



## **1. WELCOME AND ATTENDANCE**

- Mr. C Modisie, officially opened the meeting and welcomed all prospective service providers and department representatives.
- The Department representatives introduced themselves.
- Mr. C Modisie- Stellenbosch subdistrict; Facility Manager
- Mr. J van Wyk- Head Office; Sourcing
- Ms. S Halifax- Head Office; Sourcing
- Ms. C Jacobs- Stellenbosch subdistrict; Contract Manager

## **2. GENERAL TENDER & CONTRACT SPECIFICATIONS**

- Contract Period: The tender is for a fixed 30-month contract period and is a formal readvertisement.
- Electronic Submission Requirement: The pricing schedule must be completed electronically. Handwritten submissions will be disqualified due to legibility and evaluation constraints.
- Pricing Schedule Amendments: A misunderstanding regarding the initial pricing schedule was noted. Ms. Halifax will issue an official amendment. Bidders must ensure they use the amended schedule when uploading their final submissions on Friday 22 May 2026.



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- EPS Portal Support: Bidders experiencing technical issues or difficulty downloading/uploading documents via the EPS portal must immediately email Ms. Halifax for technical assistance.
  - Ad Hoc Services: Ad hoc rates must be provided per hour, as referenced on Page 11 of the tender document.

### **3. MANDATORY DOCUMENTATION & COMPLIANCE**

#### **3.1 Proof of Authenticity (Page 4)**

- Bidders must submit a formal letter of authority from their company certifying that the individual signing the tender document is legally authorized to do so.
- A certified company resolution must be explicitly included within the submission bundle.

#### **3.2 Statutory Requirements & Signatures (Page 16)**

- Bidders must complete all sections and declare all information fully.
- The final declaration must be signed and stamped by an authorized Commissioner of Oaths.
- Capacity Representation: If a registered Director signs the document, a separate letter of authority is not needed, but they must explicitly state their capacity (e.g., "Managing Director") next to the signature.

### **4. SCOPE OF WORK: MAIN HOSPITAL FACILITY BREAKDOWN**

A comprehensive walkthrough of the facility's ground floor and clinical areas was conducted to clarify exact cleaning allocations.

#### 4.1 Administration & Staff Areas

- Admin Building: Fully included in the scope of work. Bidders must indicate specific areas within the facility or flag operational bottlenecks where necessary.
- Ground Floor Walkthrough: Covered the staff restroom, lecture/meeting room, tearoom, kitchen, and physio/rehab area.
- Staff Accommodation: Accommodation on the hospital premises is included in the scope. This includes cleaning individual flats *before* and *after* a tenant moves out, as well as designated standby flats. (*Note: The briefing group was in agreement to not physically walk through the staff accommodation during the site visit*).

#### 4.2 Clinical, Theatre, and Specialized Departments

- Windows & Sills: Window cleaning and windowsills are explicitly included in the daily cleaning scope.
- Theatre & Ward Sections: \* Scope covers the main theatre area, including internal stairs.
  - Includes 2 theatres, one main corridor, an office, and an associated side corridor.
- X-Ray Department: Cleaning of the X-Ray department corridors and structural rooms is included; however, specialized medical equipment is strictly excluded from the contractor's responsibility.



- Emergency Centre (EC): \* Includes the main hospital corridor, the next room, and the step-down room.
  - Specific areas: Triage, ablutions, foyer, clinical suite, procedure room, sluice room, office, patient ablutions, disabled ablutions, toilets, storeroom, and overnight ward.
- Central Sterile Services Department (CSSD): The department remains responsible for internal instruments and linen. A designated Linen Bank Assistant is allocated to this area.

#### **4.3 General Infrastructure & Back-of-House**

- Stairs & Lifts: The facility lift is currently noted as not working. The contract includes the cleaning of 4 sets of stairs, including emergency stairs, steps, and associated corridors.
- Maintenance Workshop: The maintenance workshop is included.
- Outpatients Department (OPD) & Main Foyer:
  - 6 Cubicles, consulting office, fracture room, and waiting area.
  - Disabled ablutions, hospice corridor, and lift area.
  - Security office, 3 public toilets, pharmacy, dispensary, reception ablutions, and main foyer.

#### **4.4 Operational Allocations & Problematic Spaces**

- Ms. Jacobs asked the bidders to note that there are allocations for shift and non-shift workers. She clarified that the numbers are an indication of the staff that should be on the premises. The bidders should note that the ground floor, external walls, premises, and main walkways are included.



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- Special Maintenance Areas: Deep cleaning focus is required on the main/medical ward head walls (which must be thoroughly washed), stairs, lighting fixtures, corners, mirrors, aluminum finishes, and the emergency exit hallway.
  - Waste Management: The medical waste area must be always kept strictly clean to adhere to health and safety codes.
  - Bidders requested clarification on the current service providers on-site. Mr. Modisie clarified that the contract includes the cleaning services of the hospital, clinics and satellite clinics.
  - Rehab Centre (Mon - Fri): Scope includes offices, staff toilet, storeroom, sluice room, and the external step-down room.
  - Bidders were explicitly reminded that they must physically travel to this facility to sign the attendance register on-site. Bidders must visit all designated sites and sign the respective attendance register at every single location. Attending and signing at all individual sites is a compulsory requirement to proceed to the evaluation phase. Failure to sign a site's register will result in immediate disqualification.
  - Site Attendance Observations:
    - Initial discrepancies were noted where certain bidders (*Sikhona Cleaning* and *Boni Supplies*) did not visit the Groendal site because they went to the Priel Satellite clinic. Mr. Modisie will give feedback to the BEC.
  - Attached is the attendance register of all the sites that were visited.



Minutes Compiled By: Ms C Jacobs

Minutes signed off by: Mr C Modisie