

## Quotation Advert

**Opening Date:** 2020-03-24

**Closing Date:** 2020-04-02

**Closing Time:** 11:00

### INSTITUTION DETAILS

**Institution Name:** Benedictine hospital

**Province:** KwaZulu-Natal

**Department or Entity:** Department of Health

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

**Place where goods / services is required** Systems

**Date Submitted** 2020-03-23

### ITEM CATEGORY AND DETAILS

**Quotation Number:** ZNQ:  
521 / 2019-20

**Item Category:** Services

**Item Description:**

1. Cleaning service
  - Six months contract
  - A tenderer must be a member of the bargaining council for the contract cleaning industry KZN and must submit the valid certificate of compliance.

### Quantity (if supplies)

### COMPULSORY BRIEFING SESSION / SITE VISIT

**Select Type:** Both

**Date :** 2020-03-26

**Time:** 10H00

**Venue:** Sisters lounge

**QUOTES CAN BE COLLECTED FROM:** Documents will only be issued on a site meeting

**QUOTES SHOULD BE DELIVERED TO:** Documents to be deposited in the tender box

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

**Name:** Phakathi AA

**Email:** hlengiwe.mthembu@kznhealth.gov.za

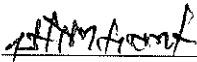
**Contact Number:**

035 8317062

**Finance Manager Name:**

Mdladla GNM

**Finance Manager Signature:**



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**No late quotes will be considered**

## SPECIFICATION/BRIEF

### SPECIFICATION APPLICABLE TO THE CONTRACT FOR THE STANDARD CLEANING AND DAY TO DAY DOMESTIC MAINTENANCE OF THE BUILDING/S.

1. **HOURS OF ATTENDANCE** Cleaning staff employed for the purposes of the contract must be in attendance seven (5) days Per week Monday to Friday, between the hours: 19:30H – 05:00 AM

Monday to Friday: \_\_\_\_\_

2. **BUILDINGS**

- 2.1. Includes all structures given and planed per week or day

3. **CLEANING OF BUILDING/S AND ITS CONTENTS**

- 3.1. Buildings/areas as defined at the site meeting must be cleaned daily. All floors must be swept and/or mopped and the surfaces of all furniture and equipment, rails and low window ledges dusted. Internal walls must be spot cleaned weekly and monthly wet wiped down using a cleaning agent and dried.
- 3.2. High level dusting must be undertaken once monthly and shall mean the dusting of surfaces above 2 metres from the floor and includes light fittings, blinds, high window ledges, burglar guards, cupboard tops and beams. Where walls are bagged or the surface is prone to collecting dust, such walls, within the building, must be dusted once a month. External walls must be hosed down.
- 3.3. Name plates, window handles, window regulators, chrome plated and aluminium/copper/brass door handles must be damp wiped down once a week and polished with a cleaning agent once a month.
- 3.4. All inside facing window panes must be cleaned using a cleaning agent once fortnightly. Outfacing panes must be cleaned by using a squeegee once fortnightly.
- 3.5. Door mats must be dusted out daily. Carpets in high traffic areas must be vacuumed daily. Carpets in low traffic areas must be vacuumed twice weekly. Spots and stains must be removed as necessary or when so directed by Centre Management. Restorative cleaning of carpets must be undertaken every six months.
- 3.6. Blocked waste pipes, catch pits, traps, washbasins, urinals and toilet bowls must be immediately reported to the Maintenance Engineer of the Centre in writing. Leaking taps, urinals and cisterns must also be brought to the attention of the Maintenance Division at the Centre in writing.
- 3.7. **VERANDAHS:** Verandas must be swept daily, polished monthly and buffed weekly.

#### 3.1.9 FLOOR SURFACES

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

- i. Resilient floors in high and low traffic areas must be treated by removing dust with a dry mop or cloth sweeper on a daily basis. Damp mopping for soilage using a cleaning agent must occur

fortnightly. Spray clean and burnish the floor once a week. Light scrub, apply non-slip maintenance coat and buff floor monthly. Strip clean, reseal with non-slip polish and buff every six months.

- ii. Hard floors (ceramic, marble, granite, brick, concrete etc.) in high and low traffic areas must be treated by removing dust with a dry mop or cloth sweeper on a daily basis. Damp mopping for soilage using a cleaning agent must occur fortnightly. Spray clean and burnish once a month where possible.

### 3.1.10 TOILETS, BATHROOMS AND CHANGEROOMS

#### (i) Basins

Daily, wet wipe with hard surface cleaner and rinse. On a weekly basis remove mineral deposits and other foreign bodies.

#### (ii) Baths

Wet wipe with hard surface cleaner four times a day and rinse. Wet wipe taps and remove mineral deposits daily.

#### (iii) (A) Lavatories including (b) urinals

- a. Remove soilage from bowl and under flush rim with hard surface cleaner and a brush on a daily basis. Weekly remove mineral deposits. Using a recognised disinfectant, wet wash seat and lid, cisterns and pipes four times daily. Wet wipe doors and walls with a recognised disinfectant once weekly.
- b. Daily, wet wipe and dry pipes and flushing mechanisms. Wet mop step of floor at urinal with recognised disinfectant twice daily. Remove mineral deposits from gullies and drains weekly.

#### (iv) Sinks

Always and daily wet wipe with hard surface cleaner and rinse.

#### (v) Showers

Daily, remove fats and grease from walls, doors and floors using hard surface cleaner. Once on daily basis and disinfect showers using a recognised disinfectant.

### 3.1.11 OTHER SERVICES

- I. Bannisters/hand rails - wet wipe daily. Ceilings to be dusted and air vents to be wet once a week. Cloth chairs must be vacuumed fortnightly and spot cleaned as required.
- II. Vinyl and leather chairs must be dusted daily and damped wiped.
- III. All courtyards must be swept on a weekly basis. Litter must be removed daily.
- IV. Curtains will be washed or dry cleaned by the Centre. When so directed, the Contractor will remove and re-hang.

- V. Desks - natural/unsealed wood must be dusted daily and polished once weekly. Sealed wood/glass/formica must be dusted daily and polished once weekly.
- VI. Door - finger marks on glass and push plates in doors must be removed daily. Door knobs and handles must be dampened wiped with a recognised disinfectant and dried. Weekly.
- VII. Hand-rails must be dampened wiped daily. The side panels must be dampened wiped daily using a recognised disinfectant. All dust and litter in the treads must be cleaned out daily.
- VIII. Heaters must be dusted weekly.
- IX. Lamps must be dusted daily and dampened wiped weekly.
- X. Lights must be dusted weekly.
- XI. Light switches must be dampened wiped daily.
- XII. Mirrors must be polished with a glass cleaner weekly.
- XIII. Partitions must be spot cleaned as necessary. Wet wipe washable surfaces biweekly and clean glass with glass cleaner.
- XIV. Picture frames must be dusted by weekly. Damp wipe frames and clean glass.
- XV. Power skirts must be dampened wiped.
- XVI. Railings must be dampened wiped weekly.
- XVII. Rubbish bins situated within the building must be emptied and dampened wiped daily. Disinfect weekly.
- XVIII. Shelves that are empty must be dusted weekly.
- XIX. Window sills must be dusted daily and dampened wiped weekly.
- XX. When so directed by the Centre Management, the Contractor must move furniture and equipment for the purposes of cleaning and re-location.

**SCOPE OF CONTRACT**

1. The scope of the contract is as per the specification and other documents making up the tender.

2. COMMENTS:

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**MACHINERY AND MANNING REQUIREMENTS**

The company must itemise the machinery/other equipment that their company will utilise at the Centre to Successfully execute the contract.

**MACHINERY/EQUIPMENT QUANTITY**

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The institution has determined that 20 workers are needed by the company to successfully execute the contract.

**APPROVED BY:**

C.E.O. *Rauw aro* 11/03/2020.

Finance Manager.....

Systems Manager *[Signature]*