



## Quotation Advert

Opening Date: 2022-06-30

Closing Date: 2022-07-11

Closing Time: 11:00

### INSTITUTION DETAILS

Institution Name: KwaDabeka CHC

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required: Zwelibomvu Clinic

Date Submitted: 2022-06-29

### ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: DAB/74/22-23

Item Category: Services

Item Description: Cleaning & Day to Day Domestic Maintenance of the Buildings at Zwelibomvu Clinic  
NB: Documents to be hand delivered into the Tender Box Only.

Quantity (if supplies): 12 Months Contract

### COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Compulsory Briefing Session

Date: 2022-07-06

Time: 12H00

Venue: Zwelibomvu Clinic

QUOTES CAN BE COLLECTED FROM: the Website (Downloadable)

QUOTES SHOULD BE DELIVERED TO: 04 Khululeka Drive, KwaDabeka Township - Tender Box Only

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

Name: Simphiwe Mthiyane

Email: Simphiwe.Mthiyane@kznhealth.gov.za

Contact Number: 031 714 3762

Finance Manager Name: Mrs. S.H. Zondi

Finance Manager Signature: 

No late quotes will be considered







## GENERAL CONDITIONS OF CONTRACT

### 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 Department is under no obligation to accept the lowest or any quote.
- 3.2. The Department reserves the right to communicate in writing with vendors in cases where information is incomplete or where there are obscurities regarding technical aspects of the offer, to obtain confirmation of prices or preference claims in cases where it is evident that a typing, written, transfer or unit error has been made, to investigate the vendor's standing and ability to complete the supply/service satisfactorily.
- 3.3. **ALL DECISIONS TAKEN BY THE DEPARTMENT ARE FINAL, INCLUDING THE AWARD OR CANCELLATION OF THIS QUOTATION.**
- 3.4. The price quoted must include VAT (if VAT vendor).
- 3.5. Should a bidder become a VAT vendor after award or during the implementation of a contract, they may not request the VAT percentage from the Department as the service provider made an offer during the period they were not registered as a VAT vendor. The Department is only liable for any VAT from registered VAT vendors as originally stated on the quotation document.
- 3.6. The bidder must ensure the correctness & validity of the quotation:
- (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*
- (ii) *it is the responsibility of the bidder to confirm receipt of their quotation and to keep proof thereof.*
- 3.7. 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.
- 3.8. This quotation will be evaluated based on the 80/20 points system, specification, correctness of information and/or functionality criteria. All required documentation must be completed in full and submitted.
- 3.9. Offers must comply strictly with the specification.
- 3.10. Only offers that meet or are greater than the specification will be considered.
- 3.11. Late offers will not be considered.
- 3.12. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
- 3.13. Used/ second-hand products will not be accepted.
- 3.14. A bidder not registered on the Central Suppliers Database or whose verification has failed will not be considered.
- 3.15. All delivery costs must be included in the quoted price for delivery at the prescribed destination.
- 3.16. 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.
- 3.17. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.18. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered.
- 3.19. Verification will be conducted to identify if bidders have multiple companies and are cover-quoting for this bid.
- 3.20. In such instances, the Department reserves the right to immediately disqualify such bidders as cover-quoting is an offence that represents both corruption and acquisition fraud.

### 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. Quotations submitted must be complete in all respects. However, where it is identified that information in a bidder's response, which does not affect the preference points or price, is incomplete in any respect, the said supplier meets all specification requirements and scores the highest points in terms of preference points and price, the Department reserves the right to request the bidder to complete/ submit such information.
- 4.5. Any alteration made by the bidder must be initialled; failure to do so may render the response invalid.
- 4.6. Use of correcting fluid is prohibited and may render the response invalid.
- 4.7. Quotations 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.

4.10. The Department is under no obligation to pay suppliers in part for work done if the supplier can no longer for fulfill their obligation.

**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;                           | (iv) a description and quantity or volume of the goods or services supplied; |
| (ii) the name and address of the recipient;                                              | (v) the official department order number issued to the supplier;             |
| (iii) an individual serialized number and the date upon which the tax invoice is issued; | (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. THE DEPARTMENT RESERVES THE RIGHT TO PASS OVER ANY QUOTATION WHICH FAILS TO COMPLY WITH THE ABOVE.

**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:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	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**  
**applicable box)**

(Tick

YES		NO	
-----	--	----	--

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

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		NO	
-----	--	----	--

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.

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>
------------------------------------------------

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE: .....</p> <p>ADDRESS.....</p> <p>.....</p> <p>.....</p>
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KWAZULU NATAL PROVINCIAL ADMINISTRATION  
DEPARTMENT OF HEALTH  
KWA DABEKA COMMUNITY HEALTH CENTRE.  
CLEANING AND DAY TO DAY DOMESTIC MAINTENANCE OF THE  
BUILDINGS FOR THE PERIOD OF 12 MONTHS AT ZWELIBOMVU CLINIC

1. Scope of work

A) Cleaning of building.

2. Requirements

- a) Contractors are requested to visit the site to take all measurements necessary.
- b) No variations will be entertained for not complying with 2(a).
- c) All work to be carried out by the competent workmen skilled in their trades.
- d) Quality shall be of the best standard practice and workmanship shall be subject to approval of the department of health representative
- e) During the progress of work the contractor shall carefully clean after his/his men and shall leave the area clean.
- f) The contractor is advised to conform to the security and other regulations imposed by the health service department.
- g) The contractor is also advised to comply with health and safety regulations while performing on the premises.
- h) Contractors to give department of health 12 months guarantee of all workmanship.

3. Programme

- a) Contractors taking quotations are advised if necessary to discuss the program of work with the artisan foreman before submitting quotations.
- b) Contact period for this project shall be two (2) weeks.

4. Quotations

Quotations for the entire work contained in this contract are to be submitted on the official quotation form provided, sealed in an envelope and will be deposited in a quotation box by the date stipulated on the invitation form.

5. Storage and accommodation

The administration is not obliged to supply any accommodation facilities to the contractor; however the contractor may liaise with clinic supervisor with reference to the responsibility of utilizing any available accommodation for material storage on the premises.

6. Equipment and tooling

- a) The contractor is to supply his/her own equipment and tools to execute this contract which must conform to the requirements of the OHS ACT 85 of 1993.

7. Work to be done and schedule of rates

Item NO	Description	Unit	QTY	Rate R	c	Total R	c
	<p><u>INSTITUTION:</u> KwaNgcolosi Clinic</p> <p><u>SERVICE:</u> A) Cleaning of buildings.</p> <p>All rates quoted shall be inclusive of transport, labour and profit. The tenderer is advised that the CHC is fully functional allowance must be made in this regard.</p>						
A	<p><u>Cleaning of building/s</u></p> <p>See the attached specification/brief documents.</p> <p>The cleaning of building monthly report check list is attached</p> <p>This check list must be completed by the clinic ONM and the contractor.</p> <p><u>On completion of work</u> The cleaning of building monthly report check list is attached At the end of each month the contractor must submit an invoice with a signed attached checklist. The checklist to have ONM signature and institution stamp upon ONM approval of work done. The invoice and document to be submitted to Systems Manager or Chief Artisan at K.D.C for payment processing.</p>						



## SPECIFICATION/BRIEF

### SPECIFICATION APPLICABLE TO THE CONTRACT FOR THE STANDARD CLEANING AND DAY TO DAY DOMESTIC MAINTENANCE OF THE BUILDING/S FOR THE PERIOD OF 24 MONTHS

#### 1. HOURS OF ATTENDANCE

Cleaning staff employed for the purposes of the contract must be in attendance seven (7) days per week Monday to Sunday, between the hours:

Monday to Friday: 07:30 to 16:00

Saturday and Sunday: 07:30 to 16:00

Night Shift: Not applicable

#### 2. BUILDINGS

2.1 Includes all structures, tarmac, paved and/or gravel areas, defined un-grassed pathways, walkways or roadways.

#### 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, chalkboard rails and low window ledges dusted. Internal walls must be spot cleaned weekly and quarterly wet wiped down using a cleaning agent and dried.

3.1.1 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 and everything attached in the building.

3.1.2 Name plates, window handles, window regulators, chrome plated and aluminium/copper/brass door handles must be dampened wiped down once a week and polished with a cleaning agent once a month.

3.1.3 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.

3.1.4 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.

3.1.5 Ground level concrete brick surfaces and pavings must be swept daily and litter removed.

3.1.6 Blocked waste pipes, catchpits, 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.

3.1.7 All rainwater gutters, open drains and manholes, adjoining the building must be kept free of soil, debris, refuse and other obstructions by checking and clearing weekly.

### 3.1.8 VERANDAHS

Veranda's must be swept daily, polished quarterly 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 monthly basis remove mineral deposits and other foreign bodies.

#### (ii) Baths

Wet wipe with hard surface cleaner four times a day and rinse. Twice between the hours of 08:00 - 12:00 and 14:00 - 16:00. 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. Monthly remove mineral deposits.

Using a recognised disinfectant, wet wash seat and lid, cisterns and pipes four times daily. Twice between the hours of 09:00 - 12:00 and 14:00 - 16:00. Wet wipe doors and walls with a recognised disinfectant once weekly.

#### (b) Urinals

Remove litter in urinal/s twice daily. 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 monthly.

#### (iv) Sinks

Twice 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 a week disinfect showers using a recognised disinfectant.

3.1.11 OTHER SERVICES

(i) Bannisters/hand rails - wet wipe weekly.

(ii) Ceilings to be dusted and air vents to be wet wiped twice annually.

(iii) Cloth chairs must be vacuumed fortnightly and spot cleaned as required.

(iv) Vinyl and leather chairs must be dusted daily and damp wiped fortnightly.

(v) All litter excluding medical waste must be cleared from the compactor areas daily and placed in the available containers for removal by the Local Municipality or Contractor.

(vi) All courtyards must be swept on a weekly basis. Litter must be removed daily.

(vii) Curtains will be washed or dry cleaned by the Centre. When so directed, the Contractor will remove and re-hang.

(viii) Desks - natural/unsealed wood must be dusted daily and polished once weekly.

Sealed wood/glass/formica must be dusted daily and polished once weekly.

(ix) Door - finger marks on glass and push plates in doors must be removed daily.

Door knobs and handles must be damp wiped with a recognised disinfectant and dried weekly.

(x) Hand-rails on/in escalators/lifts must be damp wiped daily. The side panels must be damp wiped weekly using a recognised disinfectant. All dust and litter in the treads must be cleaned out daily.

(xi) Garages/covered parking/parking areas - remove litter daily. Remove oil spillage with degreaser (machine scrub) as required, or when so directed by the

Centre Management.

(xii) Heaters must be dusted weekly.

(xiii) Lamps must be dusted daily and damp wiped weekly.

(xiv) Lights must be dusted monthly.

(xv) Light switches must be damp wiped weekly.

(xvi) Mirrors must be polished with a glass cleaner weekly.

(xvii) Partitions must be spot cleaned as necessary. Wet wipe washable surfaces monthly and clean glass with glass cleaner monthly.



- (xviii) Picture frames must be dusted fortnightly. Damp wipe frames and clean glass monthly.
- (xix) Power skirts must be damp wiped monthly.
- (xx) Radiators must be damp wiped monthly.
- (xxi) Railings must be damp wiped weekly.
- (xxii) Rubbish bins situated within the building must be emptied and damp wiped daily. Disinfect weekly.
- (xxiii) Shelves that are empty must be dusted weekly.
- (xxiv) Window sills must be dusted weekly and damp wiped fortnightly.
- (xxv) When so directed by the Centre Management, the Contractor must move furniture and equipment for the purposes of cleaning and re-location.

### 3.1.12 RATE OF PAY

The basic rate of pay will be determined by the current rate specified by the Department of Labour and the Bargaining Council

## SCOPE OF CONTRACT

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

## 2. COMMENTS:

- o The Contractor shall comply with Health and Safety rules and regulations as contemplated in the Contractor Management Health and Safety Requirements Document (See attached Document)
- o The contractor is mandated by the Occupational Health and Safety Act 85 of 1993 to sign Section 37 (2) Agreement/Vicarious Liability with the Institution to be serviced
- o Upon awarding of the contract, the contractor shall report to the Health and Safety Officer for Induction and Orientation prior commencement of duties including all the staff involved.
- o The contractor's employees shall at all times wear the appropriate PPE whilst on site and carrying out duties. Contractor shall supply but not limited to the following PPE:
  - o Safety boots
  - o 2 piece overalls or Dress maid
  - o Heavy duty gloves
  - o Goggles/Face shields
  - o Identity Tags with company Name/Logo, Name of Staff
- o Should one or any of the employees present on site with inappropriate or without PPE, the Sister in Charge/Safety Officer is mandated to remove the employee from work without remuneration until adherence is complied with.
- o The owner shall ensure routine supervision of his/her employees on site at a frequency agreed upon with the Sister in-charge

## 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

The contractor shall provide the following equipment/material to ensure service provision is complied with at all times until the duration of the contract:

- i. Industrial mops colour coded (Red, Blue, White) x3
- ii. Challenger Floor Polishing Machine for stripping and polishing vinyl flooring x1

- iii. Buffer brushes (Black for stripping and Red for polishing) as required
- iv. Spray containers for decanting floor polish as required
- v. Adequate Floor polish that meets the cleaning needs.
- vi. Sweeping mop x5
- vii. Colour coded service cloths (White, Yellow, Red, Blue) as required
- viii. Window Squeegees x2
- ix. Window cleaner as required
- x. Ammonia detergent as required
- xi. Pine gel (Cleaning toilet) as required
- xii. Chlorine detergent disinfectant sachets 6g x 100 in a pocket as required
- xiii. High level disinfectant solution for bactericidal, fungicidal, virucidal, sporicidal) as required
- xiv. Sodium hyper-chloride solution (Bleach) 3-5% as required
- xv. 15L plastic buckets for damp dusting (lime/green, Red and Blue) x2
- xvi. Step ladder (for cleaning in high unreachable areas and/or windows) free standing 3 tier

NB: The contractor shall supply the required items in sufficient quantities to last for the duration of the contract using his/her own discretion in terms of quantities to be supplied per month.

The institution has determined that 02 workers are needed by the company to successfully execute the contract.

**CONTRACT ADMINISTRATION  
CLEANING OF BUILDINGS**

ZNT:

MONTH:

INSTITUTION:

CONTRACTOR:

PLEASE TICK (✓) UNDER THE RELEVANT COLUMN: YES=SATISFACTORY  
NO=NOT SATISFACTORY

NO.		YES	NO
1	<b>CLEANING OF BUILDINGS</b>		
	i) Are the buildings/areas cleaned daily?		
	ii) Have the floors been swept, mopped and surfaces dusted?		
	iii) Are the internal walls spot cleaned weekly and wet wiped quarterly?		
	iv) Has high level dusting of surfaces which includes light fitting, blinds, high window ledges, burglar guards, cupboard tops & beams been cleaned once a month?		
	v) Have the bagged walls or surfaces prone to collecting dust within the building been dusted on a monthly basis and have the external walls been hosed down?		
	vi) Are the name plates, window handles, window regulators, chrome plated aluminum/copper/brass door handles dampened wiped down once a week and polished with cleaning agent once a month?		
	vii) Are the window panes and out-facing panes cleaned using a cleaning agent once fortnightly?		
	viii) Has the doormats been dusted out daily and carpets in high traffic areas vacuumed daily?		
	ix) Has the carpets in low traffic areas been vacuumed twice weekly and has spots and stains been removed?		
	x) Are the concrete brick surfaces and paving swept daily and is litter removed?		
	xi) Are the rainwater gutters, open drains and manholes, adjoining the building kept free of soil, debris, refuse and other obstructions by checking and clearing weekly?		
	xii) Has the contractor been reporting in writing any leaking taps, urinals, cisterns, blocked waste pipes, traps, and blocked washbasins to the Maintenance Division at the Centre?		
2.	<b>VERANDAS</b>		
	i) Are the verandahs swept daily, polished quarterly and buffed weekly?		
3	<b>FLOOR SURFACES (P.V.C Tiles, Vinyl, Linoleum, Sealed Wood ETC.)</b>		
	i) Are the resilient floors in high & low traffic areas dry mopped or cloth swept on a daily basis?		
	ii) Does damp mopping for soilage using a cleaning agent occur fortnightly?		
	iii) Have the floors been spray cleaned & burnished once a week & light scrubbed & buffed monthly? Has the floors been strip cleaned, resealed with non-slip polish & buffed every six months?		
	iv) Is the dust on hard floors removed on a daily basis & has damp mopping for soilage occurred fortnightly?		
4	<b>TOILETS, BATHROOMS AND CHANGEROOMS</b>		
	i) Is the basins wet wiped daily & monthly have the mineral deposits been removed?		
	ii) Have baths been wet wiped with surface cleaner four times a day & rinsed?		
	iii) In the Lavatories has soilage from the bowl & under flush rim been		

	cleaned on a daily basis? Have mineral deposits been removed monthly and have cisterns & pipes been washed four times daily?		
	iv) Has the litter in the urinals been removed & floor mopped twice daily?		
	v) Have the sinks been wet wiped twice daily with hard surface cleaner and rinsed?		
	vi) Has the fat, grease from walls, doors and floors in showers cleaned daily?		
	vii) Has the showers been disinfected once a week?		
5	<b>OTHER SERVICES</b>		
	i) Have the banisters/hand rails been wet wiped weekly?		
	ii) Have the ceilings been dusted & air vents wet wiped twice annually?		
	iii) Are the cloth chairs vacuumed fortnightly & spot cleaned as required?		
	iv) Are the vinyl/leather chairs dusted daily & damp wiped fortnightly?		
	v) Have the courtyards been swept and has the litter been removed on a daily basis?		
	vi) Desks - natural/unsealed wood, Sealed wood/glass/formica should be dusted daily & polished once weekly.		
	vii) Are the finger marks on glass and push plates indoors removed daily?		
	viii) Have the hand-rails on/in escalators/lifts damp wiped daily and the side panels wiped weekly? (if applicable)		
	ix) Is the litter in the garages/covered parking/parking areas removed daily?		
	x) Has oil spillage been removed with degreaser (machine scrub) as required?		
	xi) Have the heaters been dusted daily and damp wiped weekly?		
	xii) Have the lamps been dusted daily and damp wiped weekly?		
	xiii) Are the lights dusted on a monthly basis?		
	xiv) Are the lights switches damp wiped weekly?		
	xv) Have the mirrors been polished with a glass cleaner on a weekly basis?		
	xvi) Have the partitions been spot cleaned when necessary?		
	xvii) Are the picture frames dusted fortnightly & the frames and glass damp wiped monthly?		
	xix) Have the rubbish bins within the building been emptied and damp wiped daily & disinfected weekly?		
	xx) Have the shelves that are empty been dusted weekly?		
	xxi) Are the window sills dusted weekly and damp wiped fortnightly?		

AMOUNT PAID TO SERVICE PROVIDER PER MONTH? \_\_\_\_\_

ATTACH COPIES OF MINUTES OF MONTHLY MEETINGS

**GENERAL COMMENTS BY THE INSTITUTION REPRESENTATIVE**

*one meeting per month*

\_\_\_\_\_  
 INSTITUTION REPRESENTATIVE

\_\_\_\_\_  
 DATE