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Quotation Advert

Opening Date: 2020-10-14

Closing Date: 2020-10-21

Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: Ngwelezane hospital

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required: NGWELEZANA CLINIC

Date Submitted: 2020-10-13

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: A363/20-21

Item Category: Services

Item Description: 05 MONTHS CONTRACT FOR CLEANERS WITH CLEANING MATERIAL AND EQUIPMENT AT NGWELEZANA CLINIC

Quantity (if supplies)

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Not Applicable

Date :

Time:

Venue:

QUOTES CAN BE COLLECTED FROM: NGWELEZANA HOSPITAL SCM COUNTER

QUOTES SHOULD BE DELIVERED TO: NGWELEZANA HOSPITAL TENDER BOX NEXT TO OPD

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: NZ DLADLA/RT GUMEMDE/ NS MNGOMEZULU

Email: zamampembe.dladla@kznhealth.gov.za

Contact Number: 031 901 7228/7180

Finance Manager Name: T. NXUMALO

Finance Manager Signature:



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

NGWELEZANA HOSPITAL

ZNQ – A : 363/20-21

ITEM: 05 MONTHS CONTRACT FOR CLEANERS AND CLEANING MATERIALS AND EQUIPMENT

Closing Date & Time : 21 OCTOBER 2020 @ 11 A.M
 Contract Period : 05 MONTHS
 Validity Period : 60 DAYS
 Contact Person : NZ DLADLA /R.T. GUMEDE/ N.S
 MNGOMEZULU
 Telephone no. : 035 901 7228/7180

DOCUMENTS MUST BE DEPOSITED IN THE QUOTATION BOX SITUATED IN:

| | |
|--|--|
| THANDUYISE ROAD,NGWELEZANA TOWN SHIP EMPANGENI,3880 | THE QUOTATION BOX IS AVAILABLE ON THE FOLLOWING DAYS AND TIMES: MONDAYS TO FRIDAYS 07:30 - 16:00 |
|--|--|

COMPULSORY DOCUMENTS TO BE ATTACHED. (INDICATE WITH A TICK) FAILURE TO ATTACH DOCUMENTS WILL LEAD TO DISQUALIFICATION AND NO BEE PREFERANCE POINTS WILL BE ALLOCATED WHERE AN ORIGINAL OR CERTIFIED BEE CERTIFICATE IS NOT ATTACHED:

ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE

CERTIFIED COPY OF A VALID B-BBEE CERTIFICATE

NB: ORIGINAL TAX CLEARANCE AND BBEE CERTIFICATE MAY BE ATTACHED TO ONE ZNQ DOCUMENT WHICH IS CLOSING ON THE SAME DATE AND COPIES OF TAX CLEARANCE & CERTIFIED B-BBEE CERTIFICATE MAY BE ATTACHED TO THE OTHER DOCUMENTS. PLEASE INDICATE THIS ZNQ NO: WHERE ORIGINALS ARE ATTACHED. ZNQ-A:

NAME OF TENDERER: _____

**CENTRAL SUPPLIERS DATABASE REGISTRATION (CSD)
NO.:** _____

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, 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?

(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

¹"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);
- b) any municipality or municipal entity;
- c) provincial legislature;
- d) national Assembly or the national Council of provinces; or
- e) Parliament.

²"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

SCC

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: |
|--------------------|--|

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;
- (ii) the name and address of the recipient;
- (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;
- (v) the official department order number issued to the supplier;
- (vi) the value of the supply, the amount of tax charged;
- (vii) the words tax invoice in a prominent place.

12. PATENT RIGHTS

The supplier shall indemnify the **KZN Department of Health** (hereafter 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

SBD 6.1

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 |
| Total points for Price and B-BBEE must not exceed | 100 |

- 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:

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

- Ps = Points scored for price of bid under consideration
- Pt = Price of bid under consideration
- Pmin = 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"/> |
|-----|--------------------------|----|--------------------------|

| 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.

| |
|------------------|
| WITNESSES |
| 1. |
| 2. |

| |
|--|
| SIGNATURE(S) OF BIDDERS(S) |
| DATE: |
| ADDRESS |

NGWELEZANA HOSPITAL CLINICS



CLEANING AND DOMESTIC OUTPUT SPECIFICATION

~~01 SEPTEMBER 2018~~

NGWELEZANA HOSPITAL –CLINICS CLEANING AND DOMESTIC OUTPUT SPECIFICATION

1.0 DEFINITIONS AND INTERPRETATION

- 1.1 Any reference to **“this Service Level Specification”** shall be reference to this Cleaning and Domestic Service Level Specification (including the Appendices hereto) only.
- 1.2 Where any capitalized term is used in this Service Level Specification without being defined below, such term shall bear the meaning assigned to such term in Schedule 1 to the Project Agreement;
- 1.3 In this Service Level Specification the following words and phrases shall have the following meanings unless the context otherwise requires:

| | |
|---|---|
| “Areas” | means for the purpose of paragraph 3.1(i) of this Service Level Specification all or any of the waiting areas, consulting rooms, ward areas, public areas (i.e. toilets, passages, entrances, verandas, patios , stair way) at the Cleaning Site; |
| “Access Times” | means times as set out in paragraph 3.1(i) of this Service level Specification during which Project Company shall be required to undertake the Cleaning Service; |
| “Cleaning Services” | means the cleaning and domestic service to be provided by Project Company pursuant to this Service level Specification; |
| “Clinical Areas” | means those areas at the Cleaning Site used to deliver clinical care to Patients where the need for high standards of hygiene is paramount on a day to day basis; |
| “Control of Consumables” | means the control of consumable materials in accordance with the provision of section 9 of this Service Level Specification; |
| “Control of Materials and Equipment” | means the control of materials and equipment in accordance with the provisions of section 10 of this Service Level Specification; |
| “Cleaning Site” | means the Ngwelezana clinic Premises; |
| “Fouled and Infected Linen” | shall have the meaning ascribed to it in the Linen and Sluice Room Service Level Specification; |
| “General Services” | means the general and ad hoc services to be provided by Project Company pursuant to section 5 of this Service Level Specification; |
| “Ngwelezana hospital’s Employees” | Means employees employed by the Department, or the Ngwelezana hospital (as the case may be) to provide the Clinical Services at the clinic Premises. |
| “Materials” | means those products necessary for the provision of the Cleaning Services; |
| “Non-Clinical Areas” | mean all areas at the Cleaning Site not included under the |

**NGWELEZANA HOSPITAL –CLINICS CLEANING AND DOMESTIC OUTPUT
SPECIFICATION**

2.0 SCOPE OF SERVICES

- 2.1 Project Company shall provide the Cleaning Services on the Cleaning Site in accordance with the provisions of this Service Level Specification and the Service Standard, which shall include but not be limited to:
- (a) Cleaning Service;
 - (b) Clinic duties;
 - (c) Cleaning of general areas
 - (d) General Services
 - (e) Waste Removal
 - (f) Window Cleaning
 - (g) Control of Consumables and
 - (h) Control of materials and Equipment
 - (i) Bed making of unoccupied beds and daily sluicing of dirty linen
 - (j) Management of Hygiene Consumables and Equipment
- 2.2 Project shall provide the Cleaning Services to the clinic emergency departments and central delivery unit 12 hours a day every day of each year.

Day Shift : Shall be determined by the operational managers

Lunch /meals/tea breaks will be negotiated with the Clinic Management.
Hours of attendants stipulated above may change as a result thereof but will have to ensure twenty four (24) hour coverage.

- 2.3 In addition to the Cleaning Services, Project Company shall provide all such other services as may be ancillary to or reasonably necessary for Project Company to Provide the Cleaning Services in accordance with:
- (a) This Service Level Specification;
 - (b) The Service Standards.

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- 3.2 In the event that any of the Areas are in use during the Access Times or the access times agreed pursuant to paragraph 3.1(i) of this Service Level Specification, Service provider shall liaise with the clinic to agree alternative Access Times so as to ensure Service provider is able to comply with the terms of this Service Level Specification.
- 3.3 Service provider shall ensure that the reactive Cleaning Service shall include, but not be limited to:
- (a) cleaning of spillage of bodily fluids in Non Clinical Areas and Service provider shall respond within 10 minutes of being notified and rectify as soon as practicable;
 - (b) cleaning of non-hazardous spillage and Service provider shall respond within 20 minutes of being notified and rectify as soon as practicable; and
 - (c) Cleaning of areas in accordance with the clinic's Control of Infection Policy and/or as directed by the clinic from time to time and Service provider shall respond as soon as practicable.
- 3.4 The Cleaning Service shall also include:
- (a) the cleaning of computer and medical equipment; and
 - (b) telephone instruments
- 3.5 Service provider shall ensure that all Staff is adequately trained for the proper fulfillment of their duties in respect of the Cleaning Services. Proof of training must be available at all times
- 3.6 The Ngwelezana clinics shall provide the Service provider with sufficient and separate Staff facilities as agreed between the Parties as at the Commencement Date within the Cleaning Site, including the wards and consulting room to enable Service provider to provide the Cleaning Services.

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- 4.3.8 all bins to be emptied and cleaned with water and detergent daily. They shall free of water marks, rust and dust. They shall be disinfected once a week.
- 4.3.9 cloth upholstered chairs must be vacuumed fortnightly and sport cleaned as required.
- 4.3.10 vinyl, leather upholstered and other chairs must be dusted daily and damp wiped at least once a week
- 4.3.11 curtains must be taken down for washing twice a year or if visible soiled.
- 4.3.12 banister/hand rails shall be wet wiped daily
- 4.3.12 all waste must be collected and placed at temporary waste storage areas.
- 4.3.13 medical waste must be cable tied, labeled and recorded before its placed on the temporary storage
- 4.3.14 all waste storage areas shall be cleaned, kept tidy, waste segregated correctly and locked at all times

4.3.9 Toilets

Check list of the cleaning of toilets baths and urinals must done on daily basis. When cleaning toilet check that there is sufficient consumables and refill when necessary

I. Basins and sinks

Daily wet wipe basins with hard surface cleaner and rinse. Keep it free from mineral deposits, body fats and other foreign bodies.

II. Baths

Wet wipe baths with hard surface cleaner four times a day and rinse

III. Lavatories and urinals

Remove spoilage from the bowl, under flush rim with hard surface cleaner and a brush on daily basis and when necessary. Remove mineral deposits using a recognized disinfectant, wet wipe seat and lid, cistern, pipes twice daily or as when necessary.

IV. Showers

Daily remove fats and grease from walls, doors using a hard surface cleaner. Once a week disinfect showers using a recognized disinfectant

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SPECIFICATION**

- (f) Daily counting and recording of dirty and clean linen
- (g) Daily tidying of linen rooms and packing linen in the linen rooms
- (h) Daily cleaning of beds and bed making of unoccupied beds

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SPECIFICATION**

10.1 It is recorded that there shall be no obligation on Service provider to fund the acquisition of any of the hygiene consumables or the acquisition, refreshment or replacement of the hygiene equipment. To the extent that the clinic fails to timeously provide Service provider with the hygiene consumables or equipment, or the requisite funds to acquire, replace, refresh such consumables or equipment (as the case may be) and such failure results in the Unavailability of any areas within the Cleaning Site, or results in a failure to comply with any response time or quality standard, Service provider shall not be held responsible for such Unavailability or failure to comply with the response time or quality standard, it being specifically recorded that Service provider shall not incur any penalties in respect of such Unavailability or failure.

11.0 LIAISON

11.1 Service provider shall regularly liaise with:

- (a) the infection control officers and Ngwelezana clinics heads on:
 - (i) the application of the Ngwelezana hospital's Control of Infection Policy; and
 - (ii) the employment of the latest techniques, materials and equipment to ensure the highest quality of Cleaning Services;
- (b) the clinic health and safety committee (as notified to Service provider from time to time) on the application of the Ngwelezana clinic's Health and Safety Policy; and the Ngwelezana clinic's operational manager.

**NGWELEZANA HOSPITAL- CLINICS - CLEANING AND DOMESTIC OUTPUT SPECIFICATION
APPENDICES**

1. Management and Administration

| Item | Element |
|------|--|
| 1.1 | Access times to specific areas are adhered to within Scheduled Times. |
| 1.2 | 12.0 INDIVIDUAL STAFF ARE CONSISTENTLY ALLOCATED TO WORK ON A SPECIFIC WARD OR WITH A SPECIFIC DEPARTMENT WITH MINIMAL CHANGES, SAVE TO THE EXTENT REASONABLY REQUIRED TO MAIL LIAISON |
| 12.1 | Service provider shall regularly liaise with: <ul style="list-style-type: none"> (c) the infection control officers and Ngwelezana hospital departmental heads on: <ul style="list-style-type: none"> (i) the application of the Ngwelezana hospital's Control of Infection Policy; and (ii) the employment of the latest techniques, materials and equipment to ensure the highest quality of Cleaning Services; (d) the Ngwelezana hospital's health and safety committee (as notified to Service provider from time to time) on the application of the Ngwelezana hospital's Health and Safety Policy; and the Ngwelezana hospital's Systems Manager |
| 1.3 | Appropriate signage is used for warnings of wet floors, etc. |

2. Equipment and Cleaning Procedures

| Item | Element |
|------|--|
| 2.1. | All equipment as may at any time is necessary for the provision of the Cleaning Services is provided. |
| 2.2. | Equipment complies with the relevant SABS Specifications and code of practice. |
| 2.3. | All equipment and Materials are colour coded in line with Ngwelezana hospital colour coding, to indicate specific areas of use. |
| 2.4. | Equipment used in emergency / labour ward, kitchen, sluice room and consulting rooms is kept exclusively for the use in that area and not transferred. |
| 2.5. | Cleaning procedures and schedules are in place and up to date. |

NGWELEZANA HOSPITAL- CLINICS - CLEANING AND DOMESTIC OUTPUT SPECIFICATION
APPENDICES

| | |
|-------|---|
| 3.11. | Ward kitchen equipment is free from dust, removable soil, food deposits, stains on inside and outside surfaces. |
| 3.12. | Adequate supplies of disposables required for the provision of the Cleaning Services are maintained at all times. |
| 3.13. | Curtains are correctly hung, in good state of repair and free from all stains. |
| 3.14. | Telephones are free from dust, grease, smears and streaks. |

***Notes to Quality Standards**

- The quality standards stipulated above are objective standards, and shall be measured utilising appropriate procedures and methods to ensure the objective measurement of such standards having due regard to the availability of areas within the clinic; the Scheduled Times, Access Times, actual cleaning times and the requirement that the Cleaning Services are to be provided with due regard for the operation of the Ngwelezana clinics.
- The compliance requirements shall take into account the fact that from a cost and practical perspective certain of the quality standards cannot be complied with 12 hours per day and the quality standards should be applied with due regard to such fact.

4. Response Times

| Item | Element | Response Time | Time to Reactive |
|------|---|------------------------------|---|
| 4.1 | Cleaning of spillage of bodily fluids in Non Clinical Areas | 10 minutes of being notified | As soon as reasonably possible after responding |
| 4.2 | Cleaning of non-hazardous spillage | 15 minutes of being notified | As soon as reasonably possible after responding |

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APPENDICES**

| |
|---|
| Protective clothing |
| Clear refuse bags 30 micron |
| Yellow household gloves |
| Scourers, hand pads, steel wool, machine pads, scrubbing brushes, surgical gloves |
| Heavy duty gloves |
| Dust masks |
| Chemicals |
| Floor stripper |
| Floor polish |
| Floor hardener |
| Floor buffer |
| detergents |
| disinfectants |
| Furniture polish |
| brasso |

NB: The following material will be provided the clinic

| | |
|--|--------------------------------------|
| 1. Janitorial trolleys With two spaces for mop sick and muslin tool, bin, two shelves spaces to put spray bottles at the top, closed shelf for cloths and plastic bags. The trolley must have 4 colour coded 2lit. square hard plastic buckets (white, yellow, blue and red) | 1 trolley per cleaner on daily basis |
|--|--------------------------------------|

ANNEXURE A

PART A

As a bidder my organization has never had past or current contract agreements.

PRICING SCHEDULE

NUMBER OF PERSONNELS REQUIRED = 4

1. Cost of Labour in respect of wages remuneration for staff:

Total of 12 personnel per month

R _____

2. Overheads and other cost (list breakdown of overheads) R _____ Per Month

R _____

R _____

Total of 1 and 2 R _____ Per Month

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APPENDICES
PART B

The bidder must furnish the following details of all current/past contracts. If the bidder has had no contracts awarded to them then the bidder must complete Part A.

| DATE OF COMMENCEMENT | EXPIRY DATE | VALUE OF CONTRACT | CONTRACT DETAILS That is, with whom held, phone number and address/s of the company. |
|----------------------|-------------|-------------------|---|
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Signed (bidder) _____ Date _____
Signed (witness) _____ Date _____