



Quotation Advert

Opening Date: 20/01/2023

Closing Date: 26/01/2023

Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: Greytown Hospital

Province: KwaZulu-Natal

Department of entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods/
service is required: Systems

Date Submitted: ~~20~~ 20/01/2022

ITEM CATEGORY AND DETAILS

Quotation number: ZNQ: GTW 07/01/22-23

Item Category: Services

Item Description: MAINTENANCE OF GARDEN AND GROUNDS @ CATHCART ST & YORK ST. ONCE OFF

Quantity (if supplies): ONCE OFF

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Both

Date: 24/01/2023

Time: 10:00AM

Venue: GREYTOWN HOSPITAL MAINTENANCE BOARDROOM

QUOTES CAN BE COLLECTED FROM: Greytown Hospital SCM from 7:30am to 16:00pm

QUOTES SHOULD BE DELIVERED TO: Greytown Hosp. tender box, next to the main gate.

ENQUIRIES REGARDING ADVERT MAY BE DIRECTED TO:

Name: Mr. S. Sosibo

Email: N/A

Contact number: 033 4139 431

Finance Manager Name: Mr. R. Haniff

Finance Manager Signature PP Be

STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT UNDER R30 000.00 incl VAT

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: GREYTOWN HOSPITAL
 DATE ADVERTISED: 20 JAN 2023 FACSIMILE NUMBER: N/A EMAIL: N/A
 ENQUIRIES REGARDING THE QUOTE: MR. S. SOSIBO CONTACT NUMBER: 033 4139 431
 ENQUIRIES REGARDING TECHNICAL INFORMATION: R. VAN JAARVELD (SYSTEMS) CONTACT NUMBER: 033 4131 860
 PHYSICAL ADDRESS: BELL STREET EXT. GREYTOWN, 3250

QUOTE NUMBER: ZNQ / GTW / 07/01 / 22 - 23 CLOSING DATE: 26 JANUARY 2023 CLOSING TIME: 11:00
 DESCRIPTION: MAINTENANCE OF GARDEN AND GROUNDS @ CATHCART ST & YORK STREET

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR OFFER BEING DISQUALIFIED)

NAME & ADDRESS OF BIDDER (FIRM)	
NAME OF BIDDER:	DATE:
PHYSICAL ADDRESS:	EMAIL ADDRESS:
CONTACT NUMBER:	FACSIMILE NUMBER:
SIGNATURE OF BIDDER:	SARS PIN:
[By signing this document, I hereby agree to all terms and conditions]	CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO.: ↓
UNIQUE REGISTRATION REFERENCE: ↓	M A A A

Does this offer comply with the specification?	State delivery period, e.g. 1day, 1week
Is the price firm?	All delivery costs must be included in the quoted price

Item No	Quantity	Description	Brand & model	Country of manufacture	Price	
					R	c
SUPPLY AND DELIVER:						
1.	ONCE OFF	MAINTENANCE OF GARDEN AND GROUNDS @ CATHCART ST & YORK STREET				
		AS PER SPECIFICATION ATTACHED				
		NB: WRITE NUMBERING OF PAGES ON YOUR QUOTE, ATTACH VERIFIED CSD SUMMARY REPORT				
		-VERIFIED BANK DETAILS, COMPLIANT TAX STATUS.				
VALUE ADDED TAX @ 15% (Only if VAT Vendor)						
TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)						

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| <ol style="list-style-type: none"> 1. SPECIAL CONTRACT CONDITIONS OF QUOTATIONS 1.1. The Department is under no obligation to accept the lowest or any quote. 1.2. 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. 1.3. ALL DECISIONS TAKEN BY THE DEPARTMENT ARE FINAL, INCLUDING THE AWARD OR CANCELLATION OF THIS QUOTATION. 1.4. The price quoted must include VAT (if VAT vendor). 1.5. 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. 1.6. The bidder must ensure the correctness & validity of the quotation: <ul style="list-style-type: none"> (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. 1.7. 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. 1.8. 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. 1.9. Offers must comply strictly with the specification. 1.10. Only offers that meet or are greater than the specification will be considered. 1.11. Late offers will not be considered. 1.12. Expired products will not be accepted. All products supplied must be valid for a minimum period of six months. 1.13. Used/ second-hand products will not be accepted. 1.14. A bidder not registered on the Central Suppliers Database or whose verification has failed will not be considered. 1.15. All delivery costs must be included in the quoted price for delivery at the prescribed destination. 1.16. 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. 1.17. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point. 1.18. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered. 1.19. Verification will be conducted to identify if bidders have multiple companies and are cover-quoting for this bid. 1.20. 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. 2. SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF THIS QUOTATION. | <ol style="list-style-type: none"> 2.1 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. 2.2 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. 2.3 The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated. 2.4 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. 2.5 Any alteration made by the bidder must be initialed. Failure to do so may render the response invalid. 2.6 Use of correction fluid is prohibited and may render the response invalid. 2.7 Quotations will be opened in public as soon as practicable after the closing time of quotation. 2.8 Where practical, prices are made public at the time of opening quotations. 2.9 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. 2.10 The Department is under no obligation to pay suppliers in part for work done if the supplier can no longer fulfil their obligation 3. SPECIAL INSTRUCTIONS REGARDING HAND-DELIVERED QUOTATIONS 3.1 Quotations shall be lodged at the address indicated no later than the closing time specified for their receipt and in accordance with the directives in the quotation documents. 3.2 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. 3.3 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. 3.4 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. 3.5 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. 3.6 Quotation documents must not be included in packages containing samples. Such quotations may be rejected as being invalid. 4. THE DEPARTMENT RESERVES THE RIGHT TO PASS OVER ANY QUOTATION WHICH FAILS TO COMPLY WITH THE ABOVE. |
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KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

**GREYTOWN HOSPITAL Cathcart st & York st : SPECIFICATION FOR PROVISIONING OF
TSOURCED MAINTENANCE AND CLEANING OF GARDENS AND GROUNDS SERVICES**

HOURS OF ATTENDANCE MUST BE MONDAY TO FRIDAY EXCLUSIVE OF PUBLIC HOLIDAYS

CONTRACT DURATION : Once-off

NUMBER OF CLEANERS REQUIRED: 6 (six)

HOURS OF ATTENDANCE : Monday to Friday: 07h00 to 16h00 (am tea 15 minutes, lunch 30 minutes, pm tea 15 minutes)

NB: It is the duty of the Service Provider to ensure that the number of workers as stipulated on the specification or terms of reference is always present at all times, where staff is not on duty, the Service Provider must make provision for relievers. Attendance registers to be kept and signed daily. Copies of attendance registers to be attached to invoice.

1. SCOPE OF WORK

Areas of responsibility are as follows:

- 1.1 Garden maintenance of all garden areas within defined property area, **including area outside main entrance**
- 1.2 Mowing of all grassed areas including nature strips at the property
- 1.3 Rubbish and debris to be removed from all areas within property
- 1.4 Sweeping/blowing of all pathways, ground gutters & driveways of all refuse following completion of cutting areas within property
- 1.5 Trimming and pruning of trees including trees/shrubs within the branch and those overhanging any pedestrian path or walkway according to Council regulations.
- 1.6 Removal and replacement of fallen/dead trees/shrubs/plants within property (as requested and quoted)
- 1.7 Weeds are to be removed from all areas within the property and weed control to be maintained
- 1.8 Contractor to submit Job Safety Analyses sheets and Material Safety Data Sheets for all works.
- 1.9 All garden refuse to be removed from site on a weekly basis in line with the accepted waste management practises or municipal bylaws.

Weed Definition

Any plant that is unwanted, non-native, or classed as a noxious weed is to be removed and disposed of.

2. SPECIFICATIONS

Grassed area Maintenance

- 2.1 Prior to mowing all grassed areas are to be cleared of paper, rubbish, large stones, tree branches and other obstacles.
- 2.2 All grassed areas including nature strips adjoining the property are to receive the attention required on each scheduled visit.
- 2.3 Grass & weeds are to cut to a height considered normal for grassed areas or as directed (approx 50 – 70mm). Height of grass and weeds are not to exceed 150mm.
- 2.4 Lawn edges to buildings, paths, fences or other structures and garden beds are to be trimmed and to the level with the adjacent mowed area.
- 2.5 Edges shall be trimmed to reveal the edge of the path, kerb and fence lines.
- 2.6 Grass around trees and shrubs in lawn area to be trimmed to the butt of the tree or shrub.
- 2.7 At these locations (with approval) spraying of herbicides may be used to control the grass, particular care to be taken not to ring bark and tree or bush.
- 2.8 Pathways, ground gutters and gutters are to be swept/blown clean after the completion of mowing.
- 2.9 All grassed areas to be mowed in accordance with relevant Job Safety Analysis where required.
- 2.10 Any recommendations for improvements to property lawn/grassed areas are to be discussed with relevant site manager.

Garden Bed Maintenance (Gardening and Weeding)

- 2.11 Garden beds are to be kept in a well presented, neat fashion
- 2.12 Weeds and suckers are to be removed from all garden beds, ground gutters, car parks and other areas within property area.
- 2.13 All shrubs/bushes/plants are to be pruned and shaped where required with relevant Job Safety Analysis.
- 2.14 All rubbish within garden beds is to be removed and taken off site

Tree Work (Other than that in the regular garden maintenance)

- 2.15 Tree branches are to be trimmed to provide a vertical clearance from the drive way and car parking surfaces of 4 metres (unless otherwise specified for special requirements)
- 2.16 Trees and shrubs are to be pruned to a height of 4 metres to avoid interference to pedestrians, cars, cyclists and vehicles
- 2.17 Corridor clearance at entry/exit to site / property to be maintained for the safety of pedestrians / vehicle traffic.
- 2.18 Fallen trees, shrubs and dead foliage are to be cut out and removed as requested by the institution. Upon removal of shrubs, replacement works are to be put in place with the agreement of institution
- 2.19 All mature & juvenile trees are to be pruned in accordance with relevant Job Safety Analysis' (As per your JSA's regarding safe use of chainsaws, chippers, etc.) and environmental standards.
- 2.20 Trained personnel to carry out advanced tree works at the request of Institution.

Car park / Pathway Maintenance

- 2.22 All rubbish is to be removed and taken off site.
- 2.23 Leaves and rubbish that have accumulated against buildings, walls, pathways, drains shall be picked up and removed.
- 2.24 Weed control is to be established through the use of herbicides in all car park/pathway areas (as per the Job Safety Analysis)
- 2.25 Poison application will adhere to all departments of primary industry standards

- 2.26 Ivy control in problem areas (fences etc) is to be dealt with accordingly.
- 2.27 At completion of works, all areas are to be cleaned of garden refuse to ensure areas are free of leaf litter, grass, dirt, etc.
- 2.28 All drains/pits/gutters/etc are to be swept daily, as excess build up of leaves and twigs can impede water flow.
- 2.29 Paved/tarred areas are to be serviced and cleaned with a blower daily.

Mulching

- 2.30 The Contractor is to maintain all mulched areas within the property, using general bush mulch.
- 2.31 Mulch is to be kept to a level of 50 – 75mm – with regular turning to keep mulch aerated (every 2nd visit).
- 2.32 Mulch top-ups to be applied every 6 months to establish appropriate levels.

Site Clean-up

- 2.33 During the course of the works the Contractor shall keep the site in a clean and safe condition.
- 2.34 The contractor is directly responsible to ensure the work site/area is kept neat at all times and must be totally cleaned up on completion of the works by the contractor.
- 2.35 The contractor will be recalled to carry out a clean-up at the contractors' cost and time if found otherwise.

Perimeter fence

- 2.36 The interior area around perimeter must be cleared of alien vegetation; weeds and vines growing on mesh fencing must be poisoned and removed.
- 2.37. 1 metre inside and outside area around perimeter fence must be kept clear as stipulated by the institution.

Site Improvements and Periodical Replanting Works

The Contractor will provide from time to time recommendations on improving the site's garden beds, lawn/grass areas and what else will improve the property appearance.

SAFETY

OH&S Requirements

- 2.38 Personnel to wear appropriate personal protective equipment (PPE) as each job requires –e.g. gloves, safety boots, earmuffs, safety clothing.
- 2.39 All safety procedures as outlined in JSAs are to be adhered to for the protection of not only the worker, but for any relevant personnel & the public also.
- 2.40 All staff to undergo medical surveillance twice per annum.
- 2.41 Letters of good standing with Department of Labour in terms of Occupational Health and safety must be submitted.

STAFF SALARIES

- 2.41a All staff must be paid according to the dept. of labour rates of R23.19 per hour.
- 2.41b Copies of salary slips must be attached to each invoice for verification.

EVALUATION CRITERIA:

The Department will evaluate quotation received before the closing date and time using four (4) phases,

Phase 1: Administrative Compliance Requirements

Phase 2: Pre-qualification criteria for preferential procurement

Phase 3: Technical Evaluation/Functionality

Phase 4: Price and Preference Points System

Phase 1: Administrative Compliance Requirements

Note: This relates to compulsory and mandatory returnable documents to be fully completed, signed initialed and submitted as directed. The non-compliant returnable documents will be treated as non-responsive, the tender will be disqualified, and will not proceed to the next phase of evaluation.

NO.	REQUIREMENTS	COMPULSORY FOR PHASE 1	FOR OFFICIAL USE ONLY	
			YES	NO
1.1	Fully Completed Standard Quotation Document	Yes		
1.2.	Fully Completed Official Price Page	Yes		
1.3	Fully Completed Bidder's Disclosure SBD 4	Yes		
1.4	Fully Completed Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017 (SBD 6.1.)	Yes		
1.5	Fully Completed Special Contract Conditions Of Quotations	Yes		
1.6	Initialed General Conditions of Contract (GCC)	Yes		
1.7	Initialed Terms of Reference [TOR] OR (Specification)	Yes		
1.8	The Consortium/ Joint Venture/ Partnership agreement, if applicable. (Certified Copies if applicable).	Yes (If applicable)		

Phase 2: Pre-qualification criteria for preferential procurement, in terms of PPR 2017, 4 (1) (a)

1. A Tenderer having a stipulated Level 1 minimum B-BBEE status level of contributor;
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Note: This relates to pre-qualification criteria in terms of PPR 2017, a tender who fails to return the below stated documents will be treated as non-responsive, the tender will be disqualified, and will not proceed to the next phase of evaluation.

NO.	REQUIREMENTS	RETURNABLES FOR PHASE 2	FOR OFFICIAL USE ONLY	
			YES	NO
a	Valid B-BBEE status level certificate issued by an authorized body or person	Yes		
b	Valid Sworn Affidavit As Prescribed By The B-BBEE Codes Of Good Practice	Yes		
c	any other valid requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act;	Yes		

Phase 3: Technical Evaluation / Functionality Criteria

No.	EVALUATION CRITERIA	WEIGHTING	SCORING (FOR OFFICIAL USE)
1.	COMPANY EXPERIENCE	30	
1.1	<p>Years of experience in cutting grass or gardens and grounds services</p> <ul style="list-style-type: none"> ○ 3 Years or more : 30 Points ○ Less than 3 years : 15 Points ○ No proof of experience : 0 Points <p>Returnables:</p> <ol style="list-style-type: none"> 1. Detailed company profile demonstrating proven experience. 2. Attach copy of appointment letter or order or contract agreement or service level agreement of at least two previous or current traceable trade references to support your experience. <p>Note: The Department reserves the right to check authenticity of information provided, a tenderer who fail to submit returnable documents will not score points.</p>	30	
2.	FINANCIAL CAPACITY	40	
2.2	<p>Financial Capacity:</p> <p>Submit Letter from your Accounting Officer (Professionally Registered Accountant) confirming turnover for the past 6 months or a valid letter from recognized financial institution committing to support your company with funding (NB: Not the current bank balance). This is to demonstrate financial capabilities of the applicant to effectively and efficiently execute the contract: These letters must reflect turnover or financial support of</p> <ul style="list-style-type: none"> ✓ R300,000.00 or more : 40 Points ✓ Less than R300 000.00 : 20 Points ✓ No proof/letter of turnover : 0 Points <p>Note: The Department reserves the right to check authenticity of information provided, a tenderer who fail to submit returnable documents will not score points.</p>	40	

3.	PROJECT ROLL-OUT PLAN	30	
	<p>The tenderer must submit detailed project roll-out plan on how they intend to execute the contract with the following minimum requirements</p> <ul style="list-style-type: none"> • Project Inception and Initiation : 10 Points • Project Launch and Execution : 10 Points • Project Performance and Monitoring : 10 Points • No information 0 Points 	30	
MINIMUM QUALIFYING SCORE (A tenderer that fails to obtain the 70 minimum qualifying score for functionality as indicated in the quotation document is not an acceptable tender and will not proceed to the next phase of the evaluation).			

Phase 4: Price and Preference Points

The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- Points for this bid shall be awarded for:

Price; and Status Level of Contributor.

The maximum points for this bid are allocated as follows:

CATEGORY	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and must not exceed	100

STATUS LEVEL OF CONTRIBUTOR:

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder/tenderer for attaining the status level of contribution in accordance with the table below:

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
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Failure on the part of a bidder/tenderer to submit proof of Status Level of Contributor together with the bid, this will be interpreted to mean that preference points for Status Level of Contributor is not being claimed, and zero (0) points will be allocated for B-BBEE.

The department reserves the right to require additional information to the bidder/tenderer, either before a quotation is awarded or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the department.

MINIMUM WAGES

The Department of Labour announced an increase in the minimum wage for domestic workers across South Africa as of 1 December 2018. According to the definition of a "domestic worker" as provided by the department, this includes all housekeepers, gardeners, nannies, and domestic drivers, among others.

...these wages are split into two area categories with "Area A" referring to large metropolitan municipalities and built up areas and suburbs and "Area B" referring to all other municipalities.

Minimum wages have been revised in South Africa from 01 March 2022. The National minimum wage has increased from R21.69 to R23.19 per hour. The minimum wages are increased for the following categories:

- National Minimum Wage;
- Learnership Allowances;
- Contract Cleaners;
- Domestic Workers;
- Farm Workers;
- Private Security Sector; and
- Wholesale and retail



Proof of wages paid to staff will be required as in "Area B".

The payslip must include: hours worked, rate of pay and total amount paid, the staff members names and signature.

Invoices will NOT be processed until payslips are produced