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Niemeyer Hospital Quotations - ?



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AdvertQuote



Quotation Advert

Opening Date:

Closing Date:

Closing Time:

INSTITUTION DETAILS

Institution Name:

Province:

Department or Entity:

Division or section:

Place where goods / services is required:

Date Submitted:

ITEM CATEGORY AND DETAILS

Quotation Number:

Item Category:

Item Description:

Quantity (if supplies)

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type:

Date:

Time:

Venue:

QUOTES CAN BE COLLECTED FROM:

QUOTES SHOULD BE DELIVERED TO: Niemeyer.Quotations@kznhealth.gov.za hand deliver at Niemeyer Memorial Hospital"/>

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name:

Email:

Contact Number:

NB: SUPPLIES ARE REQUESTED TO COME WITH PRINTED DOCUMENTS ON THE DAY OF SITE BRIEFING, FAILING WHICH SUPPLIER WILL NOT BE ALLOWED TO ATTEND SITE BRIEFING

<http://portal.kznhealth.gov.za/components/scm/SitePages/AdvertQuote.aspx> 2022/05/27

Finance Manager Name:

R. Bester

Finance Manager Signature:

R. Bester

No late quotes will be considered

Print this page

Site Updated: 27 May, 2022, 02:55 pm

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Contact the Web Administrator

STANDARD QUOTE DOCUMENTATION OVER R30 000.00

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: NIEMEYER MEMORIAL HOSPITAL
DATE ADVERTISED: 30/05/2022 CLOSING DATE: 10/06/2022 CLOSING TIME: 11:00
FACSIMILE NUMBER: 034 331 4498 E-MAIL ADDRESS: Niemeyer.Quotations@kznhealth.gov.za
PHYSICAL ADDRESS: 31 KANTOOR STREET, UTRECHT, 2980

QUOTE NUMBER: NMH78/22-23

DESCRIPTION: RENEWAL OF CLEANING OF BUILDINGS CONTRACT AT GROENVLEI CLINIC

CONTRACT PERIOD 12 MONTHS (if applicable)

VALIDITY PERIOD 60 Days

SARS PIN

CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO.

Grid for CSD registration number

UNIQUE REGISTRATION REFERENCE

Grid for unique registration reference

DEPOSITED IN THE QUOTE BOX SITUATED AT (STREET ADDRESS)

31 KANTOOR STREET, UTRECHT, 2980

Redacted address details

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)

DESCRIPTION: RENEWAL OF CLEANING OF BUILDINGS CONTRACT AT GROENVLEI CLINIC

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

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

Table with 6 columns: Item No, Quantity, Description, Brand & model, Country of manufacture, Price (R, c). Contains 4 rows of descriptive text for the cleaning contract and summary rows for tax and total price.

Table with 2 columns and 2 rows: Does This Offer Comply With The Specification? is The Price Firm?; Does The Article Conform To The S.A.N.S. / S.A.B.S. Specification? State Delivery Period, e.g., 1day, 1week

Table with 2 columns: Enquiries regarding the quote may be directed to: (MRS N.ZITHA, 034 331 2369, Niemeyer.Quotations@kznhealth.gov.za); Enquiries regarding technical information may be directed to: (MISS P. NYATHIKAZI, 034 331 3011)

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 **WILL** take place

(ii) Date **02 / 06 / 2022** Time **10: : 00** Place **GROENVLEI CLINIC**

Institution Stamp:	Institution Site Inspection / briefing session Official Full Name: Signature: Date:
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8. STATEMENT OF SUPPLIES AND SERVICES

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

9. TAX COMPLIANCE REQUIREMENTS

- 9.1. In the event that the tax compliance status has failed on CSD, **it is the suppliers' responsibility to provide a SARS pin in order for the institution to validate the tax compliance status of the supplier.**
- 9.2. In the event that the institution cannot validate the suppliers' tax clearance on SARS as well as the Central Suppliers Database, **the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.**

10. TAX INVOICE

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

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

11. PATENT RIGHTS

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

12. PENALTIES

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

13. TERMINATION FOR DEFAULT

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

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



**SPECIFICATIONS, CONTRACT TERMS AND CONDITIONS FOR CLEANING OF
BUILDINGS @ GROENVLEI CLINIC**

DESCRIPTION OF SERVICE:

CLEANING OF BUILDINGS at GROENVLEI CLINIC for period of twelve (12) Months –

1. DURATION OF AGREEMENT/CONTRACT

This agreement/Contract shall commence on the date after the existing contract has expired/lapsed and shall remain in full force for the period of twelve (12) months **unless/except Head Office has awarded thirty six month's contract (36) where Niemeyer Memorial Hospital on behalf of Groenvlei Clinic will issue a notice of one (1) months' termination/notification letter to the Contractor during the validity of the twelve (12) months aforesaid contract.**

NB.The starts date of the contract is from 01st August 2022 to 31st July2023

2. MINIMUM WAGE

- It is expected that the contractor shall pay his /her employee (s) at least the minimum monthly basic wage of not less than **R3500.00** as prescribed by Bargaining Council .The Department reserves the right to request pay slip copies from the service provider (s) for compliance purposes.
- The contractor shall ensure the availability of funds in order to pay salaries to the employees on time without waiting for the payment from the Institution.
- Service provider(s) must register their employees with UIF.

2.1 HOURS OF ATTENDANCE

- **Employees are expected to start from 07h00 to 16h00**
- **Attendance register is compulsory as evidence/proof for on/off duty purposes, must be monitored both by the Institution's (Niemeyer Memorial Hospital) supervisor and Service provider's supervisor and be attached to invoice(s) at all times.**
- **Institution has determined the minimum of three (3) employees for rendering the cleaning service.**



ClinicNMH78/22-23

3. INFECTION CONTROL

3.1 The service provider must abide by the Institution's Infection Control procedures and policies

4. STAFF EQUIPMENT

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

4.2 .1 The required safety equipment whilst working with machinery

5. Duties and Responsibilities of the contractor

5.1 It is the responsibility of the contractor to ensure that his/her staff:

5.1.1 Presents a presentable image and is attired in an appropriate uniform

5.1.2 Shall not argue with visitors/staff/patients or be discourteous to them

5.1.3 Does not read office documents or rummage through office/kitchen waste

5.1.4 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 facility where the service is rendered and such undertaking must be handed to the facility on commencement of the contract

6. PAYMENT FOR SERVICES

6.1 The contractor shall be paid by the Department of Health (Niemeyer Memorial Hospital), in accordance with services rendered not later than thirty (30) days upon receipt of original invoice,

6.2 The contract price per month will be taken as fixed (not open to an increase) for the duration of the contract,

6.3 All invoices submitted by the Contractor must be Tax Invoices if the contractor is a vat vendor indicating services rendered, the amount of tax charged and the total invoice amount.

7. SPECIFICATIONS FOR CLEANING OF BUILDINGS AND ITS CONTENTS

7.1 Buildings /areas as defined at the compulsory site inspection meeting/in this bid must be cleaned daily. All floors must be swept, vacuumed 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.

7.1.1 High level dusting must be undertaken once a month and shall mean the dusting of surfaces above 2 meters from the floor and includes light fittings, blinds, high window ledges, burglar guards, cupboards tops and beams. Where walls are bagged or surfaced is prone to collecting dust, such walls, within the building, must be dusted once a month.

7.1.2 Name plates, window handles, window regulators, chrome plated and aluminium/copper/brass door handles must be damp wiped once a week and polished with a cleaning agent once a month.

7.1.3 All inside facing window panes and where possible out-facing window panes must be cleaned using a cleaning agent every quarter.



ClinicNMH78/22-23

- 7.1.4 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 facility management. Restorative cleaning of carpets by shampooing/steam cleaning/dry cleaning must be undertaken every six months.
- 7.1.5 Grounds level concrete brick surfaces and paving must be swept daily and litter removed,
- 7.1.6 Blocked waste pipes, catch pits, wash basins, urinals and toilet bowls must be immediately reported to the Chief artisan of the Institution in writing (using job card book). Leaking taps, urinals and cisterns must also be brought to the attention of the maintenance division at the Institution in writing (using job card book).
- 7.1.7 All rain gutters, open drains and manholes, adjoining the buildings must be kept free of soil, debris, refuse and other obstructions by checking and clearing weekly

8. VERANDAHS

- 8.1 Verandas must be swept daily, polished quarterly and buffed weekly

9. FLOOR SURFACES

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

- 9.1.1 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 spoilage using a cleaning agent must occur fortnightly, Spray clean and buff the floor daily. Light scrub, apply non-slip maintenance coat and buff floor weekly. Strip clean, reseal with non-slip polish and buff every quarter
- 9.1.2 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 daily basis.

10. TOILETS , BATHROOMS AND CHANGEROOMS

10.1 BASINS

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

11. BATHS

- 11.1 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

12. LAVATORIES

- 12.1 Remove spoilage from bowl and under flush rim with hard surface cleaner and a brush on a daily basis and when necessary. Monthly remove mineral deposits daily. Using a recognised disinfectant, wet wash seat and lid,



ClinicNMH78/22-23

cisterns and pipes four times daily. Wet wipe doors and walls with a recognised disinfectant once weekly

13. URINALS

- 13.1 Remove litter in urinal/s twice daily. Daily, wet wipe dry pipes and flushing mechanisms. Wet mop step of floor at urinal with recognised disinfectant twice daily

14. SINKS

- 14.1 Twice daily wet wipe with hard surface cleaner and rinse

15. SHOWERS

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

16. OTHER

- 16.1 Banisters/hand rails –wet wipe and dry weekly
16.2 Ceilings to be dusted and air vents to be wiped twice annually
16.3 Cloth upholstered chairs must be vacuumed fortnightly and spot cleaned as required.
16.4 Vinyl , leather upholstered and other chairs must be dusted daily and damp wiped fortnightly
16.5 Desks –natural /unsealed wood must be dusted daily and polished weekly
16.6 Door –finger marks on glass and push plates in doors must be removed daily
16.7 Door knobs and handles must be damp wiped with a recognised disinfectant and dried weekly
16.8 Fans , wall mounted air conditioner units and heaters must be dusted weekly
16.9 Lamps must be dusted daily and damp wiped weekly
16.10 Picture frames must be dusted fortnightly. Damp wipe frames and clean glass monthly
16.11 Power skirts must be dusted monthly
16.12 Railings must be damp wiped weekly
16.13 All rubbish bins situated within the building must be emptied and damp wiped daily. Rubbish bins must be disinfected weekly
16.14 Window sills must be dusted weekly and damp wiped fortnightly
16.15 **Colour coded mops must be utilised. the colour coding is to be discussed with the Institutional infection control officer**
16.16 **The contractor shall supply his /her own cleaning material together with data sheet and the containers shall have labels and directions to use/apply it.**
16.17 The contractor's staff shall wear name tags as an identification bearing the contractor's company logo on the name tags.

17. MACHINER/EQUIPMENT AND MANNINGREQUIREMENTS



ClinicNMH78/22-23

17.1 The bidder must itemise the machinery/other equipment that their company will utilise at the Centre/Clinic to successfully execute the contract as per below table (sample) , **the below table for equipment & cleaning material shall be completed by the contractor fully in terms of quantities and amount/price including other equipment that shall be deemed necessary below the table as per specifications above and site briefing meeting**

17.2 **Failure to itemise equipment shall lead to automatic disqualification of the bidder.**

Description	Quantity	Amount/price
1. Two-way bucket systems with wringer		
2. Step ladder		
3. Wet floor signs		
4. Colour coded mops with yellow, white, red and blue handle		
5. window squeegees		
6. Floor polisher machine and pads (red, black, blue etc.)		
7. 5lt window cleaner		
8. 20lt pine gel		
9. Spray bottles		
10. 500g steel wool		
11. 5lt handy Andy		
12. 25 lt liquid floor stripper		
13. 25 liquid floor polish/ultra shine		
14. 5lt furniture polish		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		

NB. The Institution has determined that 03 workers/staff shall be able to execute the contract successfully

18. Hours of attendance:

18.1 Staff employed for the purposes of the contract must be in attendance five (5) days per week Monday to Friday, between the hours: 07h00 to 16h00.



19. UNSATISFACTORY PERFORMANCE

19.1 Unsatisfactory performance occurs when performance is not in accordance with the contract conditions,

- 19.2 Before any action is taken, the Institution shall warn the Contractor by mail/email (in writing) 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) for that particular month.
- 19.3 If the Contractor does not perform satisfactorily despite the warning the Centre/Institution for that particular month will:
 - 19.4 Take action in terms of its delegated powers
 - 19.5 Will terminate /cancel the contract concerned.
 - 19.6 When correspondence is addressed to the contractor, reference will be made to the contract number and an explanation of the complaint.
- 19.7 Where the contractor/service provider has not provided services as expected or his/her employees did not work in the Clinic, the Institution on behalf of Groenvlei Clinic shall penalise the contractor/service provider either for the number of hours or days that the services were not provided.
- 19.8 The Institution on behalf of the Clinic when penalising the contractor or service provider shall divide the total quotation price submitted including vat if the contractor/service provider is a vat vendor by the number of working days excluding weekends and holidays in a month in order to come up with amount/price per hour or per day and multiply the amount/price by the number of days not worked.
- 19.9 The aforesaid process shall be used to penalise the contractor/service provider for not rendering services as expected.

20. MISCELLANEOUS

- 20.1 The contractor shall only employ thoroughly efficient and staff of good character on the Clinic. The contractor's staff shall not sell or buy any items to/from any centre patient or staff member
- 20.2 If in the opinion of the centre Management any person employed by the Contractor misconducts himself/herself, or is likely to cause or has caused quarrelling, delays, the Contractor, when so directed in writing by the Centre Management, shall at once remove that person/s from the Institution's premises and shall not allow him/her to return without the written permission of the Centre Management.
- 20.3 **It is mandatory for the contractor (s) to attend monthly service provider's meetings where discussions are held and instructions are given in areas of non-compliance and Failure to attend may be regarded as unsatisfactory performance and the contractor shall be warned by a written letter or email with a specified reasonable time (7 days minimum) to comply or face termination/cancellation of the contract.**



ClinicNMH78/22-23

- 20.4 The contractor must arrange for adequate supervision of his/her employees by appointing a daily permanent supervisor so as to ensure that all services are rendered efficiently and to the entire satisfaction of the Centre.
- 20.5 The Contractor shall comply with the relevant requirements of the Occupational Health and Safety Act.
- 20.6 The Contractor is responsible for providing all his/her own equipment, materials, consumables as per requirement.
- 20.7 Whilst on the premises , the Contractor 's staff are 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.
- 20.8 The contractor will under no circumstances be permitted to employ child labour to perform any duties in respect of the contract.
- 20.9 **The Institution (Niemeyer Memorial Hospital on behalf of Groenvlei Clinic) may terminate the contract in the event of the Contractor breaching any of the conditions of the Contract or rendering continuous unsatisfactory service.**
- 20.10 Quotation prices reflected will be taken as firm for the duration of the contract.

Signed on this ----- day of -----20-

----- At -----

Department's duly authorised representative:

Name and Surname (in block letters please): -----

CAPACITY : -----

Signature : -----

Date : -----

Contractor's duly authorised representative:

Name and Surname (in block letters please): -----

CAPACITY : -----

Signature : -----

Date : -----



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

Cleaning of buildings @ Groenvlei

ClinicNMH78/22-23