



## Quotation Advert

**Opening Date:** 2020-07-31

**Closing Date:** 2020-08-12

**Closing Time:** 11:00

### INSTITUTION DETAILS

**Institution Name:** Itshelejuba hospital

**Province:** KwaZulu-Natal

**Department or Entity:** Department of Health

**Division or section:** Central Supply Chain Management

**Place where goods / services is required** ITSHELEJUBA HOSPITAL

**Date Submitted** 2020-07-30

### ITEM CATEGORY AND DETAILS

**Quotation Number:** ZNQ  
163 / 20 / 21

**Item Category:** Services

**Item Description:** CLEANING OF HOSPITAL BUILDINGS AND OFFICES 3 MONTHS

**Quantity (if supplies)**

### COMPULSORY BRIEFING SESSION / SITE VISIT

**Select Type:** Not Applicable

**Date :**

**Time:**

**Venue:**

**QUOTES CAN BE COLLECTED FROM:** ITSHELEJUBA HOSPITAL

**QUOTES SHOULD BE DELIVERED TO:** ALONG N2 ROAD BETWEEN PIET RETIEF AND PONGOLA TOWNS

### ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

**Name:** BONISILE

**Email:** michael sikosana@kzhealth.gov.za

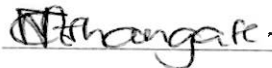
**Contact Number:** .

034 413 4000

**Finance Manager Name:**

SC NTSANGASE

**Finance Manager Signature:**



*N. Ntshangase*

No late quotes will be considered





DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to quote (includes a price quotation, advertised competitive quote, limited quote or proposal). In view of possible allegations of favouritism, should the resulting quote, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the quote(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the quote.
2. In order to give effect to the above, the following questionnaire must be completed and submitted with the quote.

- |  |   |
|--|---|
| 2.1. Full Name of bidder/representative.....                                 | 2.4. Company Registration Number: ..... |
| 2.2. Identity Number: .....  | 2.5. Tax Reference Number: .....        |
| 2.3. Position occupied in the Company (director, trustee, shareholder)?..... | 2.6. VAT Registration Number: .....     |

2.7. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below. [TICK APPLICABLE]

2.8. Are you or any person connected with the bidder presently employed by the state? YES  NO

2.8.1. If so, furnish the following particulars:  
 Name of person / director / trustee / shareholder/ member: .....  
 Name of state institution at which you or the person connected to the bidder is employed: .....  
 Position occupied in the state institution: ..... Any other particulars:.....

2.8.2. If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES  NO

2.8.2.1. If yes, did you attach proof of such authority to the quote document? YES  NO

*(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the quote.)*

2.8.2.2. If no, furnish reasons for non-submission of such proof: .....

2.9. Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES  NO

2.9.1. If so, furnish particulars:.....

2.10. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this quote? YES  NO

2.10.1. If so, furnish particulars:.....

2.11. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this quote? YES  NO

2.11.1. If so, furnish particulars:.....

2.12. Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES  NO

2.12.1. If so, furnish particulars:.....

**3. Full details of directors / trustees / members / shareholders.**

NB: The Department Of Health will validate details of directors / trustees / members / shareholders on CSD. It is the suppliers' responsibility to ensure that their details are up-to-date and verified on CSD. If the Department cannot validate the information on CSD, the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.

**4 DECLARATION**

I, THE UNDERSIGNED (NAME)..... CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.

I ACCEPT THAT THE STATE MAY REJECT THE QUOTE OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Name of bidder	..... Signature	..... Position	..... Date
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<sup>1</sup>"State" means –

- |   |   |
|---|---|
| a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999); | c) provincial legislature                                     |
| b) any municipality or municipal entity;  | d) national Assembly or the national Council of provinces' or |
|   | e) Parliament.  |

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

## SPECIAL CONTRACT CONDITIONS OF QUOTATIONS

### 1. AMENDMENT OF CONTRACT

- 1.1. Any amendment to or renunciation of the provisions of the contract shall at all times be done in writing and shall be signed by both parties.

### 2. CHANGE OF ADDRESS

- 2.1. Bidders must advise the Department of Health (institution where the offer was submitted) should their address (*domicilium citandi et executandi*) details change from the time of bidding to the expiry of the contract.

### 3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION

- 3.1. The institution is under no obligation to accept the lowest or any quote.
- 3.2. The price quoted must include VAT (if VAT vendor). However, it must be noted that the department reserves the right to evaluate all quotations excluding VAT as some bidders may not be VAT vendors.
- 3.3. The bidder must ensure the correctness & validity of quote:
- (i) *that the price(s), rate(s) & preference quoted cover all for the work/item (s) & accept that any mistakes regarding the price (s) & calculations will be at the bidder's risk*
- 3.4. The bidder must accept full responsibility for the proper execution & fulfilment of all obligations conditions devolving on under this agreement, as the Principal (s) liable for the due fulfilment of this contract.
- 3.5. This quotation will be evaluated based on the 80/20 points system, specification & correctness of information. All required documentation must be completed in full and submitted.
- 3.6. Offers must comply strictly with the specification.
- 3.7. Only offers that meet or are greater than the specification will be considered.
- 3.8. Late quotes will not be considered.
- 3.9. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
- 3.10. A bidder not registered on the Central Suppliers Database or verification has failed will not be considered.
- 3.11. All delivery costs must be included in the quote price, for delivery at the prescribed destination.
- 3.12. Only firm prices will be accepted. Such prices must remain firm for the contract period. Non-firm prices (including rates of exchange variations) will not be considered.
- 3.13. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.14. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered. Furthermore a verification will be done to identify if bidders have multiple companies and are quoting (cover-quoting) for this bid. In such instances only the cheapest bid according to specification will be considered.

### 4. SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF THIS QUOTATION.

- 4.1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
- 4.2. Under no circumstances whatsoever may the quotation/bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
- 4.3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
- 4.4. Quotation submitted must be complete in all respects.
- 4.5. Any alteration made by the bidder must be initialled.
- 4.6. Use of correcting fluid is prohibited
- 4.7. Quotation will be opened in public as soon as practicable after the closing time of quotation.
- 4.8. Where practical, prices are made public at the time of opening quotations.
- 4.9. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.

### 5. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS

- 5.1. Quotation shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the quotation documents.
- 5.2. Each quotation shall be addressed in accordance with the directives in the quotation documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the quotation number and closing date indicated on the envelope. The envelope shall not contain documents relating to any quotation other than that shown on the envelope. If this provision is not complied with, such quotations/bids may be rejected as being invalid.
- 5.3. All quotations received in sealed envelopes with the relevant quotation numbers on the envelopes are kept unopened in safe custody until the closing time of the quotation/bids. Where, however, a quotation is received open, it shall be sealed. If it is received without a quotation/bid number on the envelope, it shall be opened, the quotation number ascertained, the envelope sealed and the quotation number written on the envelope.
- 5.4. A specific box is provided for the receipt of quotations, and no quotation found in any other box or elsewhere subsequent to the closing date and time of quotation will be considered.

- 5.5. No quotation/bid sent through the post will be considered if it is received after the closing date and time stipulated in the quotation documentation, and proof of posting will not be accepted as proof of delivery.
- 5.6. Quotation documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.

## 6. SAMPLES

- 6.1. In the case of the quote document stipulating that samples are required, the supplier will be informed in due course when samples should be provided to the institution. (This decreases the time of safety and storage risk that may be incurred by the respective institution). The bidders sample will be retained if such bidder wins the contract.
- (i) If a company/s who has not won the quote requires their samples, they must advise the institution in writing of such.
- (ii) If samples are not collected within three months of close of quote the institution reserves the right to dispose of them at their discretion.
- 6.2. **Samples must be made available when requested in writing or if stipulated on the document.**
- (i) If a Bidder fails to provide a sample of their product on offer for scrutiny against the set specification when requested, their offer will be rejected. All testing will be for the account of the bidder.

## 7. COMPULSORY SITE INSPECTION / BRIEFING SESSION

- 7.1. Bidders who fail to attend the compulsory meeting will be disqualified from the evaluation process.

- (i) The institution has determined that a compulsory site meeting  take place
- (ii) Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_:\_\_\_\_ Place \_\_\_\_\_

Institution Stamp:	Institution Site Inspection / briefing session Official  Full Name: .....  Signature: .....  Date: .....
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## 8. STATEMENT OF SUPPLIES AND SERVICES

- 8.1. The contractor shall, when requested to do so, furnish particulars of supplies delivered or services executed. If he/she fails to do so, the Department may, without prejudice to any other rights which it may have, institute inquiries at the expense of the contractor to obtain the required particulars.

## 9. SUBMISSION AND COMPLETION OF SBD 6.1

- 9.1. Should a bidder wish to qualify for preference points they must complete a SBD 6.1 document. Failure by a bidder to provide all relevant information required, will result in such a bidder not being considered for preference point's allocation. The preferences applicable on the closing date will be utilized. Any changes after the closing date will not be considered for that particular quote.

## 10. TAX COMPLIANCE REQUIREMENTS

- 10.1. In the event that the tax compliance status has failed on CSD, **it is the suppliers' responsibility to provide a SARS pin in order for the institution to validate the tax compliance status of the supplier.**
- 10.2. In the event that the institution cannot validate the suppliers' tax clearance on SARS as well as the Central Suppliers Database, **the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.**

## 11. TAX INVOICE

- 11.1. A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:

- |   |   |
|---|---|
| (i) the name, address and registration number of the supplier;<br>(ii) the name and address of the recipient;<br>(iii) an individual serialized number and the date upon which the tax invoice is issued; | (iv) a description and quantity or volume of the goods or services supplied;<br>(v) the official department order number issued to the supplier;<br>(vi) the value of the supply, the amount of tax charged;<br>(vii) the words tax invoice in a prominent place. |
|---|---|

## 12. PATENT RIGHTS

The supplier shall indemnify the **KZN Department of Health** (here after known as the purchaser) against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

### **13. PENALTIES**

- 13.1. If at any time during the contract period, the service provider is unable to perform in a timely manner, the service provider must notify the institution in writing/email of the cause of and the duration of the delay. Upon receipt of the notification, the institution should evaluate the circumstances and, if deemed necessary, the institution may extend the service provider's time for performance.
- 13.2. In the event of delayed performance that extends beyond the delivery period, the institution is entitled to purchase commodities of a similar quantity and quality as a substitution for the outstanding commodities, without terminating the contract, as well as return commodities delivered at a later stage at the service provider's expense.
- 13.3. Alternatively, the institution may elect to terminate the contract and procure the necessary commodities in order to complete the contract. In the event that the contract is terminated the institution may claim damages from the service provider in the form of a penalty. The service provider's performance should be captured on the service provider database in order to determine whether or not the service provider should be awarded any contracts in the future.
- 13.4. If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance.

### **14. TERMINATION FOR DEFAULT**

- 14.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
  - (i) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract,
  - (ii) if the supplier fails to perform any other obligation(s) under the contract; or
  - (iii) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 14.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services.
- 14.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

### **15. FAILURE TO COMPLY WITH ABOVE WILL RESULT IN YOUR QUOTE BEING PASSED OVER.**



**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

This preference form must form part of all quotes invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

- 1.1 The following preference point systems are applicable to all quotes.
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.2 The value of this quote is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.
- 1.3 Points for this quote shall be awarded for:
- (a) Price; and
  - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this quote is allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the quote, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a quote is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

**2. DEFINITIONS**

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **"prices"** includes all applicable taxes less all unconditional discounts;
- (h) **"proof of B-BBEE status level of contributor"** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

**3. POINTS AWARDED FOR PRICE**

**3.1 THE 80/20 PREFERENCE POINT SYSTEMS**

A maximum of 80 points is allocated for price on the following basis:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \text{ Where}$$

- P<sub>s</sub> = Points scored for price of bid under consideration
- P<sub>t</sub> = Price of bid under consideration
- P<sub>min</sub> = Price of lowest acceptable bid

**4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**5. BID DECLARATION**

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: = ..... (maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

(Tick applicable box)

7.1 Will any portion of the contract be sub-contracted?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....

8. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

iv) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Designated Group: An EME or QSE which is at least 51% owned by:	EME	QSE
Black people	√	√
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

9. **DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 **TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

9.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

9.6 **COMPANY CLASSIFICATION [TICK APPLICABLE BOX]**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

9.7 Total number of years the company/firm has been in business: .....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

<b>WITNESSES</b>
1. ....
2. ....

..... <b>SIGNATURE(S) OF BIDDERS(S)</b>
<b>DATE:</b> .....
<b>ADDRESS</b> .....
.....
.....

# SPECIFICATION

## SECTION 1: SERVICE: CLEANING OF BUILDING AND OFFICES: PERIOD OF CONTRACT – 3 MONTHS

### A. CLEANING OF HOSPITAL BUILDINGS AND OFFICES SPECIFICATION

**HOURS OF ATTENDANCE MUST BE MONDAY TO SUNDAY INCLUSIVE OF PUBLIC HOLIDAYS AND MONDAY TO FRIDAY EXCLUSIVE OF PUBLIC HOLIDAYS IN OFFICES AND AS AND WHEN SPECIFIED BY THE INSTITUTION.**

Monday to Sunday (Day shift) :06h00 to 18h00 (Subject to review by management)

Monday to Sunday (Night shift) :18h00 to 6h00 (Subject to review by management)

Number of personnel required per day : (Monday to Friday - Day shift 6h00 to 16h00) 20

Number of personnel required per day : (Monday to Friday - Day shift 16h00 to 18h00) 8

Number of personnel required per day : (Monday to Friday - Night shift 18h00 to 6h00) 10

Number of personnel required per day : (Saturday, Public Holiday and Sunday - Day shift 6h00 to 16h00) 20

Number of personnel required per day : (Saturday, Public Holiday and Sunday - Day shift 16h00 to 18h00) 8

Number of personnel required per day : (Saturday and Sunday - Night shift 18h00 to 6h00) 10

Total number of personnel required per day: 38

### SALARIES

The Service Provider as employer must comply with the determination of Department of Labour by paying employees approved rates of minimum wage/ salary.

Wages/Salaries must be paid into employees' bank account and salary advices or pay slips must be issued to every employee.

### SPECIAL NOTES

NIGHT SHIFT STAFF WILL CLEAN THE WARDS UNTIL MORNING. THE SERVICE PROVIDER MUST ENSURE THAT PASSAGES, OPD, ADMITTING AND CONSULTING ROOMS ARE CLEANED BETWEEN 10:00 PM AND 4:00 AM.

*Lunch/ meals/ teas breaks will be negotiated with the Institutional Management. Hours of attendance stipulated above may change as a result thereof.*

Note: The allocation of staff will form part of the service level agreement and will be signed off by the service provider prior the commencement date of the contract.

#### 1. CLEANING OF BUILDING/S AND ITS CONTENTS

Includes all structures, tarmac, paved and/or gravel areas, defined ungreased pathways, walkways or

roadways within the confines of the institution.

## 1.1. BUILDINGS

- 1.1.1. Buildings/areas as defined at the Compulsory Site Inspection meeting/in this bid must be cleaned daily, high traffic areas to be cleaned hourly and as when necessary.
- 1.1.2. All floors must be swept, vacuumed and/or mopped and the surfaces of all furniture and equipment, chalkboard/whiteboard rails and low window ledges dusted.
- 1.1.3. Internal walls must be cleaned immediately when visible soiled and quarterly deep damp dusted down using a cleaning detergent and dried, in line with the current infection control (IPC) practices, Health and safety regulations and National Core Standards prescripts as mentioned below:
  - a) High level dusting must be undertaken once weekly and when necessary and shall mean the dusting of surfaces above 2 meters from the floor and includes light fittings, blinds, high window ledges, burglar guards, ceiling fan and desk top fan.
  - b) The cupboard tops and beams must be damp dusted daily. Where walls are bagged or the surface is prone to collecting dust, such walls, within the building, must be dusted daily and when necessary.
  - c) Name plates, window handles, window regulators, chrome plated and aluminium/copper/brass door handles must be damp dusted once a week and when necessary and polished with a cleaning detergent once a month.
  - d) All inside facing windows and window panes and where possible outfacing windows and window panes must be cleaned using a cleaning detergent when necessary. The contractor must adhere to Health and Safety Regulations.
  - e) All curtains must be taken down and delivered to laundry for washing and hung back to their rails after washing, this will be decided by the institution's management as to when and must form part of the service level agreement.
  - f) Door mats must be dusted out daily and when necessary, depending on traffic of the mat material.
  - g) Carpets must be vacuumed daily and when necessary. Spots and stains must be removed as necessary or when so directed by Institutional Management. Deep and restorative cleaning of carpets by shampooing/steam cleaning/dry cleaning must be undertaken every six months.
  - h) Ground level concrete brick surfaces and paving of entrances, foyers and passage ways must be swept daily using maslin mop, double bucket system and litter must be removed daily and immediately and as directed by Institutional Management.
  - i) Blocked waste pipes, manholes, catch pits, traps, washbasins, urinals and toilet bowls must be immediately reported to the Maintenance Engineer of the Institution in writing and verbal.
  - j) Leaking taps, urinals and cisterns must also be ungenly reported to the attention of the Maintenance Division at the Institution in writing and verbal.
  - k) All rain water gutters, open drains and manholes, adjoining the building must be kept free of soil, debris, refuse and other obstructions by checking daily, clearing weekly and when necessary and cleaning weekly.



**Note: Cleaning Company must adhere to the Occupational Health and Safety Act, 85 of 1993 and current IPC Practices and National Core Standards prescripts.**

**1.2. VERANDAS**

Verandas must be swept and moped daily and when necessary, polished monthly or as when necessary and buffed daily stripping must be done twice a year (6 months).

**1.3. FLOOR SURFACES**

**1.3.1. RESILIENT FLOORS (P.V.C. TILES, VINYL, LINOLEUM, SEALED WOOD ETC.)**

1.3.1.1. All resilient floors in traffic areas must be treated by removing dust with a control maslin mop on a daily basis and when necessary. Mopping must occur daily. Apply non-slip maintenance coat and buff floor weekly. Maintain the floor by spray clean liquid polish and buff the floor daily. Light scrub, Strip clean, reseal with non-slip polish and buff every six months or as directed by institution.

1.3.1.2. Hard floors (ceramic, marble, granite, brick, concrete etc.) in high and low traffic areas must be treated by removing dust with a maslin mop on a daily basis and when necessary. Damp mopping using a cleaning detergent must occur daily. Concrete brick tiled flooring must be scrubbed weekly and mopped daily or as directed by institution.

**1.4. WARDS.**

1.4.1. Floor must be swept using maslin mop daily and when necessary. The floor must be mopped using equipment (janitor trolley) approved by the IPC guidelines.

1.4.2. Stripping and seal of floor must be done twice a month and when necessary using floor stripper without ammonia (SABS approved products).

1.4.3. Damp dust furniture daily using disposable colour coded wiping cloth with water and detergent.

**1.5. THEATRE**

1.5.1. Mop floor twice a day and after each case using detergent and water or other approved ammonia free detergent.

1.5.2. Scrubbing entire theatre on weekly basis and when necessary, walls, windows, window surfaces, drip stands, ceiling, lights, handles, door handles including all as directed by the management of the institution.

1.5.3. Furniture must be damp dusted using disinfectant chemicals once a day and when necessary.

**1.6. ISOLATION WARD OR UNIT**

1.6.1. Mop floors twice daily and after each operation/termination using detergent and water or other approved ammonia free detergent.

1.6.2. Scrubbing entire ward on daily basis or as when necessary, walls, windows, window surfaces, drip stands, ceiling, lights, handles and door handles.

1.6.3. Terminal cleaning using disinfectant chemical.

1.6.4. Furniture must be damp dusted using disinfectant chemicals once a day and when necessary.

**1.7. NEONATAL**

- 1.7.1. Mop floor twice a day and after each feeding session as when necessary.
- 1.7.2. High dusting done on weekly basis using general all-purpose detergent (SABS approved).

**1.8. LABOUR WARD**

- 1.8.1. Mop floors twice a day and more frequently as when necessary and after each delivery using detergent and water or other approved ammonia free detergent.
- 1.8.2. Scrubbing entire ward on daily basis or as when necessary, walls, windows, window surfaces, drip stands, ceiling, lights, handles and door handles.
- 1.8.3. Furniture must be damp dusted using disinfectant chemicals once a day and when necessary.

**1.9. OPD**

- 1.9.1. Mop floors twice a day and when it is necessary using detergent and water or other approved ammonia free detergent.
- 1.9.2. Scrubbing entire ward on daily basis or when necessary, walls, windows, window surfaces, drip stands, ceiling, ceiling fan, wall mounted fan, desktop fan, lights, handles and door handles and etc.
- 1.9.3. Furniture must be damp dusted using disinfectant chemicals once a day and when necessary.

**1.10. CASUALTY**

- 1.10.1. Mop floors twice a day and after each case using detergent and water or other approved ammonia free detergent.
- 1.10.2. Scrubbing entire department on daily basis or as when necessary, walls, windows, window surfaces, drip stands, ceiling, lights, handles and door handles.
- 1.10.3. Furniture must be damp dusted using disinfectant chemicals once a day and when necessary.

**1.11. TOILETS, BATHROOMS AND CHANGEROOMS**

**1.11.1. Basins/Hand basins**

- 1.11.1.1. Daily, clean with hard surface cleaner without ammonia (SABS approved) and rinse using a disposable colour coded cloth.

1.11.1.2. On a weekly basis and when necessary remove mineral deposits and other foreign bodies and all the drains must be flushed down according to Infection Control protocol.

#### **1.11.2. Baths**

1.11.2.1. Clean with a (SABS) approved bath cleaner without ammonia daily and when necessary using IPC guideline.

1.11.2.2. Bathroom must be cleaned using detergent and water daily and when necessary.

#### **1.11.3. Lavatories including urinals**

##### **1.11.3.1. Toilets**

1.11.3.1.1. Day time clean the toilet pan and under flush rim with hard surface cleaner chlorine base without ammonia (SABS approved) and a brush on a two hourly basis and when necessary. Clean seat and lid using SABS approved cleaning product.

1.11.3.1.2. Damp dust the toilet pipes daily.

1.11.3.1.3. Toilet brushes must be washed for every cleaning episode daily. Brushes must be kept in the toilet brush holder and it must be kept dry.

1.11.3.1.4. Toilet surface must be steam clean. Deep cleaning must be done during night duty under supervision.

##### **1.11.4. Urinals**

1.11.4.1. Remove any visible blockage in urinal/s twice daily and when necessary. Damp dusts wipes and dry pipes and flushing mechanisms.

1.10.4.2. Maslin mop step of floor at urinal with recognised disinfectant twice daily or as when necessary.

1.10.4.3. Remove mineral deposits from gullies and drains weekly using a recognised disinfectant.

1.10.4.4. Mop daily using detergent and water. Seats must be wet wiped and lid, cistern, pipes twice a day and when necessary.

##### **1.10.5. Sinks**

Clean daily and when necessary using hard surface cleaner (SABS approved) without ammonia.

##### **1.10.6. Showers**

Clean daily, remove fats and grease from walls, doors and floors using hard surface cleaner. Once a week disinfect showers using a recognised disinfectant without ammonia SABS approved.

**Note: Duty sheets must be signed by the supervisor in each visit indicating the intervals of cleaning**



conducted per day and must be kept in a visible place for monitoring purposes.

### **1.11. CLEANING OF OFFICES**

- 1.11.1. Floor must be swept using damp mop daily and when necessary using detergent and water. The floor must be moped using blue mop and janitor trolley.
- 1.11.2. Stripping and seal of floor must be done twice a monthly and when necessary using floor stripper without ammonia (SABS approved products).
- 1.11.3. Damp dust furniture daily using disposable colour coded wiping cloth and furniture polish once a weekly

1.12 All areas to be cleaned will be viewed during site inspection.

## **2. HYGIENE SERVICES**

- 2.1. Provision and Maintenance of a hygiene service and consumables as per specification.
- 2.2. Provision of a daily cleaning service for ablution facilities and toilets as per attached specifications.

## **3. SPECIFICATIONS OF SANITARY/HYGIENE SERVICES REQUIRED**

### **3.1. Detergent Dispensers**

- 3.1.1. Supply non-allergenic, sanitising detergent with good lather in 750ml spray bottle.
- 3.1.2. Detergent bottles to be supplied by Service Provider
- 3.1.3. Detergent dispensers to be checked on a daily basis by the Service Provider. Replacement bottle to be installed as required
- 3.1.4. Discard the spray detergent bottle

### **3.2. Toilet Roll Dispensers**

**(N.B. Toilet Rolls to be supplied by the Department)**

- 3.2.1. Replacement of roll dispenser as required. Dispensers must be checked every two hours and re-filled by the Service Provider.

### 3.3. Paper Towel Dispensers

3.3.1. Dispensers must be checked every two hours and re-filled by the Service Provider.

### 3.4. Quadro San Sanitiser for Urinals

3.4.1. Service provider to supply sanitiser liquid for dispensers.

3.4.2. Dispensers to be checked daily and re-filled by the service provider

**Note: All bidders must note that hygiene services must be supplied by the service provide as the above list approved by Infection Prevention Control Policy Guidelines.**

## 4. OTHER SERVICE

- (a) Banisters/hand rails – damp dusted weekly using detergent and water and dried.
- (b) Ceilings to be cleaned and air vents to be wet wiped on monthly basis.
- (c) Cloth upholstered chairs must be vacuumed fortnightly and spot cleaned as required.
- (d) Vinyl, leather upholstered, plastic chairs and other chairs must be damp dusted daily. Using detergent and water with a disposable colour coded cloth.
- (e) All litter must be cleared from the unit to the intermediate storage area.
- (f) Areas within the courtyards must be swept on a daily basis or when it is necessary and wash with disinfected daily.
- (g) Litter must be removed daily and when it is necessary.
- (h) Desks - natural/sealed wood must be damp dusted daily and polished weekly.
- (i) Door - finger marks on glass and push plates in doors must be removed daily.
- (j) Door knobs and handles must be damp wiped with detergent and water and dried daily.
- (k) Hand-rails on/in escalators/lifts must be damp dusted daily. The side panels must be damp dusted weekly using detergent and water.
- (l) All dust and litter in the treads must be mop out daily. Lift floors to be moped clean daily using detergent and water.
- (m) Garages/covered parking/parking areas - remove litter daily. Remove oil spillage with degreaser (machine scrub) as required, or when so directed by the Institutional Management.
- (n) Fan, ceiling fan and wall mounted air conditioner units and heaters must be dusted weekly using detergent and water with a disposable colour coded cloth
- (o) Lamps must be damp dusted daily and damp wiped weekly.
- (p) Lights must be dusted monthly.

- (q) Light switches must be damp wiped weekly.
- (r) Mirrors must be polished with a glass cleaner daily and when necessary.
- (s) Partitions must be spot cleaned as necessary. Clean washable surfaces monthly and clean glass with glass cleaner monthly.
- (t) Picture frames and laminated photo frames must be dusted daily and when necessary.
- (u) Coded power skirting's must be dusted daily.
- (v) Railings must be damp wiped daily.
- (w) All waste bins situated within the building must be emptied daily and washed daily using detergent and water.
- (x) Shelves that are empty must be damp dusted daily.
- (y) Window sills must be damp dusted daily.
- (z) When cleaning toilets check that sufficient toilet paper, hand detergent and paper towels are available, if not report to the institutional management for replenishment.
- (aa) Toilet paper, sanitary towels holders for female toilets, hand detergent, paper towel and waste disposable bin must be plastic bag inline to IPC guidelines.
- (bb) When so directed by the Institutional Management, the Contractor must move furniture and equipment for the purposes of cleaning and/re-location.
- (cc) The Service Provider must have a check list in consultation with the facility. This checklist must be completed and submitted to the Institutional Manager/Systems Manager on a daily basis.
- (dd) Colour coded mops must be utilized. The colour coding must be in line with the Institutional Infection Control guidelines.
- (ee) Clean, damp dust patient lockers, beds, foot stool, drip stands, cardiac trolleys etc., daily and when discharging the patient.
- (ff) The service provider shall be responsible to clean trolleys.

## 5. MACHINERY AND MANNING REQUIREMENTS

The service provider must provide their own equipment, cleaning material and protective clothing. The bidder must itemise the machinery/other equipment that the company will utilise at the Institution/facility to successfully execute the contract.

ITEM	DESCRIPTION	NUMBER
1.	Maslin mop	36
2.	Stepladders (short, medium and long)	02 short and long
3.	Wet floor signs/ caution floor signs (QAPHELA)	20
4.	Industrial vacuum cleaners and wet vacuum pick up (wet and dry Vacuum cleaner)	02
5.	Colour coded mops (yellow, white, red and blue). Steel/metal with detachable mop heads	36



6.	Stripping machines and brushes	02
7.	Floor Polisher and brushes	02
8.	Colour coded dusting cloths (yellow, red, blue, green ) disposable	10 packets a week
9.	Hose pipes 30m	02
11.	Window and floor squeegees	10
12.	Spray bottles for decanting to be labelled with a sticker	10
13.	Brooms for courtyards	05
14.	Mop sweeper and soft platform brooms	10
15.	Dust pans	10
16	Damp dusting cloth (blue ,yellow and red ) per person	All places

**NOTE: THE SERVICE PROVIDER MUST PROCURE ITS OWN EQUIPMENT CLEANING MATERIAL WILL BE PROVIDED BY THE DEPARTMENT.**

*All bidders must note that cleaning equipment must be supplied by the service provider and must comply with Infection Prevention Control Policy Guidelines.*

## **6. UNIFORM AND PROTECTIVE CLOTHING**

Staff uniform must be supplied on an annual basis. **2 set of uniform per employee.** Service provider must ensure each staff is provided with the following:

a) Uniform embroidered with company name/ logo

- **Female Uniform**

- Name tag with full description of staff identity and company name
- Navy and white 3 Piece cleaning set (65/35 poly cotton supertax 170 gm2)
- Dress, Headscarf (white ) and apron for overall protection
- Breast pocket and concealed side entry pockets
- Long and wide graded apron
- Apron which matches dress size
- Large square matching head scarf
- Water boots (knee length) and safety shoes;
- Disposable Plastic aprons (red, blue, and white)
- Ear muffs or ear plugs
- Goggles
- Rain coats
- Surgical mask /N95
- Dust mask
- elbow length cleaning glove

- **Men Uniform**
- Navy boiler suit
- b) Name tag with full description of staff identity and company name
- c) Water boots (knee length) and safety shoes;
- d) elbow length cleaning glove;
- e) Dust mask
- f) Surgical mask /N95
- g) Goggles
- h) Disposable Plastic aprons (red, blue, and white).
- i) Ear muffs or ear plugs
- j) Rain coats

**NB!!!** Cleaning equipment and machinery must be delivered five working days before commencement date of the contract

**Note:** a) *Bidders must note that cleaning equipment and machinery must be supplied by the service provider as approved by Infection Prevention Control Policy Guidelines, Occupational Health and Safety Act, 85 of 1993 and National Core Standards.*

b) *Quantities are determined by the size of the each institution and that all products must be SABS approved. As per table 5 above.*

c) *All chemicals must be accompanied by **material safety data sheet and comply with ISO 9001 requirements.***

e) *Pre-medical periodical exams must be done and staff must be immunised against hepatitis B and A at contractors Account by the Contractor*

f) ***NB!!** The Contractor must make sure that his employees go through orientation and Induction program before they start working. Negotiate date and time with the quality team of the hospital. Request through Supply Chain Management unit.*

## **7. OCCUPATIONAL HEALTH AND SAFETY REQUIREMENTS**

*(a) The Contractor must be registered with the Department of labour's Compensation Commissioner;*

*(b) Must provide a valid Letter of Good Standing from the Department of Labour.*

*(c) Appoint in writing a Supervisor and a health and safety representative.*

*(d) Develop and keep a health and safety file on Site for the duration of the contract.*

(e) *The contractor must complete/sign the vicarious liability document to declare that they will comply with the health and safety requirements set by Itshelejuba District Hospital. Therefore the Contract must meet with the hospital quality team and hospital management to check if all the requirements have been met before the contract commences.*

**8. Statutory requirements**

- (a) The bidder must be registered with the Department of labour's Compensation Commissioner, letter of good standing must be submitted on or before the closing date of this quotation.
- (b) The bidder must be registered with BCCCI (Bargaining council), proof of registration must be submitted on or before the closing date of quotation
- (c) The bidder must be registered for UIF, certificate of UIF compliance must be submitted on or before the closing date.
- (d) Employees must be paid a minimum wage/ salary as determined by the department of labour.

**VICARIOUS LIABILITY**

To the contractor

.....  
.....  
.....

RE: Vicarious liability [transfer of the occupational health and Safety act 85 of 1993]

Section 37 (1)(2) of the Occupational Health and Safety Act 85 of 1993 states:

**" the provisions of subsection (1) shall mutates mutandis apply in the case of a mandatory of any employer or user, except if the parties have agreed in writing to the agreements and procedures between them to ensure compliance by the mandatory with the provision of this act.**

**Definition of mandatory includes an agent contractor or a sub-contractor for work.**

Referring to the above section 37(1)

The Itshelejuba Hospital in written agreement hereby transfer the Occupational Health and Safety act 85 of 1993 over to you.

You the contractor will therefore take all steps reasonable practicable to ensure the health and safety of all your employees.

If you fail to comply with the occupational Health and safety act 85 of 1993 section 37 (3) of the act will apply.

Section 37(3) states

**“Whenever any employee or mandatory of any employer or user does or omits to do an act which would be an offence in terms of this act for the employer or any such user to do or omit to do, he shall be liable to be convicted and sentenced in respect thereof”**

The contractor [mandatory] performing work shall adhere to the following conditions:

1. SHE: Safety, Health and Environment

The contractor shall be responsible for

- The health and safety of his/her own employees including the provision of personal protective attire.
- The health and safety of any persons on his/ her work site
- The preservation of the environment.
- Reducing various types of pollution including noise levels and atmospheric emissions.

2. Medical surveillance

- The Contractor shall ensure that all his/her employees are under medical surveillance.
- The employees shall undergo medical surveillance as follows: pre - employment medical assessment within 14 days of employment, periodical medical assessment (during the course of employment), Exit medical surveillance (when a person is resigning, retiring or evacuating to another post)

3. Symbolic signage

The contractor shall ensure that appropriate safety signs are displayed to warn all persons of potential dangers e.g. no entry, slippery floors etc.



#### 4. Security

- The contractor shall obey the security regulation of this institution. Disturbance of the peace, trading in alcohol and drugs, smoking, and reckless driving are prohibited.
5. The contractor must ensure that the machinery and equipment brought onto the premises is at all times, free of risks to health and safety and complies with the requirements laid down in the OHSA and regulations.
  6. The safety officer has the authority to inspect any of the contractor's plant, machinery and equipment as may be desired.
  7. The contractor must ensure that all site employees are trained to work in a safe and healthy manner.
  8. Running and horseplay is prohibited on the premises.
  9. Minor first aid requirements should be provided by the contractor. Should these prove to be inadequate, e.g. in the event of a major injury, the hospital will be available.
  10. All exit doors, fire escape routes, walkways, stairways and stair landings etc. must be kept free of obstructions and at no time be used for work or storage purposes.
  11. Bonfires are not permitted on our premises.
  12. No fire hose reels or fire extinguishers shall be used other than for firefighting.
  13. The hazardous chemical substances must be stored in a lockable cupboard and kept locked. The MSDS must be kept on site.
  14. All accidents, incidents and injuries as well as unsafe acts and conditions observed by an employee are to be reported promptly to their immediate supervisor not later than the end of the shift.
  15. The contractor must be registered and in good standing with the compensation commissioner.
  16. Employees are prohibited from arriving at work or remaining at work when their ability to perform the job safely is impaired for any reason.
  17. Employees shall actively participate in the institutions safety program, including attendance at training sessions.
  18. The contractor must make good any shortcomings in the standard of his own work or with regards to his health and safety provisions, at his own expense, and failing this, the institution will rectify them for the contractor and debit the amount to the contract price.



19. The institution will be glad to assist contractors in any way possible to facilitate the safe and healthy execution of the work involved and in the mutual interest of both parties.

**DECLARATION BY THE CONTRACTOR**

We ..... (Contractor)

Hereby accept and agree to abide to the

- a) Occupational Health and Safety Act 85 of 1993 and Regulations.
- b) The conditions laid down by the institution (Itshelejuba hospital)

To oversee occupational health and safety at our work sites we appoint

..... as a health and safety representative.

We are registered with the compensation commissioner our registration number is,

.....

**Signatures of contracting parties**

**Hospital/clinic/health Centre**

Designation	Name	signature	date
CEO			
Health and safety Officer			

**Contractor [mandatory]**

Designation	Name	Signature	Date



**health**

**Department:  
Health  
PROVINCE OF KWAZULU-NATAL**

Physical Address: Along N2 Road between Pongola & Piet Retief towns  
Postal Address: Private Bag x 0047, Pongola 3170  
Tel: 034 413 4000 Fax: 034 413 2545 Email: khombisile.hadebei@kznhealth.gov.za  
[www.kznhealth.gov.za](http://www.kznhealth.gov.za)

ITSHELEJUBA DISTRICT HOSPITAL

Enquiries: KM Hadebe

Date : 2020/07/09

THESE ARE THE AREAS WE MUST FOCUS ON:

- 1.OPD COMPLEX
- 2.WARDS
- 3.GATEWAY CLINIC
- 4.STORES
- 5.MOBILES
- 6.ADMINISTRATION BLOCK
- 7.TRANSPORT BUILDING
- 8.MOBILE PHARMACY
- 9.MAINTANANCE
- 10.OCCUPATIONAL CLINIC
- 11.RESPERATAL PLACES
- 12.FOOD SERVICES TOILET

THANK YOU