

ENQUIRIES / IMIBUZO	DATE POSTED	CONTACT NUMBER
MRS B. D. ZULU	05 / 10 / 2021	035 795 1124 EXT 160

QUOTATION ARE INVITED FOR THE UNDERMENTIONED REQUIREMENTS OF THE PROVINCIAL ADMINISTRATION KWAZULU NATAL

1. Quotations must be on the original official quotation form, which must be completed in **ALL** respects and all information must be supplied as stipulated in the quotation document.
2. Quotations must be supplied in sealed envelopes.
3. All quotation documents must be deposited in the tender box provided next to the notice board outside the building next to security desk
4. Late quotations will never be entertained.
5. Incomplete quotation forms will be disqualified.
6. Tenders may under no circumstances deviate from specifications.
7. **Each quotation must have a separate declaration form.**
8. All accessories required must be included.
9. Successful tenders must produce samples before purchases (if necessary).
10. Bidders must contact Mrs. B. D. Zulu should they require any clarity on specification.
11. Usage correction fluid is prohibited.
12. **PLEASE ATTACH COPY OF YOUR CSD SUMMARY REPORT NOT OLDER THAN 2 MONTHS FOR EACH QUOTATION.**
13. **ALL HTS SPECIFICATION MUST BE FILLED AND RETURNED WITH THE QUOTATION**
14. **ALL APPLIANCES MUST BE SABS APPROVED.**
15. **SIGNATURES ON QUOTATION FORM MUST BE THE SAME AS ON THE SBD 4 FORM.**
16. For tenders above R30 000.01 **BBBEE certificate must be attached.**
17. **NO EMAILED TENDER DOCUMENTS WILL BE ACCEPTED**
18. Any deviations from the above will be disqualified.
19. **Quotations will be evaluated based on price, specification, correctness of information, promotion of enterprises located within the District of the organization and promotion of enterprises located in the rural areas within the district of the organization calling the bid.**
20. **PLEASE NOTE THAT THE VAT MUST BE CALCULATED AT 15% IF YOU ARE A VAT VENDOR.**

Closing date: 12 / 10 / 2021

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Khuzwayo Buyiswa ▾ ?



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AdvertQuote



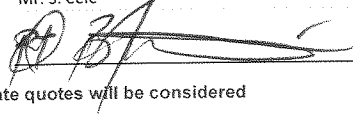
Quotation Advert

Opening Date:	2021-10-05	<input type="text"/>
Closing Date:	2021-10-12	<input type="text"/>
Closing Time:	11:00	<input type="text"/>
INSTITUTION DETAILS		
Institution Name:	Nseleni CHC	<input type="text"/>
Province:	KwaZulu-Natal	<input type="text"/>
Department or Entity:	Department of Health	<input type="text"/>
Division or section:	Central Supply Chain Management	<input type="text"/>
Place where goods / services is required	Dondotha clinic	<input type="text"/>
Date Submitted	2021-10-05	<input type="text"/>
ITEM CATEGORY AND DETAILS		
Quotation Number:	ZNQ: Nse 209 / 021 - 2022	<input type="text"/>
Item Category:	Services	<input type="text"/>
Item Description:	Outsourcing of cleanign services	<input type="text"/>
Quantity (if supplies)	05	<input type="text"/>
COMPULSORY BRIEFING SESSION / SITE VISIT		
Select Type:	Compulsory Site Visit	<input type="text"/>
Date :	2021-10-08	<input type="text"/>
Time:	11h00	<input type="text"/>
Venue:	Dondotha clinic	<input type="text"/>
QUOTES CAN BE COLLECTED FROM:	KZN health website	<input type="text"/>
QUOTES SHOULD BE DELIVERED TO:	Nseleni CHC tender box ONLY	<input type="text"/>
ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:		
Name:	Buyiswa Zulu	<input type="text"/>
Email:	buyiswa.khuzwayo@kznhealth.gov.za	<input type="text"/>
Contact Number:	0357951124	<input type="text"/>

Finance Manager Name:

Mr. S. Cele

Finance Manager Signature:



No late quotes will be considered

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 10/08/21 Time 11:00 Place DONDOTHA CLINIC

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;
- (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

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"/>
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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 last 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:.....



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

DIRECTORATE: Systems

645 UBhejane Road, Nseleni Township
Private Bag X1031 Richards Bay 3900
Tel: 035 795 1124 Fax: 035 795 1129
Email: Zakhele.dlamini@kznhealth.gov.za
www.kznhealth.gov.za

NSELENI COMMUNITY HEALTH CENTRE

1. Allocation of Cleaning Activities for Dondotha Clinic

Areas To Be Cleaned Daily

- ❖ Building floors – high traffic areas to be cleaned swept/ mopped with a suitable disinfectant hourly and as when necessary
- ❖ Offices and consulting rooms' cupboard tops and beams, window seals or any surface prone to collecting dust must be damp dusted daily.
- ❖ Telephone handsets to be wiped with a damp cloth using a suitable disinfectant
- ❖ Rails, furniture & equipment – dusted
- ❖ Low window ledges – dusted
- ❖ Door mats & carpets in high traffic areas – vacuumed & dusted
- ❖ Clean spots or stains immediately when spotted
- ❖ Paving, concrete ground level & verandah be swept with appropriate brooms, verandahs be mopped and dirty spots be removed
- ❖ All rubbish on paving must be picked up daily
- ❖ Showers, hand rails/ bannisters – disinfected and wet wiped
- ❖ Baths/ taps/ lavatories & urinals/ seats, lids, cisterns& pipes – wet wipe (4 times) & remove spoilage, toilet brushes be washed with a disinfect and brush holders emptied of water.
- ❖ All mirrors should be cleaned and polished daily
- ❖ Picture frames, notice boards Picture frames, notice boards
- ❖ Doors, glass & push plates finger marks, mirrors, light switches, rubbish bins, empty shelves, desk/ chairs – vinyl, leather(patient & staff) – dusted, wet wipe & disinfected
- ❖ Empty all waste bins i.e. general waste and medical including emptying of SHE bins(change plastic lining damp dust using SABS approved detergents and non- sticky spray to kill odour, to be removed between 15H00 and 16H00, plastic bags must be sealed and be transported in an appropriate provided trolley to the central storage area. The waste bags must be put appropriately not thrown anyhow
- ❖ There should be sufficient garbage bags i.e. clear & red 30liters and 90litres to outline all the bins internally and externally.
- ❖ Checklist must be filled, checked and signed by staff and supervisor respectively. Records to be properly filed

Areas To Be Cleaned Weekly

- ❖ Internal walls – wet wiped down using cleaning agent & dried
- ❖ High level damp dusting of surfaces above 2 meters from the floor i.e. light fittings, blinds, high window ledges, burglar guards, ceiling fans and air conditioners
- ❖ Name plates, windows, window handles, regulator, chrome plated, aluminum/ copper/ brass doors & handles be damp dusted
- ❖ Carpet in low traffic area – vacuumed twice
- ❖ Rain water gutters, open drains, visible pipes & manholes – cleaned
- ❖ Floors – strip, clean, real with non- slip polish when necessary especially in wards, PHC, HAST, IMCI, passages
- ❖ Furniture and medical equipment must be moved out of consulting rooms, wards, offices clinical units or sections under supervision of staff in those sections so as to avoid having furniture and medical equipment sticking to the floor
- ❖ Urinals & lavatories – remove deposits, minerals from gullies & drains/pipes
- ❖ SABS approved agents should be put in basins and urinals to prevent clogging
- ❖ SABS approved agent should be put in toilet pans to prevent deposits forming
- ❖ Curtains – removed & rehanged & curtain rails cleaned
- ❖ Office and consulting rooms' desks – polished with a SABS spray
- ❖ Plastic chairs/waiting area chairs- cleaned / wet wiped Plastic chairs/waiting area chairs- cleaned / wet wiped
- ❖ Fabric chairs must be vacuumed
- ❖ Wash all glass doors (inside& outside) with degreasing agent and equipment and when necessary

- ❖ All garbage bins should be washed with an approved SABS disinfectant.
- ❖ Office and consulting rooms' desks – polished with a SABS spray
- ❖ Cupboards in the kitchens and office bathrooms must be cleaned and washed inside to prevent infestations

Areas To Be Cleaned Monthly

- ❖ Name plates, windows, window handles, regulator, chrome plated, aluminum/ copper/ brass doors & handles should be polished with a SABS approved cleaning detergent.
- ❖ External walls & park homes must be cleaned
- ❖ Floors & corners edges – scrub & stripper apply non slip coat polish
- ❖ All inside facing windows and window panes and where possible outfacing windows and window panes must be cleaned using a detergent. Name plates, windows, window handles, regulator, chrome plated, aluminum/ copper/ brass doors & handles should be polished with a SABS approved cleaning detergent.
- ❖ External walls & park homes must be cleaned
- ❖ Floors & corners edges – scrub & stripper apply non slip coat polish

2. Machinery & Equipment Required

ITEMS	QUANTITY
Polisher machine, brush & pads	02
Wet vacuum pick up	02
Janitor trolley with blue & red bucket – see attached specification & photo	04
hard brooms/ mop sweepers, soft platform brooms,	12
Step ladder (short, medium & long)	02
2 liter bucket for cleaning high level areas	08
Colour coded mops (white, blue & red)	10
Colour coded swaps/ damp dusting cloth (red, blue, yellow & white	10
Dust pans	08
Window cleaning squeegees	05
Bottle sprays	07
Caution floor signs	

- ❖ The contractor must not store or use any poisonous or highly flammable items within the facility unless there is a written agreement between the contractor and the facility
- ❖ The equipment used must be maintained in good order and that all equipment used on site should comply with OHS Act
- ❖ Proof of last cleaning machines serviced / date of purchased if its new & when will be the service date
- ❖ Proof of mandatory pre – employment or medical examination
- ❖ Proof of chemicals training & machines

Protective Clothing required in all units.

- ❖ Full company uniform with name/logo
- ❖ Name tags with photo and details
- ❖ Safety boots
- ❖ Apron, gloves and masks

3. Documents that must be attached on your tender document.

- ❖ Active Bargaining Certificate (BCCCCI KZN)
- ❖ Letter of good standing with department of labour
- ❖ Reference letter from your previous employment showing relevant experience in Cleaning

NB WAGES SHOULD BE IN LINE WITH BARGAINING COUNCIL WAGE RATES

4. Cleaning Material

Cleaning material: (preferable GEOCHEM products)	
Protective polymer (stripper)	Dish washing detergent
Chlorine compounds	Disposable sponges
Glutaraldehyde (high level disinfection for medical equipment)	Alcohol based hand rub with emollient
Sanitary all-purpose cleaner	Duro seal & gloss – polish
Antimicrobial soap	Blue & red stripper
	Pine fresh, cherry fresh, deodorant blocks & pine jelly

Gloves (non – sterile and sterile)	SABS approved wooden furniture polish, air fresheners
Long sleeves gowns/ disposable aprons	Windowlene
Surgical masks (face covers)	Super steel
Particulate masks (N – 95 respirator)	Machine pads
Goggles	Pot scrapers/scrubs/ steel wool
Face shields - visors	Handy Andy
30 liters clear garbage bags	30 liters red plastic garbage bags} Compass Waste
90 liters clear garbage bags	90 liters red plastic garbage bags} Compass Waste

5. Other Requirements from the Service Provider/Contractor

- ❖ The contractor must adhere to all the ACTs and Regulations applicable to cleaning services
- ❖ The cleaning staff should be trained in all the cleaning aspects including handling of all the equipment that they will be using when cleaning the facility. Proof of the said training should be provided to the facility management.
- ❖ The contractor will be held liable for any injuries and damages that may arise from misuse and negligence of using the cleaning equipment by one of the on -site staff members.
- ❖ Staff hired by the contractor must have at least 3 years of experience in the cleaning environment
- ❖ The Supervisors for all teams/shifts must be trained prior with regards to what is expected from him/her as a supervisor and s/he must also partake in carrying out duties done by the rest of the employees.
- ❖ List of names of all employees, who will be working under this contract as well as replacement of employee(s) must be submitted beforehand.
- ❖ All employees must be supplied by the contractor with an appropriate and adequate Personal Protective Equipment and clothing and ensure that these items are worn at all times i.e. safety boots, gloves, aprons, 2 piece suit or overall dresses, warm jackets, t-shirts and etc. the contractor's name must be clearly visible
- ❖ A photo identification card of each and every employee including the owner of the company must be worn at all times when working within the facility, with the name of the contractor, full name and surname of the employee, Identity Number of the employee, signature of the employee and there must be proper control of the cards so as to avoid any unauthorized use.

6. Other Requirements from the Service Provider/Contractor (Continued)

- ❖ When a staff member is absent from work/ is not present at work a replacement must be done by 08H00am of that day or earlier.
- ❖ The contractor must ensure that all personnel hired in his/her company signs a contract of agreement which will clearly list terms of employment, starting and end of a shift, how many days a shift is worked, reporting channels, absenteeism, wages to be paid, UIF, PAYE, termination of contract, overtime, grievances, discipline, code of conduct, leave (all types of leave), non-compliance of wearing PPE, full uniform and ID cards, prior to commencement of this contractor in the facility.
- ❖ The contractor will be held responsible for any thefts and damages that may be caused to the premises by him/her or by his/her employees due to negligence.
- ❖ The contractor and his/her staff may not make use of hose reels and fire extinguishers within the facility
- ❖ The owner of the company must be visible at all times i.e. make unannounced visits, monitor and inspect work carried by his/her employees
- ❖ The owner must be professional, listen and take corrective and preventative measures when advised to do so
- ❖ The contractor must provide a Safety plan