


KZN Health Intranet

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AdvertQuote



KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

Quotation Advert

Opening Date: 2021-08-27
 Closing Date: 2021-09-06
 Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: Ishelujuba hospital
 Province: KwaZulu-Natal
 Department or Entity: Department of Health
 Division or section: Central Supply Chain Management
 Place where goods / services is required: ITSHELEJUBA HOSPITAL
 Date Submitted: 2021-08-27

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: ITS 15/12/22
 Item Category: Services
 Item Description: CLEANING OF BUILDINGS FOR THE CLINICS 12 MONTHS CONTRACT

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Both
 Date: 2021-08-31
 Time: 10 H 30
 Venue: ITSHELEJUBA HOSPITAL (CHAPEL)
 ITSHELEJUBA HOSPITAL SCM (DEMAND SECTION)
 QUOTES SHOULD BE DELIVERED TO: DEPOSITED INT A TENDER BOX SITUATED AT THE MAIN SECURITY GATE

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: Mandlenkosi
 Email: mandlenkosi.mhlongo@kznhealth.gov.za
 Contact Number: 03441 34015
 Finance Manager Name: SM Buthelezi

Finance Manager Signature:

Mhlongo
 No late quotes will be considered

[A B-BEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMES& QSES) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1) YES NO

VAT REGISTRATION NUMBER (if VAT vendor)

E-MAIL ADDRESS

CELLPHONE NUMBER

TELEPHONE NUMBER CODE.....NUMBER..... FACSIMILE NUMBER CODE.....NUMBER.....

STREET ADDRESS

POSTAL ADDRESS

NAME OF BIDDER

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

ALL QUOTES MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)
 THIS QUOTE IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL
 PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL
 CONDITIONS OF CONTRACT.
 The quote box is open from 08:00 to 15:30.

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

DEPOSITED IN THE QUOTE BOX SITUATED AT (STREET ADDRESS)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

UNIQUE REGISTRATION REFERENCE

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CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO.

CONTRACT PERIOD: **ONCE** (if applicable)
 VALIDITY PERIOD 60 Days SARS PIN

DESCRIPTION: **CLEANING OF BUILDINGS FOR THE CLINICS 12 MONTHS CONTRACT**

ZNO NUMBER: ITS 151 /21/22

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: ITSHELEJUBA HOSPITAL
DATE ADVERTISED: 2021.08.27
CLOSING DATE: 2021.09.06
CLOSING TIME: 11:00
FACSIMILE NUMBER: 03441 32519
E-MAIL ADDRESS: bonisiwe.dludlu@kznhealth.gov.za
PHYSICAL ADDRESS: ALONG N2 ROAD BETWEEN PONGOLA AND PIET RETIEF TOWN

Enquiries regarding the quote may be directed to: Contact Person: Mhlonqo M R Tel: 03441 34015 E-Mail Address: mandienkosimhlonqo@kznhealth	Enquiries regarding technical information may be directed to: Contact Person: MA Mtshelwa Tel: 03441 34075
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Does This Offer Comply With The Specification?	State Delivery Period E.G. E.G. 1day, 1week	Does The Article Conform To The S.A.N.S. / S.A.B.S. Specification?
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Item No	Quantity	Description	Brand & model	Country of manufacture	Price
1	01	CLEANING OF BUILDINGS AND OFFICES FOR THE CLINICS 12 MONTHS CONTRACT			R
		REQUIREMENT: COMPANY MUST BE REGISTERED WITH BCCCI, LETTER OF GOOD STANDING FOR CLEANING AND UIF (CERTIFICATE OF COMPLIANCE)			
		MUST BE ATTACHED TAX CLEARANCE CERTIFICATE / SWORN AFFIDAVIT			
		SUMMARY OF CSD SHOWING BANKING DETAILS.			
		SPECIFICATION ATTACHED			
		VALUE ADDED TAX @ 15% (Only if VAT Vendor)			
		TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)			

OFFICIAL PRICE PAGE FOR QUOTATIONS
 ZNO NUMBER: ITS 151/21/22
 DESCRIPTION: CLEANING OF BUILDINGS FOR THE CLINICS 12 MONTHS CONTRACT
 SIGNATURE OF BIDDER:
 [By signing this document I hereby agree to all terms and conditions]
 DATE:

CAPACITY UNDER WHICH THIS QUOTE IS SIGNED

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to quote (includes a price quotation, advertised competitive quote, limited quote or proposal). In view of possible allegations of favoritism, should the resulting quote, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjusting authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/persons who are/is involved in the evaluation and/or adjustment of the quote(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and/or adjustment of the quote.
2. In order to give effect to the above, the following questionnaire must be completed and submitted with the quote.

- 2.1. Full Name of bidder/representative.....
- 2.2. Identity Number:.....
- 2.3. Position occupied in the Company (director, trustee, shareholder?):2.6. VAT Registration Number:.....
- 2.4. Company Registration Number:.....
- 2.5. Tax Reference Number:.....
- 2.7. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

	<input type="checkbox"/> YES <input type="checkbox"/> NO
--	--
- 2.8. Are you or any person connected with the bidder presently employed by the state?

	<input type="checkbox"/> YES <input type="checkbox"/> NO
--	--

- 2.8.1. If so, furnish the following particulars:
 - Name of person / director / trustee / shareholder/ member:.....
 - Name of state institution at which you or the person connected to the bidder is employed:.....
 - Position occupied in the state institution:.....
 - Any other particulars:.....
 - 2.8.2. If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

	<input type="checkbox"/> YES <input type="checkbox"/> NO
--	--
 - 2.8.2.1. If yes, did you attach proof of such authority to the quote document?

	<input type="checkbox"/> YES <input type="checkbox"/> NO
--	--

- 2.8.2.2. If no, furnish reasons for non-submission of such proof:.....
(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the quote.)
- 2.9. Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

	<input type="checkbox"/> YES <input type="checkbox"/> NO
--	--
- 2.9.1. If so, furnish particulars:.....
- 2.10. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and/or adjudication of this quote?

	<input type="checkbox"/> YES <input type="checkbox"/> NO
--	--
- 2.10.1. If so, furnish particulars:.....
- 2.11. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and/or adjudication of this quote?

	<input type="checkbox"/> YES <input type="checkbox"/> NO
--	--
- 2.11.1. If so, furnish particulars:.....
- 2.12. Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

	<input type="checkbox"/> YES <input type="checkbox"/> NO
--	--
- 2.12.1. If so, furnish particulars:.....

3. Full details of directors / trustees / members / shareholders.
 - NB: The Department Of Health will validate details of directors / trustees / members / shareholders on CSD. It is the suppliers' responsibility to ensure that their details are up-to-date and verified on CSD. If the Department cannot validate the information on CSD, the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.

4 DECLARATION

I, THE UNDERSIGNED (NAME)..... CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2. I ACCEPT THAT THE STATE MAY REJECT THE QUOTE OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

Name of bidder Signature Position Date

*"State" means -
 a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
 b) any municipality or municipal entity;
 c) provincial legislature;
 d) national Assembly or the national Council of provinces; or
 e) Parliament.
 *Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

SPECIAL CONTRACT CONDITIONS OF QUOTATIONS

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 institution is under no obligation to accept the lowest or any quote.

3.2. The price quoted must include VAT (if VAT vendor). However, it must be noted that the department reserves the right to evaluate all quotations excluding VAT as some bidders may not be VAT vendors.

3.3. The bidder must ensure the correctness & validity of quote:

(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

3.4. The bidder must accept full responsibility for the proper execution & fulfillment of all obligations conditions devolving on under this agreement, as the Principal (s) liable for the due fulfillment of this contract.

3.5. This quotation will be evaluated based on the 80/20 points system, specification & correctness of information. All required documentation must be completed in full and submitted.

3.6. Offers must comply strictly with the specification.

3.7. Only offers that meet or are greater than the specification will be considered.

3.8. Late quotes will not be considered.

3.9. Expired products will not be accepted. All products supplied must be valid for a minimum period of six months.

3.10. A bidder not registered on the Central Suppliers Database or verification has failed will not be considered.

3.11. All delivery costs must be included in the quote price, for delivery at the prescribed destination.

3.12. 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.

3.13. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.

3.14. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered. Furthermore a verification will be done to identify if bidders have multiple companies and are quoting (cover-quoting) for this bid. In such instances only the cheapest bid according to specification will be considered.

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 will 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. Quotation submitted must be complete in all respects.

4.5. Any alteration made by the bidder must be initialed.

4.6. Use of correcting fluid is prohibited.

4.7. Quotation will be opened in public 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.

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.

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.

12. PATENT RIGHTS

- (i) the name, address and registration number of the supplier;
 - (ii) the name and address of the recipient;
 - (iii) an individual serialized number and the date upon which the tax invoice is issued;
 - (iv) a description and quantity or volume of the goods or services supplied;
 - (v) the official department order number issued to the supplier;
 - (vi) the value of the supply, the amount of tax charged;
 - (vii) the words tax invoice in a prominent place.
- 11.1. A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:

11. TAX INVOICE

- 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.*

10. TAX COMPLIANCE REQUIREMENTS

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

9. SUBMISSION AND COMPLETION OF SBD 6.1

- 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.

8. STATEMENT OF SUPPLIES AND SERVICES

Institution Stamp: Institution Site Inspection / briefing session Official	Full Name: Signature: Date:
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- 7.1. Bidders who fail to attend the compulsory meeting will be disqualified from the evaluation process.
- (i) The institution has determined that a compulsory site meeting take place
- (ii) Date / / Time : Place

7. COMPULSORY SITE INSPECTION / BRIEFING SESSION

- 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.

6. SAMPLES

- 5.5. No quotation/bid sent through the post will be considered if it is received after the closing date and time stipulated in the quotation documentation, and proof of posting will not be accepted as proof of delivery.
- 5.6. Quotation documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.

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. FAILURE TO COMPLY WITH ABOVE WILL RESULT IN YOUR QUOTE BEING PASSED OVER.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all quotes invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all quotes:
 - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - 1.2 The value of this quote is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.
 - 1.3 Points for this quote shall be awarded for:
 - (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
 - 1.4 The maximum points for this quote is allocated as follows:

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

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the quote, will be interpreted to mean that preference points for B-BBEE status level of contributor are not claimed.

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

2. DEFINITIONS

- (a) "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) "B-BBEE status level of contributor" means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) "bid" means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) "EME" means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) "functionality" means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) "prices" includes all applicable taxes less all unconditional discounts;
- (h) "proof of B-BBEE status level of contributor" means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) "QSE" means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. Designated Group: An EME or QSE which is at least 51% owned by: EME QSE

(iv) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017: YES NO

Whether the sub-contractor is an EME or QSE

7.1.1 i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor.....

iii) The B-BBEE status level of the sub-contractor.....

7.1 Will any portion of the contract be sub-contracted? If yes, indicate: YES NO

7. SUB-CONTRACTING (Tick applicable box)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

6.1 B-BBEE Status Level of Contributor: =(maximum of 20 points)

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

5. BID DECLARATION

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

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

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

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

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

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

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

3. POINTS AWARDED FOR PRICE

.....

 ADDRESS

DATE:

SIGNATURE(S) OF BIDDERS(S)

.....

 2.

.....

 1.

WITNESSES

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- i) The information furnished is true and correct;

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

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

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

9.6 COMPANY CLASSIFICATION [TICK APPLICABLE BOX]

.....

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

9.4 TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

9.3 Company registration number:.....

9.2 VAT registration number:.....

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

9. DECLARATION WITH REGARD TO COMPANY/FIRM

SERVICE: CLEANING OF BUILDING AND OFFICES: PERIOD OF CONTRACT- 12 Months

1. NUMBER OF PERSONNEL REQUIRED PER DAY 11 to be allocated as below

CLINIC NAME	QUANTITY
Pongolo fixed	02
Ncothane	01
Emkhakhweni	01
Kwashoba	01
KwanKundla	01
Altona	02
Tobolsk	01
Galukubheka	01
Truck Stop	01

- Service provider to ensure that the clinic has the requested number of cleaners as per specification. Relayers are at service providers expense.

SCOPE OF WORK

- 2.1 High traffic areas to be cleaned hourly and as when necessary.
- 2.2 All floors must be swept, vacuumed and/or mopped and the surfaces of all furniture and equipment, chalkboard/whiteboard rails and low window ledges dusted.
- 2.3 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 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.

Verandas must be swept and mopped daily and when necessary, polished weekly or

2.4 VERANDAS

Note: Cleaning Company must adhere to Health and safety regulations and current IPC Practices and National Core Standards prescripts.

- 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 WHERE APPLICABLE must be taken down and WASHED WITH WASHING MACHINE and hung back to their rails after washing, this will be decided by the institution's manager as to when and must form part of the service level agreement.
 - f) Door mats must be dusted out daily and when necessary, depending on traffic of 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.
 - h) Ground level concrete brick surfaces and paving of entrances, foyers and passage ways must be swept daily using maslin mop, double bucket system and litter must be removed daily and immediately and as directed by Institutional Manager.
 - i) Blocked waste pipes, manholes, catch pits, traps, washbasins, urinals and toilet bowls must be immediately reported
 - Leaking taps, urinals and cisterns must also be urgently reported to the clinic manager at the institution in writing and verbal.
 - k) All rain water gutters, open drains and manholes, adjoining the building must be kept free of soil, debris, refuse and other obstructions by checking daily, clearing weekly and when necessary
 - j) Linen – linen must be washed and packed as per IPC guidelines.
- i) Cleaners will perform all other cleaning related tasks as given by the Clinic manager

as when necessary and buffed daily stripping must be done once a month.

2.5 FLOOR SURFACES

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

All resilient floors in traffic areas must be treated by removing dust with a control massin mop 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.

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 massin mop 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.

1.6 Consulting Room

Floor must be swept using massin mop daily and when necessary. The floor must be mopped using equipment approved by the IPC guidelines.

Stripping and seal of floor must be done twice a year and when necessary using floor stripper without ammonia (SABS approved products).

Damp dust furniture daily using disposable colour coded wiping cloth with water and detergent.

Furniture must be damp dusted using disinfectant chemicals once a day and when necessary.

2.8 Sinks

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

2.9 CLEANING OF OFFICES

Floor must be swept using damp mop daily and when necessary using detergent and water. The floor must be moped using blue mop and janitor trolley.

1.7 washing of linen

3. SPECIFICATIONS OF SANITARY/HYGIENE SERVICES REQUIRED

3.1. Detergent Dispensers

3.1.1. All cleaning equipment and detergents will be provided by the institution.

3.2. Toilet Roll Dispensers

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

3.2.1. Replacement of roll dispenser as required. Dispensers must be checked

- 1.3. Must contribute to Unemployment insurance Fund and have a valid certificate.
- 1.4. Must be registered with Bargaining council and be compliant with BCCCI Requirements and pay all levies due within 5 working days before commencement.
- 1.5. Must comply with Health and safety Act.
- 1.6. Must be able to pay a minimum wage salary as determined by the department of Labour.
- 1.7. Uniform must be delivered within 5 days before the commencement of contract.
- 5.1 The employer must comply with all following statutory requirements
- 1.1. Must be registered with SARS. And tax compliant.
- 1.2. Must have a valid letter of good standing for the current financial year. and must be provided with the tender documents

5. Statutory Requirements

- d) Surgical /N95/FFP2 mask will be supplied by the institution where needed.
- c) Water boots (knee length) and safety shoes;
- b) Name tag with full description of staff identity and company name
 allow them to have clean uniform on everyday.
- NB workers must be provided with the quantity and quality of uniform that will

Navy boiler suit – men

-navy skirt or pants; white Tshirt -women

- a) Uniform embroidered with company name/logo

with the following:

Supply staff with the following uniform. Service provider must ensure each staff is provided

4. UNIFORM AND PROTECTIVE CLOTHING

3.3.1. Dispensers must be checked every two hours and re-filled by the Service Provider.

3.3. Paper Towel Dispensers

every two hours and re-filled by the Service Provider.

If you fail to comply with the occupational Health and safety act 85 of 1993 section 37 (3) of the act will apply.

You the contractor will therefore take all steps reasonable practicable to ensure the health and safety of all your employees.

The Itshelejuba Hospital in written agreement hereby transfer the Occupational Health and Safety act 85 of 1993 over to you.

Referring to the above section 37(1)

Definition of mandatory includes an agent contractor or a sub-contractor for work.

“ the provisions of subsection (1) shall mutates mutandis apply in the case of a man datary of any employer or user, except if the parties have agreed in writing to the agreements and procedures between them to ensure compliance by the mandatory with the provision of this act.

Section 37 (1)(2) of the Occupational Health and Safety Act 85 of 1993 states:

RE: Vicarious liability [transfer of the occupational health and Safety act 85 of 1993]

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.....
.....

To the contractor

VICARIOUS LIABILITY

6. NBII The contractor must complete/ sign the vicarious liability document to declare that they will comply with the health and safety requirements set by Itshelejuba District Hospital. Therefore the Contractor must meet with the hospital quality team and hospital management to check if all the requirements have been met before the contract commences.

“Whenever any employee or mandatory of any employer or user does or omits to do an act which would be an offence in terms of this act for the employer or any such user to do or omit to do, he shall be liable to be convicted and sentenced in respect thereof”

The contractor [mandatory] performing work shall adhere to the following conditions:

1. SHE: Safety, Health and Environment
The contractor shall be responsible for

- The health and safety of his/her own employees including the provision of personal protective attire.
- The health and safety of any persons on his/ her work site
- The preservation of the environment.
- Reducing various types of pollution including noise levels and atmospheric emissions.

2. Medical surveillance

- The Contractor shall ensure that all his/her employees are under medical surveillance.
- The employees shall undergo medical surveillance as follows: pre - employment medical assessment within 14 days of employment, periodical medical assessment (during the course of employment), Exit medical surveillance (when a person is resigning, retiring or evacuating to another post)

3. Symbolic signage

The contractor shall ensure that appropriate safety signs are displayed to warn all persons of potential dangers e.g. no entry, slippery floors etc.

4. Security

The contractor shall obey the security regulation of this institution. Disturbance of the peace, trading in alcohol and drugs, smoking, and reckless driving are prohibited.

5. The contractor must ensure that the machinery and equipment brought onto the premises is at all times, free of risks to health and safety and complies with the requirements laid down in the OHS&A and regulations.

Hereby accept and agree to abide to the

We (Contractor)

DECLARATION BY THE CONTRACTOR

- 6. The safety officer has the authority to inspect any of the contractor's plant, machinery and equipment as may be desired.
- 7. The contractor must ensure that all site employees are trained to work in a safe and healthy manner.
- 8. Running and horseplay is prohibited on the premises.
- 9. Minor first aid requirements should be provided by the contractor. Should these prove to be inadequate, e.g. in the event of a major injury, the hospital will be available.
- 10. All exit doors, fire escape routes, walkways, stairways and stair landings etc. must be kept free of obstructions and at no time be used for work or storage purposes.
- 11. Bonfires are not permitted on our premises.
- 12. No fire hose reels or fire extinguishers shall be used other than for firefighting.
- 13. The hazardous chemical substances must be stored in a lockable cupboard and kept locked. The MSDS must be kept on site.
- 14. All accidents, incidents and injuries as well as unsafe acts and conditions observed by an employee are to be reported promptly to their immediate supervisor not later than the end of the shift.
- 15. The contractor must be registered and in good standing with the compensation commissioner.
- 16. Employees are prohibited from arriving at work or remaining at work when their ability to perform the job safely is impaired for any reason.
- 17. Employees shall actively participate in the institutions safety program, including attendance at training sessions.
- 18. The contractor must make good any shortcomings in the standard of his own work or with regards to his health and safety provisions, at his own expense, and failing this, the institution will rectify them for the contractor and debit the amount to the contract price.
- 19. The institution will be glad to assist contractors in any way possible to facilitate the safe and healthy execution of the work involved and in the mutual interest of both parties.

Designation	Name	Signature	Date

Contractor [mandatory]

			Officer Health and safety
			CEO
Designation	Name	signature	date

Signatures of contracting parties
Hospital/clinic/health Centre

.....
 representative.
 We are registered with the compensation commissioner our registration number is,

- To oversee occupational health and safety at our work sites we appoint
- a) Occupational Health and Safety Act 85 of 1993 and Regulations.
 - b) The conditions laid down by the institution (Itshelajuba hospital)