



KZN HEALTH

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AdvertQuote



Quotation Advert

Opening Date: 2022-05-18

Closing Date: 2022-05-25

Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: Ngwelezane hospital

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required: NGWELEZANA HOSPITAL

Date Submitted: 2022-05-18

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: NGW251/22-23

Item Category: Goods

Item Description: GARDEN AND GROUNDS SERVICE TO NGWELEZANA HOSPITAL

Quantity (if supplies):

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Not Applicable

Date:

Time:

Venue:

QUOTES CAN BE COLLECTED FROM: NGWELEZANA HOSPITAL SCM COUNTER/ WEBSITE

QUOTES SHOULD BE DELIVERED TO: NGWELEZANA HOSPITAL TENDER BOX NEXT TO OPD

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: N.S MNGOMEZULU/ R.T GUMEDE

Email: nomathandazo.mngomezulu@kznhealth.gov.za

Contact Number: 035 901 7228/ 7180

Finance Manager Name: T. NXUMALO

Finance Manager Signature:

No late quotes will be considered



health

Department:
Health

PROVINCE OF KWAZULU-NATAL

NGWELEZANA HOSPITAL

ZNQ: NGW251/22-23A

ITEM: 05 MONTHS CONTRACT FOR GARDEN AND GROUNDS
SERVICE TO NGWELEZANA HOSPITAL

Closing Date & Time : 25 MAY 2022 @ 11 A.M
Contract Period : 05 MONTHS
Validity Period : 60 DAYS
Contact Person : R.T. GUMEDE/ N.S MNGOMEZULU
Telephone no. : 035 901 7228/7180

DOCUMENTS MUST BE DEPOSITED IN THE QUOTATION BOX SITUATED IN:

| | |
|--|--|
| THANDUYISE ROAD,NGWELEZANA TOWN SHIP EMPANGENI,3880 | THE QUOTATION BOX IS AVAILABLE ON THE FOLLOWING DAYS AND TIMES: MONDAYS TO FRIDAYS 07:30 - 16:00 |
|--|--|

**BEE CERTIFICATE IS A COMPULSORY DOCUMENT TO BE ATTACHED. NO BEE PREFERENCE POINTS
WILL BE ALLOCATED WHERE AN ORIGINAL OR CERTIFIED BEE CERTIFICATE IS NOT ATTACHED:**

CERTIFIED COPY OF A VALID B-BBEE CERTIFICATE

NB: CERTIFIED/ ORIGINAL B-BBEE CERTIFICATE MUST BE ATTACHED TO EACH DOCUMENT.

NAME OF TENDERER: _____

**CENTRAL SUPPLIERS DATABASE REGISTRATION (CSD)
NO.:** _____

STANDARD QUOTE DOCUMENTATION OVER R30 000.00

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: NGWELEZANA HOSPITAL

DATE ADVERTISED: 18/05/2022 CLOSING DATE: 25/05/2022 CLOSING TIME: 11:00

FACSIMILE NUMBER: 035 794 1905/1015 E-MAIL ADDRESS: nomathandazo.mngomezulu@kznhealth.gov.za

PHYSICAL ADDRESS: THANDUYISE ROAD, NGWELEZANA TOWNSHIP, EMPANGENI 3880

QUOTE NUMBER: NGW251/22-23A

DESCRIPTION: 05 MONTHS CONTRACT FOR GARDEN AND GROUNDS SERVICE TO NGWELEZANA HOSPITAL

CONTRACT PERIOD: 05 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) THANDUYISE ROAD, NGWELEZANA TOWNSHIP, EMPANGENI 3880 (NEXT TO PATIENT ADMITTING PASSAGE)

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)

OFFICIAL PRICE PAGE FOR QUOTATIONS OVER R30 000

QUOTE NUMBER: **NGW251/22-23A**

DESCRIPTION: **05 MONTHS CONTRACT FOR GARDEN AND GROUNDS SERVICE TO NGWELEZANA HOSPITAL**

SIGNATURE OF BIDDER DATE.....
 [By signing this document, I hereby agree to all terms and conditions]

CAPACITY UNDER WHICH THIS QUOTE IS SIGNED.....

| Item No | Quantity | Description | Brand & model | Country of manufacture | Price | |
|--|-----------|---|---------------|------------------------|-------|---|
| | | | | | R | c |
| | 12 | 05 MONTHS CONTRACT FOR GARDEN AND GROUNDS | | | | |
| | EMPLOYEES | SERVICE TO NGWELEZANA HOSPITAL | | | | |
| | | | | | | |
| | | | | | | |
| | | REGISTRATION WITH BARGAINING COUNCIL AND COMPLIANCE WITH ALL LABOUR LAW (LETTER OF GOOD STANDING FOR COMPENSATION FUND AND UIF COMPLIANCE CERTIFICATE) IS A REQUIREMENT. FAILURE TO SUBMIT DOCUMENT WILL RESULT TO QUOTE BEING DISQUALIFIED | | | | |
| | | | | | | |
| | | SPECIFICATION ATTACHED | | | | |
| | | | | | | |
| | | 1.TOTAL PRICE FOR 05 MONTHS IS REQUIRED | | | | |
| | | 2. TO FILL IN THE WAGES BREAKDOWN PAGE | | | | |
| | | | | | | |
| | | N.B: QUOTATION WITH A DELIVERY PERIOD OF MORE THAT 3 WEEKS (15 WORKING DAYS) WILL NOT BE ONSIDERED | | | | |
| VALUE ADDED TAX @ 15% (Only if VAT Vendor) | | | | | | |
| TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days) | | | | | | |

| | |
|--|--|
| Does This Offer Comply With The Specification? | 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 |

| | |
|--|--|
| <p>Enquiries regarding the quote may be directed to:</p> <p>Contact Person: N.S MNGOMEZULU Tel: 0359017228</p> <p>E-Mail Address: tholakele.mkhumbuzi@kznhelath.gov.za</p> | <p>Enquiries regarding technical information may be directed to:</p> <p>Contact Person: Tel:.....</p> |
|--|--|

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 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? **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 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, 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 take place
- (ii) Date ____ / ____ / ____ Time ____ : ____ Place _____

| | |
|--------------------|--|
| Institution Stamp: | Institution Site Inspection / briefing session Official Full Name: Signature: Date: |
|--------------------|--|

8. STATEMENT OF SUPPLIES AND SERVICES

8.1. The contractor shall, when requested to do so, furnish particulars of supplies delivered or services executed. If he/she fails to do so, the Department may, without prejudice to any other rights which it may have, institute inquiries at the expense of the contractor to obtain the required particulars.

9. 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.



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

DIRECTORATE:

Physical Address

Thanduyise road, Ngwelezana Township, eMpangeni 3880

Tel: 035 901 7228 Fax 035 794 1905 Email: Nomathandazo.mngomezulu@kznhealth.gov.za

www.kznhealth.gov.za

NGWELEZANA HOSPITAL
SUPPLY CHAIN MANAGEMENT

WAGES BREAKDOWN

| Description | Quantity | Wages per employee per month | Price for material & uniform for 05 months | Total Price per month | Total Price for 05 months |
|---|---------------|------------------------------|--|-----------------------|---------------------------|
| 05 MONTHS CONTRACT OR GARDEN AND GROUNDS SERVICES | 12 EMPLOYEE S | R | R | R | R |

SECTION 1: SPECIFICATION: GARDENS AND GROUNDS

1.1. LAWNS

- (i) Lawns to be kept free of weeds.
- (ii) Lawns/grass patches to be cut twice a week in the summer months.
- (iii) Lawns/grass patches to be weeded once a month. Weeds to be dug out by their roots prior to the mowing of the grass.
- (iv) Lawns to be kept short as stipulated by the person indicated in the institution/facility.
- (v) All edges to be kept cut/trimmed and uniform. A spade or other instrument may be used when edging lawns.

1.2. FLOWER BEDS AND SHRUBS

- (i) These are to be kept free of weeds, grass and litter.
- (ii) Borders to be trimmed and kept neat.
- (iii) Water as and when required.

N.B. Soil must not to be mounded around shrubs.

- (iv) Flower/shrub beds to be turned twice a month.

1.3. TREES

- (i) To be kept neat and all old or dead branches to be removed.
- (ii) All areas surrounding the trees to be kept free of leaves.
- (iii) Branches where they constitute a danger to the public/department staff must be kept above 2 metre level

1.4. HEDGES

To be kept cut at a uniform height. All sides to be uniform/square.

1.5. VERGES

All verges (unless excluded) surrounding the institution's property to be kept clean and neat, should be 1.5 metres cleared outside from the perimeter fence.

1.6. VELD/VACANT LAND

- (i) These areas are to be kept neat as stipulated by the institution/facility.
- (ii) Wild grass to be kept short and free of refuse and litter.

1.7. CONCRETE, TARRED, PAVED AREAS: (ROADS, PARKING AREAS ETC.)

- (i) To be kept clean by regular sweeping.
- (ii) To be kept free of weeds, grass and small trees by means of spraying with suitable weed killer.

1.8. GUTTERS, DRAINS AND CHANNELS:

These are to be kept clean, free of leaves, grass and general litter.

N.B. No personnel shall be allowed to walk on roofs of any nature.

- 1.9. All garden refuse to be removed from site on a weekly basis in line with the accepted waste management practises and produce waste disposal certificate from an authorised land site treatment facility prior.

Service monthly payment will be not processed with disposal certificate that will reflect (Date, time, stamp, name of the driver vehicle registration number and weight.

- 1.10. During the relevant dormant or low growth periods, all areas are to be kept free of leaves and to be raked during the Autumn/Winter seasons.

- 1.11. During the course of the contract, the Contractor is to allow for the poisoning of all weeds and foreign grasses. Only the growth of recognised grasses is to be encouraged. The Contractor is to supply all the necessary poisons and store them according to Hazardous Substances Act, 1973 (Act 15 of 1973) and regulations under the Act.

N.B. Any poison used must not to be harmful to the soil, bird life, insect life and not to kill off the existing grasses.

- 1.12. The planting of additional grass will not form part of the contract. It must first be discussed with the Contact Person at the Institution and if necessary, a separate order will be issued for the planting of grass.

- 1.13. Leaves from trees must not be allowed to accumulate. Rake up, pack into refuse bag and remove from institution to disposal site

- 1.14. Steam pressure cleaning of external buildings must be done as directed by management

- 1.15. Contractor provide then self with internal and external transportation regarding the collection of garden refuse.

- 1.16. The contractor should produce disposal certificate as proof of correct waste disposal as required by the institution.

1.13 MACHINERY AND MANNING REQUIREMENTS

The company must provide the top ten garden tools, machinery / other equipment as listed below that their company will utilise at the Institution to successfully execute the contract and service record of such machinery must be supplied by the service provider to the institution/facility.

| MACHINERY/EQUIPMENT | QUANTITY |
|-------------------------|----------|
| 1. Grass Cutter Machine | X4 |
| 2. Spade (Shovel) | X4 |
| 3. Fork | X4 |
| 4. Plastic Rake | X4 |
| 5. Steel Rake | X4 |
| 6. Wheel Barrow | X4 |
| 7. Step Ladder | X1 |
| 8. Industrial broom | X4 |
| 9. Pruning Scissor | X2 |
| 10. Hose Pipe | X1 |

The institution has determined that 12 workers are needed by the company to successfully execute the contract.

SECTION 2: SPECIFIC CONDITIONS OF CONTRACT

2.1. BID PRICES

- 2.1.1 Bid prices reflected will be taken as firm for the first year of the contract. Thereafter increases will be considered for the second year of the contract. Bidders to state the percentage escalation on the price page for year two.

2.2. CHECKING OF SERVICE

- 2.2.1 Checking of the service shall be done by the nominated supervisory staff at the Institution, as well as by the Contractor himself/herself on a weekly basis in consultation with one another. A weekly basis shall be from a Monday to a Friday any day. The inspection must take place and must be arranged with the institution and *vice versa*. The result of the inspection must be documented by the Institution representative and signed by both parties.
- 2.2.2 The responsible personnel, Department of Health KwaZulu-Natal, shall be entitled at any time to inspect the service rendered by the Contractor, in order to ensure that the service rendered is in accordance with the purported execution of the contract.
- 2.2.3 Head: Department of Health KwaZulu-Natal representative may require from the Contractor, at any time, that any of his/her employees be replaced, in which case the Contractor shall remove the worker summarily from the Institution and the Department will not be held responsible for any damage or claims which might arise because of this and the Contractor indemnifies the above party against any such claims and legal expenses.

2.3. DUTIES AND RESPONSIBILITIES OF THE CONTRACTOR

- 2.3.1 It is the duty and responsibility of the Contractor to ensure that his/her staff:
- 2.3.1.1 Presents a presentable image/appearance.
 - 2.3.1.2 At all times presents a dedicated approach to their duties.
 - 2.3.1.3 Shall not argue with the visitors/staff/patients or be discourteous towards them.
 - 2.3.1.4 Do not read office documents or rummage through office/kitchen waste/medical waste.
 - 2.3.1.5 On award of the contract the Contractor shall sign an undertaking in which he/she declares that his/her staff will refrain from any action which might be to the detriment of the institution where the service is rendered and such undertaking must be handed to the Institution on commencement of the contract.
 - 2.3.1.6 No information concerning the institution's activities may be furnished to the public or news media by the Contractor or his/her employees without the express written permission of the Head: Department of Health.

2.4. DUTY SHEET

2.4.1 PURPOSE

The purpose of a duty sheet is to ensure that all staff on duty is familiar with the duties as required in the contract.

- 2.4.1.1 The Contractor shall make available at the Institution, a fully expounded duty sheet per duty point.

2.5. EMPLOYMENT OF MEMBERS OF THE LOCAL COMMUNITY

- 2.5.1 In its evaluation process, the Bid Evaluation Committee will take into consideration whether the bidder will employ members of the local community. Bidders must state in their bid whether members of the Local community will be employed to carry out the services at the Institution. Employees of the Contractor, for the purposes of the contract, must be South African citizens.

2.6. HOURS OF ATTENDANCE

- 2.6.1 Staff employed for the purposes of the contract must be in attendance five (5) days per week, between the hours: 07:30 to 16:00 or stipulated by the institution/facility
- 2.6.2 Breaks and lunches to be discussed with the Institutional Management. Times stipulated above may change as a result thereof.

2.7. LABOUR UNREST INCIDENTS

2.7.1 DEFINITION

When staff members of the Institution, or staff of the Contractor, are engaged in strikes, unrest or intimidation.

2.7.2 LABOUR UNREST AT THE INSTITUTION

If the service is interrupted or temporarily deferred because of any labour unrest by the Contractor's staff, local or national disaster, the parties shall come to an agreement on the methods which would enable the service to continue. In a case such as the above, the Contractor will be paid pro rata for services rendered.

2.8. MISCELLANEOUS

- 2.8.1 The Contractor shall only employ thoroughly efficient and staff of good character on Institutional premises. The Contractor's staff shall not sell or buy any items to/from any Institutional patient or staff member.
- 2.8.2 If in the opinion of the Department of Health any person employed by the Contractor misconducts himself/herself, or is likely to cause or has caused quarrelling, or delays, or is incompetent, the Contractor, when so directed in writing by the Department of Health, shall at once remove that person/s from the institution's premises and shall not allow him/her to return for gardens and grounds duties without the written permission of the Department of Health.
- 2.8.3 Department of Health, KwaZulu-Natal, may at any time inspect the Contractor's work and/or performance. Should he or the representative consider the standard contrary to the contract or specification he/the representative will notify the Contractor accordingly in writing and the Contractor shall rectify the defect, to the standard required by the contract specification within seven (7) working days at his/her own cost. In the event of the Contractor disregarding the Department of Health instructions for a period of seven (7) working days, the Head of Department or his representative will be at liberty forthwith to employ other workmen to perform the work or cause the work to be performed and to charge any expense thereby incurred to the Contractor and to deduct it from any sum due or to become due to the Contractor.
- 2.8.4 As compensation for the services to be rendered by the Contractor, the Institution shall pay to the Contractor the amounts referred to in the bid document.
- 2.8.4.1 Payment to the Contractor shall be made within 30 days from receipt of a correct invoice to the Institution's Contact Person who shall certify that the invoice is correct and that the service was rendered according to the agreement and the institution shall pass such account for payment. Any query regarding late payments must be directed and addressed with the institution where the service was rendered.

- 2.8.5 The Contractor shall comply with the relevant requirements of the Occupational Health and Safety Act as amended and all appliances shall conform with SABS/SANS. Safety harnesses shall comply with SABS/SANS 809. The equipment used by the Contractor must be kept in a safe condition, and the use of such shall not prejudice the health and safety of the staff, patients and the general public.
- 2.8.6 The reasonable comfort of and avoidance and disturbance to the staff and patients of the Institution must be taken into consideration at all times.
- 2.8.7 The Contractor is responsible for providing all his/her own equipment, materials and consumables.
- 2.8.8 The Institution will provide electrical power (220 volt, 15 amp) if required, and water to the Contractor, free of charge, by means of existing plugs and taps. Extension cords and hoses must be provided by the Contractor. Every electrical appliance shall be operated through a plug-in earth leakage protection device. The Contractor is advised that fire hoses may only be used for *bona fide* fire fighting purposes. All other fuel and batteries necessary shall be provided by the Contractor.
- 2.8.9 The Institution will provide existing toilet facilities free of charge, to the staff of the Contractor, but will not be responsible for providing living accommodation for his/her staff. No staff may be housed on the premises.
- 2.8.10 Access to the Institution premises is subject to the Control of Access to the Public Premises and Vehicle Act, 1985 (No. 53 of 1985) as amended from time to time, and the Contractor is expected to make himself/herself familiar with the contents of the said Act.
- 2.8.11 Whilst on the premises, the Contractor's staff is to be limited to the areas where they are required to perform their duties and will under no circumstances be permitted to enter areas outside the contract area.
- 2.8.12 The Contractor will under no circumstances be permitted to employ child labour to perform any duties in respect of the contract.
- 2.8.13 The Department of Health, (Bid Adjudication Committee) KwaZulu-Natal may terminate the contract in the event of the Contractor breaching any of the conditions of the contract or rendering continuous unsatisfactory service. In such event the Head or if Department shall have the right to recover from the Contractor any losses which the department may have suffered as a result of the failure, without prejudicing any other rights the department may have.
- 2.8.14 The Department of Health reserve the right to pay the service provider a certain % on unsatisfactory performance
- 2.8.15 The Head: Department of Health KwaZulu-Natal representative reserves the right to withdraw from the service any part/s of the Institution or the Institution as a whole, with one month's written notification to the Contractor. In a case such as this the parties will no longer be bound by the stipulations of the contract. The contract sum will be adjusted pro rata from the date of withdrawal.
- 2.8.15.1 Should the Institution or part/s of the Institution in respect of which the service is rendered, be damaged or destroyed by superior power (vis major) or fire, the
- Head: Department of Health KwaZulu-Natal representative shall have the discretion to determine which part/s of the Institution/s could or should no longer be used as part of the original utilisation, and in respect of such unusable part/s of the Institution/s the parties will no longer be bound by the stipulations of the contract.
- 2.8.15.2 In respect of the part/s of the Institution/s which shall remain in use, the stipulations of the contract shall remain valid, but the contract amount shall be decreased pro rata as from date.

- 2.8.15.3 Should such damaged Institution or part/s of the Institution/s be repaired, the Head: Department of Health KwaZulu-Natal representative could request the Contractor, by means of one month's written notification, to resume the service, in which case the stipulations of the contract in respect of the rendering of service and the contract amount shall be applicable.
- 2.8.16 Extension of the contract may be considered by the Department of Health. The department reserves the right to approach the contractor with a view to extending the contract by an X amount of days, weeks or months under the same terms and conditions. The maximum period for any period will be three months.
- 2.8.17 The Contractor shall render a gardens and grounds service of a norm and standard required by the specification and the Conditions of the Contract.
- 2.8.18 In the event of the property of the department being damaged or the staff and/or the patients being injured or killed by the Contractor or his/her staff, the said Contractor shall be liable to the department for any damages or loss suffered by the department. The Contractor shall further indemnify the department against any claim or loss suffered by the department as a consequence of the damages, injuries or death of such staff or patients.
- 2.8.19 At his/her Headquarters/Regional Office, proper staff files of all staff in his/her service who are employed for service at the Institution be kept up to date by the Contractor.
- 2.8.20 The Contractor must appoint and name a senior representative from the company, with whom negotiations can be concluded, discussions held and instructions given. Arrangements made with such a representative/s shall be binding on the Contractor. The Department of Health, or his delegate, shall represent the Head: Department of Health, KwaZulu-Natal. Once a month the representative from the company shall have formal discussions with the Institutional Management Minutes of the meetings shall be taken and kept by the Institutional Management for record purposes. The minutes of the meeting must be signed by both parties.
- 2.8.21 A supervisor from the Contractor shall visit the site on a weekly basis and report to the Contact Person at the Institution to resolve any problems.
- 2.8.22 The Contractor must at all times ensure that the staff members as stipulated in the bid document are available to perform the work as specified.

2.9. ROSTER

2.9.1 PURPOSE

The purpose of the roster is to serve as proof, at all reasonable times, that all staff who should be on duty per shift, are indeed on duty.

2.9.2 DRAWING UP OF A ROSTER

Daily, weekly or monthly duty lists of all staff to perform duty, as purported in the contract, must be drawn up by the Contractor and handed to Department of Health where such service is rendered.

2.9.3 CHANGES TO THE ROSTER

Any change to the duty list shall be crossed out by a single line, initialed and dated.

2.10. SCOPE OF CONTRACT

- 2.10.1 Rendering of an effective gardens and grounds service at the Institution in terms of the Conditions of contract, as per the specification and any other official documents making up the contract.

2.11. SITE MEETING

- 2.11.1 It is compulsory for the bidder to attend the site inspection meeting on the date and time as advertised. Failure to do so will invalidate the bidders offer.

2.12.2 STAFF EQUIPMENT

The successful Contractor shall ensure that each member of his/her staff at the Institution shall at all times, when on duty; be fully equipped with:

2.12.2.1 A neat and clearly identifiable uniform from the Contractor.

2.12.2.2 A clear identification card from the Contractor, with the staff's photo and identification details on it, worn conspicuously on his/her person at all times whilst on the premises of the Institution.

2.12.2.3 The required safety equipment whilst working with machinery.

2.12.2.4 The service provider to ensure pre-Training of the newly employed staff before commencing duties.

2.12.2.5 Training on standard precautions for preventing and controlling infections in their area of work and in the institution.

2.12.2.6 To have relevant knowledge of IPC guidelines.

2.12.2.7 Staff to go for orientation and induction by IPC before duty commencement.

2.13. TRAINING OF THE CONTRACTOR'S STAFF IN THE EMERGENCY PROCEDURES OF THE INSTITUTION WHERE THEY RENDER A SERVICE

2.13.1 The Contractor is responsible for the training of his/her staff at the Institution in respect of the application of the guidelines of the emergency plan which shall be provided to him/her by the Institution.

2.13.2 The Contractor must ensure that training on correct use of equipment and proof thereof must be submitted to the Institutional Management for record purposes.

2.13.3 It is not a responsibility of the contractor to provide first aid requirements to its employees.

SECTION 3: SPECIAL TERMS AND CONDITIONS

INTRODUCTION

- (a) Bidder/s must ensure that they are fully aware of the Conditions contained in this bid document as they shall become the Conditions of Contract once the bid is awarded.
- (b) Only bidders that fully meet the specifications and all conditions contained in this bid shall be accepted.

3.1 ACCEPTANCE OF BID

- 3.1.1 The Department of Health Bid Adjudication Committee is under no obligation to accept the lowest or any bid.
- 3.1.2 The financial standing of bidders and their ability to manufacture or to supply goods or render services may be examined before their bids are considered for acceptance.

3.2 AMENDMENT OF CONTRACT

- 3.2.1 Any amendment to or renunciation of the provisions of a resulting contract shall at all times be done in writing and shall be signed by both parties subject to Department of Health Bid Adjudication Committee approval.

3.3 ANNUAL PRICE INCREASE

- 3.3.1 On the anniversary of the contract the department will automatically allow a contract price adjustment. The percentage (%) increase used will be guided by the use of the Consumer Price Index (CPI) (Geographic Indices) as published by Statistics South Africa. The clients Head Office will advise the contractor of such percentage increase as well as its institution.

3.4 AWARD OF BID

- 3.4.1 The Department's Bid Adjudication Committee reserves the right to award the bid to:

- (i) companies located in the Province of KwaZulu-Natal;

OR

- (ii) companies located in a specific district;

OR

- (iii) companies located in a specific municipal area; and

OR

- (iv) companies located in a rural area.

3.5 CHANGE OF ADDRESS

- 3.5.1 The successful bidder must advise the Department of Health should their address (*domicilium citandi et executandi*) details change from the time of bid to the expiry of the contract.

3.6 CONTRACT PRICE

- 3.6.1 The contract price per month will be taken as fixed (not open to an increase) for the first year of the contract.

3.7 COMPULSORY REGISTRATION CERTIFICATE

3.7.1 The bidder must submit certified copy of a registration certificate with CIPC and KZN supplier database.

3.7.2 An original or a certified copy of the constitution must be submitted by the bidder.

3.8. STAFF EQUIPMENT

The successful Contractor shall ensure that each member of his/her staff at the facility shall at all time, when on duty; be fully equipped with:

3.8.2.1 The required safety equipment whilst working with machinery.

3.9. INVOICES

All invoices submitted by the Contractor must be Tax Invoices indicating services rendered, the amount of tax charged and the total invoice amount.

3.10 LETTER OF ACCEPTANCE

Acceptance of the bid shall be in writing by a duly authorized official of the Department of Health.

3.11 MONITORING OF SERVICE

3.11.1 Monitoring of service shall be done by the Contractor himself/herself on a weekly basis to monitor the performance of the contract and report to the contact person at the Centre to resolve any problems.

3.11.2 The responsible personnel, Department of Health KwaZulu-Natal, shall be entitled at any time to check the service rendered by the Contractor, in order to ensure that the service rendered is in accordance with the contract.

3.12. PAYMENT

3.12.1 The Contractor shall furnish the Province with an invoice upon fulfilment of obligations stipulated in the contract.

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

3.12.3 Payments will be made in Rand unless otherwise stipulated.

3.12.4 Payments for goods are made by the Province only. Any disputes regarding late or delayed payments must be taken up with the department and if a problem persists, the Supply Chain Management Office can be requested to investigate the delays.

3.13 PROVINCIAL SUPPLIERS DATABASE

3.13.1 A bidder who has submitted an offer and who is not registered on the Provincial Suppliers Database will not be considered.

3.14 SITE INSPECTION

3.14.1 Contractors are advised to visit site to acquaint themselves with the site and layout of the institution as no claim on the grounds of ignorance of the locality /siting or access to the institution will be entertained later.

3.15 SPECIAL CONTRACT CONDITIONS

3.15.1 The General Conditions of Contract are supplementary to that of the Special Conditions of Contract. Where, the General Conditions of Contract are in conflict with the Special Contract Conditions, the Special Contract Conditions prevail.

3.15.2 It is the responsibility of the contractor to ensure that all staff is immunized with hepatitis B vaccine before contractor commences the work.

3.15.3 Waste disposal is the responsibility of the contractor and disposal certificate should be provided.

3.16 TAX CLEARANCE CERTIFICATE

3.16.1 An original Tax Clearance Certificate must be submitted with the bid before the closing date and time of the bid. Failure to submit an original and valid Tax Clearance Certificate will invalidate the bidders bid.

3.16.2 The Department of Health will verify the validity of the successful bidders Tax Clearance Certificate before any agreement or contract is entered into. The South African Revenue Services will clear the Tax Clearance Certificate.

3.17 UNSATISFACTORY PERFORMANCE

3.17.1 Unsatisfactory performance occurs when performance is not in accordance with the contract conditions.

- (i) Before any action is taken, the institution shall warn the contractor by registered/certified mail that action will be taken in accordance with the contract conditions unless the contractor complies with the contract conditions

and delivers satisfactory services within a specified reasonable time (7 days minimum). If the contractor does not perform satisfactorily despite the warning the Centre will:

- (a) make a recommendation to the department for cancellation of the contract concerned.

3.18. VALIDITY PERIOD AND EXTENSION THEREOF

3.18.1 The validity (binding) period will be 180 days from close of bid. However, circumstances may arise whereby the department may request the bidder to extend the validity (binding) period. This will be done in writing.

3.19. VAT

3.19.1 Regardless whether your business is registered as a VAT Vendor or not, the bid price must be inclusive of VAT.

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

- (a) The words "tax invoice" in a prominent place;
- (b) The name, address and registration number of the supplier;
- (c) The name and address of the client;
- (d) an individual serialized number and the date upon which the tax invoice is issued;
- (e) a description of the services supplied;
- (f) the quantity of the services supplied;
- (g) the contract number;

(h) the order number

ANNEXURE A

PART A

As a bidder my organization has never had past or current contract agreements.

PRICING SCHEDULE

NUMBER OF PERSONNELS REQUIRED = 12

1. Cost of Labour in respect of wages remuneration for staff:

Total of 12 personnel per month R _____

2. Overheads and other cost (list breakdown of overheads) R _____ Per Month

R _____

R _____

Total of 1 and 2 R _____ Per Month

VAT R _____

TOTAL BID PRICE INCL. OF VAT FOR 1&2 R _____ Per Month

Signed (bidder) _____

Date: _____

Signed (witness) _____

Date: _____

NB: Service Provider to comply with the wage rate as prescribed by the Department of Labour. Failure to comply will result in your bid being disqualified.

PART B

The bidder must furnish the following details of all current/past contracts. If the bidder has had no contracts awarded to them then the bidder must complete Part A.

| DATE OF COMMENCEMENT | EXPIRY DATE | VALUE OF CONTRACT | CONTRACT DETAILS That is, with whom held, phone number and address/s of the company. |
|----------------------|-------------|-------------------|---|
| | | | |
| | | | |
| | | | |

SECTION 4: EVALUATION CRITERIA

ZNQ: CLEANING OF BUILDINGS SERVICES FOR NGWELEZANA TERTIARY HOSPITAL.

All offers received shall be evaluated on the following:

All offers received shall be evaluated on the following:

4.1 Specifications:

Only offers that meet the specification and Special Terms and Conditions in all aspects as stipulated in the bid document shall be considered.

Offers better than specification are considered to be compliant with the specification.

4.2. Correctness of information:

All information required in the bid document must be accurate and duly completed including all the appropriate signatures.

4.3 Compulsory administrative compliance requirements that must be submitted with the bid

- a) The bidder must submit certified copy of a registration certificate with CIPC
- b) Valid Original Tax Clearance.
- c) Certified valid Public Liability Insurance Policy Certificate.
- d) Letter of Undertaking (showing experience and the capacity to execute the project and the references).
- e) Certified Copy of the B-BBEE Certificate.
- f) Certified Copy of Unemployment Insurance Fund Registration Certificate.
- g) Proof of registration with Bargaining Council.

Where certified copies are requested, bidders must not submit copies of certified copies. Original certification should not be older than three (3) months. Failure to comply with this requirement shall invalidate the bid submitted.

4.4 Preferential Point System:

The 90/10 or 80/20 Preference Point System will be applicable to this bid and the points will be allocated as follows:

| | |
|-------------------------------------|-----|
| PRICE | 90 |
| B-BBEE STATUS LEVEL OF CONTRIBUTION | 10 |
| Total points for Price and B-BBEE | 100 |
| or | |
| PRICE | 80 |
| B-BBEE STATUS LEVEL OF CONTRIBUTION | 20 |
| Total points for Price and B-BBEE | 100 |

Note: For purposes of comparison and in order to ensure a meaningful evaluation, bidders must submit detailed information in substantiation of compliance to the evaluation criteria mentioned. Should the space provided not be adequate, bidders are kindly requested to attach the required information as Annexure E following the sequence