

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS FOR WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS

BID NUMBER: **WCGHSC0453/1/2026**

CLOSING DATE: **FRIDAY, 5 JUNE 2026**

CLOSING TIME: **11:00**

FOR THE PROVISION OF RENDERING OF CLEANING SERVICES TO THE WESTERN CAPE DEPARTMENT OF HELATH AND WELLNESS (WCDHW) FACILITIES IN THE CAPE WINELANDS DISTRICT (STELLENBOSCH SUB-DISTRICT) A 30 MONTH PERIOD

Please submit your bid on the official, **not re-typed** forms. Only original, signed documents will be considered. Failure to complete and sign bidding documents, certificates, questionnaires and specification forms may invalidate the bid. **The date stamp on each page is for official use and not for completion by bidders.**

Each bid must be deposited in a **sealed envelope** with the **name and address of the bidder, the bid number and closing date**. These conditions also apply to **a bid sent by courier** that is delivered in a courier pouch and is either signed off by the responsible official, or deposited in the bid box by the courier's representative. The envelope shall not contain documents related to any bid other than that indicated on the envelope.

Bid documents must be deposited in the **bid box marked SUPPLY CHAIN MANAGEMENT, Department of Health and Wellness, Main Entrance of Supply Chain Management Offices (M9 Building) on the premises of Karl Bremer, c/o Mike Pienaar Boulevard and Frans Conradie Drive**. The bid box is generally open **07:00 am until 16:00 a days, 5 days a week Monday- Friday**. If you are uncertain about the location of the bid box, please call the responsible official, Mrs Shameez Halifax at (021) 834 9008 for assistance during office hours.

Please ensure that bids are delivered **to the correct address before bid closing**. **Late bids** will not be accepted for consideration and, where possible, will be **returned unopened** to the bidder accompanied by an explanatory letter. **No bidders' names or prices will be read out** after closing time when the bid box is opened and bids are removed by Sourcing officials.

All bidders must be registered on the Central Supplier Database (CSD) at the time of bid closing. **Bidders already registered on the CSD** must have **confirmation of their registration** AND **ensure that their status is up to date** prior to bidding by contacting www.csd.gov.za.

Unregistered bidders or bidders with suspended registration will be deemed non-compliant and their bids will not be considered. Any prospective unregistered bidder must register as a supplier on the CSD prior to bidding. Central Supplier Database self-registration only: www.csd.gov.za Contact email: SCM.eProcurementDOH@westerncape.gov.za


Where a bidder's tax compliance status cannot be verified or if a bidder's tax status is non-compliant on the CSD, the bidder will be afforded 7 working days to confirm tax compliance for the bid to be considered.

The B-BBEE status **on form WCBD 6.1 in your bid document** will be used to evaluate the bid, **not your B-BBEE status on the SEB or CSD**. Please complete your claims for **both the 80/20 and 90/10 preference points systems** in the WCBD6.1, as well as the attached **form WCBD4**. All other mandatory documents held on the CSD will be accepted by the Department of Health (WCGH) for consideration of formal bids.

This bid is subject to the General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract.

The successful bidder will be required to complete and sign a written contract form (WCBD7.1).

Please refer all technical/specification enquiries to **Mr Calvin Modisie/Ms Chanel Jacobs** at telephone no. (021) 808 6178/6113 or email : Calvin.Modisie@westerncape.gov.za / Chanel.Jacobs@westerncape.gov.za.


S Cloete
HEAD: HEALTH AND WELLNESS
DATE: 7 May 2026

WESTERN CAPE GOVERNMENT HEALTH GOODS & SERVICES SOURCING	
BID OPENED @ 11:00	
5 JUNE 2026	
1).....	2)
SIGNED	SIGNED

PART A INVITATION TO BID

ZERO-TOLERANCE TO FRAUD, THEFT AND CORRUPTION (ANTI-FRAUD, THEFT AND CORRUPTION)

THE WCG IS COMMITTED TO GOVERN ETHICALLY AND TO COMPLY FULLY WITH ANTI-FRAUD, THEFT AND CORRUPTION LAWS AND TO CONTINUOUSLY CONDUCT ITSELF WITH INTEGRITY AND WITH PROPER REGARD FOR ETHICAL PRACTICES.

THE WCG HAS A ZERO TOLERANCE APPROACH TO ACTS OF FRAUD, THEFT AND CORRUPTION BY ITS OFFICIALS AND ANY SERVICE PROVIDER CONDUCTING BUSINESS WITH THE WCG.

THE WCG EXPECTS ALL ITS OFFICIALS AND ANYONE ACTING ON ITS BEHALF TO COMPLY WITH THESE PRINCIPLES TO ACT IN THE BEST INTEREST OF THE WCG AND THE PUBLIC AT ALL TIMES.

THE WCG IS COMMITTED TO PROTECTING PUBLIC REVENUE, EXPENDITURE, ASSETS AND REPUTATION FROM ANY ATTEMPT BY ANY PERSON TO GAIN FINANCIAL OR OTHER BENEFIT IN AN UNLAWFUL, DISHONEST OR UNETHICAL MANNER.

INCIDENTS AND SUSPICIOUS ACTIVITIES WILL BE THOROUGHLY INVESTIGATED AND WHERE CRIMINAL ACTIVITY IS CONFIRMED, RESPONSIBLE PARTIES WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW.

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)

BID NUMBER:	WCGHSC0453/1/2026	CLOSING DATE:	5 JUNE 2026	CLOSING TIME:	11H00
DESCRIPTION	RENDERING OF CLEANING SERVICES TO THE WESTERN CAPE DEPARTMENT OF HEALTH AND WELLNESS (WCDHW) FACILITIES IN THE CAPE WINELANDS DISTRICT (STELLENBOSCH SUB-DISTRICT), (30) MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
bid box marked SUPPLY CHAIN MANAGEMENT, Department of Health and Wellness, Main Entrance of Supply Chain Management Offices, (M9 Building) on the premises of Karl Bremer Hospital, c/o Mike Pienaar Boulevard and Frans Conradie Drive					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Johannes Van Wyk		CONTACT PERSON	Calvin Modisie/Chanel Jacobs	
TELEPHONE NUMBER	(021) 834 9007		TELEPHONE NUMBER	(021) 808 6178/ 021 808 6113	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	JohanVanWyk@westerncape.gov.za		E-MAIL ADDRESS	Calvin.Modisie@westerncape.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		AND	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, WAS THE CERTIFICATE ISSUED BY A VERIFICATION AGENCY ACCREDITED BY	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No				

THE SOUTH AFRICAN NATIONAL ACREDITATION SYSTEM (SANAS)			
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[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs & QSEs) MUST BE SUBMITTED TOGETHER WITH A COMPLETED 6.1 IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

1.1.1.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/ SERVICES/ WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	1.1.1.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (WCBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING THROUGH THE WEBSITE WWW.SARS.GOV.ZA. 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE WITH TOGETHER WITH THE BID. 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE AND CSD NUMBER AS MENTIONED IN 2.3 ABOVE. 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED. 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."
NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

Important Notice to All Bidders

Compulsory Information Session and Site Inspections

Bidders are invited to submit bids for a comprehensive cleaning service for various health facilities within the Stellenbosch Sub-District, in the Western Cape. The contract period will be for thirty (30) Months

Information Session Details

- **Location:** Stellenbosch Sub district, Stellenbosch Hospital, Administration building, Boardroom
- **Date:** Tuesday, 19 May 2026
- **Time:** 09:00 AM

Site Inspection Details

Compulsory site inspections will take place on the following dates and times

HEALTH CARE FACILITIES PHYSICAL ADDRESSES & CONTACT DETAILS

Full Service per Area	Physical Addresses	Contact Number	Time and date
Stellenbosch Sub-District			
Full Service per Area	Physical Addresses	Contact Number	Time and date
Stellenbosch Hospital	80 Merriman Avenue, Stellenbosch 7599	021 808 6100	
EMS Stellenbosch	80 Merriman Avenue, Stellenbosch 7599	021 808 6113	To start when all bidders arrive
Idas Valley	Helshoogte Road Idas Valley	021 887 2721	To start when all bidders arrive
Kylemore Clinic	19 Skool Street, Kylemore, 7600	021 885 2504	To start when all bidders arrive
Pniel Satellite Clinic	14 Hill St, Pniel, 7681	021 885 2504	Not for site visit
Groendal Clinic	Stiebeuel Street, Stellenbosch,7599	021 876 3714	To start when all bidders arrive
Dirkie Uys Satellite Clinic	Dirkie Uys Street, Franschhoek	021 876 2172	Not for site visit
Klapmuts Clinic	342 Merchant Street, Klapmuts, Stellenbosch,7599	021 808 8917	To start when all bidders arrive

Kayamandi Clinic	56 Bassi Street, Kayamandi, 7600	021 889 5061	To start when all bidders arrive
Cloetesville Community Day Centre	c/o Bell & Tennantville Street, Cloetesville, Stellenbosch 7600	021 883 2676	To start when all bidders arrive
Don and Pat Bilton Clinic	5 Pajoraweg, Jamestown Stellenbosch, 7600	021 880 0357	To start when all bidders arrive

Important Note: Please keep strictly to the time of the first meeting as late bidders will not be allowed to continue with the site meetings.

Please ensure you adhere to the specified times and locations for each site inspection. Late arrivals will not be accommodated. Thank you for your cooperation.

Attendance Requirements Bidders must attend all site inspection meetings within the Sub-District if they intend to bid only for that Sub-District. If bidders intend to bid for all Sub-Districts, they must attend all site inspection meetings for all facilities listed in this bid.

Note: Bidders not attending all site inspection meetings will not be considered and will invalidate the bidder's offer. It is expected of all bidders to attend all site meetings of each item they want to submit a formal bid. In attending these sessions, it is essential that all the information relating to the services, is captured in the tender information. This will form the basis on which to evaluate the bidder who attended the site meeting.

Timing and Punctuality

Please keep strictly to the time of the first site inspection meeting at each Sub-District. Late bidders will not be allowed to continue with the site inspection meetings. Bidders must ensure that they are at the first meeting venue at least fifteen (15) minutes before the starting time of the meeting. Doors will be locked at the starting time of the information session and site inspection meetings.

Contact Information Please contact the officials listed in the bid advert and indicated on page 2 of the bid document for directions to the venue.

Attendance Register

Attendees of the compulsory information session and site inspection meetings must indicate their names and the bidder/company they represent on the attendance register. The attendance register must be signed at each facility.

Questions and Enquiries

Questions can be asked and will be answered at the information session to be held at Stellenbosch Hospital, Administration building. No further questions will be considered during, but not after, the site inspection meetings. Please bring along your bid document to each venue/site.

For all technical/specification enquiries, please refer to page 2&3 of the bid document. For driving directions to the facilities/sites, please contact the officials indicated on page 2&3.

1. DEFINITIONS

In addition to the definitions presented in the General Conditions of Bid, and unless in this Bid the context otherwise requires or admits, the following words and/or expressions shall have the meanings respectively ascribed to them below.

Where the context requires, words importing the singular number shall include the plural and vice versa.

Ad hoc	When necessary or as needed for specific purposes and period
Area	Includes any number of areas, whether closest.
BCEA	Basic Condition of Employment Act, No 75 of 1997.
Cleaner	A person employed to clean: This includes Cleaning the interior of buildings such as offices, houses, and public places
Cleaner Supervisor	A Cleaner supervisor is a professional responsible for overseeing the Cleaning staff and ensuring that Cleaning tasks are completed efficiently and to a high standard
Contract	Contract means the service level agreement as concluded between the Department and the SP, which includes these General Conditions of Bid, the Technical Specifications of this Bid, the SCC, GCC, bid specifications and the bid of the SP.
Cleaning	The removal of dirt, dust, and impurities from surfaces or objects. The physical removal of visible foreign material (e.g., dust, soil) and organic material (e.g., blood, secretions, excretions, microorganisms) from surfaces or objects in order to make it safe for use. Cleaning physically removes rather than kills microorganisms. It is accomplished with water, detergents, and mechanical action.
Cleaning cart (also known as cleaning trolley)	A dedicated two bucket trolley with caddy that carries environmental cleaning supplies and equipment, in addition to bags or bins for soiled materials, such as laundry, for disposal or reprocessing.
Cleaning equipment	Refers to tools, machines, and devices used to remove dirt, dust, stains, and other unwanted substances from surfaces, objects, or environments. These tools are essential for maintaining hygiene, cleanliness, and safety in homes, workplaces, and public spaces.
Cleaning product (also known as cleaning agent)	Liquids, powders, sprays, or granules that remove organic material (e.g., dirt, body fluids) from surfaces and suspend grease or oil. Can include liquid soap, enzymatic cleaners, and detergents.
Cleaning solution	A combination of water and cleaning product (e.g., detergent) in a ratio specified by the manufacturer.
Contact time	The time that a disinfectant must be in contact with a surface or device to ensure that appropriate disinfection has occurred. For most disinfectants, the surface should remain wet for the required contact time.
Contribution	The combined amount of the employer and employee contribution to the Private CLEANER Sector Provident Fund ("the Fund") shall be payable monthly to the Fund by each employer in the sector in respect of each of their employees whose conditions of employment are governed by the Bargaining Council Main Collective Agreement or the Sectoral Determination
Damp dusting	Dusting or wiping of surfaces. Must always be done with a damp cloth. The cloth must be dampened in clean water containing a detergent. The detergent breaks the surface tension of the water, allowing the dust particles to cling to the cloth. Then the cloth is wrung tightly to remove most of the water before being used to wipe down surfaces.
Commencement Date	The date the Contract commences being the date that the Department makes the award and the SP accepts same.
Contract Period	The period from the Commencement Date to the date that the Contract expires. The Contract period will be 30 Months.

Day	A period of 24 consecutive hours reckoned from the time such employee usually commences work and daily has a corresponding meaning.
Cleaning product (cleaning agents)	Liquids, powder, sprays, or granules that remove organic material (e.g. dirt, body fluids) from surfaces and suspends grease or oil. Can include liquid soap, enzymatic cleaners and detergents
Department	The Western Cape Department of Health and Wellness (WCDHW).
Disinfection	A thermal or chemical process for destroying or inactivating microorganisms on surfaces inanimate objects. Chemicals that inactivate/kill microorganisms. Must not be used for routine cleaning. Only use after cleaning with soap and water.
Disinfectants	Chemical compounds that inactivate (i.e., kill) pathogens and other microbes and fall into one of three categories based on chemical formulation: low-level, mid-level, and high-level. Disinfectants are applied only to inanimate objects. All organic material and soil must be removed by a cleaning product before application of disinfectants. Some products combine a cleaner with a disinfectant.
Department's Representative	Such party/s as the Department may appoint as the Department's Representative/s for the purposes of the Contract. The Department will inform the SP of such appointment/s in writing.
Districts	Cape Winelands District
District Office	The Department's administrative office in the District.
Environmental cleaning	Cleaning and disinfection (when needed, according to risk level) of environmental surfaces (e.g., bed rails, mattresses, call buttons, chairs) and surfaces of noncritical patient care equipment (e.g., IV poles, stethoscopes).
Employee	Any person who works for another person or who in any manner assists in carrying on or conducting the business of an employer, and who receives, or is entitled to receive, any remuneration, and "employed" and "employment" have a corresponding meaning, and which also includes those persons who qualify to be deemed as employees in terms of the Contract and who do not fall under the jurisdiction of any other agreement or bargaining council agreement.
General patient areas	Outpatient or ambulatory care wards and inpatient wards with patients admitted for routine medical procedures who are not receiving acute care (i.e., sudden, urgent, or emergent episodes of injury and illness that require rapid intervention).
Hand hygiene	Any action to remove dirt, organic material, or microorganisms from the hands. Hand hygiene can be done by hand wash for 40-60 seconds with soap and water or handrub for 40 seconds with 70% alcohol sanitizer.
Health Facility	Any facility under the management of the WCGHW.
High-level disinfection	Kills all microorganisms, except for small numbers of bacterial spores.
High-touch surfaces	Surfaces, often in-patient care areas, that are frequently touched by healthcare workers and patients (e.g., bed rails • bed frames • moveable lamps • tray table • bedside table • handles • IV poles • blood-pressure cuff, overbed table, doorknobs, medication carts).
Low-level disinfection	Inactivates most vegetative bacteria, some fungi, and some viruses in a practical contact time, but does not kill more hardy viruses (e.g., non- enveloped), bacterial genus (e.g., mycobacteria), or bacterial spores.
Low-touch surfaces	Surfaces that are minimally touched by healthcare workers and patients (e.g., walls, ceilings, floors).
Manager	An employee who is charged by an employer with the overall supervision over,

	responsibility for and direction of the activities of an establishment or part of an establishment engaged therein but does not include any employee in the same establishment who relieves or acts for a manager during a manager's absence.
Microfiber cloths	Cloths made from a tightly woven combination of polyester and polyamide (nylon) fibres.
Mid-level disinfection (also intermediate-level disinfection)	Kills inactivate vegetative bacteria, including mycobacteria, most viruses, and most fungi, but might not kill bacterial spores.
Multidrug-resistant organisms (MDRO) and pathogens	Germ (viruses, bacteria, and fungi) that develop the ability to defeat the drugs designed to kill them. Typically refers to an isolate that is resistant to at least one antibiotic in three or more drug classes.
Night Shift	Work which is performed between the hours of 18h00- 06h00 or 19h00 – 07h00
Non-critical patient care equipment	Equipment, such as stethoscopes, blood pressure cuffs and bedpans/support, that comes into contact with intact skin.
Patient care areas	Any area where patient care is directly (e.g., examination room) and indirectly (e.g., medication preparation area) provided. Includes the surrounding healthcare environment (e.g., patient toilets).
Attendance sheet	An attendance sheet is a document used to record the presence or absence of individuals at a workplace.
Personal protective equipment (PPE)	Clothing or equipment worn by staff to protect themselves against hazards (e.g., blood or body fluids) eg apron, gloves, gumboots for when scrubbing floors, goggles/face shields, masks including N95 respirator masks.
Province	Western Cape Province.
Premises	Any land and any building or structure above or below the surface of any land.
Public Holiday	Any day that is a public holiday in terms of the Public Holidays Act, 1994 (Act. number 36 of 1994).
Remuneration	Any payment in money or kind, or both in money and kind, made or owing to any person in return for that person working for any other person, including the State, and "remunerate" has a corresponding meaning.
Reliever	An employee (a) who reports for duty at a specific place and time; and (b) who must remain at the specific place who is required to relief any other employee who may be on lunch, tea, toilet break or absent from duty.
Reusable rubber gloves (also referred to as domestic gloves or household gloves)	Gloves that protect the hands from liquids, including cleaning or disinfectant solutions, and chemicals. They are stronger (more durable) than disposable (single use) latex gloves.
Routine cleaning	The regular cleaning (and disinfection, when indicated) when the room is occupied to remove organic material, reduce microbial contamination, and provide a visually clean environment. Emphasis is on surfaces within the patient zone.

Material Safety data sheet (MSDS)	A document by the supplier or manufacturer of a chemical product that contains information on the product's potential hazards (health, fire, reactivity, and environmental) and how to work safely with it. It also contains information on the use, storage, handling, and emergency procedures.
Scheduled cleaning	Cleaning (and disinfection, when indicated) that occurs concurrently with routine cleaning and aims to reduce dust and soiling on low-touch surfaces.
Self-posting	A Cleaner must not post him-/ herself at the posting point for duty. Cleaners on every shift must be inspected before being deployed by the SP. Cleaners will not on their own change shifts and must be posted by the supervisors or site manager.
Terminal (discharge) cleaning	Cleaning and disinfection after the patient is discharged or transferred and also discharged from an isolation room. Includes cleaning from top to bottom, for the removal of organic material and significant reduction and elimination of microbial contamination.
Three-bucket system (mopping)	Floor mopping system for cleaning and disinfection. One bucket contains a detergent or cleaning solution, the second bucket contains disinfectant or disinfectant solution, and the third bucket contains clean water for rinsing the mop.
Two-bucket system (mopping)	Floor mopping system for cleaning only (not disinfection). One bucket contains a detergent or cleaning solution, and the second bucket contains clean water for rinsing the mop.
Zones	To divide facilities in the different geographical Rural areas within Cape Winelands District office.

PRICING SCHEDULE

RENDERING OF CLEANING SERVICES TO THE WESTERN CAPE DEPARTMENT OF HEALTH AND WELLNESS (WCDHW) FACILITIES IN THE CAPE WINELANDS DISTRICT (STELLENBOSCH SUB DISTRICT) FOR A (30) MONTH PERIOD.

NAME OF SERVICE PROVIDER:	BID NO: WCGHSC0453/1/2026
CLOSING TIME:	OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID

All offers submitted must be VAT inclusive. SP's who are not VAT vendors/ registered must indicate if their pricing is inclusive or exclusive of VAT.

NOTICE

See attached excel spreadsheet to be completed electronically, printed and submitted with bid document – Annexure A. (Include the Rate for Ad-hoc)

Bidder to complete only the yellow fields on the spreadsheet.

Permanent Reduction Or Increase In Scope Of Service

The Department reserves the right to permanently decrease the number of cleaners by giving the Service Provider 3 months (90 days) written notice of its intention to do so.

The reduced price shall be negotiated with the Service Provider and shall be calculated on a proportional basis.

Similarly, the Department reserves the right to permanently increase the number of cleaners subject to approval by the Delegated Official.

The increased price shall be negotiated with the Service Provider and shall be calculated on a proportional basis.

RURAL AREA

	Stellenbosch Sub-District		
(Please Mark)			
BIDDERS NAME			
EMAIL ADDRESS			
CELL NO		OFFICE TEL	
BIDDERS PHYSICAL ADDRESS 1			
BIDDERS PHYSICAL ADDRESS 2		TOWN	

Note: Please ensure that your price per month includes the latest minimum wage rate as published in the government Gazette. Bidders that do not comply to the latest hourly rate will not be considered The bid will be adjudicated on the total cost over the (30) month period. Please ensure that your costing is correct as corrections cannot be made after bid closure.

A. Does the offer comply with specifications? Please circle your option. YES / NO

B. If not to specification, please indicate deviation(s) on a separate sheet. YES / NO

DEFINITION OF PRICING STRUCTURES

- **Firm Prices:** Subject to adjustments due to changes in customs, excise duty, or other binding duties, levies, or taxes.
- **Fixed Period Adjustments:** Three-tier prices (1st, 2nd, and 3rd year).
- **Rate of Exchange Variations:** Complete the provided table.
- **Claims:** Must be made within 60 days of delivery.
- **Benefits:** Pass on favourable exchange rate benefits to the Western Cape Government.
- **Details Required:** Financial institution, currencies used, price portions subject to exchange rate variations, and amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

1. **Non-firm prices**

Non-firm prices are prices **linked to proven adjustments**.

1.1. It is compulsory that the variable factors and their weights be indicated where prices are linked to proven adjustments.

The table below serves only as a guide and service providers must include all other information deemed necessary.

ITEM NO	PRICE	OVERHEADS AND PROFIT	VARIABLE FACTOR (Provide factor e.g manufacturer increase)	WEIGHT OF VARIABLE FACTOR/S

1.2. **In cases where prices are subject to the escalation formula, the following table must be completed.**

In this category price escalations will only be considered in terms of the following:

$$Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + \dots Dn \frac{Rnt}{Rno} \right) + VPt$$

Where:

- Pa = The new escalated price to be calculated.
- (1-V) P = 85% of the original bid price. **Note that Pt must always be the original bid price and not an escalated price.**
- D1, D2** = **Each factor of the bid price eg labour, transport, clothing, footwear, etc. The total of the various factors D1, D2 etc. must add up to 100%.**
- R1t, R2t = Index figure obtained from new index (depends on the number of factors used).
- R1o, R2o = Index figure at time of bidding.
- VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

2. The following index/indices was/were used to calculate the bid price:

- 2.1. Index dated Index dated Index dated
Index dated Index dated Index dated

2.2. Please furnish a breakdown of your price in terms of above-mentioned formula. The total of the various factors must add up to 100%.

FACTOR (D1, D2 etc. e.g. Labour, transport etc.)	PERCENTAGE OF BID PRICE

PLEASE NOTE: Proven cost adjustments and formula-based adjustments cannot both be considered at the same time.

TECHNICAL Specifications: Provisioning of Comprehensive Cleaning Services

Scope: Provisioning of a comprehensive cleaning service for Stellenbosch Sub-district.

Client: Department of Health and Wellness, Western Cape Government.

Duration: Thirty Months (30) period.

SECTION A: BIDDING PROCEDURE

1 Invitation to BID

- 1.1 The Western Cape Department of Health and Wellness (WCDHW) invites bids for WCGHSC0453/1/2026 for cleaning services in the Western Cape for thirty Months in the Cape Winelands District, Stellenbosch Sub district.
- 1.2. Service Providers (SPs) must complete the attached WCBD 3.1/Electronic Pricing Schedule (Annexure A, Excel document) available on the e-Tender Portal.

A. It is a condition of this bid that only bidders who comply with the below requirements will be considered for acceptance. Bidders are therefore required to declare their compliance at the end of this section.

Every document must be acknowledged by marking the applicable “Yes” or “No” block with an “x”.

Failure to comply with this requirement or the provision of acceptable, well-motivated written explanations where deviations occur, may lead to immediate disqualification of the bid.

B. All information provided in this Section shall or may be verified by The Department.

NO.	COMPULSORY DOCUMENTS	DESCRIPTION	COMPLIANCE – INDICATE YES/NO COMMENTS	
1.	WCBD 1	Invitation to Bid to be completed and signed by authorised official, and proof of such authorised official’s authority to submit the bid must be submitted where necessary, for instance where the bidding entity is a Trust or Company.	Yes	No
2.	WCBD 3.1	Pricing Schedule to be completed in full.	Yes	No
3.	WCBD 4	Declaration of Interest Form to be completed in full.	Yes	No
4.	WCBD 6.1	Preference Points Claim Form (90/10) to be completed in full.	Yes	No
5.	Current and valid Public Liability Insurance Fund Document to the minimum value of five million rand (R 5 000 000. 00) per Adverse Incident	Proof to be valid from time of bid closing and to be maintained for the duration of the Contract period.	Yes	No
6.	Company Registration Certificates	CK1 (Registration of Company) and CK2 (Change of Name or Ownership)	Yes	No
7.	Close Corporation Certificates	CK1 (Registration of Closed Corporation) and CK2 (Change of Name or Ownership)	Yes	No
8.	Joint Ventures	Partnership Agreement	Yes	No
9.	Occupational Health and Safety Act, 1993 (Act 85 of 1993) and	Is the bidder prepared to accept full responsibility in terms	Yes	No

	Regulations of the Act	of Section 37(2) of the said Act?	
10.	Current and valid registration Compensation for Occupational Injuries and Disease Act (COIDA	Letter of Good standing must be valid at time of bid closing. Pending renewals must be finalized at the time of the award, otherwise the bid would be deemed non-compliant.	Yes No

DECLARATION

Name of company/ entity:

VAT registration number:

Company Registration number:

I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that I/we comply with the above-mentioned requirements.

Signature:.....

.....
SIGNATURE FULL NAMES Commissioner of Oaths

Designation (rank) ex officio: Republic of South Africa

Date:..... Place

Business Address:
.....
.....

1.3. The completed electronic pricing schedule must add to bid document when submitting offer before bid closing. No handwritten pricing schedules. Bidder must only complete the yellow fields.

2. Information to Service Providers

2.1. Mandatory Requirements:

- Submit valid original or certified copies of compulsory documents, fully completed and signed where applicable and returned in order to constitute a compliant offer. Failure to meet these compulsory requirements, whilst taking into consideration paragraph 2.2 **will** disqualify your offer.

2.2 SP's must furnish all the information required for this bid document with the indicated amount of detail to ensure compliancy of the bid. Compulsory documents left blank without any indication of response by the SP to the requested information in the compulsory document will be deemed an omission of the requested information and will not be considered.

2.3 SP's must ensure that their bids are completed and that they sign all relevant standard bidding documents (WCBD). SP's should not use corrective fluid on any documents submitted. Alterations/corrections to inserted information may only be performed as follows:

Strike a line through the incorrect information, write the corrected information as appropriate (under, above or next to the information to be corrected), and initial at every incidence of alteration/correction.

3. PRICING INSTRUCTIONS

3.1 Department reserves the right to negotiate a flat rate with compliant service providers for Stellenbosch Sub District submitted offer, for the duration of this contract.

3.2 The SP will be paid for the requested service, an amount in accordance with the accepted price inclusive of VAT.

3.3 Annual Price Adjustment

3.3.1 Where applicable, an annual price adjustment will be effective when signed and gazetted in the Government Bulletin and be based on the Main Collective agreement of the National Bargaining Council as amended from time to time. SP's are instructed to fully complete the WCBD 3.1/2; failure to complete this form will prevent The Department from accurately determining the applicable increase and may lead to SP's not being eligible for annual price adjustments. (Inclusive of the relevant tables).

3.3.2 SP's to complete WCBD 3.1/2, Non-firm prices table 2.1 on page 20.

4 THE BID CONDITIONS

4.1 General conditions of bid

4.1.1 This bid and all contracts emanating therefrom will be subject to the Government Procurement General Conditions of Contract (GCC), July 2010, published by National Treasury. The Special Conditions of Contract (SCC) are supplementary to that of the GCC. The SCC for this bid, the SP's offer and the GCC will form part of this contract. Where the SCC conflict with the GCC, the SCC will prevail.

4.2 All SP's participating in the bid must comply with the bid conditions. They shall execute their duties and obligations as set out in these bid conditions, timeously and with integrity and behave equitably, honestly and transparently, comply with all legal obligations and not engage in anticompetitive or illegal practices.

4.3 SP's may not submit a bid without having a firm intention, and the capacity, to proceed with the contract.

4.4 **The** Department may accept or reject any bid offer and may cancel the bid process and reject all bids at any time before the formation of a contract, due to the following reasons inter alia:

4.4.1 Changed circumstances and there is no longer a need for the services specified in the invitation.

4.4.2 Funds are no longer available to cover the total envisaged expenditure.

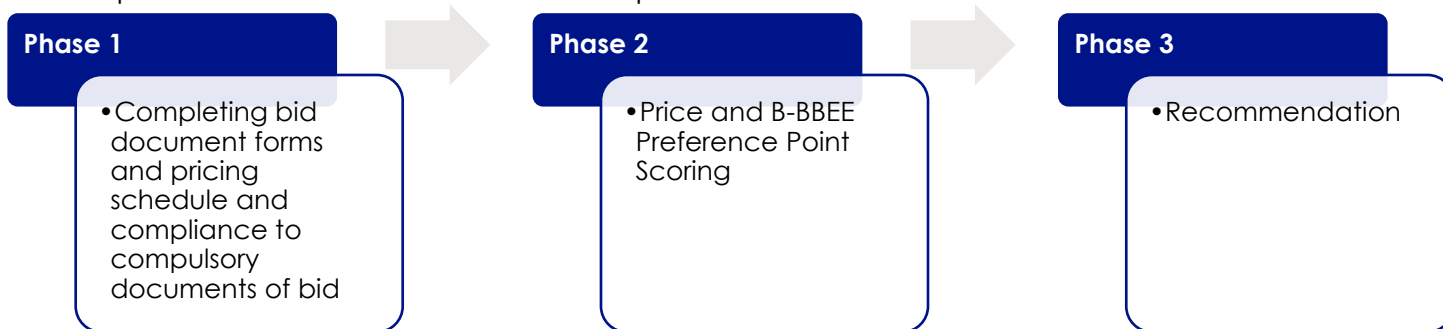
4.4.3 No acceptable tender is received; and

4.4.4 There is a material irregularity in the bid process.

4.5 The Department shall not accept or incur any liability to a SP for such cancellation or rejection but will give written reasons for such action upon written request to do so.

5 BID EVALUATION PROCESS

5.1 The procedure for the evaluation of responsive bids will be as follows



5.2. PHASE 1: COMPLETING BID DOCUMENT FORMS AND PRICING SCHEDULE, COMPLIANCE TO COMPULSORY SITE MEETING AND COMPLIANCE TO COMPULSORY DOCUMENTS OF THE BID

5.2.1 During this phase bids of SP's who attended the compulsory briefing session, are evaluated for compliance to the compulsory requirements of the bid (bid conditions) inclusive of all relevant bid documents being duly completed, signed and submitted as part of the bid and that all supporting documentation was provided in line with the conditions of the bid. **Failure to comply with these requirements may result in disqualification of your offer.**

5.3 PHASE 2: PRICE AND B-BBEE PREFERENCE POINT SCORING EVALUATION

5.3.1. The bidder's prices will be determined based on all associated cost applicable to the zone

5.3.2. Preference Points shall be awarded as follow

- Price: Maximum 80 points
- B-BBEE Level: Maximum 20 points
- Total Points: B-BBEE points will be added to the price points.
- **Preference Claim:** Only bidders who complete and sign the preference claim form (WCBD6.1) will be considered for preference points.

5.4 PHASE 3: RECOMMENDATION

- SPs appointed under this tender are responsible for cleaning health facilities and office buildings, which are essential for public health care services. Maintaining cleanliness in these buildings is crucial to prevent the spread of infections and ensure a safe environment for patients and staff. These facilities house vital items like medication, medical equipment, and furniture, which must be kept clean to ensure uninterrupted health services. Cleaning services are essential for maintaining hygiene and safety, especially in high-risk areas such as mental health care facilities and other sensitive environments.

SECTION B: CONDITIONS OF CONTRACT

6. Service Standards and Compliance

The SP shall render services in accordance with the standards set out in this document and the SOP. The SP must comply with the terms of the Contract, and the Code of Conduct.

7. Consumables materials, PPE and chemicals

7.1 The Department of Health and Wellness will provide some of the cleaning materials and the Bidder must provide the PPE as Annexure B)

8. The Contractor shall provide the equipment for the cleaning services to be rendered. This will include , but not limited to, buff machines, vacuum cleaners, mops and mop trolleys, brooms, window cleaners (with telescopic handle), ladders, etc.The Contractor must provide all the appropriate cleaning equipment. Using the appropriate cleaning tools is crucial; refer to Annexure B.

- a) **When clearly soiled, or at the conclusion of each day, all cleaning supplies, carts, and accessories must be cleaned.**
- b) **To lower the possibility of cross contamination in several places, cleaning equipment should be labelled using a color-coding system:**

Table 3: Color Coding	
Red cloth/ mop/ bucket	for highly contaminated areas, such as toilets, showers, wash-up rooms, sluice rooms. Suitable for sanitary fittings and washroom floors. To be used in areas considered to be a high risk in relation to the spread of infection, notably sanitary fittings within toilets, washrooms, wet changing areas etc. This includes all associated fixtures and fittings.
Blue cloth/ mop/ bucket	general areas including wards, offices, and hand wash basins in public areas. Suitable for general low risk areas. Generally used when cleaning areas that are considered to present a low risk of infection. All equipment can be used to clean classrooms, corridors, offices, reception areas etc.
Green cloth/ mop/ bucket	bathroom (basin, bath, and showers), ward/consulting room basins. Suitable for general food and bar use. All kitchen areas within an establishment should use green equipment. In a commercial kitchen, there are usually toilets, offices and storerooms and in those cases, the other relevant colors should still be adopted, where food is not prepared.
White cloth/ mop/ bucket	Kitchen areas (food preparation and serving).
Yellow cloth/ mop/ bucket	Isolation areas. Suitable for wash basins and washroom surfaces. Should be used in washroom areas for cleaning all fixtures, fittings and surfaces that are not considered critical in terms of infection. These include worktops, doors, pipework, towel dispensers, sinks and basins.

9. Contractors' office

9.1 It shall only be used for the purpose of an office, safekeeping (lockers) and changing facilities as described in the Regulations.

9.2 The Contractor shall provide his own safekeeping lockers for his own staff.

9.3 The Contractor is to devise and implement control systems to prevent vandalism, graffiti, theft and damage to the building infrastructure and fittings etc.

9.4 The Contractor shall ensure that adequate notices are displayed informing all users that the safekeeping facilities (lockers) are used at their own risk.

9.5 The Department shall be responsible for normal maintenance issues via leaking taps, locks, lighting, blockages, etc. which are to be reported to the Assistant Director: Support Services.

9.6 Use of the Toilets is to be permitted for any person. No prior authorization will be required.

9.7 Stellenbosch Sub-district will only provide an office for a suitable designated area for the storing of the cleaning materials and chemicals. This will be stored at the service provider's own risk.

10. Conduct of Cleaning Officers

The SP shall ensure that all Cleaning Officers maintain the highest standard of conduct.

1. Requirements for cleaning staff

- a) All staff must be trained by a qualified trained facilitator in the correct methods of cleaning and disinfection relating to their job category, According to Practical Manual for Implementation of the National Infection Prevention and Control Strategic Framework 2020, proof of training needs to be submitted within 2 weeks of appointment.
- b) Staff must be presentable, clean and practice good personal hygiene.
- c) Staff must wear clean, appropriate, and identifiable regulation uniforms. If the uniform becomes soiled or wet, it must be changed.
- d) Staff must wear name tags at all times
- e) Hand Hygiene must be performed:
 - at the beginning and end of each shift.
 - after handling contaminated items.,
 - before and after meals or smoking.
 - after handling cleaning chemicals.
 - after using the bathroom.
 - after removing gloves and between tasks; and
 - if hands are potentially contaminated with blood or body fluids.

e) No eating, drinking, or smoking is allowed except in specific designated areas in specific designated areas for cleaning service provider staff.

Staff are not allowed to wear listening devices (headphones, ear pods) during working hours.

Staff may only use cell phones during their break times.

Staff may not conduct private business on the site

Staff may not consult with doctors and nurses while on duty

- Staff working in specialised areas, such as the operating theatres, must adhere to the specified dress code for those areas.
- Staff, including management, must be trained in the effective cleaning processes, appropriate equipment and use of detergents and disinfectants and proper cleaning methods for various areas in a facility, including infection prevention and control.
- Records of cleaning staff training must be kept and be available for inspection.

2. Management and Supervision

The SP is responsible for the overall management and supervision of Cleaning staff.

3. Inspection and Posting

The SP must conduct staff inspection during shift changes. The SP must ensure timely posting of cleaning staff and inform the Facility Manager of any delays.

- a) The facility external cleaning Supervisor and cleaning Service Manager must report to the Facility Manager or their delegate for every visit and sign the relevant register. Hospital visits must occur once a week, and clinic visits must occur monthly. All facility inspections must take place during the prescribed timeframes. Any external inspector visits outside the specified timeframes will be considered non-compliant, and penalties will be issued.
- b) Cleaning Supervisor: Conducts daily visits to the facility to ensure that cleaning standards are upheld and to address any immediate operational issues.
- c) Cleaning Area Manager: Conducts weekly visits to the hospital and monthly visits to clinics and CDC to perform comprehensive inspections, evaluate performance, and address broader operational issues.
- d) Prior to the commencement of the Contract the SP must familiarise itself with the duties and tasks as per the standard operating procedure ("SOP") annexure C to be performed at the facility and must implement them accordingly.
- e) The SP shall ensure that all its Cleaning staff/s shall report for all shifts on time to facilitate a smooth shift change over.
- f) The SP shall ensure that all cleaning staff posted are dressed in accordance with the corporate uniform and dress standards; jacket, shirt, pants, skirts, company name badge and protective shoes.

4. Immunisation Against Hepatitis B

- 4.1 The SP must ensure that all cleaning staff at Department facilities are immunised against Hepatitis B at the SP's expense. Evidence of immunisation must be provided within 5 days of contract commencement, with follow-up immunisations at 30 days and 6 months. Staff must remain immunised against Hepatitis B for the duration of the contract, with all associated costs covered by the SP. The immunisation will be the responsibility of the SP, as per Regulation 37.2 OHS Act. h68/2024. The Department will not administer or store any of the vaccine vials.

5. Local Employment

- The SP shall ensure as far as possible to employ cleaning staff within the demographic and community of the facility to minimize the risk from transport disruptions

6. PROFILE OF CLEANING STAFF

- 6.1 All Cleaning staff intended to be posted at the facility (s) MUST comply with the following requirements and proof must be submitted to the Facility Manager before posting of any Cleaning staff. Without the proof submitted, NO Cleaning staff will be allowed to be posted at the facility(s). The profile must include the following documents:
- 6.2 Identity Document (I.D.) must be South African citizen. The Cleaning staff must be a citizen or a permanent resident permit of South Africa.
- 6.3 SAPS criminal background check at the cost of the SP.
- 6.4 Proof of employment signed by both parties.
- 6.5 Must be able to communicate, in two (2) of the three (3) official languages of the Western Cape, unless otherwise specified.
- 6.6 Must be physically fit.
- 6.7 Profile must also include proof of training, N95 fit test, and a confidentiality agreement.

7. CLEANING RELIEF STAFF

- 7.1 It is the responsibility of the SP(s) to ensure uninterrupted cleaning service at all facilities; therefore, the appointed SP must provide sufficient cleaning staff to ensure all posting points are always serviced and during all types of leave, and or any emergencies, at their own cost
- 7.2 In accordance with BCEA, 1997; an employer must give an employee who works continuously for more than five hours a meal interval of 30 minutes to 1 hour. Any deviation from this requirement will construe non-compliance and contract management principles will be applied and penalties issued. All reliever employees must be fully trained, and familiar with the specific requirements of the facility.

8. CLEANING STAFF DUTIES

- 8.1 Prior to commencement of the contract, detailed activities to be carried out for each post will form the basis of a SOP must be drafted and signed off in collaboration between the Facility Manager and SP.

9. Uniform:

9.1 Standard uniform

Uniform policy to be compiled together with Contract Manager. Deadline for implementation of uniform policy is 1 months after initiation of contract. But if staff are appointed / replaced during the course of the contract, they should wear the proper uniform attire within 5 working days of commencement of duty (where after applicable penalties will apply). This includes protective shoes for all staff.

9.2 ID badge

A clear identification card of the Service Provider with the member's photo and full name worn conspicuously (visibly) on his/her person at all times must be replaced within 7 working days.

10. Penalties and Pro Rata Deductions

- a. Deduction and penalties will be incurred against the Service Provider for every hour for work not performed according to the bid specifications and conditions (part of an hour will be regarded as a full hour)
- b. The Service provider will be penalized, and pro rata deductions will be made for not adhering to Bid Specifications.

Miscellaneous Penalties

The Service Provider will be penalized, and pro rata deductions will be made for not adhering to bid specifications. Here are the miscellaneous penalties:

- Late Postings
 - Penalty: R100.00 per person
 - Condition: After half an hour of commencement of shift

- Failure to Post
 - Penalty: R500.00 per person per day
 - Condition: After 1 hour of commencement of shift

- Asleep on Duty
 - Penalty: R200.00 per occurrence
 - Condition: To be removed from site should a second similar offence occur

- Failure to Wear and Display Identity Cards
 - Penalty: R50.00 per occurrence

- Failure to Adhere to Dress Code
 - Penalty: R100.00 per occurrence

- Absent from Point of Duty
 - Penalty: R200.00 per occurrence
 - Condition: For any period during the shift

- Posting of Untrained Staff
 - Penalty: R200.00 per occurrence

- Failure to Provide a Relief
 - Penalty: R200.00 per occurrence

- Penalty for Misuse of Cell phones
 - Penalty: R200.00 per occurrence

- Improper management of medical waste
 - Penalty: R200

- Consumables – non-compliance
 - Penalty: R500.00

- Smoking in non-designated area during working hours
 - R200.00

- Failure to Provide Equipment (in Working Condition)
 - Penalty: R500.00 per occurrence

- A penalty can be applied if an area is not visibly clean i.e. looks dirty, smudges, piling up of dirt, odour
 - Penalty: R200.00 per area per day

- c. **All other non-performance will be 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.**

Bidders to note the following pertaining to delays in supplier's performance

1. The lead time applicable to goods or services is specified in the contract notice, or other confirmation of contract issued to a service provider.
2. Only once the contractor has failed to meet this lead time is the service provider considered to be in breach of contract.
3. In urgent cases where the delivery of goods and services is critical or delays may cause a disruption to service delivery, Institutions may purchase a similar quality and quantity of goods in substitution of the ordered goods from an alternative supplier at the expense of the defaulting contractor.
4. Should the delay not be critical, a penalty will be levied against the service provider by deducting a calculated sum from the contract price, calculated as shown below. The sum shall be the order value multiplied by the number of days late, multiplied by the prime interest rate.,

Example:

Penalty = prime Interest Rate ÷ 100 ÷ 365 x number of days late x order value

P = 9% ÷ 100 ÷ 365 x 10 x R100

P = R0.2466

Excel formula: = (%/100/365*days*order value)

Notification of Penalties

The Department will inform the SP in writing of penalties and provide a copy of the penalty document. The Contract Manager will notify the SP of transgressions via email, including evidence (e.g., photos, video, CCTV footage, staff reports)

Credit Note Requirement

The SP must provide a credit note within 24 hours of receiving a penalty notice. The Department will not process invoices where penalties are disputed, and credit notes are requested. Payments will be processed once the credit note is received.

- Invoice with control sheet must be handed in to the department on the 1st of every Month.

These penalties are designed to ensure compliance with the bid specifications and maintain a high standard of service.

11. Staff Tearoom:

- A rest room and ablution facilities will be provided for the exclusive use of the staff of the SP. It is the responsibility of the SP to furnish the room.

12. Orientation:

- All staff must be available for a once-off orientation on a predetermined date prior to the commencement of the contract. This will be incorporated into the training as per point "e" above. Thereafter, orientation of new and relief staff remains the responsibility of the contractor.

13. Monthly Documentation:

- Documentation of relevant training must be provided to the Contract Manager of the Department before the contract commences and monthly the 20th of each month.
- **Duty Roster:**
- The Contract Manager must be supplied with the following month's duty roster on the 20th of each month for the following month.

14. Absenteeism Reporting:

- Any absenteeism must be reported, as soon as it is known, on a daily basis to the designated contact person within the Sub-district. Within 1 hour of commencement of services.

15. Daily Reporting:

- The manager/supervisor of the contractor must report on a daily basis to the Contract Manager any issues raised from the daily program/roster.

16. Monthly Meetings:

- The service provider's management team must attend scheduled meetings (monthly or bi-monthly, as agreed) with the designated Contract Manager and relevant stakeholders. These meetings will address cleaning contract performance, challenges, and improvements. Virtual attendance may be permitted where appropriate.

17. INVOICING AND PAYMENTS

- 17.1 The Department shall pay the all-inclusive price (VAT inclusive) as per the offer submitted for the bid in accordance with the service delivery standards as set out in the bid. The Department reserves the right to not pay for a service not rendered in its entirety or in part.
- 17.2 The Department shall pay the said amounts within 30 (thirty) Calendar Days of receipt of a detailed, valid tax invoice and written confirmation from the Contract Manager on the first day of each month for the preceding month's Services confirming that the Services were rendered satisfactorily during the invoice period.
- 17.3 To allow the Department not to withhold payment of invoices, the Department reserves the right to pay an invoice partially for the satisfactory services provided should there be pending investigations and/or disputes/ discrepancies on any invoices submitted. A revised invoice and relevant credit note (as applicable) to be provided within 24 hours.
- 17.4 SP must provide the monthly invoice/s and all attendance registers for payment processing. Attendance registers to be checked and signed after each shift. The monthly invoices should be submitted via email to the contract manager and finance department.
- 17.5 The payment of all sub-contractors remains the responsibility of the SP and not the Department.
- 17.6 The correctness of the invoice is the responsibility of the SP. At no time will the Department be held liable for errors and backdate payments to compensate for such errors.
- 17.7 The following details must be reflected on the invoices contemplated in clause 7.3:
- The total amount payable
 - Specific services rendered,
 - Period of service (from/to);
 - Facility Name
 - The invoice number;
 - Order number received from the Department.

- VAT payable; and
- SP's banking details.

17.8 Prior approval must be obtained from the Department to facilitate any changes in banking details.

17.9 All payments under this contract shall be made in South African Rand by way of an electronic banking transfer into the bank account of the SP (located in the Republic of South Africa), quoting the invoice number against which payment is to be made.

If the Department is conducting renovations or if the facility is under construction in a manner that prevents the Contractor from rendering services, the Contractor shall not be required to perform services at that site for the duration of such renovations or construction.

No invoices may be submitted or claimed for services at the affected facility during this period.

Once the renovation or construction work is completed, the Department's representative or contract manager shall notify the Contractor in writing that services may resume as normal and will specify the resumption date

18. DAMAGES AND LOSSES TO PROPERTY

18.1 Accountability for Negligence

The SP will be held accountable for confirmed incidents of negligence and liable to refund the Department for the full replacement cost, as determined by the Department. The Department will not deal with SP insurance brokers. In cases where private property of patients, officials, other SPs, and visitors is damaged or lost due to the SP's negligence, the SP must fully refund the affected person without involving insurance brokers.

18.2 Payment delays

If there are delays in payment of claims, the Department reserves the right to deduct the amount from the invoice.

18.3 Protection of Property

The SP must take all necessary precautions to protect the Department's property, including buildings, equipment, furniture, and fixtures. The SP is liable for the cost of repairs or replacement of any damaged property due to their acts, omissions, or negligence.

18.4 Incident Reporting

The SP must immediately report any incident resulting in property damage or loss to the Department. An incident report must be submitted within 24 hours, detailing the date, time, location, description of the event, and involved parties.

18.5 Insurance Coverage

The Service Provider warrants that it shall maintain valid insurance policies as specified in Clause [X] for the duration of this Agreement. Failure to comply shall constitute a material breach, entitling the Department to terminate with immediate effect.

18.5.1 Insurance Obligations

18.5.1.1 Proof of Coverage: Proof of Coverage: The SP shall submit certified copies of insurance certificates to the Contract Manager before the contract commence, annually thereafter, and within 7 days of renewal.

18.5.2 Non-Compliance Penalties: Failure to maintain insurance: The Department may:

- a) Suspend payments until compliance is proven,
- b) Terminate the contract without penalty, or
- c) Claim damages for breach.
- d) False declarations will result in blacklisting under National Treasury regulations.

18.5.3 Incident Reporting

- a) The SP must notify the Department via the contract manager within 24 hours of any incident potentially triggering an insurance claim.

18.5.4 Subcontractor Compliance

- a) The SP shall ensure all subcontractors carry equivalent insurance and provide proof upon request.

The Service Provider ("SP") shall maintain, at its own expense, the following minimum insurance coverage for the duration of this Agreement:

Insurance Type	Minimum Coverage	Key Requirements
Public Liability Insurance	R5,000,000 per incident	Covers third-party injury/property damage caused by SP's operations.
Property Damage Insurance	R5,000,000 per incident	Covers damage to government property under SP's care.
Workers' Compensation	COIDA-compliant	As per the Compensation for Occupational Injuries & Diseases Act (No. 130 of 1993).
Employer's Liability	R1,000,000 (recommended)	Covers SP's employees for work-related claims beyond COIDA

- Proof of Coverage: The SP shall submit certified copies of insurance certificates to the Contract Manager before the contract commences, annually thereafter, and within 7 days of renewal.

19. Claims and Compensation

- 19.1 In cases of damage or loss, the Department reserves the right to file a claim against the SP's insurance. If insurance does not cover the full cost; the SP shall compensate the Department for any uncovered losses within 30 days of notification.
- 19.2 The SP agrees to indemnify, the Department from any claims, liabilities, costs, or damages resulting from the SP's negligence, misconduct, or breach of this Contract.

20. Compensation for Non-Compliance

20.1 If it is determined that repeated incidents of negligence on the part of the SP have led to property damage or loss, the Department reserves the right to deduct an amount from the SP's payment as compensation. This amount will be determined at the Departments discretion and will reflect the cost of damages and administrative expenses associated with each incident.

21. Cleaning Schedules and Checklists

- a) Cleaning schedules:
 - Cleaning schedules must be created and followed precisely for every location.

- It is important to establish a clear division of cleaning duties, such as which places and/or things fall within the purview of the nursing staff, and which belong to the cleaners.
- b) Cleaning checklists will be supplied, and each area such as wards, offices, kitchens, restrooms, and waiting areas must have one posted.
- To be aligned to the cleaning schedule.
 - Signature of cleaning staff after every cleaning session.
 - Signature of supervisor, daily/ weekly for verification.
 - To be filed and kept as evidence for compliance.
- c) Revised Cleaning Protocol in Compliance with Regulations and Future Pathogen Preparedness**

The frequency of cleaning must adhere to current guidelines as well as any updated directives for emerging strains or novel viruses. In healthcare facilities, the following standards apply:

- High-Traffic & High-Touch Areas – Clean and disinfect at least twice daily, or more frequently if mandated by public health advisories.
- General Patient & Staff Areas – Minimum once-daily cleaning, with enhanced disinfection during outbreaks.
- Isolation & Critical Zones – Follow strict, pathogen-specific protocols (e.g., after each use, or as required for new variants/viruses).
- Adaptability Clause – Cleaning schedules must be promptly adjusted in response to new scientific evidence, government circulars, or pandemic declarations.
- Note: This framework ensures compliance with existing regulations while maintaining flexibility for future infectious disease threats

22. Training of Cleaning Staff

Training for cleaning staff should be based on the national and healthcare facility environmental cleaning policy. Including waste management, linen management and food service management policies as well?

Training content should include:

- Principles of Infection Prevention and Control
- Specific environmental cleaning tasks, based on facility specific SOP's
- Correct use of detergents, disinfectants, and cleaning solutions
- How to prepare, use, reprocess, and store cleaning supplies and equipment (including PPE)
- Facility layout and key areas for the cleaning program
- Health and safety aspects
 - o Training records should be maintained (date, content, and names of trainers and trainees)
 - o Competency assessments and refresher training as needed (at least annually)

23. Cleaning Contract Experiences

Previous experience in health facilities over the past two (2) years. Reference letters must be submitted together with the completed bid documents. State a minimum of two references.

Company/state department/Provincial department: Contact person, Contact number	Period of contract	Value of Contract	Reason for termination

SECTION C: SCOPE OF WORK

24. SCOPE OF WORK

- 24.1 **The scope encompasses all aspects related to maintaining a clean, safe, and hygienic environment within healthcare settings. This includes but is not limited to:**
- 24.1.1 Cleaning and disinfection of all areas at the Health Facilities (including but not limited to offices, patient rooms, treatment areas, waiting rooms, and common areas).
 - 24.1.2 Rooms includes doors, door handles, cupboards, cupboard handles, cupboard doors, cupboard surfaces, floors, windows, windowsills, walls, etc.
 - 24.1.3 Floors must be:
 - cleaned at least once a day, and more often when the need arises, or according to the cleaning schedule below, so that the floors and corners look clean and shiny at all times.
 - strip and seal every 3 months and when needed,
 - weekly buff with appropriate cleaning material and equipment
 - Office floors cleaned once per week.
 - 24.1.4 High walls, ceilings, top of cupboards and Walls and spaces above the head must be high dusted with appropriate cleaning equipment and All-purpose detergent on a schedule at least once a monthly
 - 24.1.5 Windows must be cleaned at least every 3 months with the appropriate cleaning equipment and window and glass cleaner.
 - 24.1.6 Bathrooms and toilets must be cleaned with appropriate cleaning equipment and cleaning material such as Heavy-duty All-purpose detergent, toilet cleaner/detergent fragrance bathroom cleaner/detergent and porcelain tile cleaner/detergent
 - 24.1.7 Removal of visible dirt, dust, and debris from all surfaces.
 - 24.1.8 Disinfection of high-touch surfaces such as doorknobs, light switches, handrails, and medical equipment.
 - 24.1.9 Steam cleaning of carpets and upholstery as requested.
 - 24.1.10 Cleaning of blinds as requested
 - 24.1.11 Proper waste management and disposal of biohazardous materials.
 - 24.1.12 Adherence to infection prevention and control protocols and standards.
 - 24.1.13 Training of staff on proper cleaning procedures and use of disinfectants.
 - 24.1.14 Monitoring and quality assurance to ensure compliance with cleaning standards and regulations.
 - 24.1.15 Collaboration with infection prevention teams to identify and address environmental cleaning issues that may contribute to healthcare-associated infections (HAIs).

SERVICES WHEN AND WHERE NEEDED: (From time to time the services will be needed)

24.2 Food services duties

- a) Serve tea, coffee and meals to patients
- b) Transport food trolleys and containers between wards and food service unit
- c) Transport food supplies and crockery between wards and food service unit
- d) Clean all kitchen utensils, appliances, crockery and cutlery

24.3 Laundry Services

- a) Close and mark dirty linen bags
- b) Unpack clean linen bags
- c) In charge of maintaining the linen area's cleanliness, tidiness, hygiene of the linen section and ensuring the linen area remains clean and organized."
- d) Accountable for keeping the linen storage space clean.
- e) Tasked with maintaining cleanliness in the linen zone.
- f) Responsible for the cleanliness of the linen area
- g) Assist housekeeper with management of linen.
- h) Assist with cleaning and deep cleaning of the linen bank

25. Services areas (Cleaning area. Frequency, responsible staff, products/techniques, Description of cleaning. All cleaning should extend to corners, edges, crevices, around hardware and ridged surfaces to remove and prevent the accumulation of dirt and residue

Cleaning Procedure Summaries				
Outpatient area				
Area Description	Frequency	Person /Staff responsible	Products / Technique	Additional guidance / Description of cleaning
Waiting / Admission area with doors, door handles, floors, windows, windowsills, chairs, walls etc	Twice a day and as needed (e.g., visibly soiled blood/body fluid spills)	Cleaning staff	<ul style="list-style-type: none"> • Clean (All-purpose detergent and water): • High-touch surfaces • Floors 	In addition, clean low-touch surfaces on a scheduled basis (e.g., weekly)
Consultation/examination areas including examination beds, chairs, trolleys, etc	At least twice per day After each case in paediatrics.	Cleaning staff	<ul style="list-style-type: none"> • Clean (All-purpose detergent and water): • High-touch surfaces • High-touch surfaces 	Last clean of the day: clean the entire floor with All-purpose detergent and water Buff floors with Buff solution at least once a week In addition, clean low- touch surfaces daily
Minor procedure rooms	Before and after (i.e., between every procedure)	Cleaning staff	Clean & Disinfect: with All-purpose detergent <ul style="list-style-type: none"> • Any surface visibly soiled with blood or body fluids. • High-touch surfaces in the patient zone • Floors in the patient zone • Buff weekly with appropriate cleaning material 	Last clean of the day clean & disinfect: <ul style="list-style-type: none"> • Other high-touch surfaces • Low-touch surfaces • Hand washing basins • Scrub/sluice areas • the entire floor • High Areas

Cleaning Procedure Summaries

NON-CLINICAL AREAS (Offices in hospital, Patient Administration unit, Administration building, EMS Building, Training building, Workshop, Stores, Cleaner rest area and security guard rest area)

Area Description	Frequency	Person /Staff responsible	Products / Technique	Additional guidance / Description of cleaning
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<p>Office Spaces - Offices, Boardrooms</p> <p>Meeting & Learning Spaces Lecture rooms, Training rooms, Computer rooms</p> <p>Common & Circulation Areas Corridors/Passageways, Foyers, Reception and waiting areas, Lifts, Stairs, Fire escape stairs, lobbies, security kiosk</p> <p>Access Points All doors and gates</p> <p>Staff Kitchens and rest rooms and staff ablutions</p>	<p>At least daily and as needed</p> <p>At least daily and as needed</p> <p>At least daily and as needed</p> <p>At least daily and as needed</p>	<p>Cleaning staff</p>	<p>Clean (All-purpose detergent and water):</p> <ul style="list-style-type: none"> • High-touch surfaces • Floors • Strip and seal floors • Buff floors • Vacuum carpets • Wash dishes after events and meetings 	<p>In addition, clean low-touch surfaces on a scheduled basis weekly</p> <p>High areas</p> <p>Clean appliances</p> <p>Rearrange furniture.</p>
<p>Doctor's overnight rooms in the hospital</p>	<p>Daily</p>			<p>Change bedding, general cleaning</p>
<p>Toilets</p>	<p>2 x per shift</p>	<p>Cleaning staff</p>	<p>Clean & Disinfect with Toilet and Fragrance bathroom cleaner/detergent:</p> <ul style="list-style-type: none"> • High touch/frequently contaminated surfaces <ul style="list-style-type: none"> ◦ Handwashing basins ◦ Faucets ◦ Handles ◦ Toilet seat ◦ Door and Door handles • Floors <p>Any surface visibly soiled with blood</p>	<p>In addition, clean low-touch surfaces on a scheduled basis daily</p> <p>High areas</p>

			or body fluids	
Stairs, Lifts and lobbies	Twice daily	Cleaning staff	Clean (All-purpose detergent and water)	An addition - High Touch Surfaces High areas
Kitchen	Daily	Cleaning staff and Kitchen staff	Clean (neutral detergent and water): <ul style="list-style-type: none"> High-touch surfaces Floors High areas Kitchen appliances i.e. fridge, kettle, microwave, toaster, etc. 	In addition, clean low- touch surfaces on a scheduled basis daily Deep cleaning
Grounds, Entrances, courtyards, verandas, balconies, exterior walls, doors and gates. Moving of general and medical waste to the waste area Waste area	Daily and as needed	Cleaning Staff	Clean (All-purpose detergent and water): <ul style="list-style-type: none"> High-touch surfaces Floors <p>Any surface visibly soiled with blood or body fluids</p> <p>Sweeping and cleaning all tarred (asphalt) and paved (concrete, brick, or stone) surfaces. Focus on removing debris, dirt, leaves, litter, and loose materials. May include edge cleaning along curbs and gutters.</p> <p>Removing Medical Waste from Wards to Storage Areas (Including EMS)</p>	In addition, clean low-touch surfaces on a scheduled basis daily Clean the bins, wash walls, floors, gates, basin, windows, the scale and freezer. Remove general waste from wards to storage area Clear grounds from any refuse Wear appropriate PPE

Cleaning Procedure Summaries

LINEN BANK – and can also include request for various ad-hoc laundry services from the cleaning service provider, depending on their needs.

Area Description	Frequency	Person /Staff responsible	Products / Technique	Additional guidance / Description of cleaning
Soiled Linen Receiving Area	2x daily	Cleaning staff	Clean (neutral detergent and water): <ul style="list-style-type: none"> • High-touch surfaces • Floors 	Disinfect floors, surfaces, and carts
Clean Linen Storage Area / Dispatch Area	Daily	Cleaning staff and laundry staff	Clean (neutral detergent and water): <ul style="list-style-type: none"> • High-touch surfaces • Floors 	In addition, clean low-touch surfaces on a scheduled basis (e.g., weekly)

General Inpatient area

Type of clean	Frequency	Person /Staff responsible	Products / Technique	Additional guidance / Description of cleaning
Routine Clean	Minimum 2 times per shift and when necessary	Cleaning staff	Clean (neutral detergent and water): <ul style="list-style-type: none"> • High-touch surfaces in the patient zone • Handwashing basins • Floors 	In addition, clean low-touch surfaces on a scheduled basis (e.g., weekly)
Terminal Clean	At patient discharge, transfer or death and as needed.	Cleaning staff	Clean & Disinfect: <ul style="list-style-type: none"> • High-touch surfaces • Low-touch surfaces • Floors 	<ol style="list-style-type: none"> 1. Remove soiled/used personal care items for reprocessing or disposal 2. Remove linen for reprocessing 3. Remove bed curtains for laundering/clean blinds 4. Reprocess all reusable (non-critical) patient care equipment 5. Clean & disinfect all low-and high-touch surfaces and includes the walls 6. Clean and disinfect hand- washing sinks

Patient toilets				
Area description	Frequency	Person /Staff responsible	Products / Technique	Additional guidance / Description of cleaning
Toilets for general inpatient and outpatient areas, used by visitors and family members	4 times per shift, (public/shared toilets) and as needed	Cleaning staff	Clean & Disinfect: <ul style="list-style-type: none"> • High touch/frequently contaminated surfaces <ul style="list-style-type: none"> ◦ Handwashing basins ◦ Faucets ◦ Handles ◦ Toilet seat ◦ Door and door handles • Floors • Any surface visibly soiled with blood or body fluids 	In addition, clean low-touch surfaces on a scheduled basis daily

Patient area floors				
Area description	Frequency	Person /Staff responsible	Products / Technique	Additional guidance / Description of cleaning
Floors in general, inpatient and outpatient areas, always cleaned last after other environmental surfaces	3 times per shift	Cleaning staff	Clean (neutral detergent and water): <ul style="list-style-type: none"> • Clean to dirty, systematic manner (figure-eight pattern, regularly rinse in rinse bucket) 	Floors may require, depending on the specific patient care area: <ul style="list-style-type: none"> • More frequent cleaning • Use of a disinfectant

Spills of blood or body fluids				
Area description	Frequency	Person /Staff responsible	Products / Technique	Additional guidance / Description of cleaning
Any spill in any patient or non- patient area	Immediately, as soon as possible	Cleaning staff	<ol style="list-style-type: none"> 1. Wear appropriate PPE 2. Confine the spill and wipe up immediately with absorbent paper towels (should be disposed as infectious waste) 3. Clean (neutral detergent and water) 4. Disinfect with hypochlorite 1000ppm (mix granules according to instructions on packet) 5. Reprocess all reusable supplies and equipment 	Mark off spill area (with "wet floor" signs) to prevent contact, as well as accidental slips and falls. Spill kits is available at the operational manager.

Specialized Patient Areas			
Operating Room / THEATER			
Frequency	Person /Staff responsible	Products / Technique	Additional guidance / Description of cleaning
Before first procedure	Shared cleaning possible: perioperative nursing/clinical staff and cleaning staff	Disinfect: <ul style="list-style-type: none"> • Horizontal surfaces <ul style="list-style-type: none"> ◦ Furniture ◦ Surgical lights ◦ Operating bed ◦ Stationary equipment 	Records of previous evening terminal clean required, if not or no surgeries on the day prior, perform terminal clean
Before and after every procedure	Shared cleaning possible: perioperative nursing/clinical staff and cleaning staff	Clean & Disinfect: <ul style="list-style-type: none"> • High-touch surfaces outside surgical field • Any surface visibly soiled with blood or body fluids • All surfaces and noncritical equipment and the floor inside the surgical field 	Remove all used linen and surgical drapes, waste, and kick buckets, for reprocessing and disposal Portable noncritical equipment should be thoroughly cleaned and disinfected before and after each procedure

After last procedure (terminal clean)	Shared cleaning possible: perioperative nursing/clinical staff and cleaning staff	Clean & Disinfect: <ul style="list-style-type: none"> All surfaces and noncritical equipment in the operating room The entire floor Any surface visibly soiled with blood or body fluids Scrub and utility areas / sinks 	Take care to move the operating table and any mobile equipment to make sure that the floor areas underneath is thoroughly cleaned and disinfected Clean & disinfects low-touch surfaces, (e.g., the insides of cupboards and ceiling/walls) on a scheduled basis (e.g., weekly)
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Specialized Patient Areas

Medication Preparation Areas (clinical and pharmacy areas)

Frequency	Person /Staff responsible	Products / Technique	Additional guidance / Description of cleaning
Between uses	Cleaner staff	Clean & Disinfect: <ul style="list-style-type: none"> Countertops Portable carts used to transport or prepare medication 	None
Once daily	Cleaner staff	Clean & Disinfect: <ul style="list-style-type: none"> All High-touch surfaces Floors 	Clean & disinfects low-touch surfaces, (e.g., the insides of cupboards and ceiling/walls) on a scheduled basis (e.g., weekly)

Specialized Patient Areas

Sterile Services Areas / CSSD

Frequency	Person /Staff responsible	Products / Technique	Additional guidance / Description of cleaning
Before and after every use	CSSD Operator	Clean & Disinfect: <ul style="list-style-type: none"> Utility sinks used for washing Semi-critical equipment (e.g., endoscopes) 	None
Twice daily	Cleaning staff	Clean & Disinfect: <ul style="list-style-type: none"> All High-touch surfaces <ul style="list-style-type: none"> Countertops Surfaces of washing equipment Handwashing sinks Floors 	Clean & disinfects low-touch surfaces, (e.g., top of shelves and walls/vents) on a scheduled basis (e.g., weekly) during the final daily clean

Specialized Patient Areas			
Mental Health (ad hoc request as needed)			
Frequency	Person /Staff responsible	Products / Technique	Additional guidance / Description of cleaning
Daily, before cleaning any other patient care area	Cleaning staff	Clean & Disinfect: <ul style="list-style-type: none"> High-touch surfaces, with focus on the patient zone Clean: <ul style="list-style-type: none"> Floors with neutral detergent and water 	In addition: clean low-touch surfaces
3 Times per day	Cleaning staff	Clean & Disinfect: <ul style="list-style-type: none"> High-touch surfaces Low-touch surfaces Floors 	<ol style="list-style-type: none"> Remove soiled/used personal care items for reprocessing or disposal Remove linen for reprocessing Remove bed curtains for laundering/clean blinds Reprocess all reusable (non-critical) patient care equipment Clean & disinfect all low-and high- touch surfaces Clean and disinfect handwashing sinks
Specialized Patient Areas			
Radiology Unit and Rehab unit			
Frequency	Person /Staff responsible	Products / Technique	Additional guidance / Description of cleaning
Twice daily	Cleaner	Clean & Disinfect: <ul style="list-style-type: none"> Any surface that is visibly soiled with blood or body fluids High-touch surfaces inside the patient zone <ul style="list-style-type: none"> Procedure table/station Counter tops External surfaces of fixed equipment Floors inside the patient zone 	

Once daily	Cleaner	Clean & Disinfect: <ul style="list-style-type: none"> • High-touch surfaces • Low-touch surfaces • Entire Floor 	Move the procedure table and other portable equipment to clean and disinfect the entire floor area Handwashing basins should be thoroughly cleaned and disinfected
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Specialized Patient Areas			
Labour and delivery wards/rooms (ad hoc request as needed)			
Frequency	Person /Staff responsible	Products / Technique	Additional guidance / Description of cleaning
Before and after every (i.e., between) procedure	Cleaning staff	Clean & Disinfect: <ul style="list-style-type: none"> • Any surface that is visibly soiled with blood or body fluids • High-touch surfaces inside the patient zone • Floors inside the patient zone 	Remove soiled linen and waste containers for disposal/reprocessing
Twice per shift	Cleaning staff	Clean & Disinfect: <ul style="list-style-type: none"> • Any surface that is visibly soiled with blood or body fluids • All High-touch and low-touch surfaces • Entire Floor 	Move the procedure table and other portable equipment to clean and disinfect the entire floor area Handwashing basins should be thoroughly cleaned and disinfected

Specialized Patient Areas

Emergency Centre (EC) and Outpatient Department (OPD)

Area Description	Frequency	Person /Staff responsible	Products / Technique	Additional guidance / Description of cleaning
Waiting / Admission area	At least three times per day and as needed (e.g., visibly soiled blood/body fluid spills)	Cleaning staff	Clean and disinfect: <ul style="list-style-type: none"> • High-touch and low-touch surfaces • Floors 	None
Consultation/examination areas/	After each event/case and at least twice per day and as needed	Cleaning staff	Clean and disinfect: <ul style="list-style-type: none"> • High-touch surfaces 	Last clean of the day: clean and disinfect the entire floor and low- touch surfaces
Procedure areas	Before and after (i.e., between every procedure)	Cleaning staff	Clean & Disinfect: <ul style="list-style-type: none"> • Any surface visibly soiled with blood or body fluids • High-touch surfaces in the patient zone • Floors in the patient zone 	Last clean of the day clean & disinfect: <ul style="list-style-type: none"> • Other high-touch surfaces • Low-touch surfaces • Hand washing basins • Scrub/slucie areas • the entire floor
Sluice room/	Daily (at opening & closing) and as needed (e.g., spills, contamination)	Weekly, Monthly & Quarterly activities as indicated	Cleaning Staff Cleaning product: <ul style="list-style-type: none"> • High-touch surfaces • Floors • Cloths/ Mop red PPE as prescribed Daily <ul style="list-style-type: none"> • Wash floor. • Damp dust counter tops • Wipe door handles • Wash hand wash basin including taps • Wash toilets (seats, urinals) 	

			<ul style="list-style-type: none"> • Wipe soap and paper towel dispensers • Replenish paper towels • Replenish toilet paper • Replenish liquid soap and alcohol dispensers • Spot clean dirty wall surfaces • General waste bins cleaned and lined with bag • Remove waste from all service areas to temporary storage area • Tie and close all the general waste bags in the temporary storage area. • Buff floor 3 x/ week <p>Weekly:</p> <ul style="list-style-type: none"> • Damp dust windowsills • Wash mirrors • Damp dust skirtings • Wash dustbin, cleaning trolley and scrubbing machine <p>Monthly:</p> <ul style="list-style-type: none"> • Wash and wipe signage boards <p>Damp dust shelves.</p> <ul style="list-style-type: none"> • Wash soap dispensers inside and out when empty <p>Quarterly:</p> <ul style="list-style-type: none"> • Strip all floors and apply polish (strip & seal) • Damp dust light fixtures • Damp dust ceiling fans 	
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			<ul style="list-style-type: none"> Wash windows Remove, wash and replace all curtains and blinds 	
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Staff Accommodation and standby flat				
Area	Frequency	Responsible Staff	Products / Techniques	Description of Cleaning / Additional Guidance
Staff accommodation building general areas	Weekly	Cleaning Staff	Clean (All-purpose detergent and water):	Cleaning the stairs, doors, lobbies, remove all debris. Empty the contents of the exterior bins to the waste area and wash the bins
Staff flats in staff accommodation building	Annually or when vacated	Cleaning Staff	Clean (All-purpose detergent and water):	Spring cleans empty flats. Clean carpets, windows, walls, scrub bathrooms and floors, clean inside cupboards and balconies, clean all doors, gates and bars
Standby flat above stores	Weekly	Cleaning staff	Clean (All-purpose detergent and water):	Clean kitchen, bathroom, corridors, rooms, stairs and lobby. Empty bins. Clean windows annually.

PHC FACILITIES

Area	Frequency	Responsible Staff	Products / Techniques	Description of Cleaning / Additional Guidance
<p>Non-Clinical Areas Office Spaces - Offices, stores Boardrooms, Rest rooms/staff Kitchens</p> <p>Common & Circulation Areas Corridors/Passage ways, "Stoeps" Porch, Foyers, Waiting areas, Stairs, Fire escape stairs</p> <p>Access Points All doors and gates</p>	<p>Daily (at opening & closing) and as needed (e.g., spills, contamination) Weekly, Monthly & Quarterly activities as indicated</p>	<p>Cleaning Staff</p>	<p>Cleaning product:</p> <ul style="list-style-type: none"> • High-touch surfaces • Floors • Carpets • Cloths/mop blue PPE as prescribed 	<p>Daily:</p> <ul style="list-style-type: none"> • Wash floor. • Damp dust counter tops • Wipe door handles • Wash hand wash basin including taps • Wipe soap and paper towel dispensers • Replenish paper towels • Replenish liquid soap and alcohol dispensers • Spot clean dirty wall surfaces • Damp dust chairs • General waste bins cleaned and lined with bag • Tie and close all the general waste bags in the temporary storage area. • Buff floor 3 x/ week • Clean and fill water dispensers. • Opening of windows and complete checklist. <p>Weekly:</p> <ul style="list-style-type: none"> • Damp dust windowsills • Wash mirrors • Damp dust skirtings • Wash dustbin • Vacuum all areas with carpets

				<p>Monthly:</p> <ul style="list-style-type: none"> Wash and wipe signage boards Damp dust shelves <p>Quarterly:</p> <ul style="list-style-type: none"> Strip all floors and apply polish (strip & seal) Damp dust light fixtures Damp dust ceiling fans Wash windows Wash all the walls from top to bottom <p>6 Monthly:</p> <ul style="list-style-type: none"> Wash carpets
Reception/ patient records	<p>Daily (at opening & closing) and as needed (e.g., spills, contamination)</p> <p>Weekly, Monthly & Quarterly activities as indicated</p>	Cleaning Staff	<p>Cleaning product:</p> <ul style="list-style-type: none"> High-touch surfaces Floors Cloths/ Mop blue <p>PPE as prescribed</p>	<p>Daily:</p> <ul style="list-style-type: none"> Wash the floor. Damp dust counter tops Wipe door handles Wash hand wash basin including taps Wipe alcohol dispenser Replenish liquid alcohol dispensers as needed. Spot clean dirty wall surfaces Damp dust trolleys. Damp dust chairs General waste bins cleaned and lined with bag Tie and close all the general waste bags in the temporary storage area. Buff floor 3 x/ week. Clean phones, desks, computer keyboards Clean glass surfaces with non-streak cleaner. <p>Weekly:</p>

				<ul style="list-style-type: none"> • Damp dust windowsills • Damp dust skirtings <p>Monthly:</p> <ul style="list-style-type: none"> • Wash and wipe signage boards • Damp dust shelves. <p>Quarterly:</p> <ul style="list-style-type: none"> • Strip all floors and apply polish (strip & seal) • Damp dust light fixtures • Damp dust ceiling fans • Wash windows • Wash all the walls from top to bottom <p>Remove, wash and replace all curtains and blinds</p>
Consulting/ Examination Rooms/mobile Clinics	<p>Daily (at opening & closing) and as needed (e.g., spills, contamination)</p> <p>Weekly, Monthly & Quarterly activities as indicated</p>	Cleaning Staff	<p>Cleaning product:</p> <ul style="list-style-type: none"> • High-touch surfaces • Floors • Cloths/ Mop blue <p>PPE as prescribed</p>	<p>Daily</p> <ul style="list-style-type: none"> • Wash the floor. • Damp dust counter tops • Wipe door handles • Wash hand wash basin including taps • Wipe soap and paper towel dispensers • Replenish paper towels • Replenish liquid soap and alcohol dispensers • Spot clean dirty wall surfaces • Damp dust dressing trolleys/trolleys • Damp dust examination lamp • Damp dust chairs

				<ul style="list-style-type: none"> • General waste bins cleaned and lined with bag • Sharps containers, sealed and removed when 3 quarter full • Remove waste from all service areas to temporary storage area. • Tie and close all the general waste bags in the temporary storage area. • Buff floor 3 x/ week • Ensure Health care risk waste container is available in all consultation rooms. If full, seal and remove to storage area, weigh the waste and complete waste register. • Wipe patient care equipment e.g. wheelchairs, examination couch, bed steps, etc. <p>Weekly:</p> <ul style="list-style-type: none"> • Damp dust windowsills • Wash mirrors • Damp dust skirtings • Wash dustbin <p>Monthly:</p> <ul style="list-style-type: none"> • Wash and wipe signage boards • Damp dust shelves. • Remove, clean and replace bed screens
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				<ul style="list-style-type: none"> • Clean immunisation refrigerator <p>Quarterly:</p> <ul style="list-style-type: none"> • Strip all floors and apply polish (strip & seal) • Damp dust light fixtures • Damp dust ceiling fans • Wash windows • Wash all the walls from top to bottom <p>Remove, wash and replace all curtains and blinds</p>
Pharmacy/ Dispensary/ Medicine Room	<p>Daily (at opening & closing) and as needed (e.g., spills, contamination)</p> <p>Weekly, Monthly & Quarterly activities as indicated</p>	Cleaning Staff	<p>Cleaning product:</p> <ul style="list-style-type: none"> • High-touch surfaces • Floors • Cloths/ Mop blue <p>PPE as prescribed</p>	<p>Daily</p> <ul style="list-style-type: none"> • Wash floor. • Damp dust counter tops • Wipe door handles • Wash hand wash basin including taps • Wipe soap and paper towel dispensers • Replenish paper towels • Replenish liquid soap and alcohol dispensers • Spot clean dirty wall surfaces • Damp dust dressing trolleys/trolleys • Damp dust examination lamp • Damp dust chairs • General waste bins cleaned and lined with bag • Pharmaceutical waste bins remove when full • Sharps containers, sealed and

				<p>removed when 3 quarter full</p> <ul style="list-style-type: none"> • Remove waste from all service areas to temporary storage area. • Tie and close all the general waste bags in the temporary storage area. • Buff floor 3 x/ week • Ensure Health care risk waste container is available in all consultation rooms. If full, seal and remove to storage area, weigh the waste and complete waste register. <p>Weekly:</p> <ul style="list-style-type: none"> • Damp dust windowsills • Wash mirrors • Damp dust skirtings • Wash dustbin <p>Monthly:</p> <ul style="list-style-type: none"> • Wash and wipe signage boards • Damp dust shelves. • Clean refrigerators & deep freezers <p>Quarterly:</p> <ul style="list-style-type: none"> • Strip all floors and apply polish (strip & seal) • Damp dust light fixtures • Damp dust ceiling fans • Wash windows <p>Remove, wash and replace all curtains and blinds</p>
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<p>Toilets (Staff & Public) & Sluice rooms</p>	<p>Daily (at opening & closing) and as needed (e.g., spills, contamination)</p> <p>Weekly, Monthly & Quarterly activities as indicated</p>	<p>Cleaning Staff</p>	<p>Cleaning product:</p> <ul style="list-style-type: none"> • High-touch surfaces • Floors • Cloths/ Mop red PPE as prescribed 	<p>Daily</p> <ul style="list-style-type: none"> • Wash floor. • Damp dust counter tops • Wipe door handles • Wash hand wash basin including taps • Wash toilets (seats, urinals) • Wipe soap and paper towel dispensers • Replenish paper towels • Replenish toilet paper • Replenish liquid soap and alcohol dispensers • Spot clean dirty wall surfaces • General waste bins cleaned and lined with bag • Remove waste from all service areas to temporary storage area. • Tie and close all the general waste bags in the temporary storage area. • Buff floor 3 x/ week <p>Weekly:</p> <ul style="list-style-type: none"> • Damp dust windowsills • Wash mirrors • Damp dust skirtings • Wash dustbin, cleaning trolley and scrubbing machine <p>Monthly:</p> <ul style="list-style-type: none"> • Wash and wipe signage boards
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				<ul style="list-style-type: none"> • Damp dust shelves. • Wash soap dispensers inside and out when empty <p>Quarterly:</p> <ul style="list-style-type: none"> • Strip all floors and apply polish (strip & seal) • Damp dust light fixtures • Damp dust ceiling fans • Wash windows <p>Remove, wash and replace all curtains and blinds</p>
Staff Kitchen/ Tearoom	<p>Daily (at opening & closing) and as needed (e.g., spills, contamination)</p> <p>Weekly, Monthly & Quarterly activities as indicated</p>	Cleaning Staff	<p>Cleaning product:</p> <ul style="list-style-type: none"> • High-touch surfaces • Floors • Cloths/white <p>Mop PPE as prescribed</p>	<p>Daily</p> <ul style="list-style-type: none"> • Wash floor. • Damp dust counter tops • Wipe door handles • Wipe soap and paper towel dispensers • Replenish paper towels • Replenish liquid soap and alcohol dispensers • Wash kitchen basin with taps • Damp dust kitchen equipment • Spot clean dirty wall surfaces • Damp dust chairs • General waste bins cleaned and lined with bag • Remove waste from all service areas to temporary storage area. • Tie and close all the general waste bags in the

				<p>temporary storage area.</p> <ul style="list-style-type: none"> • Buff floor 3 x/ week <p>Weekly:</p> <ul style="list-style-type: none"> • Damp dust windowsills • Wash mirrors • Damp dust skirtings • Wash dustbin • Deep cleaning microwave <p>Monthly:</p> <ul style="list-style-type: none"> • Wash and wipe signage boards • Damp dust shelves. • Clean refrigerator <p>Quarterly:</p> <ul style="list-style-type: none"> • Strip all floors and apply polish (strip & seal) • Damp dust light fixtures • Damp dust ceiling fans • Wash windows <p>Remove, wash and replace all curtains and blinds</p>
Waste Holding/ Storage Areas/	<p>Daily and as needed (e.g., spills, contamination)</p> <p>Monthly & Quarterly activities as indicated</p>	Cleaning Staff	<p>Cleaning product:</p> <ul style="list-style-type: none"> • Water hose <p>PPE as prescribed</p>	<p>Weekly:</p> <ul style="list-style-type: none"> • Wash floor • Damp dust windowsills • Damp dust skirtings • Wash dustbin <p>Monthly:</p> <ul style="list-style-type: none"> • Wash and wipe signage boards • Damp dust shelves/ pallets <p>Quarterly:</p> <ul style="list-style-type: none"> • Damp dust light fixtures • Wash windows <p>Clean deep freezer</p> <p>Cleaning of exterior</p>

Grounds	Daily			walls, pick up papers, empty municipal waste bins for refuse removal
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Specialized Patient Areas				
Noncritical Patient Care Equipment (IV poles, wheelchairs, commode chairs, blood pressure cuffs,)				
Area Description	Frequency	Person /Staff responsible	Products / Technique	Additional guidance / Description of cleaning
Shared equipment	Before and after every patient, and as needed	Shared cleaning possible: clinical and cleaning staff	Clean and disinfect: Select a compatible disinfectant	Ensure division of cleaning between nursing and cleaning staff
Dedicated equipment	Consistent with cleaning frequency for patient area, and as needed	Shared cleaning possible: clinical and cleaning staff	Clean and disinfect: Select a compatible disinfectant	Ensure division of cleaning between nursing and cleaning staff
Shared & Dedicated equipment	At Patient discharge/transfer/death	Shared cleaning possible: clinical and cleaning staff	Clean and disinfect: Select a compatible disinfectant	Conduct terminal cleaning in dedicated sluice rooms

26 Summary of Staff needed per Facilities

STELLENBOSCH		Cleaners- Male	Cleaners- Female	Supervisor/ Team Leader	Manager
Day shift: Mon- Frid 07:30-16:00 (8 hours) (Excluding pub holidays)	DON & PAT BILTON CLINIC		1		
Day shift: Mon- Friday 07:30-16:00 (8 hours) (Excluding pub holidays)	GROENDAL CLINIC AND DIRKIE UYS CLINIC		2		
Day shift: Mon- Frid 07:30-16:00 (8 hours) (Excluding pub holidays)	IDAS VALLEI CLINIC		2		
Day shift: Mon- Frid 07:30-16:00 (8 hours) (Excluding pub holidays)	KLAPMUTS CLINIC		2		
Day shift: Mon- Frid 07:30-16:00 (8 hours) (Excluding pub holidays)	KYLEMORE CLINIC AND PNIEL CLINIC		2		
Day shift: Mon- Frid 07:30-16:00 (8 hours) (Excluding pub holidays)	KAYAMANDI CLINIC		2		
Day shift: Mon- Frid 07:30-16:00 (8 hours) (Excluding pub holidays)	CLOETESVILLE CDC AND AAN HET PAD CLINIC		2		
Day shift: Mon- Sun 07:00- 19:00 (12 hours) (Including public holidays)	STELLENBOSCH HOSPITAL	2	2		
Night shift: Mon- Sun 07:00- 19:00 (12 hours) (Including public holidays)	STELLENBOSCH HOSPITAL	1	1		
Day shift: Mon- Friday 07:00- 16:00 (8 hours) (Excluding public holidays)	STELLENBOSCH HOSPITAL		7		
Day shift: Mon- Frid 07:00-16:00 (8 hours) (Excluding pub holidays)	Supervisor			1	



PROVINCIAL GOVERNMENT WESTERN CAPE

DECLARATION OF INTERESTS, BIDDERS PAST SCM PRACTICES AND INDEPENDENT BID DETERMINATION

1. To give effect to the requirements of the Western Cape Provincial Treasury Instructions, 2019: Supply Chain Management (Goods and Services), Public Finance Management Act (PFMA) Supply Chain Management (SCM) Instruction No. 3 of 2021/2022 - SBD 4 Declaration of Interest, Section 4 (1)(b)(iii) of the Competition Act No. 89 of 1998 as amended together with its associated regulations, the Prevention and Combating of Corrupt Activities Act No 12 of 2004 and regulations pertaining to the tender defaulters register, Paragraph 16A9 of the National Treasury Regulations and/or any other applicable legislation.
2. 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.
3. All prospective bidders intending to do business with the Institution must be registered on the Central Supplier Database (CSD) and the Western Cape Supplier Evidence Bank (WCSEB) if they wish to do business with the Western Cape Government (WCG) via the electronic Procurement Solution (ePS).
4. The status of enterprises and persons listed on the National Treasury's Register for Tender Defaulters will be housed on the ePS. Institutions may not under any circumstances procure from enterprises and persons listed on the Database of Tender Defaulters.
5. The status of suppliers listed on the National Treasury's Database of Restricted Suppliers will be housed on the ePS; however, it remains incumbent on institutions to check the National Treasury Database of Restricted Suppliers before the conclusion of any procurement process. For suppliers listed as restricted, institutions must apply due diligence and risk assessment before deciding to proceed with procurement from any such supplier.
6. Definitions

"bid" means a bidder's response to an institution's invitation to participate in a procurement process which may include a bid, price quotation or proposal;

"Bid rigging (or collusive bidding)" occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and/or services through a bidding process. Bid rigging is, therefore, an agreement between competitors;

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701

This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.

“business interest” means -

(a) a right or entitlement to share in profits, revenue or assets of an entity;

(b) a real or personal right in property;

(c) a right to remuneration or any other private gain or benefit, or

(d) includes any interest contemplated in paragraphs (a), (b) or (c) acquired through an intermediary and any potential interest in terms of any of those paragraphs;

“**Consortium or Joint Venture**” 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;

“**Controlling interest**” means, 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;

“**Corruption**”- General offences of corruption are defined in the Combating of Corrupt Activities Act, 2004 (Act No 12 of 2004) as:

Any person who directly or indirectly -

(a) accepts or agrees or offers to accept any gratification from any other person, whether for the benefit of himself or herself or for the benefit of another person; or

(b) gives or agrees or offers to give to any other person any gratification, whether for the benefit of that other person or for the benefit of another person., in order to act personally or by influencing another person so to act, in a manner—

(i) that amounts to the-

(aa) illegal. dishonest. unauthorised. incomplete. or biased: or

(bb) misuse or selling of information or material acquired in the course of the exercise, carrying out or performance of any powers, duties or functions arising out of a constitutional, statutory, contractual or any other legal obligation:

(ii) that amounts to-

(aa) the abuse of a position of authority;

(bb) a breach of trust; or

(cc) the violation of a legal duty or a set of rules;

(iii) designed to achieve an unjustified result; or

(iv) that amounts to any other unauthorised or improper inducement to do or not to do anything. of the, is guilty of the offence of corruption.

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“CSD” means the Central Supplier Database maintained by National Treasury;

“employee”, in relation to –

(a) a department, means a person contemplated in section 8 of the Public Service Act, 1994 but excludes a person appointed in terms of section 12A of that Act; and

(b) a public entity, means a person employed by the public entity;

“entity” means any -

(a) association of persons, whether or not incorporated or registered in terms of any law, including a company, corporation, trust, partnership, close corporation, joint venture or consortium; or

(b) sole proprietorship;

“entity conducting business with the Institution” means an entity that contracts or applies or tenders for the sale, lease or supply of goods or services to the Province;

“Family member” means a person's -

(a) spouse; or

(b) child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption or some other legal arrangement (as the case may be);

“intermediary” means a person through whom an interest is acquired, and includes a representative or agent or any other person who has been granted authority to act on behalf of another person;

“Institution” means – a provincial department or provincial public entity listed in

Schedule 3C of the Act;

“Provincial Government Western Cape (PGWC)” means

(a) the Institution of the Western Cape, and

(b) a provincial public entity;

“RWOEE” means -

Remunerative Work Outside of the Empleado's Empleado

“spouse” means a person's -

(a) partner in marriage or civil union according to legislation;

(b) partner in a customary union according to indigenous law; or

(c) partner with whom he or she cohabits and who is publicly acknowledged by the person as his or her life partner or permanent companion.

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7. Regulation 13(c) of the Public Service Regulations (PSR) 2016, effective 1 February 2017, prohibits any employee from conducting business with an organ of state, or holding a directorship in a public or private company doing business with an organ of state unless the employee is a director (in an official capacity) of a company listed in schedules 2 and 3 of the Public Finance Management Act.

a) Therefore, by 31 January 2017 all employees who are conducting business with an organ of state should either have:

- (i) resigned as an employee of the government institution or;
- (ii) cease conducting business with an organ of state or;
- (iii) resign as a director/shareholder/owner/member of an entity that conducts business with an organ of state.

8. Any legal person, or their family members, may make an offer or offers in terms of this invitation to bid. In view of potential conflict of interest, in the event that the resulting bid, or part thereof, be awarded to family members of persons employed by an organ of state, 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 Institution.

9. The bid of any bidder may be disregarded if that bidder or any of its directors abused the institution's supply chain management system; committed fraud or any other improper conduct in relation to such system; disclosure is found not to be true and complete; or failed to perform on any previous contract.

10. Section 4(1)(b)(iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.

11. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorises accounting officers and accounting authorities to:

- a) disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
- b) cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

12. Communication between partners in a joint venture or consortium will not be construed as collusive bidding.

13. 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

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SECTION A DETAILS OF THE ENTITY		
	CSD Registration Number	MAAA
	Name of the Entity	
	Entity registration Number (where applicable)	
	Entity Type	
	Tax Reference Number	
Full details of directors, shareholder, member, partner, trustee, sole proprietor or any persons having a controlling interest with a right or entitlement to share in profits, revenue or assets of the entity should be disclosed in the Table A below.		

TABLE A

FULL NAME	DESIGNATION <i>(Where a director is a shareholder, both should be confirmed)</i>	IDENTITY NUMBER	PERSONAL TAX REFERENCE NO.	PERCENTAGE INTEREST IN THE ENTITY

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SECTION B: DECLARATION OF THE BIDDER'S INTEREST

The supply chain management system of an institution must, irrespective of the procurement process followed, prohibit any award to an employee of the state, who either individually or as a director of a public or private company or a member of a close corporation, seek to conduct business with the WCG, unless such employee is in an official capacity a director of a company listed in Schedule 2 or 3 of the PFMA as prescribed by the Public Service Regulation 13(c).

Furthermore, an employee employed by an organ of state conducting remunerative work outside of the employee's employment should first obtain the necessary approval by the delegated authority (RWOEE), failure to submit proof of such authority, where applicable, may result in disciplinary action.

B1.	Are any persons listed in Table A identified on the CSD as employees of an organ of state? (If yes, refer to Public Service Circular EIM 1/2016 to exercise the listed actions)	NO	YES
B2.	Are any employees of the entity also employees of an organ of state? (If yes complete Table B and attach their approved "RWOEE")	NO	YES
B3.	Are any family members of the persons listed in Table A employees of an organ of state? (If yes complete Table B)	NO	YES

TABLE B

Details of persons (family members) connected to or employees of an organ of state should be disclosed in Table B below.

FULL NAME OF EMPLOYEE	IDENTITY NUMBER	DEPARTMENT/ ENTITY OF EMPLOYMENT	DESIGNATION/ RELATIONSHIP TO BIDDER**	INSTITUTION EMPLOYEE NO./ PERSAL NO. (Indicate if not known)

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SECTION C: PERFORMANCE MANAGEMENT AND BIDDER'S PAST SUPPLY CHAIN MANAGEMENT

PRACTICES To enable the prospective bidder to provide evidence of past and current performance.

C1.	Did the entity conduct business with an organ of state in the last twelve months? (If yes complete Table C)	NO	YES
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C2. TABLE C

Complete the below table to the maximum of the last 5 contracts.

NAME OF CONTRACTOR	PROVINCIAL DEPARTMENT OR PROVINCIAL ENTITY	TYPE OF SERVICES OR COMMODITY	CONTRACT/ ORDER NUMBER	PERIOD OF CONTRACT	VALUE OF CONTRACT	
C3. Is the entity or its principals listed on the National Database as companies or persons prohibited from doing business with the public sector?					NO	YES
C4. Is the entity or its principals listed on the National Treasury Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)?					NO	YES
<i>(To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to (012) 326 5445.)</i>					<i>icon "Register for facsimile number"</i>	
C5. If yes to C3 or C4, were you informed in writing about the listing on the database of restricted suppliers or Register for Tender Defaulters by National Treasury?				NO	YES	N/A
C6. Was the entity or persons listed in Table A convicted for fraud or corruption during the past five years in a court of law (including a court outside the Republic of South Africa)?					NO	YES
C7. Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?					NO	YES

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SECTION D: DULY AUTHORISED REPRESENTATIVE TO DEPOSE TO AFFIDAVIT
This form must be signed by a duly authorised representative of the entity in the presence of a commissioner of oaths.

I, hereby swear/affirm; i. that the information disclosed above is true and accurate; ii. that I have read understand the content of the document;

iii. that I have arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

iv. that the entity undertakes to independently arrive at any offer at any time to the Institution without any consultation, communication, agreement or arrangement with any competitor. In addition, that there will be no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specification, 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;

v. that the entity or its representative are aware of and undertakes not to disclose the terms of any bid, formal or informal, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract; and

vi. that there have been no consultations, communications, agreements or arrangements made 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 that my entity was not involved in the drafting of the specifications or terms of reference for this bid.

.....
DULY AUTHORISED REPRESENTATIVE'S SIGNATURE

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I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down his/her answers in his/her presence:

1.1 Do you know and understand the contents of the declaration? ANSWER:

1.2 Do you have any objection to taking the prescribed oath? ANSWER:

1.3 Do you consider the prescribed oath to be binding on your conscience? ANSWER:.....

1.4 Do you want to make an affirmation? ANSWER:

2. I certify that the deponent has acknowledged that he/she knows and understands the contents of this declaration, which was sworn to/affirmed and the deponent's signature/thumbprint/mark was place thereon in my presence.

.....
SIGNATURE FULL NAMES Commissioner of Oaths

Designation (rank) ex officio: Republic of South Africa

Date:..... Place

Business Address:

.....
.....
....

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PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 AND THE WESTERN CAPE GOVERNMENT'S INTERIM STRATEGY AS IT RELATES TO PREFERENCE POINTS

This preference form must form part of all bids 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 TO THE BID, PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE BROAD BASED BLACK ECONOMIC EMPOWERMENT ACT AND CODES OF GOOD PRACTICE

1. DEFINITIONS

- 1.1 **"Affidavit"** is a type of verified statement or showing, or in other words, it contains a verification, meaning it is under oath or penalty of perjury, which serves as evidence to its veracity and is required for court proceedings.
- 1.2 **"All applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 1.3 **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 1.4 **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a codes of good practice of black economic empowerment, issued in terms of section 9(1) of The Broad-Based Black Economic Empowerment Act;
- 1.5 **"Bid"** means a written offer on the official bid documents or invitation of price quotations, and "tender" is the act of bidding/tendering;
- 1.6 **"Code of Good Practice"** means the generic codes or the sector codes as the case may be;
- 1.7 **"Consortium"** or **"joint venture"** 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;
- 1.8 **"Contract"** means the agreement that results from the acceptance of a bid by an organ of state;
- 1.9 **"EME"** is an exempted micro enterprise with an annual total revenue of R10 million or less.
- 1.10 **"Firm price"** means a price that is only subject to adjustments in accordance with an actual increase or decrease resulting from the change, imposition or abolition of customs or excise duty and any other duty, levy, or tax, which is binding on the contractor in terms of the law or regulation and demonstrably has an influence on the price of any supplies or the rendering costs of any service for the execution of the contract;
- 1.11 **"Large Enterprise"** is any enterprise with an annual total revenue above R50 million;
- 1.12 **"Non-firm prices"** means all prices other than "firm" prices
- 1.13 **"Person"** includes a juristic person;
- 1.14 **"Price"** means an amount of money bid for goods and services and includes all applicable taxes less all unconditional discounts;
- 1.15 **"Proof of B-BBEE status level contributor"** means –
 - (a) The B-BBEE status level certificate issued by an authorized body or person;
 - (b) A sworn affidavit as prescribed in terms of the B-BBEE Codes of Good Practice; or
 - (c) Any other requirements prescribed in terms of the Broad-based Black Economic Empowerment Act **WCBD 6.1**
- 1.16 **"QSE"** is a Qualifying Small Enterprise with an annual total revenue between R10 million and R50 million;

- 1.17 **“Rand value”** means the total estimated value of a contract in South African currency calculated at the time of bid invitation, and includes all applicable taxes;
- 1.18 **“Sub-contract”** means the primary contractor's assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 1.19 **“Tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide services through price quotations, competitive bidding processes or any other method envisaged in legislation;
- 1.20 **“Tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation to originate 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, which produces revenue for the organ of state, and includes but is not limited to leasing and disposal of assets and concessions contracts, but excludes direct sales and disposal of assets through public auctions;
- 1.21 **“The Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);
- 1.22 **“the Regulations”** means the Preferential Procurement Regulations, 2022;
- 1.23 **“Total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-based Black Economic Empowerment Act and promulgated in the Government Gazette on 11 October 2013;
- 1.24 **“Trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 1.25 **“Trustee”** means any person, including the founder of a trust, to whom property is bequeathed for such property to be administered for the benefit of another person.

2. GENERAL CONDITIONS

- 2.1 The following preference points systems are applicable to all bids:
- The **80/20 system** for requirements with a Rand value of **up to R50 000 000** (all applicable taxes included)
 - the **90/10 system** for requirements with a Rand value **above R50 000 000** (all applicable taxes included).
- 2.2 Preference points system for this bid:
- (a) The value of this bid is estimated **to exceed/not exceed R50 000 000** (all applicable taxes included) and therefore the preference points system shall be applicable;
or
- (b) Either the **80/20 or 90/10** preference points system will be applicable to this bid.
(Delete whichever option is not applicable to this bid)
- 2.3 Preference points for this bid shall be awarded for:
- (a) Price; and
- (b) B-BBEE status level of contribution.
- 2.4 The maximum points for this bid are allocated as follows:

	POINTS	
	PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20	10
Total points for Price and B-BBEE must not exceed	100	100

- 2.5 Failure on the part of a bidder to complete and sign this form and submit, in the circumstances prescribed in the Codes of Good Practice, either a B-BBEE Verification Certificate issued by a Verification Agency accredited by the South African Accreditation System (SANAS), or an affidavit confirming annual total revenue and level of black ownership, along with the bid, or an affidavit issued by the Companies Intellectual Property Commission, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 2.6 The organ of state 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 organ of state.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 Subject to Regulation 2(1)(f) of the Preferential Procurement Policy Framework Act, 2000, the bidder obtaining the **highest number of total points** will be awarded the contract.
- 3.2 A bidder must submit proof of its B-BBEE status level to claim points for B-BBEE.
- 3.3 A bidder failing to submit proof of B-BBEE status level, or who is a non-compliant contributor to B-BBEE will not be disqualified, but will only score:
 (a) points out of **80/90** for **price**; and
 (b) 0 points out of **20/10** for **B-BBEE**.
- 3.4 Points scored must be rounded off to the nearest 2 decimal places.
- 3.5 If two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.6 Per Regulation 2 (1)(f) of the Preferential Procurement Policy Framework Act, 2000, the contract may be awarded to a bidder other than the one scoring the highest number of total points based on objective criteria in addition to those contemplated in paragraph (d) and (e) of the Act, which justifies the award to another bidder provided that it has been stipulated upfront in the bid conditions.
- 3.7 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

THE 80/20 OR 90/10 PREFERENCE POINT SYSTEM

4. FORMULAE FOR PROCUREMENT OF GOODS & SERVICES

4.1 POINTS AWARDED FOR PRICE

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

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \qquad P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

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

5. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS & INCOME-GENERATING PROCUREMENT

5.1 POINTS AWARDED FOR PRICE

80/20

$$P_s = 80 \left(1 + \frac{P_t - P_{\max}}{P_{\max}} \right)$$

90/10

$$P_s = 90 \left(1 + \frac{P_t - P_{\max}}{P_{\max}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\max} = Price of highest acceptable bid

6. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

6.1 In terms of WCG interim strategy, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the following table:

B-BBEE Status Level of Contributor	No of points (90/10 system)	No of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

6.2 An **EME** must submit a valid originally certified affidavit confirming annual turnover and level of black ownership, or an affidavit issued by Companies Intellectual Property Commission.

6.3 A **QSE that is less than 51% (50% or less) black-owned** must be verified in terms of the QSE scorecard issued via Government Gazette and submit a valid, original or a legible certified copy of a B-BBEE Verification Certificate issued by SANAS.

6.4 A **QSE that is at least 51% black-owned** must submit a valid, originally certified copy of an affidavit confirming turnover and level of black ownership, or an affidavit issued by Companies Intellectual Property Commission, as well as declare its empowering status.

6.5 A **large enterprise** must submit a valid, original or originally certified copy of a B-BBEE Verification Certificate issued by a verification agency accredited by SANAS.

6.6 A **trust, consortium or joint venture** will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

6.7 A **trust, consortium or joint venture (including unincorporated consortia and joint ventures)** must submit a consolidated B-BBEE status level verification certificate for every separate bid.

6.8 **Tertiary institutions and public entities** will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

7. BID DECLARATION

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

8. B-BBEE STATUS LEVEL CLAIMED IN TERMS OF PARAGRAPH 5

8.1 B-BBEE Status Level: = **(maximum of 20 points in terms of 80/20)**

8.2 B-BBEE Status Level: = **(maximum of 10 points in terms of 90/10)**

(Points claimed in paragraphs 8.1 & 8.2 must correspond with the table in paragraph 5.1 and must be substantiated by a B-BBEE certificate issued by a verification agency accredited by SANAS or an affidavit confirming annual total revenue and level of black ownership in terms of the relevant sector code applicable to the bid).

9. SUB-CONTRACTING

9.1 Will any portion of the contract be sub-contracted? *(delete which is not applicable)* **YES/NO**

9.1.1 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?

(iv) whether the sub-contractor is an EME or QSE? *(delete which is not applicable)* **YES/NO**

9.1.2 Sub-contracting relates to a **particular** contract and if sub-contracting is applicable, the bidder must state in its response to a particular RFQ that a portion of that contract will be sub-contracted.

10. DECLARATION WITH REGARD TO COMPANY/FIRM

10.1 Name of company/ entity:

10.2 VAT registration number:

10.3 Company Registration number:

- 10.4 Type of company/firm (Select applicable option)
- Partnership/Joint venture consortium
- One-person business/sole propriety
- Close corporation
- Public company
- Personal liability company
- (Pty) Ltd
- Non-profit company
- State-owned company

10.5 I/we, the undersigned, who am/are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in paragraph 8 above, qualifies the company/firm for the preference(s) shown and I/we acknowledge that:

(a) The Western Cape Government reserves the right to audit the B-BBEE status claim submitted by the bidder.

(b) As set out in Section 130 of the B-BBEE Act as amended, any misrepresentation constitutes a criminal offence. A person commits an offence if that person knowingly:

- (i) misrepresents or attempts to misrepresent the B-BBEE status of an enterprise;
 - (ii) provides false information or misrepresents information to a B-BBEE verification professional to secure a particular B-BBEE status or any benefit associated with compliance with the B-BBEE Act;
 - (iii) provides false information or misrepresents information relevant to assessing the B-BBEE status of an enterprise to any organ of state or public entity; or
 - (iv) engages in a fronting practice.
- (c) if a B-BBEE verification professional, any procurement officer or any official from another organ of state or public entity becomes aware of the attempted or actual commission of any offence referred to in paragraph 10.5 (b), this will be reported to an appropriate law enforcement agency for investigation,
- (d) any person convicted of an offence by a court in the case of contravention of paragraph 10.5 (b) is liable to a fine or imprisonment for a period not exceeding 10 years, or to both a fine and such imprisonment, or, if the convicted person is not a natural person, to a fine not exceeding 10% of its annual turnover.
- (e) the purchaser may investigate the matter if it becomes aware that a bidder may have obtained its B-BBEE status level fraudulently. If the investigation warrants the imposition of a restriction, this will be referred to the National Treasury for investigation, processing and restriction of the bidder on the National Treasury's List of Restricted Suppliers. After the *audi alteram partem* (hear the other side) rule has been applied, the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted fraudulently, may be restricted from obtaining business from any organ of state for a period not exceeding 10 years,
- (f) in addition to any other remedy it may have, the organ of state may -
- (i) disqualify the bidder from the bid process,
 - (ii) recover costs, losses or damages it has incurred or suffered as a result of that bidder's conduct,
 - (iii) cancel the contract, and, having had to make less favourable arrangements due to such cancellation, claim any damages it has suffered from the contractor, and
 - (iv) forward the matter for criminal prosecution.
- (g) The information furnished is true and correct.
- (h) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 2 of this form.

SIGNATURE(S) OF THE BIDDER(S):

DATE:

ADDRESS:

WITNESSES:

1.

2.

SWORN AFFIDAVIT – B-BBEE/QUALIFYING SMALL ENTERPRISE

1. I, the undersigned

Full name and surname	
Identity number	

2. Hereby declare under oath as follows:

- (i) The contents of this statement are to the best of my knowledge a true reflection of the facts.
- (ii) I am a member/director/owner of the following enterprise and am duly authorized to act on its behalf:

Enterprise name	
Trading name	
Registration number	
Enterprise address	

3. I hereby declare under oath that:

- The enterprise is _____ % Black owned;
- The enterprise is _____ % Black woman owned;
- Based on management accounts and other information available for the _____ financial year, the income did not exceed R50 000, 000.00 (fifty million Rands)
- The entity is an Empowering Supplier in terms of Clause 3.3 (a) or (b) or (c) or (d) r (e) as amended (select one) _____ of **the dti** Codes of Good Practice.
- Please confirm in the table below the B-BBEE contributor **by ticking the applicable box.**

100% Black owned	Level One (135% B-BBEE procurement recognition)	
More than 51% Black owned	Level Two (125% B-BBEE procurement recognition)	
(a) At least 25% of cost of sales (excluding labour costs and depreciation) must be procurement from local producers or suppliers in South Africa; For the service industry, include labour costs capped at 15%.	(b) At least 50% of jobs created are for Black people, provided that the number of Black employees in the B-BBEE measurement verified immediately before is maintained.	
(c) At least 25% transformation of raw material/beneficiation, which includes local manufacturing, production and/or assembly, and/or packaging.	(d) At least 12 days per annum of productivity deployed in assisting QSE end EME beneficiaries to increase their operational or financial capacity.	
(e) At least 85% of labour costs should be paid to South African employees by service industry entities.		

4. I know and understand the content of this affidavit, I have no objection to taking the prescribed oath, I consider the oath binding on my conscience and not on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date of signature by the commissioner.

Deponent signature: _____

Date: _____

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his facility" means delivered and unloaded in the specified store or depot or on the specified facility in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
 - 1.12 " Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
 - 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
 - 1.14 "GCC" means the General Conditions of Contract.

- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project facility," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, CLEANER, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 1.2 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

- 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 CLEANER**
- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance CLEANER of the amount specified in SCC.
- 7.2 The proceeds of the performance CLEANER 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 CLEANER 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 CLEANER 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.

12. Transportation

- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-facility assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-facility, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

- 16. Payment**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract amendments**
- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
- 19. Assignment**
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts**
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 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 cancelling 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 web facility.
- 24. Anti-dumping and countervailing duties and rights**
- 24.1 When, after the date of bid, provisional payments are required, or anti-dumping 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 CLEANER , 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.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

	27.5	Notwithstanding any reference to mediation and/or court proceedings herein, (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and (b) the purchaser shall pay the supplier any monies due the supplier.
28. Limitation of liability	28.1	Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6; (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
29. Governing language	29.1	The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
30. Applicable law	30.1	The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
31. Notices	31.1	Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
	31.2	The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
32. Taxes and duties	32.1	A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
	32.2	A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
	32.3	No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
33. National Industrial Participation (NIP) Programme	33.1	The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
34. Prohibition of Restrictive practices	34.1	In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
	34.2	If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition

Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

34.2 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Annexure B
Cleaning consumables, chemicals and detergents

ITEM DESCRIPTION	Who will supply it:
DETERGENT BIOCID - 100 PER PAK	DOH
Examination gloves	DOH
Surgical Masks	DOH
Clear bags - all sizes	DOH
RED BAGS – All Sizes	DOH
PAPER TOWEL KIMDRY	DOH
TOILET PAPER	DOH
Bleach 750ml	Supplier
All-purpose ammonium cleaner 750ML	Supplier
All-purpose fragranced bathroom detergent	Supplier
DISHWASHING LIQUID	Supplier
APRON PLASTIC WHITE	Supplier
HOUSEHOLD GLOVES SMALL	Supplier
HOUSEHOLD GLOVES MEDIUM	Supplier
HOUSEHOLD GLOVES LARGE	Supplier
SCOURER	Supplier
Micro fibre colour coded cloths, red, green, blue. Yellow and white	Supplier
Floor Polish NON-SLIP	Supplier
Floor Stripper compatible with the installed floors	Supplier
Floor Sealer compatible with the installed floors	Supplier
Furniture Polish for wood	Supplier
Window cleaner	Supplier

Table 2: Chlorine Mixing and Decanting		
Equipment used	Image- Similar or Equal	Who Supplies:
	Buddy Jug	Supplier
	Empty Trigger Spray Bottle	Supplier
	Two-way mopping bucket system. A double bucket set on a trolley, with blue representing clean water and red representing used water.	Supplier
	Colour Coded Flat Mop Colour coding is seen as good practice for cleaning commercial spaces even though it is not required by law, especially in light of the significance of infection control.	Supplier
	All pertinent cleaning equipment is color-coded according to a generally accepted standard in the professional cleaning sector. The equipment should be utilised in the regions designated by the several color-coding schemes, which are Blue, Green, Red, and Yellow.	
	Mops with colour coding: Blue, Green, Yellow, White and Red	Supplier
	The best mop systems are flat ones. "Spaghetti" mops are more challenging to clean since the fibres tend to hold dirt and they are readily knotted.	
	When using "spaghetti" mops—a type of mop with a cotton string head—to clean floors, they must be completely wrung out and damp—not wet. Mops to be sent to the laundry or cleaned in hot water and dried at the conclusion of each cleaning session or shift.	
	Cleaning cloths with colour coding Blue, Green, Yellow, White and Red	Supplier
	Colour coded buckets Blue, Green, Yellow, and Red For water in different areas.	Supplier
	Equal or similar to Janitor cart The trolley's wheels and front swivel castors enable for simple movement.	Supplier
	When working in the wards, cleaning supplies and equipment are kept safe and organised with trolleys.	
	Floor polisher, scraper and buffer	Supplier
	For polishing of floors.	
	Static head mop used for damp floor cleaning used to remove loose, damp materials like sand and dust from the floor's surface.	Supplier
	"Wet Floor" sign	Supplier
	To warn staff, patients and visitors that floors are wet to minimize the risk of falls.	
	Window squeegee	Supplier
	For cleaning windows.	
	Dry and wet vacuum cleaner	
	Ladders and step ladders	
	Additional equipment	
	Outside brooms	
	High pressure hose system	
High duster		
Steam Cleaner		

PPE LIST	Who Supply:
<p>Rubber gloves for household use for routine cleaning tasks. The gloves must cover the mid-arm and provide defence against chemicals and dirt contact. After cleaning every patient room and bathroom, gloves need to be replaced or properly laundered with detergent if they get soiled. Reusable household gloves should only be replaced if they get damaged.</p>	Supplier
(Non-sterile nitrile gloves can be used in their absence.)	
<p>Plastic aprons for any cleaning task that can cause spills, use plastic aprons. The front of the uniform needs to be covered. Colour: White</p>	Supplier
<p>Heavy Duty PVC for Waste Handlers</p>	
<p>Generally speaking, additional eye protection is not required. Nevertheless, depending on the activity and the expected danger of exposure to infectious agents, blood, bodily fluids, or strong chemicals, it can be required in specific situations.</p>	Supplier
<p>Surgical masks to wear while entering locations where droplet and airborne safety measures are necessary. (The use of masks is required during the COVID-19 epidemic.)</p>	DOH
<p>When doing terminal cleaning and in locations where airborne precautions are in place, N95 respirators must be worn.</p>	DOH
<p>Safety Shoes</p>	Supplier