

KZN Health Intranet

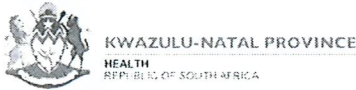
KZN HEALTH

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AdvertQuote



Quotation Advert

Opening Date: 2022-03-07

Closing Date: 2022-03-17

Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: Nkonjeni hospital

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required: NKONJENI HOSPITAL

Date Submitted: 2022-03-07

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: NKO 521/21/22

Item Category: Services

Item Description: ONSITE MANAGEMENT (WASTE ATTANDANTS)

NB: QUOTES TO HAND DELIVERED OR SENT THEM WITH COURIER,AS WE ARE EXPERIENCING NETWORK PROBLEMS

Quantity (if supplies) 03

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Compulsory Site Visit

Date : 2022-03-10

Time: 11H00

Venue: NKONJENI WORKSHOP

QUOTES CAN BE COLLECTED FROM: DOWNLOAD FROM WEBSITE

QUOTES SHOULD BE DELIVERED TO: NKONJENI HOSPITAL INSIDE SECURITY GUARD ROOM AT MAIN GATE

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: Mr SW BUTHELEZI

Email: N/A

Contact Number: 035 873 0013

Finance Manager Name: Miss G.N Ngcobo

Finance Manager Signature:

No late quotes will be considered

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 Department is under no obligation to accept the lowest or any quote.
- 3.2. The Department reserves the right to communicate in writing with vendors in cases where information is incomplete or where there are obscurities regarding technical aspects of the offer, to obtain confirmation of prices or preference claims in cases where it is evident that a typing, written, transfer or unit error has been made, to investigate the vendor's standing and ability to complete the supply/service satisfactorily.
- 3.3. **ALL DECISIONS TAKEN BY THE DEPARTMENT ARE FINAL, INCLUDING THE AWARD OF THIS QUOTATION.**
- 3.4. ~~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.~~
- 3.5. 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.*
- 3.6. 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.
- 3.7. 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.
- 3.8. Offers must comply strictly with the specification.
- 3.9. Only offers that meet or are greater than the specification will be considered.
- 3.10. Late offers will not be considered.
- 3.11. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
- 3.12. Used/ second-hand products will not be accepted.
- 3.13. A bidder not registered on the Central Suppliers Database or whose verification has failed will not be considered.
- 3.14. All delivery costs must be included in the quoted price for delivery at the prescribed destination.
- 3.15. 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.
- 3.16. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.17. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered.
- 3.18. Verification will be conducted to identify if bidders have multiple companies and are cover-quoting for this bid.
- 3.19. 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 is incomplete in any respect, the said supplier meets all specification requirements and is lowest to quote, 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 disqualified from the evaluation process.

- (i) The institution has determined that a compulsory site meeting take place
- (ii) Date ____/____/____ Time ____:____ Place _____

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. 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; | (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. |

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. 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 contribution 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;

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:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \text{ Where}$$

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{min} = price 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:

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

5. BID DECLARATION

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

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 B-BBEE status level of contributor.

7. SUB-CONTRACTING
applicable box)

(Tick

YES		NO	
-----	--	----	--

7.1 Will any portion of the contract be sub-contracted?

7.1.1 If yes, indicate:

- 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.....

8. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

iv) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

YES		NO	
-----	--	----	--

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		
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9. **DECLARATION WITH REGARD TO COMPANY/FIRM**

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

9.2 VAT registration number:.....

9.3 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 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

9.6 **COMPANY CLASSIFICATION [TICK APPLICABLE BOX]**

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

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-BBE 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:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- 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 –
 - (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.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS.....</p> <p>.....</p> <p>.....</p>
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health

Department:
Health
PROVINCE OF KWAZULU-NATAL

DIRECTORATE: WASTE MANAGEMENT

Ekudubekeni Reserve, Mahlabathini, 3865
Private Bag X505, Mahlabathini, 3865
Tel: 035 873 0013 Fax: 035 873 0031
Extension No: 7057

NKONJENI DISTRICT HOSPITAL

SPECIFICATION FOR ONSITE WASTE MANAGEMENT

1. Six months contract
2. Start date 01/04/2022- 30/09/2022
3. Contractor to supply the institution with three (03) waste attendants or waste collectors to internally collect healthcare waste in the hospital and externally collect healthcare waste in all clinics under Nkonjeni District hospital.
4. Contractor to contact local tribal authorities in selection of waste attendants (selection shall benefit people living in the catchment area of Nkonjeni hospital)
5. Contractor shall be registered and have letter of good standing with compensation commissioner
6. Contractor shall be registered with department of labour
7. Contractor shall comply in terms of all the acts and regulations relating to waste management namely
 - Constitution of Republic of South Africa Act 108 of 1996
 - Occupational Health and Safety Act 85 of 2008
 - Hazardous Substance Act 15 of 1993
 - National road traffic Act 93 of 1996
 - National Environmental Management Act 107 of 1998
 - National Environmental Management : waste Act 59 of 2008
 - National Health Act 61 of 2003
 - Municipal and other authority law
 - Dumping of sea control Act
 - Minimum requirements for disposal at landfill site as issued by Department of Water Affairs and Forestry
 - National Environmental Management: Air Quality Act 39 of 200
8. Contractor shall provide his her employees with appropriate personal protective equipment such as steel toe safety boots,PVC elbow length gloves, whole body covering trouser, jacket, N95 mask, rain coat,)
9. Contractor shall ensure that his or her employees are trained to work in a safe and healthy manner
10. Contractor shall ensure that employees have up to date vaccinations
11. Contractor shall ensure that waste collectors have done medical surveillance and there are records for all the medicals test done and shall furnish the hospital occupational health nurse to keep medical records for auditing purposes.

12. Waste attendants will work shift according to a roster and have to render an average of 49 hour service per week (Monday to Saturday). Lunch break of 45 minute and tea break of 15 minutes per day. *One waste attendant will have to work on a Sunday (shift that start at 08h00 and ends at 12h00 am). Two Waste collectors will work from Monday to Friday (a shift that starts at 08h00-16h00) and Saturday a shift that start at 08h00-12 am*
13. Waste attendants shall also comply with the code of conduct for the public service employees published on the 10th of June 1997 (*see document attached*)
14. Normal place of work and reporting for waste attendants will be Nkonjeni District Hospital (*waste collectors will only go to clinics to collect waste and send it back to the hospital as per schedule*)
15. Waste attendants will report to immediate supervisor(hospital Waste management Officer),supervisor shall report to contractors supervisor should waste attendants fail to comply with the terms and conditions of this contract or failed to render service)
16. Waste attendants shall have name tags and uniform must be written in bold” **waste collectors”**
- 17. Waste attendants shall be or have:**
 - 17.1 competent and skilled in the performing of work to which they may be assigned
 - 17.2 passed a background check to ensure that they do don’t constitute a hazard towards citizens
 - 17.3 carry out any reasonable instruction as determined by management from time to time
 - 17.4 Ensure compliance with all conditions of service with special emphasis on working hours, leave, uniform, overtime and disciplinary code (as per instruction)
 - 17.5 Only use designed walkways or passages to transport healthcare waste
- 18. Courteous prompt services**
 - 18.1 Waste attendants shall not use loud or profane language
 - 18.2 Waste attendants shall be courteous at all times (arguing will not be tolerated)
 - 18.3 Waste attendants shall perform their work quietly and quickly as possible
 - 18.4 No scavenging of waste, recyclables, bulky waste materials or other set of items will be permitted by waste attendants
- 19. Health and Safety Compliance**
 - 19.1 Correct Personal Protective equipment shall be worn at all times whilst on duty
 - 19.2 Health and safety regulations shall be followed as per occupational health and safety act and shall be maintained at all times
 - 19.3 Spillages shall be cleaned around bin areas, in correct procedure and protocol
 - 19.4 Cautions shall be exercised when transporting waste inside hospital areas to minimise noise, minimise problems with customers and patients and to avoid disruption to hospital operations
 - 19.5 When using trolley to transport waste, ensure the load is secure before moving. Waste collectors must be able to see where they are going, never leave waste unattended in transportation.
- 20. Carts, trolley handling and care**

Contractors’ employees shall handle carts with reasonable precautions to prevent spillages or scattering of healthcare waste.

21. Placement of waste to be removed

The hospital and its federal clinics shall place all healthcare waste in secured container systems. This waste shall be collected from all generating points by onsite waste attendants

22. Service provider shall ensure that waste attendants or collectors have abilities mentioned below:

22.1 Knowledge

- Knowledge of healthcare waste management (collection and disposal procedures)
- Knowledge of Occupational Health and Safety principles

22.2 Personal attributes

Waste collectors or attendants shall demonstrate the following attributes:

- Be honest, trustworthy, respectful and flexible
- Sound work ethics
- Deal with public visitors in a positive courteous and respectful manner
- Possess cultural awareness and sensitivity

22.3 Skills

- Decision making skills
- Team building
- Ability to operate required equipment in a safe and responsible manner
- Analytical and problem solving
- Effective verbal and listening communication skills
- Ability to read and write and maintain daily records
- Time management skills
- Stress management skills

23. Working conditions

22.1 Physical demands

Waste collectors has a physical strenuous and demanding job. He or she will be offloading; loading, pulling and managing heavy equipment and objects i.e trolley. Waste collectors will have to work in all weather and must be prepared for both extreme heat and cold. As waste collectors is handling potentially dangerous materials he or she ensure that all activities are completed in a safe and efficient way to eliminate the possibility of contamination and infection of themselves or others.

22.2 Environmental conditions

Waste attendant works outside in all different weather conditions including extreme cold and extreme heat. He or she is constantly exposed to unpleasant sights, smells and may at times be exposed to dangerous or toxic substances and must take necessary precautions to protect eyes, nose and skin irritation and infections


22.3 Mental demands

Waste attendant must make all collections and deposits as scheduled to ensure effective and efficient service to all residence, wards, sections, clinics etc. He or she work independently and is expected to maintain as schedule of delivery, collection and internal transportation. Any problems or inconveniences may result in increased stress to complete tasks in a limited time.

24. Contractor shall ensure that waste attendants do the following responsibilities

- Collect and transport healthcare waste from all wards and all generating points on daily basis
- Empty , line and clean yard bins
- Clean up spills
- Clean and disinfect trolley, temporal and waste central storages
- Report any problems with waste collection to Waste management Officer
- Ensure that the waste is collected timeously for the wards
- Ensure that waste storeroom and waste storage areas are kept locked at all times
- Record all waste collected at the clinic into waste manifest (waste collection document)
- Transfer waste information of waste collected in the ward and clinics to Waste Management Officer
- Fold boxes
- Offloading and loading waste and ensure bags are not damaged.
- Report any injury on duty immediately to your manager
- Externally collect and transport waste from the clinics into mother hospital
- Exercise caution when transporting waste inside hospital areas to minimise noise, disruption to hospital operations
- Ensure that bags are cabled tied or tightly sealed before sending them to the central storage area
- Ensure that the bags are $\frac{3}{4}$ full to prevent overweight and spillages
- Be courteous when communicating to customer and pay attention to any complaints and report to you manager.
- Ensure healthcare risk waste (medical) is stored in a central healthcare risk waste storage area
- Ensure that general waste is stored in general waste storage area
- Ensure any spillages is cleaned around the bi areas.
- In the correct procedure and protocol, you are able to see where you are going, never leave waste unattended in transportation
- Only use designated service lift /stairways to transport
- Deliver and line new boxes to all wards.

Compiled by: P.P Masango (Waste Management Officer)

Signature:..........

Date:..........