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KWAZULU-NATAL PROVINCE
HEALTH
SERVICES OF SOUTH AFRICA

Quotation Advert

Opening Date: 2022-06-10

Closing Date: 2022-06-21

Closing Time: 11:00

INSTITUTION DETAILS

Institution Name:

Province:

Department or Entity:

Division or section:

Place where goods / services is required:

Date Submitted: 2022-06-10

ITEM CATEGORY AND DETAILS

Quotation Number:

Item Category:

Item Description:

NB: Kindly bring your own documents on the date of site compulsory site briefing

Quantity (if supplies):

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type:

Date :

Time:

Venue:

QUOTES CAN BE COLLECTED FROM:

QUOTES SHOULD BE DELIVERED TO:

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name:

Email:

Contact Number:

Finance Manager Name:

Finance Manager Signature:

No late quotes will be considered

GENERAL CONDITIONS OF CONTRACT

GCC

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) & calculators will be at the bidder's risk*

- 3.7. (ii) *it is the responsibility of the bidder to confirm receipt of their quotation and to keep proof thereof.*

- 3.8. 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 fulfillment of this contract.

- 3.9. 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.

- 3.10. 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 products 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 document, 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 **WILL** take place
- (ii) Date **15 / 06 / 2022** Time **10 : 00** Place **ANC BOARDROOM**

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 points 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. 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

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:

PRICE	POINTS
B-BBEE STATUS LEVEL OF CONTRIBUTOR	80
Total points for Price and B-BBEE must not exceed	20
	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) **“prices”** includes all applicable taxes less all unconditional discounts;
 - 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:

$$Ps = 80 \left(1 - \frac{Pt - P \text{ min}}{P \text{ min}} \right) \text{ Where}$$

- 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 applicable box)

(Tick

YES NO

Will any portion of the contract be sub-contracted?

7.1

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.....
- iv) Whether the sub-contractor is an EME or QSE (Tick applicable box)

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 least 51% owned by:	EME <input checked="" type="checkbox"/>	QSE <input checked="" type="checkbox"/>
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

EAST GOROKHALAND & USHER MEMORIAL HOSPITAL

Offr. Elliot Street & the Avenue

P/Box X 306, Kokstad 48700

Email Address: lwazi.dokoo@kznhealth.gov.za

RFQ EGU 13/2022/2023

PEST CONTROL SERVICES FOR A PERIOD OF 12 MONTHS

SECTION A: PROJECT SPECIFICATION.

1. NOTES TO TENDERERS

1.1 SCOPE OF CONTRACT

This contract is for the complete execution of the project indicated above.

1.2 CONTRACT DRAWINGS

This quotation document is to be read in conjunction with the drawings listed below which are issued together with this document. Drawing No: Nil (hospital Artisan will be assisting contractor during the service).

1.3 CONDITIONS OF CONTRACT AND PRELIMINARIES

1.3.1 **PERIOD OF CONTRACT:** 12 months as the contract period for the completion of the maintenance

work from the date of site handover.

1.3.2 **CONTRACT / PERFORMANCE GUARANTEE:** The successful tenderer shall submit all required document as per specification before work commencements.

1.3.3 **GUARENTEE PERIOD:** The guarantee period for the service work and all other materials must be for a minimum of 12 months from the date of first delivery.

1.3.4 **SITE AND MODE OF PROCEDURE:** The work contained in this contract will be carried out on the existing institution. The contractor is advised that the existing premises will be occupied throughout the period of the contract. No damages to buildings or state property – tenderer to note that any damages done or occurring to any of the buildings or property will be repaired at the expense of the contractor/tenderer. The repairs must be to the satisfaction of the KZN Department of Health. **NB** tenderers are advised to visit the site prior to quoting and to acquaint themselves with the nature of the work to be done and access to the siting of the existing buildings etc., as no claim will be allowed on the grounds of ignorance of the conditions under which the work will be executed.

1.3.5 **SATISFACTORY INSTALLATION:** **NB:** Pest control; the whole of the service shall be carried out in accordance with the south African bureau of standards code of practice for the application of Agriculture Regulations, the KZNPA Standard Preambles to all Trades, and the Occupational Health and Safety Act 85 of 1993 as amended.

1.3.6 **CERTIFICATE/REPORTS OF COMPLIANCE:** On completion of each monthly service, copies of:

- Treatment reports and chemicals specification
- Departmental service schedule and the invoice shall be submitted to the office of the hospital supply chain office, maintenance office or Assistant Director (systems).
- CIDB Certificate
- Trend analysis: flies, cockroaches, rodents, rats, mice, bees, etc.

1.3.7 **PENALTY FOR NON-COMPLETION:** No payment will be made to the contractor when failed to complete the work. It will also be reported as tender defaulter.

NB : This service shall not at all be sub-contracted.

SPECIAL CLAUSES:

- A. The quality of work shall not be compromised, and shall be at the satisfaction of the Department of Health (~~SAH~~ Artisan). Failure to deliver quality and poor workmanship and as per specifications will lead to cancellation of the contract (breach of contract).
- B. Failure to deliver within the given contract period will lead to cancellation of the contract (breach of contract).
- C. All delayed services due to unavailability of materials or spares, shall be reported. Request extension of time in writing, from the office of the Chief Artisan
A supporting letter stating unavailability of materials or spares from the supplier shall be attached as an application supporting document
- D. Failure to abide by Dept. of Health Standard Preambles to all Trades and the use of inferior quality materials will lead to the cancellation of this contract
- E. The Tenderer (contractor) must acquaint himself/herself with the specifications, drawings, site layout and totality of work specified and to pre-measure before submitting quotations as no variation orders and no additional costs will be entertained due to under quoting or lack of understanding the specifications.
- F. No payments will be made to Contractors who fails to adhere to providing and using of safety approved chemicals.
- G. This service shall not at all be sub-contracted.
- H. **Following registration compulsory:**
Registration with CIDB
Department of Agriculture
SARS
Registered Technicians
- I. **Where registration is not enclosed such quotation document will not be evaluated and will disqualify the tenderer see page 5 item (H).**
 - a. **ONLY APPROVED CHEMICALS IS TO BE USED FOR THIS SERVICE.**
 - b. **NB: Facility will be fully operational at all times and the Contractor is to ensure that accessibility by the staff, patients, Health Professional's and public is not obstructed in any way.**



HEALTH
REPUBLIC OF SOUTH AFRICA

ANNEXURE A

DIRECTORATE:
SYSTEMS DEPARTMENT

East Griqualand and Usher Memorial Hospital
On: Elliot Street and the Avenue, Kokstad, 4700 / Postal Add: P.O. Box X 506, Kokstad, 4700
Tel: 039 7978153 Fax: 039 797 8117 email: hlophex8@gmail.com

DEPARTMENTAL LIST INTERNAL

RE: PEST CONTROL / /

	WARD/DEPARTMENT	MANAGER	SIGNATURE
1.	ZONAL MATRON		
2.	CASUALTY	DEPARTMENT	
3.	OPD	DEPARTMENT	
4.	T.B CLINIC	DEPARTMENT	
5.	A & B - WARD	WARD	
6.	THEATRE	DEPARTMENT	
7.	D - WARD	WARD	
8.	CSSD	DEPARTMENT	
9.	F - WARD	WARD	
10.	I - WARD	WARD	
11.	J - WARD	WARD	
12.	ARV 1	CLINIC	
13.	ARV 2	CLINIC	
14.	GATE WAY	CLINIC	
15.	STOMA	CLINIC	
16.	PHC MOBILE	CLINIC	
17.	KOKSTAD CLINIC	CLINIC	
18.	KHANYISELANI	CLINIC	
19.	SHAYAMOYA	CLINIC	
20.	FRANKLIN	CLINIC	
21.	FINANCE	BUDGET & EXPENDITURE	
22.	FINANCE	SCM	
23.	FINANCE	REVENUE	
24.	FINANCE	ASSETS	
25.	SYSTEMS	SENIOR SYSTEMS OFFICER	
26.	SYSTEMS	SWITCHBOARD	
27.	SYSTEMS	REGISTRY	
28.	SYSTEMS	TRANSPORT	

29.	SYSTEMS	MORTUARY	
30.	SYSTEMS	ADMITTING	
31.	SYSTEMS	LAUNDRY	
32.	SYSTEMS	GENERAL ORDERLY'S	
33.	SYSTEMS	NURSES HOME	
34.	SYSTEMS	SECURITY	
35.	SYSTEMS	FOOD SERVICES	
36.	SYSTEMS	MAINTANANCE	
37.	SYSTEMS	WASTE MANAGEMENT	
38.	SYSTEMS	PARK HOMES	
39.	MEDICAL	REHAB	
40.	MEDICAL	DOCTORS	
41.	MEDICAL	DIETETICS	
42.	MEDICAL	DENTAL	
43.	MEDICAL	SOCIAL WORKER	
44.	MEDICAL	RADIOLOGY	
45.	MEDICAL	PHARMACY	
46.	HR	PRACTICES	
47.	HR	LABOUR	
48.	HR	SKILLS AND DEVELOPMENT	
49.	HR	EMPLOYEE ASSISTANT PROGRAMME	
50.	HR	OCCUPATION HEALTH AND SAFETY	
51.	CHIEF EXECUTIVE OFFICER	CEO	
52.	MEDICAL	MANAGER	
53.	ASSISTANT DIRECTOR	HRM	
54.	ASSISTANT DIRECTOR	FINANCE	
55.	ASSISTANT DIRECTOR	SYSTEMS	
56.	NURSING	DEPUTY MANAGER NURSING	
57.	SECRETARY	CEO	
58.	PARK HOME NO.1	RESIDENTS	
59.	PARK HOME NO.2	RESIDENTS	
60.	PARK HOME NO.3	RESIDENTS	
61.	PARK HOME NO.4	RESIDENTS	
62.	PARK HOME NO.5	RESIDENTS	
63.	PARK HOME NO.6	RESIDENTS	
64.			

65	BRICK HOUSE NO.1	RESIDENTS	
66	BRICK HOUSE NO.2	RESIDENTS	
67	BRICK HOUSE NO.3	RESIDENTS	
68	Supply deliver & install 20 red boxes	Change of	
69			
70			



KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

.DIRECTORATE:

Postal Address: PIBAG X506 KOKSTAD
Physical Address: Corner of ELLIOT STREET and THE AVENUE
Tel: 039 7978100 Fax: 039 7978162 Email address: sibongile.mgobhozi@kznhealth.gov.za

Systems

SPECIFICATION FOR PEST CONTROL SERVICE

AT

EAST GRIQUALAND AND USHER MEMORIAL DISTRICT HOSPITAL AND SATELLITE CLINICS

1. WARDS/DEPARTMENTS/RESIDENCE AREAS

This Pest Control Service Contract is for the eradication and control of all pest and vermin (rats, mice, cockroaches, bird lice, all type of ant larvae, fish moths, etc in all buildings of EG Usher Memorial District Hospital and its satellite clinics (see attached Addendum).

2. SERVICE PROCEDURE AND CONDITIONS

- 2.1 All servicing is to be carried out during normal working hours with the least inconvenience to all patients and staff.
- 2.2 Preference will be given to service providers that are registered members of the *South African Pest Control Association (SAPCA)*.
- 2.3 Provide Proof of Appropriate Insurance.
- 2.4 Proposed service dates shall be provided by the Contractor and submitted to the Senior Systems Management Officer.
- 2.5 On arrival at the institution on the date of service, the Contractor will be required to report to the office of the Assistant Director Systems or Maintenance Manager to sign into the contracts register before any servicing takes place. On the completion of the service procedure, the Contractor will once again be required to report to the Assistant Director, Systems, or the Maintenance Manager's office to sign out of the Contractors' Register.
- 2.6 When the contractor arrives on the site to carry out servicing, he must be in possession of copies of the service schedule 'Annexure A'. This schedule must be signed by the officer in charge of each ward and department where servicing has been completed in terms of the specifications. The signature of the officer on charge will verify that the service has been carried out to his or her satisfaction.
- 2.7 The properly completed and signed 'Annexure A' must then be filled in by the service technician complete with the date and the company stamp attached to the Contractor's invoice that will be forwarded for payment.
- 2.8 Safety data sheet of all pesticides utilized and a Certificate of Treatment to be issued to each facility after the service has been conducted together with a comprehensive report on identified area with possible reasons for pest build up and measures to prevent such build-up.

2.9 Failure to comply with the instruction pertaining to the service schedule could result in payment for the service being withheld.

3. GENERAL SERVICING PROCEDURES

- 3.1 Service to be done monthly.
- 3.2 Every room or enclosure in the ward or departments are to be treated with solid, liquid or gel baits (and/or any other industry alternative) as per SABS codes of practice.
- 3.3 All built in cupboards shall be internally sprayed or gel treated
- 3.4 All plant rooms and basement areas are to be sprayed treated and rodent bait treated.
- 3.5 All free standing out-buildings shall be sprayed treated as per specification.
- 3.6 All sewerage and storm water manholes are to be opened and spray treated at each service.
- 3.7 Rodent baits should be placed in high infestation areas and rat baits for the hospitals main kitchen.

NOTE: the contractor is to be in possession of his own tools and equipment to open sewerage and storm water manholes.

- 3.8 The surroundings of every open type waste gulley shall be sprayed treated at each service.
- 3.9 The outside walls of every building or structure where the walls reach ground level throughout the complex must be spray treated at each service.
- 3.10 The edges of all concrete walkways within enclosed passages shall be spray treated at each service.
- 3.11 Contractors must provide a letter of good standing.

SPECIAL REQUESTS AND EMERGENCY SERVICES

On Occasion the Health and Safety Officer may request that the Contractor perform corrective, special or emergency services that are beyond routine service requests. The Service Provider shall respond to these exceptional circumstances and complete the necessary work within one working day after the receipt of the request; in the event that such services cannot be completed within one working day, the Contractor shall immediately notify the Health and Safety Officer and indicate the anticipated completion date.

LIST OF CLINICS TO BE FUMIGATED

Name of the Clinic	Kilometres
Franklin Clinic	35km
Shayamoya Clinic	6km
Khanayiselani Clinic	3km
Greater Kokstad Clinic	1km
Gateway Clinic	0km within the hospital premises
Mobile Clinic	0km within the hospital premises