

KZN HEALTH

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AdvertQuote

| KWAZULU-NATAL PROVINC | of Print | |
|--|--|----------|
| REPUBLIC OF SOUTH AFRICA | Quotation Advert | |
| Opening Date: | 2022-06-30 | |
| Closing Date: | 2022-07-11 | |
| Closing Time: | 11:00 | |
| INSTITUTION DETAILS | | |
| Institution Name: | KwaDabeka CHC | v |
| Province: | KwaZulu-Natal | |
| Department or Entity: | Department of Health | |
| Division or section: | Central Supply Chain Management | |
| Place where goods / services is required | Molweni Clinic | |
| Date Submitted | 2022-06-29 | |
| ITEM CATEGORY AND DETAILS | | |
| Quotation Number: | ZNQ: DAB/70/22-23 | |
| Item Category: | Services | ~ |
| Item Description: | Cleaning & Day to Day Domestic Maintenance of the Buildings at Molweni Clinic | |
| | NB: Documents to be hand delivered into the Tender Box Only. | |
| Quantity (if supplies) | 12 Months Contract | |
| COMPULSORY BRIEFING SESSION / S | SITE VISIT | 1 |
| Select Type: | Compulsory Briefing Session | ~ |
| Date: | 2022-07-05 | |
| Time: | 11H00 | |
| Venue: | Molweni Clinic | |
| | | |
| QUOTES CAN BE COLLECTED FROM: | the Website (Downloadable) | |
| QUOTES SHOULD BE DELIVERED TO: | 04 Khululeka Drive, KwaDabeka Township - Tender Box Only | |
| ENQUIRIES REGARDING THE ADVERT | MAY BE DIRECTED TO: | |
| Name: | Simphiwe Mthiyane | |
| Email: | Simphiwe.Mthiyane@kznhealth.gov.za | |
| Contact Number: | 031 714 3762 | |
| Finance Manager Name: | Mrs. S.HZŏńdi | |
| | 444) | |
| 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 KWADABEKA COMMUNITY HEALTH CENTRE DATE ADVERTISED: 30 JUNE 2022. CLOSING DATE: 11 JULY 2022. CLOSING TIME: 11:00 FACSIMILE NUMBER: N/A E-MAIL ADDRESS: N/A PHYSICAL ADDRESS: 04 KHULULEKA DRIVE, KWADABEKA TOWNSHIP, 3602 QUOTE NUMBER: ZNQ / DAB / 70 / 22 - 23 DESCRIPTION: CLEANING & DAY TO DAY DOMESTIC MAINTENANCE OF THE BUILDINGS AT MOLWENI CLINIC CONTRACT PERIOD 12 MONTHS VALIDITY PERIOD 60 Days (if applicable) SARS PIN..... M Α Α Α CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO. UNIQUE REGISTRATION REFERENCE DEPOSITED IN THE QUOTE BOX SITUATED AT (STREET ADDRESS) 04 KHULULEKA DRIVE, KWADABEKA TOWNSHIP, 3602 - KWADABEKA CHC NEXT TO 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 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 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 CODENUMBER.....

| OFFICIAL PRICE PAGE FOR QUOTATIONS OVER R30 000 | QUOTE NUMBER: ZNQ/DAB 170 122 23 1 |
|---|--|
| DESCRIPTION: CLEANING & DAY TO DAY DOMESTIC MAINTENA | NCE OF THE BUILDINGS AT MOLWENI CLINIC |
| SIGNATURE OF BIDDER[By signing this document, I hereby agree to all terms and conditions] | DATE |
| CAPACITY LINDER WHICH THIS OLIOTE IS SIGNED | |

| tem No | Quantity | Description | Brand & | Country of | Price | |
|---|-----------|---|------------|---------------------|--|---|
| | | | model | manufacture | R | С |
| 01 | 12 Months | CLEANING & DAY TO DAY DOMESTIC | | | | |
| | | MAINTENANCE OF THE BUILDINGS | | | | |
| W | | AT MOLWENI CLINIC | | | | |
| | | 01 Personnel Required | | | | |
| | | (As Per Attached Specification) | | | | |
| *************************************** | | | AFZOGGGGGG | Westerstein Charles | | |
| *************************************** | | | | | ······································ | - |
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| | l l | 450.40 1.40.47.4.1. | | | | |
| | | 15% (Only if VAT Vendor) ICE (VALIDITY PERIOD 60 Days) | | | | |

Does The Article Conform To The S.A.N.S. / S.A.B.S. Specification?

Is The Price Firm?

State Delivery Period, e.g., 1day, 1week

| Enquiries regarding the <u>quote</u> may be directed to: | Enquiries regarding <u>technical information</u> may be directed to: |
|--|--|
| Contact Person Simphiwe Mthiyane Tel: 031 714 3762 E-Mail Address: Simphiwe Mthiyane@kznhealth.gov.za | Contact Person: Mr. C.S. NgcongoTel. 031 714 3712 |

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 | ממום | EDIC | DECL | ADA | TION |
|---|------|------|------|-----|------|

- 2.1. Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

 YES/NO
- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

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

- 2.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?
- 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

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

| Name of Bidder | Signature | Position | Date |
|----------------|-----------|----------|------|
| | | | |

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

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

GENERAL CONDITIONS OF CONTRACT

1. AMENDMENT OF CONTRACT

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

2. CHANGE OF ADDRESS

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

3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION

- 3.1. The Department is under no obligation to accept the lowest or any quote.
- 3.2. The Department reserves the right to communicate in writing with vendors in cases where information is incomplete or where there are obscurities regarding technical aspects of the offer, to obtain confirmation of prices or preference claims in cases where it is evident that a typing, written, transfer or unit error has been made, to investigate the vendor's standing and ability to complete the supply/service satisfactorily.
- 3.3. ALL DECÍSIONS TAKEN BY THE DEPARTMENT ARE FINAL, INCLUDING THE AWARD OR CANCELLATION OF THIS QUOTATION.
- 3.4. The price quoted must include VAT (if VAT vendor).
- 3.5. Should a bidder become a VAT vendor after award or during the implementation of a contract, they may not request the VAT percentage from the Department as the service provider made an offer during the period they were not registered as a VAT vendor. The Department is only liable for any VAT from registered VAT vendors as originally stated on the quotation document.
- 3.6. The bidder must ensure the correctness & validity of the quotation:
 - (i) that the price(s), rate(s) & preference quoted cover all for the work/item (s) & accept that any mistakes regarding the price (s) & calculations will be at the bidder's risk
 - (ii) it is the responsibility of the bidder to confirm receipt of their quotation and to keep proof thereof.
- 3.7. The bidder must accept full responsibility for the proper execution & fulfilment of all obligations conditions devolving on under this agreement, as the Principal (s) liable for the due fulfilment of this contract.
- 3.8. This quotation will be evaluated based on the 80/20 points system, specification, correctness of information and/or functionality criteria.

 All required documentation must be completed in full and submitted.
- 3.9. Offers must comply strictly with the specification.
- 3.10. Only offers that meet or are greater than the specification will be considered.
- 3.11. Late offers will not be considered.
- 3.12. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
- 3.13. Used/ second-hand products will not be accepted.
- 3.14. A bidder not registered on the Central Suppliers Database or whose verification has failed will not be considered.
- 3.15. All delivery costs must be included in the quoted price for delivery at the prescribed destination.
- 3.16. Only firm prices will be accepted. Such prices must remain firm for the contract period. Non-firm prices (including rates of exchange variations) will not be considered.
- 3.17. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.18. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered.
- 3.19. Verification will be conducted to identify if bidders have multiple companies and are cover-quoting for this bid.
- 3.20. In such instances, the Department reserves the right to immediately disqualify such bidders as cover-quoting is an offence that represents both corruption and acquisition fraud.

4. SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF THIS QUOTATION.

- 4.1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
- 4.2. Under no circumstances whatsoever may the quotation/bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
- 4.3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated,
- 4.4. Quotations submitted must be complete in all respects. However, where it is identified that information in a bidder's response, which does not affect the preference points or price, is incomplete in any respect, the said supplier meets all specification requirements and scores the highest points in terms of preference points and price, the Department reserves the right to request the bidder to complete/submit such information.
- 4.5. Any alteration made by the bidder must be initialled; failure to do so may render the response invalid.
- 4.6. Use of correcting fluid is prohibited and may render the response invalid.
- 4.7. Quotations will be opened in public as soon as practicable after the closing time of quotation.
- 4.8. Where practical, prices are made public at the time of opening quotations.
- 4.9. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.

4.10. The Department is under no obligation to pay suppliers in part for work done if the supplier can no longer for fulfil their obligation.

5. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS

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

6. SAMPLES

- 6.1. In the case of the quote document stipulating that samples are required, the supplier will be informed in due course when samples should be provided to the institution. (This decreases the time of safety and storage risk that may be incurred by the respective institution). The bidders sample will be retained if such bidder wins the contract.
- (i) If a company/s who has not won the quote requires their samples, they must advise the institution in writing of such.
- (ii) If samples are not collected within three months of close of quote the institution reserves the right to dispose of them at their discretion.
- 6.2. Samples must be made available when requested in writing or if stipulated on the document.
- (i) If a Bidder fails to provide a sample of their product on offer for scrutiny against the set specification when requested, their offer will be rejected. All testing will be for the account of the bidder.

7. COMPULSORY SITE INSPECTION / BRIEFING SESSION

| 7.1. | Bidders who fail to attend the compulsory meeting will be disqua | lified from the e | evaluation process. |
|-------------|--|-------------------|--|
| (i) (ii) | The institution has determined that a compulsory site meeting Date 05 / 07 / 2022 Time 11 00 Place Molwent | will Clinic | take place |
| Institu | tion Stamp: | Institution Site | e 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 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.

12. PATENT RIGHTS

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

13. PENALTIES

- 13.1. If at any time during the contract period, the service provider is unable to perform in a timely manner, the service provider must notify the institution in writing/email of the cause of and the duration of the delay. Upon receipt of the notification, the institution should evaluate the circumstances and, if deemed necessary, the institution may extend the service provider's time for performance.
- 13.2. In the event of delayed performance that extends beyond the delivery period, the institution is entitled to purchase commodities of a similar quantity and quality as a substitution for the outstanding commodities, without terminating the contract, as well as return commodities delivered at a later stage at the service provider's expense.
- 13.3. Alternatively, the institution may elect to terminate the contract and procure the necessary commodities in order to complete the contract. In the event that the contract is terminated the institution may claim damages from the service provider in the form of a penalty. The service provider's performance should be captured on the service provider database in order to determine whether or not the service provider should be awarded any contracts in the future.
- 13.4. If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance.

14. TERMINATION FOR DEFAULT

- 14.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (i) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract,
- (ii) if the supplier fails to perform any other obligation(s) under the contract; or
- (iii) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 14.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services.
- 14.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 15. THE DEPARTMENT RESERVES THE RIGHT TO PASS OVER ANY QUOTATION WHICH FAILS TO COMPLY WITH THE ABOVE.

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

Ps

Points scored for price of bid under consideration

Pt Pmin

Price of bid under considerationprice of lowest acceptable bid

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

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

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

| 5. | BID | DECL | ARATION |
|----|-----|------|---------|

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

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

- 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1
- 6.1 B-BBEE Status Level of Contributor: =(maximum of 20 points)

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

| relevan | t proof of B-BBEE status level of contributor. | • |
|---------|---|--------|
| 7. | SUB-CONTRACTING (Tick applicable box) | YES NO |
| 7.1 | Will any portion of the contract be sub-contracted? | YES NO |
| 7.1,1 | If yes, indicate: | |
| | i) What percentage of the contract will be subcontracted% | |

(Tick applicable box)

Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of YES NO Preferential Procurement Regulations, 2017: Designated Group: An EME or QSE which is at last 51% owned by: EME QSE Black people Black people who are youth Black people who are women Black people with disabilities Black people living in rural or underdeveloped areas or townships Cooperative owned by black people Black people who are military veterans OR Any EME Any QSE

| 9. | DECLARATION WITH REGARD TO COMPANY/FIRM | | | | | |
|-----|--|---|---|--|--|--|
| 9.1 | Name | of company/firm: | | | | |
| 9.2 | VAT re | VAT registration number: | | | | |
| 9.3 | Compa | Company registration number: | | | | |
| 9.4 | TYPE (| OF COMPANY/ FIRM [TICK APPLICABLE BOX] | | | | |
| | | Partnership/Joint Venture / Consortium One person business/sole propriety Close corporation Company (Pty) Limited | | | | |
| 9.5 | DESCR | RIBE PRINCIPAL BUSINESS ACTIVITIES | | | | |
| | | | ······································ | | | |
| 9.6 | COMP | ANY CLASSIFICATION (TICK APPLICABLE BOX | K) | | | |
| | 0 | Manufacturer Supplier Professional service provider Other service providers, e.g. transporter, etc. | | | | |
| 9.7 | Total n | umber of years the company/firm has been in bus | siness: | | | |
| 9.8 | 1/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claim the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company the preference(s) shown and I / we acknowledge that: | | | | | |
| | i) Ti | i) The information furnished is true and correct; | | | | |
| | ii) Tf | ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form; | | | | |
| | iii) In be | 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; | | | | |
| | | the B-BBEE status level of contributor has be- intract have not been fulfilled, the purchaser may | en claimed or obtained on a fraudulent basis or any of the conditions of , in addition to any other remedy it may have – | | | |
| | (a) | disqualify the person from the bidding process; | | | | |
| | (b) | recover costs, losses or damages it has incurre | ed or suffered as a result of that person's conduct; | | | |
| | (c) | cancel the contract and claim any damages wharrangements due to such cancellation; | hich it has suffered as a result of having to make less favourable | | | |
| | (d) | who acted on a fraudulent basis, be restricted | hareholders and directors, or only the shareholders and directors by the National Treasury from obtaining business from any organ after the audi alteram partem (hear the other side) rule has been | | | |
| | (e) | forward the matter for criminal prosecution. | | | | |
| | | ESSES | SIGNATURE(S) OF BIDDERS(S) | | | |
| | | | DATE: | | | |
| | 2 | | ADDICESS | | | |

KWAZULU NATAL PROVINCIAL ADMINISTRATION DEPARTMENT OF HEALTH KWA DABEKA COMMUNITY HEALTH CENTRE. CLEANING AND DAY TO DAY DOMESTIC MAINTENANCE OF THE BUILDING/S FOR THE PERIOD OF 12 MONTHS AT MOLWENI CLINIC.

1. Scope of Work

A) Cleaning of building.

2. Requirements

a) Contracts are requested to visit the site to take all measurements necessary.

b) No variations will be entertained for not complying with 2(a).

c) All work to be carried out by the competent workmen skilled in their trades.

d) Quality shall be of the best standard practice and workmanship shall be subject to approval of the department of heath representative

e) During the progress of work the contract shall carefully clean after his/her men

The contractor is advised to conform to the security and other regulations imposed

The contractor is also advised to comply with health and safety regulations while performing on the premises.

Contractors to give department of health 12 months guarantee of all workmanship.

3. Program me

- a) Contractors taking quotations are advised if necessary to discuss the program of work with the artisan foreman before submitting quotations.
- b) Contact period for this project shall be two (2) weeks.

Quotatiqus

Quotations for the entire work contained in this contract are t be submitted on the official quotation form provided, sealed in an envelope and will be deposited in a grotation box by the date supulated on the invitation form.

Storage and accommodation

The administration is not obliged to supply any accommodation facilities to the contractor; however the contractor may living with chinic supervisor with reference to the responsibility of utilizing any available accommodation for material storage on the premises.

- 6. Equipment and tooling
- a) The contractor is to supply his/her own equipment and tools to execute this contract which must conform to the requirements of the OHS ACT 85 of 1993.

7. Work to be done and schedule of rates

| ı | 1 | Unit | QTY | Rate | | Total | • |
|------|---|---------------------------------------|---|------|---|--|--|
| Item | Description | , , , , , , , , , , , , , , , , , , , | - | R | Ē | R | c |
| NO | INSTITUTION: KwaNgcolosi Clinic | | , | | | | |
| | SERVICE: A) Cleaning of buildings. | | | | , | | |
| | All rates quoted shall be inclusive of transport, labour and profit. The tenderer is advised that the CHC is fully functional allowance must be made in this regard. | | | | | | , |
| | Cleaning of building/s | | | | | To the second se | |
| | See the attached specification/brief documents. | | | , | | | |
| | The cleaning of building monthly report check list is attached | ٠. | | | | | |
| | This check list must be completed by the clinic ONM and the contractor. | | | , | | | |
| | On completion of work. The cleaning of building monthly report | | Accommon property of the state | . 1 | | | to the second se |
| | check list is attached At the end of each month the contractor must submit an invoice with a signed attached checklist. The checklist to have DNM signature and institution stamp upon ONM approval of work done. The | | | | | | |
| j | nyoice and document to be submitted to bystems Manager or Chief Artisan at LD.C for payment processing. | · | | | | | The state of the s |

SUB TOTAL VAT@14% TOTAL

NB: The schedule of rates must be completed by tenderer in full

<u>Declaration</u>

- 1. I have read and understood the "Contractor Management Health and Safety Requirement Document" and will comply with all terms, conditions and requirements printed on the document found attached.
- 2. I understand that after receiving an order for any maintenance project, I have to contact Chief Artisan Mr W.P Jantjies, telephone: 031-714 3767, cellphone: 084 456 3782 or . Health and Safety Officer Mrs. P.N Gwabaza, telephone: 031-714 3769 before commencing with any work at K.D.C or the satellite clinics.
- 3 I have read with understanding and agree to all terms and conditions and requirements printed on this document. 24 Months

| I/ We undertake to complete the project within | 24 Months |
|--|--|
| Tenderer: | |
| Signature: Capacity , | and the state of t |
| | |

SPECIFICATION/BRIEF

SPECIFICATION APPLICABLE TO THE CONTRACT FOR THE STANDARD CLEANING AND DAY TO DAY DOMESTIC MAINTENANCE OF THE BUILDING/S FOR THE PERIOD OF 24 MONTHS

1, HOURS OF ATTENDANCE

Cleaning staff employed for the purposes of the contract must be in attendance seven (7) days per week Monday to Sunday, between the hours:

Monday to Friday: 07:30 to 16:00

Saturday and Sunday: 07:30 to 16:00

Night Shift: Not applicable

2. BUILDINGS

2.1 Includes all structures, tarmac, paved and/or gravel areas, defined un-grassed pathways, walkways or roadways.

3. CLEANING OF BUILDING/S AND ITS CONTENTS

- 3.1 Buildings/areas as defined at the site meeting, must be cleaned daily. All floors must be swept and/or mopped and the surfaces of all furniture and equipment, chalkboard rails and low window ledges dusted. Internal walls must be spot cleaned weekly and quarterly wet wiped down using a cleaning agent and dried.
- 3.1.1 High level dusting must be undertaken once monthly and shall mean the dusting of surfaces above 2 metres from the floor and includes light fittings, blinds, high window ledges, burglar guards, cupboard tops and beams. Where walls are bagged or the surface is prone to collecting dust, such walls, within the building, must be dusted once a month.

External walls must be hosed down and everything attached in the building.

- 3.1.2 Name plates, window handles, window regulators, chrome plated and aluminium/copper/brass door handles must be damped wiped down once a week and polished with a cleaning agent once a
- 3.1.3 All inside facing window panes must be cleaned using a cleaning agent once formightly.

Outlacing panes must be cleaned by using a squeegee once formightly.

- 3.1.4 Door mats must be dusted out daily. Carpets in high traffic areas must be vacuumed daily. Carpets in low traffic areas must be vacuumed twice weekly. Spots and stains must be removed as necessary or when so directed by Centre Management. Restorative cleaning of carpets must be undertaken every six months.
- 3.1.5 Ground level concrete brick surfaces and pavings must be swept daily and litter removed.

- 3.1.6 Blocked waste pipes, catchpits, traps, washbasins, urinals and toilet bowls must be immediately reported to the Maintenance Engineer of the Centre in writing. Leaking taps, urinals and cisterus must also be brought to the attention of the Maintenance Division at the Centre in writing.
- 3.1.7 All rainwater gutters, open drains and manholes, adjoining the building must be kept free of soil, debris, refuse and other obstructions by checking and clearing weekly.

3.1.8 VERANDAHS

Veranda's must be swept daily, polished quarterly and buffed weekly.

3.1.9 FLOOR SURFACES

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

- (i) Resilient floors in high and low traffic areas must be treated by removing dust with a dry mop or cloth sweeper on a daily basis. Damp mopping for soilage using a cleaning agent must occur formightly. Spray clean and burnish the floor once a week. Light scrub, apply non-slip maintenance coat and buff floor monthly. Strip clean, reseal with non-slip polish and buff every six months.
- (ii) Hard floors (ceramic, marble, granite, brick, concrete etc.) in high and low traffic areas must be treated by removing dust with a dry mop or cloth sweeper on a daily basis. Damp mopping for sollage using a cleaning agent must occur fortnightly. Spray clean and burnish once a month where possible.

3.1.10 TOILETS, BATEROOMS AND CHANGEROOMS

(i) Basins

Daily, wet wipe with hard surface cleaner and rinse. On a monthly basis remove mineral deposits and other foreign bodies.

(ii) Baths

Wet wipe with hard surface cleaner four times a day and rinse. Twice between the hours of 08:00 -12:00 and 14:00 - 16:00. Wet wipe taps and remove mineral deposits daily.

- (iii) (a) Lavatories including (b) minals
- (a) Remove soilage from bowl and under flush rim with hard surface cleaner and a brush on a daily basis. Monthly remove mineral deposits.

Using a recognised disinfectant, wet wash seat and hil, cisterns and pipes four times daily. Twice between the hours of 09:00 - 12:00 and 14:00 - 16:00. Wet wipe doors and walls with a recognised disinfectant once weekly.

(b) Urinals

Remove litter in urinal/s twice daily. Daily, wet wipe and dry pipes and flushing mechanisms. Wet mop step of floor at urinal with recognised disinfectant twice daily. Remove unineral deposits from gullies and drains monthly.

. (iv) Sinks

Twice daily wet wipe with hard surface cleaner and rinse.

(y) Showers

Daily, remove fats and grease from walls, doors and floors using hard surface cleaner. Once a week disinfect showers using a recognised disinfectant.

3.1.11 OTHER SERVICES

- (i) Bannisters/hand rails wet wipe weekly.
- (ii) Ceilings to be dusted and air vents to be wet wiped twice annually.
- (iii) Cloth chairs must be vacuumed fortnightly and spot cleaned as required.
- (iv) Vinyl and leather chairs must be dusted daily and damped wiped fortnightly.
- (v) All litter excluding medical waste must be cleared from the compactor areas daily and placed in the available containers for removal by the Local Municipality or Contractor.
- (vi) All countyards must be swept on a weekly basis. Litter must be removed daily.
- (vii) Curtains will be washed or dry cleaned by the Centre. When so directed, the Contractor will remove and re-hang.
- (viii) Desks natural/unsealed wood must be dusted daily and polished once weekly.

Sealed wood/glass/formica must be dusted daily and polished once weekly.

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

Door knobs and handles must be damped wiped with a recognised disinfectant and dried weekly.

- (x) Hand-rails on/in escalators/lifts must be damped wiped daily. The side panels must be damped wiped weekly using a recognised disinfectant. All dust and litter in the treads must be cleaned out
- (xi) Garages/covered parking/parking areas remove litter daily. Remove oil spillage with degreaser (machine scrub) as required, or when so directed by the

Centre Management.

- (xii) Heaters must be custed weekly.
- (xiii) Lamps must be dusted daily and damped wiped weekly.
- (xiv) Lights must be dusted monthly.
- (xv) Light switches must be damped wiped weekly.
- (xvi) Mirrors must be polished with a glass cleaner weekly.
- (xvii) Partitions must be spot cleaned as necessary. Wet wips washable surfaces monthly and clean glass with glass cleaner monthly.

- (xviii) Picture frames must be dusted fortnightly. Damp wipe frames and clean glass monthly.
- (xix) Power skirts must be damped wiped monthly.
- (xx) Radiators must be damped wiped monthly.
- (xxi) Railings must be damped wiped weekly.
- (xxii) Rubbish bins situated within the building must be emptied and damped wiped daily. Disinfect weekly.
- (xxiii) Shelves that are empty must be dusted weekly.
- (xxiv) Window sills must be dusted weekly and damped wiped fortnightly.
- (xxv) When so directed by the Centre Management, the Contractor must move furniture and equipment for the purposes of cleaning and re-location.

3.1.12 RATE OF PAY

The basic rate of pay will be determined by the current rate specified by the Department of Labour and the Bargaining Council

SCOPE OF CONTRACT

1. The scope of the contract is as per the specification and other documents making up the tender.

2. COMMENTS:

- The Contractor shall comply with Health and Safety rules and regulations as contemplated in the Contractor Management Health and Safety Requirements Document (See attached Document)
- The contractor is mandated by the Occupational Health and Safety Act 85 of 1993 to sign Section 37 (2) Agreement/Vicarious Liability with the Institution to be serviced
- Upon awarding of the contract, the contractor shall report to the Health and Salety Officer for Induction and Orientation prior commencement of duties including all the staff involved.
- The contractor's employees shall at all times wear the appropriate PPE whilst on site and carrying out duties. Contractor shall supply but not limited to the following PPE:
 - Safety boots \circ
 - 2 piece overalls or Dress maid
 - Heavy duty gloves
 - Goggles/Face shields
 - Identity Tags with company Name/Logo, Name of Staff
- Should one or any of the employees present on site with inappropriate or without FPE, the Sister in Charge/Safety Officer is mandated to remove the employee from work without remuneration until adherence is complied with.
- The owner shall ensure routine supervision of his/her employees on site at a frequency agreed upon with the Sister in-charge

MACHINERY AND MANNING REQUIREMENTS

The company must itemise the machinery/other equipment that their company will utilise at the Centre to successfully execute the contract.

MACHINERY/EQUIPMENT QUANTITY

The contractor shall provide the following equipment/material to ensure service provision is complied with at all times until the duration of the contract;

- Industrial mops colour coded (Red, Blue, White) ±3 i.
- Challenger Floor Polishing Machine for stripping and polishing vinyl flooring x l ji.

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| | cleaned on a daily basis? Have mineral deposits been removed monthly and cleaned on a daily basis? | | | |
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| | vi) Has the fat, grease from which, vii) Has the showers been disinfected once all week? | | | 國 |
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| 5 | OTHER SERVICES i) Have the banisters/hand rails been wet wiped weekly? i) Have the banisters/hand rails been wet wiped twice annually? | | | |
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| | ii) Have the ceilings been dusted & an vents wet input. iii) Are the cloth chairs vacuumed fortnightly & spot cleaned as required? iii) Are the vinyl/leather chairs dusted daily & damped wiped fortnightly? iv) Are the vinyl/leather chairs dusted daily & damped wiped fortnightly? | <u> </u> | ļ | |
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| | xy) Have the mirrors been pointed with a percessiv? | | | |
| | xy) Have the mirrors been pointed when necessary? xvi) Have the partitions been spot cleaned when necessary? xvii) Are the picture frames dusted fortnightly & the frames and glass damp | | | |
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AMOUNT PAID TO SERVICE PROVIDER PER MONTH?

ATTACH COPIES OF MINUTES OF MONTHLY MEEETINGS

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