



## COMPANY PROFILE

Reg. no. 2015/330479/07

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*Taking the stress out of any aspect of cleaning is what we specialise in.*



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# Introduction

It is our pleasure to have you looking at us on your quest for Cleaning Company that will match and align itself to your business demands.

Our company is found by young versatile youths and captained as such by its director and B.E.E driven by its demographics.

We boast decades of experience in the industry and on different sectors as outlined in the profile.

Staff development and dedication is our pride and client's satisfaction keeps us on the urge to perform much better.



# About us

## ***Vision***

The vision of Re Mo Cleaning Services (Pty) Ltd is to be recognized as a reputable and leading service provider in the asset protection and cleaning sphere.

## ***Mission Statement***

*In pursuit of excellence, we as a company aspire to the principles of:*

- Ensuring clients are supplied with Quality service in accordance with their specific requirements
- Ensuring the achievements of our staffs individual aspirations within the company's purpose
- Attaining profitability, through clients satisfaction and Employee participation
- Undertaking specific measures to create equity in employment and develop designated employees

## ***Values***

We encourage creativity, leadership and entrepreneurship, whilst continuously striving to provide an environment, location and balance to the needs of our employees, without sacrificing our integrity in the market place.



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# *The Value of Teamwork*

## ***Maintaining Standards***

Looking after the interests of people is the key to the success of Re Mo Cleaning Services. This applies to our relationship with our clients as well as our relationship with our staff.

It is our policy to utilize available manpower effectively, either by promoting or appointing the best-qualified person for the job. Factors such as experience, proven skills, character and potential for growth and development are acknowledged.

Re Mo Cleaning Services strives to offer equal opportunities, based on performance and requirements, to all staff in its employ. All employment activities take place within the framework of the Basic Conditions of Employment Act and relevant Labor legislation.

Our Operating Procedures Manual governs all appointments, and all new employees must pass the required training course before they are permanently employed or posted to a site.

We believe that 24-hour supervision plays an integral part in ensuring that our commitment to our clients is achieved. Specific site inspection procedures are therefore designed for the needs of each client, in accordance with relevant procedures and requirements



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# Uniforms

## ***Maintaining Standards***

Re Mo Cleaning Services allows flexibility in the application of uniforms suitable to client requirements, Ranging from conventional kit for rural mining applications, through to commercial and industrial premises, to up market dress code for shopping centers and retail environments.

At all times uniforms should be practical, comfortable and conducive towards making the employee feel proud in executing his or hers functions.



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# Who we work with

**SOUTHGATE MALL:**

Contact Person : Gift Poka

Tel: 011 942 1061

**ERIS PROPERTIES:**

Contact Person : Thabo Molefe

Tel: 011 775 1006 or 073 919 5649

**DEPT OF LOCAL GOVERNMENT:**

Contact Person : Mzwandile Gibi

Tel: 011 355 5109 or 082 801 4101

**KRUGER NATIONAL PARK:**

Contact Person: Elisa Makwa

Tel: 012 426 5000 or 082 804 5083



# Mobilization Plan

**In order to be in a position to take over the cleaning operations at the various sites the following will apply:**

1. If successful with the tender/proposal, a letter of intent is required. When this is obtained, site equipment, uniforms etc, can be ordered.
2. A further in-depth survey will be undertaken at no cost to ascertain site-specific requirements.
3. Based on the above a site procedure manual will be produced for each location. This document will be signed as agreed upon by both Re Mo Cleaning Services and the Client.
4. Re Mo Cleaning Services will ask that teams be in place on site, at least 2 (two) days before actual commencement of contract, to receive final on job training. This at no extra cost to the Client.
5. Re Mo Cleaning Services will provide further ongoing on-site training/induction to ensure standards are maintained.
6. All sites will receive a minimum of one supervisory visit per shift. All sites will receive a minimum of one management visit per week.
7. A monthly formal meeting will be held between Re Mo Cleaning Senior Management and the Client. These meetings will be recorded to ensure that sites are being run successfully.



# Legal Compliance

<b>Company profile</b>	Re Mo Cleaning Services
<b>Ck number</b>	2015/330479/07
<b>Income tax number</b>	7410792081
<b>Coida (workman compensation)</b>	990001030148
<b>Vat number</b>	
<b>Empowerdex level 1 contributor</b>	



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# Liability Cover

## Insurance (SANTAM)

As the **custodian** of our **client's assets**, we deem waterproof liability cover to be the utmost importance, for both the clients' and our peace of mind.

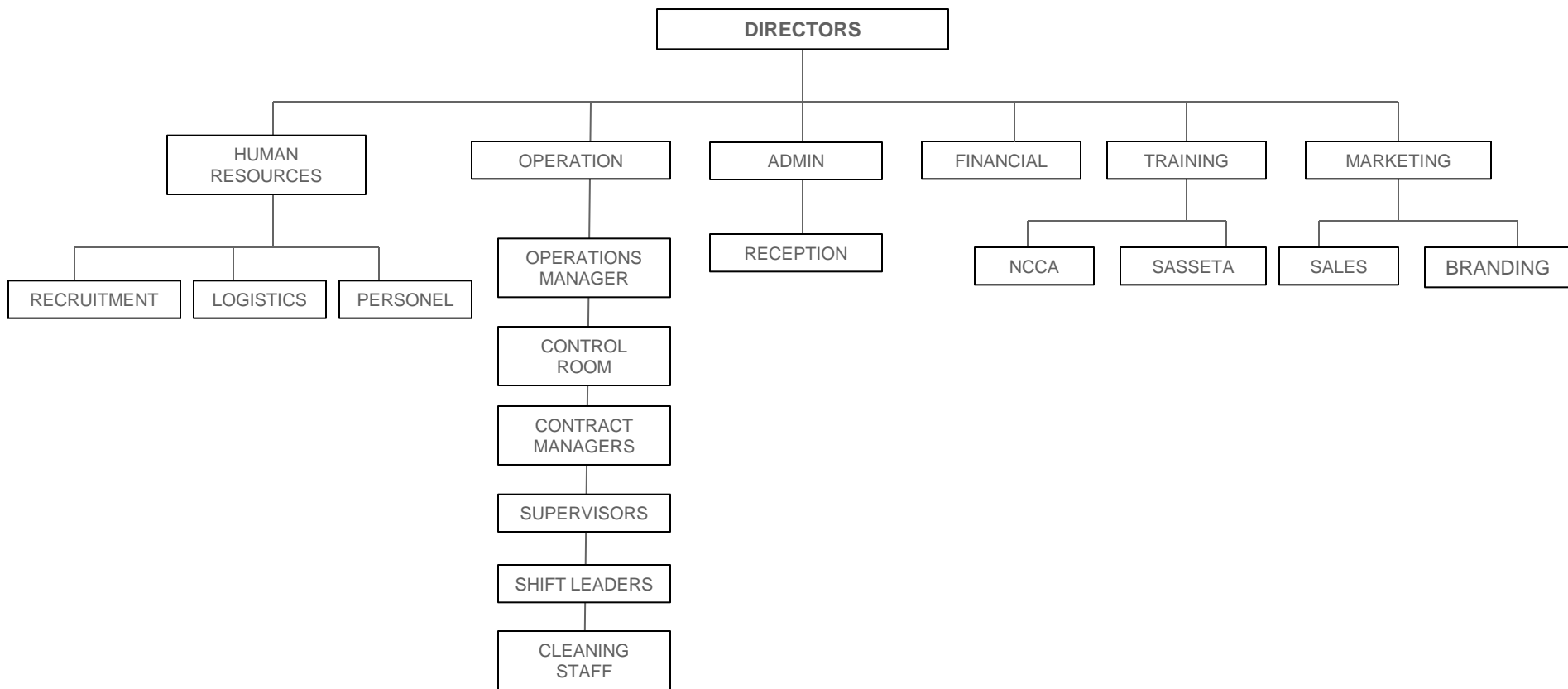
We therefore have the following cover in place.

<b>Liability</b>	
<b>Negligent Advice; Custody/Control; Contractual Obligations</b>	<b>R 2 000 000 .00</b>
<b>Firearm Liability</b>	<b>R 2 000 000 .00</b>
<b>General public Liability</b>	<b>R 100 000 000 .00</b>
<b>Fidelity guarantee / employee Liability</b>	<b>R 2 000 000 .00</b>



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# Organogram



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# Stakeholders

Kabelo Mokotla

100%

HDI (Male)

100% owned by historically disadvantaged

## Individuals

### Kabelon Mokotla

- Diploma in Management from Tshwane university of Technology
- Office management consultant
- Gathered experience in training as a creator and how to clean various surface
- General manager; Operations manager, Divisional Director until rising up the ladder to be a shareholder of RCS
- Became a shareholder in 2015
- Roast well of experience in all the different sectors and how to clean different surfaces and with what.



# *Outsourced Services*

## ***Legal***

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Routledge Modise attorneys

## ***Accounting / auditing***

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Ashwin daya and associates

## ***IT***

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Kasinet

## ***Bank***

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Standard Bank of South Africa



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# Financial Plan

<b>Current turn over</b>	:	R17m
<b>Next three years</b>	:	Increase it by 25% annually
<b>Invoicing</b>	:	Issue invoices before the 10 <sup>th</sup> of every month
<b>Age analysis</b>	:	Get client to pay within 30 days
<b>Staff remuneration</b>	:	Recruit and train staff that is competent and pay them well.
<b>Credit control</b>	:	Get all clients to pay invoices timorously.



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# *Human Resource Policy*

## ***Employment***

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Our company endeavours to hire naturalised citizens of this country as a preference.

## ***L.R.A compliance***

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We comply with Labour Relations Act and beyond.

## ***Performance measures***

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Staff performance is measured regularly by the supervisor, area manager and Operation manager on the ground. Our H.R is fully involved in getting the staff to perform at their maximum.



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# Employment Policy

## Skills development

- Our staffs are taken through the following courses which are SASSETA accreditation.
- Occupational Health and Safety training
- Communication skills
- Corporate Development

We help the following companies in sub-letting in our offices and use our infrastructure like telephone, copies, internet and others.

## Social responsibility

- Soccer tournament (Annually)



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# Training

## *We provide following training for our staff:*

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- SHE Training
- First Aid
- Chemistry of cleaning
- Vehicle valet driving
- Cleaning processes
- Basic safety



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# Contact Details



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Mondeor, Johannesburg, Gauteng

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