



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

BID NUMBER: **WCGHSC0350/1/2025**      CLOSING DATE: **FRIDAY, 27 MARCH 2026**      CLOSING TIME: **11:00**

**THE RENDERING OF A COMPREHENSIVE CLEANING SERVICE TO FACILITIES IN THE GARDEN ROUTE DISTRICT AND CENTRAL KAROO DISTRICT UNDER THE CONTROL OF THE WCG HEALTH AND WELLNESS, FOR A 3-YEAR 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 at the main entrance of Supply Chain Management office (M9 Building) on the premises of Karl Bremer Hospital, C/O Mike Pienaar Boulevard & Frans Conradie Ave Bellville**. The bid box is generally open **from 07:00 until 16:00 hours a day, 5 days a week**. If you are uncertain about the location of the bid box, please call the responsible official, Mr Johan van Wyk at (021) 483 4393 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](http://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. CSD self-registration only: [www.csd.gov.za](http://www.csd.gov.za) contact email: [SCM.eProcurementDOH@westerncape.gov.za](mailto: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 (WCGHW) 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 Faizel Champion** at telephone no. (044) 813 2922 or email [faizel.champion@westerncape.gov.za](mailto:faizel.champion@westerncape.gov.za).

 **C Munnik**  
for **HEAD OF DEPARTMENT**

**DATE:** 26 FEBRUARY 2026

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS	
GOODS & SERVICES SOURCING	
BID OPENED @ 11:00	
<b>27 MARCH 2026</b>	
1).....	2) .....
SIGNED	SIGNED

**WCGHSC0350/1/2025 FOR THE RENDERING OF A COMPREHENSIVE CLEANING SERVICE TO FACILITIES IN THE GARDEN ROUTE DISTRICT AND CENTRAL KAROO DISTRICT UNDER THE CONTROL OF THE WCG HEALTH AND WELLNESS, FOR A 3-YEAR PERIOD**

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Please sign/initial here:

I/we have read the contents of this page and agree to the Terms and Conditions set out in all clauses.

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WESTERN CAPE GOVERNMENT HEALTH & WELLNESS  
 GOODS & SERVICES SOURCING  
 BID OPENED @ 11:00  
**27 MARCH 2026**  
 1)..... 2) .....

I/we have read the contents of this page and agree to the Terms and Conditions set out in all clauses.   
 Please sign/initial here:  
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**DEFINITIONS**

The following definitions of terminology will be used in the description, financial implications, bid conditions, bid and contract conditions, bid specifications, and annexures:

<b>Annexure</b>	: a section giving extra information or document.
<b>Appointed Contractor(s)</b>	: the SB who agrees to offer the needed services pursuant to all of the contract's terms and conditions.
<b>Authority</b>	: persons authorized to instruct the Appointed Contractor(s) on contract conditions that have been defined and agreed upon. Authorized individuals are often the Head of Clinical Services, Head of Institution, Departmental Representative or Facility Manager.
<b>Bid / Offer</b>	: a potential service provider's written offer to deliver services to an end-user/departmental facility in the required format.
<b>Bidder</b>	: an organization/individual who completes and submits an offer, subject to all of the terms and conditions outlined in this bid.
<b>Business day(s)</b>	: in the Republic of South Africa, any day other than a <b>Saturday, Sunday</b> , or statutory public holiday.
<b>Calendar day(s)</b>	: any day of the week, including weekends and statutory public holidays declared in the Republic of South Africa.
<b>Cash flow</b>	: the movement of money into and out of a business as goods are bought and sold - a healthy cash flow = having enough money to make payments when necessary.
<b>Cleaning Association</b>	: the most important registrations to enlist a business as an officially registered cleaning company to enable such business to apply for cleaning contracts and tenders.
<b>Cleaning Staff member</b>	: those individuals hired, employed, or appointed on a permanent/temporary basis by the Appointed Contractor(s) to perform Comprehensive Cleaning Services at the points of service/facilities.
<b>Commissioner of Oaths</b>	: is appointed by the Minister of Justice, or an authorized officer with the rank of director within the Department of Justice. These individuals are authorized to administer oaths, affirmations, and statutory declarations. Additionally, certain positions automatically qualify as Commissioners of Oaths by virtue of the office held, including police officers, legal professionals, bank managers, marriage officers and chartered accountants.
<b>Contract / Agreement</b>	: a legal, binding document and agreement resulting from the acceptance of a bid, including the full attached documentation, as well as the conditions contained in the GCC that will form the foundation of the agreement arising from bid acceptance.
<b>Departmental Contract Manager</b>	: governmental official appointed to monitor contract management and service delivery within the sub-district/district.
<b>Departmental Representative</b>	: a person appointed by the Department to monitor the services as rendered by the Service Provider.
<b>End-user / Facility</b>	: establishment or institution (participants) under the supervision of the WCGHW.
<b>Facility Manager</b>	: a government officer in charge of a government facility.
<b>General Conditions of Contract</b>	: an explanatory annexure detailing the general rights and obligations of entities conducting business with government, which forms part of the bid specification.

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS  
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

**27 MARCH 2026**

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**WCGHSC0350/1/2025 FOR THE RENDERING OF A COMPREHENSIVE CLEANING SERVICE TO FACILITIES IN THE GARDEN ROUTE DISTRICT AND CENTRAL KAROO DISTRICT UNDER THE CONTROL OF THE WCG HEALTH AND WELLNESS, FOR A 3-YEAR PERIOD**

**DEFINITIONS**

<b>Healthcare Environment / Setting</b>	: For the purpose of the bid, means hospitals; clinics, privately-operated healthcare facilities; emergency health services, ambulance.
<b>Healthcare Risk Waste (HCRW)</b>	: HCRW shall, for the purpose of the bid and contract/agreement, be considered to include: <ul style="list-style-type: none"> <li>• General Infectious HCRW; Sharps HCRW; Pathological/Anatomical HCRW; Pharmaceutical HCRW; Chemical Waste; Cytotoxic HCRW, Isolation HCRW; Extraordinary Items.</li> </ul>
<b>Hours - Normal Hours</b>	: means from 07H00 the morning until 19H00 the evening or 07H30 the morning until 16H00 the evening.
<b>Hours - After Hours</b>	: means from 19H00 the evening until 07H00 the morning.
<b>Invoice</b>	: the document that serves as the foundation for all accounting in relation to moneys payable by end-user institutions for services delivered by the Contractor.
<b>Local Operational Office</b>	: an office or business premises located locally within the boundaries of the Garden Route municipal area [Zone 1 – 5] and/or Central Karoo municipal area [Zone 6 – 10] where official business is conducted.
<b>Mandatory</b>	: a term referring to an obligation or legal requirement.
<b>May (aux verb)</b>	: an indication of choice (option) or contingency, particularly in phrases denoting condition, concession, purpose, consequence, etc.
<b>Must / Shall / Will</b>	: specifies that a statement is required/mandatory.
<b>Pay as You Earn (PAYE)</b>	: employees' tax refers to the tax required to be deducted by an employer from an employee's remuneration paid or payable.
<b>Public Liability Insurance (PLI)</b>	: means insurance against loss or damage to the person or property of others that is not included in or incidental to some other class of insurance.
<b>Service:</b>	: comprehensive Cleaning Services, including certain equipment and/or consumables, labour, as detailed in the bid document and quality of services rendered to the end-user, to which the Contractor must conform in all respects, and for which the WCGHW must pay.
<b>Service Provider</b>	: the Appointed Contractor(s) who is responsible for providing the services stated in this bid or agreement.
<b>Skills Development Levies (SDL)</b>	: a levy imposed to encourage learning and development in South Africa and is determined by an employer's salary bill. The funds are to be used to develop and improve skills of employees – where the employer whose total remuneration (subject to SDL (leviable amount)) paid/due to all its employees over a 12-month period won't exceed R500 000. If this is the reason for exemption, these types of employers are not required to register to pay SDL.
<b>Special Conditions of Contract</b>	: terms and conditions that sets out the rights and obligations of the parties that are unusual to a specific contract, or as necessitated by the circumstances of specific goods or services, and that forms part of the contract/agreement.

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS  
 GOODS & SERVICES SOURCING  
 (Government Department)  
 BID OPENED @ 11:00  
**27 MARCH 2026**

1)..... 2) .....

Republic of South Africa and/or Government Department /WCGHW according to the context of the sentence in which it appears.

**Please sign/initial here:**

I/we have read the contents of this page and agree to the Terms and Conditions set out in all clauses.

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**DEFINITIONS**

**The Compensation for Occupational Injuries and Diseases Act, No 130 of 1993 (COIDA)** : provides for compensation for disablement caused by occupational injuries or diseases sustained or contracted by employees in the course of their employment, or for death resulting from such injuries or diseases.

**The National Minimum Wage Act No 9 OF 2018** : The national minimum wage is the amount stated in schedule 1 of the Act as adjusted annually in terms of section 6 (s4 (1)).  
 Every worker is entitled to payment of a wage that is not less than the national minimum wage (s4 (4)).  
 Every employer must pay wages to its workers that is not less than national minimum wage (s4 (5)).

**Unemployment Insurance Fund (UIF)** : gives short-term relief to workers when they become unemployed or are unable to work because of maternity, adoption and parental leave, or illness. It also provides relief to the dependants of a deceased contributor.

**Western Cape Government (WCG) Health and Wellness** : the Department for whose facilities this bid is being solicited and under whose authority these facilities are located.

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS  
 GOODS & SERVICES SOURCING  
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**WCGHSC0350/1/2025 FOR THE RENDERING OF A COMPREHENSIVE CLEANING SERVICE TO FACILITIES IN THE GARDEN ROUTE DISTRICT AND CENTRAL KAROO DISTRICT UNDER THE CONTROL OF THE WCG HEALTH AND WELLNESS, FOR A 3-YEAR PERIOD**

ABBREVIATIONS	
<b>AC</b>	: Approved Contractor
<b>BECA</b>	: Basic Conditions of Employment Act
<b>COIDA</b>	: Compensation for Occupational Injuries and Diseases Act
<b>GCC</b>	: General Conditions of Contract
<b>HCRW</b>	: Health Care Risk Waste
<b>LRA</b>	: Labour Relations Act
<b>NMWA</b>	: National Minimum Wage Act
<b>NTI</b>	: National Treasury Regulations
<b>OHS</b>	: Occupational Health and Safety
<b>PAIA</b>	: Promotion of Access to Information Act
<b>PAJA</b>	: Promotion of Administrative Justice Act
<b>PAYE</b>	: Pay as You Earn
<b>PEPUDA</b>	: Promotion of Equality and Prevention of Unfair Discrimination Act
<b>PFMA</b>	: Public Finance Management Act
<b>Ph</b>	: Public Holiday
<b>PLI</b>	: Public Liability Insurance
<b>POPIA</b>	: Protection of Personal Information Act
<b>PTI</b>	: Provincial Treasury Regulations
<b>SCC</b>	: Special Conditions of Contract
<b>SDL</b>	: Skills Development Levies
<b>UIF</b>	: Unemployment Insurance Fund
<b>VAT</b>	: Value Added Tax
<b>WCBD</b>	: Western Cape Bid Document
<b>WCG</b>	: Western Cape Government
<b>WCGHW</b>	: Western Cape Government Health and Wellness

**WESTERN CAPE GOVERNMENT HEALTH & WELLNESS**  
**GOODS & SERVICES SOURCING**  
  
 BID OPENED @ 11:00  
  
**27 MARCH 2026**  
  
 1)..... 2) .....

**Please sign/initial here:**  
  
 I/we have read the contents of this page and agree to the  
 Terms and Conditions set out in all clauses.  
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**WCGHSC0350/1/2025 FOR THE RENDERING OF A COMPREHENSIVE CLEANING SERVICE TO FACILITIES IN THE GARDEN ROUTE DISTRICT AND CENTRAL KAROO DISTRICT UNDER THE CONTROL OF THE WCG HEALTH AND WELLNESS FOR A 3-YEAR PERIOD**

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS  
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

**27 MARCH 2026**

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

**WCBD1**

**PART A INVITATION TO BID**

The Western Cape Government ("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 at all times with these principles to act in the best interest of the WCG and the public.

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 DEPARTMENT OF HEALTH AND WELLNESS**

Bid no	<b>WCGHSC0350/1/2025</b>	Closing date:	<b>Fri, 27 MARCH 2025</b>	Closing time	<b>11:00</b>
Description	<b>RENDERING OF A COMPREHENSIVE CLEANING SERVICE TO FACILITIES IN THE GARDEN ROUTE DISTRICT AND CENTRAL KAROO DISTRICT UNDER THE CONTROL OF THE WCG HEALTH AND WELLNESS, FOR A 3-YEAR PERIOD</b>				

**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT**

The foyer of the main entrance, Western Cape Government Building (**next to Cape High Court**)  
Junction of Dorp and Keerom Streets, Cape Town 8001

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:**

Contact person	<b>Mr Johan van Wyk</b>	Contact person	<b>Faizel Champion</b>
Telephone no	<b>(021) 483 4393</b>	Telephone no	<b>(044) 813 2922</b>
E-mail address	<a href="mailto:Johannes.vanwyk2@westerncape.gov.za">Johannes.vanwyk2@westerncape.gov.za</a>	E-mail address	<a href="mailto:Faizel.champion@westerncape.gov.za">Faizel.champion@westerncape.gov.za</a>

**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**

**SUPPLIER INFORMATION**

Name of bidder			
Postal address			
Street address			
Telephone no	Code	Number	
Cellphone no			
Facsimile no	Code	Number	
E-mail address			
Vat registration no			

Supplier compliance status CSD registration 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 certificate issued by verification agency accredited by SANAS (SA National Accreditation System) [Tick applicable box]  
 Yes  No

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs& QSEs) MUST BE SUBMITTED WITH A COMPLETED 6.1 TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

Are you the <b>accredited representative in South Africa</b> for the goods/services/works offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No [if yes enclose proof]	Are you a <b>foreign based supplier</b> for the goods/services/works offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, complete 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 TO ALL OF THE ABOVE IS "NO", IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS). IF NOT, REGISTER AS PER 2.2 BELOW.**

**PART B TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
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 (not re-typed) forms provided, or in the manner prescribed in the bid document.
1.3	The bid specifications document must be completed in legible/readable handwriting. All <b>blue-highlighted fields</b> are <b>MANDATORY</b> and must be <b>COMPLETED IN FULL</b> .
1.4	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 (SCC).
1.5	<b>The successful bidder will be required to fill in and sign a written contract form (WCBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS:</b>	
2.1	Bidders must ensure compliance with their tax obligations.
2.2	Bidders must provide their unique SARS-issued personal identification number ('PIN') 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 be made via e-Filing through the SARS website, <a href="http://www.sars.gov.za">www.sars.gov.za</a> .
2.4	Bidders may also submit a printed TCS certificate along 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.
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.
<b>NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.</b>	

I/we, the undersigned, confirm that I/we am/are authorised to act on behalf of the company, firm, or legal business entity. By submitting this bid, I/we accept all the terms and conditions of this bid:

SIGNATURE OF AUTHORISED REPRESENTATIVE/BIDDER: \_\_\_\_\_

CAPACITY IN WHICH THIS BID IS SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

**WESTERN CAPE GOVERNMENT HEALTH & WELLNESS**  
**GOODS & SERVICES SOURCING**

BID OPENED @ 11:00  
**27 MARCH 2026**

1)..... 2) .....

PRICING SCHEDULE NOTICE

1. **VALUE ADDED TAX (VAT):**

- 1.1 15% VAT is only charged on **taxable supplies made (any supply of goods or services made by a taxable person and does not include exempt supplies)**.
- 1.2 It is **compulsory** for a business entity to register for VAT under the following circumstances:
  - a. where the **value of taxable supplies made** in any **consecutive 12-month period exceeded or is likely to exceed R1 million**; or
  - b. where in **terms of a written contractual obligation**, the **value of taxable supplies to be made** in a **12-month period will exceed R1 million**.
- 1.3 Due to the compulsory VAT registration requirements, ALL offers may be subject to VAT.
  - a. For the purpose of this bid, bidders **who are not yet registered for VAT**, are required to submit an offer that takes into account the possibility that they may need to register for VAT due to the value of the total offer and/or any price adjustments that may follow during the contract period.

2. **AWARDS:**

- 2.1 The pricing schedule section **must be completed in full** by the bidder for which an **offer is made**.
- 2.2 b. **Failure to complete the section** will be deemed as an **omission/no offer being received** for the specific sub-district/region.
- 2.3 **Multi-award:** This bid allows for multiple awards. Contracts will be given for each sub-district (District – in the case of Central Karoo), and more than one appointed service provider may be selected for this bid.

DEFINITION OF PRICING STRUCTURES

For the purpose of this bid the following explanations are provided:

1. **Firm prices**

- 1.1. Firm prices mean **prices which are only subject to adjustments in accordance with the actual increase or decrease** resulting from the changes, imposition or abolition of customs or excise duty and any other duty, levy, or tax which is binding upon the Contractor in terms of a law or regulation and has a demonstrable influence on the prices of any supplies, for the execution of the contract.

The following two pricing structures will also be considered as firm prices – **please note that a combination of these two pricing structures will not be allowed:**

- 1.2. Firm prices linked to fixed period adjustments, i.e. three tier prices (firm 1st, 2nd and 3rd year prices), only subject to the variables indicated in the above paragraph.

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS  
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

**27 MARCH 2026**

1)..... 2) .....

I/we have read the contents of this page and agree to the Terms and Conditions set out in all clauses.

Please sign/initial here:

WCGHSC0350/1/2025 FOR THE RENDERING OF A COMPREHENSIVE CLEANING SERVICE TO FACILITIES IN THE GARDEN ROUTE DISTRICT AND CENTRAL KAROO DISTRICT UNDER THE CONTROL OF THE WCG HEALTH AND WELLNESS, FOR A 3-YEAR PERIOD

WCBD 3.1

**PRICING SCHEDULE – FIRM PRICES (SERVICES) GEORGE SUB-DISTRICT – ZONE 1**

NAME OF BIDDER: .....

BID NUMBER WCGHSC0350/1/2025

CLOSING TIME: 11:00 ON FRIDAY, 27 MARCH 2026

OFFERS SHALL BE VALID FOR 120 DAYS FROM CLOSING DATE OF BID

**ITEM 1. GEORGE SUB-DISTRICT – ZONE 1:**

ITEM	FACILITY/ POINTS OF SERVICE	ITEM CODE (for billing purposes)	SERVICE DAYS	MAX. CLEANING STAFF DEPLOYME NT ALLOWED	COST PER MONTH BID PRICE IN RAND INCL VAT		
					1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year

**07h30 – 16h00 (5 days a week, excluding Public holidays)**

1.1	Harry Comay Hospital and Workshop	GSD001	Mon – Fri	3	R 00,000.00	R 00,000.00	R 00,000.00
1.2	Blanco Clinic	GSD002		1	R 00,000.00	R 00,000.00	R 00,000.00
1.3	Conville Clinic	GSD003		2	R 00,000.00	R 00,000.00	R 00,000.00
1.4	George Central Clinic	GSD004		1	R 00,000.00	R 00,000.00	R 00,000.00
1.5	Haarlem Clinic	GSD005		1	R 00,000.00	R 00,000.00	R 00,000.00
1.6	Kuyasa Clinic	GSD006		1	R 00,000.00	R 00,000.00	R 00,000.00
1.7	Pacaltsdorp Clinic	GSD007		2	R 00,000.00	R 00,000.00	R 00,000.00
1.8	Parkdene Clinic	GSD008		1	R 00,000.00	R 00,000.00	R 00,000.00
1.9	Themba lethu Clinic	GSD009		9	R 00,000.00	R 00,000.00	R 00,000.00
1.10	Uniondale Clinic	GSD010		1	R 00,000.00	R 00,000.00	R 00,000.00

**07h30 – 16h00 (1 day a week, excluding Public holidays)**

1.11	Herold Clinic	GSD011	Thu	1	R 00,000.00	R 00,000.00	R 00,000.00
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**07h00 – 19h00 (7 days a week, including Public holidays)**

1.12	Uniondale Hospital	GSD012	Mon – Sun	1	R 00,000.00	R 00,000.00	R 00,000.00
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**19h00 – 07h00 (7 days a week, including Public holidays)**

1.13	Uniondale Hospital	GSD013	Mon – Sun	1	R 00,000.00	R 00,000.00	R 00,000.00
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**Total Monthly Cost (Item 1.1 to 1.13) - SUB-TOTAL:**

R 000,000.00	R 000,000.00	R 000,000.00
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**GRAND TOTAL COST PER YEAR:**

x12	x12	x12
R 000,000.00	R 000,000.00	R 000,000.00

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS  
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

27 MARCH 2026

1)..... 2) .....

'GRAND TOTAL COST PER YEAR' for ITEM 1 [GEORGE SUB-DISTRICT – ZONE 1] for each year, must be provided under item 11.2 (This bid will be recommended based on the total cost of service under item 11.4)

Please sign/initial here:

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**WCGHSC0350/1/2025 FOR THE RENDERING OF A COMPREHENSIVE CLEANING SERVICE TO FACILITIES IN THE GARDEN ROUTE DISTRICT AND CENTRAL KAROO DISTRICT UNDER THE CONTROL OF THE WCG HEALTH AND WELLNESS, FOR A 3-YEAR PERIOD**

**WCBD 3.1**

**PRICING SCHEDULE – FIRM PRICES (SERVICES) MOSSEL BAY SUB-DISTRICT – ZONE 2**

NAME OF BIDDER: .....

BID NUMBER **WCGHSC0350/1/2025**

CLOSING TIME: **11:00 ON FRIDAY, 27 MARCH 2026** OFFERS SHALL BE VALID FOR 120 DAYS FROM CLOSING DATE OF BID

**ITEM 2. MOSSEL BAY SUB-DISTRICT – ZONE 2:**

ITEM	FACILITY/ POINTS OF SERVICE	ITEM CODE (for billing purposes)	SERVICE DAYS	MAX. CLEANING STAFF DEPLOYMENT ALLOWED	COST PER MONTH BID PRICE IN RAND INCL VAT		
					1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year

**07h30 – 16h00 (2 days a week, excluding Public holidays)**

2.1	Ruiterbos Clinic	MBSD001	Tue, Thu	1	R 00,000.00	R 00,000.00	R 00,000.00
2.2	Great Brak Clinic	MBSD002		1	R 00,000.00	R 00,000.00	R 00,000.00
2.3	Dana Bay Clinic	MBSD003	Wed, Fri	1	R 00,000.00	R 00,000.00	R 00,000.00

**07h30 – 16h00 (3 days a week, excluding Public holidays)**

2.4	Alma Clinic	MBSD004	Mon, Tue, Thu	1	R 00,000.00	R 00,000.00	R 00,000.00
2.5	Hartenbos Clinic	MBSD00	Tue, Thu, Fri	1			
2.6	Friemersheim Clinic	MBSD006	Mon, Wed, Fri	1	R 00,000.00	R 00,000.00	R 00,000.00
2.7	Sonskyn Vallei Clinic	MBSD007		1	R 00,000.00	R 00,000.00	R 00,000.00

**07h30 – 16h00 (5 days a week, excluding Public holidays)**

2.8	Alma Clinic	MBSD008	Mon – Fri	1	R 00,000.00	R 00,000.00	R 00,000.00
2.9	ASLA Clinic	MBSD009		1	R 00,000.00	R 00,000.00	R 00,000.00
2.10	D'Almeida Clinic	MBSD010		1	R 00,000.00	R 00,000.00	R 00,000.00
2.11	Mossel Bay Hospital (Admin)	MBSD011		1	R 00,000.00	R 00,000.00	R 00,000.00
2.12	Mossel Bay Town Clinic (New)	MBSD012		1	R 00,000.00	R 00,000.00	R 00,000.00
2.13	Great Brak Clinic	MBSD013		1	R 00,000.00	R 00,000.00	R 00,000.00

**07h00 – 19h00 (7 days a week, including Public holidays)**

2.14	Mossel Bay Hospital	MBSD014	Mon – Sun	4	R 00,000.00	R 00,000.00	R 00,000.00
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WESTERN CAPE GOVERNMENT HEALTH & WELLNESS  
 GOODS & SERVICES SOURCING  
 BID OPENED @ 11:00  
**27 MARCH 2026**  
 1)..... 2) .....

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WCGHSC0350/1/2025 FOR THE RENDERING OF A COMPREHENSIVE CLEANING SERVICE TO FACILITIES IN THE GARDEN ROUTE DISTRICT AND CENTRAL KAROO DISTRICT UNDER THE CONTROL OF THE WCG HEALTH AND WELLNESS, FOR A 3-YEAR PERIOD

WCBD 3.1

**PRICING SCHEDULE – FIRM PRICES (SERVICES) MOSSEL BAY SUB-DISTRICT – ZONE 2**

NAME OF BIDDER: .....

BID NUMBER WCGHSC0350/1/2025

CLOSING TIME: 11:00 ON FRIDAY, 27 MARCH 2026 OFFERS SHALL BE VALID FOR 120 DAYS FROM CLOSING DATE OF BID

**ITEM 2. MOSSEL BAY SUB-DISTRICT – ZONE 2:**

19h00 – 07h00 (7 days a week, including Public holidays)

2.15	Mossel Bay Hospital	MBSD015	Mon – Sun	1	R 00,000.00	R 00,000.00	R 00,000.00
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Total Monthly Cost (Item 2.1 to 2.15) - SUB-TOTAL: R000,000.00 R000,000.00 R000,000.00

x12 x12 x12

**GRAND TOTAL COST PER YEAR: R000,000.00 R000,000.00 R000,000.00**

**'GRAND TOTAL COST PER YEAR'** for **ITEM 2 [MOSSEL BAY SUB-DISTRICT – ZONE 2]** for each year, must be provided under **item 11.2** (This bid will be recommended based on the total cost of service under item 11.4)

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS  
 GOODS & SERVICES SOURCING  
 BID OPENED @ 11:00  
**27 MARCH 2026**  
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WCBD 3.1

**PRICING SCHEDULE – FIRM PRICES (SERVICES) HESSEQUA SUB-DISTRICT – ZONE 3**

NAME OF BIDDER: .....

BID NUMBER WCGHSC0350/1/2025

CLOSING TIME: **11:00 ON FRIDAY, 27 MARCH 2026**

OFFERS SHALL BE VALID FOR 120 DAYS FROM CLOSING DATE OF BID

**ITEM 3. HESSEQUA SUB-DISTRICT – ZONE 3:**

ITEM	FACILITY/ POINTS OF SERVICE	ITEM CODE (for billing purposes)	SERVICE DAYS	MAX. CLEANING STAFF DEPLOYMENT ALLOWED	COST PER MONTH BID PRICE IN RAND INCL VAT		
					1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year

**07h30 – 13h00 (5 days a week, excluding Public holidays)**

3.1	Riversdale Hospital	HSD001	Mon – Fri	1	R 00,000.00	R 00,000.00	R 00,000.00
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**07h30 – 16h00 (5 days a week, excluding Public holidays)**

3.2	Albertinia Clinic	HSD002	Mon – Fri	2	R 00,000.00	R 00,000.00	R 00,000.00
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**Total Monthly Cost (Item 3.1 to 3.2) - SUB-TOTAL:**

R 000,000.00	R 000,000.00	R 000,000.00
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x12

x12

x12

**GRAND TOTAL COST PER YEAR:**

R 000,000.00	R 000,000.00	R 000,000.00
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**'GRAND TOTAL COST PER YEAR'** for **ITEM 3 [HESSEQUA SUB-DISTRICT – ZONE 3]** for each year, must be provided under **item 11.2** (This bid will be recommended based on the total cost of service under item 11.4)

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS  
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

**27 MARCH 2026**

1)..... 2) .....

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WCGHSC0350/1/2025 FOR THE RENDERING OF A COMPREHENSIVE CLEANING SERVICE TO FACILITIES IN THE GARDEN ROUTE DISTRICT AND CENTRAL KAROO DISTRICT UNDER THE CONTROL OF THE WCG HEALTH AND WELLNESS, FOR A 3-YEAR PERIOD

WCBD 3.1

**PRICING SCHEDULE – FIRM PRICES (SERVICES) KANNALAND SUB-DISTRICT – ZONE 4**

NAME OF BIDDER: .....

BID NUMBER WCGHSC0350/1/2025

CLOSING TIME: 11:00 ON FRIDAY, 27 MARCH 2026

OFFERS SHALL BE VALID FOR 120 DAYS FROM CLOSING DATE OF BID

**ITEM 4. KANNALAND SUB-DISTRICT – ZONE 4:**

ITEM	FACILITY/ POINTS OF SERVICE	ITEM CODE (for billing purposes)	SERVICE DAYS	MAX. CLEANING STAFF DEPLOYMENT ALLOWED	COST PER MONTH BID PRICE IN RAND INCL VAT		
					1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year

**07h30 – 16h00 (3 days a week, excluding Public holidays)**

4.1	Van Wyksdorp Clinic	KSD001	Tue, Wed, Thu	1	R 00,000.00	R 00,000.00	R 00,000.00
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**07h30 – 16h00 (5 days a week, excluding Public holidays)**

4.2	Ladismith Hospital	KSD002	Mon – Fri	3	R 00,000.00	R 00,000.00	R 00,000.00
4.3	Ladismith Clinic	KSD003		2	R 00,000.00	R 00,000.00	R 00,000.00
4.4	Calitzdorp Clinic	KSD004		2	R 00,000.00	R 00,000.00	R 00,000.00
4.5	Zoar Clinic	KSD005		1	R 00,000.00	R 00,000.00	R 00,000.00

**Total Monthly Cost (Item 4.1 to 4.5) - SUB-TOTAL:** R000,000.00 R000,000.00 R000,000.00

**GRAND TOTAL COST PER YEAR:** R000,000.00 x12 R000,000.00 x12 R000,000.00 x12

**'GRAND TOTAL COST PER YEAR'** for **ITEM 4 [KANNALAND SUB-DISTRICT – ZONE 4]** for each year, must be provided under **item 11.2** (This bid will be recommended based on the total cost of service under item 11.4)

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS  
GOODS & SERVICES SOURCING  
BID OPENED @ 11:00  
**27 MARCH 2026**  
1)..... 2) .....

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WCBD 3.1

**PRICING SCHEDULE – FIRM PRICES (SERVICES) OUDTSHOORN SUB-DISTRICT – ZONE 5**

NAME OF BIDDER: .....

BID NUMBER WCGHSC0350/1/2025

CLOSING TIME: 11:00 ON FRIDAY, 27 MARCH 2026

OFFERS SHALL BE VALID FOR 120 DAYS FROM CLOSING DATE OF BID

**ITEM 5. OUDTSHOORN SUB-DISTRICT – ZONE 5:**

ITEM	FACILITY/ POINTS OF SERVICE	ITEM CODE (for billing purposes)	SERVICE DAYS	MAX. CLEANING STAFF DEPLOYMENT ALLOWED	COST PER MONTH BID PRICE IN RAND INCL VAT		
					1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year

07h00 – 16h00 (5 days a week, including Public holidays)

5.1	Oudtshoorn Hospital	OSD001	Mon – Fri	5	R 00,000.00	R 00,000.00	R 00,000.00
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07h00 – 16h00 (3 days a week, including Public holidays)

5.2	Oudtshoorn Hospital	OSD002	Mon, Wed, Fri	1	R 00,000.00	R 00,000.00	R 00,000.00
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07h00 – 16h00 (2 days a week, including Public holidays)

5.3	Oudtshoorn Hospital	OSD003	Sat – Sun	2	R 00,000.00	R 00,000.00	R 00,000.00
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**Total Monthly Cost (Item 5.1 to 5.3) - SUB-TOTAL:**

R 000,000.00	R 000,000.00	R 000,000.00
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x12

x12

x12

**GRAND TOTAL COST PER YEAR:**

R 000,000.00	R 000,000.00	R 000,000.00
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**'GRAND TOTAL COST PER YEAR'** for **ITEM 5 [OUDTSHOORN SUB-DISTRICT – ZONE 5]** for each year, must be provided under **item 11.2** (This bid will be recommended based on the total cost of service under item 11.4)

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS  
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

27 MARCH 2026

1)..... 2) .....

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WCGHSC0350/1/2025 FOR THE RENDERING OF A COMPREHENSIVE CLEANING SERVICE TO FACILITIES IN THE GARDEN ROUTE DISTRICT AND CENTRAL KAROO DISTRICT UNDER THE CONTROL OF THE WCG HEALTH AND WELLNESS, FOR A 3-YEAR PERIOD

WCBD 3.1

**PRICING SCHEDULE – FIRM PRICES (SERVICES) PRINCE ALBERT – ZONE 6**

NAME OF BIDDER: .....

BID NUMBER WCGHSC0350/1/2025

CLOSING TIME: 11:00 ON FRIDAY, 27 MARCH 2026

OFFERS SHALL BE VALID FOR 120 DAYS FROM CLOSING DATE OF BID

**ITEM 6. PRINCE ALBERT – ZONE 6:**

ITEM	FACILITY/ POINTS OF SERVICE	ITEM CODE (for billing purposes)	SERVICE DAYS	MAX. CLEANING STAFF DEPLOYMENT ALLOWED	COST PER MONTH BID PRICE IN RAND INCL VAT		
					1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year

**07h00 – 16h00 (5 days a week, excluding Public holidays)**

6.1	Prince Albert Clinic	PA0001	Mon – Fri	2	R 00,000.00	R 00,000.00	R 00,000.00
6.2	Leeu Gamka Clinic	PA0002		1	R 00,000.00	R 00,000.00	R 00,000.00

**07h30 – 16h00 (2 days a week, excluding Public holidays)**

6.3	Klaarstroom Clinic	PA0003	Tue, Wed	1	R 00,000.00	R 00,000.00	R 00,000.00
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**Total Monthly Cost (Item 6.1 to 6.3) - SUB-TOTAL:** R000,000.00 R000,000.00 R000,000.00

**GRAND TOTAL COST PER YEAR:** R000,000.00 R000,000.00 R000,000.00

**'GRAND TOTAL COST PER YEAR'** for **ITEM 6 [PRINCE ALBERT – ZONE 6]** for each year, must be provided under **item 11.2**  
(This bid will be recommended based on the total cost of service under item 11.4)

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS  
GOODS & SERVICES SOURCING  
BID OPENED @ 11:00  
**27 MARCH 2026**  
1)..... 2) .....

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WCGHSC0350/1/2025 FOR THE RENDERING OF A COMPREHENSIVE CLEANING SERVICE TO FACILITIES IN THE GARDEN ROUTE DISTRICT AND CENTRAL KAROO DISTRICT UNDER THE CONTROL OF THE WCG HEALTH AND WELLNESS, FOR A 3-YEAR PERIOD

WCBD 3.1

**PRICING SCHEDULE – FIRM PRICES (SERVICES) LAINGSBURG – ZONE 7**

NAME OF BIDDER: .....

BID NUMBER WCGHSC0350/1/2025

CLOSING TIME: 11:00 ON FRIDAY, 27 MARCH 2026

OFFERS SHALL BE VALID FOR 120 DAYS FROM CLOSING DATE OF BID

**ITEM 7. LAINGSBURG – ZONE 7:**

ITEM	FACILITY/ POINTS OF SERVICE	ITEM CODE (for billing purposes)	SERVICE DAYS	MAX. CLEANING STAFF DEPLOYME NT ALLOWED	COST PER MONTH BID PRICE IN RAND INCL VAT		
					1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year

07h30 – 16h00 (5 days a week, excluding Public holidays)

7.1	Laingsburg Clinic	LB0001	Mon – Fri	3	R 00,000.00	R 00,000.00	R 00,000.00
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07h30 – 16h00 (2 days a week, excluding Public holidays)

7.2	Matjiesfontein Clinic	LB0002	Mon, Wed	1	R 00,000.00	R 00,000.00	R 00,000.00
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07h00 – 19h00 (7 days a week, including Public holidays)

7.3	Laingsburg Hospital	LB0003	Mon – Sun	4	R 00,000.00	R 00,000.00	R 00,000.00
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19h00 – 07h00 (7 days a week, including Public holidays)

7.4	Laingsburg Hospital	LB0004	Mon – Sun	2	R 00,000.00	R 00,000.00	R 00,000.00
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**Total Monthly Cost (Item 7.1 to 7.4) - SUB-TOTAL:**

R 000,000.00	R 000,000.00	R 000,000.00
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x12

x12

x12

**GRAND TOTAL COST PER YEAR:**

R 000,000.00	R 000,000.00	R 000,000.00
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**'GRAND TOTAL COST PER YEAR'** for **ITEM 7 [LAINGSBURG – ZONE 7]** for each year, must be provided under **item 11.2**  
(This bid will be recommended based on the total cost of service under item 11.4)

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS  
GOODS & SERVICES SOURCING  
  
BID OPENED @ 11:00  
**27 MARCH 2026**  
  
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WCBD 3.1

**PRICING SCHEDULE – FIRM PRICES (SERVICES) NELSPOORT – ZONE 8**

NAME OF BIDDER: .....

BID NUMBER WCGHSC0350/1/2025

CLOSING TIME: 11:00 ON FRIDAY, 27 MARCH 2026

OFFERS SHALL BE VALID FOR 120 DAYS FROM CLOSING DATE OF BID

**ITEM 8. NELSPOORT – ZONE 8:**

ITEM	FACILITY/ POINTS OF SERVICE	ITEM CODE (for billing purposes)	SERVICE DAYS	MAX. CLEANING STAFF DEPLOYMENT ALLOWED	COST PER MONTH BID PRICE IN RAND INCL VAT		
					1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year

**07h30 – 16h00 (5 days a week, excluding Public holidays)**

8.1	Nelspoort Hospital (Therapy Admin Building)	NP0001	Mon – Fri	2	R 00,000.00	R 00,000.00	R 00,000.00
8.2	Nelspoort Clinic	NP0002		1	R 00,000.00	R 00,000.00	R 00,000.00

**07h00 – 19h00 (7 days a week, including Public holidays)**

8.3	Nelspoort Hospital	NP0003	Mon – Sun	4	R 00,000.00	R 00,000.00	R 00,000.00
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**19h00 – 07h00 (7 days a week, including Public holidays)**

8.4	Nelspoort Hospital	NP0004	Mon – Sun	2	R 00,000.00	R 00,000.00	R 00,000.00
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**Total Monthly Cost (Item 8.1 to 8.4) - SUB-TOTAL:** R 000,000.00 R 000,000.00 R 000,000.00

**GRAND TOTAL COST PER YEAR:** R 000,000.00 x12 R 000,000.00 x12 R 000,000.00 x12

**'GRAND TOTAL COST PER YEAR'** for **ITEM 8 [NELSPOORT – ZONE 8]** for each year, must be provided under **item 11.2**  
(This bid will be recommended based on the total cost of service under item 11.4)

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS  
GOODS & SERVICES SOURCING  
BID OPENED @ 11:00  
**27 MARCH 2026**  
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WCBD 3.1

**PRICING SCHEDULE – FIRM PRICES (SERVICES) MURRAYSBURG – ZONE 9**

NAME OF BIDDER: .....

BID NUMBER WCGHSC0350/1/2025

CLOSING TIME: 11:00 ON FRIDAY, 27 MARCH 2026

OFFERS SHALL BE VALID FOR 120 DAYS FROM CLOSING DATE OF BID

**ITEM 9. MURRAYSBURG – ZONE 9:**

ITEM	FACILITY/ POINTS OF SERVICE	ITEM CODE (for billing purposes)	SERVICE DAYS	MAX. CLEANING STAFF DEPLOYME NT ALLOWED	COST PER MONTH BID PRICE IN RAND INCL VAT		
					1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year

07h00 – 16h00 (7 days a week, excluding Public holidays)

9.1	Murraysburg Hospital	MB0001	Mon – Sun	1	R 00,000.00	R 00,000.00	R 00,000.00
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07h00 – 16h00 (5 days a week, excluding Public holidays)

9.2	Murraysburg Clinic	MB0002	Mon – Fri	1	R 00,000.00	R 00,000.00	R 00,000.00
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Total Monthly Cost (Item 9.1 to 9.2) - SUB-TOTAL:

R000,000.00	R000,000.00	R000,000.00
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x12

x12

x12

**GRAND TOTAL COST PER YEAR:**

R000,000.00	R000,000.00	R000,000.00
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**'GRAND TOTAL COST PER YEAR'** for **ITEM 9 [MURRAYSBURG – ZONE 9]** for each year, must be provided under **item 11.2**  
(This bid will be recommended based on the total cost of service under item 11.4)

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS  
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

27 MARCH 2026

1)..... 2) .....

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**WCGHSC0350/1/2025 FOR THE RENDERING OF A COMPREHENSIVE CLEANING SERVICE TO FACILITIES IN THE GARDEN ROUTE DISTRICT AND CENTRAL KAROO DISTRICT UNDER THE CONTROL OF THE WCG HEALTH AND WELLNESS, FOR A 3-YEAR PERIOD**

**WCBD 3.1**

**PRICING SCHEDULE – FIRM PRICES (SERVICES) BEAUFORT WEST – ZONE 10**

NAME OF BIDDER: .....

BID NUMBER **WCGHSC0350/1/2025**

CLOSING TIME: **11:00 ON FRIDAY, 27 MARCH 2026**

**OFFERS SHALL BE VALID FOR 120 DAYS FROM CLOSING DATE OF BID**

**ITEM 10. BEAUFORT WEST – ZONE 10:**

ITEM	FACILITY/ POINTS OF SERVICE	ITEM CODE (for billing purposes)	SERVICE DAYS	MAX. CLEANING STAFF DEPLOYME NT ALLOWED	COST PER MONTH BID PRICE IN RAND INCL VAT		
					1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year

**07h30 – 16h00 (5 days a week, excluding Public holidays)**

10.1	Beaufort West Hospital	BFW001	<b>Mon – Fri</b>	<b>3</b>	R 00,000.00	R 00,000.00	R 00,000.00
10.2	Beaufort West CDC	BFW002		<b>2</b>	R 00,000.00	R 00,000.00	R 00,000.00
10.3	Hillside Clinic	BFW003		<b>1</b>	R 00,000.00	R 00,000.00	R 00,000.00
10.4	Kwa-Mandlenkosi Clinic	BFW004		<b>1</b>	R 00,000.00	R 00,000.00	R 00,000.00
10.5	Nieuvelddpark Clinic	BFW005		<b>1</b>	R 00,000.00	R 00,000.00	R 00,000.00

**07h00 – 19h00 (7 days a week, including Public holidays)**

10.6	Beaufort West Hospital	BFW006	<b>Mon – Sun</b>	<b>4</b>	R 00,000.00	R 00,000.00	R 00,000.00
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**19h00 – 07h00 (7 days a week, including Public holidays)**

10.7	Beaufort West Hospital	BFW007	<b>Mon – Sun</b>	<b>2</b>	R 00,000.00	R 00,000.00	R 00,000.00
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**Total Monthly Cost (Item 10.1 to 10.7) - SUB-TOTAL:**

<b>R000,000.00</b>	<b>R000,000.00</b>	<b>R000,000.00</b>
--------------------	--------------------	--------------------

**GRAND TOTAL COST PER YEAR:**

x12	x12	x12
<b>R000,000.00</b>	<b>R000,000.00</b>	<b>R000,000.00</b>

**'GRAND TOTAL COST PER YEAR'** for **ITEM 10 [BEAUFORT WEST – ZONE 10]** for each year, must be provided under **item 11.2**  
(This bid will be recommended based on the total cost of service under item 11.4)

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS  
GOODS & SERVICES SOURCING  
  
BID OPENED @ 11:00  
**27 MARCH 2026**  
  
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**WCGHSC0350/1/2025 FOR THE RENDERING OF A COMPREHENSIVE CLEANING SERVICE TO FACILITIES IN THE GARDEN ROUTE DISTRICT AND CENTRAL KAROO DISTRICT UNDER THE CONTROL OF THE WCG HEALTH AND WELLNESS, FOR A 3-YEAR PERIOD**

**WCBD 3.1**

**PRICING SCHEDULE – FIRM PRICES (SERVICES) CLEANING SERVICE SUMMARY**

NAME OF BIDDER: .....

BID NUMBER **WCGHSC0350/1/2025**

CLOSING TIME: **11:00 ON FRIDAY, 27 MARCH 2026** OFFERS SHALL BE VALID FOR 120 DAYS FROM CLOSING DATE OF BID

**ITEM 11. CLEANING SERVICE SUMMARY:**

<b>11.1</b>	<b>Basic Salary Hourly Rate for the 1<sup>st</sup> Year:</b>	
11.1.1	Per cleaner (normal hours):	R 00.00
11.1.2	Per cleaner ( <b>Saturdays</b> ):	R 00.00
11.1.3	Per cleaner ( <b>Sunday</b> & Public Holidays):	R 00.00

**WESTERN CAPE GOVERNMENT HEALTH & WELLNESS**  
**GOODS & SERVICES SOURCING**  
  
 BID OPENED @ 11:00  
**27 MARCH 2026**  
  
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ITEM	DESCRIPTION	ITEM REFERENCE	COST PER YEAR		
			1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year
<b>11.2 CLEANING SERVICES:</b>					
11.2.1	GEORGE SUB-DISTRICT [Zone 1]	<b>ITEM 1 GRAND TOTAL</b>	R 000,000.00	R 000,000.00	R 000,000.00
11.2.2	MOSSEL BAY SUB-DISTRICT [Zone 2]	<b>ITEM 2 GRAND TOTAL</b>	R 000,000.00	R 000,000.00	R 000,000.00
11.2.3	HESSEQUA SUB-DISTRICT [Zone 3]	<b>ITEM 3 GRAND TOTAL</b>	R 000,000.00	R 000,000.00	R 000,000.00
11.2.4	KANNALAND SUB-DISTRICT [Zone 4]	<b>ITEM 4 GRAND TOTAL</b>	R 000,000.00	R 000,000.00	R 000,000.00
11.2.5	OUTDSHOORN SUB-DISTRICT [Zone 5]	<b>ITEM 5 GRAND TOTAL</b>	R 000,000.00	R 000,000.00	R 000,000.00
11.2.6	PRINCE ALBERT [Zone 6]	<b>ITEM 6 GRAND TOTAL</b>	R 000,000.00	R 000,000.00	R 000,000.00
11.2.7	LAINGSBURG [Zone 7]	<b>ITEM 7 GRAND TOTAL</b>	R 000,000.00	R 000,000.00	R 000,000.00
11.2.8	NELSPOORT [Zone 8]	<b>ITEM 8 GRAND TOTAL</b>	R 000,000.00	R 000,000.00	R 000,000.00
11.2.9	MURRAYSBURG [Zone 9]	<b>ITEM 9 GRAND TOTAL</b>	R 000,000.00	R 000,000.00	R 000,000.00
11.2.10	BEAUFORT WEST [Zone 10]	<b>ITEM 10 GRAND TOTAL</b>	R 000,000.00	R 000,000.00	R 000,000.00
<b>(11.2) SUB-TOTAL:</b>			<b>R 000,000.00</b>	<b>R 000,000.00</b>	<b>R 000,000.00</b>

<b>11.3 MISCELLANEOUS:</b>		1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year
List the non-service-related portions of the contract price, which include all other applicable costs (e.g. overhead costs, transport, etc.) for 3 years.				
11.3.1	Total Transport costs:	R 000,000.00	R 000,000.00	R 000,000.00
11.3.2	Total Overheads costs (including profit):	R 000,000.00	R 000,000.00	R 000,000.00
11.3.3	Other (specify)	R 000,000.00	R 000,000.00	R 000,000.00
11.3.4	Other (specify)	R 000,000.00	R 000,000.00	R 000,000.00
<b>(11.3) SUB-TOTAL:</b>		<b>R 000,000.00</b>	<b>R 000,000.00</b>	<b>R 000,000.00</b>

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**WCGHSC0350/1/2025 FOR THE RENDERING OF A COMPREHENSIVE CLEANING SERVICE TO FACILITIES IN THE GARDEN ROUTE DISTRICT AND CENTRAL KAROO DISTRICT UNDER THE CONTROL OF THE WCG HEALTH AND WELLNESS, FOR A 3-YEAR PERIOD**

**WCBD 3.1**

**PRICING SCHEDULE – FIRM PRICES (SERVICES) CLEANING SERVICE SUMMARY**

NAME OF BIDDER: .....

BID NUMBER **WCGHSC0350/1/2025**

CLOSING TIME: **11:00 ON FRIDAY, 27 MARCH 2026** OFFERS SHALL BE VALID FOR 120 DAYS FROM CLOSING DATE OF BID

**ITEM 11. CLEANING SERVICE SUMMARY:**

		1st year <b>(A)</b>	2nd year <b>(B)</b>	3rd year <b>(C)</b>
<b>11.4</b>	<b>COMBINED TOTALS PER ANNUM (11.2 + 11.3)</b>	<b>R 000,000.00</b>	<b>R 000,000.00</b>	<b>R 000,000.00</b>
<b>11.5</b>	<b>TOTAL ALL-INCLUSIVE COST OF SERVICE FOR 3 YEARS <b>(A + B + C)</b></b>	<b>R 00,000,000.00</b>		

**A. NOTE TO ALL BIDDERS:**

- A bidder's conditions will not supersede those in the bid document.
- Please ensure that your price per month **includes the latest minimum wage rate** as published in the Government Gazette. Bidder that does not comply to the latest hourly rate will not be considered.
- Please note that the **total bid cost under item 11.5** must include VAT and all other applicable costs(e.g. overhead costs, transport, etc.).
- The bid will be **adjudicated on the total cost over the three (3) year period**. Please ensure that your costing is correct as corrections cannot be made after bid closure.
- The price(s) quoted must be firm for the duration of the contract.

**B. IMPORTANT: THE QUESTIONNAIRE BELOW MUST BE COMPLETED IN ITS ENTIRETY BY REPLYING TO EACH AND EVERY QUESTION:**

- Does the offer comply with specifications? Please circle your option.  YES  NO
- If the service does not meet the specifications, please specify the reason(s). If the space provided is insufficient, please provide complete information on a separate sheet for each question.  N/A  YES  NO
- Are you registered for VAT (in terms of sections 23 (1) or 23 (3) of the Value Added Tax Act, 1991 (Act no 89 of 1991) or do you foresee that your business needs to register for VAT in the near future (during the contract period)?  YES  NO

**WESTERN CAPE GOVERNMENT HEALTH & WELLNESS  
GOODS & SERVICES SOURCING**

BID OPENED @ 11:00  
**27 MARCH 2026**

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**WCGHSC0350/1/2025 FOR THE RENDERING OF A COMPREHENSIVE CLEANING SERVICE TO FACILITIES IN THE GARDEN ROUTE DISTRICT AND CENTRAL KAROO DISTRICT UNDER THE CONTROL OF THE WCG HEALTH AND WELLNESS, FOR A 3-YEAR PERIOD**

<b>Para</b>	<b>SECTION 1 – INTRODUCTIONS</b>
-------------	----------------------------------

**1.1 SCOPE AND OVERVIEW:**

- 1.1.1 This document explains what is needed for Comprehensive Cleaning Services at facilities in the Garden Route District and Central Karoo District managed by the Western Cape Government Health and Wellness (WCGHW).
- 1.1.2 The appointed service provider will manage and staff the cleaning service to keep the facilities clean, safe, and hygienic for government employees, visitors, and patients.

**1.2 POINTS OF SERVICE:**

1.2.1 You must show if you are willing and able to provide cleaning services in the regions listed. Make your choice by marking each region with an 'X' or '✓':

ITEM NO.	SUB-DISTRICT/DISTRICT/ZONES	PLEASE INDICATE 'X' or '✓'		
ITEM 1	Zone 1 GEORGE SUB-DISTRICT	YES	NO	
ITEM 2	Zone 2 MOSSEL BAY SUB-DISTRICT	YES	NO	
ITEM 3	Zone 3 HESSEQUA SUB-DISTRICT [RIVERSDALE]	YES	NO	
ITEM 4	Zone 4 KANNALAND SUB-DISTRICT [LADISMITH]	YES	NO	
ITEM 5	Zone 5 OUDTSHOORN SUB-DISTRICT	YES	NO	
ITEM 6	Zone 6 PRINCE ALBERT	YES	NO	
ITEM 7	Zone 7 LAINGSBURG	YES	NO	
ITEM 8	Zone 8 NELSPOORT	YES	NO	
ITEM 9	Zone 9 MURRAYSBURG	YES	NO	
ITEM 10	Zone 10 BEAUFORT WEST	YES	NO	

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS  
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

**27 MARCH 2026**

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WCGHSC0350/1/2025 FOR THE RENDERING OF A COMPREHENSIVE CLEANING SERVICE TO FACILITIES IN THE GARDEN ROUTE DISTRICT AND CENTRAL KAROO DISTRICT UNDER THE CONTROL OF THE WCG HEALTH AND WELLNESS, FOR A 3-YEAR PERIOD

**Para SECTION 1 – INTRODUCTIONS**

**1.2 POINTS OF SERVICE (continued):**

1.2.2 The healthcare facilities included in this bid are:

SUB-DISTRICT/DISTRICT and its FACILITY				
SUB-DISTRICT/DISTRICT	FACILITY	OPERATIONAL HOURS AND DAYS	KMs FROM MAIN HOSPITAL	COORDINATES
<b>Zone 1: George Sub-District</b>	Harry Comay Hospital	07h30 – 16h00 <b>Mon – Fri</b> (excl. Ph)	0.00 km	-33.486522, 21.267996
	Harry Comay Hospital (Workshop)		0.2 km	-33.979278, 22.470907
	Blanco Clinic		8.9 km	-33.943371, 22.412893
	Conville Clinic		0.6 km	-33.981959, 22.473898
	George Central Clinic		3.8 km	-33.960705, 22.453461
	Haarlem Clinic		127.0 km	-33.734523, 23.333746
	Kuyasa Clinic		2.9 km	-33.999348, 22.474428
	Pacaltsdorp Clinic		7.4 km	-34.016249, 22.459336
	Parkdene Clinic		2.8 km	-33.991797, 22.486382
	Thembaletu Clinic		3.3 km	-34.004513, 22.487223
	Uniondale Clinic		113.0 km	-33.662593, 23.112629
	Herold Clinic		07h30 – 16h00 <b>Thu</b> (excl. Ph)	38.6 km
	Uniondale Hospital	24-hours <b>Mon – Sun</b> (incl. Ph)	114.0 km	-33.659812, 23.124968
<b>Zone 2: Mossel Bay Sub-District</b>	Ruiterbos Clinic	07h30 – 16h00 <b>Tue, Thu</b> (excl. Ph)	34.9 km	-33.944459, 22.035594
	Great Brak Clinic	07h30 – 16h00 <b>Tue, Thu</b> (excl. Ph) <b>Mon – Fri</b> (excl. Ph)	26.1 km	-34.040117, 22.222485
	Dana Bay Clinic	07h30 – 16h00 <b>Wed, Fri</b> (excl. Ph)	8.8 km	-34.193823, 22.046017
	Alma Clinic	07h30 – 16h00 <b>Mon, Tue, Thu</b> (excl. Ph) <b>Mon – Fri</b> (excl. Ph)	3.9 km	-34.180579, 22.092371
	Friemersheim Clinic	07h30 – 16h00	37.8 km	-33.953111, 22.144099
	Sonskyn Vallei Clinic	<b>Mon, Wed, Fri</b> (excl. Ph)	12.1 km	-34.114604, 22.083346
	Hartenbos Clinic	07h30 – 16h00 <b>Tue, Thu, Fri</b> (excl. Ph)	9.7 km	-34.122419, 22.110209
	ASLA Clinic	07h30 – 16h00 <b>Mon – Fri</b> (excl. Ph)	5.9 km	-34.180302, 22.071751
	D'Almeida Clinic		2.7 km	-34.176365, 22.116515
	Mossel Bay Town Clinic (New)		2.1 km	-34.182865, 22.148900
	Mossel Bay Hospital (Admin)		0.0 km	-34.186517, 22.129195
	Mossel Bay Hospital			

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS  
GOODS & SERVICES SOURCING

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WCGHSC0350/1/2025 FOR THE RENDERING OF A COMPREHENSIVE CLEANING SERVICE TO FACILITIES IN THE GARDEN ROUTE DISTRICT AND CENTRAL KAROO DISTRICT UNDER THE CONTROL OF THE WCG HEALTH AND WELLNESS, FOR A 3-YEAR PERIOD

Para	SECTION 1 – INTRODUCTIONS			
<b>1.2 POINTS OF SERVICE (continued):</b>				
SUB-DISTRICT/DISTRICT	FACILITY	OPERATIONAL HOURS AND DAYS	KMs FROM MAIN HOSPITAL	COORDINATES
<b>Zone 3: Hessequa Sub-District</b>	Riversdale Hospital	07h30 – 13h00 <b>Mon – Fri</b> (excl. Ph)	0.00	-34.093064, 21.255006
	Albertinia Clinic	07h30 – 15h00 <b>Mon – Fri</b> (excl. Ph)	38.6 km	-34.204642, 21.584508
<b>Zone 4: Kannaland Sub-District</b>	Ladismith (Alan Blyth) Hospital	07h30 – 16h00 <b>Mon – Fri</b> (excl. Ph)	0.00 km	-33.486522, 21.267996
	Calitzdorp Clinic		48.8 km	-33.530757, 21.691659
	Ladismith Clinic		1.5 km	-33.494468, 21.271853
	Zoar Clinic		20.5 km	-33.494964, 21.446104
	Van Wyksdorp Clinic	07h30 – 16h00 <b>Tue, Wed, Thu</b> (excl. Ph)	44.5 km	-33.751945, 21.460213
<b>Zone 5: Oudtshoorn Sub-District</b>	Oudtshoorn Hospital	07h00 – 16h00 <b>Tue, Wed, Thu</b> (incl. Ph) <b>Mon – Fri</b> (incl. Ph) <b>Sat – Sun</b> (incl. Ph)	0.0 km	-33.588456, 22.190136
<b>Zone 6: Prince Albert</b>	Klaarstroom Clinic	07h00 – 16h00 <b>Tue, Wed</b> (excl. Ph)	53.2 km	-33.326190, 22.530958
	Prince Albert Clinic	07h00 – 16h00 <b>Mon – Fri</b> (excl. Ph)	0.0km	-33.217268, 22.026461
	Leeu Gamka Clinic		55.6 km	-32.767220, 21.967859
<b>Zone 7: Laingsburg</b>	Laingsburg Hospital	24-hours <b>Mon – Sun</b> (incl. Ph)	0.0 km	-33.194268, 20.849810
	Laingsburg Clinic	07h30 – 16h00 <b>Mon – Fri</b> (excl. Ph)	0.0 km	-33.194314, 20.851557
	Matjiesfontein Clinic	07h30 – 16h00 <b>Mon, Wed</b> (excl. Ph)	28.8 km	-33.234186, 20.584426
<b>Zone 8: Nelspoort</b>	Nelspoort Hospital	07h30 – 16h00 <b>Mon – Fri</b> (excl. Ph) 24-hours <b>Mon – Sun</b> (incl. Ph)	0.0 km	-32.088792, 23.005814
	Nelspoort Clinic	07h30 – 16h00 <b>Mon – Fri</b> (excl. Ph)	0.0 km	-32.088851, 23.005272
<b>Zone 9: Murraysburg</b>	Murraysburg Hospital	07h30 – 16h00 <b>Mon – Sun</b> (excl. Ph)	0.0 km	-31.962252, 23.769481
	Murraysburg Clinic	07h30 – 16h00 <b>Mon – Fri</b> (excl. Ph)	0.0 km	-31.962144, 23.769169
<b>Zone 10: Beaufort West</b>	Beaufort West Hospital	07h30 – 16h00 <b>Mon – Fri</b> (incl. Ph) 24-hours <b>Mon – Sun</b> (incl. Ph)	0.0 km	-32.351889, 22.606527
	Beaufort West CDC		4.0 km	-32.364689, 22.576957
	Hillside Clinic		3.8 km	-32.351451, 22.572972
	Kwa-Mandlenkosi Clinic	07h30 – 16h00 <b>Mon – Fri</b> (incl. Ph)	4.4 km	-32.368681, 22.581612
	Nieuvelddorp Clinic		5.9 km	-32.376096, 22.567072

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS  
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

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Para	SECTION 1 – INTRODUCTIONS			
<b>1.2 POINTS OF SERVICE (continued):</b>				
SUB-DISTRICT/DISTRICT	FACILITY	OPERATIONAL HOURS AND DAYS	KMs FROM MAIN HOSPITAL	COORDINATES
<b>Additional: areas at facilities</b>	<ul style="list-style-type: none"> <li>Administrative Building (SCM Offices; Allied Building; ARV Clinic; Staff Tearoom; Operational Manager Office; Physio Room; Occupational Therapy Office; Training Room; Pharmacy)</li> </ul>	<ul style="list-style-type: none"> <li>Around buildings</li> <li>Dressing Rooms</li> <li>Balconies</li> <li>Bathrooms</li> <li>Conference/board rooms</li> <li>Consultation rooms</li> <li>Corridors</li> </ul>		<ul style="list-style-type: none"> <li>Doorways/Entrances and courtyards</li> <li>Kitchens</li> <li>Offices</li> <li>Passages</li> <li>Public toilets</li> <li>Sluice room/areas</li> </ul>

1.2.3 The Appointed Contractor(s) must make sure services are provided only during the times and days listed in paragraph 1.2.2 "Points of Service".

1.2.4 To provide effective cleaning services at the facilities listed in paragraph 1.2.2 and ensure smooth communication with the Western Cape Government Health (WCGHW), the appointed service provider **MUST** set up a **local operational office in the:**

**Garden Route municipal area [Zone 1 – 5]  
Central Karoo municipal area [Zone 6 – 10]**

- a. The appointed service provider will have **14 (fourteen) calendar days** after the contract is awarded to set up the operational office in the Garden Route municipal area [Zone 1 – 5] and/or Central Karoo municipal area [Zone 6 – 10].
- b. The operational office (property) must be registered in the name of the business entity, director, or owner of the company., or
- c. If the office is leased, the lease agreement must be in writing. It must include the details of the business entity, bidder, director, or owner, as well as the leased address, lease period, and other relevant information. The agreement must be signed by both the lessee and the lessor.

1.2.5 When the contract is awarded, the appointed service provider must keep the current arrangements (as stated in clause 1.2.4) for the entire contract period. Any changes require written approval from WCG Health.

1.2.6 As far as possible, the appointed service provider must hire employees from the local municipal region (sub-district) to create job opportunities in the local community.

1.2.7 This bid is subject to the General Conditions of Contract (GCC), but the Special Conditions of Contract (SCC) will take precedence. By accepting this bid, the bidder agrees to the terms and conditions of both the GCC and SCC.

**1.3 MULTIPLE AWARD:**

1.3.1 This bid allows for multiple awards. Contracts will be given for each sub-district (District – in the case of Central Karoo), and more than one appointed service provider may be selected for this bid.

**WESTERN CAPE GOVERNMENT HEALTH & WELLNESS  
GOODS & SERVICES SOURCING**

BID OPENED @ 11:00

**27 MARCH 2026**

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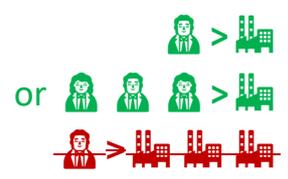
<b>Para</b>	<b>SECTION 1 – INTRODUCTIONS</b>
-------------	----------------------------------

**1.4 CONTRACT PERIOD:**

- 1.4.1 Unless the bid specifies otherwise, the contract between WCGHW and the appointed service provider will start on the **date it is signed** or on **the first day of the next month**.
  - a. The appointed service provider must note that the Department may have existing contract obligations that must be completed first. In such cases, the contract period will start on the first day of the month after the current contract or agreement ends.
- 1.4.2 The agreement will be **valid for a maximum of 3 (three) years from the date it is signed** and will **end on the last calendar day of the 36th (thirty-sixth) month after the start date**.
- 1.4.3 Bidders must note that if services are no longer required at certain facilities due to changes in departmental needs, the Department will give 30 (thirty) calendar days' notice of its intention to terminate the contract or part of it (especially service areas). The appointed service provider agrees not to hold the Department responsible for any loss or damages caused by this termination.

**1.5 COMPULSORY BRIEFING SESSION:**

- 1.5.1 All bidders must attend **one of the 2 (two) mandatory briefing sessions**.
- 1.5.2 Representatives must complete the attendance register.
  - a. The Appointed Contractor(s) should take note that the Department may have existing contract obligations that must be met. In these circumstances, the contract period will start on the first day of the month following the conclusion of their current contract/agreement.
- 1.5.3 A company/legal business entity is defined as an individual business entity registered on CIPC and/or the Central Supplier Database (CSD). To avoid any possible collusion, the following conditions shall apply to all representations at this briefing session:
  - a. a business entity may be represented by **1 (one) or more representatives**,
  - b. however, 1 (one) representative is **NOT ALLOWED to represent multiple business entities**.
- 1.5.4 An attendance register will be available at the venue on the day of each briefing session. It will serve as proof that the business entity was represented at the session. NB: Failure to attend the briefing session will invalidate your offer.
- 1.5.5 Bidders must be at the briefing session at least fifteen (15) minutes before the session starts. A 10 (ten) minute grace period will be allowed from the start time of the session. After that, the venue doors will be closed, and late arrivals will not be allowed to enter the briefing session.
- 1.5.6 For transparency and fairness, it is recommended that the person responsible for completing the bid document also attend the briefing session and take notes on the information provided.
  - a. You will have time to ask questions during the session or before it ends. After the session, no extra information will be shared.



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<b>Para</b>	<b>SECTION 1 – INTRODUCTIONS</b>
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<b>1.5</b>	<b>COMPULSORY BRIEFING SESSION (continued):</b>
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**1.5.7 Dates and Venues:**

<p>1<sup>st</sup> Briefing Session: Training Room          3rd Floor, York Park Building          Garden Route District Office          GEORGE          6529          Coordinates: <a href="#"><u>-33.959975, 22.454636</u></a></p>	<p>Date: <b>16 March 2026</b>          Time: <b>11h00 – 12h30</b></p>
<p>2<sup>nd</sup> Briefing Session: The Nurses Home          Beaufort West Hospital          Voortrekker Road          BEAUFORT WEST          6529          Coordinates: <a href="#"><u>-32.352847, 22.605965</u></a></p>	<p>Date: <b>17 March 2026</b>          Time: <b>12h00 – 13h30</b></p>

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<b>Para</b>	<b>SECTION 2 – SERVICE SPECIFICATIONS</b>
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<b>2.1</b>	<b>DUTIES:</b>
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2.1.1 The Appointed Contractor(s) must:-

- GENERAL :**
- a. keep healthcare facilities clean, safe, and sanitary for patients, visitors, and government employees;
  - b. complete all required institutional annexures provided with this bid;
  - c. make sure the following obligations are carried out according to the agreement:
    - i. clean all areas and locations thoroughly and hygienically to prevent the spread of illnesses;
    - ii. clean bodily fluid spills in high-risk, clinical, and non-clinical areas. respond within 15 minutes and fix the issue as soon as possible. use spot cleaning with a microfiber mop head (use once, then launder);
    - iii. clean non-hazardous spills within 30 minutes and fix the issue as quickly as possible;
    - iv. wash all ground-level windows (inside and outside where reachable), interior glass, partitions, doors, and walls;
    - v. sweep floors and vacuum carpets as needed in all departments;
    - vi. wipe dust from all furniture using a lint-free cloth;
    - vii. inspect toilets for stock shortages and cleanliness according to the cleaning checklist;
    - viii. install all curtains and screens in consultation rooms and wards;
    - ix. pack clean linen, remove all soiled linen from examination couches and beds, place it in a linen bag, take it to the laundry holding area, and cover examination couches with clean linen;
    - x. make beds daily in on-call rooms and relative accommodation according to the facility's schedule, and at any other times requested;
    - xi. decontaminate beds and lockers after a patient is discharged;
    - xii. make sure patients and visitors have clean drinking water in waiting areas and at patient bedsides;
    - xiii. defrost and clean refrigerators every month,
    - xiv. be responsible for the secure storage, distribution, and management of consumables and non-consumables needed to carry out activities and
    - xv. complete cleaning control sheets in all cleaning areas to confirm tasks are done.

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<b>Para</b>	<b>SECTION 2 – SERVICE SPECIFICATIONS</b>
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<b>2.1</b>	<b>DUTIES (continued):</b>
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<b>HEALTHCARE RISK WASTE (HCRW)</b>	<p>: a. make sure HCRW is placed in a safe area according to quality assurance requirements;</p> <p>b. remove all HCRW containers (sharp containers, infectious containers, anatomical waste containers, pharmaceutical medical waste containers, etc.) from clinical areas daily, only when the plastic bag inside has been folded, tied, and sealed with the provided lid, and transport them to the holding area;</p> <p>c. keep medical waste containers in a designated area. the HCRW area must stay locked at all times (the institution will provide the storage room, locks, and keys);</p> <p>d. make sure all HCRW containers are lined with red bags,</p> <p>e. remove full pharmacy/dispensary containers daily and</p> <p>f. maintain OHS standards at all times.</p>
<b>GENERAL (HOUSEHOLD) WASTE:</b>	<p>: a. empty trash cans and place fresh garbage bags in the bins within the facility perimeter;</p> <p>b. put general (household) waste in black or clear bags and transport it to the holding area daily. place black bags in municipal containers (wheelie bins),</p> <p>c. where applicable, store paper products in the designated area for wastepaper and cardboard recycling. flatten all boxes before storage and</p> <p>d. keep general (household) waste storage areas locked at all times. the facility will provide locks and keys.</p>

<b>2.2</b>	<b>EFFECTIVE USE OF CLEANING MATERIALS AND EQUIPMENT:</b>
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- 2.2.1 WCGHW will provide the Appointed Contractor(s) with all necessary consumables, detergents, and equipment to meet departmental, ideal clinic, and hospital compliance requirements.
- a. The Appointed Contractor(s) must make sure cleaning supplies are used correctly and cost-effectively. All cabinets and storage areas must be locked.
  - b. Equipment must be used for its intended purpose. After use, clean and dry all equipment, including mops, brushes, vacuum cleaners, scrubbing machines, squeegees, and brooms.
  - c. Report any faulty or defective equipment to the Facility Manager.
- 2.2.2 The Appointed Contractor(s) must provide safeguarding lockers for their staff at their own cost.

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<b>Para</b>	<b>SECTION 2 – SERVICE SPECIFICATIONS</b>
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<b>2.3</b>	<b>STAFF REQUIREMENTS:</b>
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- 2.3.1 The Appointed Contractor(s) must:-
- a. have enough staff to provide a complete cleaning service of acceptable quality to WCGHW.
  - b. rotate staff fairly and in line with the Labour Relations Act and the Basic Conditions of Employment Act (BCEA). Staff schedules must comply with BCEA requirements:
    - i. ordinary working hours may not exceed 45 hours per week,
    - ii. if staff work five days or fewer, the limit is 9 hours per day. If they work more than five days, the limit is 8 hours per day, and
    - iii. overtime must be voluntary, agreed upon, and may not exceed 10 hours per week.
  - c. ensure that all staff meet these requirements:
    - i. Wear the contractor’s uniform and name badge. Any personnel changes must be communicated to the Facility Representative.
    - ii. work independently;
    - iii. follow all safety regulations;
    - iv. are physically able to perform cleaning duties;
    - v. are sober while performing services;
    - vi. are South African citizens or have a valid work permit, and
    - vii. have been cleared by the South African Police Service with no criminal record. Proof must be provided to the Department upon request.
  - d. provide full details of all staff members deployed when requested by the Department:
    - i. copy of ID document;
    - ii. copy of general cleaning training certificate;
    - iii. copy of Infection Prevention and Control (IPC) training certificate;
    - iv. proof of Hepatitis B immunisation records, and
    - v. proof of South African Police Service clearance showing no criminal record.

2.3.2 Before the service period starts, the Appointed Contractor(s) must make all staff who will work at the facilities available for on-site induction training provided by the Department. The contractor must cover all costs, including transportation and any related expenses. The training will not take more than one day to complete.

2.3.3 The Appointed Contractor(s) must pay staff at least the minimum hourly rates required by the National Minimum Wage Act No. 9 of 2018 and the Sectoral Determination for the Contract Cleaning Sector, as follows (effective 1 March 2025).

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<b>Para</b>	<b>SECTION 2 – SERVICE SPECIFICATIONS</b>
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**2.4 BREAKS AND ABLUTIONS FACILITIES:**

- 2.4.1 The Appointed Contractor(s) must ensure, at their own expense, that employees have proper facilities as required by Notice R 924, including safekeeping of possessions, toilets, changing rooms, and dining facilities.
- a. To comply with some of the regulations, identified ablution facilities will be made available at no cost to the Appointed Contractor(s)'s employees for the duration of the contract.
  - b. Toilets may not be used for resting, eating meals or snacks, recreation, playing games, or holding meetings.
  - c. During tea and lunch breaks, employees may use the staff tearoom (where applicable). The main kitchen facilities may not be used for this purpose.

**2.5 LOSS, DAMAGE, AND SAFEGUARDING OF HEALTH FACILITY PROPERTY:**

- 2.5.1 The Appointed Contractor(s) must take every precaution to ensure that facility equipment and any property in their care are secure and protected against loss, unauthorized use, or damage.
- 2.5.2 Except for normal wear and tear, the Appointed Contractor(s) is responsible for any loss or damage to facility equipment and property caused by their employees.
- a. If equipment or property in their custody is damaged, destroyed, lost, or stolen, the Appointed Contractor(s) must replace the item with the same make and model, regardless of the cause.
  - b. If any other Department property is lost due to the contractor's negligence and cannot be replaced, the cost will be recovered from payments owed to the Appointed Contractor(s).
- 2.5.3 Any intentional or negligent damage to the building, fittings, or equipment caused by the Appointed Contractor(s)'s staff will be charged to the contractor's account and must be repaired or replaced.
- 2.5.4 No changes, alterations, or additions to the building or infrastructure are allowed without prior written consent from the designated official.

**2.6 OCCUPATIONAL HEALTH AND SAFETY:**

- 2.6.1 The Appointed Contractor(s) must adhere to all provisions of the Occupational Health and Safety Act and relevant regulations to protect workers, patients, and visitors.
- 2.6.2 Smoking is not allowed anywhere on the facility grounds. Employees may only smoke in the designated smoking area.
- 2.6.3 The Appointed Contractor(s) must accept that the Western Cape Government Health and Wellness (WCGHW) is not responsible for any illness or infection contracted by the Appointed Contractor(s) or its employees while performing their duties.

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Para	SECTION 2 – SERVICE SPECIFICATIONS
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<b>2.6</b>	<b>OCCUPATIONAL HEALTH AND SAFETY (continued):</b>
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- 2.6.4 All health personnel must be vaccinated against Hepatitis B. Three doses are required, given four weeks apart. A booster dose is required every five years. Employees who were vaccinated within the last five years do not need another vaccination.
- a. The same vaccination requirements apply to all employees of the Appointed Contractor(s). It is a condition of this bid that the Appointed Contractor(s) must submit proof that all staff members who will work on site have been tested and vaccinated at their own expense at least one week before the start of service.
  - b. The Appointed Contractor(s) may contact their local primary healthcare facility for testing and vaccination.

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Para		SECTION 2 – SERVICE SPECIFICATIONS			
2.7 STANDARDS FOR CLEANING:					
Area	Standard Method	Daily	Weekly	Monthly	
<b>Banisters:</b>	Wipe with lint-free cloth.	✓			
	Wet wipe with chlorine-detergent disinfectant.	✓			
<b>Basins:</b>	Wet wipe with hard surface cleaner.	✓			
	Wet wipe with chlorine-detergent disinfectant. ( <b>*as required</b> )	✓*			
	Remove mineral deposits.				✓
<b>Beds, bedside cabinets and lockers:</b>	Damp-wipe with chlorine-detergent disinfectant.	✓			
<b>Blinds (horizontal &amp; vertical):</b>	Remove dust with lint-free cloth.		✓		
	Damp-wipe with chlorine-detergent disinfectant.				✓
<b>Carpets (where applicable):</b>	Vacuum with industrial vacuum cleaner - ( <b>*high traffic</b> ).	✓*			
	Remove spots and stains. ( <b>*as required</b> )	✓*			
	Interim and restorative clean. ( <b>*as required</b> )	✓*			
	Low traffic ( <b>**twice-weekly</b> )			✓**	
<b>Ceilings &amp; walls:</b>	Remove all spots and fingerprints on walls, painted surfaces, electric switches, etc.	✓			
	Wipe ceilings and air vents.				✓
	Wet-wipe walls and dry washable surfaces with chlorine-detergent disinfectant.				✓
<b>Chairs:</b>	Spot clean fabric-upholstered chairs with soap and water. ( <b>*as required</b> )	✓*			
	Seating in waiting and consultation areas – damp-wipe with chlorine-detergent disinfectant cloth.	✓			
	Vacuum clean fabric-upholstered chairs. ( <b>**every second week</b> )			✓**	
	Vinyl and leather Chairs – damp-wipe with chlorine-detergent disinfectant cloth.			✓	

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Para	SECTION 2 – SERVICE SPECIFICATIONS		
<b>2.7 STANDARDS FOR CLEANING (continued):</b>			
<b>Courtyards and front entrance:</b>	Ensure all areas are kept clean and free from litter and other spillage.	✓	
	Remove cobwebs.	✓	
	Remove litter and municipal waste.	✓	
	Clean tables and chairs - damp-wipe with chlorine-detergent disinfectant cloth.	✓	
<b>Curtains and curtain rails:</b>	Curtains including linings and drapes to be removed and placed back. ( <b>*or as required</b> )		✓*
<b>Desks &amp; Tables:</b>	Consultation desks/tables - damp-wipe with chlorine-detergent disinfectant cloth.	✓	
	Office desks/tables - damp-wipe with chlorine-detergent disinfectant cloth.		
<b>Doors:</b>	Remove finger-marks on glass and push plates with a degreasing agent and equipment that will not scratch the surface.	✓	
	Remove dirty spots on wooden and metal doors.	✓	
	Damp-wipe with chlorine-detergent disinfectant cloth.	✓	
	Clean door - damp-wipe with chlorine-detergent disinfectant cloth.		
<b>Entrance:</b>	Sweep and keep free of wastepaper and litter. ( <b>**twice daily</b> )	✓**	
<b>Equipment (cleaning):</b>	Damp-wipe with chlorine-detergent disinfectant cloth. (Soak mops and sweeper and dry daily.)	✓	
<b>Equipment (electrical):</b>	Wipe with lint-free cloth.	✓	
	Buffing machine – to be emptied and parts cleaned.	✓	
	Damp-wipe with chlorine-detergent disinfectant cloth.		
<b>Floors (vinyl/PVC):</b>	Remove dust and dirt with dust sweeper.	✓	
	Clean spillage or spillage with damp mop, detergent disinfectant and water. ( <b>*as necessary</b> )	✓*	
	Spray and buff with floor polisher.	✓	
	Strip, clean and reseal (use buffing machine). ( <b>**every 3 months/when needed</b> )		

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Para		SECTION 2 – SERVICE SPECIFICATIONS		
<b>2.7 STANDARDS FOR CLEANING (continued):</b>				
<b>Floors – Hard (Ceramic, marble Granite, brick, porcelain, Concrete, tiled, etc.):</b>	Remove dust and dirt with dust sweeper.	✓		
	Clean spillage or spillage with damp mop, detergent disinfectant and water. ( <b>*as necessary</b> )	✓*		
	Machine scrub. ( <b>*as necessary</b> )	✓*		
<b>Kitchens:</b>	Sweep and wash floors with chlorine-detergent disinfectant solution. ( <b>*as required</b> )	✓*		
	Damp-wipe work surfaces with chlorine-detergent disinfectant cloth. ( <b>*as required</b> )	✓*		
	Clean crockery and cutlery after meetings. ( <b>*as required</b> )	✓*		
	Wipe walls and cupboard doors with damp-wipe with chlorine-detergent disinfectant cloth. ( <b>*as required</b> )		✓*	
	Clean cupboard storage and wipe with wet wipe.			✓
<b>Lights:</b>	Damp-wipe light covers with chlorine-detergent disinfectant cloth.			✓
<b>Light switches:</b>	Damp-wipe with chlorine-detergent disinfectant cloth. ( <b>wards</b> )	✓		
	Damp-wipe with chlorine-detergent disinfectant cloth. ( <b>offices</b> )		✓	
<b>Liquid soap holders:</b>	Fill liquid soap dispensers. ( <b>*as required</b> )	✓*		
<b>Medical waste:</b>	Seal and mark medical waste boxes and sharp containers and remove and replace with clean holders. ( <b>*as required</b> )	✓*		
<b>Metal work:</b>	Damp-wipe with chlorine-detergent disinfectant cloth and buff. ( <b>*as required</b> )	✓*		
<b>Mirrors:</b>	Wet wipe with chlorine-detergent disinfectant cloth and dry. ( <b>*as required</b> )	✓*		
<b>Paper towel dispensers &amp; toilet paper roll holders:</b>	Refill. ( <b>*as needed</b> )	✓*		
<b>Pictures and painting frames:</b>	Wipe with lint-free cloth.		✓	
	Damp-wipe frames and clean glass (painting not to be cleaned)			✓
<b>Pipes:</b>	Damp-wipe with chlorine-detergent disinfectant cloth.		✓	
<b>Plugs:</b>	Damp-wipe with chlorine-detergent disinfectant cloth.		✓	
<b>Power (circuit) boxes (outer cover):</b>	Damp-wipe with chlorine-detergent disinfectant cloth.		✓	

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Para		SECTION 2 – SERVICE SPECIFICATIONS		
<b>2.7 STANDARDS FOR CLEANING (continued):</b>				
<b>Refrigerators &amp; freezers:</b>	Damp-wipe top, doors and sides with chlorine-detergent disinfectant cloth. ( <b>**twice weekly</b> )		√**	
	Remove contents and damp wipe shelves with chlorine-detergent disinfectant cloth.			√
	Defrost and clean shelves and inside surfaces.			√
<b>Rubbish bins:</b>	Empty and damp-wipe with chlorine-detergent disinfectant cloth.	√		
	Rubbish removed from these containers should be placed in other suitable containers or bags and may not be dragged across floors, carpets or tiles.	√		
	The contents of waste baskets and other office rubbish should be removed neatly in bags and deposited in the rubbish bins provided for this purpose.	√		
	Remove stains and damp-wipe with chlorine-detergent disinfectant cloth. ( <b>*as necessary</b> )		√*	
<b>Shelves:</b>	Damp-wipe cleared shelves with chlorine-detergent disinfectant cloth. ( <b>*as required</b> )	√*		
	Damp-wipe with chlorine-detergent disinfectant cloth.		√	
<b>Sinks:</b>	Wet-wipe with chlorine-detergent disinfectant cloth.	√		
<b>Skirting:</b>	Damp-wipe with chlorine-detergent disinfectant. (twice weekly)		√**	
<b>Sluice rooms (where applicable):</b>	Disinfect bedpans and urinals in bedpan washer with chlorine-detergent disinfectant. ( <b>*as required</b> )	√*		
	Damp-wipe all services with chlorine-detergent disinfectant cloth.	√		
	Sluice of linen.	√		
<b>Switches:</b>	Damp-wipe with chlorine detergent-disinfectant cloth.		√	
<b>Taps:</b>	Wet-wipe with hard surface cleaner & chlorine-detergent disinfectant.	√		
	Remove mineral deposits.			√
<b>Telephones:</b>	Damp-wipe with chlorine-detergent disinfectant cloth.		√	

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Para		SECTION 2 – SERVICE SPECIFICATIONS		
<b>2.7 STANDARDS FOR CLEANING (continued):</b>				
<b>Rest Rooms/toilets (staff &amp; public):</b>	To be checked, cleaned and serviced/ replenished every 3 hours.	✓**		
	Remove spillage from bowl and under flush rim with hard surface cleaner and a brush every 3 hours.	✓**		
	Wet-wash seat and lid, cistern and pipes, etc and disinfect all components.	✓		
	Wet-wipe doors and walls with chlorine-detergent disinfectant cloth.	✓		
	Ensure usability and replenish consumables. ( <b>*as needed</b> )	✓*		
	Remove litter/empty waste bins.	✓		
	Remove mineral deposits.			✓
<b>Urinals:</b>	Wet-wipe with chlorine detergent-disinfectant cloth every 3 hours.	✓**		
	Wet-wipe pipes and flushing mechanisms with chlorine detergent-disinfectant cloth every 3 hours.	✓**		
	Mop step/floor under urinal with chlorine-detergent disinfectant every 3 hours.	✓**		
	Remove mineral deposits from gullies and drains. ( <b>**bi-weekly or as needed</b> )		✓**	
<b>Windows and windowsills (ground-level only):</b>	Damp-wipe windowsills with chlorine-detergent disinfectant cloth. ( <b>*as needed</b> )	✓*		
	Damp-wipe with chlorine-detergent disinfectant cloth.		✓	
	Clean inside window surfaces with glass/window cleaner.			✓
	Clean outside window surfaces with glass/window cleaner and squeegee. (ground-level only)			✓

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Para		SECTION 2 – SERVICE SPECIFICATIONS	
<b>2.8 CLEANING METHODS:</b>			
Method	Where Used	Description	
<b>Burnish/ buff/ polish/ wax</b>	Resilient and hard floors	<ul style="list-style-type: none"> <li>• High-speed rotary polisher (1 000 rpm or more).</li> <li>• Ultra or high-speed floor pad.</li> <li>• Spray bottle.</li> <li>• Floor maintenance spray cleaning detergent.</li> <li>• Floor to be dust free and dry.</li> <li>• Spray a fine mist over two to four square meters of floor (coverage 1 000 m<sup>2</sup> or more per litre). Pass machine briefly over sprayed area to spread chemical, systematically cover the area. Two or three passes over the same area should leave it clean and dry with shine restored. Use this technique without spraying if the floor has been mopped with a wash and wax type detergent.</li> </ul>	
<b>Damp-wipe</b>	Any non-porous or washable surface	<ul style="list-style-type: none"> <li>• Bucket, lint free cloth.</li> <li>• Usually an ammonia-based detergent.</li> <li>• Surfaces should be damp-wiped with cloth.</li> <li>• Use warm water cloth to be squeezed or wrung out until only damp, but not dripping. Use systematic wiping motion and additional pressure on stubborn spillage. Re-immers cloth in detergent solution frequently and squeeze dry. Change the solution at appropriate intervals to ensure dirt is not reapplied.</li> </ul>	
<b>Damp-wipe (continued)</b>	<b>Colour Coding for Buckets and Cloth</b>	<b>Area for Coding</b>	<b>Product Use</b>
	<b>RED</b>	Bathrooms, sluice room.	Soap and water; sanitize with organic chlorine-detergent disinfectant solution.
	<b>WHITE</b>	Kitchen.	
	<b>GREEN</b>	All surface wiping (chairs, aircons, lights).	
	<b>BLUE</b>	High touch surfaces (taps, hand washing stations).	
<b>YELLOW</b>	Infectious area, isolation room.	Organic chlorine-detergent disinfectant solution	
<b>Disinfectant</b>	Any non-porous or washable surface	<ul style="list-style-type: none"> <li>• Bucket and mop (for floors) and lint-free cloth (for other surfaces) or spray bottle.</li> <li>• Chlorine, quarterly ammonium or other disinfectant solution.</li> <li>• Apply disinfectant diluted to manufacture's specification applicable for the surface, using mop, cloth or spray bottle as appropriate. Apply liberally and allow ten minutes reaction time, then vacuum, mop or wipe dry.</li> </ul>	

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Para		SECTION 2 – SERVICE SPECIFICATIONS
<b>2.8 CLEANING METHODS (continued):</b>		
<b>Interim cleaning</b>	Hard floors	<ul style="list-style-type: none"> <li>• More intensive than daily cleaning, but less costly and disruptive than restorative cleaning.</li> <li>• Suitable floor scrubbing machines e.g., Automatic floor scrubber/dryer.</li> <li>• Rotary and wet pick-up vacuum etc.</li> <li>• Wet mop system, blue pad for light scrubbing, clean mop or lamb's wool applicator.</li> <li>• Neutral, preferably low foaming, detergent. Appropriate floor dressing.</li> <li>• Floor to be pre-swept.</li> <li>• Apply solution from machine tank or with mop.</li> <li>• Scrub and vacuum away slurry. Rinse with clean water, vacuum and mop dry.</li> <li>• Apply one coat of the floor dressing.</li> </ul>
	Carpets	<ul style="list-style-type: none"> <li>• Ideal process is dry or nearly so.</li> <li>• Rotary for pad system spreader for powder system vacuum cleaner.</li> <li>• Cellulose or other carpet cleaning powder.</li> <li>• Vacuum carpets. Note: these interim cleanings systems work well on cut-pile carpets, but have limited benefits on looped or needle punch carpets.</li> <li>• Pad system: cover lightly soiled areas or the entire area with impregnated pad fitted to rotary. Powder system: sprinkle powder over soiled areas or entire areas as required, covering no more than about ten square meters at a time.</li> <li>• Work the powder into the carpet using the spreading machine in one direction and then at right angles.</li> <li>• Leave the powder to absorb the dirt for 15 minutes or more, (refer to the manufacturer's directions) and vacuum to remove residue from carpet.</li> </ul>
<b>Interim cleaning (continued)</b>	Hard floors (Maintenance coat)	<ul style="list-style-type: none"> <li>• A single coat of floor dressing applied to a hard or resilient floor after it has had a light scrub or interim clean.</li> </ul>
<b>Mineral deposits</b>	Surfaces/Areas that are constantly damp	<ul style="list-style-type: none"> <li>• Brown coloured deposits of mainly calcium and magnesium on or in areas that are nearly always wet e.g. basins, taps, urinals, lavatory bowls.</li> <li>• A non-corrosive acid detergent.</li> <li>• Routine spillage to be removed in the normal way.</li> <li>• Apply detergent solution with a cloth or sponge and leave for about ten minutes. Use mildly abrasive scouring pad (e.g. centre piece of red floor polishing pad) to remove deposits and detergent residue. The process may have to be repeated.</li> </ul>

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Para		SECTION 2 – SERVICE SPECIFICATIONS
<b>2.8 CLEANING METHODS (continued):</b>		
<b>Mopping</b>	Any porous or non-porous hard floors	<ul style="list-style-type: none"> <li>• Mop sweeper or disposable cloth sweeper.</li> <li>• Surface must be dry. Mop head must be clean or fitted with unused disposable cloth.</li> <li>• Push the tool in straight lines or work backwards using a figure eight movement if the tool design allows. Maintain the same leading edge as reversing the direction will cause dirt to fall off. Keep the tool flat on the floor throughout the exercise. Fit new disposable cloths or wash mop heads frequently.</li> </ul>
	Resilient and hard floors	<ul style="list-style-type: none"> <li>• Single or double mobile bucket and wringer system. Mop handle and heavy-duty mop head or flat/ Butterfly mop or variant.</li> <li>• Floor to be pre-swept.</li> <li>• Warm water solution with either neutral or wash and wax type detergent or disinfectant.</li> <li>• Dip mop into solution and wring dry frequently.</li> </ul>
<b>Polish (ONLY where applicable)</b>	Wooden, scaled wood or laminated furniture and fittings	<ul style="list-style-type: none"> <li>• Soft dusting cloth.</li> <li>• Silicone or cream-based petroleum wax or synthetic, paste, liquid or aerosol.</li> <li>• Dust to be removed before any polish is applied.</li> <li>• Small amount of liquid or spray applied to small area. Allow polish to dry to a haze and buff with a soft polishing cloth.</li> </ul>
<b>Restorative cleaning</b>	Carpets  <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p style="text-align: center; margin: 0;">WESTERN CAPE GOVERNMENT HEALTH &amp; WELLNESS GOODS &amp; SERVICES SOURCING</p> <p style="text-align: center; margin: 0;">BID OPENED @ 11:00</p> <p style="text-align: center; margin: 0;"><b>27 MARCH 2026</b></p> <p style="text-align: center; margin: 0;">1)..... 2) .....</p> </div>	<ul style="list-style-type: none"> <li>• Usually a damp/wet process requiring time and labour.</li> <li>• Standard speed rotary floor machine with solution tank and carpet shampoo brush, or purpose-built carpet shampooer, and/or spray extraction machine (loosely termed "steam cleaner").</li> <li>• Dry foam shampoo (six per cent moisture content in use); detergent for use in extraction machine; de-foamer for extraction machine.</li> <li>• Carpets to be vacuumed and free of litter.</li> <li>• Shampoo a small area (about four square-meters) in one direction and then again at 90°, ensuring that the carpet is not too wet. For carpets that were only lightly soiled, use the extraction machine as a dry vacuum (or a wet and dry vacuum) with a carpet tool to remove foam and dirt residue. For heavily soiled areas and traffic lanes, spray warm water on carpets with extractor and then suck up residue. The extractor machine may be used without first shampooing.</li> </ul>
	Hard and resilient floors	<ul style="list-style-type: none"> <li>• Referred to as stripping and sealing. (see requirements under special conditions)</li> </ul>
<b>Spot cleaning</b>	Any surface	<ul style="list-style-type: none"> <li>• Remove any spillage or marks that appear immediately using appropriate methods.</li> </ul>
<b>Spray cleaning</b>	Hard and resilient floors	<ul style="list-style-type: none"> <li>• Same technique as described under "<b>burnish</b>". The pad used is red.</li> </ul>
<b>Stain removal</b>	Any surface	<ul style="list-style-type: none"> <li>• For marks that do not respond to normal cleaning techniques, consult a specialist stain removal guide.</li> </ul>

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Para		SECTION 2 – SERVICE SPECIFICATIONS
<b>2.8 CLEANING METHODS (continued):</b>		
<b>Strip and seal (only where applicable)</b>	Hard and resilient	<ul style="list-style-type: none"> <li>• All areas in the facility must be stripped and sealed every three (3) months.</li> <li>• Use clean mops when stripping and sealing floors.</li> <li>• Scrub the floor thoroughly using the floor stripper, together with a rotary polisher/scrubber and a black scrubbing pad.</li> <li>• Remove slurry with a mop or an industrial wet and dry vacuum cleaner.</li> <li>• Rinse the floor thoroughly, at least twice with clean water and allow to dry.</li> <li>• Apply the sealer evenly and thinly, using a clean lamb wool applicator.</li> <li>• Allow to dry thoroughly for 20 – 30 minutes.</li> <li>• Take care not to rub the surface during drying as this will smudge the sealer.</li> <li>• Once dry, apply a minimum of 3 coats as directed.</li> </ul>
<b>Sweep</b>	Any hard floors, paving, concrete, etc.	<ul style="list-style-type: none"> <li>• Motorized walk-behind or ride-on sweeper. Mechanized broom or bush sweeper.</li> <li>• Platform broom (hard bristle for rough surfaces, Soft for smoother surfaces).</li> <li>• Move machines or brooms over surface at an effective speed without creating clouds of dust by going too fast. Empty machine hoppers regularly if using a broom, leave manageable piles of litter for collection.</li> </ul>
<b>Vacuum</b>	Any surface, floors, upholstery, etc.	<ul style="list-style-type: none"> <li>• Carpets should be vacuumed clean with industrial vacuum cleaners.</li> </ul>

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<b>Para</b>	<b>SECTION 3 – BID EVALUATION AND CONDITIONS</b>
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<b>3.1</b>	<b>GENERAL:</b>
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- 3.1.1 Receipt of the invitation to bid does not give any party any right to the service or any claim against the Western Cape Government Health and Wellness.

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- 3.1.2 If your offer does not meet all the mandatory requirements in the evaluation criteria, it will not be considered for evaluation or award.

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- 3.1.3 The Western Cape Government Health and Wellness reserves the right to act at its sole discretion:
  - a. **to withdraw** any services from the bid process, to terminate any party's participation in the bid process, or to accept or reject any response to this invitation to bid upon notice to the bidders, without liability to any party. Parties have no rights, expressed or implied, to the service as a result of their participation in the bid process;
  - b. **to amend** the bid process, the closing date, or any other date at its sole discretion;
  - c. **to cancel** the bid or any part of the bid before the bid has been awarded;
  - d. **not to accept** the lowest bid or any other bid and to accept the bid that it considers to be in the best interest of the Western Cape Government Health and Wellness;
  - e. **not to award** the bid to the highest points or lowest price;
  - f. **to reject** all responses submitted and to start a new bid process, and
  - g. **to determine** the evaluation method that provides the most beneficial economic outcome for the Department.

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- 3.1.4 The specifications and conditions in this section, other parts of the bid, any documents that bidders were asked to respond to, and compliance with Central Supplier Database (CSD) and Western Cape Supplier Database (WCSEB) registrations will all be considered during the bid evaluation.

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- 3.1.5 The Western Cape Government Health and Wellness will not consider or evaluate proposals or offers that:
  - a. **do not meet** the specifications;
  - b. that are **conditional or alternative**;
  - c. **incomplete**;
  - d. **non-compliant with legislative or regulatory requirements**, or
  - e. that would **affect functionality** so much that the services would not be fit for purpose.

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- 3.1.6 The Department is not obliged to communicate with bidders about their offers, as stated in section 3.1.5 above.

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- 3.1.7 The bidder's terms will not override the conditions in this bid document, its annexures, or any related documents provided by the Western Cape Government Health and Wellness.

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- 3.1.8 No bids submitted by email, telegram, telex, or fax will be accepted.

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Para	<b>SECTION 3 – BID EVALUATION AND CONDITIONS</b>
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**3.1 GENERAL (continued):**

- 3.1.9 The bid will be awarded in line with the Preferential Procurement Policy Framework Act, 2000, the Preferential Procurement Regulations, 2022, the General Conditions of Contract, and the Special Conditions of Contract. Preference points will be allocated only to bids that meet all requirements and comply fully with the specifications.
- 3.1.10 When bids are evaluated and awarded, the Department will consider entries from the Complaints Registry, the Restricted Supplier List, and the Register of Defaulters.
- 3.1.11 The Western Cape Government Health and Wellness reserves the right to carry out physical inspections to confirm all or part of the information provided.

**3.2 PRICING/OFFERS:**

- 3.2.1 Bidders may submit an offer for any or all sub-districts listed in the pricing schedules (items 1 to 6). Pricing must be provided for all facilities under every item (sub-district) offered. If this is not done, the offer will be considered incomplete and will be ineligible for evaluation.
- 3.2.2 Bid prices must be fixed 3-tier prices. This means you must include any expected annual increases (such as labour costs from Department of Labour wage adjustments, food and transport costs, and inflation) in the prices for each year of the contract. No extra requests for price increases will be allowed during the contract period.
- 3.2.3 All bid offers must include delivery costs, all overhead costs such as transportation, salaries and wages, insurance, and any other related expenses, as well as Value Added Tax (VAT).
  - a. For this bid, bidders who are not yet registered for VAT must submit an offer that considers the possibility of VAT registration. This may be required because of the total value of the offer or any price adjustments that could occur during the contract period.
  - b. During the contract period, any request for price adjustments caused by the Appointed Contractor(s) failing to meet its VAT obligations will not be considered.
- 3.2.4 All offers must remain firm for the entire duration of the contract.

**3.3 ACTS AND REGULATIONS (RELATED TO THIS BID):**

- 3.3.1 The following regulations and Acts, including any amendments, form an integral part of this bid:
  - a. National and Provincial Treasury Regulations ("NTR"), ("PTI");
  - b. The General- and Special Conditions of Contract;
  - c. WCGHW policies and procedures (latest);
  - d. Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997);
  - e. Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993) ("COIDA");
  - f. Constitution of the Republic of South Africa, 1996 ("Constitution");
  - g. Employment Equity Act, 1998 (Act No. 55 of 1998);
  - h. Labour Relations Act, 1995 (Act No. 66 of 1995);

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**Para SECTION 3 – BID EVALUATION AND CONDITIONS**

- 3.3 ACTS AND REGULATIONS (RELATED TO THIS BID) (continued):**
- i. National Minimum Wage Act (NMWA) No 9 OF 2018;
  - j. Occupational Health and Safety Act, 1993 (Act No. 85 of 1993);
  - k. Occupational Injuries and Diseases Act, Act 130 of 1993;
  - l. Pension Funds Act No. 24 of 1956;
  - m. Promotion of Access to Information Act, 2000 (Act 2 of 2000) (“PAIA”);
  - n. Promotion of Administrative Justice Act, 2000 (Act 3 of 2000) (“PAJA”);
  - o. Protection of Personal Information Act, 2013 (Act 4 of 2013) (“POPIA”), and
  - p. Public Finance Management Act, 1999 (Act No 1 of 1999) (“PFMA”).

**3.4 SUPPORTING EVIDENCE OF REGISTRATION AND COMPLIANCE FOR EVALUATION:**

- 3.4.1 In addition to the specification and annexures included in this bid, bidders must provide all the compulsory bid and evaluation documents listed in the requirements.
- 3.4.2 Bidders must check that all pages are included and that none are missing or duplicated. The department will not accept responsibility for any problems caused by missing or duplicated pages.
- 3.4.3 Bidders must not make any changes to these documents. This includes alterations, erasures, omissions, or additions. If any unauthorised changes are made, they will not be accepted, and the original document will remain valid.

**3.4.4 Compulsory Bid Documents:**

<b>a. WCBD1</b>	: Invitation To Bid
<b>b. WCBD3.1</b>	: Pricing Schedule (Firm Pricing)
<b>c. WCBD4</b>	: Declaration of Interest
<b>d. WCBD6.1(b)</b>	: Preference Points Claim Form
<b>e. BBBEE Certificate</b>	: Proof of BBBEE Status
<b>f. Bid Document</b>	: (this document)

**3.4.5 Compulsory Evaluation Documents – declaration/affidavit:**

- a. WCGHW **will ask the preferred bidder to provide and verify the compulsory evaluation documents** listed in paragraphs **3.4.5 (a) to 3.4.5 (o)**. If there are any deviations, the bidder will be asked to submit a clear, well-motivated written explanation. If the bidder does not comply with these requirements, their offer will be disqualified.

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**Para SECTION 3 – BID EVALUATION AND CONDITIONS**

**3.4 SUPPORTING EVIDENCE OF REGISTRATION AND COMPLIANCE FOR EVALUATION (continued):**

b. Please answer every question by **marking Yes or No with an X**. Only bidders who meet all the requirements in this section will be considered. At the end of this section, bidders must **declare that they comply with these requirements:**

<p>i. <b>Compensation for Occupational Injuries and Diseases Act (COIDA), Act 130 of 1993</b></p> <p>Does the bidder have a <b>valid (not expired) COIDA Letter of Good Standing</b> from the Department of Employment and Labour, showing <b>“CLEANING” as the Nature of Business?</b></p>	YES	NO
<p>ii. <b>Unemployment Insurance Fund (UIF)</b></p> <p>Is the bidder registered for <b>UIF</b> in terms of <b>EMPSA and/or EMP201</b> which can be from SARS (e-Filing)?</p>	YES	NO
<p>iii. <b>Pay As You Earn (PAYE)</b></p> <p>Is the bidder registered for <b>PAYE</b> in terms of <b>EMPSA and/or EMP201</b> and/or SARS PIN which can be obtained from SARS (e-Filing)?</p>	YES	NO
<p>iv. <b>Skills Development Levies (SDL)</b></p> <p>Is the bidder registered for <b>SDL</b> in terms of <b>EMPSA and/or EMP201</b> which can be obtained from SARS (e-Filing)? and has it been specified during registration under which Sector Education and Training Authority (SETA) their business resides? Yes No</p> <p>- If your response is no, please provide a written reason in your bid offer.</p>	YES	NO
<p>v. <b>Public Liability Insurance (PLI) of at least R2 million</b></p> <p>Is the bidder registered for <b>Public Liability Insurance</b>, issued by a financial service provider that is authorised by the Financial Sector Conduct Authority, and can proof be provided on request?</p> <p>- If your response is no, please provide a written reason in your bid offer.</p>	YES	NO
<p>vi. <b>Local Operational Office in the Garden Route municipal area [Zone 1 – 5] and/or Central Karoo municipal area [Zone 6 – 7]</b></p> <p>Does the bidder have a local operational office (owned or leased) within the Garden Route municipal area [Zone 1 – 5] and/or Central Karoo municipal area [Zone 6 – 7] to provide services to the facilities, or can the bidder establish such an office within 14 calendar days after the contract is awarded?</p> <p>Can the bidder provide <b>proof of ownership</b> (registered in the name of the business entity, director, or owner) or a lease agreement that shows the business entity name (bidder) and lists the business entity, director, or owner as the lessee, if requested?</p>	YES	NO

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**Para SECTION 3 – BID EVALUATION AND CONDITIONS**

**3.4 SUPPORTING EVIDENCE OF REGISTRATION AND COMPLIANCE FOR EVALUATION (continued):**

vii.	<b>Tax Compliant (Good Standing)</b> Does the bidder have a <b>compliant Tax Status with SARS</b> , and can provide proof in the form of a valid Tax Certificate or a valid SARS PIN on request?	YES	NO
viii.	<b>Value Added Tax (VAT)</b> Is the bidder <b>registered for VAT</b> , and can provide proof in the form of a valid Tax Certificate or a valid SARS PIN on request?	YES	NO
ix.	<b>Occupational Health and Safety Act, 1993 (Act 85 of 1993) and Regulations of the Act</b> Is the bidder prepared to <b>accept full responsibility</b> in terms of Section 37(2) of the said Act?	YES	NO
x.	<b>Employees</b> Will the bidder have <b>enough employees available</b> at the start of the contract to provide the full cleaning service as required?	YES	NO
xi.	<b>Identification and Uniform</b> Does the bidder have a corporate photo identification/ badge and uniform/dress code that is clearly different from the general public and hospital or clinic staff?	YES	NO
xii.	<b>Cash Flow</b> Does the bidder have enough cash flow to cover at least two (2) months of operations, including all costs such as uniforms, overheads, salaries, and any on-site training, while waiting for monthly payments to be processed?	YES	NO
xiii.	<b>Communication</b> Is the local operational office equipped with a working landline and/or cell phone service, and staffed by trained, professional employees who can handle different types of enquiries and urgent situations and?	YES	NO
xiv.	<b>Email</b> Does the bidder have an active and dedicated email address?	YES	NO
xv.	<b>Two Years Relevant Experience</b> Does the bidder have at least two years of relevant experience providing cleaning and hygiene services in a healthcare environment (such as clinics, hospitals, or laboratories), and can provide at least three written healthcare institution references as proof of this experience?	YES	NO

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**Para SECTION 3 – BID EVALUATION AND CONDITIONS**

**3.4 SUPPORTING EVIDENCE OF REGISTRATION AND COMPLIANCE FOR EVALUATION (continued):**

**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 requirements in Section 3, clause 3.4.

Signature: .....

.....  
FULL NAMES: Commissioner of Oaths

.....  
Signature

Designation (rank) ..... ex officio: Republic of South Africa

Date: ..... Place: .....

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



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**WCGHSC0350/1/2025 FOR THE RENDERING OF A COMPREHENSIVE CLEANING SERVICE TO FACILITIES IN THE GARDEN ROUTE DISTRICT AND CENTRAL KAROO DISTRICT UNDER THE CONTROL OF THE WCG HEALTH AND WELLNESS, FOR A 3-YEAR PERIOD**

**Para SECTION 4 – SPECIAL CONDITIONS OF CONTRACT (SCC)  
(will apply once agreement/contract is in place)**

**4.1 SCC GENERAL:**

- 4.1.1 The Agreement constitutes the entire agreement between the parties. No party will be bound by any promises, representations, or undertakings that are not written in this Agreement.
- 4.1.2 If any Party ('the Grantor') gives another Party extra time or shows leniency, this does not affect the Grantor's rights. The Grantor can still enforce its rights at any time in the future.
- 4.1.3 Except where the agreement specifically allows it, no Party may transfer the agreement or any of its rights or duties to another person without first getting written consent from the other Party.

**4.2 INTERPRETATION:**

- 4.2.1 The General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and any annexures form part of this agreement between the Parties.
- 4.2.2 If there is a conflict between a Service Level Agreement (if applicable) and the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC) will apply.
- 4.2.3 'The agreement' means this Special Conditions of Contract, the tender documents, the General Conditions of Contract (GCC), the Service Level Agreement (if applicable), and any annexures. 'This agreement' has the same meaning.

**4.3 RELATIONSHIP (INDEPENDENT CONTRACTOR):**

- 4.3.1 This agreement does not create a partnership between the Parties. The Appointed Contractor(s) is not an agent of the Department and has no authority to bind the Department, sign contracts in its name, or create any liability for the Department.
- 4.3.2 The Appointed Contractor(s) is/are appointed as an independent contractor, not as an employee. At all times during this agreement, there is no employer–employee relationship between the Parties.
- 4.3.3 The Department is not responsible for any injury, loss, or damage suffered by the Appointed Contractor(s) as an independent contractor, arising from or related to the services provided under this agreement.

**4.4 REGISTRATION AND COMPLIANCE STATUS:**

- 4.4.1 During the contract period, the Appointed Contractor(s) must maintain verified compliance with the following requirements:
  - a. The Local Operational Office, located within the border of the Garden Route municipal area [Zone 1 – 5] and/or Central Karoo municipal area [Zone 6 – 10];
  - b. Compensation for Occupational Injuries and Diseases Act (COIDA);
  - c. Unemployment Insurance Fund (UIF);
  - d. Pay as You Earn (PAYE);
  - e. Skills Development Levies (SDL);
  - f. Public Liability Insurance (PLI) for the amount not less than R2 million and
  - g. Tax Compliance.

**WESTERN CAPE GOVERNMENT HEALTH & WELLNESS  
GOODS & SERVICES SOURCING**  
  
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**4.5 ACCOUNTING:**

- 4.5.1 The Appointed Contractor(s) must follow generally accepted accounting practices and keep complete records for all services provided under this agreement.
  - a. Where possible, the accounting period will run from the first day to the last day of each month.
- 4.5.2 At any reasonable time, the Western Cape Government Health and Wellness (WCGHW), through an authorized official, may inspect all records and documents of the Appointed Contractor(s) related to the services under this agreement. This includes purchase orders, accounts, and consolidated invoices.
- 4.5.3 The Department and the Appointed Contractor(s) will each appoint a Liaison Officer. These officers will work together to ensure smooth communication, resolve problems, and manage accounts and payments between the Parties.

**4.6 INVOICING AND PAYMENTS:**

- 4.6.1 Tax invoices for services that have been successfully delivered must be submitted directly to the relevant institutional Supply Chain Management (SCM) or Finance unit. Invoices must be on the official invoice format and will be certified as correct by that unit.
- 4.6.2 All payments under this agreement will be made in South African Rand (including VAT) by electronic bank transfer into the Appointed Contractor(s)'s bank account in the Republic of South Africa. The bank details must appear on the invoice, and the payment will reference the invoice number.
- 4.6.3 The WCGHW:-
  - a. does not allow advance payments. Payment will only be made after the services have been successfully completed under this agreement;
  - b. reserves the right to make a pro rata deduction for any incorrect payments made to the Appointed Contractor(s), and
  - c. Invoices will be paid within 30 calendar days after the Department receives a correct and detailed tax invoice, provided the services were successfully delivered during the invoice period.
- 4.6.4 The amount claimed for services must not be more than the agreed contract rates.

**4.7 DUTIES AND RESPONSIBILITIES:**

- 4.7.1 The Appointed Contractor(s):-
  - a. agrees that all services and on-site administration will follow the Department's policies, regulations, and the specifications in this agreement;
  - b. must complete the attendance registers as proof of arrival at and departure from the facility;
  - c. attend mandatory monthly or quarterly meetings to discuss service standards, challenges, risks, and ways to reduce those risks;
  - d. must make prior arrangements for on-site training with the Contract Manager, who is the senior official in the WCGHW Support Services section.
  - e. agrees not to act in any way that conflicts with the interests of WCGHW for the duration of this contract;
  - f. is responsible for managing and supervising all their employees or staff members;

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- 4.7 DUTIES AND RESPONSIBILITIES (continued):**
- g. must notify the Facility Manager or the official in charge within 24 hours of any incident. A detailed written report must also be submitted.
  - h. must pay its employees at least the minimum monthly basic wage for the municipal area, as prescribed by the Basic Conditions of Employment Act (Act 75 of 1997) and Sectoral Determination 1: Contract Cleaning Sector, Gazette 42182 of 23 January 2019.
- 4.7.2 The WCGHW (Department):-
- a. gives the Appointed Contractor(s) all rights and responsibilities needed to lawfully and professionally carry out its duties under the contract;
  - b. shall give the Appointed Contractor(s) timely access to any information reasonably needed to carry out its responsibilities under the contract;
  - c. shall provide all necessary cleaning materials, consumables, water, electricity, toilets, and other agreed facilities, and make cleaning equipment available to the Appointed Contractor(s) to deliver the services, and
  - d. will monitor the services provided and give the Appointed Contractor(s) instructions as agreed in the contract.
- 4.7.3 Both parties agree that if a dispute arises under this agreement, neither party will stop or delay performing its obligations until the dispute is resolved.

<b>4.8</b>	<b>CONFIDENTIALITY/CONFIDENTIAL INFORMATION:</b>
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- 4.8.1 The Appointed Contractor(s) must not share any information about the Department's affairs with anyone for the duration of the contract.
- 4.8.2 Any information shared between the parties during the contract and its implementation will remain confidential, especially if it is not meant for the public.
- 4.8.3 For the purposes of this Agreement, 'Confidential Information' means:
- a. any information shared, disclosed, or exchanged that relates to intellectual property rights, trade secrets, existing agreements (written or not), future agreements with any party, and knowledge gained through research and development—whether technical, operational, or financial—about the Department, any level of government, or any other government institution or organ of state;
  - b. any information of any kind obtained by the Appointed Contractor(s)—whether written, electronic, discussed between the parties, or gathered through examination, testing, inspection, or analysis. This includes, but is not limited to, scientific, clinical, personal, business, or financial data; know-how; formulas; processes; designs; sketches; photographs; plans; drawings; specifications; sample reports; models; studies; findings; computer software; inventions; or ideas;
  - c. any analyses, concepts, compilations, studies, or other material prepared by or under the control of the Appointed Contractor(s) that contain, reflect, or are based on any of the information defined above;
  - d. any information provided to the Department by a third party under an agreement, which becomes known to the Appointed Contractor(s) while performing its duties for the Project, and
  - e. any dispute between the parties arising from this Agreement.

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<b>Para</b>	<b>SECTION 4 – SPECIAL CONDITIONS OF CONTRACT (SCC) (will apply once agreement/contract is in place)</b>
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<b>4.8</b>	<b>CONFIDENTIALITY/CONFIDENTIAL INFORMATION (continued):</b>
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- 4.8.4 The Appointed Contractor(s) must:
- a. Use the Confidential Information only to carry out its duties under this agreement;
  - b. treat and protect the Confidential Information as private and confidential, and
  - c. ensure proper and secure storage of all Confidential Information.
- 4.8.5 Any documents or records (including written instructions, notes, or memoranda) related to this Agreement that are provided to the Appointed Contractor(s) by the Department, or that come into the Contractor's possession during the term of this Agreement, remain the property of the Department. These must be returned to the Department on request. When the Agreement ends or is terminated, the Contractor may not keep any copies or extracts without the Department's prior written permission.
- 4.8.6 The Appointed Contractor(s) must comply with all laws and regulations on protecting personal data of patients and others it may access while performing its duties. To do this, the Contractor must implement technical and organizational measures to prevent alteration, loss, or unauthorized access or processing of such personal data.
- 4.8.7 The Appointed Contractor(s) must keep all personal data confidential. This data may only be used to deliver the services under this Agreement. Access to such data is limited to the Contractor's employees, suppliers, agents, or affiliates who are involved in performing the obligations under this Agreement, and only on a need-to-know basis and in compliance with this confidentiality requirement.
- 4.8.8 To assist with this obligation, the Department shall make all reasonable endeavours to ensure that any data/images that it may provide to the Service Provider (or allow the Service Provider access to) are suitably anonymized, where necessary and appropriate, with the aim to ensure that such data/images do not constitute 'personal data' as defined under applicable law including the Protection of Personal Information Act, 2013.
- 4.8.9 If this Agreement ends, the Appointed Contractor(s) must, at its own cost, either destroy all personal data or return all copies to the Department, unless the Department gives written permission to keep the data or the Contractor is legally required to retain it. In such cases, the data must remain confidential and may only be processed as needed to comply with legal obligations.

<b>4.9</b>	<b>INDEMNITY:</b>
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- 4.9.1 The Appointed Contractor(s) agrees to indemnify and hold WCGHW harmless against any claims, actions, demands, suits, costs, or expenses, as well as any loss or damage, arising from property damage or death or injury to persons caused during the execution of the services.

<b>4.10</b>	<b>ASSIGNMENT:</b>
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- 4.10.1 Neither party may transfer or assign its rights or obligations under this contract without the prior written consent of the other party.

<b>4.11</b>	<b>TRANSFER AND CESSION:</b>
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- 4.11.1 The Appointed Contractor(s) may not cede, transfer, sell, or assign the contract, or any part of it, to another person or company without prior written permission from WCGHW. If permission is granted, the new party must comply with all requirements of the contract.

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**4.12 BREACH AND TERMINATION OF APPOINTMENT:**

4.12.1 If either party breaches the contract and does not fix the breach within 14 days after receiving written notice, the other party may cancel the contract by giving written notice to the address stated in the contract. This is in addition to any other rights the non-defaulting party may have. The parties agree that paragraph 23, 'Termination of Default' of the GCC will apply, unless it conflicts with this contract.

**4.13 PENALTIES:**

4.13.1 The Appointed Contractor(s) must be aware that penalties will apply for any breach, violation, or non-compliance with the bid specifications, General Conditions of Contract, or Special Conditions of Contract.

4.13.2 In addition to the above, further penalties will apply to the Appointed Contractor(s) for any incident or breach of the agreement or contract that the Appointed Contractor(s) fails to address or comply with:

Violations/Non-Compliance/Breaches	Penalty Rate	Penalty Occurrences
a. Failure to provide complete details of the staff members who will be deployed at least fourteen (14) calendar days before the start of the service.	R 500.00	Per facility and for each week following thereafter
b. Failure to ensure that all personnel assigned to service points or facilities are available for on-site induction training.	R 200.00	per incident, per facility
c. Posting cleaning staff members who have not received the required training.	R 200.00	per incident, per cleaner
d. Failure to deliver a complete and thorough cleaning service.	R 1 000.00	per facility per day
e. Arriving later than, or leaving earlier than, the times specified in the bid.	R 200.00	per incident, per day and for every one (1) hour following thereafter
f. Failure to display identification cards or comply with the required dress code, including protective clothing.	R 500.00	per person per incident
g. Failure to follow the approved cleaning program.	R 300.00	per incident/ per day
h. Failure to attend mandatory scheduled monthly or quarterly meetings.	R 500.00	per meeting
i. Failure to comply with WCGW policies and applicable government regulations.	R 500.00	per incident, per day
j. Failure to establish a local operational office in the Garden Route municipal area [Zone 1 – 5] and/or Central Karoo municipal area [Zone 6 – 10] after the contract award. A valid utility bill, property deed, or lease agreement (including address, lease period, and signatures of both parties) must be submitted within fourteen (14) calendar days.	R 10 000 R1 000 for each day thereafter	The first (1 <sup>st</sup> ) day following the 14 <sup>th</sup> (fourteenth) day, thereafter, each day of non-compliance
k. Failure to maintain a local operational office in the Garden Route municipal area [Zone 1 – 5] and/or Central Karoo municipal area [Zone 6 – 10] for the entire contract period.	R 1 000	For each day of non-compliance

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<b>Para</b>	<b>SECTION 4 – SPECIAL CONDITIONS OF CONTRACT (SCC) (will apply once agreement/contract is in place)</b>
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<b>4.14</b>	<b>INDUSTRIAL ACTION, UNREST AND FORCE MAJEURE:</b>
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- 4.14.1 The Appointed Contractor(s) shall remain responsible for delivering the required services, regardless of any industrial action or unrest.
- 4.14.2 For the purposes of this contract, 'Force Majeure' refers to any event or circumstance beyond the reasonable control of the parties:
  - a. war (whether declared or not), civil war, civil unrest, revolutions, or acts of sabotage;
  - b. natural disasters such as severe storms, cyclones, earthquakes, tidal waves, floods, or damage caused by lightning;
  - c. explosions, fires, or destruction of machinery, factories, or any type of installation, and
  - d. acts of authority, whether lawful or unlawful, that directly prevent either party from fulfilling all or a significant part of its obligations under the contract—except where the party seeking relief has accepted the risk under other provisions of the contract.
- 4.14.3 If a party is, or claims to be, affected by a Force Majeure event:
  - a. the party must take all reasonable steps to reduce the impact of the Force Majeure event on its ability to perform its obligations, resume those obligations as soon as possible, and make every reasonable effort to correct its failure to perform, and
  - b. the party claiming relief must give written notice to the other party within fourteen (14) business days of becoming aware of the Force Majeure event. The notice must include all available details about the failure or delay in performance, the impact of the event on the party's ability to perform, and the actions being taken as described in clause (a) above.
    - i. If the party claiming relief cannot meet its contractual obligations due to a Force Majeure event that continues for sixty (60) calendar days, both parties must consult on how to proceed with the contract. They should try to agree on fair modifications to the contract, considering the nature of the Force Majeure event.

<b>4.15</b>	<b>WAIVER:</b>
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- 4.15.1 **No waiver** of any contract terms will be valid unless it is in writing and signed by the party granting it. Any waiver will apply only to the specific situation and purpose for which it was given.
- 4.15.1 If either party **fails or delays** in exercising any right, power, or privilege, it does not prevent that party from exercising it later or from exercising any other right, power, or privilege.
- 4.15.2 If a party grants **indulgence, leniency, or extra time** to the other party, it does not affect the grantor's rights or prevent them from enforcing the contract later.
- 4.15.3 The parties agree that there are no other **conditions, changes, or representations**—whether spoken or written, expressed or implied—except those stated in this contract.

<b>4.16</b>	<b>SEVERABILITY:</b>
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- 4.16.1 If any term of the contract is found to be invalid, unlawful, or unenforceable, that term will be removed, and the remaining terms will stay valid and enforceable.

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<b>Para</b>	<b>SECTION 4 – SPECIAL CONDITIONS OF CONTRACT (SCC) (will apply once agreement/contract is in place)</b>
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**4.17 DISPUTE RESOLUTION:**

4.17.1 Despite any other terms in this agreement, WCGHW may terminate the agreement immediately by giving written notice to the Appointed Contractor(s) if the Appointed Contractor(s)—

- a. becomes insolvent;
- b. commits any act that is fraudulent or dishonest;
- c. is unable to carry out its duties under this agreement for more than two months;
- d. engages in any behaviour that harms or goes against the Department's interests;
- e. has a court judgment issued against it;
- f. provides a service that is unprofessional, unacceptable, or of poor quality, and
- g. Fails to provide a valid tax clearance certificate during the contract period when requested by the Western Cape Government Health and Wellness (WCGHW).

4.17.2 **Mediation:**

- a. Any dispute related to this contract may be referred to a mediator, and the parties will not have legal representation during the mediation.
- b. The mediator will be chosen by agreement between the parties and will set the place and time for the mediation in consultation with them.
- c. If the parties cannot agree on a mediator within 5 calendar days after deciding to refer the matter for mediation, the President of the Law Society of the Cape of Good Hope will appoint a mediator within 10 calendar days after the failure to agree.
- d. The mediator will decide whether the matter will be handled through written or verbal submissions. Before making this decision, the mediator will consult with the parties and consider their reasonable preferences.
- e. The parties have 14 calendar days to complete their submissions. Within 14 calendar days after receiving them, the mediator will give a written opinion and send a copy to each party by hand or registered post.
- f. The mediator's opinion is final and binding unless a party chooses not to accept it. If a party rejects the opinion, they may take the matter to court with the right jurisdiction, unless both parties agree to go to arbitration instead. The mediator's opinion will not affect either party's rights if legal action or arbitration follows.
- g. The mediator will decide the cost of the mediation and who must pay it. The amount will be due when the mediator presents a written invoice.

4.17.3 **Arbitration:**

- a. Any dispute related to this contract may be referred to arbitration.
- b. Arbitration will take place in Cape Town under the Arbitration Act, No. 42 of 1965, and should be completed within 14 calendar days where possible.
- c. Unless stated otherwise in this agreement, if the disputed matter is:
  - i. If the dispute is mainly a legal matter, the arbitrator will be a practising senior advocate from the Cape Bar,
  - ii. If the dispute is about any other matter, the arbitrator will be an independent, suitably qualified person agreed upon by both parties.

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**4.17 DISPUTE RESOLUTION (continued):**

- d. If the parties cannot agree whether the dispute falls under (c)(i) or (c)(ii), or cannot agree on an arbitrator within 7 calendar days after deciding to refer the matter to arbitration, the Chairperson of the Cape Bar Council will:
  - i. Decide whether the dispute falls under (c)(i) or (c)(ii), and/or
  - ii. Appoint an arbitrator within 14 calendar days after the parties fail to agree, if the dispute falls under (c)(ii).
- e. The arbitrator must give a decision within 14 calendar days after the arbitration ends. The arbitrator may decide that one or both parties must pay the arbitration costs and set the amount.

**4.18 COMMUNICATION:**

- 4.18.1 All written notices under this contract must be delivered by hand, sent by prepaid registered post to the address chosen by the party, or sent by email to the address provided.
- a. If delivered by hand, the notice is considered received on the day it is delivered. If sent by prepaid registered post, it is considered received 7 business days after posting.
  - b. If sent by email, the notice is considered received on the date and time it was delivered to the recipient's inbox.
- 4.18.2 If a party actually receives a written notice or communication from the other party, it will count as proper notice, even if it was not sent in the way described in this contract.

**4.18.3 The WCGHW – GEORGE SUB-DISTRICT:**

<b>Physical Address:</b> Harry Comay Hospital Nelson Mandela Blvd George 6529	<b>Postal Address:</b> Private Bag X003 George 6529	
<b>Name</b>	<b>Contact No.</b>	<b>E-mail</b>
Mr Etienne Thom (ASD – Support Services)	(044) 814 1099	<a href="mailto:Etienne.Thom@westerncape.gov.za">Etienne.Thom@westerncape.gov.za</a>
Ms Yandiswa Mqela (AO – Support Services)	(044) 814 1127	<a href="mailto:Yandiswa.Mqela@westerncape.gov.za">Yandiswa.Mqela@westerncape.gov.za</a>
Ms Ivonnitza Slabbert (ASD – Finance/SCM)	(044) 814 1112	<a href="mailto:Ivonnitza.Slabbert@westerncape.gov.za">Ivonnitza.Slabbert@westerncape.gov.za</a>

**4.18.4 The WCGHW – MOSSEL BAY SUB-DISTRICT:**

<b>Physical Address:</b> 21st Avenue Mossel Bay 6500	<b>Postal Address:</b> Private Bag X34 Mossel Bay 6500	
<b>Name</b>	<b>Contact No.</b>	<b>E-mail</b>
Mr Johan Boshoff (ASD – Finance)	(044) 604 6401	<a href="mailto:Johan.Boshoff@westerncape.gov.za">Johan.Boshoff@westerncape.gov.za</a>
Mr Brian Meiring (AO – Support Services)	(044) 604 4315	<a href="mailto:Brian.Meiring@westerncape.gov.za">Brian.Meiring@westerncape.gov.za</a>
Mr Anwa Jacobs (SAO – Finance/SCM)	(044) 604 6122	<a href="mailto:Anwa.Jacobs@westerncape.gov.za">Anwa.Jacobs@westerncape.gov.za</a>

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Para	<b>SECTION 4 – SPECIAL CONDITIONS OF CONTRACT (SCC)</b> (will apply once agreement/contract is in place)
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**4.18 COMMUNICATION (continued):**

**4.18.5 The WCGHW – HESSEQUA SUB-DISTRICT:**

<b>Physical Address:</b> 1 Hospital Street Riversdale 6670	<b>Postal Address:</b> Private Bag X421 Riversdale 6670	
<b>Name</b>	<b>Contact No.</b>	<b>E-mail</b>
Mr Herman Crous (ASD – Finance)	(028) 713 8642	<a href="mailto:Herman.Crous@westerncape.gov.za">Herman.Crous@westerncape.gov.za</a>
Ms Lorriane Pfaff (AO – SCM)	(028) 713 8672	<a href="mailto:Lorriane.Pfaff@westerncape.gov.za">Lorriane.Pfaff@westerncape.gov.za</a>

**4.18.6 The WCGHW – KANNALAND SUB-DISTRICT:**

<b>Physical Address:</b> Hospital Street Ladismith 6655	<b>Postal Address:</b> Private Bag X214 Ladismith 6655	
<b>Name</b>	<b>Contact No.</b>	<b>E-mail</b>
Mr Edward Adcock (SAO – Support Services)	(028) 551 1010	<a href="mailto:Edward.Adcock@westerncape.gov.za">Edward.Adcock@westerncape.gov.za</a>
Mr Marchello Flink (AO – Finance/SCM)	(028) 551 1010	<a href="mailto:Marchello.Flink@westerncape.gov.za">Marchello.Flink@westerncape.gov.za</a>

**4.18.7 The WCGHW – OUDTSHOORN SUB-DISTRICT:**

<b>Physical Address:</b> Park Road Oudtshoorn 6625	<b>Postal Address:</b> Private Bag X609 Oudtshoorn 6625	
<b>Name</b>	<b>Contact No.</b>	<b>E-mail</b>
Mr Rolan Mars (ASD – Finance)	(044) 203 7247	<a href="mailto:Rolan.Mars@westerncape.gov.za">Rolan.Mars@westerncape.gov.za</a>
Mr Sivuyile Papa (AO – Support Services)	(044) 203 7314	<a href="mailto:Sivuyile.Papa@westerncape.gov.za">Sivuyile.Papa@westerncape.gov.za</a>
Ms Charmaine Roman (SAO – Finance/SCM)	(044) 203 7264	<a href="mailto:Charmaine.Roman@westerncape.gov.za">Charmaine.Roman@westerncape.gov.za</a>

**4.18.8 The WCGHW – CENTRAL KAROO SUB-DISTRICT [BEAUFORT WEST]:**

<b>Physical Address:</b> 99 Voortrekker Road Beaufort West 6970	<b>Postal Address:</b> Private Bag X549 Beaufort West 6970	
<b>Name</b>	<b>Contact No.</b>	<b>E-mail</b>
MS Andiswa Zenzile (ASD – Support Services)	(023) 414 8280	<a href="mailto:Andiswa.Zenzile@westerncape.gov.za">Andiswa.Zenzile@westerncape.gov.za</a>
Ms Eldoret Abrahams (SAO – SCM)	(023) 414 8214	<a href="mailto:Eldoret.Abrahams@westerncape.gov.za">Eldoret.Abrahams@westerncape.gov.za</a>
Ms Edna Abbott (SAO – Finance)	(023) 414 8216	<a href="mailto:Edna.Abbott@westerncape.gov.za">Edna.Abbott@westerncape.gov.za</a>

<p><b>WESTERN CAPE GOVERNMENT HEALTH &amp; WELLNESS</b> GOODS &amp; SERVICES SOURCING</p> <p>BID OPENED @ 11:00</p> <p><b>27 MARCH 2026</b></p> <p>1)..... 2) .....</p>
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**WCGHSC0350/1/2025 FOR THE RENDERING OF A COMPREHENSIVE CLEANING SERVICE TO FACILITIES IN THE GARDEN ROUTE DISTRICT AND CENTRAL KAROO DISTRICT UNDER THE CONTROL OF THE WCG HEALTH AND WELLNESS, FOR A 3-YEAR PERIOD**

<b>Para</b>	<b>SECTION 4 – SPECIAL CONDITIONS OF CONTRACT (SCC)</b> <b>(will apply once agreement/contract is in place)</b>
-------------	--

**4.18 COMMUNICATION (continued):**

**4.18.9 The WCGHW – CENTRAL KAROO SUB-DISTRICT [PRINCE ALBERT]:**

<b>Physical Address:</b> 99 Voortrekker Road Prince Albert 6970	<b>Postal Address:</b> Private Bag X6930 Prince Albert 6970	
<b>Name</b>	<b>Contact No.</b>	<b>E-mail</b>
Ms Lizanne Martins (AO – Support Services)	(023) 814 2994	<a href="mailto:Lizanne.Martins@westerncape.gov.za">Lizanne.Martins@westerncape.gov.za</a>

**4.18.10 The WCGHW – CENTRAL KAROO SUB-DISTRICT [LAINGSBURG]:**

<b>Physical Address:</b> Voortrekker Road Laingsburg 6900	<b>Postal Address:</b> Private Bag X2 Laingsburg 6900	
<b>Name</b>	<b>Contact No.</b>	<b>E-mail</b>
Ms Christel Bothma (Admin Manager)	(023) 814 2024	<a href="mailto:Christel.Bothma@westerncape.gov.za">Christel.Bothma@westerncape.gov.za</a>

**4.18.11 The WCGHW – CENTRAL KAROO SUB-DISTRICT [NELSPOORT]:**

<b>Physical Address:</b> 1 Hospital Way Nelspoort 6973	<b>Postal Address:</b> Private Bag X6973 Nelspoort 6973	
<b>Name</b>	<b>Contact No.</b>	<b>E-mail</b>
Ms Shemorisha James (Admin Manager)	(023) 416 1600	<a href="mailto:Shemorisha.James@westerncape.gov.za">Shemorisha.James@westerncape.gov.za</a>

**4.18.12 The WCGHW – CENTRAL KAROO SUB-DISTRICT [MURRAYSBURG]:**

<b>Physical Address:</b> C/O Graaff – Reinet & Pienaar Road Murraysburg 6995	<b>Postal Address:</b> Private Bag X318 Murraysburg 6995	
<b>Name</b>	<b>Contact No.</b>	<b>E-mail</b>
Ms Charlene Lennox (AO – Support Services)	(049) 844 0021	<a href="mailto:Charlene.Lennox@westerncape.gov.za">Charlene.Lennox@westerncape.gov.za</a>

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS  
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**WCGHSC0350/1/2025 FOR THE RENDERING OF A COMPREHENSIVE CLEANING SERVICE TO FACILITIES IN THE GARDEN ROUTE DISTRICT AND CENTRAL KAROO DISTRICT UNDER THE CONTROL OF THE WCG HEALTH AND WELLNESS, FOR A 3-YEAR PERIOD**

<b>Para</b>	<b>SECTION 4 – SPECIAL CONDITIONS OF CONTRACT (SCC)</b> (will apply once agreement/contract is in place)
-------------	---

**4.18 COMMUNICATION (continued):**

4.18.13 **The Bidder:**

Line 1:		
Line 2:		
City:		
Code:		

<b>Owner/Representative(s)/Specialist(s):</b>		
Name	Contact No.	E-mail
	(    )	
	(    )	
	(    )	

<b>Accounting Section (Consolidated Invoices/Statements/Annexures/Enquiries):</b>		
Name	Contact No.	E-mail
	(    )	
	(    )	
	(    )	

**WESTERN CAPE GOVERNMENT HEALTH & WELLNESS**  
**GOODS & SERVICES SOURCING**  
  
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Western Cape  
Government  
FOR YOU

HEALTH MONITORING TOOL FOR  
CLEANING SERVICES

DAILY CHECKLIST (PAGE 1) <small>(must be verified and signed off by the facility's Operational Manager):</small>		FACILITY:		
		DATE:		
Area/Item	Task/Duty	Task Completed	Date	Comments
<b>Banisters:</b>	wiped with lint-free cloth and chlorine-detergent disinfectant.			
<b>Beds, bedside cabinets and lockers</b>	damp-wiped.			
<b>Carpets:</b> (where applicable)	vacuumed with industrial vacuum cleaner (high traffic). (low traffic twice weekly)			
	*spots and stains removed.			
	*interim and restoratively cleaned.			
<b>Cleaning Equipment:</b>	damp-wiped. (mops/rubber maid and sweeper soaked and dried daily).			
<b>Chairs:</b>	*fabric-upholstered chairs spot-cleaned.			
	seating in waiting and consultation areas damp-wiped.			
<b>Desks &amp; Tables:</b>	consultation desks/ tables damp-wiped.			
<b>Electrical Equipment:</b>	wiped with lint-free cloth.			
	Buffing machine emptied and parts cleaned.			
<b>Liquid soap holders:</b>	*liquid soap dispensers filled.			
<b>Mirrors:</b>	*wet-wiped and dried.			
<b>Shelves:</b>	*cleared shelves damp-wiped.			
<b>Kitchens:</b>	*floors swept and washed.			
	*work surfaces damp-wiped.			
	*crockery and cutlery cleaned after meetings.			
<b>Sluice rooms:</b> (where applicable)	*bedpans and urinals disinfected in bedpan washer.			
	damp-wiped.			
	linen sluiced.			
<b>Basins:</b>	wet-wiped with hard surface cleaner			
	*wet-wiped.			
<b>Paper towel dispensers &amp; toilet paper roll holders</b>	*refilled.			

\*as required/necessary

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS  
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

27 MARCH 2026

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**HEALTH MONITORING TOOL FOR CLEANING SERVICES**

**ANNEXURE A**

DAILY CHECKLIST (PAGE 2) <small>(must be verified and signed off by the facility's Operational Manager):</small>		FACILITY:		
Area/Item	Task/Duty	Task Completed	Date	Comments
<b>Rest Rooms/toilets (staff: &amp; public)</b>	checked, cleaned and serviced/ replenished every 3 hours (4 services per 12 hours).			
	spillage removed from bowl and under flush rim with hard surface cleaner and a brush every 3 hours (4 services per 12 hours).			
	seat and lid, cistern, pipes, etc. wet-washed; all components disinfected.			
	doors and walls wet-wiped.			
	*usability ensured and consumables replenished.			
	litter removed/waste bins emptied.			
<b>Urinals:</b>	wet-wiped.			
	pipes and flushing mechanisms wet-wiped every 3 hours (4 services per 12 hours).			
	step/floor under urinal mopped every 3 hours (4 services per 12 hours).			
<b>Ceilings &amp; walls:</b>	all spots and fingerprints removed on walls, painted surfaces, electric switches, etc.			
<b>Doors:</b>	finger-marks removed on glass and push plates.			
	dirty spots removed on wooden and metal doors.			
	damp-wiped.			
<b>Floors (vinyl/PVC):</b>	dust and dirt removed with dust sweeper.			
	*spoilage or spillage cleaned with damp mop			
	Sprayed and buffed with floor polisher.			
<b>Floors – Hard: (Ceramic, marble Granite, brick, porcelain, Concrete, tiled, etc.)</b>	dust and dirt removed with dust sweeper.			
	*spoilage or spillage cleaned with damp mop			
	*Machine-scrubbed			
<b>Light switches (wards):</b>	damp-wiped.			
<b>Metal work:</b>	damp-wiped and buffed.			
<b>Sinks:</b>	wet-wiped.			
<b>Taps:</b>	wet-wiped with hard surface cleaner & chlorine-detergent disinfectant.			

\*as required/necessary  
\*\*where applicable

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS  
GOODS & SERVICES SOURCING  
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**HEALTH MONITORING TOOL FOR CLEANING SERVICES**

**ANNEXURE A**

<b>DAILY CHECKLIST (PAGE 3)</b> <small>(must be verified and signed off by the facility's Operational Manager):</small>		<b>FACILITY:</b>		
<b>Area/Item</b>	<b>Task/Duty</b>	<b>Task Completed</b>	<b>Date</b>	<b>Comments</b>
<b>Windows and: windowsills (ground-level only)</b>	*windowsills damp-wiped.			
<b>Medical waste:</b>	*medical waste boxes and sharp containers sealed; marked, removed and replaced with clean holders.			
<b>Rubbish bins:</b>	emptied and damp-wiped.			
	rubbish removed from containers and placed in other suitable containers/bags (may not be dragged across floors, carpets or tiles.)			
	contents of waste baskets and other office rubbish neatly removed in bags and deposited in rubbish bins.			
<b>Courtyards and front: entrance</b>	kept all areas clean and free from litter and other spillage.			
	removed cobwebs.			
	removed litter and municipal waste.			
	damp-wiped tables and chairs,			
<b>Entrance:</b>	swept and kept free of wastepaper and litter (twice daily).			

*as required/necessary **where applicable	I hereby confirm that all daily tasks have been completed		
	Operational Manager (full name):		
	Signature:		
	Date verified:		

WESTERN CAPE GOVERNMENT HEALTH & WELLNESS  
 GOODS & SERVICES SOURCING  
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**HEALTH MONITORING TOOL FOR CLEANING SERVICES**

WEEKLY CHECKLIST (must be verified and signed off by the facility's Operational Manager):		FACILITY:		
		DATE:		
Area/Item	Task/Duty	Task Completed?	Date	Comments
Blinds (horizontal & vertical)	dust removed with lint-free cloth.			
Chairs:	fabric-upholstered chairs vacuum-cleaned, bi-weekly			
	vinyl and leather chairs damp-wiped.			
Desks & Tables:	office desks/tables damp-wiped.			
Electrical Equipment:	damp-wiped.			
Pictures and painting: frames	wiped with lint-free cloth.			
Telephones:	damp-wiped.			
Kitchens:	*cupboard doors damp-wiped.			
Refrigerators & freezers:	top, doors and sides damp-wiped. (twice weekly)			
Urinals:	*mineral deposits removed from gullies and drains. (bi-weekly or as needed))			
Doors:	door cleaned (damp-wiped).			
Light switches (offices):	damp-wiped.			
Pipes:	damp-wiped.			
Plugs:	damp-wiped.			
Power (circuit) boxes (outer cover)	damp-wiped.			
Skirtings:	damp-wiped (twice weekly).			
Switches:	damp-wiped.			
Windows and windowsills (ground-level only)	*damp-wiped. (ground-level only)			
Rubbish bins:	*stains removed and damp-wiped.			

*as required/necessary **where applicable	I hereby confirm that all weekly tasks have been completed.	
	Operational Manager (full name):	
	Signature:	
	Date verified:	

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 GOODS & SERVICES SOURCING  
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**HEALTH MONITORING TOOL FOR CLEANING SERVICES**

MONTHLY CHECKLIST (must be verified and signed off by the facility's Operational Manager):		FACILITY:		
		DATE:		
Area/Item	Task/Duty	Task Completed?	Date	Comments
Blinds (horizontal & vertical)	damp-wiped.			
Curtains and curtain rails	*removed and placed back curtains including linings and drapes.			
Pictures and painting frames	frames damp-wiped; glass cleaned. <b>(painting not to be cleaned)</b>			
Kitchens	cupboard storage cleaned and wet-wiped			
Refrigerators & freezers	contents removed and shelves damp-wiped.			
	Defrosted, shelves and inside surfaces cleaned.			
Basins	mineral deposits removed.			
Rest Rooms/toilets (staff & public)	mineral deposits removed.			
Ceilings & walls	ceilings & air vents wiped,			
	walls & dry washable surfaces wet-wiped.			
Floors (vinyl/PVC)	*stripped, cleaned and resealed (buffing machine to be used). (every 3 months/when needed)			
Lights	light covers damp-wiped.			
Taps	mineral deposits removed.			
Windows and windowsills (ground-level only)	Inside window surfaces cleaned with glass/window cleaner.			
	outside window surfaces cleaned with glass/window cleaner and squeegee.			

*as required/necessary **where applicable	I hereby confirm that all monthly tasks have been completed.		
	Operational Manager (full name):		
	Signature:		
	Date verified:		

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**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 Manage 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.

**1.6 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;

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**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.*

**1.7 “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 an! 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 45 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;

**1.8 “Provincial Government Western Cape (PGWC)” means**

- (a) the Institution of the Western Cape, and
- (b) a provincial public entity;

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**1.9 “RWOEE” means -**

Remunerative Work Outside of the Employee's Employment

“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.

**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.*

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

**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.*





**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.

<b>C1.</b>	Did the entity conduct business with an organ of state in the last twelve months? <b>(If yes complete Table C)</b>	NO	YES
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**1.12 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	
<b>C3.</b> 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
<b>C4.</b> 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
<p><i>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to (012) 326-5445.)</i></p>						
<b>C5.</b> 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
<b>C6.</b> 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
<b>C7.</b> 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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**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.*

**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**

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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***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.*

**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 **"Acceptable bid"** means any bid which complies in all respects with the specifications and conditions of bid as set out in the bid document.
- 1.2 **"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.
- 1.3 **"All applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 1.4 **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 1.5 **"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;
- 1.6 **"Bid"** means a written offer on the official bid documents or invitation of price quotations, and "tender" is the act of bidding/tendering;
- 1.7 **"Code of Good Practice"** means the generic codes or the sector codes as the case may be;
- 1.8 **"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;
- 1.9 **"Contract"** means the agreement that results from the acceptance of a bid by an organ of state;
- 1.10 **"EME"** is an exempted micro enterprise with an annual total revenue of R10 million or less.
- 1.11 **"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;
- 1.12 **"Large Enterprise"** is any enterprise with an annual total revenue above R50 million;
- 1.13 **"Non-firm prices"** means all prices other than "firm" prices
- 1.14 **"Person"** includes a juristic person;
- 1.15 **"Price"** means an amount of money bid for goods and services and includes all applicable taxes less all unconditional discounts;
- 1.16 **"Proof of B-BBEE status level contributor"** means –
- The B-BBEE status level certificate issued by an authorized body or person;
  - A sworn affidavit as prescribed in terms of the B-BBEE Codes of Good Practice; or
  - Any other requirements prescribed in terms of the Broad-based Black Economic Empowerment Act

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- 1.17 “**QSE**” is a Qualifying Small Enterprise with an annual total revenue between R10 million and R50 million;
- 1.18 “**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;
- 1.19 “**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;
- 1.20 “**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;
- 1.21 “**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;
- 1.22 “**The Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);
- 1.23 “**the Regulations**” means the Preferential Procurement Regulations, 2022;
- 1.24 “**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;
- 1.25 “**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
- 1.26 “**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 not exceed R50 000 000** (all applicable taxes included) and therefore the **80/20** 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:

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	<b>POINTS</b>	
<b>PRICE</b>	<b>80</b>	90
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	<b>20</b>	10
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>	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:

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \qquad Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

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**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

Where

P<sub>s</sub> = Points scored for price of bid under consideration

P<sub>t</sub> = Price of bid under consideration

P<sub>max</sub> = Price of highest acceptable bid

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**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. ....

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**THE NATIONAL TREASURY**  
**Republic of South Africa**



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**GOVERNMENT PROCUREMENT:**  
**GENERAL CONDITIONS OF CONTRACT**

July 2010

**WESTERN CAPE GOVERNMENT HEALTH & WELLNESS**  
**GOODS & SERVICES SOURCING**

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**GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT**  
**THE NATIONAL TREASURY: REPUBLIC OF SOUTH AFRICA**

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## General Conditions of Contract

### 1. Definitions

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 anything 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 site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the goods 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

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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.
- 1.15 "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 goods covered by the bid will be manufactured.
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- 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 site," 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, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Supplier" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.26 "Tort" means in breach of contract.
- 1.27 "Turnkey" means a procurement process where one service provider assumes total responsibility for all aspects of the project and

delivers the full end product / service required by the contract.

1.28 "Written" or "in writing" means hand-written 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 (excluding professional services related to the building and construction industry), 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 goods, services or works.

2.3 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 nonrefundable fee for documents may be charged.

3.2 Invitations to bid are usually published in locally distributed news media and on the municipality/municipal entity website.

**4. Standards**

4.1 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 nonrefundable fee for documents may be charged.

**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.

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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. 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 security**

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security 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 security 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 security 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.

**8. Inspections, test 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 goods to be produced or services to be rendered should at any stage be subject to inspections, tests and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or organization acting on behalf of the purchaser.

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 goods 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 goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection

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with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Goods 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 goods may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods 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 goods, which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods 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 22 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 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, and in any subsequent instructions ordered by the purchaser.

**10. Delivery and documents**

10.1 Delivery of the goods and arrangements for shipping and clearance obligations, shall be made by the supplier in accordance with the terms specified in the contract.

**11. Insurance**

11.1 Delivery of the goods and arrangements for shipping and clearance obligations, shall be made by the supplier in accordance with the terms specified in the contract.

**12. Transportation**

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

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**13. Incidental Services**

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

**15. Warranty**

- 15.1 The supplier warrants that the goods supplied under th 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.

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- 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.

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**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 canceling 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.

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**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.

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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 website.

**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 security, 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.

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- 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.

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**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.
- 34.3 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.

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