



Quotation Advert

Opening Date: 2022/09/26
Closing Date: 2022/10/06
Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: Umzinyathi Health District Office
Province:
Department or Entity: Department of Health
Division or section: Central Supply Chain Management

Place where goods / services is required: Umzinyathi Health District Office

Date Submitted: 2022/09/23

ITEM CATEGORY AND DETAILS

Quotation Number: LNN62/2022/23

Item Category:
Item Description: -Six months cleaning of building contract for regional laundry
-Only site briefing certificate will be available on site

COMPULSORY BRIEFING VISIT

SESSION / SITE

Select Type: Compulsory
Date: 29/09/2022
Time: 11h00
Venue: Dundee Regional Laundry

QUOTES CAN BE COLLECTED FROM: Document to be uploaded on webmaster

QUOTES SHOULD BE DELIVERED TO: 34 Wilson street Dundee 3000

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: Nokwazi Mtshali
Email: nokwazi.mtshali@kznhealth.gov.za
Contact Number: 034 2999 163

Finance Manager Name:

Finance Manager Signature: [Handwritten Signature]

No late quotes will be considered

DESCRIPTION: SIX MONTHS CLEANING OF BUILDING CONTRACT FOR REGIONAL LAUNDRY

SIGNATURE OF BIDDER DATE.....
 [By signing this document, I hereby agree to all terms and conditions]

CAPACITY UNDER WHICH THIS QUOTE IS SIGNED.....

| Item No | Quantity | Description | Brand & model | Country of manufacture | Price | |
|---|----------|---|---------------|------------------------|-------|---|
| | | | | | R | c |
| | | SIX MONTHS CLEANING OF BUILDING CONTRACT | | | | |
| | | FOR DUNDEE REGIONAL LAUNDRY | | | | |
| | | SEE DETAILED SPECIFICATION | | | | |
| | | CSD REPORT MUST BE PROVIDED | | | | |
| | | NB:PLEASE FILL THE FORM IN FULL FAILURE TO | | | | |
| | | DO THAT WILL LEAD TO DISQUALIFICATION OF AN | | | | |
| | | OFFER | | | | |
| | | REQUIREMENTS:CLEANING CERTIFICATE FROM | | | | |
| | | BARGAINING COUNCIL | | | | |
| | | EVALUATION CRITERIA:BARGAINING | | | | |
| | | COUNCIL RATES | | | | |
| | | SITE DATE:29/09/2022 | | | | |
| | | VENUE:DUNDEE REGIONAL LAUNDRY | | | | |
| | | TIME:11H00 | | | | |
| | | SERVICE TO BE DONE AT DUNDEE REGIONAL | | | | |
| | | LAUNDRY | | | | |
| VALUE ADDED TAX @ 15% (Only if VAT Vendor) | | | | | | |
| TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days) | | | | | | |

| | |
|--|--|
| Does This Offer Comply With The Specification? | Does The Article Conform To The S.A.N.S. / S.A.B.S. Specification? |
| Is The Price Firm? | State Delivery Period, e.g., 1day, 1week |

| | |
|---|---|
| <p>Enquiries regarding the quote may be directed to:</p> <p>Contact Person: Nokwazi Mtshali Tel: 034 2999163</p> <p>E-Mail Address: nokwazi.mtshali@kznhealth.gov.za</p> | <p>Enquiries regarding technical information may be directed to:</p> <p>Contact Person: Mrs P.L. Vilakazi Tel: 034 2999180</p> |
|---|---|

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

2.1. Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

| Full Name | Identity Number | Name of State Institution |
|-----------|-----------------|---------------------------|
| | | |
| | | |

2.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1. If so, furnish particulars:

2.3. Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1. If so, furnish particulars:

3. DECLARATION

I, the undersigned,(name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1. I have read and I understand the contents of this disclosure;
- 3.2. I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6. There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Name of Bidder Signature Position Date

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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 fulfil 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 29 / 09 / 2022 Time 11 : 00 Place DUNDEE REGIONAL LAUNDRY

| | |
|--------------------|--|
| Institution Stamp: | Institution Site Inspection / briefing session Official Full Name: Signature: Date: |
|--------------------|--|

8. STATEMENT OF SUPPLIES AND SERVICES

8.1. The contractor shall, when requested to do so, furnish particulars of supplies delivered or services executed. If he/she fails to do so, the Department may, without prejudice to any other rights which it may have, institute inquiries at the expense of the contractor to obtain the required particulars.

9. SUBMISSION AND COMPLETION OF SBD 6.1

9.1. Should a bidder wish to qualify for preference points they must complete a SBD 6.1 document. Failure by a bidder to provide all relevant information required, will result in such a bidder not being considered for preference point's allocation. The preferences applicable on the closing date will be utilized. Any changes after the closing date will not be considered for that particular quote.

10. TAX COMPLIANCE REQUIREMENTS

- 10.1. In the event that the tax compliance status has failed on CSD, **it is the suppliers' responsibility to provide a SARS pin in order for the institution to validate the tax compliance status of the supplier.**
- 10.2. In the event that the institution cannot validate the suppliers' tax clearance on SARS as well as the Central Suppliers Database, **the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.**

11. TAX INVOICE

11.1. A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:

- | | |
|--|--|
| (i) the name, address and registration number of the supplier; | (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:

| | 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:

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

- 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 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 least 51% owned by: | EME √ | QSE √ |
|---|----------|----------|
| Black people | | |
| Black people who are youth | | |
| Black people who are women | | |
| Black people with disabilities | | |
| Black people living in rural or underdeveloped areas or townships | | |
| Cooperative owned by black people | | |
| Black people who are military veterans | | |
| OR | | |
| Any EME | | |
| Any QSE | | |

9. **DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 **TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

9.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....
.....

9.6 **COMPANY CLASSIFICATION [TICK APPLICABLE BOX]**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

9.7 Total number of years the company/firm has been in business:.....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

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

| |
|--|
| <p>..... SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS.....</p> |
|--|

BSECTION N: SPECIFICATION

SECTION 1: SERVICE: CLEANING OF BUILDING AND OFFICES: PERIOD OF CONTRACT – 3 YEARS
Monday to Friday (Day shift) 07h30 to 16h00 (Subject to be review with management of institution)

Lunch/ meals/ teas breaks will be 30 MINUTES. Hours of attendance stipulated above may change as a result thereof.

Note: The allocation of staff will form part of the service level agreement and will be signed off by the service provider prior the commencement date of the contract. It is recommended that 90% of employees be local people.

1.1. REQUIREMENT: CLEANING AND HYGIENE SERVICES

- Provision and maintenance of hygiene equipment and consumables as per specification.
- Provision of a daily cleaning service for ablution facilities and toilets as per attached specification.
- Provision of a daily cleaning service for building inclusive of all structures, tarmac, paved and/or gravel areas, defined un-grassed pathways, walkways or roadways as per attached specification.

1.2. NUMBER OF STAFF REQUIRED AND HOURS OF ATTENDANCE

(06) full time staff required.

A pool of registered relief staff members are required. In the event that the permanent contract workers are on leave/sick, the service provider needs to make provision for the relievers paid for by the service provider. The service provider must adhere to the BASIC CONDITIONS OF EMPLOYMENT ACT requirements in relation to staff leave.

Cleaning staff employed for the purposes of the contract must be in attendance five (5) days per week Monday to Friday, between the hours: 07h30 to 16h00 excluding Public Holidays and departmental compulsory shut – down days (With a half an hour tea and lunch break).

DRESS CODE

The service provider must provide staff with uniform with company name/logo.

The service provider must provide staff with safety boots.

The service provider must provide staff name tags/ id tags.

1.3. SPECIFICATIONS OF SANITARY/HYGIENE EQUIPMENT REQUIRED

The required number of each of the following consumables will be determined and confirmed during the site inspection:

Soap Dispensers

- Soap must be non-allergenic, sanitizing, provide good white lather and good quality.
- Liquid soap to be supplied by Service Provider.
- Soap dispensers to be checked on a daily basis by the Service Provider and liquid soap to be replaced as required.

Toilet Roll Dispensers

(N.B. Toilet Rolls to be supplied by the Department)

- Toilet roll dispensers to be theft-proof, lockable containers with keys and able to carry three (3) standard toilet rolls.
- Empty roll to be easily dispensed from the unit without having to unlock the unit.

Paper Towel

(N.B Paper Towels to be supplied by the Department)

- Dispensers to be checked daily and re-filled by the Service Provider.

Sanitary Bins (she bins)

- Bins to be emptied and disinfected daily by Service Provider.
- Bins to be scrubbed and sanitized twice weekly by Service Provider
- Waste materials to be disposed off-site.

Garbage Holders

- Service Provider to supply transparent plastic bin liners.
- Bins to be cleaned daily and disinfected weekly by Service Provider.

Air Freshener Dispensers for Ablutions and Toilets

Number Required :12

- One dispenser in each toilet.
- Service Provider to supply air fresheners for the dispensers.
- Dispensers to be checked daily and re-filled by the Service Provider.

1.4. SPECIFICATION FOR THE CLEANING OF BUILDINGS AND BUILDING CONTENTS

N.B. All cleaning equipment and cleaning materials to be supplied by the Service Provider except toilet paper and paper towel.

Buildings/areas as defined at the site meeting/in this bid must be cleaned daily. All floors must be swept, vacuumed and/or mopped, polished/buffed 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 using a cleaning agent and dried.

- Ground level concrete brick surfaces and paving must be swept daily and litter removed.
- Covered parking/parking areas must be swept daily and kept clean.
- 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.
- High level dusting must be undertaken once monthly and shall mean the dusting of surfaces above 2 meters 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 as walls, within the building, must be dusted once a month.

- Name plates, window handles, window regulators, chrome plated and aluminum/copper/brass door handles must be damp wiped once a week and polished with a cleaning agent once a month.
- All inside facing windowpanes and outfacing windowpanes must be cleaned using a cleaning agent every quarter. The contractor must adhere to Health and Safety Requirements.
- Window sills must be dusted weekly and damp wiped fortnightly
- 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 Institution Management. **Restorative cleaning of carpets, by shampooing/steam cleaning/dry cleaning must be undertaken every six months.**
- Boardrooms and meeting rooms must be cleaned immediately after use.
- 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 spillage using a cleaning agent must occur fortnightly. Spray clean, and buffed once a month where applicable and as identified.
- Banisters/hand rails – wet wipe and dry weekly.
- Ceilings to be dusted and air vents to be wet wiped twice annually.
- Cloth upholstered chairs must be vacuumed fortnightly and spot cleaned as required.
- Vinyl, leather upholstered and other chairs must be dusted daily and damp wiped fortnightly.
- All litter must be cleared daily and placed in the available containers for removal by the Local Municipality or Contractor.
- Rubbish bins situated within the building must be emptied and damp wiped daily. Disinfect weekly.
- Desks – natural/unsealed wood must be dusted daily and polished once a month.
- Wooden panels on walls must be damp wiped weekly using a recognized disinfectant. All dust and litter in the treads must be cleaned out daily.
- Fans, wall mounted air conditioner units and heaters must be dusted weekly.
- Light switches must be damp wiped weekly.
- Mirrors must be polished with a glass cleaner weekly.
- Picture frames must be dusted fortnightly. Damp wipe frames and clean glass monthly.
- Power skirts must be dusted monthly.
- Shelves must be dusted weekly.
- The Service Provider must move furniture and equipment and any boxed content for the purposes of cleaning and /or relocation as requested by the Facilities/Institutional Manager.
- The Service Provider must have a check list for all the responsibilities attached to the Service. This checklist must be completed and submitted to the Facilities Officer on a daily basis.

1.5. SPECIFICATION FOR CLEANING OF ABLUTION FACILITIES AND MALE & FEMALE TOILETS

N.B. All cleaning equipment and cleaning materials/consumables to be supplied by the Service Provider with the exception of toilet rolls and paper towel.

- Basins to be cleaned daily, wet wiped with hard surface cleaner and rinse. On a monthly basis, remove mineral deposits and other foreign matter.
- Lavatories including urinals: Remove soilage from bowl and under flush rim with hard surface cleaner and brush thrice daily. Remove mineral deposits monthly. Using a recognized disinfectant, wet wash seat and lid, cisterns and pipes. Wipe doors, door handles, walls and tiles with a recognized disinfectant.
- Urinals: Remove litter in urinals thrice daily. Daily, wet wipe dry pipes and flushing mechanisms. Mop step off floor at urinal with recognized disinfectant thrice daily. Remove mineral deposits from gullies and drains weekly.
- Showers: On a daily basis, remove fats and grease from walls, doors, tiles and floors, using hard surface cleaner. Once a week disinfect showers using a recognized disinfectant.
- Blocked waste pipes, catch pits, traps, washbasins, urinals and toilet bowls must be immediately reported to the Facilities section in writing. Leaking taps, urinals and cisterns must also be brought to the attention of the Facilities section in writing.
- Check list to be completed thrice daily and handed in to Facilities Officer.

Check that sufficient toilet paper, hand soap and paper towels are available twice daily

2. OTHER SERVICE

- (a) Areas within the courtyards must be swept on a daily basis or when it is necessary and wash with disinfected daily.
- (b) Door - finger marks on glass and push plates in doors must be removed daily.
- (c) Door knobs and handles must be damp wiped with detergent and water and dried daily.
- (d) Remove oil spillage with degreaser (machine scrub) as required in the car park areas, or when so directed by the Institutional Management.
- (e) Partitions must be spot cleaned as necessary. Clean washable surfaces monthly and clean glass with glass cleaner monthly.
- (f) Toilet paper, sanitary towels holders for female toilets, hand detergent, paper towel and waste disposable bin must be plastic bag inline to IPC guidelines.

Note: The Service provider shall be responsible to collect and transport all general waste to the facility storage area.

3. MACHINERY AND MANNING REQUIREMENTS

The service provider must provide their own equipment, cleaning material, lockers for staff and protective clothing. The bidder must itemise the machinery/other equipment that the company will utilise at the Institution/facility to successfully execute the contract.

| ITEM | DESCRIPTION |
|------|--|
| 1. | Two way bucket system with wringer |
| 2. | Janitor Trolley with accessories |
| 3. | Maslin mop and must be colour coded. |
| 4. | Stepladders (short, medium and long) |
| 5. | Wet floor signs/ caution floor signs (4) |
| 6. | Industrial vacuum cleaners and wet vacuum pick up (wet and dry Vacuum cleaner) 2 |
| 7. | Scrubbing machines and brushes -1 |
| 8. | Stripping machines and brushes-1 |
| 9. | Floor Polisher and brushes-1 |
| 10. | Colour coded dusting cloths (yellow, red, blue, green) |
| 11. | High pressure cleaner |
| 12. | Colour coded dusting buckets |
| 13. | Window and floor squeegees |
| 14. | Adjustable telescopic poles |
| 15. | Spray bottles for decanting to be labelled accordingly |
| 16. | Stripping and sealing machine |
| 17. | Buffing pads |
| 18. | Brooms for courtyards and verandas' |
| 19. | Floor polish applicator |
| 20. | Feather dusters (long), duck brooms |
| 21. | Damp dusting cloths |
| 22. | Mop sweeper and soft platform brooms |
| 23. | Cleaning cloths (green, yellow, blue, red) |
| 24. | Steel wool |
| 25. | 2 litre bucket for cleaning high level areas |
| 26. | Red pad- shine floor |
| 27. | Black pad --strip floor |
| 28. | Masiin cloth- sweep floor |
| 29. | Clear Refuse bags |
| 30. | Dust pans |

NOTE: THE SERVICE PROVIDER MUST PROCURE ITS OWN EQUIPMENT AND CLEANING MATERIAL

All bidders must note that cleaning equipment must be supplied by the service provider and must comply with Infection Prevention Control Policy Guidelines.

4. CLEANING MATERIAL

The bidder must itemise the material that the company will utilise at the Institution/facility to successfully execute the contract.

| ITEM | DESCRIPTION |
|------|---|
| 1. | All-purpose cleaner without ammonia 20L x2 |
| 2. | Stripper without ammonia 5L x2 |
| 3. | Buff spray X1 |
| 4. | Floor polish- non slip, self-shine without ammonia 10L X6 |
| 5. | Air Freshner X 36 |
| 6.. | Hypochlorite disinfectant 5L X2 |
| 7. | Floor sealer 5L X4 |
| 8. | Window cleaner 1L X 12 |
| 9. | Deo- block X 50 |
| 10. | Germ Gel 5L X 6 |
| 11. | Probuff 5L X4 |
| 12. | Toilet bowl cleaner 5L X 4 |
| 13. | Furniture polish X 20 |
| 14. | Disinfectant detergent 5L X6 |
| 15.. | Chlorine disinfectant (equivalent to biocide) 5kg X4 |
| 16. | Bath tub washbasin cleaner ammonia free 20L |
| 17. | She bin liners provided by Department |
| 18. | Liquid hand soap 5L x8 |
| 19. | Sanitising liquid for dispenser |
| 20. | Handy Andy 5L X6 |

5. UNIFORM AND PROTECTIVE CLOTHING

Staff uniform must be supplied on an annual basis. Service provider must ensure each staff is provided with the following:

- a) Uniform should have company name/ logo(bright colour recommended)
- b) Name tag with full description of staff identity
- c) Safety boots and safety shoes
- d) Non-sterile and sterile gloves, shoulder elbow length gloves
- e) Dust masks
- f) Goggles
- g) Disposable aprons

Note: a) *Bidders must note that cleaning equipment and machinery must be supplied by the service provider as approved by Infection Prevention Control Policy Guidelines, Health and Safety Act and National Core Standard.*

- b) *Quantities are determined by the size of the institution and that all products must be SABS approved.*
- c) *All chemicals must be accompanied by material safety data sheet and comply with ISO 9001 requirements.*
- e) *Items not listed above, the Service provider must provide institution with good quality products to ensure that proper cleaning service is provided to the Institution.*
- f) *Planned maintenance plan must be made available and machinery must be maintained as per the maintenance plan.*

- g) Staff must be trained before the commencement date of the contract on the use of chemicals and cleaning procedures. Refresher training should be done on quarterly basis, no untrained staff will be authorised to clean the Institution.***
- h) Staff must be registered with the BCCI.***
- i) Copies of all contracts of the staff of the contracting company must be submitted on the inception of the contract to the Institution.***