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KWAZULU-NATAL PROVINCE  
HEALTH  
REPUBLIC OF SOUTH AFRICA

KZN HEALTH

## KZN Health Intranet

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HEALTH  
REPUBLIC OF SOUTH AFRICA

## Quotation Advert

**Opening Date:** 2021-09-16

**Closing Date:** 2021-09-23

**Closing Time:** 11:00

## INSTITUTION DETAILS

**Institution Name:** KwaMagwaza hospital

**Province:** KwaZulu-Natal

**Department or Entity:** Department of Health

**Division or section:** Central Supply Chain Management

**Place where goods / services is required** KwaMagwaza Hospital

**Date Submitted** 2021-09-15

## ITEM CATEGORY AND DETAILS

**Quotation Number:** ZNQ:  
KMG 157-21-22

**Item Category:** Services

**Item Description:** CLEANING SERVICE CONTRACTOR FOR NDUNDULU CLINIC  
(06 MONTHS)  
CERTIFICATE REQUIRED:  
BCCI CERTIFICATE, WORKMENS COMPENSATION CERTIFICATE,  
UIF CERTIFICATE AND LETTER OF GOOD STANDING

**Quantity (if supplies)** As per specification attached

## COMPULSORY BRIEFING SESSION / SITE VISIT

**Select Type:** Select...

**Date :**

**Time:**

**Venue:**

**QUOTES CAN BE COLLECTED FROM:** SCM Office, KwaMagwaza Hospital, Melmoth, 3835

**QUOTES SHOULD BE DELIVERED TO:** KwaMagwaza Hospital, Melmoth, 3835 main security gate tender box

## ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

**Name:** Andile Shandu

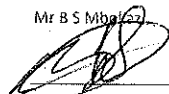
**Email:** bongani.mhokazi@kznhealth.gov.za

**Contact Number:** 035 450 8248

Finance Manager Name:

Mr B S Mbatia

Finance Manager Signature:



No late quotes will be considered

## DEPARTMENT OF HEALTH

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: ST MARY'S KWAMAGWAZA HOSPITAL: KwaZulu-Natal  
DATE ADVERTISED: 16 September 2021 CLOSING DATE: 23 September 2021 CLOSING TIME: 11:00  
FACSIMILE NUMBER: 035 450 2546/2050 E-MAIL ADDRESS: bongani.mbokazi@kznhealth.gov.za  
PHYSICAL ADDRESS: KwaMagwaza Hospital, Melmoth, 3835

ZNQ NUMBER: KMG 157-21-22

DESCRIPTION: CLEANING SERVICE CONTRACT FORR NDUNDULU CLINIC

CONTRACT PERIOD 06 MONTHS VALIDITY PERIOD 60 Days SARS PIN.....  
(if applicable)

CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO.

UNIQUE REGISTRATION REFERENCE

DEPOSITED IN THE QUOTE BOX SITUATED AT (STREET ADDRESS)

Bidders should ensure that quotes are delivered timeously to the correct address. If the quote is late, it will not be accepted for consideration.

The quote box is open from 08:00 to 15:30.

ALL QUOTES MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS QUOTE IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

THE FOLLOWING PARTICULARS MUST BE FURNISHED  
(FAILURE TO DO SO WILL RESULT IN YOUR QUOTE BEING DISQUALIFIED)

NAME OF BIDDER .....

POSTAL ADDRESS .....

STREET ADDRESS .....

TELEPHONE NUMBER CODE.....NUMBER..... FACSIMILE NUMBER CODE.....NUMBER.....

CELLPHONE NUMBER .....

E-MAIL ADDRESS .....

VAT REGISTRATION NUMBER (If VAT vendor) .....

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1)

YES		NO	
-----	--	----	--

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

**health**

Department:  
Health  
PROVINCE OF KWAZULU-NATAL

St Mary's KwaMagwaza Hospital, Magwaza Road (8-9 KM)  
Private Bag X 808 Melmoth 3835  
Tel.: 035 450 8258 / 450 8248, Fax.: 035 450 8253  
Email: andile.shandu@kznhealth.gov.za  
Email: thamsanga.masango@kznhealth.gov.za  
[www.kznhealth.gov.za](http://www.kznhealth.gov.za)

St Mary's KwaMagwaza Hospital  
Supply Chain Management

Enquiries: Andile Shandu  
Date: 01 September 2021  
Tel. no.: 035 450 8248  
Ref. no.: KMG 157-21-22

**INVITATION TO QUOTE**

ATT: SERVICE PROVIDER  
FROM: KWAMAGWAZA HOSPITAL  
RE: CLEANING SERVICE CONTRACT FOR NDUNDULU CLINIC (06 MONTHS CONTRACT)

You are cordially requested to give all-inclusive quotation for the above mentioned item:

NO.	ITEM DESCRIPTION	QUANTITY	COMPLIANT TO SPECIFICATION	
			YES	NO
1.	Cleaning service contract for Ndundulu Clinic (06 months contract)	02 Cleaners		

**SCM REQUIRED DOCUMENTS TO BE ATTACHED**

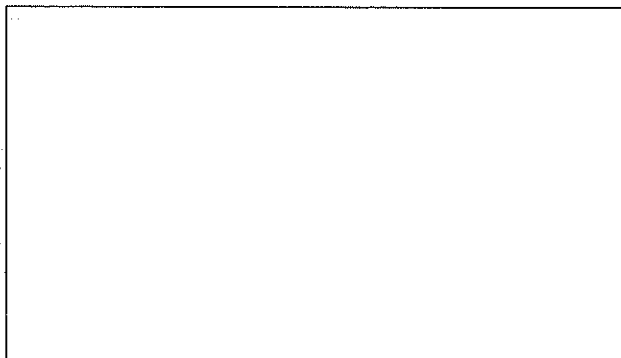
DOCUMENTS REQUIRED	YES	NO
1. Signed SBD4		
2. BCCCI registration certificate		
3. Workmen's compensation certificate		
4. UIF Certificate		
5. Letter of good standing		

**TO BE SIGNED BY THE SUPPLIER UPON COMPLETION:**

I, the undersigned (**initial and surname**): \_\_\_\_\_  
 Certify that the information furnished above is correct. I also accept that this information will be used in the evaluation process and that my bid/quote may be rejected or accepted based on the information I furnished.

Signature: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

**SUPPLIER COMPANY STAMP:**



- 
- KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING

DESCRIPTION:

SIGNATURE OF BIDDER

CAPACITY UNDER WHICH THIS QUOTE IS SIGNED.

VALUE ADDED TAX @ 15% (Only if VAT Vendor)

### Is The Price Firm?

Contact Person: **Andile Shandu**.....Tel: **0354508248**.

Contact Person: N.N Qwabe.....Tel: 0354508240.....

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to quote (includes a price quotation, advertised competitive quote, limited quote or proposal). In view of possible allegations of favouritism, should the resulting quote, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the quote(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the quote.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the quote.

- 2.1. Full Name of bidder/representative..... 2.4. Company Registration Number: .....  
 2.2. Identity Number: ..... 2.5. Tax Reference Number: .....  
 2.3. Position occupied in the Company (director, trustee, shareholder?); 2.6. VAT Registration Number: .....

- 2.7. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below. [TICK APPLICABLE]

- 2.8. Are you or any person connected with the bidder presently employed by the state?

YES	NO
-----	----

- 2.8.1. If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person connected to the bidder is employed: .....

Position occupied in the state institution: ..... Any other particulars: .....

- 2.8.2. If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

YES	NO
-----	----

- 2.8.2.1. If yes, did you attach proof of such authority to the quote document?

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the quote.)

- 2.8.2.2. If no, furnish reasons for non-submission of such proof: .....

- 2.9. Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

YES	NO
-----	----

- 2.9.1. If so, furnish particulars: .....

- 2.10. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this quote?

YES	NO
-----	----

- 2.10.1. If so, furnish particulars: .....

- 2.11. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this quote?

YES	NO
-----	----

- 2.11.1. If so, furnish particulars: .....

- 2.12. Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES	NO
-----	----

- 2.12.1. If so, furnish particulars: .....

3. Full details of directors / trustees / members / shareholders.

NB: The Department Of Health will validate details of directors / trustees / members / shareholders on CSD. It is the suppliers' responsibility to ensure that their details are up-to-date and verified on CSD. If the Department cannot validate the information on CSD, the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.

## 4 DECLARATION

1. THE UNDERSIGNED (NAME).....CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.

I ACCEPT THAT THE STATE MAY REJECT THE QUOTE OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....	.....	.....
Name of bidder	Signature	Position	Date

<sup>1</sup> "State" means -

- a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);  
 b) any municipality or municipal entity;

- c) provincial legislature;  
 d) national Assembly or the national Council of provinces; or  
 e) Parliament.

<sup>2</sup> "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

## SPECIAL CONTRACT CONDITIONS OF QUOTATIONS

## 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 institution is under no obligation to accept the lowest or any quote.
- 3.2. The price quoted must include VAT (if VAT vendor). However, it must be noted that the department reserves the right to evaluate all quotations excluding VAT as some bidders may not be VAT vendors.
- 3.3. The bidder must ensure the correctness & validity of quote:
- (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*
- 3.4. 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.
- 3.5. This quotation will be evaluated based on the 80/20 points system, specification & correctness of information. All required documentation must be completed in full and submitted.
- 3.6. Offers must comply strictly with the specification.
- 3.7. Only offers that meet or are greater than the specification will be considered.
- 3.8. Late quotes will not be considered.
- 3.9. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
- 3.10. A bidder not registered on the Central Suppliers Database or verification has failed will not be considered.
- 3.11. All delivery costs must be included in the quote price, for delivery at the prescribed destination.
- 3.12. 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.
- 3.13. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.14. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered. Furthermore a verification will be done to identify if bidders have multiple companies and are quoting (cover-quoting) for this bid. In such instances only the cheapest bid according to specification will be considered.

## 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. Quotation submitted must be complete in all respects.
- 4.5. Any alteration made by the bidder must be initialled.
- 4.6. Use of correcting fluid is prohibited
- 4.7. Quotation 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.

## 5. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS

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



- 5.5. No quotation/bid sent through the post will be considered if it is received after the closing date and time stipulated in the quotation documentation, and proof of posting will not be accepted as proof of delivery.
- 5.6. Quotation documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.

## 6. SAMPLES

- 6.1. In the case of the quote document stipulating that samples are required, the supplier will be informed in due course when samples should be provided to the institution. (This decreases the time of safety and storage risk that may be incurred by the respective institution). The bidders sample will be retained if such bidder wins the contract.
- (i) If a company/s who has not won the quote requires their samples, they must advise the institution in writing of such.
- (ii) If samples are not collected within three months of close of quote the institution reserves the right to dispose of them at their discretion.
- 6.2. **Samples must be made available when requested in writing or if stipulated on the document.**
- (i) If a Bidder fails to provide a sample of their product on offer for scrutiny against the set specification when requested, their offer will be rejected. All testing will be for the account of the bidder.

## 7. COMPULSORY SITE INSPECTION / BRIEFING SESSION

- 7.1. Bidders who fail to attend the compulsory meeting will be disqualified from the evaluation process.

- (i) The institution has determined that a compulsory site meeting  take place
- (ii) Date  /  /  Time  :  Place

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

## 8. STATEMENT OF SUPPLIES AND SERVICES

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

## 9. SUBMISSION AND COMPLETION OF SBD 6.1

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

## 10. TAX COMPLIANCE REQUIREMENTS

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

## 11. TAX INVOICE

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

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

## 12. PATENT RIGHTS

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

### 13. PENALTIES

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

### 14. TERMINATION FOR DEFAULT

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

### 15. FAILURE TO COMPLY WITH ABOVE WILL RESULT IN YOUR QUOTE BEING PASSED OVER.

# PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all quotes invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

## 1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all quotes:
  - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.2 The value of this quote is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.
- 1.3 Points for this quote shall be awarded for:
  - (a) Price; and
  - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this quote is allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the quote, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a quote is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

- (a) "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) "B-BBEE status level of contributor" means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) "bid" means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) "EME" means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) "functionality" means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) "prices" includes all applicable taxes less all unconditional discounts;
- (h) "proof of B-BBEE status level of contributor" means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) "QSE" means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \text{ Where}$$

$P_s$  = Points scored for price of bid under consideration  
 $P_t$  = Price of bid under consideration  
 $P_{\min}$  = Price of lowest acceptable bid

### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

### 5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

#### 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: = .....(maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

### 7. SUB-CONTRACTING

(Tick applicable box)

7.1 Will any portion of the contract be sub-contracted?

YES		NO	
-----	--	----	--

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....

8. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

iv) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

YES		NO	
-----	--	----	--

Designated Group: An EME or QSE which is at least 51% owned by:	EME ✓	QSE ✓
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

9. DECLARATION WITH REGARD TO COMPANY/FIRM

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

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company

(Pty) Limited

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
.....

9.6 COMPANY CLASSIFICATION [TICK APPLICABLE BOX]

Manufacturer

Supplier

Professional service provider

Other service providers, e.g. transporter, etc.

9.7 Total number of years the company/firm has been in business:.....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

WITNESSES

1. ....

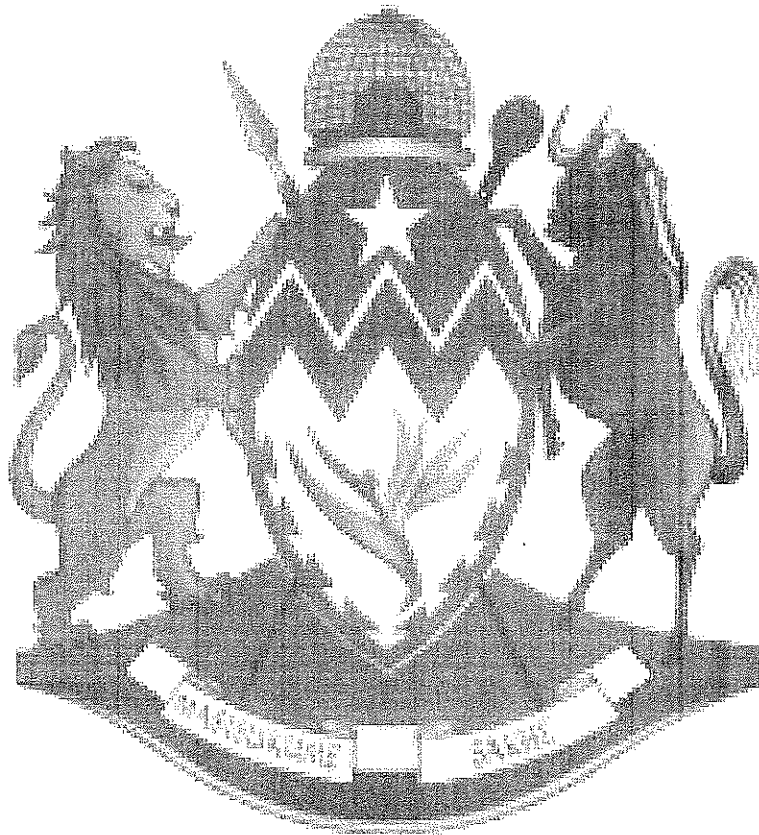
2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS.....  
.....  
.....

**KWAMAGWAZA HOSPITAL CLINICS**  
**CLEANING OF INTERNAL BUILDING**  
**AND OFFICES SPECIFICATION.**



## **HOURS OF ATTENDANCE**

- **MONDAY TO SUNDAY = 7 DAYS**
- **07H00 TO 16H00**

**Lunch meals/tea breaks will be negotiated with the Clinic Manager depending on 08 hours' allocation per day.**

- **CLINICS INVOLVED: NDUNDULU = 02 CLEANERS**

## **SCOPE OF SERVICE**

1. The service provider shall provide the cleaning services on the cleaning site in accordance with provisions of this Service Level Agreement and service standards which shall include the following:
  - (a) Cleaning service of all departments
  - (b) Clinic duties
  - (c) Waste removal
  - (d) Management and control of hygiene for consumables, material, and equipment used.
  - (e) Linen changes and daily sluicing and cleaning of dirty linen and pans

### **3. Cleaning services- buildings and its contents**

3.1. Building areas, high traffic areas as defined in the compulsory site inspection meeting must be cleaned daily. All floors must be swept, vacuumed/mopped and all surfaces of all furniture and equipment, chalkboards, rails, and low window ledges must be dusted.

Internal walls must be sport cleaned weekly, and quarterly deep damp dusted daily. Where walls are bagged or the surface is prone to collecting dust such as walls within buildings, must be dusted daily and when deemed necessary.

3.1.1. cleaning company shall

- Provide the signed working schedule displayed in sluice rooms and behind ablution doors ,
- Provide contracted and reactive cleaning employee/s on daily basis in all sites as per agreement meeting held,(signing of the SLA)
- Ensure that employees engaged in clinical areas receive training by IPC and waste management officer who will re-inforce the exercise of Infection policies on site, and proof thereof must be provided in black and white in their files.
- Ensure that routine work for clinics is not adversely affected by their service
- Ensure that all employees undergo hepatitis B immunisation/medical surveillance programme/examination prior to commencement of duties
- Comply with all National core standards laid by the clinic to meet all qualities expected by Department of Health,
- Ensure that meeting rooms are cleared and cleaned after all meetings held and before other meetings are held.
- Ensure the movement of furniture to clean underneath and behind once a month;(spring cleaning)
- Ensure the use of proper working equipment, wear employees protective equipment with name badges, colour coded mops and dusting cloths which will be mentioned by the clinic,

3.1.2. ensure the communication process between service provider/employee and end users are strengthened in negotiating the utilisation of the area during cleaning times in order to liaise proper compliance with the SLA .

3.3. reactive cleaning service shall include, but not be limited to:

- cleaning of spillage of bodily fluids in non-clinical areas wherein service employee shall



respond within 10 minutes after being informed.

- Cleaning of non-hazardous spillage shall be attended to within 20 minutes' time after being informed.

#### **4.0. CLEANING DUTIES**

##### **4.1 VERANDAHS**

These must be swept and mopped **daily** and when necessary, polished monthly, and buffed stripping must be done **once a month** and as when need arises.

##### **4.2 FLOOR SURFACES**

Remove dust with a marlin mop on a daily basis and when necessary. Apply non-slip maintenance coat and buff the floor **daily**. Light scrub, strip clean, reseal with non-slip polish and buff once a **month**.

Hard floors must be damp mopped using a cleaning detergent **daily**

##### **4.3. TOILETS, BATHROOMS, AND CHANGEROOMS**

###### **HAND BASINS**

- Basins need to be cleaned with hand surface cleaner without ammonia (SABS approved) and rinsed using a green disposable colour coded cloth on **daily** basis.
- Mineral deposits and other foreign bodies and all the drains must be flushed and removed according to Infection Control protocols on **weekly** basis

##### **4.4. LAVATORIES INCLUDING URINALS**

Toilets to be monitored and cleaned twice daily or when need exist, viz:

- (a) Toilet pans, under flush rim, seats and lid must be cleaned with hand surface cleaner chlorine with SABS approved ammonia and when necessary, and brushed two hourly.
- (b) Damp dust toilet pipes daily
- (c) Toilet brushes must be washed daily every after cleaning episode and must always be kept inside the brush holder
- (d) Visible blockages must be removed twice daily in urinals .and pipes must be damp dusted ‘
- (e) Wet mop step floor step at urinals using disinfectants twice daily
- (f) Remove mineral deposits from gullies and drains weekly using disinfectants and mop daily using soap and water.

#### **4.5. SINKS AND SHOWERS**

- (a) clean daily using hand surface cleaner using (SABS approved )without ammonia, remove fats and grease from walls, doors.  
  
Disinfect **once a week**.

### **5.0**

#### **CLEANING GENERAL AREAS**

- (a) Building areas as defined in the site meeting must be cleaned thoroughly on daily basis, floors swept, vacuumed, mopped and surfaces of all furniture and equipment, window ledges dusted. Internal and external walls shall be cleaned when visible soiled and wet whipped down using cleaning detergents.
- (b) high level dusting shall be undertaken once visible soiled. This include light fittings, blinds, high window ledges, burglar guards, cupboard tops, and beams.
- © Window panes, plates, handles, regulators, chrome plated and aluminium/copper/brass door handles shall be damp wiped daily or when visible

soiled and polished once bi-monthly.

- d) (All inside facing windows visibly soiled, door mats shall be dusted/vacuumed daily spots and stained areas shall be removed as per institutional Operational Managers request.
- (e) All faults i.e..blocked pipes, traps, wash basins urinals toilet bowls, broken equipment shall be immediately reported to the Operational Manager in charge.
- (f) service provider shall also provide general duties to all areas of the cleaning site including the ff:
  - removal, bagging for laundering and re-hanging of all windows curtains where needed, the window blinds
- (g) Daily sluicing of linen.
- (h) Daily counting and recording of linen, tidying linen rooms, cupboards and thorough Packing.
- (i) daily cleaning of beds and bed making of unoccupied beds

## **6.WASTE REMOVAL**

Service provider to arrange the removal of waste from the clinic cleaned area to Waste area.

## **7. CONTROL OF MATERIALS AND EQUIPMENT**

- (a) all cleaning equipment is properly cleaned and stored
- (b) all cleaning equipment to be used in a particular area is clearly designated for such area and under no circumstances used elsewhere

## **8. LIASON**

8.1. Service provider shall regularly liaise and comply with infection control officers and KwaMagwaza Hospital Infection Control Policy.

8.2. Ensure that employees hired are at work as per specification on daily basis i.e.day offs will be arranged and manned by service providers while the institution relies on the number agreed upon .

8.3.the company should adhere to Occupational Health and Safety Act.

8.4. Infection Control, and Was the Management officers from KwaMagwaza hospital will ensure proper training of employees on infection and waste matters.

#### **9. MACHINERY AND MANNING REQUIREMENTS**

<b>Cost of Cleaning Equipment</b>		
<b>Description of item</b>	<b>Quantity</b>	<b>Costs</b>
<b>1. Vacuum cleaner</b>  Super silent Vae, complete with hose pipe, floor tool, crevice noozle and dust brush, for dry use only, 1100watt 220V motor, height 320mm, 10L tank	01	R
<b>2. Floor scrubber and Polisher</b>  Complete with solution tank, disc drive and scrubbing brush	01	R
<b>3. High speed burnishing machine</b>  Type 1 corrosion resistance, acid and alkali proof, motor 1100kw, current 5Amps, speed1450rpm, cable length 12mtr, net weight 46KG	01	R
<b>4. Double bucket mop unit 30litre stainless steel</b>  Handles (Blue & Red)	02	R
<b>5. Wet floor signs</b>	02	R
<b>6. Steel wringers</b>	02	R
<b>7. Colour coded metal mop sticks/grips</b>	02	R
<b>8. Spray bottles with triggers</b>	02	R
<b>Total costs</b>		<b>R</b>

## **10. MATERIALS**

Description of item	Quantity	Costs
1. Colour coded microfiber cloths (yellow , daily)	01 set / cleaner	R
2. Red, White and Blue colour coded plastic aprons	02 sets per cleaner/day	R
3. Colour coded mops	01 set per cleaner	R
4. Static mop	01 per cleaner	R
5. Hard broom	To be issued to cleaner daily	R
6. Protective clothing	Per cleaner	R
7. Clear refuse bags 30 micron		R
8. Scourers, hand pads, steel wool, machine pads		R
9. Scrubbing brushes, surgical gloves		R
10. Heavy duty gloves		R
11. Dust masks		R
Total costs		R

## **11. CHEMICALS AUTHORISED (SABS) APPROVED**

Description of item	Quantity	Costs
1. Floor stripper		R
2. Floor polish		R
3. Floor hardener		R
4. Floor buffer		R

5. Detergents		R
6. Disinfectants		R
7. Furniture Polish		R
8. Brasso		R
Total costs		R

## **12. UNIFORMS**

Description	Quantity	Cost
1. Uniforms	02 employees for 06 months	R

### **N.B: THE FOLLOWING ITEMS WILL BE PROVIDED BY THE CLINIC/MOTHER HOSPITAL**

1. Plastic Bags ( red and clear)
2. Toilet papers
3. Hand Paper towels

## **12. WAGES BREAKDOWN**

<b>ZNQ No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Wages for employees 06 months</b>	<b>Total Costs for Machinery, Material, Chemical &amp; uniforms for 06 months</b>	<b>Total price for 06 months</b>
KMG 164-21-22	06 MONTHS FOR CLEANING CONTRACTOR TO CLEAN NDUNDULU CLINIC	02 Employees	R	R	R

**SIGNED BY BIDDER..... DATE:.....**

**N.B.: - SERVICE PROVIDER TO COMPLY WITH MINIMUM WAGE RATES AS PRESCRIBED BY THE DEPARTMENT OF LABOUR. FAILURE TO DO SO WILL RESULT IN DISQUALIFICATION OF THE BID.**

### **PART B**

**The bidder must furnish all the details of current/last similar contracts served .**