

KZN HEALTH

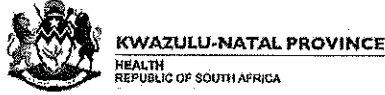
**KZN Health Intranet**

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KZN Health > Components > Supply Chain Management

**AdvertQuote**



**Quotation Advert**

Opening Date: 2022-06-07

Closing Date: 2022-06-14

Closing Time: 11:00

**INSTITUTION DETAILS**

Institution Name: Greytown hospital

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required: M4

Date Submitted: 2022-06-07

**ITEM CATEGORY AND DETAILS**

Quotation Number: ZNQ: 20/06/22-23 GTW

Item Category: Services

Item Description: PROVISIONING OF GARDEN AND GROUNDS CLEANING SERVICES FOR SIX (6) MONTHS (07 STAFF)  
M4

Quantity (if supplies): 06 MONTHS CONTRACT

**COMPULSORY BRIEFING SESSION / SITE VISIT**

Select Type: Both

Date: 2022-06-10

Time: 10:00AM

Venue: GREYTOWN HOSPITAL MAINTENANCE BOARDROOM

QUOTES CAN BE COLLECTED FROM: PRINT YOUR COPY FROM THE INTERNET

QUOTES SHOULD BE DELIVERED TO: GREYTOWN HOSP. TENDER BOX NEXT TO THE MAIN GATE

**ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:**

Name: MR. S. SOSIBO

Email: N/A

Contact Number: 033 4139 431

Finance Manager Name: MR. R HANIFF

Finance Manager Signature:

No late quotes will be considered

STANDARD QUOTE DOCUMENTATION OVER R30 000.00

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: GREYTOWN HOSPITAL  
DATE ADVERTISED: 07 JUNE 2022 CLOSING DATE: 14 JUNE 2022 CLOSING TIME: 11:00  
FACSIMILE NUMBER: N/A E-MAIL ADDRESS: N/A - TEL: 033 4139 431  
PHYSICAL ADDRESS: BELL STREET EXT, GREYTOWN, 3250

QUOTE NUMBER: 20/06/22-23 GTW

DESCRIPTION: PROVISIONING OF GARDEN AND GROUNDS CLEANING SERVICES @ GTN M4 HOSPITAL

CONTRACT PERIOD: 06 MONTHS (if applicable) VALIDITY PERIOD 60 Days SARS PIN:

CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO. [Grid]

UNIQUE REGISTRATION REFERENCE [Grid]

DEPOSITED IN THE QUOTE BOX SITUATED AT (STREET ADDRESS)  
GREYTOWN HOSPITAL, BELL STREET EXT, GREYTOWN, 3250  
TENDER BOX IS NEXT TO THE MAIN GATE.

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 FOLLOWING EVALUATION PROCESS

- ☛ QUOTATIONS WILL BE EVALUATED FOR COMPLIANCE TO ADMINISTRATIVE AND SPECIFICATION REQUIREMENTS INCLUDING BUT NOT LIMITED TO BIDDER'S DISCLOSURE, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- ☛ PROPOSALS MAY ALSO BE EVALUATED ON FUNCTIONALITY IF APPLICABLE AND STATED IN THIS DOCUMENT.
- ☛ QUALIFYING PROPOSALS WILL THEN BE EVALUATED ON PRICE ONLY

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

NAME OF BIDDER .....  
POSTAL ADDRESS .....  
STREET ADDRESS .....  
TELEPHONE NUMBER CODE.....NUMBER..... FACSIMILE NUMBER CODE.....NUMBER.....  
CELLPHONE NUMBER .....  
E-MAIL ADDRESS .....  
VAT REGISTRATION NUMBER (If VAT vendor) .....



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<sup>1</sup> 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.

Table with 3 columns: 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<sup>2</sup> will not be construed as collusive bidding.
3.4. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
3.5. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
3.6. There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
3.7. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

Name of Bidder Signature Position Date

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

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

## GENERAL CONDITIONS OF CONTRACT

### 1. AMENDMENT OF CONTRACT

- 1.1. Any amendment to or renunciation of the provisions of the contract shall at all times be done in writing and shall be signed by both parties.

### 2. CHANGE OF ADDRESS

- 2.1. Bidders must advise the Department of Health (institution where the offer was submitted) should their address (*domicilium citandi et executandi*) details change from the time of bidding to the expiry of the contract.

### 3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION

- 3.1. The Department is under no obligation to accept the lowest or any quote.
- 3.2. The Department reserves the right to communicate in writing with vendors in cases where information is incomplete or where there are obscurities regarding technical aspects of the offer, to obtain confirmation of prices, 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) 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, 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 price, is incomplete in any respect, the said supplier meets all specification requirements and offers the lowest price, the Department reserves the right to request the bidder to complete/ submit such information.
- 4.5. Any alteration made by the bidder must be initialled; failure to do so may render the response invalid.
- 4.6. Use of correcting fluid is prohibited and may render the response invalid.
- 4.7. Quotations will be opened in public as soon as practicable after the closing time of quotation.
- 4.8. Where practical, prices are made public at the time of opening quotations.
- 4.9. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
- 4.10. The Department is under no obligation to pay suppliers in part for work done if the supplier can no longer for fulfil their obligation.

**5. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS**

- 5.1. Quotation shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the quotation documents.
- 5.2. Each quotation shall be addressed in accordance with the directives in the quotation documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the quotation number and closing date indicated on the envelope. The envelope shall not contain documents relating to any quotation other than that shown on the envelope. If this provision is not complied with, such quotations/bids may be rejected as being invalid.
- 5.3. All quotations received in sealed envelopes with the relevant quotation numbers on the envelopes are kept unopened in safe custody until the closing time of the quotation/bids. Where, however, a quotation is received open, it shall be sealed. If it is received without a quotation/bid number on the envelope, it shall be opened, the quotation number ascertained, the envelope sealed and the quotation number written on the envelope.
- 5.4. A specific box is provided for the receipt of quotations, and no quotation found in any other box or elsewhere subsequent to the closing date and time of quotation will be considered.
- 5.5. No quotation/bid sent through the post will be considered if it is received after the closing date and time stipulated in the quotation documentation, and proof of posting will not be accepted as proof of delivery.
- 5.6. Quotation documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.

**6. SAMPLES**

- 6.1. In the case of the quote document stipulating that samples are required, the supplier will be informed in due course when samples should be provided to the institution. (This decreases the time of safety and storage risk that may be incurred by the respective institution). The bidders sample will be retained if such bidder wins the contract.
  - (i) If a company/s who has not won the quote requires their samples, they must advise the institution in writing of such.
  - (ii) If samples are not collected within two 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  YES take place
- (ii) Date 10 / 06 / 2022 Time 10 : 00AM Place GREYTOWN HOSPITAL MAINTENANCE BOARDROOM

Institution Stamp:	Institution Site Inspection / briefing session Official  Full Name: .....  Signature: .....  Date: .....
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**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. TAX COMPLIANCE REQUIREMENTS**

- 9.1. 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.**
- 9.2. 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 INVOICE

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

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

## 11. PATENT RIGHTS

The supplier shall indemnify the **KZN Department of Health** (hereafter known as the purchaser) against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

## 12. PENALTIES

- 12.1. 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.
- 12.2. 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.
- 12.3. 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.
- 12.4. 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.

## 13. TERMINATION FOR DEFAULT

- 13.1. 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.
- 13.2. 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.
- 13.3. 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.

## 14. THE DEPARTMENT RESERVES THE RIGHT TO DISQUALIFY ANY QUOTATION WHICH FAILS TO COMPLY WITH THE ABOVE.



PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF HEALTH

**GREYTOWN HOSPITAL M4 - MAINTENANCE AND CLEANING OF  
GARDEN AND GROUNDS**  
**ZNQ NO: 20/06/22-23 GTW**

Closing Date & Time : 14 JUNE 2022 @ 11h00  
Contract Period : SIX (6) MONTHS.  
Validity Period : 30 Days  
Technical Contact Person : MR. R. VAN JAARVELD  
Contact Telephone Number : 033-4139400  
On Site Inspection : 10 JUNE 2022 @ 10h00

DOCUMENTS DELIVERED BY HAND MUST BE DEPOSITED IN THE QUOTATION BOX SITUATED IN:

THE TENDER-BOX GREYTOWN DISTRICT HOSPITAL BELL STREET EXTN, GREYTOWN 3250	THE QUOTATION BOX IS AVAILABLE ON MONDAYS TO SUNDAYS - EXCESS PERMISSION WILL BE OBTAINED FROM THE SECURITY GATE.
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DOCUMENTS SHALL BE REGISTERD AND POSTED SHALL BE ADDRESSED TO:

SUPPLY CHAIN MANAGEMENT:  
GREYTOWN DISTRICT HOSPITAL  
PRIVATE BAG X5562  
GREYTOWN 3250

N.B.: TENDER BOX WILL BE CLEARED AT 1100HRS ON THE (CLOSING DATE).

*Name of Tenderer* \_\_\_\_\_

*PROVINCIAL SUPPLIERS DATABASE REGISTRATION NO.:* \_\_\_\_\_

PROVINCIAL SUPPLIERS DATABASE REGISTRATION CLASSIFICATION :( Tick (✓)  
applicable block)

VALIDATED SUPPLIER  PROVISIONAL SUPPLIER:

**NOTICE:**

**PROVISIONALLY REGISTERED COMPANIES:**

LETTER TO BE ATTACHED FROM KWAZULU-NATAL PROVINCIAL TREASURY  
REFLECTING THE REASON(S) FOR NON ALLOCATION OF FULL REGISTRATION STATUS  
AND WHAT DOCUMENT(S) AND OR INFORMATION IS STILL OUTSTANDING.

OUTSTANDING DOCUMENTATION/ INFORMATION MUST ALSO ACCOMPANY THIS  
OFFER

GREYTOWN HOSPITAL MAINTENANCE AND CLEANING OF GARDEN AND GROUNDS  
DATE:  
ZNQ NO:  
COMPULSORY SITE INSPECTION @ 10h00  
CLOSING DATE: @ 11h00  
CONTRACT PERIOD: SIX (6) MONTHS



**GREYTOWN HOSPITAL - MAINTENANCE AND CLEANING OF  
GARDEN AND GROUNDS**  
**ZNQ NO: 20/06/22-23 GTW**

**PROJECT SPECIFICATIONS**

1. **NOTES TO TENDERERS:**

1.1. **SCOPE OF CONTRACT:**

Contractor to please note: Document (page 15) is compulsory to be filled by the Contractor for Evaluation purposes

Contractor to supply skilled machine operators and No chancers will be allowed on site.  
This Contract is for the complete / execution of the project indicated above.

1.2. **MAINTENANCE DRAWINGS:**

This quotation document is to be read and understood by the Tenderer before the filling of Tender Document as the Hospital will not be held responsible for undercoated documents or incorrect submitted Tender documents.

**Drawing No: 1**

Where Tenders feels, the Hospital Site Drawings are requested to clearly mark the areas need to be maintained, such drawings maybe may be requested from the Hospital.

1.3. **CONDITIONS OF CONTRACT AND PRELIMINARIES**

1.3.1 **PERIOD OF CONTRACT:**

6 **(SIX) Months** as the Contract Period for the completion of the Maintenance of Garden and Grounds from date of Site handover.

1.3.2 **CONTRACT GUARANTEE:**

The successful Tenderer will **NOT** be required to submit a contract guarantee.

1.3.3 **GUARANTEE PERIOD**

#### 1.3.4 **SITE AND MODE OF PROCEDURE:**

Maintenance work contained in this contract will be carried out on the site of the existing Institution.

The Contractor is advised that the existing premises will be occupied throughout the period of the contract.

The Contractor is advised that the existing premises are parked with governments, visitors and staff vehicles, Contractor to request all vehicles that are obstructing the areas need to be maintained to be removed by the people concerned before cutting of the grass or any other maintenance that may be a damage risk to property.

#### **DAMAGES TO STATE PROPERTY:**

Damage to existing buildings OR other state property - Tenderers to note that any damages done or occurring to any of the buildings or property will be repaired at the expense of the contractor/ Tenderer.

The repairs must be to the satisfaction of the KwaZulu- Natal Department of Health.

**NB:** *Tenderers are advised to examine and visit the site prior to quoting and to acquaint themselves with the nature of the work to be done and access to the siting of the existing buildings etc., as no claim will be allowed on the grounds of ignorance of the conditions under which the work will be executed.*

**The Tenderer must acquaint himself/herself with the specifications and totality of the work required and to premeasure before submitting this quotation as no variation orders will be entertained due to under quoting.**

***The Maintenance Contractor to note that an independently appointed Maintenance Sub Contractor will be working in conjunction with him in the completion of this service.***

#### 1.3.5 **SATISFACTORY GROUND MAINTENANCE:**

The whole of the **Grounds Maintenance** shall be carried out properly and to the satisfaction of the DOH (Greytown Hospital).

1.3.6 **No warning will be given to Contractor that is under performing.**

1.3.7 **Contract will be cancelled (Breach Of Contract)**

#### 1.3.8 **MONTHLY MINUTES / CONTRACTOR'S PERFORMANCE REPORTS:**

On completion of the service, a copy of the "**Monthly Performance Reports including monthly minutes**" must be submitted to the office of the Systems Management Officer (Greytown Hospital).

GREYTOWN HOSPITAL MAINTENANCE AND CLEANING OF GARDEN AND GROUNDS

DATE:

ZNQ NO:

COMPULSORY SITE INSPECTION @ 10h00

CLOSING DATE: @ 11h00

CONTRACT PERIOD: SIX (6) MONTHS

PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF HEALTH  
**GREYTOWN HOSPITAL - MAINTENANCE AND CLEANING OF  
GARDEN AND GROUNDS**  
**ZNQ NO: 20/06/22-23 GTW**  
**TECHNICAL SPECIFICATIONS**

**2. TECHNICAL SPECIFICATION**

**2.1 GENERAL**

This TECHNICAL SPECIFICATION shall be read in conjunction with all other sections of the SPECIFICATION and cognisance shall be taken of the clauses relevant to this particular Maintenance, whether any specific clauses are referred to or not.

**3. SCOPE OF WORKS.**

Maintenance to be carried out under this contract includes the supply of all materials and Chemicals required including all required equipment's for maintenance and cleaning gardens and grounds.

Labour to maintain and clean garden and grounds as per of the Dept. of Health specification.

**The work comprises of:**

1. Cutting, cleaning and transporting of wide grass, lawns, small trees, big trees, and all other foreign materials that hinder the cleanliness of the Institution grounds.
2. Sweeping of tarred and paved areas including general cleaning of Institution drains, gutters and down pipes.
4. Sweeping and cleaning of general parking area by the Main entrance.
5. Supply and planting of all season flowers including maintenance.
6. Supply and planting of all season flowers-to be discussed with the Hospital (Site Inspection)
6. Maintenance of existing trees and cleaning of leaves.
7. Spraying including removal and killing of weeds from lawns and building verandas, **ONLY APPROVED CHEMICAL TO BE USED TO KILL WEEDS (round ups or other approved).**
8. All rubbles and other foreign materials shall be removed and transported by the Contractor to a designated dumping site and **NO DUMPING SHALL BE ALLOWED IN ANY MUNICIPALITY ZONES.**

**NB: The Hospital will be operational at all times and the Contractor is to ensure that accessibility by the staff, ambulances and public is not obstructed in any way.**

**The work site is to be cordoned off and kept neat and tidy at all times.**

**4. PERIOD OF CONTRACT**

**6 Month** as the Period Contract, from the date of Site handover.

**SPECIAL CLAUSES:**

**A. The quality of workmanship will not be compromised, and will be to the satisfaction of the Department of Health (Greytown Hospital) Failure to deliver quality and according to specifications will lead to cancellation of the contract and failure to abide by Dept. of Health Standard Preambles to all Trades and the use of inferior materials, poor machines, poor chemicals will lead to the cancellation of this contract.**

**B. The Tenderer must acquaint himself/herself with the specifications and totality of the work required and to premeasure before submitting this quotation as no variation orders will be entertained due to under quoting.**

**C. No payments will be made to the Contractor if the Contractor fails to adhere to providing acceptable Maintenance to the DOH. (Greytown Hospital) as per specifications**

GREYTOWN HOSPITAL MAINTENANCE AND CLEANING OF GARDEN AND GROUNDS  
DATE:  
ZNQ NO:  
COMPULSORY SITE INSPECTION @ 10h00  
CLOSING DATE: @ 11h00  
CONTRACT PERIOD: SIX (6) MONTHS

**GREYTOWN HOSPITAL - MAINTENANCE AND CLEANING OF  
GARDEN AND GROUNDS**  
**ZNQ NO: 20/06/22-23 GTW**

**SCHEDULE OF RATES**

**3.1 ITEMS AND PRICING**

The Department reserves the right to place an order for any quantities of items included in the Schedules. The Schedule of Rates must also not be assumed to include and describe every detail of the supply requirement, but must be taken and read in conjunction with the other parts of the document. Thus the supplier shall not have claim for further payment in respect of any order which may be described or implied in the contract, although apparently no corresponding items are given in the Schedule of Rates. The supplier shall be deemed to have satisfied himself before quoting as to the correctness and sufficiency of his quote for the contract and of the rates and prices stated in the Schedule of Rates.

**3.2 TAX AND DUTIES**

Prices, quoted and paid, must include all customs, excise and import duties, and any other tariffs or taxes levied by the government or statutory body having jurisdiction on the goods provided under this contract, including Value Added Tax (applicable to the current rate).

**3.3 RATES**

Except where provision is made in the Schedule of Rates, the rates and prices inserted shall be the full rates and prices for the service delivered described under the respective items and shall cover all labour, transport, overhead charges and profit, etc. as well as the general liabilities, obligations and risks arising out of the Conditions of Contract, the overhead charges and profit being spread proportionately over the rates of the relative items in the Schedule of Rates.

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		TOTAL	
				R	c	R	c
	<b>NOTE:</b> All rates for items contained in this Schedule of Prices must be computed <b>excluding</b> the applicable Value Added Tax.						
	<b>ZNQ Reference No:</b> <b>INSTITUTION: GREYTOWN HOSPITAL</b>  <b>SERVICE: Maintenance and cleaning of garden and grounds . Site can be visited and viewed by appointment any date before closing date.</b>						
	<b>PROPRIETARY ARTICLES:</b> All equipment and material <b>QUOTED</b> in this contract shall be that which is specified or other approved by the Department of Health Facilities Management. See specification bellow.						
1)	<b>LAWNS:</b> (i) Lawns to be kept free from weeds, litter and other foreign materials.  (ii) Lawns/grass patches to be cut : JULY – SEPT EVERY SECOND WEEK; OCT - DEC ONCE A WEEK.  (iii) Lawns to be kept to a satisfactory length, required by the client.  (iv) All edges of lawns, flower beds, shall be trimmed and uniformed (straight to be maintained)						
2)	<b>FLOWER BEDS AND SHRUBS:</b> (i) Flower beds, shall be kept free from weeds, wide grass and other litter.  (ii) All borders shall be trimmed and to maintain continuous neatness.  (iii) All flower and shrub beds continuous turning shall be maintained at all times.  (iv) All dead flower branches shall be daily removed.						
<b>Carried To Collection Summary</b>				<b>PS 1</b>	<b>R</b>		

GREYTOWN HOSPITAL MAINTENANCE AND CLEANING OF GARDEN AND GROUNDS  
DATE:  
ZNQ NO:  
COMPULSORY SITE INSPECTION @ 10h00  
CLOSING DATE: @ 11h00  
CONTRACT PERIOD: SIX (6) MONTHS

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		TOTAL		
				R	c	R	c	
	<b>NOTE:</b> All rates for items contained in this Schedule of Prices must be computed <b>excluding</b> the applicable Value Added Tax.							
	<b>ZNQ Reference No:</b> <b>INSTITUTION: GREYTOWN HOSPITAL</b> <b>SERVICE: Maintenance and cleaning of garden and grounds . Site can be visited and viewed by appointment any date before closing date.</b>							
	<b>PROPRIETARY ARTICLES:</b> All equipment and material <b>QUOTED</b> in this contract shall be that which is specified or other approved by the Department of Health Facilities Management. See specification bellow.							
1)	<b>TREES:</b> (i) All dead branches shall be removed to maintain two (2) meters site clearance (ii) All fallen leaves that are surrounding trees shall be cleared at all times. (iii) All branches that constitute danger to Public/Department personal shall be removed. (iv) Supply and planting of all season flowers as per site discussion. All flowers to be discussed with the Superintendent.							
2)	<b>HEDGES:</b> (i) Where hedges available shall be kept cut at a uniform height.							
3)	<b>GULLEY'S DRAINS INCLUDING GUTTERS AND DOWNPIPES:</b> (i) Gulley's and drains shall be swept daily, gutters and downpipes to be cleaned weekly. Contractor to 4 personnel to carry out the service properly five (5) days a week and eight (8) hours per day. They shall be kept free from leaves and general litter. No grass shall grow in Gulley's, drains, gutters and downpipes.							
<b>Carried To Collection Summary</b>						<b>PS 2</b>	<b>R</b>	

GREYTOWN HOSPITAL MAINTENANCE AND CLEANING OF GARDEN AND GROUNDS  
DATE:  
ZNQ NO:  
COMPULSORY SITE INSPECTION @ 10h00  
CLOSING DATE: @ 11h00  
CONTRACT PERIOD: SIX (6) MONTHS

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		TOTAL	
				R	c	R	c
	<b>NOTE:</b> All rates for items contained in this Schedule of Prices must be computed <b>excluding</b> the applicable Value Added Tax.						
	<b>ZNQ Reference No:</b> <b>INSTITUTION: GREYTOWN HOSPITAL</b> <b>SERVICE: Maintenance and cleaning of garden and grounds . Site can be visited and viewed by appointment any date before closing date.</b>						
	<b>PROPRIETARY ARTICLES:</b> All equipment and material <b>QUOTED</b> in this contract shall be that which is specified or other approved by the Department of Health Facilities Management. See specification bellow.						
1)	<b>RAODS,PARKINGS, TARRED AND PAVED ZONES:</b> (i) All zones shall be kept clean from weeds, litters, sand and other foreign materials.  Maintenance and cleaning shall be made by means of using appropriate tools / spraying with suitable weed killer.						
2)	i) No personnel is allowed to walk on roof areas of any Nature. ii) All garden refuse and other waste except <b>MEDICAL WASTE</b> shall be daily removed from site and transported To a designated dumping site. (i) All tree leaves shall not be allowed to accumulate; Daily raking and dumping is recommended to keep the area maintained clean.						
<b>Carried To Collection Summary</b>				<b>PS 3</b>	<b>R</b>		

GREYTOWN HOSPITAL MAINTENANCE AND CLEANING OF GARDEN AND GROUNDS  
DATE:  
ZNQ NO:  
COMPULSORY SITE INSPECTION @ 10h00  
CLOSING DATE: @ 11h00  
CONTRACT PERIOD: SIX (6) MONTHS

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		TOTAL	
				R	c	R	c
	<b>NOTE:</b> All rates for items contained in this Schedule of Prices must be computed <b>excluding</b> the applicable Value Added Tax.						
	<b>ZNQ Reference No:</b> <b>INSTITUTION: GREYTOWN HOSPITAL</b> <b>SERVICE: Maintenance and cleaning of garden and grounds . Site can be visited and viewed by appointment any date before closing date.</b>						
	<b>PROPRIETARY ARTICLES:</b> All equipment and material <b>QUOTED</b> in this contract shall be that which is specified or other approved by the Department of Health Facilities Management. See specification bellow.						
1)	<b>STAFFING AND HOURS OF ATTENDANCE:</b> (ii) 4 personnel are required for the cleaning of Gulley's, drains, gutters and downpipes and sweeping of tarred areas five (5) times per week.  (iii) 8 additional staff for general duties – total 12 staff.  (iv) Hours of attendance per day per personnel are from: 07:00 to 15h: 30 including 15min tea break 30min lunch time.  (v) Days shall be Monday to Friday excluding public holidays.  (vi) Where personnel are absent from work for some reasons a replacement shall be provided by the Principal contractor.						
2)	Supply approved staff attendance register						
<b>Carried To Collection Summary</b>				<b>PS 4</b>	<b>R</b>		

GREYTOWN HOSPITAL MAINTENANCE AND CLEANING OF GARDEN AND GROUNDS  
DATE:  
ZNQ NO:  
COMPULSORY SITE INSPECTION @ 10h00  
CLOSING DATE: @ 11h00  
CONTRACT PERIOD: SIX (6) MONTHS



tem	DESCRIPTION	UNIT	QTY	RATE/ UNIT		TOTAL		
				R	c	R	c	
	<b>NOTE:</b> All rates for items contained in this Schedule of Prices must be computed <b>excluding</b> the applicable Value Added Tax.							
	<b>ZNQ Reference No:</b> <b>INSTITUTION: GREYTOWN HOSPITAL</b> <b>SERVICE: Maintenance and cleaning of garden and grounds . Site can be visited and viewed by appointment any date before closing date.</b>							
	<b>PROPRIETARY ARTICLES:</b> All equipment and material <b>QUOTED</b> in this contract shall be that which is specified or other approved by the Department of Health Facilities Management. See specification bellow.							
1)	<b>TRANSPORT:</b> (i) Refuse transport shall be provided and managed by the Contractor, and must be removed daily.  (ii) Where transport is gone under repairs, Principal contractor shall provide alternative transport to ensure service delivery is not compromised.  Contractor shall ensure, <b>NO REFUSE IS DROPPED IN PUBLIC ROADS, THEREFORE CONTRACTOR SHALL PROVIDE SUITABLE TRANSPORT FOR THIS KIND OF SERVICE.</b>							
2)	<b>CONTRACTORS PERFORMANCE :</b> (i) Once a month a Contractor shall have a formal discussion and sign performance tool with Facility Manager and the tool shall be forwarded to (SCM) Head Office.  (ii) Once a month a Contractor shall attend formal meetings with the Systems management team and minutes of the meetings shall be taken and filled for record purposes.							
<b>Carried To Collection Summary</b>						<b>PS 5</b>	<b>R</b>	

GREYTOWN HOSPITAL MAINTENANCE AND CLEANING OF GARDEN AND GROUNDS  
DATE:  
ZNQ NO:  
COMPULSORY SITE INSPECTION @ 10h00  
CLOSING DATE: @ 11h00  
CONTRACT PERIOD: SIX (6) MONTHS

tem	DESCRIPTION	UNIT	QTY	RATE/ UNIT		TOTAL	
				R	c	R	c
	<b>NOTE:</b> All rates for items contained in this Schedule of Prices must be computed <b>excluding</b> the applicable Value Added Tax.						
	<b>ZNQ Reference No:</b> <b>INSTITUTION:</b> GREYTOWN HOSPITAL <b>SERVICE:</b> Maintenance and cleaning of garden and grounds . Site can be visited and viewed by appointment any date before closing date.						
	<b>PROPRIETARY ARTICLES:</b> All equipment and material <b>QUOTED</b> in this contract shall be that which is specified or other approved by the Department of Health Facilities Management. See specification bellow.						
3)	<b>MACHINERY &amp; EQUIPMENT REQUIRED:</b> 1. 2 (two) lawnmowers 2. 1 (one) brushcutter 3. 2 (two) garden rakes 4. 1 (one) garden spade 5. 1 (one) garden fork 6. 1 (one) Bucket 5l 7. 1 (one) Hard broom (sweep drains) 8. 2 (one) wide hard broom (sweep verandahs/tarred areas) 9. 1 (one) blower						
2)	(iii)						
<b>Carried To Collection Summary</b>		<b>PS 5</b>		<b>R</b>			

**NB!**

**ALL STAFF AND EQUIPMENT TO BE INSPECTED 1 WEEK BEFORE COMMENCING DUTIES.**

**FAILURE TO PRODUCE THESE WILL RESULT IN CONTRACT CANCELLATION!**

GREYTOWN HOSPITAL MAINTENANCE AND CLEANING OF GARDEN AND GROUNDS  
DATE:  
ZNQ NO:  
COMPULSORY SITE INSPECTION @ 10h00  
CLOSING DATE: @ 11h00  
CONTRACT PERIOD: SIX (6) MONTHS

## MINIMUM WAGES

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

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

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

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



---

**Proof of wages paid to staff will be required as in “Area B”.**

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

**Invoices will NOT be processed until payslips are produced.**

GREYTOWN HOSPITAL MAINTENANCE AND CLEANING OF GARDEN AND GROUNDS  
DATE:  
ZNQ NO:  
COMPULSORY SITE INSPECTION @ 10h00  
CLOSING DATE: @ 11h00  
CONTRACT PERIOD: SIX (6) MONTHS

**COLLECTION SUMMARY**

PROJECT  
DESCRIPTION:

**GREYTOWN HOSPITAL M3 - MAINTENANCE AND CLEANING OF  
GARDEN AND GROUNDS**  
**ZNQ NO: 20/06/22-23 GTW**

NOTE:

THIS COLLECTION SUMMARY MUST BE COMPLETED IN FULL BY THE CONTRACTOR  
AND RETURNED TOGETHER WITH THE QUOTATION FORM.

Collection Summary PS 1	R	
Collection Summary PS 2	R	
Collection Summary PS 3	R	
Collection Summary PS 4	R	
Collection Summary PS 5	R	
<b><u>SUB-TOTAL: CARRIED TO QUOTATION FORM</u></b>	R	

GREYTOWN HOSPITAL MAINTENANCE AND CLEANING OF GARDEN AND GROUNDS  
DATE:  
ZNQ NO:  
COMPULSORY SITE INSPECTION @ 10h00  
CLOSING DATE: @ 11h00  
CONTRACT PERIOD: SIX (6) MONTHS

**IMPORTANT**

**THIS FORM IS ONLY TO BE INCLUDED AND COMPLETED WHERE COMPLUSORY SITE INSPECTION WAS VISITED AND IT SHALL BEAR THE ORIGINAL INSTITUTIONAL DATE STAMP WITH OFFICIAL SIGNATURE.**

**OFFICIAL BRIEFING SESSION / SITE INSPECTION CERTIFICATE**

Site/building/institution involved: **GREYTOWN HOSPITAL  
BELL STREET EXTENTION,  
GREYTOWN 3250**

Quotation No.: **ZNQ: 20/06/22-23 GTW**

Service: **GREYTOWN HOSPITAL - MAINTENANCE AND  
CLEANING OF GARDEN AND GROUNDS.**

\*\*\*\*\*

THIS IS TO CERTIFY THAT..... OF (STATE NAME OF TENDERER)  
..... VISITED AND INSPECTED THE SITE ON  
..... (DATE) AND IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES AND  
THE SCOPE OF THE SERVICE TO BE RENDERED.

.....  
**SIGNATURE OF TENDERER OR AUTHORISED REPRESENTATIVE**

**DATE:**.....

.....  
**SIGNATURE OF DEPARTMENTAL REPRESENTATIVE**

**DEPARTMENTAL STAMP:**

**DATE :**.....

GREYTOWN HOSPITAL MAINTENANCE AND CLEANING OF GARDEN AND GROUNDS  
DATE:  
ZNQ NO:  
COMPLUSORY SITE INSPECTION @ 10h00  
CLOSING DATE: @ 11h00  
CONTRACT PERIOD: SIX (6) MONTHS

**SECTION K**

**SCHEDULE OF VARIATIONS FROM GOODS OR SERVICES INFORMATION**

Should the Tenderer wish to make any departure from or modifications in the Special Conditions of Contract, Specifications, Schedule list of Prices/ Quantities/ Drawings or to qualify the quotation in any way, he/she shall indicate the proposals clearly hereunder or alternatively make photocopies of the original quotation documentation.

SECTION	PAGE	VARIATION: CLAUSE OR ITEM

**SIGNATURE OF TENDERER:** .....

**DATE:** .....

GREYTOWN HOSPITAL MAINTENANCE AND CLEANING OF GARDEN AND GROUNDS  
DATE:  
ZNQ NO:  
COMPULSORY SITE INSPECTION @ 10h00  
CLOSING DATE: @ 11h00  
CONTRACT PERIOD: SIX (6) MONTHS

### SCHEDULE OF ALTERNATIVE QUOTATIONS

Consideration will be given to alternative offers, which the Tenderer may wish to submit. Such offers shall be described, measured and priced in sufficient detail to enable the Province to evaluate the alternative. He/she shall set out his/her proposal clearly hereunder or alternatively make photocopies of the original quotation documentation.

SECTION	PAGE	ITEM

**SIGNATURE OF TENDERER:** .....

**DATE:** .....

GREYTOWN HOSPITAL MAINTENANCE AND CLEANING OF GARDEN AND GROUNDS  
DATE:  
ZNQ NO:  
COMPULSORY SITE INSPECTION @ 10h00  
CLOSING DATE: @ 11h00  
CONTRACT PERIOD: SIX (6) MONTHS

**SCHEDULE OF REFERENCES:**

References of previous work completed for the department of health or other to be listed below.

**NB: Tenderers are advised to fill this Document for Evaluation purposes. Tender Document will be incomplete if it is not filled and cannot be evaluated.**

PLACE WORK WAS DONE	CONTACT PERSON	COMPLETED SCOPE OF WORK

**SIGNATURE OF TENDERER:** .....

**DATE:** .....

GREYTOWN HOSPITAL MAINTENANCE AND CLEANING OF GARDEN AND GROUNDS  
DATE:  
ZNQ NO:  
COMPULSORY SITE INSPECTION @ 10h00  
CLOSING DATE: @ 11h00  
CONTRACT PERIOD: SIX (6) MONTHS



**IMPORTANT**

**THIS FORM IS ONLY TO BE INCLUDED AND COMPLETED WHEN APPLICABLE TO THE QUOTATION.**

**QUESTIONNAIRE**

**REPLIES**

- 1. Are the prices/rates quoted firm? \_\_\_\_\_
- 2. Is the delivery period stated firm? \_\_\_\_\_
- 3. How will delivery be affected? \_\_\_\_\_
- 4. Is the equipment guaranteed for a minimum period of six months? \_\_\_\_\_
- 5. Are you the accredited agents in the RSA for the Manufacture/ supply of the goods offered by you? \_\_\_\_\_
- 6. What is the address in the RSA (preferably in the Province of KwaZulu-Natal) where a machine/ goods as offered by you can be inspected under working conditions? \_\_\_\_\_
- 7. What is the approximate value of spares carried in stock in the RSA for this particular make and model of machine? \_\_\_\_\_
- 8. Where are stock held? \_\_\_\_\_
- 9. What facilities exist for the servicing of the Machine/goods offered? \_\_\_\_\_
- 10. Where are these facilities available? \_\_\_\_\_
- 11. What are the names and addresses of the factories where the goods will be manufactured and, if required, inspected? \_\_\_\_\_
- 12. Is a special import permit required? \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF TENDERER**

\_\_\_\_\_  
**DATE**

GREYTOWN HOSPITAL MAINTENANCE AND CLEANING OF GARDEN AND GROUNDS  
DATE:  
ZNQ NO:  
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CONTRACT PERIOD: SIX (6) MONTHS

**SUMMARY FOR QUOTATION OPENING PURPOSES ONLY**  
(To be completed by Tenderer)

PREFERENCE POINTS CLAIMED IN TERMS OF THE KWAZULU-NATAL PROCUREMENT REGULATION, 2001 (PREFERENCES ARE TO BE CLAIMED AS INDICATED IN THE GENERAL CONDITIONS AND PROCEDURES – ZNT6)

**GREYTOWN HOSPITAL - MAINTENANCE AND CLEANING OF GARDEN AND GROUNDS**  
**ZNQ NO: 20/06/22-23 GTW**

1. QUOTATION PRICE INCLUDING V.A.T. R \_\_\_\_\_

2. AMOUNT IN WORDS:  
\_\_\_\_\_  
\_\_\_\_\_

3. TIME FOR COMPLETION/ DELIVERY: 4 (four weeks)

**IMPORTANT**  
**Mark appropriate block with "X"**

4. HAVE ANY ALTERATIONS BEEN MADE? 

YES	NO
-----	----

5. HAS AN ALTERNATIVE QUOTATION BEEN SUBMITTED? 

YES	NO
-----	----

6. **IF APPLICABLE:** DID THE TENDERER ATTEND THE OFFICIAL BRIEFING SESSION/ COMPULSORY SITE INSPECTION? 

YES	NO
-----	----

_____	_____	_____
<b>NAME OF COMPANY</b>	<b>SIGNATURE</b>	<b>DATE</b>

GREYTOWN HOSPITAL MAINTENANCE AND CLEANING OF GARDEN AND GROUNDS  
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