



KZN Health Intranet

KZN HEALTH

[HOME](#) [CORPORATE INFORMATION](#) [COMPONENTS](#) [DIRECTORY](#) [DISTRICT OFFICES](#) [HEALTH FACILITIES](#)

KZN Health > Components > Supply Chain Management

AdvertQuote



Quotation Advert

Opening Date:
Closing Date:
Closing Time: 11:00

INSTITUTION DETAILS

Institution Name:
Province: KwaZulu-Natal
Department or Entity: Department of Health
Division or section: Central Supply Chain Management
Place where goods / services is required
Date Submitted

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ:

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:

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name:
Email:
Contact Number:
Finance Manager Name:

Finance Manager Signature:

No late quotes will be considered



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

UMG 100/22/23

**UMGUNGUNDLOVU HEALTH DISTRICT
OFFICE**

**PROVISION OF DAY-TO-DAY CLEANING AND
HYGIENE SERVICES FOR UMGUNGUNDLOVU
DISTRICT OFFICE FOR THE PERIOD OF
TWELVE (12) MONTHS**

Advert Date : 20 October 2022
Closing Date & Time : 28 October 2022
Administrative Enquires : Miss Nozipho Kweza
Contact Number : 033 897 1003

Documents may be delivered by email:
Umg.SCMQuotations@kznhealth.gov.za

Documents may be delivered by fax:
033 897 1006/ 1086

Documents may be delivered by hand and deposited in the quotation box
situated in:

**Umgungundlovu Health District Office
171 Hoosen Haffejee Street
Pietermaritzburg
3219**

DESCRIPTION: Provision of day-to-day cleaning and hygiene services for Umgungundlovu Hleath District Office for 12 months

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 |
| | | Provision of day-to-day Cleaning and Hygiene Services | | | | |
| | | for Umgungundlovu Health District Office | | | | |
| | | for the period of twelve (12) months | | | | |
| | | Specification Attached | | | | |
| | | Compulsory Requirements | | | | |
| | | CSD Registration | | | | |
| | | Tax Clearance | | | | |
| | | Certified BBBEE or EME Certificate / Sworn Affidavit | | | | |
| | | Certified Copy of a Valid Certificate of Registration with | | | | |
| | | Bargaining Council for Contract Cleaning Services | | | | |
| | | Industry (BCCCI) | | | | |
| | | Valid letter of good standing from Department | | | | |
| | | of Labour | | | | |
| | | Proof of previous work done (Attached orders as proof) | | | | |
| | | Certification should not be older than three (3) months | | | | |
| | | Failure to comply with these requirements shall | | | | |
| | | invalidate the quotation submitted | | | | |
| 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 <u>quote</u> may be directed to:</p> <p>Contact Person: Nozipho Kweza Tel: 033 897 1003</p> <p>E-Mail Address:</p> | <p>Enquiries regarding <u>technical information</u> may be directed to:</p> <p>Contact Person: Mrs M Hlongwane Tel: 033 897 1056</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|

GENERAL CONDITIONS OF CONTRACT

1. AMENDMENT OF CONTRACT

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

2. CHANGE OF ADDRESS

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

3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION

- 3.1. The Department is under no obligation to accept the lowest or any quote.
- 3.2. The Department reserves the right to communicate in writing with vendors in cases where information is incomplete or where there are obscurities regarding technical aspects of the offer, to obtain confirmation of prices or preference claims in cases where it is evident that a typing, written, transfer or unit error has been made, to investigate the vendor's standing and ability to complete the supply/service satisfactorily.
- 3.3. **ALL 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) & preference quoted cover all for the work/item (s) & accept that any mistakes regarding the price (s) & calculations will be at the bidder's risk*
 - (ii) *it is the responsibility of the bidder to confirm receipt of their quotation and to keep proof thereof.*
- 3.7. The bidder must accept full responsibility for the proper execution & fulfilment of all obligations conditions devolving on under this agreement, as the Principal (s) liable for the due fulfilment of this contract.
- 3.8. This quotation will be evaluated based on the 80/20 points system, specification, correctness of information and/or functionality criteria. All required documentation must be completed in full and submitted.
- 3.9. Offers must comply strictly with the specification.
- 3.10. Only offers that meet or are greater than the specification will be considered.
- 3.11. Late offers will not be considered.
- 3.12. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
- 3.13. Used/ second-hand products will not be accepted.
- 3.14. A bidder not registered on the Central Suppliers Database or whose verification has failed will not be considered.
- 3.15. All delivery costs must be included in the quoted price for delivery at the prescribed destination.
- 3.16. Only firm prices will be accepted. Such prices must remain firm for the contract period. Non-firm prices (including rates of exchange variations) will not be considered.
- 3.17. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.18. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered.
- 3.19. Verification will be conducted to identify if bidders have multiple companies and are cover-quoting for this bid.
- 3.20. In such instances, the Department reserves the right to immediately disqualify such bidders as cover-quoting is an offence that represents both corruption and acquisition fraud.

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

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

4.10. The Department is under no obligation to pay suppliers in part for work done if the supplier can no longer 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 will take place
- (ii) Date 26 / 10 / 2022 Time 10 : 00 Place Umgungundlovu Health District Office

| | |
|--------------------|---------------------------------------------------------|
| 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. 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. THE DEPARTMENT RESERVES THE RIGHT TO PASS OVER ANY QUOTATION WHICH FAILS TO COMPLY WITH THE ABOVE.

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 least 51% owned by: | EME √ | QSE √ |
|-------------------------------------------------------------------|----------|----------|
| Black people | | |
| Black people who are youth | | |
| Black people who are women | | |
| Black people with disabilities | | |
| Black people living in rural or underdeveloped areas or townships | | |
| Cooperative owned by black people | | |
| Black people who are military veterans | | |
| OR | | |
| Any EME | | |
| Any QSE | | |

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

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

9.2 VAT 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>..... SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS.....</p> |
|-----------------------------------------------------------------------------------------------------------------------------|

**SPECIFICATION FOR THE SUPPLY OF DAY-TO-DAY CLEANING AND HYGIENE SERVICES
FOR THE PERIOD OF TWELVE MONTHS**

UMGUNDLOVU HEALTH DISTRICT OFFICE

1. REQUIREMENT: CLEANING AND HYGIENE SERVICES

- Provision and Maintenance of a hygiene service and consumables as per specification.
- Provision of a daily cleaning service and regular checking for ablution facilities and toilets as per attached specifications.
- Provision of cleaning service for allocated areas in the Building.

BIDDERS COMMENTS

N.B. The ablution facilities and toilets to be serviced and floors to be cleaned are on the following floors:

| Hoosen Haffejee Street | Peter Kerch |
|-------------------------------|--------------------|
| Foyer and Entrance | Entrance |
| Basement | Basement |
| Ground Floor | Ground Floor |
| First Floor | First Floor |
| | Second Floor |

2. NUMBER OF STAFF REQUIRED AND HOURS OF ATTENDANCE

Three (3) full-time staff required.

Cleaning staff employed for the purposes of the contract must be in attendance five (5) days per week Monday to Friday, between the hours:

Monday to Friday: 06:00 TO 15:00 excluding Public Holidays.

Lunch breaks will be consulted with the Building Management.

BIDDERS COMMENTS

**SPECIFICATION FOR THE SUPPLY OF DAY-TO-DAY CLEANING AND HYGIENE SERVICES
FOR THE PERIOD OF TWELVE MONTHS**

3. SPECIFICATIONS OF SANITARY/HYGIENE EQUIPMENT REQUIRED

Sanitary Bins (She Bins)

Number Required 9

- Bins to be plastic with a slot closing
- Disposable packets for disposal of sanitary pads to be supplied by the Service Provider.
- Polythene sanitized and deodorized bin liners to be supplied by Service Provider.
- Bins to be emptied, removed, disinfected, sanitized and deodorized weekly by Service Provider.
- Waste materials to be disposed of off-site weekly by Service Provider.

BIDDERS COMMENTS

Garbage Holders

Number Required 10

(N.B. Bins to be supplied by the Department)

- 20 litre stainless steel mirrors finish pedal bin with removable inner bucket to designated area by the Department.
- Bins with inner plastic to be washed and disinfected once weekly by Service Provider.
- Bins to be emptied daily and when necessary

BIDDERS COMMENTS

**SPECIFICATION FOR THE SUPPLY OF DAY-TO-DAY CLEANING AND HYGIENE SERVICES
FOR THE PERIOD OF TWELVE MONTHS**

4. SPECIFICATION FOR CLEANING OF ABLUTION FACILITIES AND MALE & FEMALE TOILETS

N.B. All cleaning equipment and cleaning materials/consumables to be supplied by the Service Provider with the exception of toilet rolls, paper towels, hand washing soap and pedal bins

- Basins to be cleaned daily and when necessary, wet wiped with hard surface cleaner and rinse. On a monthly basis, remove mineral deposits and other foreign matter.
- Lavatories including urinals: Remove soilage from bowl and under flush rim with hard surface cleaner and a brush daily. Remove mineral deposits monthly. Using a recognized disinfectant, wet wash seat and lid, cisterns and pipes. Wipe doors, door handles, walls and tiles with a recognized disinfectant.
- Urinals: Remove litter in urinals daily. Daily, wet wipe and dry pipes and flushing mechanisms. Wet mop step of floor at urinal with recognized disinfectant twice daily. Remove mineral deposits from gullies and drains weekly.
- Showers: On a weekly basis, remove fats and grease from walls, doors, tiles and floors, using hard surface cleaner. Once a week disinfect showers using a recognized disinfectant.
- Blocked waste pipes, catch pits, traps, washbasins, urinals and toilet bowls must be immediately reported to the Maintenance section in writing. Leaking taps, urinals and cisterns must also be brought to the attention of the Maintenance section in writing.
- Colour coded mops, cloths and swabs to be used according to Infection Prevention and Control Guidelines for cleaning different areas.
- Check list to be completed every 3 hours and handed in to Building Manager.
- Install and maintain automatic intermittent spray in all ablution facilities
- Cloth upholstered chairs (sofa) in the waiting area must be vacuumed fortnightly and spot cleaned with the chemicals as required in two months.
- Toilets must be deep cleaned quarterly
- Two way bucket system to be supplied by Service Provider
- Cleaning of windows (two times a year)
- Further dust to remove dirt in the walls and cabinet passages

Check that sufficient toilet paper, hand soap and paper towels are available

BIDDERS COMMENTS

**SPECIFICATION FOR THE SUPPLY OF DAY-TO-DAY CLEANING AND HYGIENE SERVICES
FOR THE PERIOD OF TWELVE MONTHS**

5. SPECIFICATION FOR THE CLEANING OF BUILDINGS AND BUILDING CONTENTS

N.B. All cleaning equipment and cleaning materials to be supplied by the Service Provider.

Buildings/areas as defined at the site 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 using a cleaning agent and dried.

BIDDERS COMMENTS

- Ground level concrete brick surfaces and paving must be swept daily, moped, scrubbed weekly and litter removed.
- Garages/covered parking/parking areas must be swept weekly and kept clean.
- External areas, parking, Basement and entrances to be cleaned daily.
- All rainwater gutters, open drains and manholes, adjoining the building must be kept free of soil debris, refuse and other obstructions by checking and clearing weekly.
- High level dusting must be undertaken once monthly and shall mean the dusting of surfaces above 2 metres from the floor and includes light fittings, blinds, high window ledges, burglar guards, cupboard tops and beams. Where walls are bagged or the surface is prone to collecting dust, such walls, within the building, must be dusted once a month.
- Name plates, window handles, window regulators, chrome plated and aluminum/copper/brass door handles must be damp wiped once a week and polished with a cleaning agent once a month
- Dust-trapping mats in high *traffic* areas must be vacuumed daily and washed weekly. Spots and stains must be removed as necessary or when so directed by Office Administrator. Restorative cleaning of carpets, blinds by shampooing/steam cleaning/dry cleaning must be undertaken every six months.
- Main Boardroom must be cleaned daily and when necessary
- Hard floors (ceramic, marble, granite, brick, concrete, etc.) in high and low traffic areas must be treated by removing dust with a dry mop or cloth sweeper on a daily basis. Damp mopping for spillage using a cleaning agent must occur fortnightly. Spray clean, and buffed once a month where applicable and as identified.
- Banisters/hand rails – wet wipe and dry weekly.
- Ceilings to be dusted and air vents to be wet wiped twice annually.
- Upholstered chairs in the waiting area must be vacuumed fortnightly and spot cleaned as required.
- Vinyl, leather upholstered and other chairs must be dusted daily and damp wiped fortnightly.

**SPECIFICATION FOR THE SUPPLY OF DAY-TO-DAY CLEANING AND HYGIENE SERVICES
FOR THE PERIOD OF TWELVE MONTHS**

- All litter must be cleared daily and when necessary and placed in the designated area by the Department.
- Rubbish bins situated within the building must be emptied and damp wiped daily. Disinfect weekly.
- Desks – natural/unsealed wood must be damp dusted daily and polished once a week.
- All Hand-rails on/in balconies and stair cases must be damp wiped daily. Balconies and stair cases to be wet wiped weekly using recognized cleaning agents and disinfectant.
- Wall mounted air conditioner units, passage ways and main Boardroom must be damp dusted weekly.
- Light switches must be damp wiped weekly.
- Mirrors must be polished with a glass cleaner daily.
- Picture frames must be dusted weekly. Damp wipe frames and clean glass weekly.
- All skirting must be dusted weekly.
- Shelves that are empty must be dusted weekly.
- The Service Provider must move furniture and equipment for the purposes of cleaning.
- The Service Provider must have a check list for all the responsibilities attached to the Service. This checklist must be completed and submitted to the Office Administrator on a daily basis.
- Penalties will be charged on a daily rate

BIDDERS COMMENTS

**SPECIFICATION FOR THE SUPPLY OF DAY-TO-DAY CLEANING AND HYGIENE SERVICES
FOR THE PERIOD OF TWELVE MONTHS**

EVALUATION CRITERIA

**PROVISION OF DAY-TO-DAY CLEANING AND HYGIENE SERVICES FOR UMGUNGUNDLOVU
HEALTH DISTRICT OFFICE**

All proposals received shall be evaluated on the following:

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.

2. Correctness of information:

All information required in the bid document must be accurate and duly completed including all the appropriate signatures. This includes the completion of documentation where required and the submission of required/requested documentation e.g. Valid Tax Certificate, registration on Central Supplier Database, guarantee, declaration of interest, sample etc.

The Department of Health reserves the right to verify all information submitted.

Non-compliance with the above may result in elimination from further evaluation criteria.

3. The following documents to be attached:

- Tax Clearance
- *Certified BBEE Certificate/ Sworn Affidavit
- *Certified Copy of a valid certificate of registration: Bargaining Council for Contract Cleaning Services Industry (BCCCI)
- Valid letter of good standing from Department of Labour
- Proof of previous work done (Attach orders as proof)
- CSD Registration

Service providers must submit certified copies as indicated above (*). Certification should not be older than three (3) months. Failure to comply with this requirement shall invalidate the quotation submitted.

4. Demonstrated capacity to successfully execute the contract.

5. Preferential Point System:

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

| | |
|-------------------------------------|------------|
| PRICE | 80 |
| B-BBEE STATUS LEVEL OF CONTRIBUTION | <u>20</u> |
| Total points for Price and B-BBEE | <u>100</u> |

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 used in the bid document.

**KWAZULU-NATAL PROVINCE**HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE: SUPPLY CHAIN MANAGEMENT

DEMAND MANAGEMENT

171 Hoosen Haffeejee Street, Pietermaritzburg

Private Bag x9124, Pietermaritzburg, 3200

Tel: 033 897 1097

Provision of day-to-day cleaning and hygiene services for Umgungundlovu District Office – 12 months

| | PRICE PER MONTH (INCL VAT) | TOTAL FOR 12 MONTHS (INCL VAT) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----------------------------------|
| 1. STAFF Staff needed x 3 (As per Department of labour rates) | | |
| 2. EQUIPMENT | | |
| Sanitary Bins (She bins) Number of she bins required are 9 | | |
| Colour coded mops White, blue and red | | |
| Swabs For cleaning different areas | | |
| Intermittent Spray For all toilets x 11 | | |
| Two way bucket system To clean floors and toilets | | |
| 3. LIST OF CLEANING MATERIAL | | |
| Toilet Ablution cleaner, Disinfectant, Ammonia cleaner, mirrors (daily), window cleaning products, intermittent spray (unit once off and refills (daily sprays) | | |
| Passage floor Tile cleaner, disinfectant (daily) Floor stripper (3 monthly) Floor polish (weekly) | | |
| Window cleaning (twice a year) Window cleaning products | | |
| Doors (weekly) Furniture polish | | |
| Walls (weekly) Disinfectant | | |
| Foyer (daily) Disinfectant | | |
| TOTAL=(ALL TOTALS TO BE INCLUDED ON THE TOTAL OFFICIAL PRICE PAGE INCLUSIVE OF THE PERSONNEL, EQUIPMENT AND CLEANING MATERIAL) Failure to complete this page will results in Disqualification | | |

Ps: Material must be SABS approved
Penalties for none service will be deducted as per price indicated



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

Provision of day-to-day cleaning and hygiene services for Umgungundlovu District Office – 12 months

Compulsory - to be completed by the supplier and returned with the quotation.

| |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I _____, from _____ <i>(Name and surname)</i> <i>(Company Name)</i> do hereby acknowledge that I have read and understood the specification as lay out above and will ensure that the quotation price submitted will address all the requirements as stipulated. _____ Signature _____ Date |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Company Name: _____

Company Stamp: