

## SCOPE OF WORK

### THE APPOINTMENT OF THE SERVICE PROVIDER FOR THE PROVISION OF LAUNDRY SERVICES TO THE SANPC REFINERY FOR A PERIOD OF 36 MONTHS (3 YEARS).

#### 1. SCOPE OF WORKS

The scope of works comprise of collection, washing, ironing, folding and returning of the following laundry items on weekly basis;

| ITEM  | QUANTITY | FREQUENCY |
|---|----------|-----------|
| Washing of overalls (Acid Resistant)                        | 200      | Weekly    |
| Washing of Winter Jackets                                   | 200      | Weekly    |
| Washing & Ironing of Lab Coats (Acid Resistant)             | 200      | Weekly    |
| Embroidery of overalls                                      | 200      | Annually  |
| Repairing of overalls                                       | 200      | Weekly    |
| Zip Replacement   | 200      | Weekly    |
| Overall alterations   | 200      | Weekly    |
| Washing of Bunker Gear Pants                                | 200      | Weekly    |
| Washing of Bunker Gear Jackets                              | 200      | Weekly    |
| Sewing-in of name tags                                      | 200      | Annually  |
| Clinic Bed Sheets   | 20       | Weekly    |
| Washing & Ironing of Table Cloths (covering Trestle tables) | 10       | Monthly   |
| Washing & Ironing of Flags                                  | 20       | Monthly   |

## **2. DELIVERABLE**

Description of deliverable activities required are as follows;

- Collection of items for washing & ironing from the SANPC Refinery sites per pick up point.
- Inspection of Overalls for defects and level for soiling.
- Recording of all items via a transmittal per pick up point.
- Reporting on the exceptions on the day.
- Washing and Ironing of collected items.
- Keeping a LOG book for CEF/SANPC requests.
- Mending of Overalls (i.e , seams, sleeves etc) if required.
- Attachment of names tags (As prescribed by CEF/SANPC).
- Alterations as per measurements (As agreed with/prescribed by end user) and approved by CEF/SANPC focal point.
- Final Inspection to be done before delivery to CEF/SANPC refinery.
- Recording of all returning items to the refinery via a focal point.
- Return to refinery as per pick up points.
- All the above to occur within 24 to 72 hours.

## **3. SERVICE POINT DELIVERY**

SANPC REFINERY  
1 Refinery Road  
Prospecton  
Durban

## **4. CONTRACT TERM**

The contract will be effective over a period of thirty six (36) months.

## **5. SPECIAL REQUIREMENTS**

- Losses at the laundry to be for the contractor's cost.
- The bidder must submit proof that a reasonable arrangement have been made to compensate CEF/SANPC refinery for any loss that CEF/SANPC refinery may suffer while laundry item is under the contractor's possession.
- Items damaged or lost due to the service providers negligence will be replaced at the service provider's costs (damage includes shrinking).
- Damaged items due the excessive use of chemicals must be replaced at service provider's cost with the same standard of existing laundry item.
- Discrepancies and shortages must be reported and within 24hrs.

- No sub-contracting is allowed. Should the successful bidder sub-contract, the contract will be terminated with immediate effect.