KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

Quotation Advert

Opening Date: 21/04/2026
Closing Date: 30/04/2026

Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: St Andrews Hospital

Province: KwaZulu-Natal

Department of entity: Department of Health

Division or section: Supply Chain Management

Place where goods/ service is required: **St Andrews Hospital**

Date Submitted: **21/04/2026**

ITEM CATEGORY AND DETAILS

Quotation number: **SAH: 06/2026/2027**

Item Category: Goods

Item Description: **CLEANING OF BUILDINGS AND OFFICES**

NB: PLEASE SEE THE ATTACHED ANNEXURE A FOR THE LIST OF REQUIRED RETURNABLE DOCUMENTS AND EVALUATION CRITERIA FOR THIS QUOUTATION

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Complusory Briefing

Time: **11h00 (24 APRIL 2026)**

Venue: **ST ANDREWS HOSPITAL (MAIN HALL)**

QUOTES CAN BE COLLECTED FROM: KZN Health Website

QUOTATION MUST BE DEPOSITED ON THE TENDER BOX SITUATED NEXT TO SECURITY BOTTOM GATE, 14 MOODIE STREET, HARDING, BEFORE THE CLOSSING DATE AND TIME OF TENDER

ENQUIRIES REGARDING ADVERT MAY BE DIRECTED TO:

Name: **Ms B. Mnomiya**

Email: **Bongisiwe.Mnomiya@kznhealth.gov.za**

Contact number: 039-4331955

Finance Manager Name: Mr N.I Mdingi

Finance Manager signature:

KWAZULU NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

STANDARD QUOTATION DOCUMENT FOR QUOTATIONS ABOVE R2 000.01

PARTICULARS OF QUOTATION

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: ST ANDREWS DISTRICT HOSPITAL

FACSIMILE NUMBER: _____ E-MAIL ADDRESS: StAndrews.Quotations@kznhealth.gov.za

PHYSICAL ADDRESS: 14 Moodie Street Harding , 4680

QUOTE NUMBER: ZNQ / SAH / 06 / 2026 . 2027 VALIDITY PERIOD: 60 DAYS

DATE ADVERTISED: 2026/04/21 CLOSING DATE: 2026/04/30 CLOSING TIME: 11:00

DESCRIPTION: CLEANING OF BUILDING AND OFFICES

CONTRACT PERIOD (IF APPLICABLE): THREE (3) MONTHS

DEPOSITED IN THE QUOTE BOX SITUATED AT *(STREET ADDRESS)*:
QUOTATION MUST BE DEPOSITED ON THE TENDER BOX SITUATED NEXT TO SECURITY BOTTOM GATE, 14 MOODIS
Standrews.Quotations@kznhealth.gov.za

ENQUIRIES REGARDING THE QUOTE MAY BE DIRECTED TO:

CONTACT PERSON: MS B MNOMIYA TELEPHONE NUMBER: 039 4331955 Ext.315 or 215

E-MAIL ADDRESS: Standrews.Quotations@kznhealth.gov.za

ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

CONTACT PERSON: Mr M Mbucane TELEPHONE NUMBER: 039 4331955

E-MAIL ADDRESS: Mzuvukile.Mbucane@kznhealth.gov.za

Bidders should ensure that quotes are delivered timeously to the correct address. If the quote is late, it will not be accepted for consideration.

The quote box is open from 08:00 to 15:30.

QUOTATIONS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RETYPED)

THIS QUOTE IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

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

NAME OF BIDDER: _____

E-MAIL ADDRESS: _____

POSTAL ADDRESS: _____

STREET ADDRESS: _____

TELEPHONE NUMBER: _____ FACSIMILE NUMBER: _____

CELLPHONE NUMBER: _____ SARS PIN: _____

VAT REGISTRATION NUMBER (If VAT vendor): _____

CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO. | M | A | A | A | | | | | | | |

UNIQUE REGISTRATION REFERENCE:

								-					-					-					-									

OFFICIAL PRICE PAGE FOR QUOTATIONS OVER R2 000.01

QUOTE NUMBER: ZNQ /--- /06 /2026 _2027

DESCRIPTION: CLEANING OF BUILDINGS AND OFFICERS AT ST ANDREWS HOSPITAL

PREFERENCE POINTS WILL BE ALLOCATED ACCORDING TO THE IMPLEMENTATION OF SPECIFIC GOALS IN TERMS OF PPR 2022:	POINTS ALLOCATED
Promotion of enterprises located in a specific municipality for work to be done or services to be rendered in that municipality	20

ICN NUMBER	QUANTITY	UNIT OF MEASURE	DESCRIPTION	BRAND & MODEL	COUNTRY OF MANUFACTURE	PRICE R	PRICE C
			CLEANING OF BUILDINGS AND OFFICES				
			AT ST ANDREWS HOSPITAL				
			(3 MONTHS CONTRACT)				
			1. Ownership Certificate issued by the				
			Companies and Intellectual Property				
			Commission (CIPC), BBBEE Certificate				
			and Sworn Affidavi				
			2. Certified Identity Copy's (ID) of Directors				
			to be allocated points for specifict goals				
			3.The medical Certificate or SASSA Disability				
			card or physical assessment by deparments				
			Specialist Dorctors will serve as verification				
VALUE ADDED TAX @ 15% (Only if VAT Vendor)							
TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)							

DOES THIS OFFER COMPLY WITH THE SPECIFICATION? YES / NO

IS THE PRICE FIRM? YES / NO

DOES THE ARTICLE CONFORM TO THE S.A.N.S. / S.A.B.S. SPECIFICATION? YES / NO

STATE DELIVERY PERIOD (E.G. 3 DAYS, 1 WEEK) _____

NAME OF BIDDER: _____ SIGNATURE OF BIDDER: _____

[By signing this document, I hereby agree to all terms and conditions]

CAPACITY UNDER WHICH THIS QUOTE IS SIGNED: _____ DATE: _____

SBD 4

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 interest[1] 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 consortium[2] 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

NOTES

The purpose of this document is to:

(i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and

(ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid/quotation documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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1 Definitions

The following terms shall be interpreted as indicated:

1.1. "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.

1.2. "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3. "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4. "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.

1.5. "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6. "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7. "Day" means calendar day.

1.8. "Delivery" means delivery in compliance of the conditions of the contract or order.

1.9. "Delivery ex stock" means immediate delivery directly from stock actually on hand.

1.10. "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11. "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA

1.12. "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14. "GCC" means the General Conditions of Contract.

1.15. "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16. "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

1.17. "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

1.18. "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.

1.20. "Project site," where applicable, means the place indicated in bidding documents.

1.21. "Purchaser" means the organization purchasing the goods.

1.22. "Republic" means the Republic of South Africa.

1.23. "SCC" means the Special Conditions of Contract.

1.24. "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.25. "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2 Application

2.1. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3 General

3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2. With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4 Standards

4.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5 Use of contract documents and information; inspection.

5.1. The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6 Patent rights

6.1. The supplier shall indemnify 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.

7 Performance security

7.1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3. The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or

(b) a cashier's or certified cheque

7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8 Inspections, tests and analyses

8.1. All pre-bidding testing will be for the account of the bidder.

8.2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5. Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7. Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9 Packing

9.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10 Delivery and documents

10.1. Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2. Documents to be submitted by the supplier are specified in SCC.

11 Insurance

11.1. The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12 Transportation

12.1. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13 Incidental services

13.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the

13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14 Spare parts

14.1. As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
  - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
  - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15 Warranty

15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16 Payment

16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4. Payment will be made in Rand unless otherwise stipulated in SCC.

17 Prices

17.1. Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18 Contract amendments

18.1. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19 Assignment

19.1. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20 Subcontracts

20.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21 Delays in the supplier's performance

21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22 Penalties

22.1. Subject to GCC Clause 25, 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. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23 Termination for default

23.1. 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:

(a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;

(b) if the Supplier fails to perform any other obligation(s) under the contract; or

(c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2. 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. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3. 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.

23.4. If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5. Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

(i) the name and address of the supplier and / or person restricted by the purchaser;

(ii) the date of commencement of the restriction

(iii) the period of restriction; and

(iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24 Anti-dumping and countervailing duties and rights

24.1. When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount whichmay be due to him.

25 Force Majeure

25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26 Termination for Insolvency

26.1. The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27 Settlement of Disputes

27.1. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4. Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5. Notwithstanding any reference to mediation and/or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) the purchaser shall pay the supplier any monies due the supplier.

28 Limitation of liability

28.1. Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29 Governing language

29.1. The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30 Applicable law

30.1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31 Notices

31.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32 Taxes and duties

32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33 National Industrial Participation (NIP) Programme

33.1. The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34 Prohibition of Restrictive practices

34.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2. If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

34.3. If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

SCC

SPECIAL 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.

5.6. 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 not take place.

(ii) **Date:** ____/____/____ **Time:** ____:____ Place: _____

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;
(ii) the name and address of the recipient;
(iii) an individual serialized number and the date upon which the tax invoice
(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

12.1. 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.

SBD 6.1.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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1. GENERAL CONDITIONS

1.1. The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2. The applicable preference point system for this tender is the **80/20** preference point system.

1.3. Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
(a) Price; and
(b) Specific Goals.

1.4. The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific Goals	100

1.5. Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6. The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) "tender" means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
(b) "price" means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
(c) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
(d) "tender for income-generating contracts" means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
(e) "the Act" means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

$$Ps = 80\left(1 - \frac{Pt - Pmin}{Pmin}\right)$$

OR

90/10

$$Ps = 90\left(1 - \frac{Pt - Pmin}{Pmin}\right)$$

Where
Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

$$Ps = 80\left(1 + \frac{Pt - Pmax}{Pmax}\right)$$

OR

90/10

$$Ps = 90\left(1 + \frac{Pt - Pmax}{Pmax}\right)$$

Where
Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.
Note to tenderers: The tenderer must indicate how they claim points for each preference point system.

The specific goal/s allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system)
Promotion of enterprises located in a specific municipality for work to be done or services to be rendered in that municipality	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm: _____

4.4. Company registration number: _____

4.5. TYPE OF COMPANY/ FIRM [tick applicable box]

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

_____
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: _____

DATE: _____

ADDRESS: _____

_____

_____

SAH:-06/26/27

KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

SECTION I: SPECIFICATION

TYPE OF SERVICE: CLEANING OF BUILDINGS AND OFFICES AT ST ANDREWS HOSPITAL FOR A PERIOD OF

THREE (03) MONTHS CONTRACT

DEP+ARTMENTS AND OFFICES TO BE CLEANED

OFFICES	HALLS	NON-CLINICAL DEPARTMENTS	CLINICAL DEPARTMENTS
HUMAN RESOURCE OFFICES	TRAINING CENTRE	LAUNDRY	OUTPATIENT DEPARTMENT
SECURITY, TRANSPORT OFFICES TOP GATE	RECREATION HALL	MAINTENANCE	PATIENT ADMINISTRATION
SECURITY OFFICES BOTTOM GATE			X-RAY DEPT
PHC MANAGERS OFFICE			CASUALTY
ASSET OFFICES			CRISIS CENTRE
INFORMATICS			DIETETIC DEPARTMENT
SFMO OFFICE			WOMENS HEALTH CLINIC
EHP OFFICE			PHYSIOTHERAPY DEPT.
SSMO OFFICE			STAFF CLINIC
			OCCUPATION THERAPY DEPT
			AUDIOLOGY DEPT.
			MORTUARY DEPT.

HOURS OF ATTENDANCE MUST BE MONDAY TO SUNDAY INCLUSIVE OF PUBLIC HOLIDAYS AND MONDAY TO FRIDAY EXCLUSIVE OF PUBLIC HOLIDAYS IN OFFICES AND AS WHEN SPECIFIED BY THE INSTITUTION.

Monday to Friday (Day shift) 14 staff (40 hours a week) :07H00 to18H00 (Subject to be review with management of the institution)

Monday to Sunday (Night shift) 02 18H00 to 7H00 (Subject to be review with management of the institution)

Saturday and Sunday (Day shift OPD and Casualty) 04 staff: 07H00 to 18H00

The Service provider must provide daily compliment of prescribed number of staff

INITIALS _____

NB: It is the duty of the Service Provider to ensure that the number of cleaners as per the specification is present at all times, therefore the Service Provider must make provision for absent staff whilst ensuring compliance with the specification.

NIGHT SHIFT STAFF WILL CLEAN THE CASUALTY AND X-RAY DEPARTMENT

Lunch breaks will be 30 minutes and tea breaks will be 15 minutes. The staff must take turns to go for tea and lunch break.

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.

1. BUILDINGS

1.1. Buildings/areas within the Institution bid must be cleaned daily, high traffic areas to be cleaned hourly and as when necessary. Service Providers are urged to attend stipulated site visit dates as specified in the documents so that they familiarise themselves with the areas to be cleaned and bid correctly for the cleaning equipment required to ensure that the Institution is cleaned within the appropriate standards.

1.2. All floors must be swept, vacuumed and/or mopped and the surfaces of all furniture and equipment, chalkboard/whiteboard rails and low window ledges damp dusted.

1.3. Internal walls must be cleaned immediately when visible soiled and quarterly deep damp dusted down using a cleaning detergent and dried, in line with the current infection control (IPC) practices, Health and safety regulations and National Core Standards prescripts as mentioned below:

a) High level damp dusting must be undertaken once weekly and when necessary and shall mean the dusting of surfaces above 2 meters from the floor and includes light fittings, blinds, high window ledges, burglar guards, ceiling fan and desk top fan.

b) The cupboard tops and beams must be damp dusted daily. Where walls are bagged or the surface is prone to collecting dust, such walls, within the building, must be dusted daily and when necessary.

c) Name plates, window handles, window regulators, chrome plated and aluminium/copper/brass door handles must be damp dusted once a week and when necessary and polished with a cleaning detergent once a month.

d) All inside facing windows and window panes and where possible outfacing windows and window panes must be cleaned using a cleaning detergent on a monthly basis. The contractor must adhere to Health and Safety Regulations.

e) All curtains must be taken down and delivered to laundry for washing and hung back to their rails after washing, this will be decided by the institution's management as to when and must form part of the service level agreement.

f) Door mats must be dusted out daily, washed weekly and when necessary, depending on traffic on the mat material.

g Carpets must be vacuumed daily and when necessary. Spots and stains must be removed as necessary or when so directed by Institutional Management. Deep and restorative cleaning of carpets by shampooing/steam cleaning/dry cleaning must be undertaken every six months.

INITIALS _____

h) Ground level concrete or brick surfaces and paving of entrances, foyers and passage ways must be swept daily using mop sweep, and must be mopped using the double bucket system and litter must be removed daily and immediately and as directed by Institutional Management.

i) Washbasins, urinals and toilet bowls must be cleaned on daily basis

j) Leaking taps, urinals and cisterns must also be urgently reported to the attention of the Maintenance Division at the Institution in writing and verbal.

k) Blood or body fluid spillages must be cleaned promptly as per Infection and Prevention Control protocols

Note: The Cleaning Company must adhere to Health and Safety regulations and current Infection and Prevention Control Practices and National Core Standards prescripts.

2. VERANDAS

Verandas must be swept and mopped daily and when necessary, polished weekly or as when necessary and buffed daily. Stripping must be done quarterly.

3. FLOOR SURFACES

1.3.1. RESILIENT FLOORS (P.V.C. TILES, VINYL, LINOLEUM, SEALED WOOD ETC.)

1.3.1.1. All resilient floors in traffic areas must be treated by removing dust with a control mop sweeper on a daily basis and when necessary. Mopping must occur daily. Apply non-slip maintenance coat and buff floor weekly. Maintain the floor by spray clean liquid polish and buff the floor daily. Light scrub, Strip clean, reseal with non-slip polish and buff every six months or as directed by institution.

1.3.1.2. Hard floors (ceramic, marble, granite, brick, concrete etc.) in high and low traffic areas must be treated by removing dust with a mop sweeper on a daily basis and when necessary. Damp mopping using a cleaning detergent must occur daily. Concrete brick tiled flooring must be scrubbed weekly and mopped daily or as directed by institution.

STRICT ADHERENCE TO IPC STANDARDS AS PER IPC GUIDELINES

4. OPD

4.1 Mop floors twice a day and when it is necessary using detergent and water or other approved ammonia free detergent.

4.2 Scrubbing entire ward on daily basis or when necessary, walls, windows, window surfaces, drip stands, ceiling, ceiling fan, wall mounted fan, desktop fan, lights, handles and door handles and etc.

4.3 Furniture including bed frames must be damp dusted using detergent chemicals once a day and when necessary.

5. CASUALTY

5.1 Mop floors twice a day and after each case using detergent and water or other approved ammonia free detergent.

5.2 Scrubbing entire department on daily basis or as when necessary, walls, windows, window surfaces, drip stands, ceiling, lights, handles and door handles.

INITIALS _____

5.3 Furniture including bed frames must be damp dusted using detergent chemicals once a day and when necessary.

5.1 TOILETS, BATHROOMS, SLUICE ROOMS AND CHANGEROOMS

5.1.1 Basins/Hand basins

- Daily, clean with hard surface cleaner without ammonia (SABS approved) and rinse using a green disposable colour coded cloth.
- On a weekly basis and when necessary remove mineral deposits and other foreign bodies and all the drains must be flushed down according to Infection Control protocol.

5.1.2 Baths

- Clean with a (SABS) approved bath cleaner without ammonia daily and when necessary using IPC guideline.
- Bathroom must be cleaned using detergent and water daily and when necessary.

6. Lavatories including urinals

6.1 Toilets

- Day time clean the toilet pan and under flush rim with hard surface cleaner chlorine base without ammonia (SABS approved) and a brush on a two hourly basis and when necessary. Clean seat and lid using SABS approved cleaning product.
- Damp dust the toilet pipes daily.
- Toilet brushes must be washed for every cleaning episode daily. Brushes must be kept in the toilet brush holder and it must be kept dry.
- Toilet surface must be deep clean. Deep cleaning must be done during night duty under supervision.

6.2 Urinals

- Remove any visible blockage in urinal/s twice daily and when necessary. Damp dusts wipes and dry pipes and flushing mechanisms.
- Maslin mop step of floor at urinal with recognised disinfectant twice daily or as when necessary.
- Remove mineral deposits from gullies and drains weekly using a recognised disinfectant.
- Mop daily using detergent and water. Seats must be wet wiped and lid, cistern, pipes twice a day and when necessary.

6.3 Sinks

Clean daily and when necessary using hard surface cleaner (SABS approved) without ammonia.

6.4 Showers

Clean daily, remove fats and grease from walls, doors and floors using hard surface cleaner. Disinfect showers once a week using a recognised disinfectant without ammonia SABS approved.

INITIALS _____

6.5 Sluice Rooms

- Day time clean the sluice pan and under flush rim with hard surface cleaner chlorine base without ammonia (SABS approved) and a brush on a two hourly basis and when necessary.
- Damp dust the sluice pan pipes daily.
- Toilet brushes must be washed for every cleaning episode daily. Brushes must be kept in the toilet brush holder and it must be kept dry.
- The Sluice pan surface must be steam deep clean. Deep cleaning must be done during night duty under supervision.
- Bed pans and urinals must be cleaned daily and soaked as per IPC protocols.
- Basins must be washed according to IPC protocols.
- Used linen must be sorted according to [dry, soiled or contaminated] as per IPC protocol.

Note: Duty sheets must be signed by the supervisor in each visit indicating the intervals of cleaning conducted per day and must be kept in a visible place for monitoring purposes.

7. CLEANING OF OFFICES

- Floors must be swept using damp mop daily and when necessary using detergent and water. The floor must be mopped using blue mop and double bucket system and according to strict adherence to IPC Guidelines.
- Stripping and sealing of floors must be done quarterly a year, and when necessary using floor stripper without ammonia (SABS approved products).
- Damp dust furniture daily using disposable colour coded wiping cloth and furniture polish once a weekly

8. OTHER SERVICE

(a) Banisters/hand rails – damp dusted weekly using detergent and water and dried.

(b) Ceilings to be cleaned and air vents to be wet wiped on monthly basis.

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

(d) Vinyl, leather upholstered, plastic chairs and other chairs must be damp dusted daily. Using detergent and water with a disposable colour coded cloth.

(e) All general waste must be cleared from the unit to the intermediate storage area. Bins must be empty and washed daily using detergent.

(f) Areas within the courtyards must be swept on a daily basis or when it is necessary and wash with disinfected daily.

(g) Litter must be removed daily and when it is necessary.

(h) Desks - natural/sealed wood must be damp dusted daily and polished weekly.

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

INITIALS _____

(j) Door knobs and handles must be damp wiped with detergent and water and dried daily.

(k) Hand-rails on/in escalators/lifts must be damp dusted daily. The side panels must be damp dusted weekly using detergent and water.

(l) All dust and litter in the treads must be mop out daily. Lift floors to be mopped clean daily using detergent and water.

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

(n) Fan, ceiling fan and wall mounted air conditioner units and heaters must be dusted weekly using detergent and water with a disposable colour coded cloth

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

(p) Lights must be dusted monthly.

(q) Light switches must be damp wiped weekly.

(r) Mirrors must be polished with a glass cleaner daily and when necessary.

(s) Partitions must be spot cleaned as necessary. Clean washable surfaces monthly and clean glass with glass cleaner monthly.

(t) Picture frames and laminated photo frames must be dusted monthly and when necessary.

(u) Coded power skirting's must be dusted daily.

(v) Railings must be damp wiped weekly.

(w) All waste bins situated within the building must be emptied daily and washed weekly using detergent and water.

(x) Shelves that are empty must be damp dusted daily.

(y) Window sills must be damp dusted daily.

(z) When cleaning toilets check that sufficient toilet paper, hand detergent and paper towels are available, if not report to the institutional management for replenishment.

(aa) Toilet paper, sanitary towels holders for female toilets, hand detergent, paper towel and waste disposable bin must be plastic bag inline to IPC guidelines.

(bb) When so directed by the Institutional Management, the Contractor must move furniture and equipment for the purposes of cleaning and/re-location.

(cc) The Service Provider must have a check list in consultation with the facility. This checklist must be completed and submitted to the Institutional Manager/Systems Manager on a daily basis.

(dd) Colour coded mops must be utilized. The colour coding must be in line with the Institutional Infection Control guidelines.

(ee) Clean, damp dust patient lockers, beds, foot stool, drip stands, cardiac trolleys etc., daily and when

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discharging the patient.

(ff) The service provider shall be responsible to clean trolleys when done collecting.

Note: The Service provider shall be responsible to collect and transport all health care risk waste, general waste to the intermediate storage area as per Infection and Prevention Control.

NB: Relevant bags and containers shall be provided by the Department

9. MACHINERY AND MANNING REQUIREMENTS

The service provider must provide their own equipment, and Uniform. The cleaning material, chemicals and detergents will be provided by the institution. The bidder must itemise the machinery/other equipment that the company will utilise at the Institution/facility to successfully execute the contract.

The contractor / Bidder must provide the following machinery/ other equipment

ITEM	DESCRIPTION
1.	10 X Two way bucket system with wringer 20 Lt Colour Blue, Green, Red, Yellow And White
2.	02 X Janitor Trolley with accessories
4.	Stepladders (short, medium and long) (**one of each item**)
5.	16 x Wet floor signs/ caution floor signs
6.	01 x Industrial vacuum cleaners and wet vacuum pick up (wet and dry Vacuum cleaner)
7.	22 x Colour coded mops (yellow, white, red, green and blue). Steel/metal with detachable mop heads
8.	01 x Scrubbing machines and brushes
9.	01 x Stripping machines and brushes
10.	01x Floor Polisher and brushes
11.	Colour coded dusting cloths (yellow, red, blue, green, white)
12.	Hose pipes
13.	High pressure cleaner
14.	Colour coded dusting buckets
15.	Window cleaner and floor squeegees
16.	Adjustable telescopic poles
17.	Spray bottles for decanting to be labelled accordingly
18.	Sealing applicator
19.	Buffing pads
20.	Viper machine
21.	Brooms for courtyards and verandas'
22.	Floor polish applicator
23.	Lamp wool applicator
26.	Mop sweeper and soft platform brooms
29.	Dust pans

(NB this will depend on the institutions need which will be specified on site visits)

NOTE: THE SERVICE PROVIDER MUST PROCURE ITS OWN EQUIPMENT AND MACHINERY

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

10. CLEANING MATERIAL

INITIALS _____

The Department will provide the following cleaning material that the company will utilise at the Institution/facility to successfully execute the contract. The Itemised cleaning material to be provided by the Department is as follows:

ITEM	DESCRIPTION
1.	All-purpose cleaner without ammonia
2.	Stripper without ammonia
3.	Buff spray
4.	Floor polish- non slip, self-shine without ammonia
5.	Steel wool/ scrub floor cornes
6.	Red pad- shine floor
7.	Black pad –strip floor
8.	Mop sweeper
9.	Hand service cleaner
10.	Hypochlorite disinfectant 6g or 3g
11.	Floor sealer 5lt
12.	Window cleaner -750ml
13.	Deo- block
14.	Pine liquid
15.	Probuff 20lt
16.	Toilet bowl cleaner 25lt
17.	Furniture polish and air freshener
19.	Disinfectant 750ml
21.	Bath tub washbasin cleaner ammonia free
22.	Polyphemus sanitise and deodorised she bin liners

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11. UNIFORM AND PROTECTIVE CLOTHING

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

Uniform embroidered with company name/logo/bright colour recommended
Name tag with full description of staff identity
Males & females Uniform
Safety boots and safety shoes
Non-sterile disposable gloves and elbow length chemical disposable gloves
Dusk masks
Goggles
Plastic colour coded aprons (red, yellow, blue and white)

NB: N95 SURGICAL MASKS WILL BE PROVIDED BY THE DEPARTMENT WHERE REQUIRED

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

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b) Quantities are determined by the size of each 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) <u>Pre-medical exams must be done prior to employment</u>, before commencing the duties and then twice a year and staff must be immunised against hepatitis B and A at bidder's cost.

g) Machinery maintenance plan must be made available and machinery must be kept in working order.

h) 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 Hospital. Replacement equipment must be always available should there be any breakage so that service delivery is not compromised.

SECTION J: DETAILED PRICING SCHEDULE

NAME OF BIDDER: .....TENDER/ QUOTE NO:

CLOSING TIME 11:00 CLOSING DATE: :

OFFER TO BE VALID FOR **60** DAYS FROM THE CLOSING DATE OF BID.

FACILITY NAME ST ANDREWS HOSPITAL **UNDER DISTRICT:** UGU DISTRICT

DESCRIPTION: CLEANING OF BUILDINGS AND OFFICES AT ST ANDREWS HOSPITAL FOR A PERIOD OF THREE (3) MONTHS CONTRACT PRICING PER SHIFTS - TO BE BROKEN DOWN PER BELOW SCHEDULE				
SHIFT	**NO OF CLEANERS REQUIRED**	**DAYS**	**Cost Per Cleaner (Vat Exclusive)**	**Cost of All Cleaners Per month (Vat Exclusive)**
Day Shift 07h00 to18h00	**14**	Monday to Friday:	R	R
Night Shift 18h00 to 07h00	**01+01= 02**	Monday to Sunday (Include Public Holidays)	R	R
Day shift 06h00 to 18h00	**04**	Saturday and Sunday	R	**R**
1. SUB TOTAL OF 20 CLEANERS PER MONTH				**R**

Notes:
1. Price escalations will only be considered per BCCCI Gazzeted Rates.
2. Costing or pricing below BCCCI prescribed rates will be rejected as non-responsive.
3. The Department / Institution reserve a right to reduce number of cleaners, this will be communicated in writing with preferred bidder where applicable.

ADD

INITIALS _____

2. OVERHEADS, CLEANING MATERIAL, EQUIPMENT, MACHINERY AND PROTECTIVE CLOTHING PER MONTH (1). Price escalations for overheads, cleaning material and equipment, machinery and protective clothing will be considered annually based on CPIX rates excluding Vat. This will be covered in detail on the Service Level and Contract Agreement; (2) .The pricing for overheads must include all admin related cost such as Site Supervisor etc	R

ADD

3. PROFIT PER MONTH INDICATE %	R

ADD

4. VAT PER MONTH (IF VAT VENDOR) (15%)	R

5. TOTAL PER MONTH (ADD 1+2+3+4) R.....

6. GRAND TOTAL FOR THREE (3) MONTHS R.....

....
(Signature of Bidder) Date (Signature of Witness) Date

NB:
i. All prices charged must be market related and within BCCCI thresholds.
ii. The Department reserve request a detailed breakdown of itemised pricing schedule during evaluation process.

SECTION K: EVALUATION CRITERIA

The Department will evaluate applications received before the closing date and time using three (3) evaluation stages, these are peremptory requirements, should the tenderer fail to comply, the quotation will be regarded as non-responsive and be disqualified. The criteria are as follows:

- Stage 1: Administrative, Compulsory and Mandatory Requirements
- Stage 2: Technical Objective Evaluation Criteria
- Stage 3: Price

Stage 1: Administrative, Compulsory and Mandatory Requirements
The Tenderer must complete and submit the following returnable schedules and documents:

NO.	SECTION/ SCHEDULE	COMPULSORY (YES / NO) NON-SUBMISSION WILL RENDER BIDDERS NON-RESPONSIVE	COMPULSORY (YES / NO) FOR BID EVALUATION PURPOSES	FOR OFFICIAL USE ONLY		
				YES	NO	N/A
Prospective Bidders or Tenderers must ensure that the following sections of the bid document are completed in ALL respects to qualify for the next stage of evaluation:						
1	Section A: Invitation to Quote	Yes	Yes			
2	Section B: Official Price Page	Yes	Yes			
3	Section C: Bidders Disclosure	Yes	Yes			
4	Section D: Preference Points Claim Form SBD6.1	Yes	Yes			
5	Section F: Central Supplier Database (CSD) Updated Report	Yes	Yes			
6	Section G: General Conditions of Contract	Yes	Yes			
7	Section H: Special Conditions of contract	Yes	Yes			

NO.	SECTION/ SCHEDULE	COMPULSORY (YES / NO) NON-SUBMISSION WILL RENDER BIDDERS NON-RESPONSIVE	COMPULSORY (YES / NO) FOR BID EVALUATION PURPOSES	FOR OFFICIAL USE ONLY		
				YES	NO	N/A
8	Section I: Specification (Initials required)	Yes	Yes			
9	Section J: Detailed Pricing Schedule	Yes	Yes			
Prospective Bidders MUST provide the following as per the Mandatory Requirements:						
1	Valid Proof of registration with the KZN Bargaining Council For The Contract Cleaning Services Industry (BCCCI)	Yes	Yes			
2	Detailed Breakdown of Cost for Workers, Machinery, Equipment and Protective Clothing	Yes	Yes when requested			
3	Proof of Experience (Valid Service Level or Contract Agreement)	Yes	Yes (Phase 2)			
4	Curriculum Vitae of site supervisor	Yes	Yes (Phase 2)			
5	Project Execution plan	Yes	Yes (Phase 2)			
6	The proof of address such as Copy of Municipal Utility Bill (Water or Electricity account) or Original Letter issued by Municipal LED Office or CIPC Registration letter showing company Head Quarters in Umuziwabantu Local Municipality or within UGu District not newer than one month after the advert of this quotation except for newly established entities.	Yes	Yes (Phase 3)			
7	A certified copy of the Consortium/ Joint Venture/ Partnership agreement. (Only if applicable)	Yes If Applicable	Yes If Applicable			

Note: Should the tenderer fail to submit information as stated above the quotation may be disqualified, and treated as non-responsive

Stage 2: CAPACITY TO DELIVER OR TO PERFORM

No.	EVALUATION CRITERIA	WEIGHTING	SCORING (FOR OFFICIAL USE)
1	COMPANY EXPERIENCE	20	

INITIALS _____

1.1	**Number of valid contracts/references:** ○ 2 or more references or contract : 20 Points ○ Less than two reference or contract : 0 Points Returnable Document: The bidder or tenderer to submit proof of valid trade references such as letter of reference or copy of valid service level or contract agreements, or copy order. The information must include contactable person/s to verify experience in a hospital environment.	Sub Point 20	20
2.	**CAPACITY TO DELIVER**	**20**	
2.1	**COMPETENCY AND EXPERTISE OF KEY EMPLOYEES ON SITE (Please submit the Curriculum Vitae (CV) of ONE (1) Site Supervisor)** **SUPERVISOR EXPERIENCE** More than 3 Years of Experience in cleaning — 20 Points Less than 3 Years of Experience but above one year — 10 Points No proof of experience — 0 Points Required: Curriculum Vitae of Supervisor with valid start and end dates	Sub Point 20	20
3.	**PROJECT EXECUTION PLAN**	**20**	20
	The tenderer is required to submit detailed execution plan covering the following aspects 1. Scope of Project — 2.5 Points 2. Project Leader — 2.5 Points 3. Company Organogram or Profile — 2.5 Points 4. Deliverable and Quality Assurance — 2.5 Points 5. Monitoring and Evaluation — 10 Points	Sub Point 20	
4. Compulsory BCCI registration **A Supplier to attach valid BCCCI registration certificate** Failure to attach the above will render the quote non-responsive and will be disqualified		**20 points** 0 points	**20 points**
MINIMUM QUALIFYING SCORE: (The bidder that fails to obtain 60 minimum qualifying score for evaluation criteria will be rejected, treated as non- responsive, and will not proceed to the next phase)			

Stage 3: Price and Preference Points
The value of this bid is estimated not to exceed R 50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable. Points for this bid shall be awarded for:
Price; and
Specific Goals
The maximum points for this bid are allocated as follows:
The minimum wage gazette published 3 February 2026.

CATEGORY POINTS
PRICE 80
Price quoted above consisting of salaries and wages cost, overheads, machinery and equipment plus profit is taken into consideration

INITIALS _____

SPECIFIC GOALS 20
The institution has identified the following specific goal:

Promotion of enterprises located in a specific municipality for work to be done or services to be rendered in that municipality:

NAME OF MUNICIPALITY: UMUZIWABANTU MUNICIPALITY
Municipality bill for water or electricity or written letter from the Umuziwabantu LED Office not older than 3 months confirming company headquarters in Umuziwabantu Municipality or CIPC registration letter showing company headquarters in Umuziwabantu Municipality not newer than one month from the date of advert of this quotation except or newly established entities.

Note: The responsive quotation who did not score points for specific goals will only be evaluated based on 80% Points for price.

Total points for Price and must not exceed 100

Compulsory to be completed by the bidder and returned with quotation:

I,_____ from _____ do hereby
(Print Name) *(Name of Business)*
acknowledge that I have read and understand the specifications as laid out above and will ensure that the quotation price submitted will address all the requirements as stipulated.

……..…… ……..……..
Signature Date

Chapter 1

Decontamination Policy

General guidelines: Cleaning, disinfection and Sterilization

1. **Policy**

Effective cleaning, disinfection and sterilization of equipment.

2. **Rationale**

Equipment used in healthcare can transmit infection from one person to another.
Therefore the physical and chemical processes required to remove micro-organisms form an important part of infection prevention and control in the healthcare environment.
Selecting an appropriate method of decontamination for a particular piece of equipment should be based on an assessment of the risk of the particular item acting as a source/vehicle of infection and take into account the processes that the item will withstand.

3. **Cleaning**

Cleaning physically removes micro-organisms and the organic material on which they thrive.
It is therefore an essential pre-requisite to sterilization and disinfection.
Exposure to disinfectants and heat are unlikely to be effective unless body fluids and other protective material are removed first.

4. **The use of Disinfectants**

Disinfectants cannot be relied on to destroy all harmful microbes. When sterility is essential and where sterilization facilities exist, heat sterilization should be applied.
Guidelines for the use of disinfectants:

- Never use a disinfectant if other more reliable methods are available.
- Follow the manufacturer's instructions.

INITIALS _____

- Check expiry date of the solution.
- Ensure that the optimum solution is used.
- Cleaning is the first and most important step in disinfection.
- The disinfection fluid must entirely cover and penetrate into all crevices in the article.
- Use recommended strengths for specific purposes.
- No disinfectant acts immediately. Note the recommended exposure time.
- Equipment has to be rinsed with sterile water after immersion in the disinfectant. It is very easy to decontaminate the equipment at this stage unless the rinsing water and all other apparatus are sterile.
- Items must not be stored in disinfectants.
- Do not refill disinfectant containers without sterilizing the container between use, topping-up is not allowed.
- Disinfectants should be supplied ready-for-use from the pharmacy.

5. **Definitions**

Cleansing agent – Soap / detergent / general purpose cleaner
Alcohol – Chlorhexidine in alcohol
Sodium Hypochlorite – e.g. Biocide D, Bacterex, Medisure, Jik etc.
Scouring Agent – e.g. hard surface cleaner

6. **Choice of decontamination methods**

The choice of cleaning, disinfection and sterilization will depend on many factors:

- Infection risk
- Nature of the contamination
- Time available for processing
- The heat, pressure, moisture and disinfectant tolerance of the item
- Availability of suitable processing equipment
- Risks to the processing staff

7. **Sterilization Protocol**
8. **Guidelines/procedure**

Article	Recommendation
Ambu Bag	Wash in hot soapy water and store dry after each use.
Antibacterial hand wash dispensers.	Refer to Hand washing, Chapter 2 Wash thoroughly, dry and refill. Topping-up is not acceptable as micro-organisms readily grow in contaminated soap.
Anaesthetic Equipment: Face masks Re-breathing bags Airways -disposable Endotracheal tubes - disposable	Refer to Respiratory guidelines, Chapter 11. Return to CSSD, for autoclaving as a heat sensitive item Return to CSSD, for autoclaving as a heat sensitive item Single patient use only Single patient use only
Aprons - Non-disposable- Disposable	Wash with cleansing agent and hot water. Wipe down with Chlorhexidine in alcohol Single patient use only. Discard as health care risk waste after use.
Baths, handwash basins	Scour with scouring agent and hot water, rinse and dry.

INITIALS _____

Bath stool	Clean with cleansing agent and hot water, rinse and dry.
Bath mats - non-slip	Scrub with cleansing agent and hot water, rinse and dry. Store dry.
Bed blocks, bed cradles, bed elevators, bed tables, bed stairs	Wash with cleansing agent and hot water and dry.
Bedpans, potties	1. Place pan in bedpan washer and put through cycle of 80^{0}C. Store dry and inverted. Scour with scouring agent daily. 2. If the above is not available, discard content down the sluice, wash with hot water and soap/cleansing agent. Scour and soak in Sodium Hypochlorite (250ppm) for 20 minutes daily. Store dry. 3. Preparation Guide for the disinfectant must be clearly displayed. 4. Disinfectant solution used for soaking of bedpans to be discarded immediately after use.
Bed frames and cots	Wash with cleansing agent and hot water and dry.
Bottles/infant feeding utensils	Wash with hot soapy water then return to milk kitchen/CSSD for autoclaving
Bottle/infant feeding utensil brushes	Rinse under running water, shake well, invert and store dry.
Re-usable Bowel washout equipment	Flush with water, return to CSSD for autoclaving.
Bowls – washing (Stainless Steel recommended)	Clean with hot water and cleansing agent after each use and dry. Store inverted. Scour daily.
Brushes: Nail Shaving Tooth Toilet Toilet brush holder	 Not used in clinical areas Not recommended Single patient use, rinse under running water after use, invert and store dry. Rinse in flushing water, shake in pan, store dry. Clean with cleansing agent and hot water daily, rinse and dry.
Buckets, containers, bins	Line with disposable plastic bag to contain the contents for disposal. Clean with cleansing agent, hot water and dry. Scour daily.
Cradles	Wash with cleansing agent and hot water, rinse and dry.
Chairs: Commode, Easy, Upright, Wheel	Clean with cleansing agent and hot water daily, and in between patient use rinse and dry.
Cot sides	Wash with cleansing agent and hot water, rinse and dry.

INITIALS _____

Crockery, cutlery	Dishwasher, or wash with cleansing agent and hot water, air dry.
Crutches	Wash with cleansing agent and hot water daily and dry.
Cuffs - blood pressure	Material to laundry if soiled otherwise clean daily with cleansing agent and hot water. Dry. Maintain sufficient stock to allow appropriate cleaning.
Cubicle curtain rails	Clean weekly with cleansing agent and hot water.

Article	**Recommendation**
Defibrillator: Electrode pads Electrode internal	Remove all traces of electrode jelly wipe with chlorhexidine in alcohol. Return to CSSD for sterilization after each use
Denture container - disposable	Discard as health care risk waste after use.
Dispensers e.g. cellotape	Damp dust and dry.
Drainage apparatus: Suction bottles - non-disposable Disposable Suction tubing Under water seal drainage - disposable	 Empty contents into the sluicer and rinse under running water. Return to CSSD for autoclaving. Remove lining according to the manufacturer's instructions, discard as health care risk waste. Single patient use only. Discard as health care risk waste after 24 hours. Discard as health care risk waste.
Dusting, damp	Wipe surfaces with a clean cloth, cleansing agent and hot water then dry the surfaces. Observe colour coding.
Ear pieces: Auroscopes Hearing aids Earphones	 Wash with cleansing agent and hot water, dry. Wipe with chlorhexidine and alcohol. Wipe with cleansing agent, hot water and dry.
Endoscopes	Refer to guidelines on the Care of Endoscopes Chapter 6
Environmental soiling of faeces, vomitus or blood, body fluids.	Refer to guidelines on Standard Precautions Chapter 15.

INITIALS _____

	Wearing unsterile, disposable gloves remove the spill immediately with paper towel; discard paper into the red plastic bag. Flood area with Sodium hypochlorite 10,000ppm (3grms to 120mls of water). Leave for 2-3 minutes, wipe up with paper. Towel and discard as hazardous waste. Remove protective attire, wash hands.
Article	**Recommendation**
ECG leads/electrodes	Wipe with cleansing agent, hot water and dry.
Electric fans	Damp dust weekly.
Floors Floor mops Floor scrubber/polisher	Refer to guidelines Maintenance of the Hospital environment Chapter 5 Clean with cleansing agent and hot water. Colour code mops for different areas. Wash and soak separately thoroughly after use; soak in Sodium hypochlorite solution 250ppm for 10 minutes. Invert and store dry. Do not store in disinfectant solution. Must be fitted with splash guards, wipe with cleansing agent and hot water, dry.
Hands of staff	Refer to guidelines on Hand Hygiene Chapter 2.
Hoists	Wash with cleansing agent and hot water daily.
Humidifiers	Refer to guideline on Respiratory Equipment Chapter 11. Bottles must be changed on a daily basis as per manufacturer's instructions.
Incubators – infants	Wash daily with cleansing agent and hot water. Wipe down with chlorhexidine and alcohol. Change filters according to the manufacturer's instructions.
Instruments and CSSD equipment	Place in plastic bag after use and return to CSSD. In clinics with no CSSD commercially prepared packs should be used. Single patient use only.
Insufflator ear	Clean with cleansing agent, hot water and dry after use.
Laryngoscopes: Handle Blades	Wash/brush with cleansing agent and hot water, store dry. Send to CSSD for autoclaving.
Article	**Recommendation**
Linen . Soiled dry	Refer to guideline on Laundry Chapter 7

INITIALS _____

Soiled wet	Place in laundry bag at the bedside, seal when ¾ full, send to the laundry. Using gloves, such solids as can be removed should be disposed of into a bedpan or the sluice pan. Moisten stain with water (to prevent the stain from setting). Place in a yellow bag, seal when ½ full, send to the laundry.
Lockers	Damp dust daily and when necessary. Terminal cleaning: wash inside and outside with cleansing agent, hot water and dry.
Mattresses	Enclosed in a water repellent protective covering. Clean the covers with cleansing agent, hot water and dry daily and when soiled.
Mucous extractor	Single use only
Nebulizers	Single patient use only. Wash with soap and water between use and store dry. Discard after 24 hours.
Nappies – disposable	Discard as health care risk waste.
Oxygen: Stands Tubing Masks	Damp dust surfaces and dry. Single patient use only, discard as health care risk waste. Single patient use only, discard as health care risk waste.
Pillows	Enclose in water repellent protective cover. Clean covers with cleansing agent, hot water and dry when visibly soiled and during terminal disinfection.
Protoscopes	Wash with cleansing agent and hot water. Return to CSSD.
Razors – disposable - non-disposable - electric	Discard as sharps after use. Wash well with cleansing agent and hot water. Return to CSSD. Single patient use. Remove razor head, brush out bristles onto paper towel. Wash razor head; disinfect head with chlorhexidine in alcohol for 5 minutes. Store dry.
Pigflow Mouthpiece	

Article	Recommendation
Scales	Before and after use clean with cleansing agent and hot water, dry. Between weighing babies spray with chlorhexidine in alcohol and renew the paper sheet.
Scissors: CSSD	Place in plastic bag and return to CSSD.

INITIALS _____

Nurses	Wipe with chlorhexidine and alcohol between use.
Sinks: hand and sluice	Clean with scouring agent when visibly soiled and daily, rinse and dry.
Sigmoidoscopes	Flush/rinse with water and return to CSSD.
Syringes – disposable	Single patient use only, discard into sharps container according to guidelines on Waste Chapter 20
Space blankets	Single patient use only. If visibly soiled, discard as health care risk waste.
Splints: Plastic Thomas	Remove any padding; wash with cleansing agent and hot water, dry. Wash with cleansing agent and hot water, dry.
Sputum Mugs	Disposable, discard as health care risk waste.
Stomach washout equipment, funnel, tubing, stomach tube	Flush with water and return to CSSD.
Suction machine	Wipe exterior with cleansing agent and hot water. Store dry.
Stethoscopes	Wipe with chlorhexidine and alcohol between patients.
Telephones	Clean mouth and ear-pieces daily with cleansing agent and hot water.
Thermometers: Digital Disposal	Wash thermometers after use with cleansing agent and cold water. Wipe with chlorhexidine in alcohol and store dry. If probes are used single patient use only. Single patient use only and discard according to the manufacturer's instructions.
Toilet: Pan Seat	Clean pans daily and when necessary with cleansing agent and brush. Wash daily and when necessary with cleansing agent and hot water.
Tracheostomy tubes - disposable - non-disposable	Discard as health care risk waste. Clean, dry, return to CSSD.
Trays – Food	After use wash with cleansing agent and hot water, dry.
Trolleys: Dressing Food Medicine	Wash thoroughly with cleansing agent and hot water daily. Between dressings clean the shelves with chlorhexidine in alcohol and dry with paper towel. Trolley wheels to be cleaned weekly and when necessary with cleansing agent and hot water. Wash daily and when required with cleansing agent and hot water, dry. Wash inner and outer surfaces daily and when required with cleansing agent and hot water, dry. Wash daily and when required with cleansing agent and hot water, dry.

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Mortuary Patient transport Sluice	Wash daily and when required with cleansing agent and hot water, dry. Trolley wheels to be cleaned weekly and when necessary with cleansing agent and hot water. Wash daily and when required with cleansing agent and hot water, dry. Trolley wheels to be cleaned weekly and when necessary with cleansing agent and hot water.
Urinals	As for bedpans.
Urine specimen collection stainless steel receivers	Wash after each patient use with cleansing agent and hot water and send to CSSD for autoclaving Maintain adequate stock levels.
Urine bag holders/stands	Wash with cleansing agent and hot water, and dry.
Vaginal examination speculum: Disposable Non-disposable	 Discard as health care risk waste. Rinse, place in plastic bag and return to CSSD
Ventilators	Refer to guidelines on Respiratory equipment Chapter 11.
Vials – multi-dose	Labelled and dated for single patient use only. Wipe rubber bung with chlorhexidine in alcohol and allow to dry. Vials containing glucose - use once and discard.
X-Ray machine	Wipe surfaces with cleansing agent and hot water, dry. Daily and when visibly soiled.

9. Monitoring and Evaluation

This guideline must be communicated to all healthcare workers, implemented, monitored and evaluated. Remedial intervention instituted when necessary.

INITIALS _____

EVALUATION CRITERIA:

Quotation No.	
Quotation Description	**CLEANING OF BUILDINGS AND OFFICES AT ST ANDREWS HOSPITAL FOR PERIOD OF THREE MONTHS CONTRACT**

EVALUATION CRITERIA:

The Department will evaluate quotation received before the closing date and time using four (4) phases, these are peremptory requirements, should the bidder fail to comply, the bid will regard as non-responsive and be disqualified, namely:

Phase 1: Minimum Compulsory Requirements
Phase 2: Mandatory Requirements
Phase 3: Price and Preference Points System
Phase 4: Confirmation
Phase 5: Evaluation Criteria and specification approved by

Phase 1: Minimum Compulsory Requirements

NO.	REQUIREMENTS	COMPULSORY FOR PHASE 1	COMPULSORY FOR TENDER EVALUATION PURPOSES FOR PHASES 3 AND 4	FOR OFFICIAL USE ONLY		
				YES	NO	N/A
1. Prospective tenderers MUST ensure that the following Sections of the quotation document MUST be completed/adhered to, in ALL respects to qualify for the next stage of evaluation:						
1.1	Standard Quote Document	Yes				
1.2.	Official Price page	Yes				
1.3	Declaration of Interest SBD 4	Yes				
1.4	General Conditions of Contract (GCC)	Yes				
1.5	Preference Points Claimed (SBD 6.1.)	Yes				
1.6	Terms of Reference [TOR] OR (Specification)	Yes				
1.7	Objective Evaluation Criteria	Yes				
Phase 2 **Prospective tenderers MUST provide the following as Mandatory Requirements: Main Contractor**						
2.1	The Consortium/ Joint Venture/ Partnership agreement, if applicable. (Certified Copies).	Yes If Applicable	Yes (Phase 1) If Applicable			
2.2	A B-BBEE Status Level Verification Certificate/Sworn Affidavit (For EME's & QSE's).	Yes				
2.3	Central Supplier Database Compliance Report(CSD)	Yes				

NO.	REQUIREMENTS	COMPULSORY FOR PHASE 1	COMPULSORY FOR TENDER EVALUATION PURPOSES FOR PHASES 3 AND 4	FOR OFFICIAL USE ONLY		
				YES	NO	N/A
2.4	Certified Company Registration Document (CK Certificate)	Yes				
2.5	Tax Clearance Certificate	Yes				
2.6	The proof of address such as copy of company Utility Bill or Original Letter is sued by Municipal Ward Councilor or Municipal LED Office or CIPC Registration letter showing company Head Quarters in Umuziwabantu Local Municipality or within UGU District not newer than one month after the advert of this quotation except for newly established entities.	Yes				
2.7	National minimum wage must be the current one(gazette published 3 February 2026)	Yes				
2.8	Valid Proof of registration with the KZN Bargaining Council for the contract cleaning service (BCCCI)	Yes				
2.9	Proof of Experience (Valid Service level or contract Agreement	Yes				
2.10	A certified copy of the Consortium/Joint Venture /Partnership agreement (only if applicable)	Yes				

2.11	Submission of sample, should you fail to submit sample you will be treated as no responsive (Picture)	Sample required Yes/No	Sample submitted Yes/No

Mandatory Delivery period

Note:
Bidder/Tenderer is mandatory to deliver within the period that they stated on standard quotation.

Compliance with specification

2.12	**Requirement**	**Complies with specification Yes/No**
	The Bidder/Tenderer to confirm that the product supplied complies with attached specification documents, should to indicate compliance your quotation will not progress to the next stage of evaluation	

Phase 3: Pre-qualification criteria for preferential procurement

The Department has identified the following pre-qualification criteria in respect of this bid:

Price and Preference Points

The following preference point systems are applicable to all quotations as per Preferential Procurement Regulations 2022:

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

Price and Specific Goals.

1. **The maximum points for this bid are allocated as follows:**

CATEGORY	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific Goals must not exceed	**100**

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

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

2. **Race: Full points allocated to companies who are at least 51% Owned by Black People**

Specific Goal	Number Of Points Allocated	Proof To Claim Specific Goal (Returnable Documents)
Promotion of enterprises located in a specific municipality for work to be done or services to be rendered in that municipality	20	Ownership Certificate issued by companies and Intellectual Property Commission (CIPC) or Central Supplier Database (CSD)
Note: Should a bidder fail to submit proof to claim points as stated above this will not result in disqualification however the bidder will not be awarded points for specific goals.		

Phase 4 – Confirmation

Compulsory to be completed by the bidder and returned with quotation:

I, ..., from ..... do hereby
(Print Name) *(Name of Business)*

acknowledge that I have read and understand the specifications as laid out above and will ensure that the quotation price submitted will address all the requirements as stipulated.

..../...../.....
Signature Date

Phase 5 - Approval by Quotation Specification Committee on: _____ / _____ / _____

Official	Title(Ms/Mrs./Mr /Dr	Initials and Surname	Signature	Date
End User				
SCM Official				