifications.
5. Ensure the appropriate ERP is in place including emergency TDG numbers.

*** For further information, see the appropriate current Alberta OH&S Act, Regulation and Code.**



SAFE WORK PRACTICES

TRANSPORTATION OF EQUIPMENT AND MATERIALS

General

1. Each vehicle shall be inspected daily by the driver. Any defect shall be reported immediately to the driver's supervisor or the person in charge of equipment maintenance. Any hazardous defects shall be repaired before equipment is put into use.
2. Flammable material shall not be transported within the crew compartment of a vehicle used to transport workers.
3. No personnel shall be allowed on the bed of a truck during winching operations.
4. Secure all loads regardless of size

*** For further information, see the appropriate current Alberta OH&S Act, Regulation and Code.**



SAFE WORK PRACTICES

WORKING ON HILLS AND SLOPES

PURPOSE

To protect workers from injuries associated with working in hills and on slopes.

OVERVIEW

Working on hills and on slopes is an integral part of surveying. There are many risks associated with working on slopes that must be accounted for prior to starting a job.

GUIDELINES

1. Ensure you are acquainted with ERP.
2. Ensure warning signs/devices are in place.
3. Ensure you are familiar with restraining devices and rigging.
4. Ensure you are familiar with the use of anchors, bridals and winches

*** For further information, see the appropriate current Alberta OH&S Act, Regulation and Code.**



3.a.4 ALL-CAN SAFE WORK PRACTICES REVIEW

SAFE WORK PRACTICES	Development		Review	
	Date	By Whom	Date	By Whom
All-Terrain Vehicle Usage	06/01/2010			
Bear and Wildlife Awareness	06/01/2010			
Cell-Phone Usage	06/01/2010			
Chainsaw Usage	06/01/2010			
Clearing Survey Lines and R/W's	06/01/2010			
Defective Tools	03/23/04			
Driving	06/01/2010			
Driving (Winter)	06/01/2010			
Ground Disturbance	03/23/04			
Fall Protection	06/01/2010			
Fire Extinguishers	03/23/04			
Fuelling Equipment	03/23/04			
Hazard and Traffic Control Signage	06/01/2010			
Maintenance and Repair	03/23/04			
Manual Lifting and Carrying	03/23/04			
Monitoring for Hydrocarbon Gases	06/01/2010			
Office Safety	06/01/2010			
Power and Hand Tool Use	06/01/2010			
Power Lines	03/23/04			
Restricted Work Areas	06/01/2010			
Respiratory Equipment	03/23/04			
Staking Line in Bush	03/23/04			
Towing/Winching	06/01/2010			
Transportation of Dangerous Goods	06/01/2010			
Transportation of Equipment and Materials	03/23/04			
Working on Hills and Slopes	06/01/2010			

SITE	GRADE	SHIFT	QTY	Total cost (R) to ATNS including VAT (including salaries and overheads) Year 1	Total cost (R) to ATNS including VAT (including estimated PSIRA increases, salaries, and overheads) Year 2	Total cost (R) to ATNS including estimated VAT (including estimated PSIRA increases, salaries and overheads) Year 3	Total cost (R) to ATNS including VAT (including estimated PSIRA increases salaries and overheads) Year 4	Total cost (R) to ATNS including VAT (including estimated PSIRA increases salaries and overheads) Year 5
ATNS HEAD OFFICE-BRUMA	GRADE C - Day		02					
	UNARMED							
	GRADE C - Night		02					
	UNARMED							
	24 HRS ARMED RESPONSE		01					
	GRADE C - Day		02					
	UNARMED							
ATA -TRAINING ACADEMY BONERO PARK	GRADE C - Night		02					
	UNARMED							
	24 HRS ARMED RESPONSE		1					
	Guard hut		01					
	GRADE C - Day		02					
	UNARMED							
VHF PILANESBURG	GRADE C - Night		02					
	UNARMED							
	24 HRS ARMED RESPONSE		01					
	Toilet (Cleared twice per week)		01					
	Guardhut		01					
	GRADE C - Day		02					
	UNARMED							
VHF MAFIKENG NDB AND VOR	GRADE C - Night		04					
	UNARMED							
	24 HRS ARMED RESPONSE		01					
	Toilet (Cleared twice per week)		02					

SITE	GRADE	SHIFT	QTY	Total cost (R) to ATNS including VAT (including salaries and overheads) Year 1	Total cost (R) to ATNS including VAT (including estimated PSIRA increases, salaries, and overheads) Year 2	Total cost (R) to ATNS including VAT (including estimated PSIRA increases, salaries and overheads) Year 3	Total cost (R) to ATNS including VAT (including estimated PSIRA increases salaries and overheads) Year 4	Total cost (R) to ATNS including VAT (including estimated PSIRA increases salaries and overheads) Year 5
VORHEIDELBURG	Guardhut		02					
	GRADE C - Day	Day	01					
VORHEIDELBURG	UNARMED							
	GRADE C - Night	Night	02					
	UNARMED							
	24 HRS ARMED RESPONSE		01					
TRANSmitters HF - ISANDO	GRADE C - Day	Day	02					
	UNARMED							
TRANSmitters HF - DELMAS	GRADE C - Night	Night	02					
	UNARMED							
BABFONTEIN MAIN AND PUMP	24 HRS ARMED RESPONSE		01					
	GRADE C - Day	Day	03					
	UNARMED							
	GRADE C - Night	Night	04					
	UNARMED							
	24 HRS ARMED RESPONSE		01					
	Toilet (Cleaned twice per week)		01					
	Guardhut		01					
	GRADE C - Day	Day	02					
	UNARMED							

SITE	GRADE	SHIFT	QTY	Total cost (R) to ATNS including VAT (including salaries and overheads) Year 1	Total cost (R) to ATNS including VAT (including estimated PSIRA increases, salaries, and overheads) Year 2	Total cost (R) to ATNS including VAT (including estimated PSIRA increases, salaries and overheads) Year 3	Total cost (R) to ATNS including VAT (including estimated PSIRA increases salaries and overheads) Year 4	Total cost (R) to ATNS including VAT (including estimated PSIRA increases salaries and overheads) Year 5
WITBANK	GRADE C - Night		02					
	UNARMED							
WITBANK	24 HRS ARMED RESPONSE		01					
	Toilet (Cleared twice a week)		01					
GRASMEERE	GRADE C - Day		01					
	UNARMED							
POLOKWANE TOWER	GRADE C - Night		02					
	UNARMED							
POLOKWANE TOWER	24 HRS ARMED RESPONSE		01					
	Toilet (Cleared twice per week)		01					
KRUGER RADAR	Guardhut		01					
	GRADE C - Day		01					
KRUGER RADAR	UNARMED							
	GRADE C - Night		01					
KRUGER RADAR	UNARMED							
	24 HRS ARMED RESPONSE		01					
KRUGER RADAR	Toilet (Cleared twice a week)		01					
	Guardhut		01					
JSS BAND 2 RADAR	GRADE C - Day		01					
	UNARMED							

SITE	GRADE	SHIFT	QTY	Total cost (R) to ATNS including VAT (including salaries and overheads) Year 1	Total cost (R) to ATNS including VAT (including estimated PSIRA increases, salaries, and overheads) Year 2	Total cost (R) to ATNS including VAT (including estimated PSIRA increases, salaries and overheads) Year 3	Total cost (R) to ATNS including VAT (including estimated PSIRA increases salaries and overheads) Year 4	Total cost (R) to ATNS including VAT (including estimated PSIRA increases salaries and overheads) Year 5
	GRADE C - Night		02					
	UNARMED							
	24 HRS ARMED RESPONSE		01					
	Toilet (Cleaned twice a week)		01					
	Guardhut		01					
	Total per year							
	Grand total cost (R) for five years (Total Year 1 + Total year 2+ Total year 3+ Total year 4+ Total year 5) including VAT (including salaries and overheads)							
	VAT @ 15%							

SITE	GRADE	SHIFT	QTY	Total cost (R) to ATNS	Total cost (R) to ATNS	Total cost (R) to ATNS	Total cost (R) to ATNS	Total cost (R) to ATNS
				Including VAT (including salaries and overheads) Year 1	Including VAT (including estimated PSIRA increases, salaries, and overheads) Year 2	Including VAT (including estimated PSIRA increases, salaries and overheads) Year 3	Including VAT (including estimated PSIRA increases salaries and overheads) Year 4	Including VAT (including estimated PSIRA increases salaries and overheads) Year 5
Bluff Radar	GRADE C - Day		02					
	UNARMED							
	GRADE C - Night		02					
	UNARMED DOG HANDLER							
	DOG	Night	01					
	(K9)							
	24 HRS ARMED RESPONSE		01					
	Toilet (Cleaned twice per week)		01					
	Guard hut		01					
	GRADE C - Day		00					
Port St Johns VOR	UNARMED							
	GRADE C - Night		00					
	UNARMED							
	24 HRS ARMED RESPONSE		01					
	GRADE C - Day		01					
	UNARMED							
Richard's bay VOR	GRADE C - Night		02					
	UNARMED							
	24 HRS ARMED RESPONSE		01					
Total per year								

SITE	GRADE	SHIFT	QTY	Total cost (R) to ATNS Including VAT (including salaries and overheads) Year 1	Total cost (R) to ATNS Including VAT (including estimated PSIRA increases, salaries, and overheads) Year 2	Total cost (R) to ATNS Including VAT (including estimated PSIRA increases, salaries and overheads) Year 3	Total cost (R) to ATNS Including VAT (including estimated PSIRA increases salaries and overheads) Year 4	Total cost (R) to ATNS Including VAT (including estimated PSIRA increases salaries and overheads) Year 5
Grand total cost (R) for five years (Total Year 1 + Total year 2+ Total year 3+ Total year 4+ Total year 5) Including VAT (including salaries and overheads)								
VAT @ 15%								

OCCUPATIONAL HEALTH AND SAFETY



TIKEDI
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COMMERCIAL CLEANING

HEALTH & SAFETY PLAN

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Introduction

This document sets out the Health & Safety policy of Spotless Commercial Cleaning Ltd in relation to its delivery of commercial cleaning services & cleaning related services.

This document sets a base level of Health & Safety awareness, and outlines a commitment by Spotless to effectively manage, develop and improve the overall health and safety knowledge & standards embedded in the delivery of its services.

PART1 – General Statement of Policy

- 1.1 The Company acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, of sub-contractors working on its behalf and all others affected by their activities, including our client's employees and the general public.
- 1.2 The Company recognises and accepts the general duties imposed upon the company as an employer under the Health and Safety at Work Act and subsequent health and safety regulations appertaining to its operation.
- 1.3 As Chairman I remain committed to continuing to improve the following aspects of Health & Safety within our organisation:
 - Utilise our Vision and Values to guide and assist Spotless in creating a robust and enduring Health & Safety management approach to service delivery
 - Ensure there is a high level of engagement with all colleagues on Health & Safety management that will assist in its ongoing development
 - Add value to our client base by supporting their own health & Safety responsibilities
 - Ensure safe methods and systems of work are in place and regularly reviewed
 - To ensure any equipment used in the delivery of service is well maintained and fit for purpose
 - To ensure all our colleagues are issued with appropriate Personal Protective Equipment relevant to their working tasks
- 1.4 The company will carry out a regular review of this policy to ensure that standards of health and safety are maintained and enhanced.

Signed:

Date:

Name: Tikedi Maloa

Position: Director



PART 2 – Organisation and Responsibilities

2.1 Chairman

The Chairman is responsible for setting the overall Health & Safety Policy statement and also responsible for the associated Health & Safety sub policies of the company. In particular the following falls within this remit:

- Ensure suitable systems and procedures are in place to record, monitor and improve the overall Health & Safety within the company
- Effective Communication of the Health & Safety Policy to Company Heads, Managers and all employees of the company

2.2 Directors

The Directors are responsible for the delivery of the Health & Safety Policy statement, sub policy statements and collation of relevant data required to effectively managed and enhance the overall Health & Safety within Spotless. In particular the following falls within this remit:

- Ensure suitable financial investment is made for adhering to the Health & Safety obligations of the company
- To promote an effective and compliant Health & Safety culture throughout the organisation, primarily by using the Spotless Vision and Values
- Responsible for overseeing the production of an Annual Health & Safety Plan and the setting of Health & Safety objectives for the financial year

2.3 Company Head

The Company Head(s) have overall responsibility for administrating and delivering the various Health & Safety policies of the company and will:

- Actively promote at all levels the company's commitment to effective health and safety management through the company Vision and Values and the SPOT plan
- Provide appropriate information, training and instruction to managers and employees
- Ensure work is planned to take into account health & safety issues and legislative obligations
- Monitor and assess any relevant risks to health & safety
- Understand the company policy for health & safety and ensure it is readily available for managers and employees
- To assist in the promotion an effective and compliant Health & Safety culture throughout the organisation
- Collating and reporting any accidents reportable under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR) 2013
- Responsible for helping implement the annual Health & Safety plan (outlined by the MD in 2.2 above) and working towards meeting the objectives set



2.3 a **Managers**

- Actively promote with your colleagues the company's commitment to effective health and safety management through the company Vision and Values and the SPOT plan
- The Managers are responsible for assisting the Company Heads with the delivery of the Health & Safety policies and procedures to all employees
- The Managers are responsible for the day-to-day monitoring of Health and Safety amongst the staff and reporting issues and problems through the Spotless App
- The Managers are responsible for assisting in implementing the annual Health & Safety plan and meeting the various Health & Safety objectives set.
- Managers will ensure that all staff are made aware of and trained on the contents of the Employee Guide and understand them and any other Health & Safety information (in particular COSHH and RAMS).

2.4 **Health and Safety Advisor**

Named person responsible for H & S: Alan Laing

Experience / qualifications of above person: NEBOSH, Chartered Member of IOSH, University of Aston Diploma

The Health and Safety Advisor will undertake and be responsible for:

- Advising the Managing Director of Spotless Commercial Cleaning Ltd on the relevant Health & Safety Policies, practises and procedures which should be adopted by the company, to include relevant Risk Assessments and Method Statements
- Assisting in the implementation of the various Health & Safety Policies
- Monitoring the implementation of the health and safety policy throughout the company and reviewing its appropriateness by regular safety audits/inspections carried out in various workplace
- Assisting where required on investigating accidents and implementing associated corrective action
- Reviewing health and safety legislation and recommending/ implementing any new requirements pertaining to the company's undertaking
- Liaising with managers, employees, sub-contractors and specialists as and when appropriate
- Delivering relevant Health & Safety training workshops to Company Heads and Managers as appropriate

2.5 **Helpdesk/Admin**

Helpdesk is responsible for collating data from the Spotless App and completing the spreadsheets on accidents and near misses.

Admin staff are to ensure that all Health & Safety alerts are followed up, closed off and suitable training has been delivered around them where required.

2.5 **Employees**

Section 7 of the Health and Safety at Work Act 1974 states the following:

It shall be the duty of every employee while at work –

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- (a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- (b) as regards any duty or requirements imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

In order for all employees to comply with their legal duties, they will undertake and be responsible for:

- Reading and understanding the Company's health and safety policy and carry out their work safely and in accordance with its requirements.
- Ensuring that all protective equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with this health and safety policy.
- Reporting any defects to work equipment immediately to the Site Supervisor or Manager.
- Reporting any accidents, incidents, ill health or near misses however minor to the Site Supervisor or Manager.
- Using the correct tools and equipment for the job in hand and in accordance with training and instructions.
- Co-operating with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents.

In addition, as and when "job chats" with managers occur, an employee should highlight any issue with skin irritations or breathing issues and confirm understanding of PPE requirements, FVI protocol, COSHH & RAMS and Working at Heights policy.

Part 3 – Arrangements and General Policy Statements

3.1 Communication

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate with all employees on the following issues:

- The content of this policy and the SPOT (Safety, Profitability, Outstanding Quality and Training) Plan
- Any rules specific to a site or job.
- Changes in legislation or working best practice.
- The planning of Health & Safety training.
- The introduction or alteration of new work equipment or technology.
- Annual H&S Conference

This communication and consultation will take place directly with the employees via induction, regular training sessions, newsletters and a highlighted version of the Health & Safety Policy.

3.2 Training

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:



- Induction training for new employees (Health and Safety awareness, company procedures and values etc).
- The introduction or modification of new / existing machinery or technology.
- A change in employee position / work activity or responsibility.
- On going re-enforcement of the Health & Safety policies of the company

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by the company will be formally recorded via the Spotless App.

3.3 Risk Assessments and Method Statements

Spotless will prepare written risk assessments for all reasonably foreseeable risks that may affect Spotless staff and others who may be affected by the company's activities. Managers are trained to identify new hazards on Client sites and seek advice and support if unable to control risks.

Risk Assessments (particularly COSHH Assessments – see Use of Chemicals Policy) will be used to determine the appropriate control measures for hazards, and to ensure that appropriate information, instruction, training and supervision is available to allow Spotless staff to carry out their jobs as safely as possible, and without risks to their health. Training will be given to allow managers to undertake risk assessments on behalf of the company.

3.4 Method Statements

Data from risk assessments will be incorporated into Spotless's recommended methods of working for all tasks such that work will be undertaken in accordance with a safe system of work. The RAMS forms combine both the risk assessment and method statements required for each task.

3.5 Co-operation with Clients

Employees will always familiarise themselves with client procedures when attending site, in particular general site access, security, emergency procedures and high risk work activities including permit to work systems. Clients site procedures and specific instructions will be followed at all times.

3.6 Welfare Facilities

Wherever possible arrangements will be made with the Client and/or Principal Contractor for the use of Welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:

- Toilet / washing facilities accessible on site.
- Eating / rest facilities accessible on site.
- Storage for cleaning equipment and PPE

3.7 Work Equipment

The procurement and use of all work equipment (including Electrical equipment) used by

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Spotless staff as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (PUWER).

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Before new equipment is introduced into the working environment, an assessment will be made by the Company Head or Manager in order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training.

Employees will respect all work equipment and be self responsible in the way they use it which will minimise a specific risk.

3.8 Electrical Equipment

Spotless recognise that working with mains-powered electrical equipment may pose a risk of harm to its staff. Spotless recognise the requirements of the Provision and Use of Equipment Regulations 1998 and the Electricity at Work Regulations and will provide and maintain electrical equipment that is suitable for purpose at all times.

Electrical equipment will be procured that is strong enough, of good construction and durability and quality to take into account the foreseeable use and conditions that it might encounter whilst in use by Spotless staff.

Spotless staff will carry out user checks on all items of electrical equipment prior to each use of that equipment. Cleaning staff will be trained to carry out these basic checks for condition of plugs, cables and equipment and this training will be refreshed as appropriate.

Spotless's Service Managers will undertake a Formal Visual Inspection (FVI) of all items of electrical equipment used by Spotless staff once per month, and record the results of these FVIs on the iPad App and on the equipment. Managers will receive appropriate training to allow them to undertake these checks with the required level of competency. In addition, all cleaning colleagues are encouraged to carry out a FVI prior to use of electrical equipment.

Where electrical equipment is used with liquids such as water or detergents, or is used in environments where water or other liquids may be encountered, that equipment will be subject to an annual check using specialist equipment to ensure that the earth continuity, and other safety features of the equipment, are in good condition and fit for purpose. A person competent in the use of the test equipment will be employed to undertake this work.

It is Spotless's express policy that any member of staff who feels a piece of electrical equipment is not fit for purpose for any reason may refuse to use that equipment, take it out of use and contact their service manager as soon as possible. Spotless will replace that piece of equipment until it is checked and deemed fit for use by a competent person.

All items of electrical equipment belonging to Spotless will be identified by either a sticker recording the regular FVIs and/or detailed test, whichever applies.

All wet based equipment, in addition the FVI will be PAT tested annually. In addition, all cleaning colleagues are expected to carry out a FVI prior to use of electrical equipment.

3.9 Personal Protective Equipment (PPE)

Appropriate personal protective equipment, based on a risk assessment of each



task/substance as appropriate, will be issued to employees as and when necessary for work activities.



Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue, and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file. This will be maintained locally by the Company Head.

Employees have a legal duty to wear PPE as specified by company policy, in relevant site rules, risk assessments and methods statements. Any defects or malfunction of PPE must be reported to the Manager or Company Head.

3.10 Hazardous Substances

The risks associated with hazardous substances are assessed for all work activities.

Spotless has a policy, aligned with its ISO 14000 accreditation, of using cleaning substances that are as harmless to individuals and the environment as possible. A group of eight substances are used from the Delphis Eco product range. These have been COSHH-assessed, and COSHH assessment sheets distributed to all client sites.

An inventory of all substances and materials hazardous to health is used is kept on the S:Drive and any member of staff can gain access to this.

Any new products that are required for use should have a COSHH assessment completed and saved in the company S Drive for review by the MD before use may commence.

Colleagues with any skin or breathing issues are encouraged to report this to their manager immediately so that these conditions can be assessed.

3.11 First Aid

Spotless endeavours to provide a level of First Aid protection to staff wherever this is possible. In the majority of Client sites, agreement has been reached that the Client's First Aid box is available to Spotless staff as needed. Where no agreement has been reached, or where staff are cleaning common areas of buildings only, Spotless will provide a Spotless staff First Aid box. A First Aid box is also provided to any person driving a vehicle on behalf of Spotless.

Basic training will be given to all staff on the contents of the First Aid box at their location, and on what actions to take should an incident requiring First Aid take place.

Where appropriate, body fluid containment kits and sharps kits are also issued to Spotless Service Manager.

3.12 Accident Reporting

All accidents will be reported to the Line Manager and captured via the Spotless App so that appropriate review and modification to working practises and surrounding environment can be made.

Certain accidents are reportable to the HSE's Incident Contact Centre. It is the responsibility of the Spotless Helpdesk to lodge such an event.

- Any work-related injury that leads to an employee being unable to do their normal job of work (absent or otherwise) for 7 days or more, not including the first day of injury.
- Fracture other than to fingers, thumbs or toes.
- Amputation;
- Dislocation of the shoulder, hip, knee or spine;
- Loss of sight (temporary or permanent);
- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.
- Death
- Certain illnesses, eg occupational dermatitis or occupational asthma, as diagnosed by a GP, must also be reported to HSE.

3.13 Manual Handling

Spotless has a policy of discouraging significant Manual Handling where ever possible. Staff receives basic training in Manual Handling techniques and the use of relevant equipment and aids. Whenever possible, when moving heavy equipment from floor to floor within a building a lift should be used. All staff moving equipment must be trained on RAMS39- Manual Handling.

3.14 Fire Safety & Emergency Procedures

It is the Company's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with the Company's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Managers and where applicable Site Supervisors are responsible for keeping their operating area safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

The person in Spotless offices with responsibility for the maintenance and testing of fire alarms and fire fighting equipment is the Company Head.

Spotless managers should make best endeavours to make sure that all fire exits on clients sites are free from hazards and are freely accessible for use at all times.

3.15 Sub-Contractors and Suppliers

Spotless may engage sub-contracting companies to undertake specialist activities, the Sub-contractors Questionnaire must be completed prior to any engagement with a new contractor or supplier. This form is to be completed annually.

Contractors are monitored, where possible, by Spotless's Service Managers and any discrepancies between declared risk assessment/method statements and observed activities



dealt with.

3.16 Public Safety

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The safety of members of the public and other contractors is considered at all times whilst on site. Any work area that could place others at risk due to the Company's activities will be closed off by appropriate means (e.g. safety signage, bollards, tape, hoarding) in order to restrict access.

3.17 Lone Working

Spotless will, through the iPad Health and Safety audit, identify any work situations where staff are considered to be Lone Working. Lone Working situations are deemed to be those where staff will work on client premises when there is no other person on that site, nor likely to be on that site for a significant period of time after the Spotless member of staff is scheduled to leave that site.

A system is in place where all staff are given a "buddy card" with details of the Service Manager on it. The staff member hands this to the next person they are likely to see after completing work with Spotless. This person is informed to make contact with Spotless if the person is 2 hours late.

Spotless will strive at all times to have an out-of-hours contact name and telephone number and spare keys for each of its sites to allow timely entry to premises where Lone Workers may have become incapacitated. However, it is recognised that this may not be possible in all situations.

3.18 Work at Height

It is Spotless's express policy that all cleaning work undertaken by standard cleaning staff will be conducted with their feet firmly on ground level. Activity from any height above ground level is not permitted.

Spotless employs "Specials Teams" who are trained to use low level equipment for gaining access to higher levels – eg 3-step "librarian-type" steps, which are fitted with an integral handrail. On rare occasions, ladders or a scaffold platform (purchased and held by Spotless) may be used, but only by selected members of staff who have received specific training to erect and use the equipment (RAM 37)

3.19 Display Screen Equipment

All users and computer workstations in Spotless offices will receive a DSE assessment based on the DSE Assessment Checklist held in the SDrive. All new starters in Spotless offices will receive this assessment within their first week of employment.

Persons who feel they need an eye test for DSE work (this includes laptop and iPad users) will be encouraged to attend at an opticians. Anyone requiring visual correction to work with DSE will be entitled to a contribution to the cost of appropriate eyewear. This sum will be paid on receipt of a written recommendation from a practising Optician.

3.20 Other Important Health & Safety Information

All Health and Safety queries may be made to the Helpdesk on 0845 112 2322, or at tikedi@tikediholdings.co.za

MATERIAL DATA SHEET



MATERIAL SAFETY DATA SHEET

1 PRODUCT AND COMPANY IDENTIFICATION

Product Name:	TIKEDI HOLDINGS (Pty) Ltd
Product Description:	TIKEDI Hygiene hard surface cleaner
Manufacturer/Supplier	Tikedi Hygiene Products 35 Pony Street, Tygervallie Office Park, Silverlakes
Postal Address:	P.O.Box 1604, Louis Trichardt, 0920
Telephone:	012 804 1570/0712833558
Facsimile:	086 552 1772

2 COMPOSITION/INFORMATION ON INGREDIENTS

Hazardous components	Ammonia (7664-41-7)
Chemical name:	Formulated product
EEC Classification:	Irritant (Xi)
R Phrases:	R36 Irritating to the eyes R37 Irritating to respiratory system R38 Irritating to skin

3 HAZARDS IDENTIFICATION

Main hazard	Irritant
Inhalation	Slight irritant
Skin:	Irritant, prolonged exposure will result in defatting of skin.
Eye	Irritant ,Burning
Ingestion:	Nausea, vomiting.

4 FIRST AID MEASURES

Inhalation:	Remove patient to fresh air
Eye contact:	Flush with running water for at least 15 min.

If discomfort persists ,seek medical advice

Skin:
Ingestion:

Rinse affected area with water.
Rinse mouth with water, allow patient to drink as much water as possible, seek medical advice.

5 FIRE FIGHTING MEASURES

Extinguishing media:

Product is not flammable, if surrounded by fire, use CO₂, dry powder, foam or water.

Special hazard:
Protective clothing:

None known to Prime Cleaning Suppliers.
It is advisable to use a self contained breathing apparatus when fighting a fire.

6 ACCIDENTAL RELEASE MEASURES

Personal precautions:
Environmental precautions:
Large spill

Avoid prolonged skin contact, rinse with water.
Do not discharge large quantities into storm water drain.,
Contain spill and absorb with sand or other inert material.
Dispose according to local municipal regulations.
Flush with water.

Small spill.

7 HANDLING AND STORAGE

Handling

Normal handling of detergents, minimise personal exposure.

Prevention of user exposure:
Storage:

Store in a cool dry place, away from children and uninformed persons.

8 EXPOSURE CONTROLS/PERSONAL PROTECTION

Hand protection:

Workers should have access to a wash fountain.
Use neoprene gloves

9 PHYSICAL AND CHEMICAL PROPERTIES

Appearance
pH

White opaque cream
10.00 - 11.00

Density 1.01
Odour: Chem-Straat

10 STABILITY AND REACTIVITY

Stability: Stable under normal conditions.
Hazardous decomposition: None known to TIKEDI Hygiene Products & Chem-Straat.
Conditions to avoid: Strong acids.

11 TOXOLOGICAL INFORMATION

Acute toxicity: Acute oral: LD50: 350mg/kg, rat
(based on ammonia) Acute inhalation: LCLo: 7000ppm, 1hour, rabbit.
Carcinogenicity: No evidence
Mutagenicity: No evidence
Tetratogenicity: No evidence

12 ECOLOGICAL INFORMATION

Biodegradability: This product is expected to bio degrade
Bioaccumulation: Not expected to bio accumulate

13 DISPOSAL CONSIDERATIONS

Waste disposal: Dispose according to local municipal regulations.

14 TRANSPORT REGULATIONS

ADR/RID class Class9: Irritant liquid
Marine pollutant: No
IMO/IMDG Classification IMDG Class 9 Irritant liquid
IATA classification: Class 9 Irritant liquid.

15 REGULATORY INFORMATION

EC Classification: Irritant (Xi)
EC Risk phrases: R36/37/38
EC Safety Phrases: S24/25

16 ADDITIONAL INFORMATION

The information contained herein is based on our current knowledge and experience at this time and summarises to the best of our knowledge the health & safety & hazardous information relating to the product

The data is intended only as a guide for the handling and safety of the product.

We do not assume any liability for the consequences of the use of this product, since it is applied under conditions beyond our control and with which we may be unfamiliar.

Final determination of the suitability of use of the product for any particular purpose is the sole responsibility of the user.

Although certain hazards are mentioned , we cannot guarantee that these are the only hazards that exist. We believe the product will perform the task for which it is intended , but do not in any way guarantee it will do so as conditions of actual use are beyond our control, under no circumstances shall we or our agents be liable for any consequential loss arising from its use.

 0712833558
 0865521772
 tikediholdings.co.za
 tikediholdings.co.za



RISK ASSESMENT PLAN



TIKEDI
HYGIENE SERVICES
EXPERIENCE THE DIFFERENCE

RISK ASSESSMENT FOR: CLEANING	
Establishment:	Assessment by:
1st Review Date Due :	Manager Approval:
	Date:
	Date:

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures Y/N/NA	
				In Place	Adequate
General lifting and carrying	Caretaker Colleagues Pupils Visitors	Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> Specific Manual handling assessment carried out for all one off tasks presenting significant risk / for individuals with medical conditions etc. Training given in correct lifting techniques. Manual handling minimised as far as possible, broken down into smaller loads / assistance sought. Appropriate footwear worn Mechanical lifting aids available (trolleys etc.) Good housekeeping and workplace layout. Heavy items stored at waist level. Good housekeeping to be maintained Floor surfaces unobstructed and slip free 		
Cleaning using equipment	Caretaker Colleagues Children Visitors	Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> Manual Handling Assessment carried out for use of floor buffer etc. Training given in correct procedure for use of such equipment Any specific training / instruction requirements identified 		

<p>Use of electrical equipment</p>	<p>Caretaker Colleagues Children Visitors</p>	<p>Electrical shock Burns Fire Power leads present a tripping hazard (Cuts / abrasions, muscular skeletal and other physical injuries)</p>	<ul style="list-style-type: none"> • Pre-use check conducted by users • Electrical equipment subject to regular safety inspection and test ('PAT testing') • Trailing leads kept to a minimum. Use extension leads and adaptors only where necessary. • Use nearest available socket to reduce need for extension leads • Mains powered portable equipment to be protected by RCD in higher risk situations, e.g., equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed. • System for reporting faults and taking equipment out of service in place 		
<p>Use of cleaning chemicals / detergents</p>	<p>Cleaning staff Colleagues Children Visitors</p>	<p>Irritation / harm to eyes, nose and upper respiratory tract Skin sensitisation / disorders</p>	<ul style="list-style-type: none"> • Less hazardous chemicals used wherever possible. • Material Safety Data Sheet for substances obtained from supplier and guidance followed. • COSHH Assessment completed for all hazardous chemicals and control measures implemented. • Appropriate Personal Protective Equipment (eg. gloves, goggles etc.) provided and worn where identified in COSHH assessment. • Chemicals stored appropriately and access restricted when in use. Activities undertaken outside of school hours where possible. • Immediate cleaning up of any spillage • All containers clearly labelled • Always read the labels before using Harmful Substances. 		

<p>Exposure to communicable diseases</p>	<p>Cleaning staff Colleagues Children Visitors</p>	<p>Disease/infections</p>	<ul style="list-style-type: none"> • Potential hazardous waste e.g. vomit / bodily fluids must be disposed of correctly and surfaces properly disinfected. • Disposable gloves and aprons used for all activities that may result in contamination of clothing with blood, body fluids or faeces. • Such PPE is double bagged and disposed of appropriately after a single use. • Waste collections for clinical waste • Adequate provision for hand washing (soap hot water) readily available. • All wounds on exposed skin are suitably covered. 	
<p>Slips trips and falls</p>	<p>Cleaning staff Colleagues Children Visitors</p>	<p>Cuts / abrasions, muscular skeletal and other physical injuries</p>	<ul style="list-style-type: none"> • All spillages to be dealt with immediately. • Wet floor signs to be used when appropriate • Dry mop floors after cleaning up initial spillage. • Appropriate footwear worn • Pupils, visitors etc to be kept away from spill area during cleaning. • Adequate external lighting during working hours 	
<p>Lone working – working in school alone in isolated locations</p>	<p>Caretaker Colleagues Children Visitors</p>	<p>Accident / injury, Physical assault, delayed assistance in emergency Cuts / abrasions, muscular skeletal and other physical injuries</p>	<ul style="list-style-type: none"> • Ensure there is adequate lighting. If possible follow different procedure daily. • On site security system, controlled access to building e.g. through coded doors etc. • Challenging unknown visitors where safe to do so. • Mobile phone carried • Reduce time spent working alone so far as is reasonably practicable. • Notify manager of start time and when finished. Only agreed risk tasks to be undertaken, Avoid high risk activities (e.g. working at height); 	

Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating
DATE OF REVIEW: <i>Record actual date of review</i>	COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>			
DATE OF REVIEW:	COMMENTS:			
DATE OF REVIEW:	COMMENTS:			

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.

COMPANY EXPERIENCE

REFERENCE LETTERS



GAUTENG PROVINCE

INFRASTRUCTURE DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

30 April 2019

Enquiries: Mr Luyolo cumbe

Tell: 011 898 8000

Email: luyolo.cumbe@gpg.gov.za

APPOINTMENT OF CLEANING SERVICES AT OR TAMBO HOSPITAL BUILDING BY TIKEDI HOLDINGS (PTY) LTD

This letter serves as testimonial and reference that Tikedi Holdings (Pty) Ltd has successfully completed services of Cleaning Services on the 30 April 2019 for the value of R 1,471,210.00 for a period 24 months.

On behalf of DID, I hereby wish to confirm our satisfaction on the completed work and the quality of the workmanship, Tikedi Holdings (Pty) Ltd has demonstrated a high level of professionalism in handling the project and as such, all targets and deliveries were met.

Yours Faithfully

Mr Luyolo Cumbe

REF: SANBI: G391/2021
Enq: Mr. Mabuse Maila
Tel: 012 843 5100
Fax: 012 843 5219
Email: m.maila@sanbi.org.za

ATTENTION: Thapelo Tikedi Eugene Maloa
Tikedi Holdings T/A Tugela Risk Management
84 Pony Street
Silverlakes
Pretoria
0081
Tel: 012 816 5214
E-mail: tikedi@tikediholdings.co.za

Dear Thapelo Maloa

BID NO: SANBI: G374/2020 APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CLEANING AND HORTICULTURE SERVICES AT THE KWAZULU-NATAL NATIONAL BOTANICAL GARDENS IN PIETERMARITZBURG FOR A PERIOD OF FIVE (5) YEARS.

Bid Price of: R2,555,650.60 including Vat.

Your bid dated 11 June 2020 has been accepted subject to all the conditions and terms embodied in the relevant official quote documents. Your offer/s remain binding upon you and open for acceptance by the SANBI during the validity period indicated and calculated from the closing date of the bid. You confirm that you have satisfied yourself as to the correctness and validity of your bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all your obligations and you accept that any mistakes regarding price(s) and rate(s) and calculations will be at your own risk.

You will accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on you under this agreement as the principal liable for the due fulfilment of this contract. The Government Procurement General Conditions of Contract will form part of this bid.

Please send a confirmation letter for accepting the offer and a declaration of interest to the above-mentioned E-mail address.



Ms. Lorato Sithole
Chief Financial Officer
Date: 26 August 2020



FINANCIAL SERVICES

Our reference: STLM-TS-001/2017-2018

15 June 2020

TIKEDI HOLDINGS (PTY)LTD
88D Tijger Valleï Office Park
Pony Street
Silver Lakes road
0081

E-mail: itkedi@tikediholdings.co.za

Tel: 071 283 3558

BID BS10/02/2020 RENDERING OF FACILITIES MAINTENANCE AND GENERAL CLEANING SERVICES

Dear Sir/Madam

We hereby acknowledge receipt of your bid for the above mentioned and it is with great pleasure to inform you that your bid has been approved by Steve Tshwete Local Municipality.

The appointment is as follows:

1. Tikedi Holdings T/A Tugela Risk Management (Pty)Ltd, which is the highest procurement point's scorer be appointed for the "Rendering of Facilities Maintenance and **General Cleaning services**" at the total cost of **R 3 400 555.02(Vat inclusive)**
2. The contract period is 36 Months
3. That Guarantor's liability shall be limited to the amount of the guaranteed sum.

You are required to sign the performance management schedule that will be supplied by the head of department. Your company is requested to keep scheduled timeframes, requests and reporting processes.

The occupational Health and Safety Act will apply for the duration of this contract and must be adhered to and applied at all times by all contractors and its employees.

Please take note that you have seven (07) days from date of receipt of this letter to accept/decline as indicated below, failure thereof we will deem that you have accepted the appointment.



17.06.2020

17.06.2020

Mr S. Mothiba

Date

Chief Financial Officer

ACCEPTANCE OF APPOINTMENT

Signed for and on behalf of:

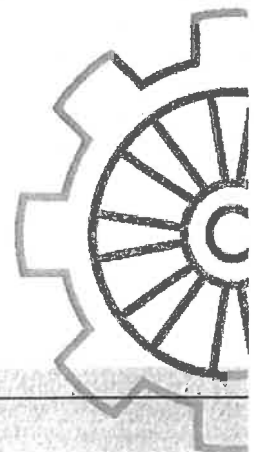
Company: TZHEEZ HOLDINGS

Name: TZHEEZ MALAY

Designation: Director

Signature: 

Date: 17.06.2020





stats sa

Department:
Statistics South Africa
REPUBLIC OF SOUTH AFRICA

REFERENCE

To Whom It May Concern:

This letter serves as testimonial and reference that Tikedi Holdings (Pty) Ltd, has successfully completed provision of Cleaning Services for Stats Sa Piketberg office on the 01 February 2021 for the value of R 590,885.00

On behalf of STATS SA, I hereby wish to confirm our satisfaction on the work provided and the quality of the workmanship, Tikedi Holdings (Pty) Ltd trading as Tikedi Hygiene Services has demonstrated a high level of professionalism in handling the project and as such, all targets and deliveries are met.

SERVICES PROVIDED BY TIKEDI HOLDINGS:

- 1x Supervisor
- 1x Lady Cleaner/Tea lady
- Decontamination Services

CONTACT PERSON:

OFFICE:	West Coast District Office – Piketberg (35 Kloof Street)
NAME:	Ms Sonja Wend
RANK:	Deputy Director: West Coast District.
TEL NR:	022 913 1074
CELL NR:	

Ms Sonja Wend (Deputy Director)

Signature



Dipalopalo tsa Aforikeborwa • Dipalopalo tsa Afrika Borwa • Ezezbalo zaseNingizimu Afrika • Tshatshata Afrika Tsh'pembe • Tshinyohlayo Afrika-Dzonga
Sodisiseke Suid-Afrika • Dipalopalo tsa Afrika Borwa • Tembalo leseNingizimu Afrika • EzezeNkukukho meNani zeMzantsi Afrika • Imbatobelo zeSvuvu Afrika

The South Africa I know, the home I understand





Purchase Order

Bylsbridge Office Park, Building D
 Cnr Jean and Olievenhoutbosch Ave
 Centurion 0157
 Phone: (012) 748-9704
 Fax: (086) 243-4092
 Vat no: 4500160355
 Company reg no:1995/011258/06

Date Mar 08, 2021	Page 1
Purchase Order Number OR-003460	
Page 1 of 1	

Vendor Address:

TIKEDI HOLDINGS (PTY) LTD
 PARKVIEW 79, STELLENBERG ROAD
 EQUESTRIA
 PRETORIA, GAUTENG 0184
 SOUTH AFRICA

Delivery Address:

Head Office
 Bylsbridge Office Park, Buil
 Cnr Jean and Olievenhoutb

 Centurion, Gauteng 0157

Contact Details:

Supply Chain Manager
 Tel: 012 748 9600
 Fax: 086 243 3150
 Email:
 procurement@sefa.org.za

Vendor Payment Details:

ACCOUNT HOLDER: TIKEDI HOLDINGS (PTY) LTD
 ACCOUNT NUMBER: 282761438
 BANK NAME: STANDARD BANK
 BRANCH CODE: 051001
 BRANCH NAME: STD BANK OF SA
 ACCOUNT TYPE: CURRENT ACCOUNT

Reference	Description	Vendor Number	PO Date	Terms	Expected Arrival
720h/2021/03/08	- SANITISATION AND DISINFECTIO	MAAA0030777	Mar 08, 2021	30	Mar 26, 2021

Qty. Ordered	Item Number	Description	UOM	Unit Cost	Amount
36	SERVICE	BI WEELY – CLEANING SERVICES & DISINFECTING FOR 36 MONTHS AT N/WEST OFFICE	EACH	13 466.40	484,790.40
Quantities on this order reflects sefa unit of issue. Suppliers must convert requested quantity to specific supplier quantity.				Less: included tax	0
Please ensure the correctness of Payment detail. Complete the Credit Order Instruction Form for any changes.				Subtotal	484,790.40
This Department will not be liable for any payment not made into your bank account as a result of incorrect payment detail, or if the correct detail was not supplied to the Department prior to payment.				Total tax	0
				Total purchase order	484,790.40

sebotse Mokgabudi

SIGNATURE: AUTHORISED OFFICER

Sebotse Mokgabudi

NAME (Block letters)

SCM Officer

DESIGNATION

08/03/2021

DATE

Tikedi Holdings (Pty) Ltd
1661 Stellenberg Road
Parkview 79
Equestria
0184
E-mail: tikedi@tikediholdings.co.za

30 March 2021

REFERENCE LETTER FOR WORK PERFORMED

Dear Madam/ Sir

This letter serves to confirm that Tikedi Holdings (Pty) Ltd rendered services for Cleaning Services for the National Regulator for Compulsory Specifications (NRCS) regional office building in Cape Town province.

Service provider displayed excellent service delivery and a commitment to adhering to specifications and any other safety related matters in ensuring safety of our assets. The service provider completed the work for 24 months without supervision at the value of R 1,430,388.00

In terms of experience, the company offered professional, efficient services, provided meaningful management reporting.

We are satisfied with the services rendered and therefore we do not hesitate to recommend them for similar services.

Yours faithfully


~~Ms. Lillian Phasha~~

Records and Facilities Manager
30 March 2021

Head Office

SABS Campus 1 Dr Lategan Road Groentloof Pretoria

✉ NRCS Private Bag X25, Brooklyn 0075

☎ Tel +27 12 428 5000 • Sharecall 0860 722 700 • Fax +27 12 428 5199

@ Web www.nrcs.org.za



**agriculture, land reform
& rural development**

Department:
Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

Provincial Shared Service Centre: Northern Cape, Private Bag X5007, KIMBERLEY 8300, Tel (053) 830 4000, New Public Building, Cnr Knight & Stead Street, KIMBERLEY, 8301, Fax (053) 831 4095

**To: TIKEDI HOLDINGS PTY LTD
1661 STELLENBERG ROAD
79 PARK VIEW
EQUESTRIA
GAUTENG
0084**

Tel: 021 816 5214
Mobile: 071 283 3558
Email: tikedi@tikediholdings.co.za

APPOINTMENT OF A SERVICE PROVIDER FOR RENDING STANDARD CLEANING AND HYGIENE SERVICES AT THE DEPARTMENT OF AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT LOCATED AT NUMBER 2 HOSPITAL STREET, SPRINGBOK FOR A PERIOD OF 24 MONTHS.

Thank you for your proposal to provide the above-mention service for the Department Agriculture Land Reform and Rural Development: PSSC Northern Cape.

We are pleased to advise you that your proposal dated 24 April 2021 for the appointment of a service provider for rending standard cleaning and hygiene services at the Department of Agriculture Land Reform and Rural Development located at number 2 hospital street, Springbok for a period of 24 months at the value of R 299 400.00 (Two hundred and ninety nine thousand four hundred rand only) is successful.

You are hereby appointed to undertake the above-mentioned service as per the scope of work stipulated in the terms of reference. **Please indicate the breakdown amount of items charged and VAT charged on the invoice. NB: please ensure that the banking details of the company reflect on the invoice.**

You are expected to work in close co-operation with the Provincial Shared Services Centre, office, Northern Cape with **Ms Tshegofatso Chubane** who can be contacted at **053 830 4030**.

Congratulations on your success, we look forward to working with you.

Kind Regards

pp Andrew Malatji
**MR ANDREW MALATJI
(A) DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT SERVICES
PSSC: NORTHERN CAPE
DATE: 29/07/2021**



education

Lefapha la Thuto la Bokone Bophirima
Noord-Wes Departement van Onderwys
North West Department of Education
NORTH WEST PROVINCE

Private Bag X10, Mmabatho 2735
Tel.: (018) 388-1964 / 3383
Fax: (018) 086 513 9881
email: dntlabathi@nwpg.gov.za
email: omoete@nwpg.gov.za

**OFFICE OF THE DISTRICT MANAGER:
NGAKA MODIRI MOLEMA DISTRICT**

Enquiries Mr S.S. Ramong
Telephone 018 - 388 - 3100

29 October 2021

**The Manager
Tikedi Holdings**

APPOINTMENT OF SERVICE PROVIDER WHO WILL PROVIDE CLEANING & GARDENING SERVICES TO THE DEPARTMENT OF EDUCATION: TSWAIGN SUB-DISTRICT OFFICE AND MADIBOGO RESOURCE CENTER ON OF 24 MONTHS CONTRACT.

Thank you for your proposal Tikedi Holdings (Pty) Ltd to provide the above-mentioned service for the Department of Education, North West Province.

We are pleased to advise you that your proposal dated 07 September 2021 for the appointment of a service provider **Tikedi Holdings (Pty) Ltd** to render standard Cleaning and Gardening Services for the Department of Education, North West Province for Tswaing Sub-District and Madibogo Resource Center for a period of twenty four months at the value of R 1,260,420 000.00 (**One million, two hundred, sixty thousand and four hundred and twenty rand only**) is successful.

You are hereby appointed to undertake the above-mentioned service as per the scope of work stipulated in the terms of reference. **Please indicate the breakdown amount of items charged and VAT charged on the invoice. NB: Please ensure that the banking details of the company reflect on the invoice**

You are expected to work in close co-operation with the office of the Provincial Shared Service Centre office, Northern Cape with **Mr S.D. Ntlabathi** who can be contacted at 018 388 3100.

Congratulations on your success, we look forward to working with you

Kind regards,

**MR S.D Ntlabathi
DISTRICT DIRECTOR
DATE: 29/10/2021**



PROPOSED TECHNICAL PROJECT TEAM

SITE SUPERVISOR CV AND QUALIFICATIONS



CURRICULUM VITAE

F TSHIOVHE

PERSONAL DETAILS

ID: 8606045858087

QUALIFICATIONS

POSITION IN FIRM: SITE SUPERVISOR

CERTIFICATE COMPETENCY: SUPERVISION

EXPERIENCE

FORMAL EMPLOYMENT

Tikedi Holdings (pty) Ltd (Present)

PROJECTS FORMAL EMPLOYMENT

- Prasa modernisation of stations programme
- SONILS Luanda, Customs Facility
- S.A.B New Packaging Line an Amenities Building
- Khumani Iron Ore Mine New Thickener tank
- The Ridge School Classroom Development

DUTIES AND RESPONSIBILITIES

- Cleaning Oil Spillage by oil Booms, Skimmers and Dispersants.
- Plans effective means of controlling and eradicating prohibited and restricted noxious weeds and objectionable pest and weed infestations involving chemical, cultural, mechanical, manual or biological methods
- Plans and directs other vegetation management programs including tree trimming
- Prepares all pertinent contract specifications and estimates in accordance to standard plans, department policies, and state and federal regulations
- Inspects all work accomplished by contractors for compliance to specifications

- Assigns and supervises the application of vegetation management substances and methods as mandated by Cal/EPA code
- May become personally involved with the actual physical implementation of the vegetation management activities
- Monitors and trains departmental personnel in regard to regulations, methods of vegetation control, health related topics and other safety issues
- Interviews and selects or recommends selection of employees
- Prepares and maintains necessary documentation concerning personnel matters and work performed
- Maintains an ongoing safety and supervision program with subordinates
- Keeps logs and records of applications of economic poisons and other methods of vegetation management
- Writes recommendations utilized when employing economic poisons in the course of vegetation management, specifically citing criteria and mitigation measures
- Assures an annual inventory record of vegetation areas sprayed under jurisdiction of the County
- Assists in the preparation and review of programs, budgets and reports involving vegetation management activities
- Attends meetings as required
- Operates a personal computer and various software programs including mapping

YEARS OF EXPERIENCE SINCE QUALIFICATION

9 Years' Experience.

REFERENCE

Company: Tikedi Holdings

Contact person: Phuti Mabitsela

Contact number: 012 816 5214



CETA Accreditation No: 0805318

This is to certify that

FULUFHELO TSHIOVHE

ID No: 8606064585087

Has successfully completed a generic training programme and has been awarded a provider certificate in:

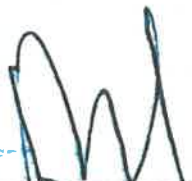
SITE SUPERVISOR - Level 04

The course learning areas were equivalent to specific outcomes covered in the following SAQA unit standard: 262845 – Supervise construction teams

MODULES	PROGRAMME OUTCOME	STATUS
1	Determining labour requirements	Passed
2	Recruiting, selecting and induction of team members.	Passed
3	Supervising work team and monitoring performance.	Passed
4	Training, coaching and developing team members.	Passed
5	Motivating team members.	Passed

Date of Issue 11-01-2022.....Expiry Date 12-01-2024

Certificate No: SMT0103459


 Director - Academics

COMMISSIONER OF OATH
 R.M MASINGA (SABBA 1438 BAP(SA))
 Add: 71 Bishop Square, Leogem place, Midrand 1685
 Sign.....
 Date: 27/07/2022


 Chief Executive Officer

CERTIFIED A TRUE COPY OF THE ORIGINAL





CETA Accreditation No: GR05318

This is to certify that

FULUFHELO TSHIOVHE

ID No: 8606064585087

Has successfully completed a generic training programme and has been awarded a provider certificate in:

OCCUPATIONAL HEALTH AND SAFETY- Level 02

The course learning areas were equivalent to specific outcomes covered in the following SAQA unit standard: 9964 – Apply health and safety to a work area

MODULES	PROGRAMME OUTCOME	STATUS
1	Identify potential hazards in the work area	Passed
2	Limit damage to persons or property in the case of emergency.	Passed
3	Follow procedure that apply to illness or injury in the workplace	Passed
4	understand Relevant national regulations	Passed

Date of Issue 15-01-2022

Expiry Date 16-01-2024

Certificate No: SMT0103458

COMMISSIONER OF OATH

Director - Academic

MASINGA (SA/BA 1438 BAP(SA))

Add: 71 Bishop Square, Leogem place, Midrand 1685

Sign.....

Date: 27/07/2022

Chief Executive Officer





COMMISSIONER OF OATH
 R.M MASINGA SAIBA 1438 BAP(SA)
 Add: 71 Bishop Square, Leogem place, Midrand 1685
 Sign.....
 Date: 22/01/2022

CETA Accreditation No: OR05318

This is to certify that

FULUFHELO TSHIOVHE

ID No: 8606064585087

CERTIFIED A TRUE
 COPY OF THE
 ORIGINAL

Has successfully completed a generic training programme and has been awarded a provider certificate in:

ORHVS (HVO2) - Level 05

The course learning areas were equivalent to specific outcomes covered in the following SAQA unit standard: 242766 – Demonstrating knowledge and understanding of operating regulations for high voltage system.

MODULES	PROGRAMME OUTCOME	STATUS
1	Demonstrating the regulatory requirements for access to and supervision in prohibited and restricted areas	Passed
2	Knowledge and understanding of regulatory requirements for operating, earthing and work permit.	Passed
3	Explain regulatory requirements for abnormal and special working conditions.	Passed

Date of Issue: 12-01-2022.....Expiry Date: 13-01-2024

Certificate No: SMT0103123


 Director - Academics


 Chief Executive Officer





CETA Accreditation No: DR05318

CERTIFIED A TRUE COPY OF THE ORIGINAL

This is to certify that

FULUFHELO TSHIOVHE

ID No: 8606064585087

COMMISSIONER OF OATH
R.M MASINGA (SAIBA 1438 BAP(SA))
Add: 71 Bishop Square, Leogem place, Midrand 1685
Sign: [Signature]
Date: 27/07/2022

Has successfully completed a generic training programme and has been awarded a provider certificate in:

WORKING AT HEIGHTS - 01

The course learning areas were equivalent to specific outcomes covered in the following SAQA unit standard: 229998 – Explain and perform fall arrest techniques when working at heights

MODULES	PROGRAMME OUTCOME	STATUS
1	Explain the use and limitations of a limited range of fall arrest equipment and fall arrest plan	Passed
2	Inspecting, assembling and storing fall arrest equipment	Passed
3	Selecting suitable anchor point and using fall arrest system	Passed
4	Using pre-installed vertical and horizontal life line	Passed

Date of Issue 07-11-2021.....Expiry Date 08-11-2023

Certificate No: SMT0103856

[Signature]
Director - Academics

[Signature]
Chief Executive Officer





CETA Accreditation No: 0R05318

COMMISSIONER OF OATH
R.M MASINGA (SABA 1438 BAP(SA))
Add: 71 Bishop Square, Leogem place, Midrand 1685
Sign: [Signature]
Date: 27 Nov 2022

This is to certify that

FULUFHELO TSHIOVHE

ID No: 8606064585087

CERTIFIED A TRUE
COPY OF THE
ORIGINAL

Has successfully completed a generic training programme and has been awarded a provider certificate in:

TREE IDENTIFICATION - Level 03

The course learning areas were equivalent to specific outcomes covered in the following SAQA unit standard: 264186 – CONDUCT CONTROLLED TREE FELLING IN VARIOUS LOCATION

MODULES	PROGRAMME OUTCOME	STATUS
1	Apply chainsaw safety practices for tree felling	Passed
2	Prepare for tree felling	Passed
3	Perform controlled hinged tree felling.	Passed
4	Perform back cutting techniques for tree felling	Passed
5	Utilize felling wedge for controlled felling	Passed

Date of Issue 11-01-2022.....Expiry Date 12-01-2024

Certificate No: SMT010896

[Signature]
Director - Academics

[Signature]
Chief Executive Officer



CHAINSAW OPERATOR CV AND QUALIFICATIONS



CURRICULUM VITAE

T. RAMAVHOYA

PERSONAL DETAILS

ID: 920330 6149 080

QUALIFICATIONS

POSITION IN FIRM: CHAINSAW OPERATOR

CERTIFICATE COMPETENCY: CHAINSAW UNIT STANDARD

EXPERIENCE

FORMAL EMPLOYMENT

Tikedi Holdings (pty) Ltd (Present)

PROJECTS FORMAL EMPLOYMENT

- Dept. Of Infrastructure Development
- City of Tshwane
- TRASNET SOC Property
- City of Ekurhuleni

DUTIES AND RESPONSIBILITIES

- Maintain and repair chainsaws and other equipment, cleaning, oiling, and greasing equipment, and sharpening equipment properly.
- Saw back-cuts, leaving sufficient sound wood to control direction of fall.
- Stop saw engines, pull cutting bars from cuts, and run to safety as tree falls.
- Trim off the tops and limbs of trees, using chainsaws, delimiters, or axes.
- Clear brush from work areas and escape routes, and cut saplings and other trees from direction of falls, using axes, chainsaws, or bulldozers.
- Appraise trees for certain characteristics, such as twist, rot, and heavy limb growth, and gauge amount and direction of lean, to determine how to control the direction of a tree's fall with the least damage.

- Control the direction of a tree's fall by scoring cutting lines with axes, sawing undercuts along scored lines with chainsaws, knocking slabs from cuts with single-bit axes, and driving wedges.
- Select trees to be cut down, assessing factors such as site, terrain, and weather conditions before beginning work.
- Determine position, direction, and depth of cuts to be made, and placement of wedges or jacks.
- Insert jacks or drive wedges behind saws to prevent binding of saws and to start trees falling.
- Measure felled trees and cut them into specified log lengths, using chain saws and axes.
- Assess logs after cutting to ensure that the quality and length are correct.
- Tag unsafe trees with high-visibility ribbons.
- Place supporting limbs or poles under felled trees to avoid splitting undersides, and to prevent logs from rolling.
- Secure steel cables or chains to logs for dragging by tractors or for pulling by cable yarding systems.
- Work as a member of a team, rotating between chain saw operation and skidder operation.
- Load logs or wood onto trucks, trailers, or railroad cars, by hand or using loaders or winches.
- Mark logs for identification.
- Split logs, using axes, wedges, and mauls, and stack wood in ricks or cord lots.

YEARS OF EXPERIENCE SINCE QUALIFICATION

7 Years' Experience.

REFERENCE

Company: Tikedi Holdings (pty) Ltd

Contact person: Muhluri Tshikane

Contact number: 012 816 5214



CEIA Accreditation No: 09052018

COMMISSIONER OF OATH

R.M MASINGA (SAIBA 1438 BAP(SA))

Add: 71 Bishop Square, Leogem place, Midrand 1685

This is to certify that

Signature: [Handwritten Signature]

Date: 27.10.2022

THANYANI RAMAVHOYA

CERTIFIED A TRUE
COPY OF THE
ORIGINAL

ID No: 923306149080

Has successfully completed a generic training programme and has been awarded a provider certificate in:

CHAINSAW OPERATOR

The course learning areas were equivalent to specific outcomes covered in the following SAQA unit standard:

MODULES	PROGRAMME OUTCOME	STATUS
1	Maintain a chainsaw and cut felled timber using a chainsaw	117058
2	Debranch felled tree using a chainsaw in a production situation	117061
3	Fell tree with a chainsaw using the standard technique and felling leaves	117062
4	Cross-cut felled trees using a chainsaw in a productive situation.	117069
5	Fell tree with a chainsaw specialized techniques	117066
6	Fell trees using a chainsaw in a production situation	117064

Date of Issue 09-01-2022

Expiry Date 10-01-2024

Certificate No: SMT0103459

Director - Academics

Chief Executive Officer



**GENERAL WORKER'S CV AND
QUALIFICATIONS**



TIKEDI
HOLDINGS PTY LTD

CURRICULUM VITAE

N Manzini

PERSONAL DETAILS

ID: 9108105923082

QUALIFICATIONS

POSITION IN FIRM: GENERAL CLEANER

EXPERIENCE

FORMAL EMPLOYMENT

Tikedi Holdings (pty) ltd (Present)

PROJECTS FORMAL EMPLOYMENT

- EPWP
- S.A.B New Packaging Line an Amenities Building
- Small enterprise finance agency
- Pick n Pay

DUTIES AND RESPONSIBILITIES

- **cleaning, stocking, and supplying cleaning materials to designated facility areas.**
- **Dusting**
- **Sweeping**
- **Mopping**
- **Vacuuming**
- **Cleaning ceiling vents**
- **Cleaning restrooms**

YEARS OF EXPERIENCE SINCE QUALIFICATION

5 Years' Experience.

REFERENCE

Company: Tiked Holdings

Contact person: Phuti Mabitsela

Contact number: 012 816 5214



REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Subject	Grade 10	Grade 11	Grade 12	Total
English Home Language	10	10	10	30
English First Additional Language	10	10	10	30
Mathematical Literacy	10	10	10	30
Life Orientation	10	10	10	30
Geography	10	10	10	30
Life Sciences	10	10	10	30
Total	60	60	60	180

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to higher certificate study as prescribed for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2009

This certificate is issued with no other official status of any kind

100 2512 6792 5




Chief Executive Officer



Council for Quality Assurance in
General and Further Education and Training
South Africa

THIS CERTIFICATE IS PRINTED ON WATERMARK PAPER. PLEASE KEEP IT SAFE AND HOLD UP TO THE LIGHT TO VERIFY.

0957050

PIET XOLILE MZWALANE

CURRICULUM VITAE

PERSONAL DETAILS

ID: 6810035846084

QUALIFICATIONS

POSITION IF FIRM: GENERAL CLEANER

EXPERIENCE

FORMAL EMPLOYMENT

Tikedi Holdings (pty) ltd (Present)

PROJECTS FORMAL EMPLOYMENT

- Boskor Sawmill
- Koukamma Municipality
- Small Enterprise Finance agency

DUTIES AND RESPONSIBILITES

- **Cleaning, stocking, and supplying cleaning materials to designated facility areas.**
- **Dusting**
- **Sweeping**
- **Mopping**
- **Vacuuming**
- **Cleaning ceiling vents**

- **Cleaning Restrooms**

YEARS OF EXPERIENCE SINCE QUALIFICATION

7 Year's Experience

REFERENCE


COMPANY: Tikedi Holdings

Contact person: Phuti Mabitsela

Contact number: 012 816 5214

REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname: **MZALWANE**
 Names: **PIET XOLILE**
 Sex: **M**
 Nationality: **RSA**
 Identity Number: **8810035846084**
 Date of Birth: **09 OCT 1988**
 Country of Birth: **RSA**
 Status: **CITIZEN**



SUID-AFRIKAANSE POLISIEDIENS
 CRIME INTELLIGENCE ANALYSES CENTRE
 MISDAAD INTELLIGENSIE ANALISE SENTRUM

2021 -05- 2 6

STORMSRIVER

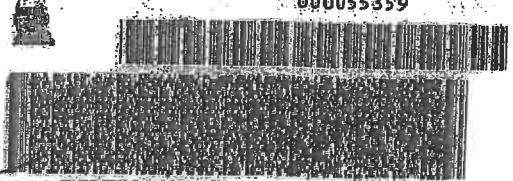
SOUTH AFRICAN POLICE SERVICE

Conditions: This card has been issued by the Department of Home Affairs in terms of the Identification Act, Act 59 of 1997.
 Date of Issue: **27 JAN 2015**

Please return to the Department of Home Affairs, for details of conditions, contact 0800 90 11 90

RSA

000055359



EK SERTIFISEER DAT HIERDIE DOKUMENT 'N WARE AFDRIEF (AFKOPPIE) IS VAN DIE OORSPRONKLIKE DOKUMENT WAT AAN MY OORGELEWEN IS. EK SERTIFISEER VERDER DAT VOIGENDS MY WATERSKOPPELINGS WYSKOPPELINGS NUMMER OF DIE OORSPRONKLIKE DOKUMENT BRING.

I CERTIFY THAT THIS DOCUMENT IS A TRUE COPY OF AN ORIGINAL DOCUMENT WHICH WAS HANDLED TO ME IN THE FURTHER CERTIFY THAT, FROM MY OBSERVATIONS, NO CHANGE WAS MADE TO THE ORIGINAL DOCUMENT.

[Signature]
 MY SIGNATURE

WATERSKOPPELINGS NUMMER: **105263476** RANK: **Sgt**

NAAM IN DRUK: **T. J. POTGIETER**
 NAME IN PRINT

South African
Certification Council



Suid-Afrikaanse
Sertifiseringsraad

SENIOR CERTIFICATE
SENIOR SERTIFIKAAT

Awarded to/Toegeken aan

PETER MZALWANE

Identity number

1992110113201

Identiteitsnommer

Subjects passed/Vakke geslaag

Xhosa : First Language / Eerste Taal
English : Second Language / Engels : Tweede Taal
Afrikaans : Second Language / Tweede Taal
Mathematics / Wiskunde
Physical Science / Natuur- en Skeikunde
Biology / Biologie
Aggregate / Groottotal

HG	E	40%-49%
HG	D	50%-59%
HG	F	33,3%-39%
HG	E	40%-49%
SG	D	50%-59%
HG	D	50%-59%
	E	840-1049

IK SERTIFISEER DAT HIERDIE DOKUMENT 'N WARE AFDRUK (AFSKRIEF) IS VAN DIE OORSPRONKELIKE DOKUMENT WAT AAN MIJ VIR WAARNEMING VOORGELEë IS. EK SERTIFISEER VERDER DAT, VOLGENS MY WAARNEMING DAAR NIE 'N WYSE WERK OF VERANDERING OP DIE OORSPRONKELIKE DOKUMENT KANGEBRING IS.

I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE ORIGINAL DOCUMENT WHICH WAS HANDED TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT, FROM MY OBSERVATIONS, AN AMENDMENT OR A CHANGE HAS NOT BEEN MADE TO THE ORIGINAL DOCUMENT.

HANDTEKENING/SIGNATURE

MAGTIGING
FOR AUTHORITY

RANG
RANK

NAAM IN DRUKSKRIEF
NAME IN PRINT

SUID-AFRIKAANSE POLISIEDIENS
CRIME INTELLIGENCE ANALYSIS CENTRE
MISDAAD INTELLIGENSIE ANALISE SENTRUM
2021-05-25
STORMSRIVER
SOUTH AFRICAN POLICE SERVICE

ENDORSEMENT
This candidate has complied with the minimum statutory requirements for admission to bachelor degree studies at a university in the Republic of South Africa.

ENDOSSEMENT
Hierdie kandidaat het voldoen aan die minimum statutêre vereistes vir toelating tot baccalareusgraadstudie aan 'n universiteit in die Republiek van Suid-Afrika.

With effect from

DECEMBER/DESEMBER 1992

Met ingang van

Executive Officer

J. Joubert

Uitvoerende Beamppte

This certificate is issued without alteration or erasure of any kind.

Hierdie sertifikaat word uitgereik sonder verandering of uitwissing van enige aard.



930 8202 1765 W



TIKEDI
HOLDINGS PTY LTD

CURRICULUM VITAE

Vuyokazi FRITZ

PERSONAL DETAILS

ID: 8302050436080

QUALIFICATIONS

POSITION IN FIRM: GENERAL CLEANER

EXPERIENCE

FORMAL EMPLOYMENT

Tikedi Holdings (pty) Ltd (Present)

PROJECTS FORMAL EMPLOYMENT

- Department of Education (north West Province)
- S.A.B New Packaging Line an Amenities Building
- National regulator for compulsory specifications
- Small enterprise finance agency

DUTIES AND RESPONSIBILITIES

- **cleaning, stocking, and supplying cleaning materials to designated facility areas.**
- **Dusting**
- **Sweeping**
- **Mopping**
- **Vacuuming**
- **Cleaning ceiling vents**
- **Cleaning restrooms**

YEARS OF EXPERIENCE SINCE QUALIFICATION

6 Years' Experience.

REFERENCE


Company: Tikedí Holdings

Contact person: Phuti Mabitsela

Contact number: 012 816 5214

**REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD**

Surname:
FRITZ
Names:
VUYOKAZI YOLANDA
Sex:
F
Nationality:
RSA
Identity Number:
8302050436080
Date of Birth:
05 FEB 1983
Country of Birth:
RSA
Status:
CITIZEN



Signature: *[Handwritten Signature]*

ID

SIK SERTIFISEER DAT HIERP...
DIE OORSPR...
IS. 13
WY...
BIR...
LOC...
E...
E...
E...

[Handwritten Signature]

706 1480 6 *[Handwritten]* 2021

NAME IN BLOCKS
NAME IN FRONT *[Handwritten Signature]*

BLIND/PRIV/ANDE POL. SIEDINGS
CRIME INTELLIGENCE ANALYSIS CENTRE
MISDAAD INTELLIGENSIE ANALISE SENTRUM

2021-05-17

STORMSRIVER

SOUTH AFRICAN POLICE SERVICE



TIKEDI
HOLDINGS PTY LTD

CURRICULUM VITAE

S Mjezu

PERSONAL DETAILS

ID: 8008086676080

QUALIFICATIONS

POSITION IN FIRM: GENERAL CLEANER

EXPERIENCE

FORMAL EMPLOYMENT

Tikedi Holdings (pty) Ltd (Present)

PROJECTS FORMAL EMPLOYMENT

- EPWP
- S.A.B New Packaging Line an Amenities Building
- Small enterprise finance agency

DUTIES AND RESPONSIBILITIES

- **cleaning, stocking, and supplying cleaning materials to designated facility areas.**
- **Dusting**
- **Sweeping**
- **Mopping**
- **Vacuuming**
- **Cleaning ceiling vents**
- **Cleaning restrooms**

YEARS OF EXPERIENCE SINCE QUALIFICATION

9 Years' Experience.

REFERENCE

Company: Tikedl Holdings

Contact person: Phuti Mabitsela

Contact number: 012 816 5214

GEREGISTREERDE WOON- EN POSADRES

1. Doweer die boery van u GEREGISTREERDE WOON- EN POSADRES is verander.

2. Indien u van adres verander het, of indien besonderhede van u huidige adres, soos woonstel nommer, ens. verander het, moet u van WERKGEWING VAN ADRESVERANDERING, wat in die Wetboek van 1980 (Act No. 107) gelyk is, gebruik maak om die verandering aan te meld. En moet dit ingedien word by die poskantoor van die naaste poskantoor van die DEPARTEMENT VAN BUREAU SAKE.

REGISTERED RESIDENTIAL AND POSTAL ADDRESS

1. If you have changed your present, or if particulars of your present address, such as flat number or unit number, etc., have changed, you must file a NOTICE OF CHANGE OF ADDRESS form in the office of the nearest Post Office, which must be filed in person.

2. If you have changed your present, or if particulars of your present address, such as flat number or unit number, etc., have changed, you must file a NOTICE OF CHANGE OF ADDRESS form in the office of the nearest Post Office, which must be filed in person.

I.D.No. 800808 6676 08 2



S. A. BURGER/S. A. CITIZEN

VANNAAMEN
MJEZU

VOORNAAMEN
STPHO

REGISTERED STR. NO. AND DISTRICT OR COUNTRY OF BIRTH
SOUTH AFRICA
DEPARTMENT OF HOME AFFAIRS

1980-08

DATE ISSUED
2004-01-26



ISSUED BY AUTHORITY OF THE DEPARTMENT OF HOME AFFAIRS



TIKEDI
HOLDINGS PTY LTD

KHWEHLA MALENTSWANE

CURRICULUM VITAE

PERSONAL DETAILS

ID: 8905030706081

QUALIFICATIONS

POSITION IF FIRM: GENERAL CLEANER

EXPERIENCE

FORMAL EMPLOYMENT

Tikedi Holdings (pty) ltd (Present)

PROJECTS FORMAL EMPLOYMENT

- EPWP
- Moonlight Lounge
- Small enterprise agency

DUTIES AND RESPONSIBILITIES

- **Cleaning, stocking, and supplying cleaning materials to designated facility areas.**
- **Dusting**

- **Sweeping**
- **Mopping**

- **Vacuuming**
- **Cleaning ceiling vents**

- **Cleaning Restrooms**

YEARS OF EXPERIENCE SINCE QUALIFICATION

6 Years' Experience

REFERENCE

COMPANY: Tikedi Holdings

Contact person: Phuti Mabitsela

Contact number: 012 816 5214



REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

MALENTSWANE HORNEY KHWEHLA

Identity number: 8905030706081

Subject

Setswana Home Language

English First Additional Language

Mathematical Literacy

Life Orientation

Agricultural Science

Life Sciences

Achievement

%

level

71

56

89

55

37

35

6

4

2

4

2

2

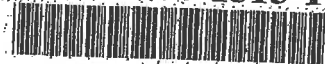
This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2013

M. S. LAKOMETS

Chief Executive Officer

140 0737 1315 Y



This certificate is issued without alterations or erasure of any kind



Council for Quality Assurance in
General and Further Education and Training
South Africa

4 7 7 0 0 2 4

[See reverse for more information]

GEREGISTREERDE WOON- EN POSADRES

1. Bewaar die bewys van u GEGEGISTREERDE WOON- EN POSADRES in hierdie sakkie.

2. Indien u van adres verander het, of indien besonderhede van u huidige adres, by straatnaam en/of -nommer, ens. verander het, moet die vorm KENNISGEWING VAN ADRESVERANDERING, wat in die sakkie egter in die identiteitsdokument is, gebruik word om die verandering aan te meld en moet dit ingedien word by of gepos word aan die naaste streek-/distrikkantoor van die DEPARTEMENT VAN BINNELANDSE SAKE.

REGISTERED RESIDENTIAL AND POSTAL ADDRESS

1. Keep the proof of your REGISTERED RESIDENTIAL AND POSTAL ADDRESS in this pocket.

2. If you have changed your address, or, if particulars of your present address, e.g. name of street and/or street number, etc., have been changed, the NOTICE OF CHANGE OF ADDRESS form in the pocket at the back of the identity document must be used to report the change and it must be handed, in at or posted to the nearest regional/district office of the DEPARTMENT OF HOME AFFAIRS.

I.D.No. 890503 0706 08 1



S. A. BURGER/S. A. CITIZEN

VAN/SURNAME

KHWEHLA

VOORNAME/FORENAMES

MALENTSWANE HORNEY

GEBOORTEDISTRIK OF-LAND/
DISTRICT OR COUNTRY OF BIRTH

SOUTH AFRICA

GEBOORTEDATUM/
DATE OF BIRTH

1989-05-03

DATUM UITGEREIK
DATE ISSUED

2008-05-15

UITGEREIK OP GESAG VAN DIE
DIREKTEUR-GENERAAL:
BINNELANDSE SAKE

ISSUED BY AUTHORITY OF THE
DIRECTOR-GENERAL:
HOME AFFAIRS





TIKEDI
HOLDINGS PTY LTD

MOLOI SYLVIA

CURRICULUM VITAE

PERSONAL DETAILS

ID: 7212230410083

QUALIFICATIONS

POSITION IF FIRM: GENERAL CLEANER

EXPERIENCE

FORMAL EMPLOYMENT

Tikedi Holdings (pty) ltd (Present)

PROJECTS FORMAL EMPLOYMENT

- EPWP
- Small enterprise agency

DUTIES AND RESPONSIBILITIES

- Cleaning, stocking, and supplying cleaning materials to designated facility areas.
- Dusting
- Sweeping
- Mopping
- Vacuuming
- Cleaning ceiling vents
- Cleaning Restrooms

YEARS OF EXPERIENCE SINCE QUALIFICATION

7 Years' Experience

REFERENCE

COMPANY: Tikedi Holdings

Contact person: Phuti Mabitsela

Contact number: 012 816 5214



SENIOR CERTIFICATE
SENIOR SERTIFIKAAT

Awarded to/Toegeken aan

MADINTJA SYLVIA MOLOI

Date of Birth

1972-12-23

Geboortedatum

Subjects passed/Vakke geslaag

Southern Sotho : First Language
Afrikaans : Second Language / Tweede Taal
English : Second Language / Engels : Tweede Taal
Biology / Biologie
History / Geskiedenis
Geography / Aardrykskunde
Aggregate / Groototaal

HG	D	50%-59%
HG	E	40%-49%
HG	E	40%-49%
SG	F *	33,3%-39%
SG	F	33,3%-39%
SG	F *	33,3%-39%
	F	720-839

A result marked with * does not comply with
the pass requirements for university admission.

'n Uitslag gemerk met * voldoen nie aan die
slaagvereistes vir universiteitstoelating nie.

ENDORSEMENT

None

ENDOSSEMENT

Geen

With effect from

APRIL 1993

Met ingang van

Executive Officer

F. Lality

Uitvoerende Beampte

This certificate is issued without alteration or erasure of any kind.

Hiardie sertifikaat word uitgereik sonder verandering of uitwissing van enige aard.



930 1511 0880 A

452417

GEREGISTREERTE WOON- EN POSADRES

1. Bewaar die bewys van u GEREGISTREERDE WOON- EN POSADRES in hierdie sakkie

2. Indien u van adres verander het, of indien besonderhede van u huidige adres, by straatnaam en/of honnr. ers, verander het, moet die vorm KENNISGEWING VAN ADRESVERANDERING, wat in die sakkie agter in die identiteitsdokument is, gebruik word om die verandering aan te meld en moet dit ingedien word by of opgesoek word aan die naaste streek- distrikkantoor van die DEPARTEMENT VAN BINNELANDSE SAKE.

REGISTERED RESIDENTIAL AND POSTAL ADDRESS

1. Keep the proof of your REGISTERED RESIDENTIAL AND POSTAL ADDRESS in this pocket.

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1
I.D. No. 721223 0418 08 3



S.A. BURGER/S.A. CITIZEN

VAN/SURNAME

MOLOI

VOORNAME/FORENAMES

MMADINTIA SYLVIA

120111
GEBORTEDISTRIK OF-LAND/
DISTRICT OR COUNTRY OF BIRTH

SOUTH AFRICA

GEBORTE DATUM/
DATE OF BIRTH

1972-12-23

DATUM UITGEREIK
DATE ISSUED

1990-08-15



UITGEREIK OP BESAID VAN DIE
DIREKTUR-GENERAAL
BINNELANDSE SAKE

ISSUED BY AUTHORITY OF THE
DIRECTOR-GENERAL
HOME AFFAIRS



TIKEDI
HOLDINGS PTY LTD

MOKHESENG MP

CURRICULUM VITAE

PERSONAL DETAILS

ID: 7809286324089

QUALIFICATIONS

POSITION IF FIRM: GENERAL CLEANER

EXPERIENCE

FORMAL EMPLOYMENT

Tikedi Holdings (pty) ltd (Present)

PROJECTS FORMAL EMPLOYMENT

- Project Sansation
- Pick n Pay
- Small enterprise agency

DUTIES AND RESPONSIBILITES

- **Cleaning, stocking, and supplying cleaning materials to designated facility areas.**
- **Dusting**

- **Sweeping**
- **Mopping**

- **Vacuuming**
- **Cleaning ceiling vents**

- **Cleaning Restrooms**

YEARS OF EXPERIENCE SINCE QUALIFICATION

7 Years' Experience

REFERENCE

COMPANY: Tikedi Holdings

Contact person: Phuti Mabitsela

Contact number: 012 816 5214

**Council for Quality Assurance in General
and Further Education and Training**

SENIOR CERTIFICATE

Awarded to
MOTLALENTOA PETRUS MOKHESENG

Identity number **7809286324089**

Subjects passed

<i>Sesotho : First Language</i>	HG	D	50%-59%	Nov 99
<i>English : Second Language</i>	HG	F	33,3%-39%	Nov 99
<i>Introduction to Criminology</i>	SG	D	50%-59%	Jun 12
<i>Geography</i>	LG	F	33,3%-39%	Jun 11
<i>Biology</i>	LG	F	33,3%-39%	Nov 99
<i>Mathematics</i>	LG	F	33,3%-39%	Jun 11
<i>Aggregate</i>		S	720-949	

ENDORSEMENT
None

With effect from **July 2012**

Chief Executive Officer **M. S. RAKOETA**

This certificate is issued in accordance with Section 17(A) (6) of Act 58 of 2001 by Umalusi Council for Quality Assurance in General and Further Education and Training.

121 3737 3541 E



**REPUBLIC OF
SOUTH AFRICA**

This certificate is issued without alteration or erasure of any kind

(See reverse for more information)

4 4 4 8 6 1 1

GEREGISTEREERDE WOON- EN POSTADRES

1. Belyk die bewys van u GEREGEREERDE WOON- EN POSTADRES in hierdie streek

2. Indien u van adres verander, of u hierheen verhuis van u vorige adres, of u u woon- en posadres verander, moet die vorm KENNISGEWING VAN ADRESVERANDERING toe- en afgeleë word. Die kennisgewing moet, voordat dit ingeleë word, geteken word deur u of deur die persoon wat u verteenwoordig, en moet aan die departement van BINNELANDSE SAKE

REGISTERED RESIDENTIAL AND POSTAL ADDRESS

1. Must the proof of your REGISTERED RESIDENTIAL AND POSTAL ADDRESS in this area

2. If you have changed your address, or if you have moved from your previous address, or if you have changed your residential and postal address, you must complete the FORM OF NOTICE OF ADDRESS CHANGE and submit it to the Department of Home Affairs. The form must be signed by you or by the person who represents you, and must be submitted to the Department of Home Affairs.

I.D.No. 780928 6324 08 9



S.A. BURGER/S.A. CITIZEN

VAN SURNAME
MOKHESENG

VOORNAAMES/FORENAMES
MOTLALENTOA PETRUS

REPUBLIC OF SOUTH AFRICA
REPUBLIC OF THE COUNTRY OF ORIGIN

SOUTH AFRICA

REGISTERED DATE/ DATE OF BIRTH

1978-09-28

DATUM UITGEES/ DATE ISSUED

2005-10-11

ISSUED BY/ GEDRAAG DEUR
DIRECTOR-GENERAL/ HOUTHOFD

ISSUED BY AUTHORITY OF THE
DIRECTOR-GENERAL
HOME AFFAIRS



O Ngani

CURRICULUM VITAE

PERSONAL DETAILS

ID: 8803105958085

QUALIFICATIONS

POSITION IN FIRM: GENERAL CLEANER

EXPERIENCE

FORMAL EMPLOYMENT

Tikedi Holdings (pty) Ltd (Present)

PROJECTS FORMAL EMPLOYMENT

- EPWP
- S.A.B New Packaging Line an Amenities Building
- National regulator for compulsory specifications
- Small enterprise finance agency
- Shoprite Pretoria

DUTIES AND RESPONSIBILITIES

- **cleaning, stocking, and supplying cleaning materials to designated facility areas.**
- **Dusting**
- **Sweeping**
- **Mopping**
- **Vacuuming**
- **Cleaning ceiling vents**
- **Cleaning restrooms**

NOTICE OF PERSONAL PARTICULARS

Any changes to the personal particulars in your ID Book must be communicated to all relevant parties.

NOTICE OF CHANGE OF ADDRESS

Keep the NOTICE OF CHANGE OF ADDRESS form in this pocket to report a change of address, or a change of particulars of your present address, e.g. name of street and of local number etc.

Bring this book to the nearest local office of the DEPARTMENT OF HOME AFFAIRS.

I.D. No. 840723 0302 08



S.A. CITIZEN

KWAPILE

FOR NAME
NOLOSINDISO

FOUNDED 1910
SOUTH AFRICA





TIKEDI
HOLDINGS PTY LTD

NTSOKO SETI

CURRICULUM VITAE

PERSONAL DETAILS

ID: 910815172083

QUALIFICATIONS

POSITION IF FIRM: GENERAL CLEANER

EXPERIENCE

FORMAL EMPLOYMENT

Tikedi Holdings (pty) ltd (Present)

PROJECTS FORMAL EMPLOYMENT

- Pick n Pay
- EPWP
- Small enterprise agency

DUTIES AND RESPONSIBILITES

- **Cleaning, stocking, and supplying cleaning materials to designated facility areas.**
- **Dusting**

- **Sweeping**
- **Mopping**

- **Vacuuming**
- **Cleaning ceiling vents**

- **Cleaning Restrooms**

YEARS OF EXPERIENCE SINCE QUALIFICATION

6 Years' Experience

REFERENCE

COMPANY: Tikedi Holdings

Contact person: Phuti Mabitsela

Contact number: 012 816 5214



REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname

SETI

Given

NTSOKOLO

Sex

M

Nationality

RSA

Identification Number

9108215172083

Date of Birth

21 AUG 1991

Country of Birth

RSA

Status

CITIZEN



Signature

iD

Conditions

This card has been issued by the
Department of Home Affairs in terms of the
Identification Act, Act 68 of 1997

If found please return to the Department of Home Affairs
For a query or verification purposes contact 0800 60 11 90

Date of Issue

09 JAN 2016

SA

100544855





TIKEDI
HOLDINGS PTY LTD

WITTES NM

CURRICULUM VITAE

PERSONAL DETAILS

ID: 8506250337084

QUALIFICATIONS

POSITION IF FIRM: GENERAL CLEANER

EXPERIENCE

FORMAL EMPLOYMENT

Tikedi Holdings (pty) ltd (Present)

PROJECTS FORMAL EMPLOYMENT

- EPWP
- SETA
- Small enterprise agency

DUTIES AND RESPONSIBILITES

- Cleaning, stocking, and supplying cleaning materials to designated facility areas.
- Dusting
- Sweeping
- Mopping
- Vacuuming
- Cleaning ceiling vents

- **Cleaning Restrooms**

YEARS OF EXPERIENCE SINCE QUALIFICATION

7 Years' Experience

REFERENCE

COMPANY: Tikedi Holdings

Contact person: Phuti Mabitsela

Contact number: 012 816 5214

SOUTH AFRICAN POLICE SERVICE
COMMUNITY SERVICE CENTRE
 PARK ROAD
2021-06-18
 PARKWEG
 GEMEENSKAP DIENSSENTRUM
 SUID-AFRIKAANSE POLISDIENST

122276
 7329
GEREGISTREERDE WOON- EN POSADRES

WEEK DAT DIE DOKUMENT IN WARE AFDRUK (AFSKRIEF) IS VAN
 GEGEFTENLE DOKUMENT WAT AAN MY VIR WAARNEMING VOORGESKIED.
 EX CERTIFICATEE VERDER DAT VOLGENS MY WAARNEMINGS, DAAR NIE 'N ADRES IN HIERDE SAKKE
 WYSGING OF VERANDEERING OP DIE OORSPRONKLIKE DOKUMENT AANGE-
 SPRING IS NIE.

I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE ORIGINAL DOCUMENT WHICH WAS HANDED TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT FROM MY OBSERVATIONS, AN AMENDMENT OR CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

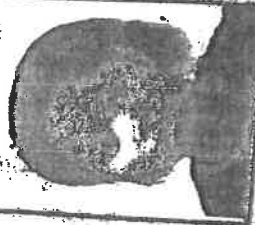
[Signature]
 HANDTEKENING/SIGNATURE
 MAGSNOMMER 7115307 RANG RANG
 FORCE NUMBER NAME IN DRIUKSKRIF NAME IN PRINT

I.D. No. 850625 0337 08 4

S.A. BURGERS' S.A. CITIZEN
 WINKELNAAM
MITTES

VOORNAAM/FORENAMES
MARTHA NOLISIZI

GEBOORTEDISTRIK/OMLAND/
 DISTRICT OF OCCUPANCY OF BIRTH
SOUTH AFRICA
 GEBOORTEDATUM/
 DATE OF BIRTH



1985-06-25

DATUM/INTREKERSK
 DATE ISSUED

2004-02-17

AFWYSING OF WAGS. VAN DIE
 WEDERKUNDE/RENEWALS!
 WEDERKUNDE DAE

ISKEDE BY AFWYSING VAN DIE
 WEDERKUNDE/RENEWALS!
 WEDERKUNDE DAE

1. Indien u van adres verander het, of indien besonderhede van u huidige adres, bv. straatnaam- en/of -nommer, eis, verander het, moet u die vorm KENNISGEWING VAN ADRESVERANDEERING, wat aan die nasie streek-/distrikhoof van u DEPARTMENT VAN BINNE-LANDSE SAKE.

11295
REGISTERED RESIDENTIAL AND POSTAL ADDRESS

1. Keep the proof of your REGISTERED RESIDENTIAL AND POSTAL ADDRESS in this pocket.

2. If you have changed your address, or if particulars of your present address, e.g. name of street and/or street number, etc., have been changed, the NOTICE OF CHANGE OF ADDRESS form in the pocket at the back of the identity document must be used to report the change and it must be handed in at or posted to the nearest regional/district office of the DEPARTMENT OF HOME AFFAIRS.