

## 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

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## 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.