



KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

Quotation Advert

Opening Date: 10/03/2023
Closing Date: 22/03/2023

Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: King Cetshwayo District Office
Province: KwaZulu-Natal
Department of entity: Department of Health
Division or section: Central Supply Chain Management
**Place where goods/
service is required:** Richards Bay Forensic Mortuary
Date Submitted: 10/03/2023

ITEM CATEGORY AND DETAILS

Quotation number: ZNQ: 621/NSE/22/23
Item Category: Goods
Item Description: SERVICE REQUIRED FOR CLEANING OF BUILDING AND
OCILWANE CLINIC
Quantity (if supplies): Click here to enter text.

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Compulsory Site Meeting
Date: 16/03/2023
Time: 10:00
Venue: OCILWANE CLINIC

QUOTES CAN BE COLLECTED FROM: ON SITE

QUOTES SHOULD BE DELIVERED TO: KING CETSHWAYO HEALTH DISTRICT OFF

ENQUIRIES REGARDING ADVERT MAY BE DIRECTED TO:

Name: MR N.N NDLOVU

Email: Nduduzo.ndlovu@kznhealth.gov.za

Contact number: 0357876

Finance Manager Name: Mrs S.L Msane **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.
- These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- 23.7. 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

SCC

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 fulfil their obligation.

5. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS

- 5.1. Quotation shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the quotation documents.
- 5.2. Each quotation shall be addressed in accordance with the directives in the quotation documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the quotation number and closing date indicated on the envelope. The envelope shall not contain documents relating to any quotation other than that shown on the envelope. If this provision is not complied with, such quotations/bids may be rejected as being invalid.
- 5.3. All quotations received in sealed envelopes with the relevant quotation numbers on the envelopes are kept unopened in safe custody until the closing time of the quotation/bids. Where, however, a quotation is received open, it shall be sealed. If it is received without a quotation/bid number on the envelope, it shall be opened, the quotation number ascertained, the envelope sealed and the quotation number written on the envelope.
- 5.4. A specific box is provided for the receipt of quotations, and no quotation found in any other box or elsewhere subsequent to the closing date and time of quotation will be considered.

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 claimed (80/20 system)
Promotion of enterprises located in a specific district for work to be done or services to be rendered in that district	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: _____

1.3 Allocation of Cleaning Activities

Areas To Be Cleaned Daily
<ul style="list-style-type: none"> ❖ Building floors – high traffic areas to be cleaned swept/ mopped with a suitable disinfectant hourly and as when necessary ❖ Offices and consulting rooms' cupboard tops and beams, window seals or any surface prone to collecting dust must be damp dusted daily. ❖ Telephone handsets to be wiped with a damp cloth using a suitable disinfectant ❖ Rails, furniture & equipment – dusted ❖ Low window ledges – dusted ❖ Door mats & carpets in high traffic areas – vacuumed & dusted ❖ Clean spots or stains immediately when spotted ❖ Paving, concrete ground level & verandah be swept with appropriate brooms, verandahs be mopped and dirty spots be removed ❖ All rubbish on paving must be picked up daily ❖ Showers, hand rails/ bannisters – disinfected and wet wiped ❖ Baths/ taps/ lavatories & urinals/ seats, lids, cisterns& pipes – wet wipe (4 times) & remove spoilage, toilet brushes be washed with a disinfect and brush holders emptied of water. ❖ All mirrors should be cleaned and polished daily ❖ Picture frames, notice boards Picture frames, notice boards ❖ Doors, glass & push plates finger marks, mirrors, light switches, rubbish bins, empty shelves, desk/ chairs – vinyl, leather(patient & staff) – dusted, wet wipe & disinfected ❖ Empty all waste bins i.e. general waste and medical including emptying of SHE bins(change plastic lining damp dust using SABS approved detergents and non- sticky spray to kill odour, to be removed between 15H00 and 16H00, plastic bags must be sealed and be transported in an appropriate provided trolley to the central storage area. The waste bags must be put appropriately not thrown anyhow ❖ There should be sufficient garbage bags i.e. clear & red 30liters and 90litres to outline all the bins internally and externally. ❖ Checklist must be filled, checked and signed by staff and supervisor respectively. Records to be properly filed
Areas To Be Cleaned Weekly
<ul style="list-style-type: none"> ❖ Internal walls – wet wiped down using cleaning agent & dried ❖ High level damp dusting of surfaces above 2 meters from the floor i.e. light fittings, blinds, high window ledges, burglar guards, ceiling fans and air conditioners ❖ Name plates, windows, window handles, regulator, chrome plated, aluminum/ copper/ brass doors & handles be damp dusted ❖ Carpet in low traffic area – vacuumed twice ❖ Rain water gutters, open drains, visible pipes & manholes – cleaned ❖ Floors – strip, clean, real with non- slip polish when necessary especially in wards, PHC, HAST, IMCI, passages ❖ Furniture and medical equipment must be moved out of consulting rooms, wards, offices clinical units or sections under supervision of staff in those sections so as to avoid having furniture and medical equipment sticking to the floor ❖ Urinals & lavatories – remove deposits, minerals from gullies & drains/pipes ❖ SABS approved agents should be put in basins and urinals to prevent clogging ❖ SABS approved agent should be put in toilet pans to prevent deposits forming ❖ Curtains – removed & rehanged & curtain rails cleaned ❖ Office and consulting rooms' desks – polished with a SABS spray ❖ Plastic chairs/waiting area chairs- cleaned / wet wiped Plastic chairs/waiting area chairs- cleaned / wet wiped ❖ Fabric chairs must be vacuumed ❖ Wash all glass doors (inside& outside) with degreasing agent and equipment and when necessary ❖ All garbage bins should be washed with an approved SABS disinfectant. ❖ Office and consulting rooms' desks – polished with a SABS spray ❖ Cupboards in the kitchens and office bathrooms must be cleaned and washed inside to prevent infestations
Areas To Be Cleaned Monthly
<ul style="list-style-type: none"> ❖ Name plates, windows, window handles, regulator, chrome plated, aluminum/ copper/ brass doors & handles should be polished with a SABS approved cleaning detergent. ❖ External walls & park homes must be cleaned ❖ Floors & corners edges – scrub & stripper apply non slip coat polish ❖ All inside facing windows and window panes and where possible outfacing windows and window panes must be cleaned using a detergent. Name plates, windows, window handles, regulator, chrome plated, aluminum/ copper/ brass doors & handles should be polished with a SABS approved cleaning detergent. ❖ External walls & park homes must be cleaned ❖ Floors & corners edges – scrub & stripper apply non slip coat polish

1.4 Machinery & Equipment Required

ITEMS	QUANTITY
Polisher machine & pads	02
Wet vacuum pick up	02
Janitor trolley with blue & red bucket	03
hard brooms/ mop sweepers, soft platform brooms,	06
Step ladder (short, medium & long)	01
2 liter bucket for cleaning high level areas	05
Colour coded mops (white, blue & red)	06
Colour coded swaps/ damp dusting cloth (red, blue, yellow & white	06
Dust pans	04
Window cleaning squeegees	03
Bottle sprays	05
Caution floor signs	06

- ❖ The contractor must not store or use any poisonous or highly flammable items within the facility unless there is a written agreement between the contractor and the facility
- ❖ The equipment used must be maintained in good order and that all equipment used on site should comply with OHS Act
- ❖ Proof of last cleaning machines serviced / date of purchased if its new & when will be the service date
- ❖ Proof of mandatory pre – employment or medical examination
- ❖ Proof of chemicals training & machines

Protective Clothing required for all Employees.

- ❖ Full company uniform with name/logo
- ❖ Name tags with photo and details
- ❖ Safety boots
- ❖ Apron, gloves and masks

Documents to be attached on your tender document.

- ❖ Active Bargaining Certificate
- ❖ Letter of good standing with the department of labour.
- ❖ Reference letter from your previous employment showing relevant experience in cleaning

1.5 Cleaning Material

Cleaning material: (preferable GEOCHEM products)	
Protective polymer (stripper)	Dish washing detergent
Chlorine compounds	Disposable sponges
Glutaraldehyde's (high level disinfection for medical equipment)	Alcohol based hand rub with emollient
Sanitary all-purpose cleaner	Duro seal & gloss – polish
Antimicrobial soap	Blue & red stripper
Gloves (non – sterile and sterile)	Pine fresh, cherry fresh, deodorant blocks & pine jelly
Long sleeves gowns/ disposable aprons	SABS approved wooden furniture polish, air fresheners
Surgical masks (face covers)	Windowlene
Particulate masks (N – 95 respirator)	Super steel
Goggles	Machine pads
Face shields - visors	Pot scrapers/scrubs/ steel wool
30 liters clear garbage bags	Handy Andy
90 liters clear garbage bags	30 liters red plastic garbage bags} Compass Waste
	90 liters red plastic garbage bags} Compass Waste

1.6 Other Requirements from the Service Provider/Contractor

- ❖ The contractor must adhere to all the ACTs and Regulations applicable to cleaning services
- ❖ The cleaning staff should be trained in all the cleaning aspects including handling of all the equipment that they will be using when cleaning the facility. Proof of the said training should be provided to the facility management.
- ❖ The contractor will be held liable for any injuries and damages that may arise from misuse and negligence of using the cleaning equipment by one of the on -site staff members.
- ❖ Staff hired by the contractor must have at least 3 years of experience in the cleaning environment
- ❖ The Supervisors for all teams/shifts must be trained prior with regards to what is expected from him/her as a supervisor and s/he must also partake in carrying out duties done by the rest of the employees.
- ❖ List of names of all employees, who will be working under this contract as well as replacement of employee(s) must be submitted beforehand.
- ❖ All employees must be supplied by the contractor with an appropriate and adequate Personal Protective Equipment and clothing and ensure that these items are worn at all times i.e. safety boots, gloves, aprons, 2 piece suit or overall dresses, warm jackets, t-shirts and etc. the contractor's name must be clearly visible
- ❖ A photo identification card of each and every employee including the owner of the company must be worn at all times when working within the facility, with the name of the contractor, full name and surname of the employee, Identity Number of the employee, signature of the employee and there must be proper control of the cards so as to avoid any unauthorized use.

1.6 Other Requirements from the Service Provider/Contractor (Continued)

- ❖ When a staff member is absent from work/ is not present at work a replacement must be done by 08H00am of that day or earlier.
- ❖ The contractor must ensure that all personnel hired in his/her company signs a contract of agreement which will clearly list terms of employment, starting and end of a shift, how many days a shift is worked, reporting channels, absenteeism, wages to be paid, UIF, PAYE, termination of contract, overtime, grievances, discipline, code of conduct, leave (all types of leave), non-compliance of wearing PPE, full uniform and ID cards, prior to commencement of this contractor in the facility.
- ❖ The contractor will be held responsible for any thefts and damages that may be caused to the premises by him/her or by his/her employees due to negligence.
- ❖ The contractor and his/her staff may not make use of hose reels and fire extinguishers within the facility
- ❖ The owner of the company must be visible at all times i.e. make unannounced visits, monitor and inspect work carried by his/her employees
- ❖ The owner must be professional, listen and take corrective and preventative measures when advised to do so
- ❖ The contractor must provide a Safety plan

1.1 Specification

No.	INSTITUTION	TOTAL NUMBER OF PERSONNEL	BREAK DOWN OF NUMBER OF PERSONNEL REQUIRED BY THE INSTITUTION (ALLOCATION OF SHIFTS)			
			MONDAY TO FRIDAY DAY SHIFT (per day)	MONDAY TO FRIDAY NIGHT SHIFT (per day)	SATURDAY & SUNDAY DAY SHIFT (per day)	SATURDAY & SUNDAY NIGHT SHIFT (per day)
1.	Ocilwane Clinic	03	03 day shift only	0	0	0

1.2 Allocation of Cleaning Staff

SHIFTS	ALLOCATION OF CLEANING STAFF & BREAKDOWN
MONDAY TO FRIDAY DAY SHIFT 06:00 – 16h30	<p>03 Personnel on daily bases to cover the whole clinic buildings excluding the nurses residence</p> <p>All the offices Wards Park homes Store rooms Toilets and security Guard rooms as well as their toilets</p>



GENERAL QUOTATIONS

EVALUATION CRITERIA FOR QUOTATIONS ABOVE R2000.00

ZNQ: 621/NSE/22/23

ITEM DESCRIPTION: SERVICE REQUIRED FOR CLENGING OF BUILDING AND OFFICES AT CLINIC.

All offers received shall be evaluated using the following criteria:

- 1. Specifications:**
 - a) Only offers that meet the specification and Special Terms and Conditions in all aspects as stipulated in the specification shall be considered.
 - b) Offers better or higher than our specification are considered to be compliant with the specification.
 - c) The attached specification form must be properly completed and stamped.

- 2. Correctness of information and other imperative areas to be considered:**
 - a) All information required in the bid document must be accurate and duly completed including all the appropriate details.
 - b) Non-compliance with any requirements from this document and terms and conditions attached may result in the offer being disqualified from further evaluation process.
 - c) The institution is under no obligation to accept the lowest or any quotation.
 - d) The price quoted must include VAT and remain firm for the contract period.
 - e) The bidder must ensure the correctness and validity of quote.
 - f) Registration on Central Suppliers Database.
 - g) Previous service rendered (Quality, Duration and record of offers declined)
 - h) Database of tender defaulters
 - i) Availability of Directors on PERSAL system.
 - j) Late quotations will not be considered.
 - k) All pages of the tender document must be initialed or signed.

3. Compulsory administrative compliance requirements that must be submitted with the bid

a) Certified copy of Bargaining Council for Cleaning Industry certificate.

Where certified copies are requested, bidders must not submit copies of certified copies. Original certificates must be older than three (3) months.

Failure to comply with this requirement shall invalidate the bid submitted.

4. Bidder's Disclosure on SBD 4 Form

a) Bidders must properly complete and sign the bidder's disclosure form SBD 4.

b) Bidders must disclose all companies where they have a controlling interest or directorship which are used to bid for this tender.

5. Preferential Point System:

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

PRICE	80
SPECIFIC GOALS IN TERMS OF PPR 2022	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

6. Contract duration or Delivery period

The required goods and services are anticipated to be delivered within a period of **7 days** unless unforeseen circumstances may arise and reported timeously.

It is imperative to complete the delivery period field on the quotation form. All quotations returned with blank delivery period will be disqualified.

Note: For purposes of fair comparison and in order to ensure a meaningful evaluation, bidders must submit supporting information in substantiation of compliance to the evaluation criteria mentioned. Should the space provided be inadequate, bidders are kindly requested to add extra pages.