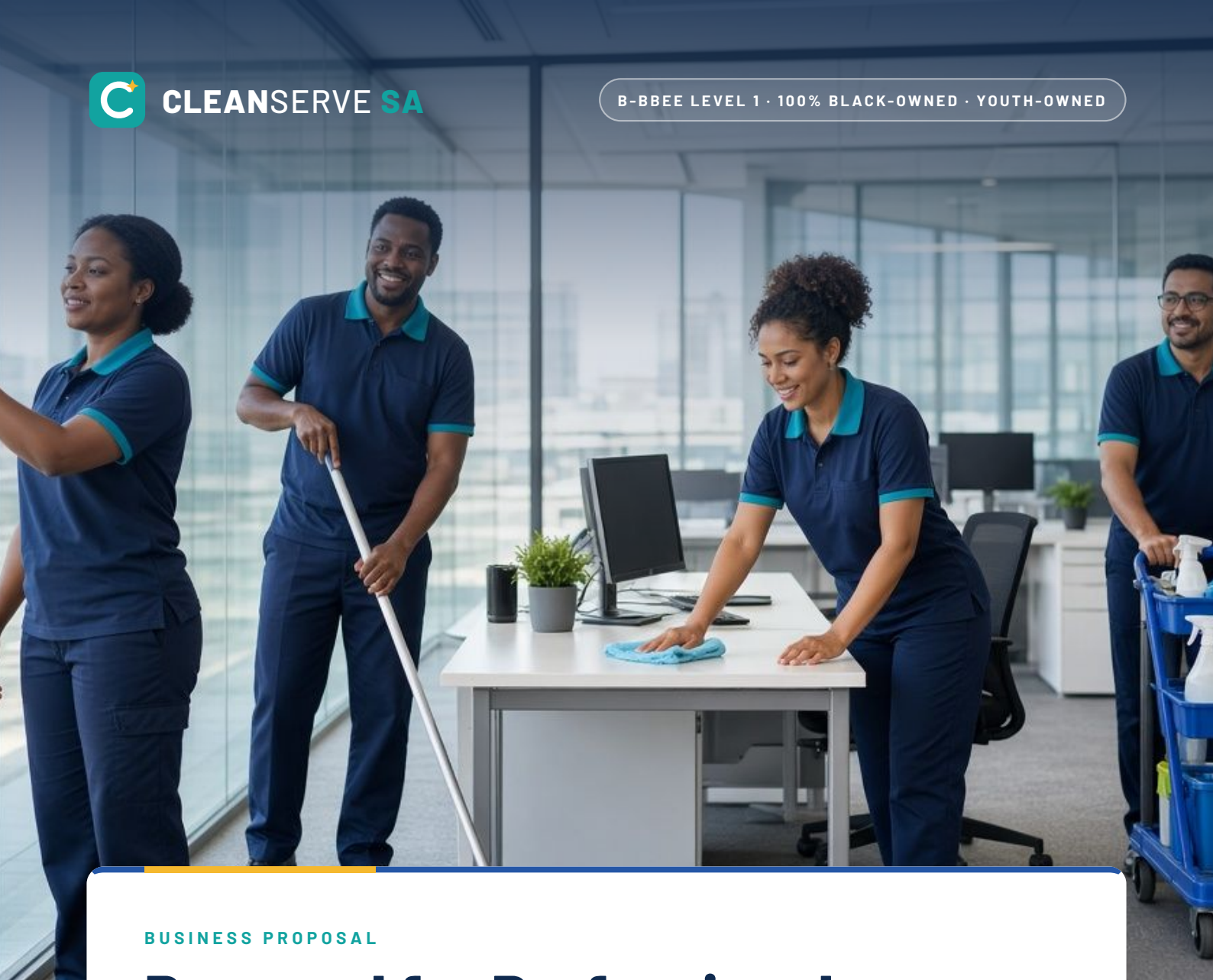


**BUSINESS PROPOSAL**

Proposal for Professional Cleaning Services

Reliable, fully managed commercial cleaning for offices, medical facilities, industrial sites, schools, retail and residential properties in Gauteng, the Western Cape, KwaZulu-Natal and Limpopo.

PREPARED FOR

[Company Name]

PREPARED BY

Sakhelo Buthelezi, Director

DATE

[Date]**Monthly quality inspections**

with written reports

**Absentee replacement**

guaranteed cover

**B-BBEE Level 1**

procurement recognition

**Month-to-month**

no long lock-ins

CleanServe SA · Head Office: 13 Jupiter Road, Crown Mines, Johannesburg, 2092
068 637 3146 · info@cleanservesa.co.za · www.cleanservesa.co.za

A PERSONAL NOTE

Thank you for considering CleanServe SA

Dear **[Contact Name]**,

A clean workplace is something most people only notice when it goes wrong: an empty soap dispenser, a missed bin, a cleaner who didn't arrive on the morning of an important meeting. For a facilities manager or business owner, those small failures add up to complaints, health risks and hours lost to chasing people.

I started CleanServe SA to take that burden off your desk completely. We provide trained, supervised and uniformed cleaning teams, back them with monthly quality inspections, and replace absent staff quickly, so your premises stay at the standard you expect, every single day.

This proposal sets out how we work, what is included in every contract, and the flexible packages available to **[Company Name]**. Because no two sites are alike, the next step is simple: a **free, no-obligation site walkthrough**, after which you will receive a custom quote tailored to your premises and budget.

As a Level 1 B-BBEE, 100% black-owned and youth-owned business, partnering with us can also strengthen your preferential procurement scorecard.

I would welcome the opportunity to show you the difference a dependable cleaning partner makes.

Warm regards,

Sakhelo Buthelezi

Director, CleanServe SA

068 637 3146 (Call / WhatsApp) · info@cleanservesa.co.za



At a glance

-  **B-BBEE Level 1**
100% black- & youth-owned
-  **Four provinces**
Gauteng · Western Cape · KwaZulu-Natal · Limpopo
-  **Monthly QA inspections**
with written reports
-  **Absentee replacement**
guarantee
-  **Month-to-month**
no long lock-ins



YOUR FREE SITE WALKTHROUGH INCLUDES

- ✓ A walk through every area with you
- ✓ Advice on frequencies & priorities
- ✓ Hygiene & consumables check
- ✓ A written, custom quote

THE CHALLENGE

Cleaning shouldn't be another problem to manage

If any of these sound familiar, you are not alone. They are the most common frustrations businesses have with cleaning providers.



No-shows & late arrivals

Cleaners who don't arrive leave you with dirty washrooms, full bins and unhappy staff, often with no warning.



Inconsistent standards

Work that is great one week and poor the next, with no one checking and no one accountable.



Hygiene & health risks

Poorly cleaned kitchens, washrooms and high-touch surfaces spread germs and increase sick days.



Admin headaches

Chasing suppliers, managing staff issues, ordering consumables and juggling paperwork that isn't your job.



OUR SOLUTION

A cleaning partner that manages itself

CleanServe SA gives you a complete, fully managed cleaning service. We hire, vet, train, equip and supervise the team, then prove our performance every month.

One accountable contact



A dedicated point of contact who knows your site and answers your call.



Covered shifts

Trained replacements sent quickly when a team member is absent.



Checked every month

Formal inspections and written reports so standards never slip.



Fully managed

Staffing, supervision, training, equipment and consumables handled for you.

WHAT WE DO

Complete cleaning solutions, one partner



Commercial & Office Cleaning

Everyday cleaning that keeps workplaces professional, healthy and ready for business.

- Corporate offices & business parks
- Boardrooms, receptions & open-plan areas
- Kitchens, canteens & washrooms
- Corridors, stairwells & lift lobbies
- Retail centres, banks, gyms & churches



Contract Cleaning

Dedicated, supervised teams on a schedule that fits your operation.

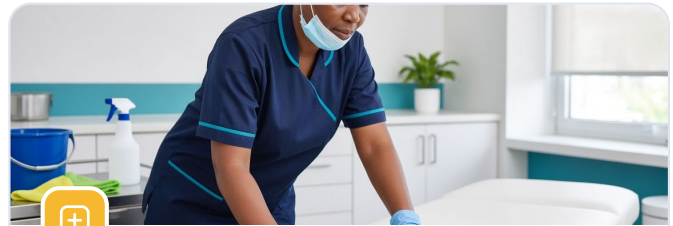
- Daily, weekly or monthly contracts
- Seasonal & annual cleaning plans
- Dedicated on-site cleaners & supervisors
- Schools, colleges, universities & residences
- Manufacturing & production plants



Industrial Cleaning

Heavy-duty cleaning that keeps industrial sites safe, compliant and productive.

- Factories, plants & production lines
- Warehouses & logistics hubs
- Mining & pharmaceutical facilities
- Pipe, tube, tank & boiler cleaning
- Drain, duct & vent cleaning, degreasing



Medical & Healthcare Cleaning

Infection-control cleaning for environments where hygiene protects lives.

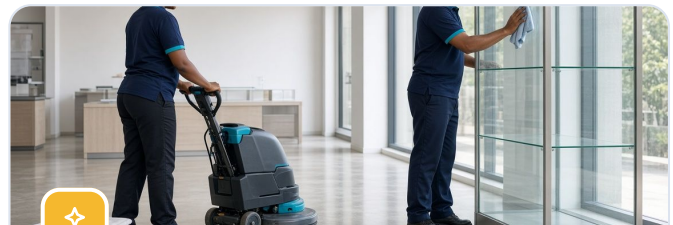
- Theatres, wards & consulting rooms
- Clinics, practices & pharmacies
- Disinfection of high-touch surfaces
- Colour-coded, cross-contamination control
- Medical waste via licensed partners



Residential Complexes & Short-Term Rentals

Shared spaces and rental units kept spotless for residents and guests.

- Sectional title complexes & estates
- Student accommodation
- Airbnb & short-term rental turnovers
- Linen changes & guest-ready setups
- Move-in and move-out cleans



Once-Off & Deep Cleaning

Thorough, one-time cleans for fresh starts, handovers and special occasions.

- Deep & spring cleans
- Pre- and post-occupation cleans
- Post-construction & builders' cleans
- Emergency clean-ups
- Event cleaning & decluttering

WHAT WE DO

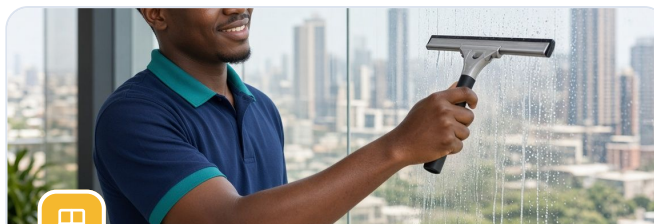
Specialised & technical cleaning



Specialised Cleaning

Targeted cleaning for the areas and surfaces that need expert attention.

- Kitchens, canopies & extractors
- Bathrooms & ablution blocks
- Walls & ceilings
- Floors: concrete, tile, hardwood & cement
- Gutters, roofs & garden areas



Window Cleaning

Streak-free glass inside and out, from shopfronts to tall buildings.

- Detailed interior & exterior windows
- Ladder-free water-fed pole cleaning
- Post-construction glass cleaning
- High-rise & façade glass
- Scheduled window maintenance



Carpet, Upholstery, Curtain & Bed Cleaning

Deep fabric care that removes dirt, stains and allergens.

- Carpet extraction & shampoo
- Pet stain & odour treatment
- Emergency carpet care & carpet protection
- Upholstery, curtains & blinds
- Mattress & bed cleaning



High-Level Cleaning

Safe cleaning at height for dust and build-up that others can't reach.

- Ceilings, beams & roof structures
- Ductwork & ventilation
- Pipes & cable trays
- Light fittings & signage
- Façades & windows at height



Solar Panel Cleaning

Clean panels for better output and a longer system life.

- Water-fed pole & soft-brush cleaning
- Dust, bird-dropping & debris removal
- Hard-water stain removal
- Protective coating application
- Scheduled maintenance plans



Wash Bay & Automotive Cleaning

Cleaning for dealerships, fleets and the wash bays that serve them.

- Wash bay design & set-up
- Car, fleet, bus & truck wash bays
- Showrooms, workshops & service bays
- Fleet detailing & car cleaning
- Floor & equipment degreasing

WHAT WE DO

Hygiene, support services & supplies



Hygiene Services & Supplies

Washrooms that stay stocked, fresh and hygienic, serviced on schedule.

- Soap, sanitiser & paper towel dispensers
- Hand dryers & air-freshener units
- Toilet & urinal sanitisers
- Sanitary disposal bins & wall bins
- Dust-trap mats & hygiene consumables



Pest Control

Prevention and treatment programmes that keep pests out for good.

- Cockroach, insect & bed bug control
- Rodent & termite control
- Bird & wildlife control
- Fumigation & eco-friendly options
- Preventive monitoring programmes



Waste Management

Responsible collection, sorting and disposal of every waste stream.

- On-site waste management & collection
- General waste, recycling & composting
- Construction rubble removal
- E-waste & chemical waste
- Hazardous & medical waste, treatment & disposal



Laundry Services

Commercial laundry that returns linen and uniforms clean and ready.

- Wash only, or wash & dry
- Wash, dry & fold
- Ironing & dry cleaning
- PPE & uniform laundry
- Alterations & shoe repairs



Cleaning Training

Practical skills training for your in-house cleaning and facilities teams.

- Introduction to professional cleaning
- Office, carpet & window techniques
- Hygiene & green cleaning
- Supervisor, customer service & H&S awareness
- Contract costing & personal development



Cleaning Products, Consumables & Equipment

Supply of the products and machines your site needs to stay clean.

- Cleaning chemicals & eco-friendly ranges
- Paper products, refuse bags & liners
- Cleaning tools & accessories
- Floor scrubbers, polishers & vacuums
- Pressure washers & carpet machines

EVERY CONTRACT, AS STANDARD

What's included in every contract

No hidden extras for the essentials. These come with every CleanServe SA agreement, whichever package you choose.



Uniformed, vetted cleaning staff

Screened before placement and presented in full CleanServe SA uniform.



Induction & ongoing training

Safe chemical use, correct procedures, site rules and professional conduct.



On-site supervision

Regular supervisor visits to guide the team and check standards.



Site-specific scope of work

Areas, tasks and frequencies agreed in writing before we start.



Professional equipment

Mops, vacuums, microfibre systems and machines suited to your site.



Cleaning chemicals & PPE

Correctly labelled products with safety data sheets and protective gear.



Monthly quality inspection

A formal walk-through of your site against the agreed specification.



Written monthly report

Findings, corrective actions and any recommendations, in writing.



Absentee replacement guarantee

Trained cover arranged quickly whenever a team member is absent.



Dedicated point of contact

One person accountable for your account, reachable by call or WhatsApp.



Payroll, UIF & COIDA handled

We employ the staff, so the HR and statutory admin is ours, not yours.



Month-to-month flexibility

No long lock-ins. We keep your business by performing.

OUR QUALITY SYSTEM

Standards you can see, every month

01 Monthly inspection

Your supervisor inspects every area against the agreed scope using a structured digital checklist.

02 Written quality report

You receive a clear report with findings, photos where useful, and the actions we are taking.

03 Corrective action

Anything below standard is put right promptly, and we confirm when it is done.

04 Review & improve

Regular check-ins with you to adjust tasks, frequencies or focus areas as your needs change.



Absentee Replacement Guarantee

If a scheduled team member is absent, we arrange a trained replacement as quickly as possible, so your site is not left without cleaning. You only ever pay for the service you receive.



PROCUREMENT BENEFIT

Boost your B-BBEE scorecard while you clean

CleanServe SA is a **100% black-owned and youth-owned** business with **Level 1 B-BBEE** status (EME/QSE sworn affidavit). Under the B-BBEE Codes, spend with a Level 1 supplier is recognised at the highest procurement recognition level, which can help your organisation's **preferential procurement** score and supplier development goals.

Our B-BBEE affidavit is available on request for your verification and vendor-registration process.

What your monthly report covers

Areas inspected

Every zone in your scope

Standard achieved

Rated against the agreed specification

Issues & fixes

What we found and what we did

Recommendations

Ways to improve or adjust

GETTING STARTED

Up and running in four simple steps

1

Free site walkthrough

We visit, listen to your needs and assess areas, traffic and special requirements.

2

Custom proposal & quote

A clear scope of work, staffing plan and transparent, itemised pricing.

3

Smooth onboarding

Team placed and inducted, equipment and consumables delivered, contacts agreed.

4

Ongoing monthly QA

Inspections, written reports and reviews keep standards consistently high.

FLEXIBLE PACKAGES

Choose the level of service that fits

Packages differ by frequency and scope. Every package can be adjusted, and all pricing follows a free site walkthrough.

Essential

SCHEDULED VISITS

For smaller offices and sites that need regular, reliable upkeep.

- ✓ Scheduled cleaning visits on agreed days
- ✓ Core areas: floors, desks, kitchen, washrooms
- ✓ Waste removal
- ✓ Monthly quality inspection & report
- ✓ Absentee replacement guarantee

Custom quote after
free walkthrough

Professional

DAILY SERVICE

MOST POPULAR

Our most popular choice for busy offices, practices and schools.

- ✓ Daily weekday cleaning
- ✓ Dedicated cleaner(s) on site
- ✓ Washroom consumables management
- ✓ Monthly quality inspection & report
- ✓ Absentee replacement guarantee
- ✓ Periodic window & high-level cleaning

Custom quote after
free walkthrough

Premium

FULL FACILITY CARE

For larger sites, medical facilities and premium environments.

- ✓ Daily cleaning with on-site team leader
- ✓ Infection-control protocols where needed
- ✓ Full hygiene services incl. sanitary bins
- ✓ Scheduled carpet, upholstery & deep cleans
- ✓ Monthly QA plus quarterly review meeting
- ✓ Priority response for urgent requests

Custom quote after
free walkthrough

Add-ons for any package: window cleaning · carpet & upholstery cleaning · deep cleans · post-construction cleans · hygiene services · after-hours or weekend cover

WHERE WE WORK

Serving businesses across South Africa

Our teams cover major business centres in four provinces, with the same standards, reporting and single point of contact at every site.

 Gauteng	 Western Cape	 KwaZulu-Natal	 Limpopo
Johannesburg	Cape Town	Durban	Polokwane
Sandton	Century City	Durban North	
Rosebank	Durbanville	Umhlanga	
Randburg	Somerset West	Ballito	
Roodepoort	Stellenbosch	Hillcrest	
Midrand	Paarl	Pietermaritzburg	
Pretoria			
Benoni			

Not on the list? Surrounding areas can be covered on request. Ask us about your location.

WHO WE SERVE

Sectors & industries we cater to

 Corporate offices & business parks	 Retail centres, malls & shopping centres	 Banks & financial branches	 Government & public sector
 Hospitals, clinics & medical practices	 Pharmaceutical facilities	 Hotels, lodges & hospitality	 Airbnb & short-term rentals
 Schools, colleges & universities	 Student accommodation	 Residential complexes & estates	 Churches & places of worship
 Gyms & fitness centres	 Events & venues	 Automotive dealerships & workshops	 Fleet & transport depots
 Factories & manufacturing plants	 Warehouses & logistics	 Mining operations	 Food & beverage facilities
 Solar installations	 Construction & property developers		

PEACE OF MIND

Compliance & documentation

We operate as a fully registered South African business. The following documents are available on request for your vendor registration or tender process.


CIPC company registration

Proof of registration with the Companies and Intellectual Property Commission.

AVAILABLE ON REQUEST

B-BBEE sworn affidavit

Level 1 status as a 100% black-owned EME/QSE.

AVAILABLE ON REQUEST

SARS tax compliance

Tax compliance status confirmation (PIN) from SARS.

AVAILABLE ON REQUEST

CIDA letter of good standing

Registration with the Compensation Fund.

AVAILABLE ON REQUEST

UIF registration

Registration with the Unemployment Insurance Fund.

AVAILABLE ON REQUEST

Public liability insurance

Proof of cover for work performed on client premises.

AVAILABLE ON REQUEST

SAFE, RESPONSIBLE WORK

Our safety commitments


Health & safety

Work carried out in line with occupational health and safety requirements, with risk assessments for specialised tasks.


Chemical safety

Correctly labelled products with safety data sheets available for every chemical used on site.


Protective equipment

Appropriate PPE issued for every task, from gloves to harnesses for work at height.


Specialist partners

Regulated services such as pest control and hazardous or medical waste are handled by appropriately registered and licensed providers.

NEXT STEP

Book your **FREE** site walkthrough

See exactly what we would do for **[Company Name]**, with no cost and no obligation. We will visit, assess your premises and send you a custom quote.

- 1 Call or WhatsApp us
- 2 We visit your site
- 3 Receive your custom quote

Call or WhatsApp Sakhelo today

068 637 3146



EMAIL

info@cleanservesa.co.za



WEBSITE

www.cleanservesa.co.za



DIRECTOR

Sakhelo Buthelezi



SERVICE AREA

Gauteng · Western Cape · KwaZulu-Natal · Limpopo



HEAD OFFICE

13 Jupiter Road, Crown Mines, Johannesburg, 2092

B-BBEE Level 1

100% Black-owned

Youth-owned

Month-to-month contracts