



Quotation Advert

Opening Date: 19/04/2023
Closing Date: 24/04/2023
Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: Vryheid Hospital
Province: KwaZulu-Natal
Department of entity: Department of Health
Division or section: Central Supply Chain Management
**Place where goods/
service is required:** VRYHEID HOSPITAL
Date Submitted: 18/04/2023

ITEM CATEGORY AND DETAILS

Quotation number: ZNQ: :VRH05/23/24
Item Category: Services
Item Description: Contract for cleaning of offices & buildings
Quantity (if supplies): Click here to enter text.

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Not applicable
Date: Click here to enter a date.
Time: Click here to enter text.
Venue: Click here to enter text.

QUOTES CAN BE COLLECTED FROM: KZN WEBSITE & VRYHEID HOSPITAL

QUOTES SHOULD BE DELIVERED TO: VRYHEID HOSPITAL QUOTATION BOX, DO NOT FAX

ENQUIRIES REGARDING ADVERT MAY BE DIRECTED TO:

Name: Masondo P.N
Email: Click here to enter text. **Contact number:** 0349895948

Finance Manager Name: Khumalo M.S **Finance Manager Signature** 

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
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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.

4 Standards

- 4.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5 Use of contract documents and information; inspection.

- 5.1. The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6 Patent rights

- 6.1. The supplier shall indemnify 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.

7 Performance security

- 7.1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3. The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
(b) a cashier's or certified cheque
- 7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8 Inspections, tests and analyses

- 8.1. All pre-bidding testing will be for the account of the bidder.
- 8.2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5. Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7. Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9 Packing

- 9.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10 Delivery and documents

- 10.1. Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2. Documents to be submitted by the supplier are specified in SCC.

11 Insurance

- 11.1. The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.



- 21.5. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.
- 22 Penalties**
- 22.1. Subject to GCC Clause 25, 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. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.
- 23 Termination for default**
- 23.1. 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:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2. 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. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3. 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.
- 23.4. If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5. Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.
- 23.7. These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.
- 24 Anti-dumping and countervailing duties and rights**
- 24.1. When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.
- 25 Force Majeure**
- 25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
- 26 Termination for insolvency**
- 26.1. The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
- 27 Settlement of Disputes**
- 27.1. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

SPECIAL 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 for fulfill 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.



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.**

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.
Note to tenderers: The tenderer must indicate how they claim points for each preference point system.**

The specific goal/s allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points <u>claimed</u> (80/20 system)
	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm: _____
- 4.4. Company registration number: _____
- 4.5. TYPE OF COMPANY/ FIRM (tick applicable box)
- Partnership/Joint Venture / Consortium
 - One-person business/sole propriety
 - Close corporation
 - Public Company
 - Personal Liability Company
 - (Pty) Limited
 - Non-Profit Company
 - State Owned Company

- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

_____ SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME: _____
DATE: _____
ADDRESS: _____ _____ _____

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.**

- 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
- (i) 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: _____

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

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

9. SUBMISSION AND COMPLETION OF SBD 6.1

9.1. Should a bidder wish to qualify for preference points they must complete a SBD 6.1 document. Failure by a bidder to provide all relevant information required, will result in such a bidder not being considered for preference point's allocation. The preferences applicable on the closing date will be utilized. Any changes after the closing date will not be considered for that particular quote.

10. TAX COMPLIANCE REQUIREMENTS

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

11. TAX INVOICE

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

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

12. PATENT RIGHTS

12.1. 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.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1. The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2. The applicable preference point system for this tender is the 80/20 preference point system.

1.3. Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4. The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific Goals	100

1.5. Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6. The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) "tender" means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) "price" means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) "tender for income-generating contracts" means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) "the Act" means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{matrix} \text{80/20} & & \text{90/10} \\ \text{Ps} = 80 \left(1 - \frac{\text{Pt} - \text{Pmin}}{\text{Pmin}} \right) & \text{OR} & \text{Ps} = 90 \left(1 - \frac{\text{Pt} - \text{Pmin}}{\text{Pmin}} \right) \end{matrix}$$

Where
 Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{matrix} \text{80/20} & & \text{90/10} \\ \text{Ps} = 80 \left(1 + \frac{\text{Pt} - \text{Pmax}}{\text{Pmax}} \right) & \text{OR} & \text{Ps} = 90 \left(1 + \frac{\text{Pt} - \text{Pmax}}{\text{Pmax}} \right) \end{matrix}$$

Where
 Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender

END-USER SPECIFICATION FORM

Quote Number: _____

Item Description: Contract cleaners for clinic buildings

Department/Section: PHC - Bhekuanteto Purpose of Item: cleaning of clinic buildings
Menollo 2, Tenabumbe, Ntababonvu, Siyathatha (e & youth centre

1. Pre-qualification criteria if any: youth centre

1.1. Is the item required to have a regulatory body certification (e.g. SABS, SANS, SANAS, ISO, CIDB, etc.)? Yes / No:

Regulatory Body / certification required if Yes: _____

1.2. Is a compulsory site inspection / briefing session required? Yes No

if Yes, specify: Date ____/____/____ Time ____:____ Place _____

1.3. Is local production and content part of the quote? Yes No

if Yes, specify: _____

1.4. Provisions of section 4(1)(a) of the PPPFA Regulations, 2017 if applicable? Yes No

if Yes, specify: _____

1.5. Liability Cover insurance? Yes No

if Yes, specify: _____

2. What is the specification of the required item?

List specifications to be advertised	Comment
1. <u>Re contractor must provide uniform</u>	
2. <u>and protective clothing (boots)</u>	
3. <u>DOH will provide cleaning material</u>	
4.	
5.	

3. Does a sample need to be submitted? Yes No (select option 3.1 or 3.2)

3.1. Deadline for submission if Yes: Date ____/____/____ Time ____:____ Place _____

or
 3.2. Specify that samples must be made available when requested in writing. Yes or No

4. Penalties to be noted by the suppliers:

4.1. 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.

5. What is the evaluation criteria / special terms and conditions to be advertised?

List evaluation criteria / special terms and conditions to be advertised (if applicable)	
1. Pre-qualification criteria	Does the offer meet the pre-qualification criteria?
2. Administrative	Does the offer comply to stipulated administrative requirements?
3. Conformance:	Was the product made or service performed to specifications?
4. Performance:	Will/does the product/service fulfil its performance obligation, in a manner that releases the supplier from all liabilities under the contract?
5. Features:	What characteristics does the product or service have?
6. Reliability:	How long can a product go between failures and the need for maintenance? (guarantee)
7. Durability:	What is the useful life for the product? How will the product hold up under extended use?
8. Serviceability:	How easy is it to repair, maintain or support the product or service? (customer support)
9. Ability & Capacity	The ability and capacity of the vendor to execute the contract
10. Preference points	Preferential Procurement System (80/20) if applicable

Name of End-user (in full)	<u>ATS SIBNA</u>	Name of SCM Rep (in full)	<u>MH KHAMAZO</u>
Designation / Rank (in full)	<u>DNM</u>	Designation/ Rank (in full)	<u>SEC</u>
Signature	<u>[Signature]</u>	Signature	<u>[Signature]</u>
Date	<u>03/04/2023</u>	Date	<u>17/04/23</u>

➤ **The following Functionality Scoring is mandatory and obtaining less than the requisite individual**

NO	EVALUATION CRITERIA	POINTS
E1	MEMBERSHIP TO COUNCIL FOR CLEANING INDUSTRY: BIDDER MUST PROVIDE EVIDENCE OF BEING A CURRENT MEMBER OF THE BARGAINING COUNCIL FOR THE CONTRACT CLEANING INDUSTRY (KWAZULU-NATAL). A VALID BARGAINING COUNCIL CERTIFICATE OF REGISTRATION FOR THE CONTRACT CLEANING INDUSTRY (KWAZULU-NATAL) MUST BE SUBMITTED WITH A BID.	
	SUBMITTED	5
	NOT SUBMITTED	0
E2	COMPANY TRACK RECORD: BIDDER MUST PROVIDE REFERENCE LETTERS FOR CLEANING SERVICES FROM CLIENTS STATING THE FOLLOWING: <ul style="list-style-type: none"> • COMPANY NAME OF CLIENT • CONTACT PERSON • CONTACT NUMBER • WERE SERVICES COMPLETED SUCCESSFULLY AND SAITISFACTORILY 	
	5 OR MORE REFERENCE LETTERS	5
	3 TO 4 REFERENCE LETTERS	3
	1 TO 2 REFERENCE LETTERS	1
	NO REFERENCES	0
E3	COMPANY EXPERIENCE: BIDDER MUST PROVIDE A COMPANY BUSINESS PORTFOLIO DETAILING EXPERIENCE IN DELIVERING CLEANING SERVICES.	
	TWO (2) YEARS EXPERIENCE AND MORE	5
	LESS THAN TWO (2) YEARS EXPERIENCE	3
	NO EXPERIENCE	0
E4	PROMOTION OF LOCAL SUPPLIERS: VERIFIABLE PROOF OF LOCALITY (MUNICIPALITY UTILITY BILL, LETTER FROM THE WARD COUNCILLOR ETC. TO BE SUBMITTED FOR VALIDATING THE ADDRESS):	
	WITHIN ABAQULUS LOCAL MUNICIPALITY	5
	WITHIN ZULULAND DISTRICT MUNICIPALITY	2
	OUTSIDE OF DISTRICT MUNICIPALITY BUT WITHIN KZN PROVINCE	1
	OUTSIDE OF THE KZN PROVINCE & NO PROOF	0
		20 (Max)

scoring indicated below in any one of the criteria will result in immediate disqualification:

- E1 requires full score of 5 points
- E2 requires minimal score of 1 points
- E3 requires a minimal score of 3 points

- **E4 requires full score of 5 points**

Bidders must score a minimum of not less than 70% in order to proceed to Phase 4 in the evaluation process.

Phase 4: Price and Preference Points

The value of this bid is estimated not to exceed or to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 or 90/10 preference point system shall be applicable.

Points for this bid shall be awarded for:

- (a) Price; and
- (b) Status Level of Contributor.

The maximum points for this bid are allocated as follows:

CATEGORY	POINTS
PRICE	80 or 90
STATUS LEVEL OF CONTRIBUTOR	20 or 10
Total points for Price and must not exceed	100

Failure on the part of a bidder to submit proof of Status level of contributor together with the bid will be interpreted to mean that preference points for Status level of contribution are not claimed.

The department reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the department.

SECTION M: PRICING SCHEDULE FOR CLEANING OF CLINICS

Name of bidder..... Closing Time 11:00	Bid number: Closing Date:
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OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

DESCRIPTION: CLEANING OF BUILDINGS AND OFFICES AT EMONDLO YOUTH CENTRE

FACILITY NAME	NUMBER OF PERSONNEL REQUIRED ON SITE-DAY SHIFT ONLY	HOURS OF DUTY
EMONDLO YOUTH CENTRE	1	Monday to Friday, 07h00 to 16h00

1.Total Cost of Labour per month for EMondlo Youth Centre (Cost to include relief staff)	R.....per month
2.Overheads and other costs	R.....per month
3.VAT @ 15% (if Vat vendor)	R.....per month
TOTAL BID PRICE (Sum of 1, 2 &3 above)	R.....per month

.....
 (Signature of Bidder)

.....
 Date

.....
 (Signature of Witness) Date

NB: Total cost must include, direct costs, indirect costs and relief staff. Service providers to comply with bargaining council rate as prescribed by bargaining council. Failure to comply will result in your bid being disqualified.

SECTION N: TERMS OF REFERENCE FOR CLEANING OF BUILDINGS AND OFFICES AT EMONDLO YOUTH CENTRE

The KwaZulu-Natal Department of Health is inviting interested Service Providers that are registered and compliant with the Bargaining Council for the Cleaning Industry to bid for the Provision of Cleaning Services at various sites for a three (3) year contract. The Department of Health is applying the following Legal Prescripts to give effect to the KwaZulu-Natal Provincial Administration's Targeted Procurement Strategy.

No.	Legal Prescript	Relevant Findings
1.	The Constitution of the Republic of South Africa, 1996. <u>S217(1)</u>	The Constitution prescribes that when all organs of state <u>contract for goods and services</u> , they must do so in accordance with a system that is <u>fair, equitable, transparent, competitive and cost-effective</u> .
2.	The Constitution of the Republic of South Africa, 1996. <u>S217(2)</u>	This Subsection indicates that Section 217(1) does not prevent the organs of state from implementing a procurement policy providing for: ✓ Categories of <u>preference in the allocation of contracts</u> ; and ✓ The protection or advancement of persons, or categories of persons, disadvantaged by unfair discrimination.
3.	Preferential Procurement Regulations, 1 April 2017 in terms of Section 5 of the Preferential Procurement Policy Framework Act ("PPPFA") <u>Regulation 4</u>	Regulation 4 provides that: 1. If an organ of state decides to apply pre-qualifying criteria to advance certain designated groups, that organ of state must advertise the tender with a specific tendering condition that only one or more of the following tenderers may respond: a) a tenderer having a stipulated minimum B-BBEE status level of contributor; b) an EME or QSE; c) a tenderer subcontracting a minimum of 30% to: i. an EME or QSE which is at least 51% owned by black people; ii. an EME or QSE which is at least 51% owned by black people who are youth; iii. an EME or QSE which is at least 51% owned by black people who are women; iv. an EME or QSE which is at least 51% owned by black people with disabilities; v. an EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships; vi. a cooperative which is at least 51% owned by black people; vii. an EME or QSE which is at least 51% owned by black people who are military veterans; viii. (viii) an EME or QSE. 2. A tender that fails to meet any pre-qualifying criteria stipulated in the tender documents is an unacceptable tender.
4.	Preferential Procurement Regulations, 1 April 2017 in terms of Section 5 of the Preferential Procurement Policy Framework Act ("PPPFA") <u>Regulation 8</u>	(1) The Department of Trade and Industry may, in consultation with the National Treasury (a) designate a sector, sub-sector or industry or product in accordance with national development and industrial policies for local production and content, where only locally produced services or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content, taking into account economic and other relevant factors.

No.	Legal Prescript	Relevant Findings
5.	Preferential Procurement Regulations, 1 April 2017 in terms of Section 5 of the Preferential Procurement Policy Framework Act ("PPPFA") Regulation 9	This regulation authorises organs of state to prescribe a condition in the tender advertisement requiring a successful bidder to subcontract a minimum of 30% of the value of its bid to certain designated groups indicated in Regulation 4.

To apply pre-qualifying criteria to advance certain designated groups as provided for in the abovementioned legal prescripts, the Department will pre-qualify bidders in the following designated groups to achieve the provincial targets for this sector:

Designated Group	%
1. B-BBEE STATUS - MINIMUM LEVEL 1 TO 4	100%

The successful Service Providers must also target 75% of employees from the local community where the institution is situated. It is a requirement, where possible, that members of the local community be employed to carry out the services at the premises. Employees of the Service Provider, for the purposes of the contract, must be South African citizens. The Department will request quarterly reports to measure the achievement of local empowerment.

SPECIFICATION

SECTION N: SERVICE: CLEANING OF BUILDINGS AND OFFICES AT EMONDLO YOUTH CENTRE

HOURS OF ATTENDANCE MUST BE MONDAY TO FRIDAY

Monday to Friday (Day shift) :07h00 to 16H00

NB: It is the duty of the Service Provider to ensure that the number of cleaners as per the specification is present at all times, therefore the Service Provider must make provision for absent staff whilst ensuring compliance with the specification.

Lunch/ meals/ teas breaks will be negotiated with the Institutional Management. Hours of attendance stipulated above may change as a result thereof.

Note: The allocation of staff will form part of the service level agreement and will be signed off by the service provider prior the commencement date of the contract.

1. CLEANING OF BUILDING/S AND ITS CONTENTS

Includes all roof and wall structures, tarmac, paved and/or gravel areas, defined ungrassed pathways, internal walkways or roadways within the confines of the institution.

1.1. BUILDINGS

1.1.1. Buildings/areas as defined at the Compulsory Site Inspection meeting/in this bid must be cleaned daily, high traffic areas to be cleaned hourly and as when necessary.

1.1.2. All floors must be swept, vacuumed and/or mopped and the surfaces of all furniture and equipment, chalkboard/whiteboard rails and low window ledges damp dusted.

1.1.3. Internal walls must be cleaned immediately when visible soiled and quarterly deep damp dusted down using a cleaning detergent and dried, in line with the current infection control (IPC) practices, Health and safety regulations and National Core Standards prescripts as mentioned below:

- a) High level damp dusting must be undertaken once weekly and when necessary and shall mean the dusting of surfaces above 2 meters from the floor and includes light fittings, blinds, high window ledges, burglar guards, ceiling fan and desk top fan.
- b) The cupboard tops and beams must be damp dusted daily. Where walls are bagged or the surface is prone to collecting dust, such walls, within the building, must be dusted daily and when necessary.
- c) Name plates, window handles, window regulators, chrome plated and aluminium/copper/brass door handles must be damp dusted once a week and when necessary and polished with a cleaning detergent once a month.
- d) All inside facing windows and window panes and where possible outfacing windows and window panes must be cleaned using a cleaning detergent on a monthly basis. The contractor must adhere to Health and Safety Regulations.
- e) All curtains must be taken down and delivered to laundry for washing and hung back to their rails after washing, this will be decided by the institution's management as to when and must form part of the service level agreement.
- f) Door mats must be dusted out daily, washed weekly and when necessary, depending on traffic on the mat material.

SECTION M: PRICING SCHEDULE FOR CLEANING OF CLINICS

Name of bidder..... Closing Time 11:00	Bid number: Closing Date:
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OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

DESCRIPTION: CLEANING OF BUILDINGS AND OFFICES AT NTABABOMVU CLINIC

FACILITY NAME	NUMBER OF PERSONNEL REQUIRED ON SITE-DAY SHIFT ONLY	HOURS OF DUTY
NTABABOMVU CLINIC	1	Monday to Friday, 07h00 to 16h00

1.Total Cost of Labour per month for Ntababomvu Clinic (Cost to include relief staff)	R.....per month
2.Overheads and other costs	R.....per month
3.VAT @ 15% (if Vat vendor)	R.....per month
TOTAL BID PRICE (Sum of 1, 2 &3 above)	R.....per month

.....
(Signature of Bidder)

.....
Date

.....
(Signature of Witness)

.....
Date

NB: Total cost must include, direct costs, indirect costs and relief staff. Service providers to comply with bargaining council rate as prescribed by bargaining council. Failure to comply will result in your bid being disqualified.

SECTION N: TERMS OF REFERENCE FOR CLEANING OF BUILDINGS AND OFFICES AT NTABABOMVU CLINIC

The KwaZulu-Natal Department of Health is inviting interested Service Providers that are registered and compliant with the Bargaining Council for the Cleaning Industry to bid for the Provision of Cleaning Services at various sites for a three (3) year contract. The Department of Health is applying the following Legal Prescripts to give effect to the KwaZulu-Natal Provincial Administration's Targeted Procurement Strategy.

No.	Legal Prescript	Relevant Findings
1.	The Constitution of the Republic of South Africa, 1996. <u>S217(1)</u>	The Constitution prescribes that when all organs of state <u>contract for goods and services</u> , they must do so in accordance with a system that is <u>fair, equitable, transparent, competitive and cost-effective</u> .
2.	The Constitution of the Republic of South Africa, 1996. <u>S217(2)</u>	This Subsection indicates that Section 217(1) does not prevent the organs of state from implementing a procurement policy providing for: ✓ Categories of <u>preference in the allocation of contracts</u> ; and ✓ The protection or advancement of persons, or categories of persons, disadvantaged by unfair discrimination.
3.	Preferential Procurement Regulations, 1 April 2017 in terms of Section 5 of the Preferential Procurement Policy Framework Act ("PPPFA") <u>Regulation 4</u>	Regulation 4 provides that: 1. If an organ of state decides to apply pre-qualifying criteria to advance certain designated groups, that organ of state must advertise the tender with a specific tendering condition that only one or more of the following tenderers may respond: a) a tenderer having a stipulated minimum B-BBEE status level of contributor; b) an EME or QSE; c) a tenderer subcontracting a minimum of 30% to: i. an EME or QSE which is at least 51% owned by black people; ii. an EME or QSE which is at least 51% owned by black people who are youth; iii. an EME or QSE which is at least 51% owned by black people who are women; iv. an EME or QSE which is at least 51% owned by black people with disabilities; v. an EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships; vi. a cooperative which is at least 51% owned by black people; vii. an EME or QSE which is at least 51% owned by black people who are military veterans; viii. (viii) an EME or QSE. 2. A tender that fails to meet any pre-qualifying criteria stipulated in the tender documents is an unacceptable tender.
4.	Preferential Procurement Regulations, 1 April 2017 in terms of Section 5 of the Preferential Procurement Policy Framework Act ("PPPFA") <u>Regulation 8</u>	(1) The Department of Trade and Industry may, in consultation with the National Treasury (a) designate a sector, sub-sector or industry or product in accordance with national development and industrial policies for local production and content, where only locally produced services or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content, taking into account economic and other relevant factors.

No.	Legal Prescript	Relevant Findings
5.	Preferential Procurement Regulations, 1 April 2017 in terms of Section 5 of the Preferential Procurement Policy Framework Act ("PPPFA") Regulation 9	This regulation authorises organs of state to prescribe a condition in the tender advertisement requiring a successful bidder to subcontract a minimum of 30% of the value of its bid to certain designated groups indicated in Regulation 4.

To apply pre-qualifying criteria to advance certain designated groups as provided for in the abovementioned legal prescripts, the Department will pre-qualify bidders in the following designated groups to achieve the provincial targets for this sector:

Designated Group	%
1. B-BBEE STATUS - MINIMUM LEVEL 1 TO 4	100%

The successful Service Providers must also target 75% of employees from the local community where the institution is situated. It is a requirement, where possible, that members of the local community be employed to carry out the services at the premises. Employees of the Service Provider, for the purposes of the contract, must be South African citizens. The Department will request quarterly reports to measure the achievement of local empowerment.

SPECIFICATION

SECTION N: SERVICE: CLEANING OF BUILDINGS AND OFFICES AT NTABABOMVU CLINIC

HOURS OF ATTENDANCE MUST BE MONDAY TO FRIDAY

Monday to Friday (Day shift) :07h00 to 16H00

NB: It is the duty of the Service Provider to ensure that the number of cleaners as per the specification is present at all times, therefore the Service Provider must make provision for absent staff whilst ensuring compliance with the specification.

Lunch/ meals/ teas breaks will be negotiated with the Institutional Management. Hours of attendance stipulated above may change as a result thereof.

Note: The allocation of staff will form part of the service level agreement and will be signed off by the service provider prior the commencement date of the contract.

1. CLEANING OF BUILDING/S AND ITS CONTENTS

Includes all roof and wall structures, tarmac, paved and/or gravel areas, defined ungrassed pathways, internal walkways or roadways within the confines of the institution.

1.1. BUILDINGS

1.1.1. Buildings/areas as defined at the Compulsory Site Inspection meeting/in this bid must be cleaned daily, high traffic areas to be cleaned hourly and as when necessary.

1.1.2. All floors must be swept, vacuumed and/or mopped and the surfaces of all furniture and equipment, chalkboard/whiteboard rails and low window ledges damp dusted.

1.1.3. Internal walls must be cleaned immediately when visible soiled and quarterly deep damp dusted down using a cleaning detergent and dried, in line with the current infection control (IPC) practices, Health and safety regulations and National Core Standards prescripts as mentioned below:

- a) High level damp dusting must be undertaken once weekly and when necessary and shall mean the dusting of surfaces above 2 meters from the floor and includes light fittings, blinds, high window ledges, burglar guards, ceiling fan and desk top fan.
- b) The cupboard tops and beams must be damp dusted daily. Where walls are bagged or the surface is prone to collecting dust, such walls, within the building, must be dusted daily and when necessary.
- c) Name plates, window handles, window regulators, chrome plated and aluminium/copper/brass door handles must be damp dusted once a week and when necessary and polished with a cleaning detergent once a month.
- d) All inside facing windows and window panes and where possible outfacing windows and window panes must be cleaned using a cleaning detergent on a monthly basis. The contractor must adhere to Health and Safety Regulations.
- e) All curtains must be taken down and delivered to laundry for washing and hung back to their rails after washing, this will be decided by the institution's management as to when and must form part of the

ANNEXURE A

NTABABOMVU CLINIC	
<i>Main Clinic</i>	
Waiting Area	1
Consulting Rooms	4
Duty room	1
Pharmacy	2
Storeroom	2
Kitchen	0
Toilet	2
Sluice Room	1
Counselling Room	1
Reception	1
<i>External Building: Parkhome 1- Consulting Rooms</i>	
Waiting Area	1
Consulting Rooms	3
Kitchen	1
Toilet	1
<i>External Building: Parkhome 2- Consulting Rooms</i>	
Waiting Area	0
Consulting Rooms	2
Kitchen	0
Toilet	1
<i>Other External Buildings</i>	
Patient Toilets	1
Waste Cage	1
Other storage	1
Security Guard Room	1

SECTION M: PRICING SCHEDULE FOR CLEANING OF CLINICS

Name of bidder..... Closing Time 11:00	Bid number: Closing Date:
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OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

DESCRIPTION: CLEANING OF BUILDINGS AND OFFICES AT SIYAKHATHALA CLINIC

FACILITY NAME	NUMBER OF PERSONNEL REQUIRED ON SITE-DAY SHIFT ONLY	HOURS OF DUTY
SIYAKHATHALA CLINIC	2	Monday to Friday, 07h00 to 16h00

1.Total Cost of Labour per month for Siyakhathala Clinic (Cost to include relief staff)	R.....per month
2.Overheads and other costs	R.....per month
3.VAT @ 15% (if Vat vendor)	R.....per month
TOTAL BID PRICE (Sum of 1, 2 &3 above)	R.....per month

.....
(Signature of Bidder)

.....
Date

.....
(Signature of Witness)

.....
Date

NB: Total cost must include, direct costs, indirect costs and relief staff. Service providers to comply with bargaining council rate as prescribed by bargaining council. Failure to comply will result in your bid being disqualified.

SECTION N: TERMS OF REFERENCE FOR CLEANING OF BUILDINGS AND OFFICES AT SIYAKHATHALA CLINIC

The KwaZulu-Natal Department of Health is inviting interested Service Providers that are registered and compliant with the Bargaining Council for the Cleaning Industry to bid for the Provision of Cleaning Services at various sites for a three (3) year contract. The Department of Health is applying the following Legal Prescripts to give effect to the KwaZulu-Natal Provincial Administration's Targeted Procurement Strategy.

No.	Legal Prescript	Relevant Findings
1.	The Constitution of the Republic of South Africa, 1996. <u>S217(1)</u>	The Constitution prescribes that when all organs of state contract for goods and services , they must do so in accordance with a system that is fair, equitable, transparent, competitive and cost-effective .
2.	The Constitution of the Republic of South Africa, 1996. <u>S217(2)</u>	This Subsection indicates that Section 217(1) does not prevent the organs of state from implementing a procurement policy providing for: ✓ Categories of preference in the allocation of contracts ; and ✓ The protection or advancement of persons, or categories of persons, disadvantaged by unfair discrimination.
3.	Preferential Procurement Regulations, 1 April 2017 in terms of Section 5 of the Preferential Procurement Policy Framework Act ("PPPFA") <u>Regulation 4</u>	Regulation 4 provides that: 1. If an organ of state decides to apply pre-qualifying criteria to advance certain designated groups, that organ of state must advertise the tender with a specific tendering condition that only one or more of the following tenderers may respond: a) a tenderer having a stipulated minimum B-BBEE status level of contributor; b) an EME or QSE; c) a tenderer subcontracting a minimum of 30% to: i. an EME or QSE which is at least 51% owned by black people; ii. an EME or QSE which is at least 51% owned by black people who are youth; iii. an EME or QSE which is at least 51% owned by black people who are women; iv. an EME or QSE which is at least 51% owned by black people with disabilities; v. an EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships; vi. a cooperative which is at least 51% owned by black people; vii. an EME or QSE which is at least 51% owned by black people who are military veterans; viii. (viii) an EME or QSE. 2. A tender that fails to meet any pre-qualifying criteria stipulated in the tender documents is an unacceptable tender.
4.	Preferential Procurement Regulations, 1 April 2017 in terms of Section 5 of the Preferential Procurement Policy Framework Act ("PPPFA") <u>Regulation 8</u>	(1) The Department of Trade and Industry may, in consultation with the National Treasury (a) designate a sector, sub-sector or industry or product in accordance with national development and industrial policies for local production and content, where only locally produced services or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content, taking into account economic and other relevant factors.

No.	Legal Prescript	Relevant Findings
5.	Preferential Procurement Regulations, 1 April 2017 in terms of Section 5 of the Preferential Procurement Policy Framework Act ("PPPFA") Regulation 9	This regulation authorises organs of state to prescribe a condition in the tender advertisement requiring a successful bidder to subcontract a minimum of 30% of the value of its bid to certain designated groups indicated in Regulation 4.

To apply pre-qualifying criteria to advance certain designated groups as provided for in the abovementioned legal prescripts, the Department will pre-qualify bidders in the following designated groups to achieve the provincial targets for this sector:

Designated Group	%
1. B-BBEE STATUS - MINIMUM LEVEL 1 TO 4	100%

The successful Service Providers must also target 75% of employees from the local community where the institution is situated. It is a requirement, where possible, that members of the local community be employed to carry out the services at the premises. Employees of the Service Provider, for the purposes of the contract, must be South African citizens. The Department will request quarterly reports to measure the achievement of local empowerment.

SPECIFICATION

SECTION N: SERVICE: CLEANING OF BUILDINGS AND OFFICES AT SIYAKHATHALA CLINIC

HOURS OF ATTENDANCE MUST BE MONDAY TO FRIDAY

Monday to Friday (Day shift) :07h00 to 16H00

NB: It is the duty of the Service Provider to ensure that the number of cleaners as per the specification is present at all times, therefore the Service Provider must make provision for absent staff whilst ensuring compliance with the specification.

Lunch/ meals/ teas breaks will be negotiated with the Institutional Management. Hours of attendance stipulated above may change as a result thereof.

Note: The allocation of staff will form part of the service level agreement and will be signed off by the service provider prior the commencement date of the contract.

1. CLEANING OF BUILDING/S AND ITS CONTENTS

Includes all roof and wall structures, tarmac, paved and/or gravel areas, defined ungrassed pathways, internal walkways or roadways within the confines of the institution.

1.1. BUILDINGS

1.1.1. Buildings/areas as defined at the Compulsory Site Inspection meeting/in this bid must be cleaned daily, high traffic areas to be cleaned hourly and as when necessary.

1.1.2. All floors must be swept, vacuumed and/or mopped and the surfaces of all furniture and equipment, chalkboard/whiteboard rails and low window ledges damp dusted.

1.1.3. Internal walls must be cleaned immediately when visible soiled and quarterly deep damp dusted down using a cleaning detergent and dried, in line with the current infection control (IPC) practices, Health and safety regulations and National Core Standards prescripts as mentioned below:

- a) High level damp dusting must be undertaken once weekly and when necessary and shall mean the dusting of surfaces above 2 meters from the floor and includes light fittings, blinds, high window ledges, burglar guards, ceiling fan and desk top fan.
- b) The cupboard tops and beams must be damp dusted daily. Where walls are bagged or the surface is prone to collecting dust, such walls, within the building, must be dusted daily and when necessary.
- c) Name plates, window handles, window regulators, chrome plated and aluminium/copper/brass door handles must be damp dusted once a week and when necessary and polished with a cleaning detergent once a month.
- d) All inside facing windows and window panes and where possible outfacing windows and window panes must be cleaned using a cleaning detergent on a monthly basis. The contractor must adhere to Health and Safety Regulations.
- e) All curtains must be taken down and delivered to laundry for washing and hung back to their rails after washing, this will be decided by the institution's management as to when and must form part of the service level agreement.
- f) Door mats must be dusted out daily, washed weekly and when necessary, depending on traffic on the mat material.

SECTION M: PRICING SCHEDULE FOR CLEANING OF CLINICS

Name of bidder..... Closing Time 11:00	Bid number: Closing Date:
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OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

DESCRIPTION: CLEANING OF BUILDINGS AND OFFICES AT THEMBUMUSA CLINIC

FACILITY NAME	NUMBER OF PERSONNEL REQUIRED ON SITE-DAY SHIFT ONLY	HOURS OF DUTY
THEMBUMUSA CLINIC	2	Monday to Friday, 07h00 to 16h00

1.Total Cost of Labour per month for Thembumusa Clinic (Cost to include relief staff)	R.....per month
2.Overheads and other costs	R.....per month
3.VAT @ 15% (if Vat vendor)	R.....per month
TOTAL BID PRICE (Sum of 1, 2 &3 above)	R.....per month

.....
 (Signature of Bidder)

.....
 Date

.....
 (Signature of Witness)

.....
 Date

NB: Total cost must include, direct costs, indirect costs and relief staff. Service providers to comply with bargaining council rate as prescribed by bargaining council. Failure to comply will result in your bid being disqualified.

SECTION N: TERMS OF REFERENCE FOR CLEANING OF BUILDINGS AND OFFICES AT THEMBUMUSA CLINIC

The KwaZulu-Natal Department of Health is inviting interested Service Providers that are registered and compliant with the Bargaining Council for the Cleaning Industry to bid for the Provision of Cleaning Services at various sites for a three (3) year contract. The Department of Health is applying the following Legal Prescripts to give effect to the KwaZulu-Natal Provincial Administration's Targeted Procurement Strategy.

No.	Legal Prescript	Relevant Findings
1.	The Constitution of the Republic of South Africa, 1996. <u>S217(1)</u>	The Constitution prescribes that when all organs of state <u>contract for goods and services</u> , they must do so in accordance with a system that is <u>fair, equitable, transparent, competitive and cost-effective</u> .
2.	The Constitution of the Republic of South Africa, 1996. <u>S217(2)</u>	This Subsection indicates that Section 217(1) does not prevent the organs of state from implementing a procurement policy providing for: ✓ Categories of <u>preference in the allocation of contracts</u> ; and ✓ The protection or advancement of persons, or categories of persons, disadvantaged by unfair discrimination.
3.	Preferential Procurement Regulations, 1 April 2017 in terms of Section 5 of the Preferential Procurement Policy Framework Act ("PPPFA") <u>Regulation 4</u>	Regulation 4 provides that: 1. If an organ of state decides to apply pre-qualifying criteria to advance certain designated groups, that organ of state must advertise the tender with a specific tendering condition that only one or more of the following tenderers may respond: a) a tenderer having a stipulated minimum B-BBEE status level of contributor; b) an EME or QSE; c) a tenderer subcontracting a minimum of 30% to: i. an EME or QSE which is at least 51% owned by black people; ii. an EME or QSE which is at least 51% owned by black people who are youth; iii. an EME or QSE which is at least 51% owned by black people who are women; iv. an EME or QSE which is at least 51% owned by black people with disabilities; v. an EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships; vi. a cooperative which is at least 51% owned by black people; vii. an EME or QSE which is at least 51% owned by black people who are military veterans; viii. (viii) an EME or QSE. 2. A tender that fails to meet any pre-qualifying criteria stipulated in the tender documents is an unacceptable tender.
4.	Preferential Procurement Regulations, 1 April 2017 in terms of Section 5 of the Preferential Procurement Policy Framework Act ("PPPFA") <u>Regulation 8</u>	(1) The Department of Trade and Industry may, in consultation with the National Treasury (a) designate a sector, sub-sector or industry or product in accordance with national development and industrial policies for local production and content, where only locally produced services or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content, taking into account economic and other relevant factors.

No.	Legal Prescript	Relevant Findings
5.	Preferential Procurement Regulations, 1 April 2017 in terms of Section 5 of the Preferential Procurement Policy Framework Act ("PPPFA") Regulation 9	This regulation authorises organs of state to prescribe a condition in the tender advertisement requiring a successful bidder to subcontract a minimum of 30% of the value of its bid to certain designated groups indicated in Regulation 4.

To apply pre-qualifying criteria to advance certain designated groups as provided for in the abovementioned legal prescripts, the Department will pre-qualify bidders in the following designated groups to achieve the provincial targets for this sector:

Designated Group	%
1. B-BBBEE STATUS - MINIMUM LEVEL 1 TO 4	100%

The successful Service Providers must also target 75% of employees from the local community where the institution is situated. It is a requirement, where possible, that members of the local community be employed to carry out the services at the premises. Employees of the Service Provider, for the purposes of the contract, must be South African citizens. The Department will request quarterly reports to measure the achievement of local empowerment.

SPECIFICATION

SECTION N: SERVICE: CLEANING OF BUILDINGS AND OFFICES AT THEMBUMUSA CLINIC

HOURS OF ATTENDANCE MUST BE MONDAY TO FRIDAY

Monday to Friday (Day shift) :07h00 to 16H00

NB: It is the duty of the Service Provider to ensure that the number of cleaners as per the specification is present at all times, therefore the Service Provider must make provision for absent staff whilst ensuring compliance with the specification.

Lunch/ meals/ teas breaks will be negotiated with the Institutional Management. Hours of attendance stipulated above may change as a result thereof.

Note: The allocation of staff will form part of the service level agreement and will be signed off by the service provider prior the commencement date of the contract.

1. CLEANING OF BUILDING/S AND ITS CONTENTS

Includes all roof and wall structures, tarmac, paved and/or gravel areas, defined ungrassed pathways, internal walkways or roadways within the confines of the institution.

1.1. BUILDINGS

1.1.1. Buildings/areas as defined at the Compulsory Site Inspection meeting/in this bid must be cleaned daily, high traffic areas to be cleaned hourly and as when necessary.

1.1.2. All floors must be swept, vacuumed and/or mopped and the surfaces of all furniture and equipment, chalkboard/whiteboard rails and low window ledges damp dusted.

1.1.3. Internal walls must be cleaned immediately when visible soiled and quarterly deep damp dusted down using a cleaning detergent and dried, in line with the current infection control (IPC) practices, Health and safety regulations and National Core Standards prescripts as mentioned below:

- a) High level damp dusting must be undertaken once weekly and when necessary and shall mean the dusting of surfaces above 2 meters from the floor and includes light fittings, blinds, high window ledges, burglar guards, ceiling fan and desk top fan.
- b) The cupboard tops and beams must be damp dusted daily. Where walls are bagged or the surface is prone to collecting dust, such walls, within the building, must be dusted daily and when necessary.
- c) Name plates, window handles, window regulators, chrome plated and aluminium/copper/brass door handles must be damp dusted once a week and when necessary and polished with a cleaning detergent once a month.
- d) All inside facing windows and window panes and where possible outfacing windows and window panes must be cleaned using a cleaning detergent on a monthly basis. The contractor must adhere to Health and Safety Regulations.
- e) All curtains must be taken down and delivered to laundry for washing and hung back to their rails after washing, this will be decided by the institution's management as to when and must form part of the service level agreement.
- f) Door mats must be dusted out daily, washed weekly and when necessary, depending on traffic on the mat material.

SECTION M: PRICING SCHEDULE FOR CLEANING OF CLINICS

Name of bidder.....	Bid number:
Closing Time 11:00	Closing Date:

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

DESCRIPTION: CLEANING OF BUILDINGS AND OFFICES AT BHEKUMTHETHO CLINIC

FACILITY NAME	NUMBER OF PERSONNEL REQUIRED ON SITE-DAY SHIFT ONLY	HOURS OF DUTY
BHEKUMTHETHO CLINIC	1	Monday to Friday, 07h00 to 16h00

1.Total Cost of Labour per month for Bhekumthetho Clinic (Cost to include relief staff)	R.....per month
2.Overheads and other costs	R.....per month
3.VAT @ 15% (if Vat vendor)	R.....per month
TOTAL BID PRICE (Sum of 1, 2 &3 above)	R.....per month

.....
(Signature of Bidder)

.....
Date

.....
(Signature of Witness)

.....
Date

NB: Total cost must include, direct costs, indirect costs and relief staff. Service providers to comply with bargaining council rate as prescribed by bargaining council. Failure to comply will result in your bid being disqualified.

SECTION N: TERMS OF REFERENCE FOR CLEANING OF BUILDINGS AND OFFICES AT BHEKUMTHETHO CLINIC

The KwaZulu-Natal Department of Health is inviting interested Service Providers that are registered and compliant with the Bargaining Council for the Cleaning Industry to bid for the Provision of Cleaning Services at various sites for a three (3) year contract. The Department of Health is applying the following Legal Prescripts to give effect to the KwaZulu-Natal Provincial Administration's Targeted Procurement Strategy.

No.	Legal Prescript	Relevant Findings
1.	The Constitution of the Republic of South Africa, 1996. <u>S217(1)</u>	The Constitution prescribes that when all organs of state contract for goods and services , they must do so in accordance with a system that is fair, equitable, transparent, competitive and cost-effective .
2.	The Constitution of the Republic of South Africa, 1996. <u>S217(2)</u>	This Subsection indicates that Section 217(1) does not prevent the organs of state from implementing a procurement policy providing for: ✓ Categories of preference in the allocation of contracts ; and ✓ The protection or advancement of persons, or categories of persons, disadvantaged by unfair discrimination.
3.	Preferential Procurement Regulations, 1 April 2017 in terms of Section 5 of the Preferential Procurement Policy Framework Act ("PPPFA") <u>Regulation 4</u>	Regulation 4 provides that: 1. If an organ of state decides to apply pre-qualifying criteria to advance certain designated groups, that organ of state must advertise the tender with a specific tendering condition that only one or more of the following tenderers may respond: a) a tenderer having a stipulated minimum B-BBEE status level of contributor; b) an EME or QSE; c) a tenderer subcontracting a minimum of 30% to: i. an EME or QSE which is at least 51% owned by black people; ii. an EME or QSE which is at least 51% owned by black people who are youth; iii. an EME or QSE which is at least 51% owned by black people who are women; iv. an EME or QSE which is at least 51% owned by black people with disabilities; v. an EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships; vi. a cooperative which is at least 51% owned by black people; vii. an EME or QSE which is at least 51% owned by black people who are military veterans; viii. (viii) an EME or QSE. 2. A tender that fails to meet any pre-qualifying criteria stipulated in the tender documents is an unacceptable tender.
4.	Preferential Procurement Regulations, 1 April 2017 in terms of Section 5 of the Preferential Procurement Policy Framework Act ("PPPFA") <u>Regulation 8</u>	(1) The Department of Trade and Industry may, in consultation with the National Treasury (a) designate a sector, sub-sector or industry or product in accordance with national development and industrial policies for local production and content, where only locally produced services or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content, taking into account economic and other relevant factors.

No.	Legal Prescript	Relevant Findings
5.	Preferential Procurement Regulations, 1 April 2017 in terms of Section 5 of the Preferential Procurement Policy Framework Act ("PPPFA") Regulation 9	This regulation authorises organs of state to prescribe a condition in the tender advertisement requiring a successful bidder to subcontract a minimum of 30% of the value of its bid to certain designated groups indicated in Regulation 4.

To apply pre-qualifying criteria to advance certain designated groups as provided for in the abovementioned legal prescripts, the Department will pre-qualify bidders in the following designated groups to achieve the provincial targets for this sector:

Designated Group	%
1. B-BBEE STATUS - MINIMUM LEVEL 1 TO 4	100%

The successful Service Providers must also target 75% of employees from the local community where the institution is situated. It is a requirement, where possible, that members of the local community be employed to carry out the services at the premises. Employees of the Service Provider, for the purposes of the contract, must be South African citizens. The Department will request quarterly reports to measure the achievement of local empowerment.

SPECIFICATION

SECTION N: SERVICE: CLEANING OF BUILDINGS AND OFFICES AT BHEKUMTHETHO CLINIC

HOURS OF ATTENDANCE MUST BE MONDAY TO FRIDAY

Monday to Friday (Day shift) :07h00 to 16H00

NB: It is the duty of the Service Provider to ensure that the number of cleaners as per the specification is present at all times, therefore the Service Provider must make provision for absent staff whilst ensuring compliance with the specification.

Lunch/ meals/ teas breaks will be negotiated with the Institutional Management. Hours of attendance stipulated above may change as a result thereof.

Note: The allocation of staff will form part of the service level agreement and will be signed off by the service provider prior the commencement date of the contract.

1. CLEANING OF BUILDING/S AND ITS CONTENTS

Includes all roof and wall structures, tarmac, paved and/or gravel areas, defined ungrassed pathways, internal walkways or roadways within the confines of the institution.

1.1. BUILDINGS

1.1.1. Buildings/areas as defined at the Compulsory Site Inspection meeting/in this bid must be cleaned daily, high traffic areas to be cleaned hourly and as when necessary.

1.1.2. All floors must be swept, vacuumed and/or mopped and the surfaces of all furniture and equipment, chalkboard/whiteboard rails and low window ledges damp dusted.

1.1.3. Internal walls must be cleaned immediately when visible soiled and quarterly deep damp dusted down using a cleaning detergent and dried, in line with the current infection control (IPC) practices, Health and safety regulations and National Core Standards prescripts as mentioned below:

- a) High level damp dusting must be undertaken once weekly and when necessary and shall mean the dusting of surfaces above 2 meters from the floor and includes light fittings, blinds, high window ledges, burglar guards, ceiling fan and desk top fan.
- b) The cupboard tops and beams must be damp dusted daily. Where walls are bagged or the surface is prone to collecting dust, such walls, within the building, must be dusted daily and when necessary.
- c) Name plates, window handles, window regulators, chrome plated and aluminium/copper/brass door handles must be damp dusted once a week and when necessary and polished with a cleaning detergent once a month.
- d) All inside facing windows and window panes and where possible outfacing windows and window panes must be cleaned using a cleaning detergent on a monthly basis. The contractor must adhere to Health and Safety Regulations.
- e) All curtains must be taken down and delivered to laundry for washing and hung back to their rails after washing, this will be decided by the institution's management as to when and must form part of the service level agreement.
- f) Door mats must be dusted out daily, washed weekly and when necessary, depending on traffic on the mat material.

SECTION M: PRICING SCHEDULE FOR CLEANING OF CLINICS

Name of bidder..... Closing Time 11:00	Bid number: Closing Date:
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OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

DESCRIPTION: CLEANING OF BUILDINGS AND OFFICES AT MONDLO 2 CLINIC

FACILITY NAME	NUMBER OF PERSONNEL REQUIRED ON SITE-DAY SHIFT ONLY	HOURS OF DUTY
MONDLO 2 CLINIC	1	Monday to Friday, 07h00 to 16h00

1.Total Cost of Labour per month for Mondlo 2 Clinic (Cost to include relief staff)	R.....per month
2.Overheads and other costs	R.....per month
3.VAT @ 15% (if Vat vendor)	R.....per month
TOTAL BID PRICE (Sum of 1, 2 &3 above)	R.....per month

.....
(Signature of Bidder)

.....
Date

.....
(Signature of Witness)

.....
Date

NB: Total cost must include, direct costs, indirect costs and relief staff. Service providers to comply with bargaining council rate as prescribed by bargaining council. Failure to comply will result in your bid being disqualified.

SECTION N: TERMS OF REFERENCE FOR CLEANING OF BUILDINGS AND OFFICES AT Mondlo 2 CLINIC

The KwaZulu-Natal Department of Health is inviting interested Service Providers that are registered and compliant with the Bargaining Council for the Cleaning Industry to bid for the Provision of Cleaning Services at various sites for a three (3) year contract. The Department of Health is applying the following Legal Prescripts to give effect to the KwaZulu-Natal Provincial Administration's Targeted Procurement Strategy.

No.	Legal Prescript	Relevant Findings
1.	The Constitution of the Republic of South Africa, 1996. <u>S217(1)</u>	The Constitution prescribes that when all organs of state <u>contract for goods and services</u> , they must do so in accordance with a system that is <u>fair, equitable, transparent, competitive and cost-effective</u> .
2.	The Constitution of the Republic of South Africa, 1996. <u>S217(2)</u>	This Subsection indicates that Section 217(1) does not prevent the organs of state from implementing a procurement policy providing for: ✓ Categories of <u>preference in the allocation of contracts</u> ; and ✓ The protection or advancement of persons, or categories of persons, disadvantaged by unfair discrimination.
3.	Preferential Procurement Regulations, 1 April 2017 in terms of Section 5 of the Preferential Procurement Policy Framework Act ("PPPFA") <u>Regulation 4</u>	Regulation 4 provides that: 1. If an organ of state decides to apply pre-qualifying criteria to advance certain designated groups, that organ of state must advertise the tender with a specific tendering condition that only one or more of the following tenderers may respond: a) a tenderer having a stipulated minimum B-BBEE status level of contributor; b) an EME or QSE; c) a tenderer subcontracting a minimum of 30% to: i. an EME or QSE which is at least 51% owned by black people; ii. an EME or QSE which is at least 51% owned by black people who are youth; iii. an EME or QSE which is at least 51% owned by black people who are women; iv. an EME or QSE which is at least 51% owned by black people with disabilities; v. an EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships; vi. a cooperative which is at least 51% owned by black people; vii. an EME or QSE which is at least 51% owned by black people who are military veterans; viii. (viii) an EME or QSE. 2. A tender that fails to meet any pre-qualifying criteria stipulated in the tender documents is an unacceptable tender.
4.	Preferential Procurement Regulations, 1 April 2017 in terms of Section 5 of the Preferential Procurement Policy Framework Act ("PPPFA") <u>Regulation 8</u>	(1) The Department of Trade and Industry may, in consultation with the National Treasury (a) designate a sector, sub-sector or industry or product in accordance with national development and industrial policies for local production and content, where only locally produced services or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content, taking into account economic and other relevant factors.
5.	Preferential Procurement	This regulation authorises organs of state to prescribe a condition in the tender

No.	Legal Prescript	Relevant Findings
	Regulations, 1 April 2017 in terms of Section 5 of the Preferential Procurement Policy Framework Act ("PPPFA") Regulation 9	advertisement requiring a successful bidder to subcontract a minimum of 30% of the value of its bid to certain designated groups indicated in Regulation 4.

To apply pre-qualifying criteria to advance certain designated groups as provided for in the abovementioned legal prescripts, the Department will pre-qualify bidders in the following designated groups to achieve the provincial targets for this sector:

Designated Group	%
1. B-BBEE STATUS - MINIMUM LEVEL 1 TO 4	100%

The successful Service Providers must also target 75% of employees from the local community where the institution is situated. It is a requirement, where possible, that members of the local community be employed to carry out the services at the premises. Employees of the Service Provider, for the purposes of the contract, must be South African citizens. The Department will request quarterly reports to measure the achievement of local empowerment.

SPECIFICATION

SECTION N: SERVICE: CLEANING OF BUILDINGS AND OFFICES AT MONDLO 2 CLINIC

HOURS OF ATTENDANCE MUST BE MONDAY TO FRIDAY

Monday to Friday (Day shift) :07h00 to 16H00

NB: It is the duty of the Service Provider to ensure that the number of cleaners as per the specification is present at all times, therefore the Service Provider must make provision for absent staff whilst ensuring compliance with the specification.

Lunch/ meals/ teas breaks will be negotiated with the Institutional Management. Hours of attendance stipulated above may change as a result thereof.

Note: The allocation of staff will form part of the service level agreement and will be signed off by the service provider prior the commencement date of the contract.

1. CLEANING OF BUILDING/S AND ITS CONTENTS

Includes all roof and wall structures, tarmac, paved and/or gravel areas, defined ungrassed pathways, internal walkways or roadways within the confines of the institution.

1.1. BUILDINGS

1.1.1. Buildings/areas as defined at the Compulsory Site Inspection meeting/in this bid must be cleaned daily, high traffic areas to be cleaned hourly and as when necessary.

1.1.2. All floors must be swept, vacuumed and/or mopped and the surfaces of all furniture and equipment, chalkboard/whiteboard rails and low window ledges damp dusted.

1.1.3. Internal walls must be cleaned immediately when visible soiled and quarterly deep damp dusted down using a cleaning detergent and dried, in line with the current infection control (IPC) practices, Health and safety regulations and National Core Standards prescripts as mentioned below:

- a) High level damp dusting must be undertaken once weekly and when necessary and shall mean the dusting of surfaces above 2 meters from the floor and includes light fittings, blinds, high window ledges, burglar guards, ceiling fan and desk top fan.
- b) The cupboard tops and beams must be damp dusted daily. Where walls are bagged or the surface is prone to collecting dust, such walls, within the building, must be dusted daily and when necessary.
- c) Name plates, window handles, window regulators, chrome plated and aluminium/copper/brass door handles must be damp dusted once a week and when necessary and polished with a cleaning detergent once a month.
- d) All inside facing windows and window panes and where possible outfacing windows and window panes must be cleaned using a cleaning detergent on a monthly basis. The contractor must adhere to Health and Safety Regulations.
- e) All curtains must be taken down and delivered to laundry for washing and hung back to their rails after washing, this will be decided by the institution's management as to when and must form part of the service level agreement.
- f) Door mats must be dusted out daily, washed weekly and when necessary, depending on traffic on the mat material.

- Phase 1: Minimum Compulsory Requirements
- Phase 2: Pre-qualification criteria
- Phase 3 : Functionality
- Phase 4: Price and Preference Points

Phase 1: Minimum Compulsory Requirements

The Bidder shall complete and submit the following returnable schedules and documents:

NO.	SECTION/ SCHEDULE	COMPULSORY (YES / NO) NON- SUBMISSION WILL RENDER BIDDERS NON- RESPONSIVE	COMPULSORY (YES / NO) FOR BID EVALUATION PURPOSES	FOR OFFICIAL USE ONLY		
				YES	NO	N/A
Prospective Bidders MUST ensure that the following Sections of the bid document MUST be completed in ALL respects to qualify for the next stage of evaluation:						
1	Section A: Invitation to Bid	Yes	Yes			
2	Section B: Special Instructions	Yes	Yes			
3	Section C: Authority to Sign the Bid	Yes	Yes			
4	Section D: Declaration of Interest	Yes	Yes			
5	Section E: Declaration of Bidder's Past SCM Practices	Yes	Yes			
6	Section F: Declaration that CSD is Updated with Latest Bidder's Details	Yes	Yes			
7	Section G: Preference Points Claimed	Yes	Yes			
8	Section H: Certificate of Independent Bid Determination	Yes	Yes			
9	Section I: Record of Amendments to Bid Documents	Yes	Yes			
10	Section J: General Conditions of Contract	Yes	Yes			
11	Section K: Special Terms and Conditions	Yes	Yes			
12	Section L: Compulsory Site Visit	Yes	Yes			
13	Section M: Pricing Schedule	Yes	Yes			
Prospective Bidders MUST provide the following as per the Mandatory Requirements:						
1	Proof of ownership of the bidding entity.	Yes	Yes			
2	Resolution providing Authority to sign the Bid and Contract Documents on behalf of the Bidder.	Yes	Yes			
3	A certified copy of the Consortium/ Joint Venture/ Partnership agreement.	Yes If Applicable	Yes If Applicable			
4	A Status Level Verification Certificate/Sworn Affidavit (For EMEs& QSEs) must be Submitted in order to qualify for Preference Points For.	Yes	Yes			
5	Proof of CSD/ Tax Compliance (TCS Pin/ Valid Tax Clearance certificate/ Valid certificate).	Yes	Yes			
6	Valid Certified copy of Registration certificate with Bargaining Council	Yes	Yes			
7	Certified copy of valid Public Liability Insurance Policy Certificate, letter of intent or quotation from insurance companies	Yes	Yes			
8	Certified Copy of valid Unemployment	Yes	Yes			

NO.	SECTION/ SCHEDULE	COMPULSORY (YES / NO) NON- SUBMISSION WILL RENDER BIDDERS NON- RESPONSIVE	COMPULSORY (YES / NO) FOR BID EVALUATION PURPOSES	FOR OFFICIAL USE ONLY		
				YES	NO	N/A
	Insurance Fund Registration Certificate.					
9	Signed Letter of undertaking confirming firm arrangement of chemical supply. Not older than 3 months.	N/A	N/A			
10	Valid SABS/SANS certificates in respect of chemicals to be supplied.	N/A	N/A			
11	Letter of Good Standing with Department of Labour	Yes	Yes			
12	Utility Bill / Letter from a ward Councillor	Yes	Yes (Phase 3)			
13	Curriculum Vitae of key employees	Yes	Yes (Phase 3)			

Phase 2: Prequalification Criteria

To apply pre-qualifying criteria to advance certain designated groups as provided for in the abovementioned legal prescripts, the Department will pre-qualify bidders in the following designated groups to achieve the provincial targets for this sector:

Designated Group	%
1. B-BBBEE STATUS - MINIMUM LEVEL 1 TO 4	100%

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Phase 3: Functionality

ZNQ/VRH/ _____ /2022/23

FUNCTIONALITY SCORING UTILIZED FOR ADJUDICATION PROCESS