



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

BID NUMBER: **WCGHSC0448/1/2025**

CLOSING DATE: **FRIDAY, 13 MARCH 2026**

CLOSING TIME: **11:00**

**RENDERING OF A COMPREHENSIVE CLEANING SERVICE TO GEORGE HOSPITAL FOR A PERIOD OF THREE (3) YEARS UNDER THE CONTROL OF THE WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS.**

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

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

Bid documents must be deposited in the **bid box marked at Main entrance of Department of Health, Supply Chain Management Offices M9 Building on the Premises of Karl Bremer Hospital, c/o Mike Pienaar Boulevard & Frans Conradie Avenue, Bellville**. The bid box is generally open **from 07H00 until 16H00, 5 days a week**. If you are uncertain about the location of the bid box, please call the responsible official, Mr Therlo Apollis at 021 834 9006 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.**

Central Supplier Database 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 (WCGH) for consideration of formal bids.

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

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

Please refer all technical/specification enquiries to **Allinda van Blerk** at telephone no. **044 802 4497** or email [Allinda.vanBlerk@westerncape.gov.za](mailto:Allinda.vanBlerk@westerncape.gov.za)

  
**C Munnik**  
for HEAD OF DEPARTMENT

DATE: 04/02/2026

<b>WESTERN CAPE GOVERNMENT HEALTH GOODS &amp; SERVICES SOURCING</b>	
BID OPENED @ 11:00	
<b>13 March 2026</b>	
1).....	2).....
SIGNED	SIGNED

BID OPENED @ 11:00

13 March 2026

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

**PART A**

**INVITATION TO BID**

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

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

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

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

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

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

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

BID NUMBER:	<b>WCGHSC0448/1/2025</b>	CLOSING DATE:	<b>13 MARCH 2026</b>	CLOSING TIME:	<b>11H00 AM</b>
-------------	--------------------------	---------------	----------------------	---------------	-----------------

DESCRIPTION	<b>RENDERING OF A COMPREHENSIVE CLEANING SERVICE TO GEORGE HOSPITAL FOR A PERIOD OF THREE (3) YEARS UNDER THE CONTROL OF THE WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS</b>
-------------	--

**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)**

**M9 Building on the Premises of Karl Bremer Hospital, c/o Mike Pienaar Boulevard & Frans Conradie Avenue, Bellville**

Junction of Dorp and Keerom Streets Cape Town

BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX MARKED DEPARTMENT OF HEALTH SITUATED AT: **M9 Building on the Premises of Karl Bremer Hospital, c/o Mike Pienaar Boulevard & Frans Conradie Avenue, Bellville**

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO**

**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**

CONTACT PERSON	<b>Therlo Apollis</b>	CONTACT PERSON	<b>Allinda van Blerk</b>
TELEPHONE NUMBER	<b>021 834 9006</b>	TELEPHONE NUMBER	<b>044 802 4497</b>
FACSIMILE NUMBER	<b>N/A</b>	FACSIMILE NUMBER	<b>N/A</b>
E-MAIL ADDRESS	<a href="mailto:Therlo.Apollis@westerncape.gov.za">Therlo.Apollis@westerncape.gov.za</a>	E-MAIL ADDRESS	<a href="mailto:Allinda.vanBlerk@westerncape.gov.za">Allinda.vanBlerk@westerncape.gov.za</a>

**SUPPLIER INFORMATION**

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	WCSD REGISTRATION NO.		<b>AND</b>	CSD No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	

IF YES, WAS THE CERTIFICATE ISSUED BY A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN NATIONAL ACCREDITATION SYSTEM (SANAS)	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		
---	---	--	--

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

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR <b>THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
---	--	---	---

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?  YES  NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  YES  NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.2 BELOW.**

<b>WESTERN CAPE GOVERNMENT HEALTH</b> GOODS & SERVICES SOURCING  BID OPENED @ 11:00  <b>13 March 2026</b>  1)..... 2) ..... SIGNED                      SIGNED	
--	--

**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (WCBD7.1).**

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.3 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE WITH A RESULT SUMMARY PAGE (DOWNLOADED FROM EFILING) TOGETHER WITH THE BID.
- 2.4 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE AND CSD NUMBER AS MENTIONED IN 2.2 ABOVE.
- 2.5 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

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

DATE: .....

<b>WESTERN CAPE GOVERNMENT HEALTH</b> GOODS & SERVICES SOURCING	
BID OPENED @ 11:00	
<b>13 March 2026</b>	
1).....	2) .....
SIGNED	SIGNED

**Compulsory site meetings will be held in respect of this bid as follows:**

**Date: 04 March 2026**

**Place: George Hospital**

**Venue: In the Auditorium**

**Time: 10:00 am**

**Failure to attend the site meetings can lead to the disqualification of your bid**

<b>WESTERN CAPE GOVERNMENT HEALTH</b>	
GOODS & SERVICES SOURCING	
BID OPENED @ 11:00	
<b>13 March 2026</b>	
1).....	2) .....
SIGNED	SIGNED

**THE BID**

- 1 I/We hereby bid to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to the Department on the terms and conditions and in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of, and incorporated into, this bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
- 2 I/We agree that: -
- (a) the offer herein shall remain binding upon me/us and open for acceptance by the Department during the validity period indicated and calculated from the closing hour and date of the bid, unless otherwise agreed to in writing.
  - (b) this bid and its acceptance shall be subject to the relevant laws and regulations, as amended from time to time, the important conditions at the end of this document and the Preference Certificate (if attached), with all of which I am/we are fully acquainted.
  - (c) If I/we withdraw my/our bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the Department may, without prejudice to its other rights, agree to the withdrawal of my/our bid or cancel the contract that may have been entered into between me/us and the Department and I/we will then pay to the Department any additional expense incurred by the Department having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid; the Department shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become due to me/us under this or any other bid or against any guarantee or deposit that may have been furnished by me/us or on my/our behalf for the due fulfilment of this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss the Department may sustain by reason of my/our default;
  - (d) if my/our bid is accepted the contract will be concluded on signature of the letter of acceptance.
  - (e) the law of the Republic of South Africa shall govern the contract created by the acceptance of my/our bid and I/we choose domicilium citandi et executandi (should be a full street address where service of documents will be accepted) in the Republic at:
- 
- 

- 3 I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our bid; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
- 4 I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the principal(s) liable for the due fulfilment of this contract.
- 5 Notwithstanding any Sub-Contracting, Co-Contracting or Joint Venture entered into, I/we agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me/us as a result of such action.
- 6 I/We declare that I/we have participation\*/no participation\* in the submission of any other offer for the supplies/services described in the attached documents. If in the affirmative, state name(s) of tenderer(s) involved:

**\*(Delete whichever is not applicable)**

<b>WESTERN CAPE GOVERNMENT HEALTH</b>	
GOODS & SERVICES SOURCING	
BID OPENED @ 11:00	
<b>13 March 2026</b>	
1).....	2) .....
SIGNED	SIGNED

**SUPPLY AND DELIVERY OF A COMPREHENSIVE CLEANING SERVICE TO GEORGE HOSPITAL FOR A THREE (3) YEAR PERIOD.**

Bidders are to specify the details of their offer in the column marked "DETAILS OF OFFER". In respect of paragraphs where the bidder strictly complies with the specified requirement, the words "as specified" are to be inserted next to that paragraph. In cases where bidders do not strictly comply with specification requirements, the nature of the deviation is to be stipulated next to the applicable paragraph. Where the space is insufficient, the details of the deviation can be annexed however proper reference is to be made. This also applies when bidders are to submit requested documentation. If bidders omit to furnish details of offer it would be considered as not complying to specification.

**1. ADJUDICATING PROCESS**

- 1.1 This bid will be adjudicated in terms of the Preferential Procurement System in accordance with the information provided in the Preference Procurement Points Claim Forms.
- 1.2 Preference Points shall only be allocated to bids which are found to be acceptable and compliant with the requirements and specifications

**2. EVALUATION CRITERIA**

Bids will be deemed to be acceptable if:

- 2.1 Compliant with conditions and legitimacy test
- 2.2 Compliant with the specification
- 2.3 Compliant with latent and other factors:
  - 2.3.1 Capacity of the bidder

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

Only bidders whose organisation and infrastructure are deemed by the Western Cape Department of Health and Wellness to be adequate to provide the foreseeable and specific requirements of the contract in accordance with Part 4: Questionnaire: Organisational, Financial and Infrastructure Capacity of Bidder together with physical validation will be considered for acceptance.

**3.2 Sectoral Determination for Cleaning Services Trade**

- 3.2.1 It is expected that the successful bidder shall pay his/her employees a minimum monthly basic wage, prescribed for the Area concerned in the Basic Conditions of Employment Act: Contract Cleaning Sector (Sectoral Determination 1)

**BIDDERS RESPONSE**

**PART 2: ADDITIONAL CONDITIONS OF CONTRACT**

Bidders are to indicate in the column if he/she has read and understood the specific conditions.

**2.1 Liability**

**BIDDERS RESPONSE**

2.1.1 The service provider shall always be responsible for the acts and omissions, e.g., death, injury, assault, unlawful unrest, etc. of his/her employees when they provide any services to the Western Cape Department of Health and Wellness in terms of the bid and act within the course and scope of these duties and employment.

2.1.2 The service provider indemnifies and holds the Western Cape Department of Health and Wellness blameless against the damage to property; and loss of property of the Western Cape Department of Health and Wellness and any third party that may be involved.

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

**2.1.3 Important**

2.1.3.1 The successful bidder must have at the time of closing of the bid, Public Liability Insurance to the minimum value of R5 000 000.00 at his/her own cost commensurate with the risks to which he/she is exposed. Such insurance must also make provision for all vicarious losses and claims for which the bidder or his/her staff may be responsible. It is a condition of this bid that the successful bidder must submit proof of its valid Public Liability Insurance together with the submitted offer. Any non-compliance with this condition will render the contract award null and void.

2.1.3.2 It is mandatory that all health workers have immunity against Hepatitis B. It is a condition of this bid that the successful bidder must submit proof of immunity of all staff deployed on site with-in one month of contract commencement. Proof required is an official laboratory report for the staff member that indicates Anti-HBs titre test confirming Anti-HBs concentration of  $\geq 10$ mlU/ml.

Proof of immunity will be reviewed by the hospital's Occupational Health nurse practitioner, to confirm permission that staff member can safely work in the healthcare environment. For a staff member that does not have immunity, the successful bidder will be allowed an additional month after immunity testing (and this two months after contract commencement) to provide proof to the hospital's Occupational Health Nurse Practitioner that the staff member has received the 1<sup>st</sup> vaccination dose. Proof of 2<sup>nd</sup> and 3<sup>rd</sup> dose should be provided in due course.

**2.1.3.3** The service provider shall maintain on-site, a file with evidence of immunity for all staff deployed and an up-to-date register indicating current immunity, current vaccination status and high-risk staff members who might require additional immunity follow-up. Guidance on the latter will be given by the hospital's Occupational Health nurse practitioner. The register should always be available for inspection by the hospital management or external auditors.

## **2.2 Advertising and Trading**

Neither the successful bidder nor his staff shall be entitled to offer any article for sale, sell any article or distribute any article free of charge on the premises of George Hospital.

## **2.3 Sub-contracting or employment of staff from other parties**

**2.3.1** The service provider shall make use only of his/her own site-trained cleaners in accordance with the specifications described in this bid.

**2.3.2** No other person shall at any time replace or relieve any of the service provider's employees. Should any problems arise, the service provider must immediately discuss the matter with the user.

## **2.4 Changes to Bidders Operational Status**

**2.4.1** As the bid is awarded on the information provided/available at the time, the successful bidder must maintain the status quo for the contract period. Should any deviation or change occur, the successful bidder must inform the Department accordingly.

**2.4.2** Material deviations from the position as it was at the time of awarding the bid may result in the Department having to apply remedial action.

## **2.5 Contract period**

The contract period is for thirty-six months (3 years).

## **2.6 Permanent reduction or increase in scope of service**

**2.6.1** The Hospital reserves the right to permanently decrease the number of cleaners by giving the service provider 3 months (90 days) written notice of its intention to do so.

**2.6.2** The reduced price shall be negotiated with the service provider and shall be calculated on a proportional basis.

2.6.3 Similarly, the hospital reserves the right to permanently increase the number of cleaners, after approval is obtained from the Departmental bid adjudication committee.

2.6.4 The increased price shall be negotiated with the service provider and shall be calculated on a proportional basis

## 2.7 Penalties and pro rata deductions

2.7.1 Deductions and penalties will be incurred against the service provider for every hour for work not performed according to the bid specification and conditions. (Part of an hour will be regarded as a full hour.)

2.7.2 The service provider will be penalized, and pro rata deductions will be made for not adhering to Bid specifications.

2.7.3 Penalties are listed, but not limited to:

DESCRIPTION	AMOUNT
Failure to post a person per shift	R1000.00 per person
Late postings per person (1 hour after schedule time)	R500.00 per person per shift
Late postings or failure to post, not reported to contract manager	R1 500.00 per day
Asleep on duty	R1 000.00 per occurrence
Failure to wear and display identity cards	R 200.00 per person per occurrence
Failure to adhere to dress code including the wearing of the prescribed PPE clothing	R 500.00 per person per occurrence
Absent from point of duty without permission	R500.00 per person per occurrence
Posting of staff without prior training	R500.00 per person per occurrence
Three (3) month trend to non-adherence to Ideal Hospital Framework /OHSC	R300.00 per non-compliance
Non-compliance with smoking regulations	R1500 per occurrence

Non-adherence to code of conduct of the employer (Service Provider)	R300 per person involved in the incident
Reported deviations from contracted cleaning practices and statutory requirements.	0.05% of monthly contractual value after 3 deviations of different practices. Failure to address deviations of any recurring deviations for 3 consecutive months may lead to cancellation of contract.

## **2.8 Occupational Health Safety Act**

**2.8.1** The service provider shall ensure adherence to the Occupational Health and Safety Act (No. 85 of 1993). The service provider will be required to complete the section 37 (2) indemnity.

## **2.9 Protection of Service Providers' Staff**

**2.9.1** The department shall not be held liable for any injury on duty, contracted illness or infection to the Service Provider or his/her staff arising from their duties.

## **2.10 Loss, Damage and Safekeeping of Hospital Property**

**2.10.1** The service provider is to exercise every precaution to ensure that all hospital equipment and property entrusted to his/her care is secure and the possibility of loss, unauthorized use and damage is minimised.

**2.10.2** Excepting fair wear and tear, the service provider shall always be responsible for any loss or damage to hospital equipment and property in his/her possession. The service provider undertakes to replace such items if equipment or property in his/her possession is damaged, destroyed, lost or stolen, notwithstanding the cause of the damage, destruction or loss.

**2.10.3** The hospital in consultation with the service provider shall determine the replacement cost of hospital equipment and property, which has been lost, stolen or damaged whilst in the care of the service provider, and to withhold such costs from any payment due by the hospital to the service provider.

**2.10.4** Similarly the loss of any other hospital property due to the negligence of the service provider will be recovered from any payments due to the service provider.

**2.10.5** Any wilful or negligent damage to the building, fittings or equipment will be for the service provider's own responsibility and account to make good.

**2.10.6 No change/alterations/additions to the building or infrastructure are allowed without prior written authority from the contract manager and the hospital engineer.**

**2.11 Training requirements**

**2.11.1 The service provider, at his/her own cost, must ensure all staff that is deployed at the site, is available for on-site orientation and training before commencement of the service period.**

**2.11.2 The staff must perform a 12-hour day shift for orientation before they will be permitted on duty for a normal shift.**

**2.11.3 Cleaning staff deployed must be orientated on the Infection Prevention and Control Manual of the Department of Health and Wellness as well as the GRH Cleaning Booklet as compiled by Support Services. The Service Provider must request the manual and booklet and provide the orientation and training to the staff prior to the commencement of the contract. The training will be attended by representatives of the hospital to ensure compliance and accurate information sharing. Attendance registers must be kept in a file in Support Services and shared with the Infection Prevention and Control coordinator**

**2.11.4 The abovementioned (2.11.1 – 2.11.3) must also be implemented for all new- or relief staff members.**

**2.11.5 George Hospital will provide additional training to the contract cleaning staff as and when required.**

**2.12 General standards for site administration**

**2.12.1 Profile of all cleaners, team leaders and supervisors to be placed on the premises: All documents listed below must be placed in a file and be available on the premises of George Hospital for the duration of the contract.**

- **Curriculum Vitae of each staff member posted at George Hospital, confirming:**
- **A valid working permit and/or be a South African Citizen – valid, clear copy of SA identity document/working permit to be submitted prior to the commencement of the contract.**

- **Must be able to communicate, read and write in at least two of the three official languages of the Western Cape**
- **Police clearance certificate – any person found to have a criminal record after being placed at George Hospital, will be removed from the premises.**

**2.12.2 Service aids for every cleaner:**

- **A clear identification card of the service provider with the member’s photo, full name, identification number to be worn conspicuously on his/her person while on duty.**
- **Personal Protective Equipment must be always worn while on duty and executing allocated duties.**

**2.12.3 On-site administration:**

- **All on-site administration shall be done in accordance with the site-specific instructions in writing by the user.**
- **Although details may differ, the following aspects shall be dealt with:**
  - **The code of conduct of service provider’s staff.**
  - **Standards of performance of service provider’s staff and deviations from standards.**
  - **Uniform and dress standards.**
  - **Duty lists and duty sheets.**
  - **Controlling of services and attendance.**
  - **Removal of service provider’s staff from the site.**
  - **Reporting of incidents to the user.**
  - **Time and attendance registers as well as late coming.**
  - **Redeployment of cleaning staff**
  - **The equity Policy of the Western Cape must be taken into consideration when employing people**
  - **The Health & Safety policy of the service provider must be made available to the Department of Health and Wellness, George Hospital.**
  - **Manage, order equipment and specified consumables, Personal Protective Equipment (PPE)**

<b>WESTERN CAPE GOVERNMENT HEALTH GOODS &amp; SERVICES SOURCING</b>	
BID OPENED @ 11:00	
<b>13 March 2026</b>	
1).....	2) .....
SIGNED	SIGNED

#### 2.12.4 Changes at points of duty:

- The user has the right to inform the service provider to re-deploy cleaners to best advantage, either permanently or temporarily.
- The re-deployment of staff is based on operational requirements and the balancing of the service provided in all listed wards/areas.
- The service provider shall only rotate staff in consultation with the appointed contract manager of George Hospital

#### 2.12.5 Continuity of service:

- The service provider is to ensure that all the specified points of duty is covered by a cleaner and/or team leader during each shift.
- Cleaners may not leave their allocated point of duty during or after their shift unless authorized.
- Shifts opposite must be included in the price quoted, ie service provider must provide staff to cover a 24-hour service.
- Relief staff must be provided by the contractor at no extra cost to Western Cape Department Health and Wellness.

#### 2.12.6 Particulars of cleaners to be deployed at the site:

- At the beginning of each month, no later than the 3<sup>rd</sup> workday, the service provider shall provide George Hospital with a comprehensive and detailed roster giving the details on a shift-by-shift basis of the names of the cleaners, team leaders and supervisor to be deployed on the site.
- Attached spreadsheet to be used for the purpose of planning the posting of staff.
- Details are to include off-days, relievers, names, surnames, and point to which he/she is to be deployed. Daily changes to the roster and reasons therefore are to be communicated to the contract manager immediately.

WESTERN CAPE GOVERNMENT HEALTH  
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

13 March 2026

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

**2.12.7 Reporting of incidents, maintenance requirements and inspections:**

- **Should an incident occur the service provider shall immediately inform the contract manager in office hours and the nursing co-ordinator after hours. A detailed written report to be submitted within 24 hours of incident occurring.**
- **Inspections and posting of cleaners on site must be done before every shift in terms of the duty roster.**
- **Any maintenance issues must be reported daily to the Contract Manager, George Hospital.**

**2.12.8 Site management/supervision:**

- **The service provider is responsible for overall management and supervision of the contract cleaning staff provided in terms of the agreement.**
- **Where a cleaner performs a duty under the direct supervision of a hospital official, the cleaner shall be expected to adhere to instructions.**
- **An on-site supervisor must be available during office hours with a designated cell phone.**
- **Each shift (day and night shift) must have a designated team leader who will be responsible for on-site supervision during working hours, with a designated cell phone.**
- **Each team leader must ensure adequate supervision of staff with focus on quality of cleaning.**
- **The team leader for every shift must ensure that the correct cleaning checklist is displayed in every area being cleaned by the cleaner.**
- **Spot checks on the correct completion and signing of the prescribed cleaning checklist must be done in all areas by the team leader and/or the supervisor during a shift.**
- **The service provider's staff engaged in the provision of service shall be under the control and direction of the contractor's supervisory staff that shall always be responsible to maintain control and discipline**

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

**BID OPENED @ 11:00**

**13 March 2026**

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

- Safety data sheets (SDS) must be available for all the cleaning chemicals and be kept in service areas in a designated place.

### 2.13 Hospital and private property

- The service provider shall immediately return to the hospital security any item of hospital or private property found during their duties.
- The service provider is to exercise every precaution to ensure that all hospital property entrusted to his/her care is secure and the possibility of loss, unauthorised use and damage is minimised.

### 2.14. Liaison

- The designated supervisor shall liaise with the contract manager daily and as required.
- Monthly and quarterly meetings will be scheduled with the service provider upon awarding of the bid. These meetings will include representatives of the hospital's Quality Assurance and/ or Infection Prevention and Control departments. Minutes must be kept of these meetings; it should reflect reporting of shortcomings/ non-compliances/ risks and related action plans to address/ mitigate the issues raised. Prompt implementation of action plans should happen and feedback must be provided at next monthly meeting.

### 2.15 Monitoring of the contract

- The contract manager has the final prerogative to declare that all the services rendered by the service provider conform to the specifications of the contract in terms of quality and process.

### 2.16 Staff Facilities

- In terms of the Facilities Regulations promulgated in Notice R 924 it is a requirement that proper facilities are provided for workers in terms of safekeeping of possessions, toilets, changing rooms and dining facilities.
- The following facilities are made available for these purposes under the following conditions:

#### 2.16.1 Bathroom and safekeeping facilities

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

- The identified bathroom/toilet facilities shall be made available at no charge to the service provider for use by the cleaners for the duration of the contract to comply with the above-mentioned regulations.
- The bathrooms/toilets shall not be used as a rest room, eating of meals or snacks, recreation, playing of games or meetings.
- The hospital shall be responsible for normal maintenance issues viz leaking taps, locks, lighting, blockages, etc which are to be reported to the Contract Manager.
- Lockable lockers are provided by George Hospital for use by the cleaning staff. The provision of key and locks for the cupboards is the responsibility of the contractor.
- The service provider shall ensure that adequate notices are displayed informing all users that the safekeeping facilities (lockers) are used at their own risk.

**2.16.2 Administration and Storage Facilities**

- A limited area will be made available at no charge to the contractor for on-site administration, storage of equipment and consumables, based on availability.
- The area shall be staffed, controlled, managed, and supervised by the service provider who shall have a supervisor on duty in the area whenever it is open.
- The service provider shall be responsible for the security of the allocated area as well as the safekeeping of hospital property entrusted to his/her care.
- The key to the area shall be the responsibility of the service provider, and if necessary, the replacement thereof.
- The service provider is to provide all the necessary staffing, services, listed consumables and equipment at his/her own cost to keep the area in a clean and hygienic condition.

**2.17 Posting of cleaning staff**

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

- Adequate numbers and levels of staff must always be provided by the service provider to render the specified on-site services satisfactorily and efficiently: - Please refer to the attached Annexure specifying the areas.

**2.18 Dress code**

- The service provider shall ensure that his/her staff is always appropriately dressed and presentable while on the hospital premises.
- All the service provider's staff shall wear uniform protective clothing, which must be clearly and prominently embossed with a company logo,
- Protective clothing shall be of a standard that is not inferior to that of the hospital's own staff engaged in similar duties.
- Service provider's staff shall adhere to the bare below elbow policy of the hospital, including wearing of basic jewellery on arms, no artificial nails or cutex on nails.

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

**2.19 Smoking Policy**

- The service provider's staff shall comply with the Western Cape Department of Health and Wellness, or institutional if applicable, smoking policy.

**2.20 Conduct of staff**

- The service provider shall ensure that his/her staff carry out their duties and behave in as quiet and orderly manner as may be reasonably practicable while on hospital premises.
- that they shall have regard for the nature of the duties they perform and, that no unreasonable or unnecessary disruption will be caused to the routine, procedures and functioning of the hospital.
- Service provider's staff is to respect the hospital patients' rights of privacy and confidentiality.
- While on the hospital premises, staff shall comply with all hospital policies and procedures.
- The contract manager shall have the right to instruct the designated person to remove, from the hospital premises, any of the service provider's staff who engages in horseplay, is disorderly, and is disruptive, who transgresses any

hospital policy, who is under the influence of alcohol or other substance, who divulges any detail of hospital patients or whose presence onsite is undesirable.

## 2.21 Cleaning Experience and references

A minimum of three (3) written references must be provided from previous cleaning contracts. Copies of Western Cape Government Health and Wellness will not be accepted as a reference.

Previous experience of a minimum of 2 years in the cleaning of the General Hospital environment is compulsory. A list of the previous cleaning contracts must be provided – name and surname of contact person, contact number, name and address of the institution.

The approved bidder must have a fully functioning office within the Eden District within one (1) month after the contract has been awarded. This office will be inspected by officials from George Regional Hospital.

## 2.22 Compulsory site meeting

A Compulsory site meeting is to be held at George Hospital. The date, venue and time will be communicated via the advert. Failure to attend the site meeting will lead to the disqualification of the bid.

<b>WESTERN CAPE GOVERNMENT HEALTH</b> GOODS & SERVICES SOURCING	
BID OPENED @ 11:00	
<b>13 March 2026</b>	
1).....	2) .....
SIGNED	SIGNED

**SECTION B**

**PART 3: STATUTORY AND OTHER REQUIREMENTS**

**BID NUMBER.**

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

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

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

Failure to comply with these requirements or the provision of acceptable, well-motivated written explanations where deviations occur, will lead to immediate disqualification of the bid.

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

**3.1 Organisational status of bidder**

- Individual ownership  Yes  No
- A company  Yes  No
- A close corporation  Yes  No
- Partnership  Yes  No
- Joint venture  Yes  No

**3.1.1 Documents required**

3.1.1.1 Company: Public or private company registration issued by the Registrar of Companies, including the names of the directors and shareholder certificates of each shareholder.  Yes  No

3.1.1.2 Close corporation: CK1 and CK2 certificates of the Registrar of Close Corporations.  Yes  No

3.1.1.3 Copy of partnership agreement and in the case of joint ventures and consortia a memorandum of understanding.  Yes  No

**3.2 Registration in terms of the Compensation for Occupational Injuries and Diseases Act 130 of 1993**

3.2.1 Is the bidder registered with the Commissioner for COID?  Yes  No

**3.3 Unemployment Insurance Fund Registration (UIF)**

3.3.1 Is the bidder registered with the Commissioner for UIF?  Yes  No

**3.4 Occupational Health and Safety Act, 1993 (Act 85 of 1993) and Regulations of the Act**

3.4.1 Is the bidder prepared to accept full responsibility in terms of Section 37(2) of the said Act.  Yes  No

**3.5 Skills Development Levies Act (9 of 1999)**

3.5.1 Is the bidder registered with the Department.  Yes  No

**3.6 VAT Registration**

3.6.1 Is the bidder registered for VAT.  Yes  No

3.6.2 Provide VAT Registration Number.

**3.7 Pay as you earn (PAYE)**

3.7.1 Is the bidder registered with the Commissioner for PAYE.  Yes  No

**REQUIREMENTS DECLARATION**

Name of company/ entity:  
.....

VAT registration number:  
.....

Company Registration number:  
.....

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

Signature.....

.....  
SIGNATURE FULL NAMES Commissioner of Oaths

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

Date: ..... Place

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

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

**SECTION C**

**PART 4: QUESTIONNAIRE: ORGANISATIONAL FINANCIAL AND INFRASTRUCTURE CAPACITY OF THE BIDDER**

**BID NUMBER**

- A. The information requested will assist the Department to evaluate the organisational and infrastructure capacity of the bidder to perform the specified requirements of this bid.
- B. The Department reserves the right to carry out physical inspections in order to validate all or some of the information provided.
- C. The information provided in this section is therefore of critical importance. If, after careful consideration, the Department is of the opinion that the bidder does not have the capacity, infrastructure or managerial/supervising skills to properly manage, perform and maintain the requirements of this bid, such a bid shall not be considered for acceptance.
- D. Bidders may furnish additional information in writing and attach it to the last page of this section when submitting the bid.
- E. Where applicable the appropriate "YES" or "NO" block must be marked with an "X".

**4.1. Financial Standing**

The bidder must be financially self-sufficient to pay all costs, uniforms, overheads, including salaries for the first two months of the contract, as well as for any on-site training period.

The first payment can only be expected between 45 and 60 days after the commencement of the contract. Thereafter payment may be expected within 30 days of submission of invoice at the end of the month in which the service was provided.

**4.2 Total Number of Employees :**

<u>Designation</u>	<u>Number</u>
Management	
Administration	
Supervisors	
Cleaners	
Other	

**4.3 Indicate Percentage Turnover of Cleaners During the Last 12 Months.**

	<u>Number</u>
Less than 20%	

Between 21-50%	
Over 50%	

<b>WESTERN CAPE GOVERNMENT HEALTH</b> GOODS & SERVICES SOURCING BID OPENED @ 11:00 <b>13 March 2026</b> 1)..... 2)..... SIGNED SIGNED	
--	--

**4.4 Physical Infrastructure**

**4.4.1 Administrative Offices**

**4.4.1.1 Where is the bidder's administrative office which will be responsible for the site? State physical address and telephone numbers.**

.....

.....

.....

**4.4.1.2 Does the bidder have a rapid deployment plan for deployment of standby staff in case of emergencies on site? State details including guaranteed response time.**

.....

**4.4.1.3 Further Information Regarding the Administration Office:**

- |                  |  |                              |                             |
|------------------|--|------------------------------|-----------------------------|
| <b>4.4.1.3.1</b> | Is it a guaranteed 24-hours service.   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>4.4.1.3.2</b> | Is it situated at a residence.   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>4.4.1.3.3</b> | Is it a dedicated Administration Office.   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>4.4.1.3.4</b> | Land-line telephones in Administration Office.   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>4.4.1.3.5</b> | Activated cellphones in Administration Office.   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>4.4.1.3.6</b> | Administration Office always manned by well-trained staff who can handle emergency situations. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**4.5 Uniforms**

**4.5.1 Does the bidder have a dress code that makes it compulsory for staff to wear a clean and neat uniform at all times.**  Yes  No

**4.5.2 The uniform shall be distinguishable from the general public and hospital staff.**

**4.6 Identification Badges**

**Does the bidder have its own corporate photo identification badge which is compulsory for employees to display clearly when on site.**  Yes  No



**PART 5: GENERAL SITE SPECIFICATIONS**

**RESPONSE**

**1 SCOPE**

Provision of a comprehensive cleaning service for George Hospital including listed consumables, equipment and labour as indicated.

**2. APPLICABLE DOCUMENTATION**

The following documentation will form part of the bid specification, and the successful bidder must guarantee that it will comply with the standards as set in the present and future of relevant legislation including but not limited to the following:

General Conditions of Contract (GCC)

Special Conditions of Contract (SCC)

The Constitution of the Republic of South Africa, Act 108 of 1996

Employment Equity Act, Act 55 of 1998

Labour Relations Act, Act 66 of 1995

Basic conditions of Employment Act, Act 75 of 1997

Promotion of Equality and Prevention of Unfair Discrimination Act, Act 4 of 2000

Occupational Health and Safety Act, Act 85 of 1993

Occupational Injuries and Diseases Act, Act 130 of 1993

National Infection Prevention & Control Strategic Framework 2020 and the Provincial Infection Prevention Control Practical Manual

Ideal Hospital Realisation and Maintenance Framework

**3. GENERAL DESCRIPTION OF CLEANING SERVICE**

- 3.1 The service provider will provide the services as detailed above in accordance with the standard set and the requirements of the client.
- 3.2 The service provider will supply specified consumables and equipment necessary for carrying out the contract, at his/her own expenses unless otherwise stated in the specification.
- 3.3 Control measures to be utilised by the service provider to monitor the timekeeping of the workforce. Timesheets must be provided together with the monthly invoice to ensure payment of the invoice.
- 3.4 The service provider's staff will be trained by the client to perform special tasks, included but not limited to e.g., transporting of medical waste, handling emergency requests, linen management and transporting of vacolitres.
- 3.5 The service provider's staff will be required to respond to emergency cleaning/disinfectant needs outside designated areas but within George Hospital.
- 3.6 The service provider will investigate any transgression as reported and replace the staff when necessary.

3.7 The service provider's cleaning staff must present an acceptable image/appearance which implies, inter alia, that they may not sit, lounge about, smoke or drink whilst performing their duties.

3.8 Strip & seal of all areas: Please see special conditions for more detail.

#### 4 GENERAL REQUIREMENTS

4.1 The contractor shall supply a labour force to render a service as per the attached schedule, as per Annexure A.

4.2 A supervisor with the required proven skills must always be available to plan and monitor the work. A CV of the supervisor must be provided to the contract manager upon commencement of the contract.

4.3 Adequate stock levels of specified consumables and equipment must always be maintained and be available.

#### 5. CONTROL MEASURES

5.1 Cleaners must be in full uniform, ready for duty at their specified points 15 minutes before the shift starting time.

5.2 Uniforms must always be neat and clean.

5.3 Should a cleaner/supervisor not perform or if reports of misconduct are received, he/she must be removed from the site and be replaced by the service provider within an acceptable time frame. The acceptable time frame to be discussed with the bidder.

5.4 All consumables must be stored in a safe, lockable area and must be clearly marked according to the Ideal Hospital Realisation and Maintenance Framework.

5.5 Staff members are not permitted to work continuously for longer than permitted hours without a rest day, as per the scheduled off duties

#### 6. OBLIGATIONS OF GEORGE HOSPITAL

6.1 George Hospital shall provide free of charge all necessary light, water, power, toilets, and limited storage facilities (subject to agreement) that may be required by the service provider to perform its services.

#### 7. EQUIPMENT AND CHEMICAL/CONSUMABLE AVAILABILITY

7.1 The following minimum equipment will be required in the execution of the bid. No samples will be requested before the closing of the bid. Shortlisted bidders will be contacted in writing to do a presentation to the Institutional BEC on the samples of equipment and consumables listed in the specification. All the items listed in the specification must be presented at the presentation, together with the SDS. No catalogues of chemicals and/or equipment will be accepted. All items listed under "chemicals", "equipment" and "PPE for staff", is not available at the presentation as an actual product, the offer will be

eliminated. All samples must be compliant with the latest Infection Prevention and Control manual and Ideal Hospital Realisation and Maintenance Framework, which will be emailed to the bidders that attended the site meeting.

Service Provider must provide the following:

Equipment	Cleaning chemicals
Top-down Janitor trolley – see details for requirement	Floor sealer/dressing/stripper (stripping & sealing)
Flat mop bucket system	Floor buff spray (stripping and sealing)
Industrial wet & dry suction vacuum cleaner for areas with carpets	Colour coded floor pads – to fit on the floor scrubber/polisher (black, red, blue and white) Black pad is to be used only when stripping and sealing the floors.
Scrubbing brushes	Paper towel or similar product
Window squeegee	Glass cleaner
Scouring sponges	
Scoop and brush	
Colour coded Velcro head and flat mops sleeves with handles (as per WCGH IPC manual) red, blue, yellow and green.	
Mop for external use	
Cone wet floor signs (triangular) – 91cm high	
Rotary polisher, scraper and buffer	
High reach microfibre duster (not a feather duster)	
3 step ladders	
Static Head mop sweeper	
Brooms for stoep areas	
Pistol grip spray containers	
Blower to dry the floors in the public areas	

Service provider must provide the following:

PPE to be provided cleaning staff only
Nonsterile gloves
Goggles – per cleaner, including the trolley staff
Heavy duty elbow gloves for trolley staff
Heavy duty white PVC apron for trolley staff

*Colour coded flat mops details:*

- Duster mop holder with strips 2.5cm for Velcro system, 40cm equal or like Filmop Rapido
- Duster Aluminium mop handle with grey hand grip, 22cm – 1.3m long, equal or like Filmop Rapido

- Duster striped microfibre mop with backing for Velcro system, 40cm x 10cm, equal or like Filmop Rapido – blue, red and yellow
- Duster striped microfibre mop with backing for Velcro system, 40cm x 10cm, Filmop Twist Tuff – white

**Top-down Janitor trolley details:**

- Janitor cart
- 6L Blue bucket
- 6L Green bucket
- 6L Red bucket
- 6L Yellow bucket
- Top-down blue bucket 20L
- Top-down red bucket 20L
- Bracket for bucket



The equipment and cleaning chemicals/consumables listed in the table must be available on the janitor trolley per person, per area posted.

Trolleys must be cleaned and disinfected weekly.

Effective, proper, and working equipment to perform the said schedule of activities.

Operating manual and electrical compliance certificates for all electrical equipment must be supplied upon commencement of the contract, and thereafter annually until the contract expires. Faulty electrical equipment will be replaced by the service provider, as his/her own cost.

Evidence of service of electrical equipment must be supplied according to the manufacturers' suggested schedule for services. All equipment must be marked and stored appropriately according to the Department of Health Ideal Hospital Realisation and Maintenance Framework.

If cleaning chemicals is decanted into smaller containers, the container must be marked with a label approved by George Hospital Quality Assurance and IPC.

Consumables to be supplied shall be an approved brand with the South African Bureau of Standards.

Colour coded floor pads: Must be compatible to the flat mop system provided.

Broken/damaged equipment must be replaced at bidder's own cost as and when required.

Any changes in the products approved by the evaluation committee must be communicated in writing prior to the change taking place to the contract manager.

**SPECIFIC SITE SPECIFICATION**

**WASTE REMOVAL**

**HEALTHCARE RISK WASTE REMOVAL – 7 days per week**

Remove healthcare risk waste from all wards/areas and other departments to the central storage area and the Newster 50.

- Sharp containers – yellow containers
- Infectious containers – Red containers with black lid
- Anatomical containers – Red containers with red lid
- Pharmaceutical medical waste containers – Green with green lid – only replenishment of the container
- Cytotoxic waste – Chemo room – Green with green lid
- Replenish Health Care risk waste containers to all areas.
- Store in a specified area for healthcare risk waste.
- Health care risk waste central storage area to be always locked.
- Storage area, locks and keys supplied by hospital.
- Health care risk waste containers will only be removed from wards and other departments when the plastic bag inside is folded in and tied close as per legislation.
- All sealed containers must be removed from the wards daily.
- For anatomical waste – the designated anatomical waste register should be completed in relevant clinical area.  
(Complete all relevant sections of the register before removal)
- Healthcare risk waste containers must be transported on the allocated trolley provided by George Hospital to the designated central storage area & Newster 50.
- Staff performing this function must always wear the appropriate personal protective equipment to prevent infection and cross contamination.
- Recordkeeping of data as required by George Hospital including but not limited to the marking of the containers with the area from which it is collected.
- Weighing of the full containers on the scale provided by George Hospital.
- Return the clean containers to the departments after disinfection daily.
- Central storage area must be cleaned and disinfected daily, as per Health care risk waste legislation.
- Trolleys to be cleaned and disinfected weekly.

**GENERAL WASTE AND RECYCLING WASTE – 7 days per week**

Remove all household waste and recycling waste from wards and all other departments to the holding area daily.

- Bags with general refuse.

**DETAILS OF OFFER**

- Each type of refuse container must be taken to the specific disposal point.
- General waste bags and recycling bags must be removed daily into the municipal refuse bins and the designated recycling area.
- Refuse bins must be filled by clear bags, starting from back of refuse area to front.
- Recycling bags must be placed in the designated area for recycling.
- Flattened cartons in all areas to the allocated recycling area.
- Always keep the general waste disposal area locked.
- Locks and keys will be supplied by George Hospital.
- Clear and recycling bags must be transported on the specific trolley provided by George Hospital to the designated domestic waste and recycling areas.
- Trolleys must be cleaned and disinfected on a weekly basis.
- Staff performing this function must always wear the appropriate Personal Protective Equipment to prevent infection and cross contamination.

**TRANSPORT OF VACOLITRES – As required.**

- Transport vacolitres from the Pharmacy to the wards/departments as required.
- Unpack the vacolitres onto the shelves in wards/departments that requires assistance.
- Remove empty flattened vacolitre boxes to the recycling area.

**TRANSPORT OF LINEN – 7 days per week**

- Transport soiled linen from the wards/departments to the Linen bank daily, as per agreed schedule. Linen bags to be filled  $\frac{3}{4}$  only, marked with the name of the ward.
- Transport clean, packed linen to the wards/departments from the Linen Bank daily, in a closed bag, as per the agreed schedule.
- Linen Bags may not be dragged across the floor.
- Soiled and clean linen bags must be transported on the specific trolley provided by George Hospital to the designated ward/department.
- Trolleys must be cleaned and disinfected weekly.

**RESIDENCE**

- Cleaning of the Residence as per agreed schedule
- Deep clean of the Residence during the December/January period including but not limited to washing of carpets in the entrances and passages.
- Washing of windows on the inside and outside as per agreement.
- Provision of equipment and consumables as listed in the bid specification.

**Food Service unit**

- Duties as per list provided by the Food Services Manager
- Cleaning of extractor fans (1) once per month
- Washing of windows, as per OHS if required

<ul style="list-style-type: none"> <li>• Deep cleaning of the unit (1) once per month – schedule to be discussed with Food Service Manager</li> </ul>	
---	--

1. Stripping, Sealing and Polishing

- All areas in the hospital must be stripped and sealed every three (3) months.
- A schedule will be agreed upon for the rendering of the service once the bid has been awarded.
- The approved bidder must use new mops when stripping and sealing the floors.
- The approved bidder is to provide the equipment and the consumables to be used for this service as specified.
- The staff used for this service must not form part of the core staff for the cleaning service.
- Stripping and sealing will only be permitted as per the approved schedule submitted to the Facility Contract Manager. Any changes must be approved two weeks prior to the commencement of the stripping and sealing.
- If the service is subcontracted, it must be stipulated in the bid document.
- If additional areas are identified by the institution, the contractor must provide the strip and seal of these areas as per the specifications.

2. Consumable and equipment to be used:

- Stripper ingredients (SABS approved): Glycol, Ether Solvents, Ethanolamine, caustics, and dyes.
- Sealer ingredients (SABS approved): Aqua, waxes, Solvents and Biocide
- Equipment: Black pad, polisher/scrubber, red floor pad, mops

3. Floors to be stripped as follows:

- Scrub the floor thoroughly using the floor stripper, together with a rotary polisher/scrubber and a black scrubbing pad.
- Remove slurry with a mop or an industrial wet and dry vacuum cleaner.
- Rinse the floor thoroughly, at least twice with clean water and allow to dry.

4. Floors to be sealed as follows:

- Apply the sealer evenly and thinly, using a clean lamb wool applicator.
- Allow to dry thoroughly for 20 – 30 minutes.
- Take care not to rub the surface during drying as this will smudge the sealer.
- Once dry, apply a minimum of 3 coats as directed

**SPECIFICATIONS FOR CLEANING TO BE DONE**

	Standard method	Frequency	BIDDERS RESPONSE
Banister	Dust	Daily	
	Wash with detergent & water		
Basins	Wash with detergent & water with hard surface cleaner	Daily	
	Remove mineral deposits	Monthly	
Baths	Wash with detergent & water with hard surface cleaner	Daily	

	Remove mineral deposits	Monthly	
Blinds	Vertical – remove dust	Weekly	
	Horizontal – dusting	Weekly	
	Wash with detergent & water and disinfect		
Carpets	Vacuum with industrial vacuum cleaner - High traffic	Daily	
	Low traffic	Twice weekly	
	Remove spots and stains	As necessary	
	Interim clean	As required	
	Restorative clean	As required	
Ceilings	Dust and wipe air vents	Monthly	
Chairs (Plastic)	Wash with detergent & water and disinfect	Daily	
Curtains/Screens	Replace/ remove soiled and clean curtains/screens	As required.	
Desks	Wood – dust	Daily	
	Wood – polish	Weekly	
	Scaled wood/glass/Formica	Weekly/Daily	
	Wash with detergent & water and disinfect		
	Polish	Weekly	
Doors	Remove finger-marks on glass and push plates with a degreasing agent and equipment that will not scratch the surface	Daily	
	Remove dirty spots on wooden and metal doors	Daily	
	Polish doorknobs with an approved metal polish	Weekly	
Electrical Equipment	Dust	Daily	
	Wash with detergent & water and disinfect		
Emergency Exits	Treads – sweep	Weekly	
	Handrails	Weekly	
	Wash with detergent & water and disinfect		
Floors - Resilient (vinyl, PVC, Linoleum)	Remove dust with mop sweeper (dry)	Daily	
	Damp mop for spoilage or spillage	As necessary	
	Spray buff with floor polisher	Daily	
	Muslin with muslin cloth and tool	Daily	
	Strip, clean and reseal	Quarterly	
	Wash with detergent & water and disinfect		
Floors – Hard (Ceramic, marble Granite, brick, porcelain, Concrete, etc)	Remove dust with dust sweeper	Daily	
	Damp mop for spoilage or spillage with soap and water	As necessary	
	Machine scrub	As necessary	

<b>Kitchens</b>	Floors swept and washed with soap and water.	Daily	
	Work surfaces damp cloth, wiped and dried	Daily	
	Walls and cupboard doors damp wipe	Twice weekly	
	Cupboard storage cleaned and damp wipe	Monthly	
<b>Lights</b>	Dust	Monthly	
<b>Light switches</b>	Wash with detergent & water and disinfect	Weekly	
<b>Liquid soap holders</b>	Fill liquid soap holders Wash with detergent & water and disinfect	Daily or as necessary	
<b>Sanitising holders and brackets</b>	Refill empty holders Wash with detergent & water and disinfect	X3 daily	
<b>Health care risk waste</b>	Seal and mark medical waste boxes and sharp containers	Daily	
<b>Metal work</b>	Polish with stainless steel polisher	Daily or as required	
<b>Mirrors</b>	Damp wipe with detergent & water and disinfect	Daily or as necessary	
<b>Paper towel dispensers</b>	Fill paper towel dispensers Damp wipe with detergent & water and disinfect	Daily or as necessary	
<b>Toilet roll holders</b>	Fill the toilet roll holders Damp wipe with detergent & water and disinfect	Daily or as required	
<b>Pictures</b>	Dust frames	Weekly	
	Damp wipe frames and clean glass	Monthly	
<b>Pipes</b>	Damp dust	Weekly	
<b>Plugs</b>	Damp wipe with detergent & water and disinfect	Weekly	
<b>Power boxes</b>	Dust and damp wipe	Weekly	
<b>Railings</b>	Dust	Daily	
	Wash with detergent & water and disinfect	Twice weekly	
<b>Refrigerators</b>	Doors and sides: Damp wipe with detergent & water and disinfect	Twice weekly	
	Remove content: Wash with detergent & water and disinfect	Weekly	
	Defrost and clean shelves and inside surfaces. Wet wipe with detergent and water, and disinfect	Monthly	
<b>Refuse bins</b>	Waste removed from these containers should be placed in other suitable containers or bags and may not be dragged across floors, carpets, or tiles.	Daily or as required	

		The contents of waste baskets and other office waste should be removed neatly in bags and deposited in the waste bins provided for this purpose. Paper from the recycling boxes must be placed in recycling bags. Replace the clear bag in the waste bin.		
		Empty, damp wipe and disinfect		
Shelves		Dust those that are empty	Weekly	
		Damp wipe with detergent & water and disinfect		
Showers		Remove fats and grease from walls, door and floor using hard surface cleaner	Weekly, or as required	
		Wash walls, door, and floor	Daily	
		Detergent & water and disinfect		
Sinks		Damp wipe	Daily	
Skirting		Dust	Weekly	
		Damp wipe with detergent & water and disinfect		
Sluice rooms		Disinfect bedpans and urinals in bedpan washer disinfectant	As required	
		Clean all surfaces	Daily	
		Detergent & water and disinfect		
Switches		Wet wipe with detergent & water and disinfect	weekly	
Tables		Dust	Daily	
		Damp wipe with detergent & water and disinfect	Weekly	
		Glass tops: Damp wipe with glass cleaner	Weekly	
Taps		Damp wipe with detergent & water and disinfect with hard surface cleaner	Daily	
		Remove mineral deposits	Monthly	
Telephones		Dust	Daily	
		Damp wipe with detergent & water and disinfect	Daily	
Toilets	Staff	To be cleaned early in the morning by 10H00	X1 daily	
		Ensure usability and replenish consumables	X1 Daily or as required	
		Remove spillage from bowl and under flush rim with hard surface cleaner and a brush	X1 Daily	
		Damp wipe seat and lid, cistern, and pipes, etc.	X Daily or as required	
		Disinfect all components	X1 Daily or as required	
		Damp wipe doors and walls	Daily or as required	

		Remove waste	X1 Daily or as required	
Urinals in staff toilets	Staff	Damp wipe with hard surface cleaner or disinfectant	X1 Daily or as required	
		Damp wipe pipes and flushing mechanisms	X1 Daily or as required	
		Mop step or floor at urinal with disinfectant	X1 Daily or as required	
		Remove mineral deposits from gullies and drains	Monthly	
Toilets	Public patient toilets	To be checked, cleaned, and serviced/ replenished	Hourly and as required	
		Remove spoilage from bowl and under flush rim with hard surface cleaner and a brush	Hourly and as required	
		Damp wipe seat and lid, cistern, and pipes, etc.	Hourly and as required	
		Disinfect all components	Hourly and as required	
		Damp wipe doors and walls	Hourly and as required	
		Remove waste	Hourly and as required	
Urinals in patient toilets		Damp wipe with hard surface cleaner or disinfectant	Hourly and as required	
		Damp wipe pipes and flushing mechanisms	Hourly and as required	
		Mop step or floor at urinal with disinfectant	Hourly and as required	
		Remove mineral deposits from gullies and drains	Monthly	
Walls		Remove all spots and fingerprints on walls, painted surfaces, electric switches, etc.	Daily	
		Damp wipe with detergent & water and disinfect. Dry washable surfaces.	Monthly	
Windows		Clean inside faces with glass cleaner	Monthly	
		Clean outside faces with glass cleaner or squeegee	Quarterly	
Windowsills		Dust	Twice weekly	
		Damp wipe with detergent & water and disinfect	Weekly	
X-Ray room		Damp wipe with detergent & water and disinfect	Daily	
Stairs		Sweep with soft broom	Daily	

WESTERN CAPE GOVERNMENT HEALTH  
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

13 March 2026

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

SIGNED

SIGNED

## CLEANING METHODS

METHOD	WHERE USED	DESCRIPTION	BIDDERS RESPONSE
Burnish	Resilient and hard floors	<p>M = High-speed rotary polisher (1 000 rpm or more).</p> <p>E = ultra or high-speed floor pad. Spray bottle.</p> <p>C = Floor maintenance spray cleaning detergent.</p> <p>P = Floor to be dust free and dry.</p> <p>A = 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.</p>	
Damp mop	Resilient and hard floors	<p>Janitor trolley and/or flat mop system. Mop handle and heavy-duty mop head or flat/ Butterfly mop or variant.</p> <p>Floor to be pre-damp swept.</p> <p>Spray detergent and water on surface using mop, cloth or spray bottle as appropriate. Apply liberally and mop or wipe dry.</p>	
Damp wipe	Any non-porous or washable surface	<p>Bucket, lint free cloth.</p> <p>Use a non-ammonia-based detergent</p> <p>Surfaces should be damp dusted first.</p> <p>Use cloth to squeeze or wring out until only damp but not dripping. Use systematic wiping motion and additional pressure on stubborn spillage. Re-immerses cloth in detergent solution frequently and squeeze dry. Change the solution at appropriate intervals to ensure dirt is not reapplied.</p>	
Disinfectant	Any non-porous or washable surface	<p>Bucket and mop (for floors) and lint free cloth (for other surfaces) or spray bottle.</p> <p>Chlorine, quarterly non-ammonium, or other disinfectant.</p> <p>Disinfection to be ONLY applied after cleaning with detergent.</p> <p>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 mop, or wipe dry.</p>	
Dust	Any porous or non-porous hard floors	<p>Mop sweeper or disposable cloth sweeper.</p> <p>Damp dusting only. Surface must be dry. Mop head must be clean or fitted with unused disposable cloth.</p> <p>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.</p> <p>Keep the tool flat on the floor throughout the exercise. Fit new disposable cloths or wash mop heads frequently.</p>	

Interim cleaning	Hard floors	<p>More intensive than daily cleaning, but less costly and disruptive than restorative cleaning. Suitable floor scrubbing machines e.g., Automatic floor scrubber/dryer. Rotary and wet pick-up vacuum etc.</p> <p>Wet mop system, blue pad for light scrubbing, clean mop, or lamb's wool applicator.</p> <p>Neutral, preferably low foaming, detergent.</p> <p>Appropriate floor dressing.</p> <p>Floor to be pre-swept.</p> <p>Apply solution from machine tank or with mop. Scrub and vacuum away slurry. Rinse with clean water, vacuum, and mop dry. Apply one coat of the floor dressing.</p>
	Carpets	<p>Ideal process is dry or nearly so.</p> <p>Rotary for pad system spreader for powder system vacuum cleaner.</p> <p>Cellulose or other carpet cleaning powder.</p> <p>Vacuum carpets. Note: these interim cleaning systems work well on cut pile carpets but have limited benefits on looped or needle punch carpets.</p> <p>Pad system: cover lightly soiled areas or the entire area with impregnated pad fitted to rotary.</p> <p>Powder system: sprinkle powder over soiled areas or entire areas as required, covering no more than about ten square meters at a time. Work the powder into the carpet using the spreading machine in one direction and then at right angles. 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.</p>
Light scrub	Hard floors	Same as interim clean for hard floors.
Maintenance coat	Hard floors	A single coat of floor dressing applied to a hard or resilient floor after it has had a light scrub or interim clean.
Mineral deposits		<p>Brown coloured deposits of mainly calcium and magnesium on or in areas that are nearly always wet e.g., basins, taps, urinals, lavatory bowls.</p> <p>A non-corrosive acid detergent.</p> <p>Routine spillage to be removed in the normal way.</p> <p>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.</p>
Polish	Wooden, scaled wood or laminated furniture and fittings	<p>Soft dusting cloth.</p> <p>Silicone or cream-based petroleum wax or synthetic, paste, liquid or aerosol.</p> <p>Dust to be removed before any polish is applied.</p> <p>Small amount of liquid or spray applied to small area. Allow polish to dry to a haze and buff with a soft polishing cloth.</p>

Restorative cleaning	Carpets	Usually a damp/wet process requiring time and labour. 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”). Dry foam shampoo (six per cent moisture content in use); detergent for use in extraction machine; de-foamer for extraction machine. Carpets to be vacuumed and free of litter. 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.	
	Hard and resilient floors	Referred to as stripping and sealing. See requirements under special conditions.	
Spot cleaning	Any surface	Remove any spillage or marks that appear immediately using appropriate methods.	
Spray cleaning	Hard and resilient floors	Same technique as described under BURNISH. The pad used is red.	
Stain removal	Any surface	See notes under SPOT REMOVAL. For marks that do not respond to normal cleaning techniques, consult a specialist stain removal guide.	
Strip and seal	Hard and resilient	See notes under SPECIAL CONDITIONS for these floors.	
Sweep	Inside stoep areas, courtyards etc.	Platform broom (hard bristle for rough surfaces, Soft for smoother surfaces), where applicable for outside areas e.g. outside C Ground children’s play area	
Vacuum	Any surface, floors, upholstery, etc.	Carpets should be vacuumed clean with industrial vacuum cleaners that are fitted with high efficiency particle arrester filters (HEPA). These filters have 99% efficiency and retain particles as small as 0.1 micrometre in diameter.	
Terminal Cleaning	Any surface, floors, upholstery, etc.	Cleaning to be done according to SOP for Environmental Cleaning and the Infection Prevention and Control manual.	

## PROVINCIAL GOVERNMENT WESTERN CAPE

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

1. To give effect to the requirements of the Western Cape Provincial Treasury Instructions, 2019: Supply Chain Management (Goods and Services), Public Finance Management Act (PFMA) Supply Chain Management (SCM) Instruction No. 3 of 2021/2022 - SBD 4 Declaration of Interest, Section 4 (1)(b)(iii) of the Competition Act No. 89 of 1998 as amended together with its associated regulations, the Prevention and Combating of Corrupt Activities Act No 12 of 2004 and regulations pertaining to the tender defaulters register, Paragraph 16A9 of the National Treasury Regulations and/or any other applicable legislation.

2. Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

3. All prospective bidders intending to do business with the Institution must be registered on the Central Supplier Database (CSD) and the Western Cape Supplier Evidence Bank (WCSEB) if they wish to do business with the Western Cape Government (WCG) via the electronic Procurement Solution (ePS).

4. The status of enterprises and persons listed on the National Treasury's Register for Tender Defaulters will be housed on the ePS. Institutions may not under any circumstances procure from enterprises and persons listed on the Database of Tender Defaulters.

5. The status of suppliers listed on the National Treasury's Database of Restricted Suppliers will be housed on the ePS; however, it remains incumbent on institutions to check the National Treasury Database of Restricted Suppliers before the conclusion of any procurement process. For suppliers listed as restricted, institutions must apply due diligence and risk assessment before deciding to proceed with procurement from any such supplier.

#### 6. **Definitions**

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

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

**"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.

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

**“employee”**, in relation to –

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

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

**“entity”** means any -



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

(b) sole proprietorship;

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

**“Family member”** means a person's -

(a) spouse; or

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

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

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

Schedule 3C of the Act;

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

(a) the Institution of the Western Cape, and

(b) a provincial public entity;



**“RWOEE”** means -

Remunerative Work Outside of the 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.

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

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

(i) resigned as an employee of the government institution or;

(ii) cease conducting business with an organ of state or;

(iii) resign as a director/shareholder/owner/member of an entity that conducts business with an organ of state.

8. Any legal person, or their family members, may make an offer or offers in terms of this invitation to bid. In view of potential conflict of interest, in the event that the resulting bid, or part thereof, be awarded to family members of persons employed by an organ of state, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where the bidder is employed by the Institution.

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

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

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

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

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

13. In addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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





C6. Was the entity or persons listed in Table A convicted for fraud or corruption during the past five years in a court of law (including a court outside the Republic of South Africa)?	NO	YES
C7. Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	NO	YES

**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: .....

<b>WESTERN CAPE GOVERNMENT HEALTH</b>	
GOODS & SERVICES SOURCING	
BID OPENED @ 11:00	
<b>13 March 2026</b>	
1).....	2).....
SIGNED	SIGNED

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



- 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

<b>WESTERN CAPE GOVERNMENT HEALTH</b>	
GOODS & SERVICES SOURCING	
BID OPENED @ 11:00	
<b>13 March 2026</b>	
1).....	2) .....
SIGNED	SIGNED

**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

<b>WESTERN CAPE GOVERNMENT HEALTH</b>	
GOODS & SERVICES SOURCING	
BID OPENED @ 11:00	
<b>13 March 2026</b>	
1).....	2) .....
SIGNED	SIGNED

**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. ....

<b>WESTERN CAPE GOVERNMENT HEALTH</b>	
GOODS & SERVICES SOURCING	
BID OPENED @ 11:00	
<b>13 March 2026</b>	
1).....	2) .....
SIGNED	SIGNED

## SWORN AFFIDAVIT – B-BBEE/QUALIFYING SMALL ENTERPRISE

1. I, the undersigned

<b>Full name and surname</b>	
<b>Identity number</b>	

2. Hereby declare under oath as follows:

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

<b>Enterprise name</b>	
<b>Trading name</b>	
<b>Registration number</b>	
<b>Enterprise address</b>	

3. I hereby declare under oath that:

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

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

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

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

Deponent signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths signature & stamp

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

**GENERAL CONDITIONS OF CONTRACT**  
**July 2010**

**NOTES**

The purpose of this document is to:

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

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

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

**General Conditions of Contract**

**1. Definitions**

1. The following terms shall be interpreted as indicated:
  - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of 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 supplies are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project 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 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

## **2. Application**

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

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 non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

## **4. Standards**

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

## **5. Use of contract documents and information; inspection.**

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## **6. Patent rights**

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

## **7. Performance 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 in SCC.

## **8. Inspections, tests and analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

## **9. Packing**

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

**10. Delivery and documents**

- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC.

**11. Insurance**

- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

**12. Transportation**

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

**13. Incidental services**

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
  - (e) training of the purchaser's personnel, at the supplier's plant and/or on-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, drawings, and specifications of the spare parts, if requested.

**15. Warranty**

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

under normal use of the supplied goods in the conditions prevailing in the country of final destination.

- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

#### **16. Payment**

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

#### **17. Prices**

- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

#### **18. Contract amendments**

- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

#### **19. Assignment**

- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

#### **20. Subcontracts**

- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

#### **21. Delays in the supplier's performance**

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without 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.

## **22. Penalties**

- 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

## **23. Termination for default**

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
  - (b) if the Supplier fails to perform any other obligation(s) under the contract; or
  - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first- mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury 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.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation; it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,  
(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and  
(b) the purchaser shall pay the supplier any monies due the supplier.

**28. Limitation of liability**

- 28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;  
(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and  
(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

**29. Governing language**

- 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

**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.