

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HEALTH: WESTERN CAPE GOVERNMENT**

BID NUMBER: **WCGHSC0345/1/2023**

CLOSING DATE: 14 July 2023

CLOSING TIME: **11:00AM**

**RENDERING OF A COMPREHENSIVE CLEANING SERVICE AT NEW SOMERSET HOSPITAL, DEPARTMENT OF HEALTH AND WELLNESS, WESTERN CAPE GOVERNMENT FOR A THREE (3) YEAR PERIOD.**

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

BID DOCUMENTS MUST BE DEPOSITED IN  
THE BID BOX MARKED **DEPARTMENT OF  
HEALTH** SITUATED IN:

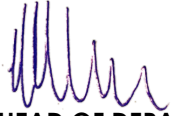
The foyer of the main entrance  
Western Cape Government Building (**next to Cape High Court**)  
Junction of Dorp and Keerom Streets, Cape Town

1. Please ensure that bids are delivered **to the correct address on time**. If the bid is late, it will not be accepted for consideration. If you are uncertain about the location of the Department's bid box, please call the responsible official, Mr X Vabaza for assistance during office hours.
2. Please submit your bid on the official, **not re-typed** forms. Only original, signed documents will be considered. Failure to complete and sign the bidding documents, certificates, questionnaires and specification forms in all respects may invalidate the bid. Each bid must be deposited in a **sealed envelope** with the **name and address of the bidder, the bid number and closing date**. The envelope shall not contain documents related to any bid other than that indicated on the envelope.
3. This bid is subject to the General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract. **It is unclear which preferential points system will be applicable and therefore either the 80:20 or 90:10 Preferential Procurement Points System will apply, and the lowest acceptable bid will be used to determine the applicable preferential points system. Please complete form WCBD 6.1.**
4. **All Bidders must be duly registered on the Central Supplier Database (CSD, national) at the time of bid closing.**
5. All prospective **unregistered Bidders** must register as a supplier on the **Central Supplier Database**.

	Western Cape Supplier Bank	Evidence Central Supplier Database
<b>Self-registration</b>	Not applicable	<a href="http://www.csd.gov.za">www.csd.gov.za</a> (self-registration only)
<b>Contact telephone</b>	021 483 0582	

6. **All bidders already registered on the CSD should ensure that their status is up to date by contacting the [www.csd.gov.za](http://www.csd.gov.za) (for CSD). All Bidders should have confirmation of their registration prior to bidding.**
7. **Bidders who are not duly registered on the CSD at the time of bid closing, or whose registration has been suspended, will be deemed non-compliant and their bids will not be considered.**
8. **In instances where the 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 in order for the bid to be considered.**
9. Bidders are informed that, effective immediately, only the B-BBEE status reflected **on form WCBD 6.1 in their bid document** will apply to the evaluation of the relevant formal bids and **not their B-BBEE status on the CSD**. Bidders are further required to complete the attached **form WCBD 4**. All other mandatory documents held on the CSD will be accepted by Western Cape Government Health (WCGH) for the consideration of formal bids.

10. Please refer all technical/specification enquiries to Ms Francoise Hardnick – 021 402 6623 at telephone no, [Francoise.Hardnick@westerncape.gov.za](mailto:Francoise.Hardnick@westerncape.gov.za) and/or Mr Beven Mashedi- 021 402 6567, [Beven.Mashedi@westerncape.gov.za](mailto:Beven.Mashedi@westerncape.gov.za)



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HEAD OF DEPARTMENT

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DATE: 14/06/2023

**A Compulsory Site Inspection & Information session will be held in respect of this bid invitation. The details are as follows:**

**Date:** 30 June 2023

**Time:** 10:00 AM

**Venue & room no.:** New Somerset Hospital, Administration Building Boardroom, Ports wood road, Green Point, Cape Town

**For details contact:**

**Mr Beven Mashedi**

**Tel:** 021 402 6567

**Email:** Beven.Mashedi@westerncape.gov.za

**and/or**

**Ms Francoise Hardnick**

**Tel:** 021 402 6623

**Email:** Francoise.Hardnick@westerncape.gov.za

## 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>WCGHSC0345/2022</b>	CLOSING DATE:	<b>14 July 2022</b>	CLOSING TIME:	<b>11H00 AM</b>
DESCRIPTION	<b>RENDERING OF A COMPREHENSIVE CLEANING SERVICE AT MITCHELLS PLAIN HOSPITAL, DEPARTMENT OF HEALTH, WESTERN CAPE GOVERNMENT FOR A THREE (3) YEAR PERIOD.</b>				

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

Western Cape Government Building (next to Cape High Court)

Junction of Dorp and Keerom Streets Cape Town

BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX MARKED DEPARTMENT OF HEALTH SITUATED AT: Junction of Dorp and Keerom Streets Cape Town

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	<b>Mr X Vabaza</b>	CONTACT PERSON	<b>Please refer to page 1, paragraph 10</b>
TELEPHONE NUMBER	<b>021 483 8718</b>	TELEPHONE NUMBER	<b>Please refer to page 1, paragraph 10</b>
FACSIMILE NUMBER	<b>N/A</b>	FACSIMILE NUMBER	<b>Please refer to page 1, paragraph 10</b>
E-MAIL ADDRESS	<a href="mailto:xola.vabaza@westerncape.gov.za">xola.vabaza@westerncape.gov.za</a>	E-MAIL ADDRESS	<b>Please refer to page 1, paragraph 10</b>

### 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 ACREDITATION SYSTEM (SANAS)	[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs&amp; QSEs) MUST BE SUBMITTED TOGETHER WITH A COMPLETED 6.1 IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					

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]
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<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>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>	

## 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](http://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: .....

## **SECTION A**

### **PART 1: DEFINITIONS**

#### **1. DEFINITIONS**

##### **1.1 Contractor/Successful Bidder/Cleaning Service Provider/Cleaning Business**

The organisation or individual providing contracted cleaning services.

##### **1.2 User/Department**

The authority, retaining a contractor to carry out cleaning services, in accordance with an agreed contract.

##### **1.3 Contract and Conditions**

###### **1.3.1 Contract**

The contract is a legal document that results from the acceptance of a bid and is inclusive of the bid documentation pertaining to the invitation, site instructions, the bid response and the General Conditions of the Contract.

###### **1.3.2 Conditions**

All conditions and procedures laid down and which may affect the legal aspects of the bid or the contract.

##### **1.4 Bid**

A written offer, in prescribed format, to provide cleaning services to the User.

###### **1.4.1 Bidder**

The organisation or individual completing and submitting the bid.

##### **1.5 Site Instructions (generic and specific)**

An operational document detailing the specific duties to be performed and conditions to be met in terms of the contract.

##### **1.6 Supervisor/Controller**

The person designated to manage a control room or command post and to report any variations in the staff on duty.

##### **1.7 Co-ordinator**

The representative of the User.

##### **1.8 Check call**

Routine communication to verify the location and status of cleaners on duty and to report any deviations from contract conditions.

##### **1.9 Cleaner**

A person employed by a contractor (Cleaning Service Provider) to carry out cleaning duties. General Assistant shall bear the same meaning as Cleaner.

1.10 **Household Aid**

A person employed by a contractor (Cleaning Service Provider) to carry out Ward-specific duties

1.11 **Detergent**

A detergent is a substance that, when dissolved in water, causes dirt and grease to be detached from surfaces, e.g. Liquid soap.

1.12 **Cleaning**

Is the removal of unwanted matter.

1.14 **Specification**

The document setting out proposed services to be supplied in terms of the contract.

1.15 **Post/Service/Point of Duty**

A designated place or workstation where or from where prescribed duties are performed and controlled.

1.16 **Status Quo**

The condition or state of affairs of the bidder and bidding organisation as at the date of bid.

1.17 **General Conditions of Contract**

The General Conditions of the Contract is attached to the bid document and forms part of the specification.

1.18 **May**

Indicates the existence of an option.

1.19 **Shall/Must**

Indicates that a statement is mandatory.

1.20 **Should**

Indicates recommendations.

1.20 **Interpretations**

1.20.1 Words referring to the singular also include the plural and vice versa where the context so requires.

1.20.2 Any gender includes the other.

1.20.3 Reference to person(s) includes all entities (i.e. corporations, associations, partnerships, close corporations, government or local authorities, and other legal entities and natural persons).

1.21 **Dressing / Sealer**



Usually a dry, bright or buffable Polymer and synthetic wax emulsion, applied to resilient floors to protect and/or enhance their aesthetics and ease the cleaning process. **Product to be provided shall be non-ammonia base with a built in solid content of not less than 25%.**

1.22 **Polish**

Usually a petroleum or synthetic wax high solid paste or liquid best suited to porous or semi-porous floors.

1.23 **Stripper**

A detergent that will chemically unlock the bonding molecules in dumping's and polishes and allows them to be removed from the floor. **Product to be provided shall be non-ammonia based.**

1.24 **Mandatory**

Refers to a compulsory legal requirement

1.25 **Dusting**

The removal of dust by wiping with a lint-free dusting cloth or duster.

1.26 **Wet wipe**

Wiping and cleaning with a lint-free damp cloth.

## **SECTION A**

### **PART 2: ADDITIONAL CONDITIONS OF CONTRACT**

*Bidders are to indicate in the column provided that he/she has read, understood and accepted the specific conditions. (Bidders must indicate their response by stating comply or do not comply in the column provided. If you fail to do this your offer will not be considered)*

#### **2.1 Liability**

#### **BIDDERS RESPONSE**

2.1.1 The contractor shall at all times be responsible for the acts and omissions, e.g. death, injury, assault, unlawful unrest, etc. of his employees when they provide any services to the Western Cape Government in terms of the bid and act within the course and scope of these duties and employment.

2.1.2 The contractor indemnifies and holds the Provincial Government blameless against the damage to property and loss of property of the Provincial Government and any third party that may be involved.

#### **2.2 Important**

2.2.1 The successful bidder **must** obtain Public Liability Insurance at his own cost commensurate with the risks to which he is exposed. Such insurance must also make provision for all vicarious losses and claims for which the bidder or his staff may be responsible. It is however a **condition of this bid** that the successful bidder **must** submit proof of its Public Liability Insurance before the commencement of the contract. Any non-compliance with this condition will render the contract **award null and void**. The bidder must ensure that its Public Liability Insurance remains valid for the duration of the contract.

2.2.2 Proof of validity of the public liability insurance cover to be submitted on a quarterly basis to the New Somerset Hospital Supply Chain Management Units – Contract Administration Section.

#### **2.3 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 site.

#### **2.4 Sub-contracting or Employment of Staff from Other Parties**

2.4.1 The contractor shall make use only of his own site-trained household aids and cleaners in accordance with the specifications described in this bid.

2.4.2 No other person shall at any time replace or relieve any of the contractor's employees. Should any problems arise, the contractor must immediately discuss the matter with the User.

## 2.5 Changes to Bidders Operational Status

2.5.1 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 changes occur, the successful bidder must advise the Department accordingly.

2.5.2 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.

## 2.6 Service Level Agreement

A service level agreement may be entered into with the successful bidder.

## 2.7 Contract period

The contract period is for thirty-six (36) months.

## 2.8 Permanent Reduction or Increase in Scope of Service

2.8.1 The Hospital reserves the right to permanently decrease the number of household aids and cleaners by giving the Service Provider 3 months (90 days) written notice of its intention to do so.

2.8.2 The reduced price shall be negotiated with the Service Provider and shall be calculated on a proportional basis.

2.8.3 Similarly the Hospital reserves the right to permanently increase the number of household aids and cleaners.

2.8.4 The increased price shall be negotiated with the Service Provider and shall be calculated on a proportional basis.

## 2.9 Penalties and Pro Rata Deductions

2.9.1 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.)

2.9.2 The Service Provider will be penalized and pro rata deductions will be made for not adhering to Bid specifications.

Miscellaneous penalties:

- Failure to post a per person per day **R 500.00 per person.**
- Late postings per person (½ hour after schedule time) – **R 100 per person.**
- Postings more than 2 hours after scheduled time – **R 200 per person.**
- Asleep on duty **R 500 per occurrence.**
- Failure to wear and display identity cards **R 200 per occurrence.**
- Failure to adhere to dress code including the wearing of

protective clothing **R 200 per occurrence.**

- Absent from point of duty without permission **R 200 per occurrence.**
- Posting of untrained staff **R 300 per occurrence.**
- Failure to provide a relief **R 300 per occurrence.**
- Non completion of toilet checks – **R 300 per check not completed on the checklist.**
- **Theft and losses of any government property and equipment and its client based on the full value of the loss after the investigation.**

## 2.10 Occupational Health Safety Act

The Service Provider shall accept liability in terms of Section 37 of the Occupational Health and Safety Act (No. 85 of 1993).

## 2.11 Protection of Service Providers' Staff

- 2.11.1 The Department shall not be held liable for any contracted illness or infection to the Service Provider or his staff arising from their duties.

## 2.12 Loss, Damage and Safekeeping of Hospital Property

- 2.12.1 The Service Provider is to exercise every precaution to ensure that all Hospital equipment and property entrusted to his care is secure and the possibility of loss, unauthorized use and damage is minimised.

- 2.12.2 Excepting fair wear and tear, the Service Provider shall be responsible for any loss or damage to Hospital equipment and property in his possession at all times. The Service Provider undertakes to replace such items in the event that equipment or property in his possession is damaged, destroyed, lost or stolen, notwithstanding the cause of the damage, destruction or loss.

- 2.12.3 The Hospital in consultation with the Service Provider shall determine the replacement cost of Hospital equipment and property, other Hospital 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.

- 2.12.4 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.

- 2.12.5 Authorised Hospital representatives of Hospital Management, Hospital Infection Control, Security, and the Hospital Cleaning Manager shall be given reasonable access to any facility at all times by the Contractor. Such access may not be refused for functional, control or inspection purposes when requested in writing by the Hospital Management.

- 2.12.6 Any wilful or negligent damage to the building, fittings or equipment will be for the Contractors own responsibility and account to make good.

- 2.12.7 No change/alterations/additions to the building or infrastructure are allowed without prior written authority from the Hospital Engineer.

## 2.13 **Particulars of household aids and cleaners to be Deployed at the site**

- 2.13.1 The Service Provider must provide full particulars of the household aids and cleaners to be deployed one (1) week prior to the commencement of the service. A separate list must be completed for each posting. Interviews and disciplinary hearings should not be conducted on hospital premises.
- 2.13.2 The Service Provider, at his own cost, must make all staff that is to be deployed at the site available for on-site training before commencement of the service period. The training should not take longer than one day.
- 2.13.3 The Service Provider shall ensure that the staff provided shall be cleared by the South African Police Service to indicate that they have no criminal record.
- 2.13.4 The Service Provider shall communicate within an hour of commencement of duty, any changes/replacements of staff to the hospital management.

## 2.14 **General Standards for Site Administration, Household Aids and Cleaners**

### 2.14.1 **Profile of household aids and cleaners to be provided:**

- Must be a person who is allowed to legally work in South Africa and has permanent residency.
- Must be able to work independently.
- Must be able to communicate, read and write in at least two of the three official languages of the Western Cape.

### 2.14.2 **Identification for all Household Aids and Cleaners:**

- A clear identification card of the Service Provider with logo and the member's photo, full name, worn conspicuously on his/her person at all times.
- A certified copy of the member's identification document must be provided at the commencement of the cleaning service contract.

### 2.14.3 **On-Site Administration:**

- All on-site administration shall be done in accordance with the site instructions as communicated to the Service Provider in writing from time to time by the User.
- Although details may differ, the following aspects shall be dealt with:-
- The code of conduct of the household aids and cleaners.
- Standards of performance of household aids and cleaners and deviations from standards.

- Uniform and dress standards.
- Equipment to be used.
- Duty lists and duty sheets.
- Lost and found property administration.
- Controlling of services and attendance.
- Removal of household aids and cleaners from the site.
- Reporting of incidents to the User.
- Time and attendance registers as well as late coming.
- Redeployment of cleaners and household aids.
- The Equity Policy of the Western Cape must be taken into consideration when employing people
- The Health & Safety policy of the contractor must be made available to the Department of Health
- Training must be provided to all staff regarding the cleaning of a room that was occupied by a person with an infectious disease
- Records must be provided to the Contract Manager that all staff has been tested for Hepatitis A & B prior to the commencement of the contract

#### 2.14.4 **Conduct of Cleaning Staff:**

- The Department expects the highest possible standards of conduct from the cleaning staff.

#### 2.14.5 **Changes at Points of Duty:**

- The User has the right to inform the Service Provider to re-deploy household aids and cleaners to best advantage, either permanently or temporarily.

#### 2.14.6 **Continuity of Service:**

- The Service Provider is to ensure that the specified numbers of household aids and cleaners are continuously deployed at each specified point of service during each shift. Cleaners and household aids may not leave their registered point of duty during or after their shift unless relieved by another cleaner or household aid. This includes tea breaks, lunch breaks, smoke areas and toilet breaks.

#### 2.14.7 **Duties:**

- The Service Provider is to provide after consultation with the Hospital Authorised Representative, prior to the commencement of the service detailed activities to be carried out for each post which is to form the basis of a site procedure manual at each post.
- The User shall, however, not instruct household aid or cleaners to perform any task outside their scope of work, which may be detrimental to the employee's safety or health, is beyond his strength or competence or which may have a negative effect on his status and dignity.

**Particulars of Cleaners and Household Aids to be Deployed at the Site:**

- At the beginning of each month the Service Provider shall deliver to the User a comprehensive and detailed roster giving the details on a shift-by-shift basis of the names of the Household Aids and Cleaners to be deployed on the site. 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 User immediately.

**Posting of Cleaners, Household Aids and Inspection:**

- Should an incident occur the Service Provider shall hand in to the User a detailed written report within 24 hours of incident occurring.
- Inspections and posting of household aids and cleaners on site must be done before every shift in terms of a duty roster.

**Permanency:**

- The Service Provider shall provide a list of household aids and cleaners, including relievers, working permanently for the period of the contract, if it is practically possible. When in **exceptional cases** it is necessary that new staff must be trained, these staff must perform a 12-hour day shift (at his/her own cost) for training before they will be allowed on duty for a normal shift.

**No untrained personnel will be allowed on the premises.**

**Site Management/Supervision:**

- The Service Provider is responsible for overall management and supervision of the household aids and cleaners provided in terms of the agreement.
- Where a cleaner or household aid performs a duty under the direct supervision of a Hospital Official the cleaner shall be expected to take instructions from the Hospital Official.
- The Contractor must make a cellular phone available to the on-site supervisor
- An on-site supervisor must be available during office hours.
- A duty list for the on-site supervisor must be compiled by both parties and made available to the Contract Manager.
- A daily written handover between Site Supervisor, Hospital Housekeeping-supervisor, and contract manager.

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## **2.15 HOSPITAL AND PRIVATE PROPERTY**

- The Contractor shall immediately return to the Hospital Security any item of Hospital or private property found in the course of their duties.
- The Contractor is to exercise every precaution to ensure that all Hospital property entrusted to his care is secure and the possibility of loss, unauthorised use and damage is minimised.

### **2.15.1 Liaison**

- The Contractor shall appoint a Contract Project Officer who shall work in close co-operation with the Contract Manager to facilitate the flow of accounts, payments, information, solving of problems, etc. between the parties.
- The Hospital shall likewise appoint a Contract Manager to communicate with the Contract Project Officer on an on-going basis to monitor the standard and quality of the cleaning service provided and to attend to operational as well as technical problems in a positive manner.
- The Contract Project Officer shall liaise with the Contract Manager on a weekly basis and as required.

### **2.15.2 Monitoring**

- The Contract Manager has the final prerogative to declare that all the services rendered by the Contractor conform to the specifications of the contract in terms of quality and process.
- Control sheets and management reports shall be submitted to the Contract Manager monthly.
- The Daily cleaning checklist shall be submitted to the Contract Manager at the end of every week.

### **2.15.3 Communication**

- The Contract Manager shall communicate with the Contract Project Officer on an on-going basis about routine issues and to monitor the standard and quality of the service rendered.
- The Contract Manager shall also address operational and technical problems that may arise in consultation with the Contract Project Officer.



- A Standing Liaison Forum with identified role players from the Hospital and Contractor will be held on at least a quarterly basis.
- Monthly and other ad hoc meetings will be held with the Contractor and other stakeholders as determined by the Hospital Cleaning Manager.

## 2.16 FACILITIES

### 2.16.1 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 Contractor shall be responsible to comply with these regulations at his own cost.
- However, the following facilities are made available for these purposes under the following conditions:

### 2.16.2 Personnel Ablution Facility

- The identified ablution facilities shall be made available at no charge to the Contractor for the duration of the contract in order to comply with the above mentioned regulations.
- The ablution facilities shall not be used as a rest room, dining eating of meals of snacks, recreation, playing of games or meetings.
- The Contractor shall provide his own safekeeping lockers for his own staff.
- The Contractor is to devise and implement control systems to prevent vandalism, graffiti, theft and damage to the building infrastructure and fittings etc.
- The Contractor shall ensure that adequate notices are displayed informing all users that the safekeeping facilities (lockers) are used at their own risk.
- The Contractor is to provide all the necessary staffing, services and consumables at his own cost to keep the ablution facility in a clean and hygienic condition.
- The Hospital shall be responsible for normal maintenance issues e.g. leaking taps, locks, lighting, blockages, etc. which are to be reported to the Contract Manager.
- The Contractor shall permit Hospital Staff and other third party persons use of the facilities without any compensation being payable.

### 2.16.3 Administration and Storage Facilities

- A specified area will be made available at no charge to the Contractor for on-site administration, storage of equipment and consumables.
- The area shall be staffed, controlled, managed and supervised by the Contractor who shall have a supervisor on duty at the area whenever it is open.
- The Contractor shall be responsible for the security of the entire area as well as the safekeeping of Hospital property entrusted to his care.
- The key to the area shall not be removed from the Hospital premises and shall be signed in and out each day in the special key register at the Security Office.
- The Contractor is to provide all the necessary staffing, services and consumables at his own cost to keep the area in a clean and hygienic condition.

### 2.16.4 Other Facilities

- It may be necessary for operational reasons to establish other similar satellite facilities in other buildings for use by the Contractor.
- Where this occurs it will be formally documented together with the condition of use and appended to the Service Level Agreement.

## 2.17 Staffing

### 2.17.1 Organisation

- Sufficient and appropriate numbers and levels of staff must be provided by the Contractor to render the specified on-site services satisfactorily and efficiently at all times: -
- The contractor shall ensure that appropriate supervisory structures are in place in order that the Contract Service Staff engaged in the provision of the service are always adequately supervised and perform their duties properly at all times.
- Full details shall be submitted of the numbers and categories of staff to be deployed **per shift**.

### 2.17.2 Dress Code of Staff

- The Contractor shall ensure that staff is appropriately dressed and presentable at all times while on the Hospital premises.

- All of the Contractor's staff shall wear appropriate and uniform protective clothing, which must be clearly and prominently embossed with a company logo, and shall be of a standard that is not inferior to that of the Hospital's own staff engaged in similar duties.
- The Contractor shall provide his staff with photo-identification badges, which shall be worn and displayed at all times by the staff while on the Hospital premises.
- The Contractor shall ensure that staff wear appropriate protective non slip black safety shoes and that it is presentable at all times while on the Hospital premises

#### 2.17.3 Smoking

- The Contractor's staff shall comply with the Hospital smoking policy.
- **NO SMOKING IS ALLOWED ON THE PREMISES AND FINES WILL BE ISSUED**

#### 2.17.4 Control of Staff

- The Contractor's staff engaged in the provision of service shall be under the control and direction of the Contractor's on-site supervisory staff that shall be responsible to maintain control and discipline at all times.

#### 2.17.5 Conduct of Staff

- The Contractor shall ensure that his 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 and procedures of the Hospital's staff and Hospital functioning.
- Contractor staff is to respect the hospital patients' rights of privacy and confidentiality.
- While on the Hospital premises, staff shall comply with Hospital policy and procedures and shall comply with safety and security directives.
- The Contract Manager shall have the right to instruct the Contract Project Officer to remove, from New Somerset Hospital premises, any of the Contractor's staff who engages in horseplay, is disorderly, and is disruptive, who transgresses any Hospital policy, who is suspected of being under the influence of any questionable substance, who displays any unacceptable behaviour

- No organised labour activity is allowed on New Somerset Hospital premises.
- Training, interviews and disciplinary hearings to be conducted off site

#### **2.17.6 References**

- Previous experience in the cleaning of a hospital environment is compulsory. Minimum of three (3) written references must be submitted relevant to the scope of the work together with the completed bid document. The Department may visit the referees and conduct site visits to evaluate service standards to determine the bidder's ability to fulfil the bid requirements.

#### **2.17.7 Validity of bid**

The Department reserves the right to extend the validity of this bid should it be required.

#### **2.17.8 Hospital Cleaning Policy**

The Department does not have a hospital cleaning policy. Bidders are referred to the following extracts from publications pertaining to hospital specific cleaning to be used as a guideline:

- Infection Prevention and Control Manual;
- Infection Prevention and Control Manual, A guide for healthcare workers in low-resource areas.

#### **2.17.9 Sectoral Determination for Cleaning Services Trade**

It is expected that the successful bidder shall pay his/her employees at least a minimum monthly basic wage, prescribed for the Area concerned in the Basic Conditions of Employment Act.

## **SECTION B**

### **PART 1: STATUTORY AND OTHER REQUIREMENTS**

- 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 this requirement or the provision of acceptable, well-motivated written explanations where deviations occur, may lead to immediate disqualification of the bid.*

- B. *All information provided in this Section shall or may be verified by The Department.*
- C. *Bidders will therefore be required to submit applicable documentary evidence at the time of bid closing. Failure to adhere to the request for documentation shall lead to the exclusion of the offer submitted.*
- D. *When documentary evidence is requested, such documentation so required must be the original or copies certified by a Commissioner of Oaths.*

#### **1.1 Organisational status of Bidder**

- |                        |                              |                             |
|------------------------|------------------------------|-----------------------------|
| • Individual ownership | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • A company            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • A close corporation  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Partnership          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Joint venture        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

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

- |       |  |                              |                             |
|-------|--|------------------------------|-----------------------------|
| 1.2.1 | Is the bidder registered with the Commissioner for COID? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|-------|--|------------------------------|-----------------------------|

- |       |   |  |  |
|-------|---|--|--|
| 1.2.2 | Provide documentary evidence (letter of good standing) of current valid registration. |  |  |
|-------|---|--|--|

#### **1.3 Unemployment Insurance Fund Registration (UIF)**

- |       |   |                              |                             |
|-------|---|------------------------------|-----------------------------|
| 1.3.1 | Is the bidder registered with the Commissioner for UIF? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|-------|---|------------------------------|-----------------------------|

- |       |   |  |  |
|-------|---|--|--|
| 1.3.2 | Provide documentary evidence of current valid registration. |  |  |
|-------|---|--|--|

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

1.4.1 Is the bidder prepared to accept full responsibility in terms of Section 37(2) of the said Act?

Yes

No

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

1.5.1 Is the bidder registered with the Department in terms of the Skills Development Act.

Yes

No

1.5.2 Provide documentary evidence of current valid registration.

1.6 **VAT Registration**

1.6.1 Is the bidder registered for VAT

Yes

No

1.6.2 Provide VAT Registration Number

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

1.7.1 Is the bidder registered with the Commissioner for PAYE?

Yes

No

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:.....

## **SECTION B**

### **PART 2: QUESTIONNAIRE: ORGANISATIONAL FINANCIAL AND INFRASTRUCTURE CAPACITY OF THE BIDDER**

- 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 of the bidder in order to validate all or some of the information provided below. The Department also reserves the right to review the bidder's financial statements, organogram and human resource records, all of which must be provided on request. Failure to provide these documents shall result in the bid not being considered.*
- 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".*
- F. *Only bidders whose organisation and infrastructure is deemed by the Department 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.*
- G. *The Department reserve the right to conduct a capacity/infrastructure check/s on the recommended bidder/s before adjudication/award of the bid.*

#### **2.1. 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.

#### **2.2 Total Number of Employees:**

<b><u>Designation</u></b>	<b><u>Number</u></b>
Management	
Administration	
Supervisors	
Cleaners	
Household Aids	

2.3 **Physical Infrastructure**

2.3.1 Administrative Offices

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

.....

.....

.....

2.3.1.2 Does the bidder have a contingency capacity in case of emergencies on the site? **State capacity.**

.....

2.3.1.3 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.**

.....

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

2.3.1.4.1 Is it a guaranteed 24-hours service?

2.3.1.4.2 Is it situated at a domestic residence.

2.3.1.4.3 Is there a dedicated Administration Office?

2.3.1.4.4 Land-line telephones in Administration Office.

2.3.1.4.5 Activated cellphones in Administration Office.

2.3.1.4.6 Fax in Administration Office.

2.3.1.4.7 Administration Office always manned by well-trained staff who can handle emergency situations.

2.4 **Uniforms**

2.4.1 The bidder must have a dress code that makes it compulsory for staff to wear a clean and neat uniform at all times?

2.4.2 The uniform shall be distinguishable from the general public and Hospital staff.



2.5      **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

2.6      **Cleaning Service Experience**

2.6.1      Bidders shall have properly trained staff within a hospital environment providing the full range of cleaning services or any other facility providing health services.

2.6.2      Current/previous cleaning contract experience within a Hospital environment with reference to Section A, Part 2.17.16 which specifies the minimum requirements;

Company/ State Department/ Provincial Department	Period of Contract		No. of cleaners per shift	Contact person	Tel. no.
	From	To			

## **SECTION C**

### **PART 1: GENERAL SITE SPECIFICATIONS**

*Bidders are to indicate in the column provided that he/she has read, understood and accepted the specific conditions. (Bidders must indicate their response by stating comply or do not comply in the column provided. If you fail to do this your offer will not be considered)*

#### **1.1 SCOPE**

Provision of a Comprehensive Cleaning Service for specified areas of New Somerset Hospital including consumables, equipment and labour as indicated, further providing an ad-hoc service based on the need of the Hospital.

#### **1.2 APPLICABLE DOCUMENTATION**

The following documentation will form part of the specification and 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:

1.2.1 General Conditions of Contract (GCC)

1.2.1 Special Conditions of Contract (SCC)

1.2.3 Employment Equity Act, Act 55 of 1998

1.2.4 Labour Relations Act, Act 66 of 1995

1.2.5 Basic conditions of Employment Act, Act 75 of 1997

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

1.2.7 Occupational Health and Safety Act, Act 85 of 1993

1.2.8 Occupational Injuries and Diseases Act, Act 130 of 1993

#### **1.3 DESCRIPTION OF THE COMPREHENSIVE CLEANING SERVICE**

1.3.1 The contractor shall provide the services as detailed above in accordance with the standard set and the requirements of the client.

#### **BIDDERS RESPONSE**

- 1.3.2 The contractor will supply all cleaning materials necessary for carrying out of the contract. His own expenses unless otherwise stated in the specification.
- 1.3.3 A representative of the contractor shall visit the hospital daily to accompany a designated hospital staff member on inspections. Records of these inspections must be handed to the Contract Manager.
- 1.3.4 The appointed contractor shall allow its staff to be accessible to in-service training from hospital personnel on relevant work-related issues.
- 1.3.5 Control measures must be utilised by the contractor to monitor the timekeeping of the workforce.
- 1.3.6 Identification/logos must be worn by contractors and employees at all times, in addition to the employees' uniforms.
- 1.3.7 A weekly/monthly control checklist to advise payment will be used by the hospital staff to monitor work effectiveness.
- 1.3.8 The contractor's staff will be required to respond to emergency cleaning needs even outside designated areas but within the hospital institute.
- 1.3.9 The contractor shall investigate any staff transgression as reported to them re: disappearing from point of duty, absenteeism, alcohol abuse, extended lunch or tea breaks and replace staff when necessary.
- 1.3.10 The contractor's staff must present an acceptable image/appearance which implies, inter alia, that they may not sit, lounge about, smoke or drink whilst engaged in their duties.
- 1.3.11 The contractor shall repair or pay any damages caused by staff employed. All consumables used by the contractor must comply with the standards set/laid down by the South African Bureau of Standards. The client prior to the commencement of the bid shall clear a list of consumables or items to be used on site.
- 1.4**

**DESCRIPTION OF THE AD-HOC CLEANING SERVICE REQUIREMENTS:**

During the contract period the Hospital may need to open temporary service areas / wards depending on Healthcare demands. For this reason the Service Provider may be required to render ad-hoc

- 1.4.1 cleaning services to these areas based on the need, the cleaning service shall include providing additional staff to cover these areas.

Equipment and consumable needs for these areas will be covered by the Hospital.

## BIDDERS RESPONSE

### **ADMINISTRATION OF AD-HOC CLEANING SERVICES:**

- 1.4.2
- 1.4.1.1. The ad-hoc service requirements will be communicated via the appointed Contract Manager (ASD: Support & Facilities Management)
  - 1.4.1.2. Prior approval MUST be obtained in writing, and an official Purchase Order provided prior commencement of the service based on a specific number of staff and period agreed on;
  - 1.4.1.3. The Hospital will communicate such requests at least 3-hours in advance to allow the Service Provider sufficient time to source the required additional staff;
  - 1.4.1.4. The same terms, standards, duties and specifications set in this contract is applicable, excluding provision of equipment & consumables, for the ad-hoc Cleaning Service;

### **PRICING OF THE AD-HOC CLEANING SERVICE:**

The need for these ad-hoc services has been determined based on historic needs and a set number of "Day-per-Cleaner" has been identified as the measure. The Day-per-Cleaner measure is purely an estimation and is purely an contingency as part of the Cleaning Service Contract, therefor the Hospital will only commit to payment of services rendered with approval.

The pricing structure for this service will therefore be set as follow:

SHIFT TYPE	SHIFT DESCRIPTION	SHIFT HOURS
<b>Day</b> Shift Rate per Cleaner per Shift	Monday to Sunday Day Shift	07:00 to 19:00 (11hours)
<b>Night</b> Shift Rate per Cleaner per Shift	Monday to Sunday Night Shift	19:00 to 07:00 (11hours)
Public Holiday per Cleaner per Shift ( <b>Day</b> )	Public Holidays where applicable	07:00 to 19:00 (11hours)
Public Holiday per Cleaner per Shift ( <b>Night</b> )	Public Holidays where applicable	19:00 to 07:00 (11hours)

A Purchase Order shall be provided prior commencement of the service for a set period. The rate shall be inclusive of rotational staff to cover shift working.

## 1.5 GENERAL REQUIREMENTS

## BIDDERS RESPONSE

- 1.5.1 Adequate stock levels must be maintained at all times.
- 1.5.2 The contractor shall supply an adequate labour force in order to render a service of a standard acceptable to the client.
- 1.5.3 Substitute staff must be provided for persons on leave, or sick. Substitute staff must wear the uniforms and name badge of the current contractor on site.
- 1.5.4 A supervisor with the necessary skills must be available at all times to plan and monitor the work.
- 1.5.5 The supervisor will accompany an officer of the Contract Management Department, New Somerset Hospital on monthly inspections of the area.

## 1.6 CONTROL MEASURES

- 1.6.1 Documentary evidence must be provided to the Contract Manager that Cleaning supervisors and staff have undergone and given training on how to clean and disinfect each room and equipment used by infected patients.
- 1.6.2 At all times Supervisors, Household Aids and Cleaners must present an acceptable image/appearance which implies inter alia that they may not sit, lounge about, smoke, eat or drink while attending to duties.
- 1.6.3 Protective clothing to be neat and clean at all times.
- 1.6.4 Appropriate Protective non- slip safety black shoes to be worn at all times. No takkies to be worn.
- 1.6.5 Cleaners and Household Aids must be in full uniform, ready for duty at their specified points at the specified shift starting time. In this connection, late coming will be accumulated and deducted from payment of the successful bidder. **No supervisor may work longer than the stipulated shift. Cleaners or household aids may not work double shifts and paid according to the labour law during public holidays.**
- 1.6.6 Continuous duty without the laid down of duties will not be allowed. Relievers for off duty and absenteeism must be provided.





- 1.6.7 Should a cleaner/ household aid/supervisor not perform or if reports of misconduct are received, he/she must be removed from the site and be replaced by the successful bidder immediately on request of the facility Management.




**1.7 OBLIGATIONS OF HEALTH FACILITY/ HOSPITAL**

- 1.7.1 The Department shall provide free of charge all necessary light, water, power, toilets and other facilities that may be required by the contractor to perform its services.
- 1.7.2 The Department shall provide a storage area for the contractor's equipment and consumables.



**1.8 EQUIPMENT REQUIREMENTS**

The minimum equipment as listed below shall be provided:

	ITEM DESCRIPTION	SPECIFICATION	QTY
1.8.1	INDUSTRIAL TYPE FLOOR DRYER	±900W 3-speed Floor Dryer for use of drying polished / sealed floors during floor maintenance. 	3
1.8.2	BUFFING/SCRUBBING MACHINE	Industrial standard speed buffing machine with 425mm pad. 	16
1.8.3	DUSTPAN & BROOM SET WITH EXTENDED HANDLE	For use in non-clinical areas only. 	18
1.8.4	DUSTPAN WITH EXTENDED HANDLE – NO BROOM	For collection of debris and dust from wards & clinical areas. Allocated to each Janitor trolley.	<b><u>45 each</u></b>
1.8.5	COLOUR CODED MOP HANDLE INCLUDING CLIP & MOPHEAD	Handle: 1,500mm (L) 25mm (diameter) alluminium handle with colour coded handle-grips & mop clips with 400g looped stitched ends fan mop head 38MM webbing – MUST HAVE LOOP STITCHED END TO AVOID THREADS SHEDDING WHILE MOPPING. Mop sleeves shall be replaced as required <b>or</b> at least every third month, whichever comes first. 	Yellow – Isolation Areas <b><u>QTY: 92 sets</u></b> Blue – General Areas <b><u>QTY: 92 sets</u></b> Green – Food Service & related <b><u>QTY: 92 sets</u></b> Red – Toilet, bathrooms & washrooms <b><u>QTY: 92 sets</u></b>

1.8.6	FLAT-TYPE SWEEPER MOP 80cm	<p>Aluminium handled sweeper mop, 1,500mm long handle + sweeper frame + sweeper fabric head. The sweeper frame &amp; sleeve shall be at least 80X13cm in size to ensure a wide sweeping area can be covered. The sleeve shall be an Acrylic fine fabric sleeve which picks up the finest dust particles. Sweeper mops sleeves shall be replaced when needed or at least every three months, whichever comes first.</p> 	<b><u>70 complete sets</u></b>
1.8.7	DOUBLE BUCKET MOPPING TROLLEY	<p>Clean &amp; dirty water (double mopping system) trolley with buckets (red &amp; blue) including wringer. The trolley shall be constructed of plastic (NOT STEEL TYPE – to avoid rust), equal or similar to the below:</p> 	<b><u>50 EACH</u></b>
1.8.8	JANITOR TROLLEY	<p>A robust janitorial trolley for dedicated areas are required to ensure cleaning consumables and equipment is organised and stowed away safely.</p> <ul style="list-style-type: none"> <li>- The unit shall have a durable plastic body (NOT STEEL);</li> <li>- Two stationary castors at the rear;</li> <li>- Two swivel castors in front;</li> <li>- Waste bin section with a capacity of ±120 litres and must have a plastic lid to seal of waste-bin area;</li> <li>- The unit shall have two storage compartments;</li> <li>- The unit shall have two 10 litre buckets / "dust-buckets" (colour coded (RED &amp; BLUE) on top;</li> <li>- Dedicated compartments for storage of a sweeper mop etc.</li> </ul> <p>The unit shall be similar or equal than below;</p> 	<b><u>45 EACH</u></b>



1.8.9	TELESCOPIC WINDOW SQUEEGEE SET	For cleaning of high windows in dedicated areas, the window cleaning kit shall consist of the following; <ul style="list-style-type: none"> <li>- 4 meter telescopic aluminium extendable pole (2 meters non-extended);</li> <li>- A 45cm cleaning squeegee;</li> <li>- A 45cm window washer + sleeve connector;</li> </ul> A dedicated bucket to fit the washer;	<b><u>6 Complete Sets</u></b>
1.8.10	WET FLOOR SIGNS	Size: Not smaller than: 61.5cm x 29cm Signage: "CAUTION WET FLOOR" Red triangle with man slipping. 	<b><u>80 each</u></b>
1.8.11	MID-SIZED VACUUM CLEANER	Vacuum cleaners for use in general office & administrative areas with carpet flooring. The vacuum cleaner shall be mid-sized with all the required accessories, including hose, carpet vacuum nozzle etc. <b>The vacuum cleaner MUST BE A BAGLESS TYPE.</b>	<b><u>10 each</u></b>
1.8.12	WATER SUCTION MACHINE / INDUSTRIAL WET/DRY VACUUM MACHINE	Appropriate industrial type wet/dry vacuum cleaner which is suitable to use in cases where there's minor floods, suitable for using during stripping/scrubbing of large floor areas. Also suitable for vacuuming of carpeted areas and upholstered furniture. <ul style="list-style-type: none"> <li>- The unit shall have a minimum holding tank capacity of 80 litres;</li> <li>- The unit shall have castors to ensure easy manoeuvring and mobility;</li> <li>- The unit shall have a powerful motor of at least 3,000watts;</li> <li>- The unit MUST BE A BAGLESS TYPE Vacuum system;</li> </ul> All accessories required to be included.	<b><u>5 each</u></b> 1 per residence Building (3) 2 for the Main Hospital
1.8.13	FLOOR SEALER & POLISH APPLICATOR SET	For use when stripping and sealing of vinyl flooring, the applicator shall consist of a aluminium hand with flat applicator and sheepskin or similar sleeve to ensure polymer sealants during stripping and sealing is applied evenly. 	<b><u>5 EACH</u></b>

1.8.14	6-STEP A-FRAME ALUMINIUM LADDER	For the purpose of high-dusting and cleaning in high areas. Must be a A-frame type safety ladder with rubber feet.	<b><u>10 EACH</u></b> 1 Per Floor & Residence Buildings

## BIDDERS RESPONSE

1.8.15	ELECTRICAL EXTENSION CORDS, AT LEAST 30M	Electrical extension cords required for strip & seal, vacuum and various applications. A 3-way 16Amp, 30 meter extension cord on a reel is required.	<b><u>5 units</u></b>
1.8.16	WITH REFERENCE TO 8.2.13 (PAGE 31) COLOUR CODED CLEANING CLOTHS	<p>The required product must be specially designed for heavy-duty, rough surface wiping, where strength and bulk are key requirements. The cloth shall provide a high absorbancy yet not tearing. The cloth shall be manufactured from a specifically designed composite material combination of absorbent paper-fibre and polypropelene non-woven fabric which is ideal for use in environments where cross-contamination and infection prevention is key.</p> <p>The cloth shall be similar or equal to Wypall X80 cloths.</p> <p>The cloths shall be packed in packs <b>NOT SUPPLIED IN ROLLS – THIS PRACTICE GOES AGAINST IPC MEASURES IN THE HOSPITAL.</b></p> <p>Colours:</p> <ul style="list-style-type: none"> <li>- YELLOW</li> <li>- BLUE</li> <li>- GREEN</li> <li>- RED</li> </ul>	<p><b><u>There are 29 areas / wards that use colour coded cloths and it is expected that an average of 3 packs (50's) ( per colour would be user per month.</u></b></p>

1.8.17 All equipment must reach New Somerset Hospital at least 2-weeks prior commencement of the contract to allow checking for compliance in terms of the specification.

1.8.18 At all times effective, sufficient, appropriate equipment must be provided by the service provider to perform the said schedule of activities. Electrical certificates must be provided to the Contract Manager for all electrical equipment. Service maintenance certificates must be provided annually to the Institution to ensure that equipment are maintained.

1.8.19 All equipment must be marked and stored appropriately according to Ideal Hospital standards in a safe, lockable area and marked with clear labels.

## 1.9 **CONSUMABLES REQUIRED**

1.9.1 Sufficient stock of cleaning consumables to be supplied by successful bidder with minimum stock levels to be available at all times.

- 1.9.2 Consumables to be supplied shall be an approved brand and/or South African National of Standards approved – to check for the following products:
- 1.9.3 **Neutral Detergent** for use in High Dusting and washing of walls
- 1.9.4 **Stainless steel cleaner** for use in lifts, door frames, etc., smell must not be overpowering to patients and lift users.
- 1.9.5 **All-purpose cleaner** ammonia-free for use in toilet bowls, hand basins, etc.
- 1.9.6 **Window cleaner** for use in the washing of windows.
- 1.9.7 **Brass cleaner** equal or similar to Brasso for use in the cleaning of brass knobs, etc.
- 1.9.8 **Neutral detergent** for floor scrubbing equal or similar to paragon
- 1.9.9 **Floor sealer / dressing** 25% solid content or more (polymer)
- 1.9.10 **Floor Stripper** compatible with sealer non-ammonia base
- 1.9.11 **General purpose cleaner** for bumper rails, staircases, etc.
- 1.9.12 **Air-freshener** for general use
- 1.9.13 **Degreaser** for stubborn dirt such as showers or fatty dirt build-up.
- 1.9.14 **Floor pads** – as required to maintain floors (colour coded)
- 1.9.15 **Cleaning Cloths** to be colour coded for different cleaning applications
- 1.9.16 **Any Consumables/Chemicals** as may be required to successfully perform cleaning.
- Disinfectant**
- Gloves (yellow)-** for general cleaning purposes
- Heavy duty gloves (black)** – for the removal of domestic and medical waste
- Insecticide-**for general use
- Bleach+ Dish Washing Liquid -**
- Furniture Polish-** for polishing of desks
- 1.9.17 All consumables must be stored in a safe, lockable area and must be clearly marked according to the Ideal Hospital Standards.
- 1.10 **CHEMICAL SPECIFICATIONS**
- 1.10.3 **NO CHEMICALS THAT ARE CORROSIVE WILL BE ALLOWED**
- Only cleaning chemicals that are acceptable for use in hospital cleaning will be accepted. All
- Cleaning chemicals to be used by the contractor must be accompanied by Material Data Safety Sheets for verification by

Infection Control Co-ordinator, with the submission of the tender documents.

- 1.10.2 Similar or equal to INDUSTRO CLEAN. All chemicals to be used must be accompanied by Material Data Safety Sheets, failure to provide these documents with the Tender document will lead to disqualification, no documentation will be accepted afterward.

- 1.10.3 Equal or similar products to the above mentioned can be used, provided that the bidder can prove the equivalence to the mentioned chemicals.

- 1.10.4 **Chemicals composition should be in line with the IPC**  
*Refer to H213-2021 – IPC Framework circular + Practical Manual*

**BIDDERS RESPONSE**

## **SECTION C**

### **PART 2: SITE SPECIFIC SPECIFICATION**

#### **2.1 SITE SPECIFIC CLEANING SPECIFICATIONS FOR NEW SOMERSET HOSPITAL ALL AREAS:**

*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.*

**PLEASE NOTE: ALL CLEANING METHODS AND MATERIALS AND PRODUCTS MUST BE IN ACCORDANCE WITH THE CURRENT PROVINCIAL INFECTION CONTROL POLICY (NATIONAL INFECTION PREVENTION AND CONTROL STRATEGIC FRAMEWORK 2020, CIRCULAR H213-2021)**

#### **2.1 SPECIFIC DAILY DUTIES FOR HOUSEHOLD AIDS & CLEANERS**

#### **BIDDERS RESPONSE**

##### **2.1.1 MEDICAL WASTE REMOVAL**

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

##### **Types of containers:**

- Sharp containers
- Infectious containers
- Anatomical containers
- Pharmaceutical medical waste containers (Black and red)
- Handling and storage
- Store in a specified area for medical waste.
- Medical waste area to be locked at all times
- Storage area, locks and keys supplied by Hospital.
- Medical waste containers will only be removed from wards and other departments when full according to the Standard Operating Procedure of the Hospital.
- Medical waste containers will only be removed from wards and other departments.
- Red containers must be removed from the wards on a daily basis.
- Full containers from the Pharmacy must be removed daily

##### **2.1.2 HANDLING AND DISCARDING OF HOUSEHOLD WASTE:**

Remove all household waste from wards and all other departments to the dedicated holding areas daily:

- Black bags/clear bags with household refuse
- Flattened carton containers
- Containers with left- over food for pigs from the Main Kitchen
- Each type of refuse container must be taken to the specific disposal point.
- Handling and storage
- Black Bags/clear bags
- Must be removed daily into the municipal refuse bins (Wheelie bins).
- Refuse bins must be filled by black bags, starting from back of refuse area to front.
- Flattened cartons
- Store in a designated area for wastepaper and cartons.
- All boxes to be flattened before storage.

- Keep area locked at all times
- Locks and keys will be supplied by the employer.
- Containers with leftover food for pigs
- Remove containers from the main kitchen.
- Containers on a trolley supplied by the employee to be used to transport waste to the area specified for that waste type.
- Wash kitchen containers and return without delay.

### 2.1.3 **HOUSEHOLD AID DUTIES:**

Household aids allocated to Wards shall deliver patient meals with hot beverages to Patients three times per shift during Day-shift and Hot-beverages shall be served once per shift on Night shift:

- HHA's shall ensure that water jugs at the patient bedside is filled twice per day, early morning and before visiting times;
- Meals shall be collected from the kitchen on the ground floor and transported to the Ward, each Ward has about 30-40 meals to be served at each meal time (thrice during day shift);
- The HHA shall wash Patient Crockery & Cutlery after meals at Ward Level;
- HHA's shall prepare and serve Hot Beverages to patients as specified;

### 2.1.4 **CLEANERS DUTIES AT RESIDENCE BUILDINGS:**

Beyond the Cleaning duties specified below, the Cleaners allocated to the Hospital's residence buildings shall be responsible for liaison and hand-over on a daily basis of any Residence matters as reported and expected from the Residence Supervisor, for this reason the allocated Cleaners shall be able to read, write and communicate fluently in English. This may include maintenance issues, matters regarding residence that may arise during night shift etc.

## 2.2. SPECIFICATIONS FOR CLEANING FREQUENCIES:

Standard method		Frequency	BIDDERS RESPONSE
	Banister	Dust	Daily
2.2.1		Wet wipe with detergent & water with ammonia-free detergent	Daily
2.2.2	Basins	Wash and clean with hard surface cleaner	Daily
		Wash and clean with ammonia-free detergent	Daily as required
		Remove mineral deposits	Monthly
2.2.3	Blinds	Vertical – remove dust	Weekly
		Horizontal – dusting	Weekly
		Horizontal – damp wipe with ammonia-free detergent	Monthly
2.2.4	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
2.2.5	Ceilings	Dust and wipe air vents	Monthly
2.2.6	Chairs	Cloth – Vacuum	Fortnightly
		– Spot clean	As necessary
		– Shampoo	As required
		Vinyl and leather – dust	Daily
		– damp wipe with ammonia-free detergent	Weekly
		Waiting areas – damp wipe with ammonia-free detergent	Daily
2.2.7	Courtyards	Sweep paving areas	Daily
		Remove municipal waste	Daily
		Clean tables and chairs	Daily
2.2.8	Curtains	All curtains, including Bed screens, linings and drapes should be removed and cleaned by the bidder. The bidder will also return it to its original positions. Washing/laundrying of the curtains will be done by the Hospital.	As required.
2.2.9	Desks	Wood – dust	Daily
		Wood – polish	Weekly
		Scaled wood/glass/Formica	
		– damp wipe with ammonia-free detergent	Daily
		– polish	Weekly
2.2.10	Doors	Remove finger-marks on glass and push plates with a degreasing agent	Daily

		and equipment that will not scratch the surface	
		Remove dirty spots on wooden and metal doors	Daily
		Polish door knobs with an approved metal polish	Weekly
		Damp wipe with ammonia-free detergent	Weekly
		Damp wipe door handles with ammonia-free detergent	Daily
		Dust mats at entrances Vacuum clean Wash – CARPET MACHINE	Daily monthly
2.2.11	Electrical	Dust	Daily
	Equipment	Damp wipe with ammonia-free detergent	Weekly
2.2.12	Fire	Treads – sweep	Fortnightly
	Escapes	Hand rails – damp wipe with ammonia-free detergent	Fortnightly
2.2.13	Floors:	Remove dust with dust sweeper	Daily
	Resilient (vinyl,	Damp mop for spoilage or spillage with soap and water	As necessary
		Strip, clean and reseal (SABS Approved)	Every 3 months or on request
	PVC,	Spray buff with floor polisher	Daily
	Linoleum)	Micro fibre cloth	Daily
	Floors – Hard	Remove dust with dust sweeper	Daily
	(Ceramic, marble Granite, brick, porcelain, Concrete, etc.)	Damp mop for spoilage or spillage with soap and water	As necessary
		Machine scrub	As necessary
2.2.14	Kitchens, Wards	Sweep all floors and wash with disinfectant and water. Keep kitchen clean	Daily
		Rinse and fill water bottles	Daily
		Set food trays	Daily
		Serve breakfast/lunch/ supper and night snack	Daily
		Serving/Making of tea/coffee for breakfast/lunch/supper and snack time	Daily Daily
		Collect and clean all crockery, cutlery, and food trays, rinse	
		Work surfaces damp wet cloth, wiped and dried	Daily
		Walls and cupboard doors damp wipe	Twice weekly
		Cupboard storage cleaned and wet wipe	Monthly
2.2.15	Lights	Dust	Monthly

## BIDDERS RESPONSE



2.2.16	Light switches	Damp wipe with ammonia-free detergent	Weekly
2.2.17	Liquid soap holders	Fill liquid soap holders	Daily or as necessary
2.2.18	Medical waste	Seal and mark medical waste boxes and sharp containers	Daily
2.2.19	Metal work	Polish with stainless steel polisher	Daily or as required
2.2.20	Mirrors	Wet wipe with Alcohol based cleaning agent and dry	Daily or as necessary
2.2.21	Paper towel dispensers	Fill paper towel dispensers	Daily or as necessary
2.2.22	Parking areas (all entrances)	Sweep and keep free of waste paper and litter Wash and scrub with disinfectant	Twice daily
2.2.23	Pictures	Dust frames	Weekly
		Damp wipe frames and clean glass	Monthly
2.2.24	Pipes	Dust	Weekly
2.2.25	Plugs	Damp wipe	Weekly
2.2.26	Power boxes	Dust and damp wipe	Weekly
2.2.27	Railings and all Staircases	Wash and clean all railings and staircases	Daily
2.2.28	Refrigerators	Wash and clean inside and outside with ammonia-free detergent	Twice weekly
2.2.29	Refuse bins	Empty, wash, disinfect and replace with new bin liner Rubbish removed from these containers should be placed in other suitable containers or bags and may not be dragged across floors, carpets or tiles. The contents of waste baskets and other office rubbish should be removed neatly in bags and deposited in the rubbish bins provided for this purpose.	Daily
2.2.30	All Shelves	Dust those that are empty	Weekly
		Wash shelves with ammonia-free detergent	As required
2.2.31	Showers	Remove dirt and grime from walls, tiles, doors and floors using disinfectant	Daily or as required
2.2.32	Sinks	Wash and Clean	Daily and as required
2.2.33	Skirting	Dust	Twice weekly
		Damp wipe with ammonia-free detergent	Daily
2.2.34	Sluice rooms	Disinfect and wash bedpans, basins and urinals and insert in bedpan washer	Daily and as required
		Clean and Wash all surfaces and floors with disinfectant	Daily and as required
2.2.35	Switches	Damp wipe with ammonia-free detergent	Daily and as required

## BIDDERS RESPONSE

2.2.36	Tables	Dust	Daily
		Wet wipe with ammonia-free detergent	Weekly
		Glass tops: Wet wipe with glass cleaner	Weekly
2.2.37	Taps	Clean and wash with ammonia-free detergent	Daily and as required
		Remove mineral deposits	Monthly
2.2.38	Telephones	Dust	Daily
		Damp wipe	Daily
2.2.39	Staff/Ward Ablution facilities	To be cleaned early in the morning before staff arrives for work at 07:00	Daily
		Ensure usability and replenish consumables	Three or more times daily
		Remove spillage from bowl and under flush rim with hard surface cleaner and a brush	Daily or as necessary
		Remove mineral deposits	Monthly
		Wash seat and lid, cistern and pipes, etc.	Daily
		Disinfect all components	Daily
		Wash doors and walls	Daily
		Remove litter	Daily
2.2.40	Public Ablution Facilities	To be checked, cleaned and serviced/ replenished	Every 15 minutes
		Remove spoilage from bowl and flush under rim with hard surface cleaner and a brush	Every 15 minutes
		Remove mineral deposits	Every 15 minutes
		Wash seat and lid, cistern and pipes, etc.	Every 15 minutes
		Disinfect all components	Every 15 minutes
		Wash and clean, doors and walls	Daily
		Remove litter	Daily
2.2.41	Urinals in waiting areas	Wash and Scrub with disinfectant	Every 15 minutes
		Wash pipes and flushing mechanisms	Daily
		Wash step or floor at urinal with disinfectant	Every 15 minutes
		Remove mineral deposits from gullies and drains	Every 15 minutes
2.2.42	Walls	Remove all spots and fingerprints on walls, painted surfaces, electric switches, etc.	Daily
		Wash and clean walls with ammonia-free detergent and dry washable surfaces	Monthly
2.2.43	Windows	Clean inside faces with glass cleaner	Monthly
		Clean outside faces with glass cleaner or squeegee	Quarterly

## BIDDERS RESPONSE

2.2.44	Window sills	Dust	Twice weekly
		Dust and damp wipe with ammonia-free detergent	Weekly
2.2.45	X-Ray room	Dust and damp wipe with ammonia-free detergent	Daily

### 2.3 **CLEANING METHODS:**

				BIDDERS RESPONSE
METHOD		WHERE USED	DESCRIPTION	
2.3.1	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>	
2.3.2	Damp mop	Resilient and hard floors	<p>Single or double mobile bucket and wringer system. Mop handle and heavy duty mop head or flat/ Butterfly mop or variant.</p> <p>Floor to be pre-swept.</p> <p>Warm water solution with either neutral or wash and wax type detergent or disinfectant.</p> <p>Dip mop into solution and wring dry frequently.</p>	
2.3.3	Damp wipe	Any non-porous or washable surface	<p>Bucket, lint free cloth. Usually an ammonia based detergent. Surfaces should be dusted.</p> <p>Use warm water cloth to be squeezed or wrung out until only damp, but not dripping. Use systematic wiping motion and additional pressure on stubborn spillage. Re-immers cloth in detergent solution frequently and squeeze dry. Change the solution at appropriate intervals to ensure dirt is not reapplied.</p>	

2.3.4	Disinfectant	Any non-porous or washable surface	<p>Bucket and mop (for floors) and lint free cloth (for other surfaces) or spray bottle. Chlorine, quarterly ammonium or other disinfectant.</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 vacuum, mop or wipe dry.</p>
2.3.5	Dust	Any porous or non-porous hard floors	<p>Mop sweeper or disposable cloth sweeper.</p> <p>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. Keep the tool flat on the floor throughout the exercise. Fit new disposable cloths or wash mop heads frequently.</p>
2.3.6	Interim cleaning: Hard Floors	Hard floors	<p>More intensive than daily cleaning, but less costly and disruptive than restorative cleaning.</p> <p>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. Appropriate floor dressing. 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>
2.3.7	Interim cleaning: Carpets	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. Vacuum carpets. Note: these interim cleanings 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. Powder system: sprinkle powder over soiled areas or entire area as required, covering no more than about ten</p>

**BIDDERS RESPONSE**

			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.
2.3.8	Light scrub	Hard floors	Same as interim clean for hard floors.
2.3.9	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.
2.3.10	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, urinal bowls.</p> <p>A non-corrosive acid detergent. Routine spillage to be removed in the normal way. 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>
2.3.11	Polish	Wooden, scaled wood or laminated furniture and fittings	<p>Soft dusting cloth. Silicone or cream-based petroleum wax or synthetic, paste, liquid or aerosol. Dust to be removed before any polish is applied. 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>
2.3.12	Restorative cleaning	Carpets	<p>Usually a damp/wet process requiring time and labour.</p> <p>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</p>

## BIDDERS RESPONSE

			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	<p>Referred to as stripping and sealing.</p> <p>Automatic scrubber or rotary floor machine and wet and dry vacuum. Black scrubbing pad, wet mopping equipment, lamb's wool or mop applicator, doodle bug hand tool for edges and corners.</p> <p>Stripper and floor dressing.</p> <p>Litter and loose dust to be removed from the floor.</p> <p>Apply diluted stripper with a mop or watering can: allow lying on the floor for ten minutes or more. Scrub floor with machine: use doodle bag for awkward areas (Look after the edges, the middle will look after itself): vacuum slurry ensuring it doesn't dry out on the floor: rinse with fresh water and vacuum: and mop with fresh water: ensure floor is dry and apply two or three coats (as per manufacturer's specification) of floor dressing.</p>
2.3.13	Spot cleaning	Any surface	Remove any spillage or marks that appear immediately (preferably within a day or two of their appearance) using appropriate methods.
2.3.14	Spray cleaning	Hard and resilient floors	Same technique as described under BURNISH, except that machines are slower speed (between 165 and 400 mm) and the pad used is red.
2.3.15	Stain removal	Any surface	The difference between a spot and a stain is about ten days". See notes under SPOT REMOVAL. For marks that do not respond to normal cleaning techniques, consult a specialist stain removal guide.
2.3.16	Strip and seal	Hard and resilient	See notes under RESTORATIVE CLEANING for these floors.
2.3.17	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.

BIDDERS RESPONSE

BIDDERS RESPONSE



## 2.4 STAFFING ALLOCATIONS & REQUIREMENTS:

### 2.4.1 HOUSEHOLD AID ALLOCATIONS:

The following number of Household Aids will be allocated to the specified Wards / Departments. The shifts allocated are inclusive of Sundays and Public Holidays.

AREA / WARD / DEPARTMENT	HOUSEHOLD AID NUMBERS PER AREA					BIDDERS RESPONSE
	DAY SHIFT			NIGHT SHIFT		
	QTY	SHIFT DETAIL		QTY	SHIFT DETAIL	
1st Floor	4	07:00-19:00	Monday to Sunday	8	19:00 - 07:00	Monday to Sunday
2nd Floor	4	07:00-19:00	Monday to Sunday			
3rd Floor	4	07:00-19:00	Monday to Sunday			
4th Floor	4	07:00-19:00	Monday to Sunday			
5th Floor	4	07:00-19:00	Monday to Sunday			
6th Floor	4	07:00-19:00	Monday to Sunday			
7th Floor	4	07:00-19:00	Monday to Sunday			
ARV; KMC; St Ledger	4	07:00-19:00	Monday to Sunday	4	19:00 - 07:00	Monday to Sunday
Ebden + Lightfoot	4	07:00-19:00	Monday to Sunday			
Barkley	4	07:00-19:00	Monday to Sunday			
Bickersteth + Bailey	4	07:00-19:00	Monday to Sunday			
Emergency Centre	6	07:00-19:00	Monday to Sunday	2	19:00 - 07:00	Monday to Sunday
ICU, ER and Discharge Lounge	4	07:00-19:00	Monday to Sunday	2	19:00 - 07:00	Monday to Sunday
Labour Ward	6	07:00-19:00	Monday to Sunday	2	19:00 - 07:00	Monday to Sunday
Mental Health Unit- MILNER	4	07:00-19:00	Monday to Sunday	2	19:00 - 07:00	Monday to Sunday
Mental Health Unit- POA	4	07:00-19:00	Monday to Sunday			
TOTAL HOUSEHOLD AIDS:	68			20		

## 2.4.2 CLEANER ALLOCATIONS:

The following number of Cleaners will be allocated to the specified Wards / Departments. Shifts indicated below varies, Monday to Sunday shifts are inclusive of Public Holidays and Sundays and Monday to Friday shifts does NOT include Public Holidays.

**NB: BIDDERS TO TAKE CAREFUL NOTE OF THE SHIFT DETAILS AS SPECIFIED.**

AREA / WARD / DEPARTMENT	CLEANER NUMBERS PER AREAS						BIDDERS RESPONSE
	STRAIGHT SHIFT			NIGHT			
	QTY	SHIFT DETAIL		QTY	SHIFT DETAIL		
Main Theatre	4	07:00 - 19:00	Monday to Sunday	2	19:00 - 07:00	Monday to Sunday	
OPD	2	07:00 - 16:00	Monday to Friday				
ENT	1	07:00 - 16:00	Monday to Friday				
CSSD	1	07:00 - 16:00	Monday to Friday				
Shipley Clinic	1	07:00 - 16:00	Monday to Friday				
Medical + Domestic Waste	4	07:00 - 19:00	Monday to Sunday				
West Block Corridors; Main Entrance; Reception, Helpdesk, CCTV room, EC & OPD waiting Area's	2	07:00 - 16:00	Monday to Friday				
Public Toilets	4	07:00 - 19:00	Monday to Sunday				
X-ray	1	07:00 - 16:00	Monday to Friday				
Microphone not working	2	07:00 - 19:00	Monday to Sunday				
Main Kitchen	2	07:00 – 18:00	Monday to Sunday				
Milk Kitchen	1	07:00 0 16:00	Monday to Friday				
Non-Clinical - West Block; CCTV Room; Helpdesk; Clinical Engineering, Dr's offices, Switchboard	2	07:00 - 16:00	Monday to Friday				
Non-Clinical – Residences: Waterside 1 & Waterside 2 & Louis Bloomberg	8	07:00 - 19:00	Monday to Sunday	4	19:00 - 07:00	Monday to Sunday	
TOTAL CLEANERS:	35			6			



### 2.4.3 TOTAL STAFF ALLOCATION

Find below a summary of the total staffing numbers:

#### BIDDERS RESPONSE

STAFF CATEGORY & "SHIFT"	SHIFT		HOURS	QTY
Household Aid - Day Shift	07:00 - 19:00	Monday to Sunday	12 hours	68
Household Aid - Night Shift	19:00 - 07:00	Monday to Sunday	12 hours	20
Cleaner - Day Shift	07:00 - 19:00	Monday to Sunday	12 hours	22
Cleaner - Day Shift	07:00 - 18:00	Monday to Sunday	11 hours	2
Cleaner - Night Shift	19:00 - 07:00	Monday to Sunday	12 hours	6
Cleaner - Straight Shift	07:00 - 16:00	Monday to Friday	9 hours	11
Site Supervisor - Day Shift	07:00 - 19:00	Monday to Sunday	12 hours	2
<b>TOTAL:</b>				<b>131</b>

# **RENDERING OF A COMPREHENSIVE CLEANING SERVICE AT NEW SOMERSET HOSPITAL FOR A THREE (3) YEAR PERIOD**

NAME OF BIDDER: .....

BID NUMBER: WCGHSC0345/1/2023

CLOSING TIME: 11:00 ON 14 JULY 2023

OFFERS SHALL BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID AND PRICING MUST BE INCLUSIVE OF VAT

## **PRICING SCHEDULE FOR THE COMPREHENSIVE CLEANING SERVICE:**

A pricing schedule for the Comprehensive Cleaning Service which is all-inclusive of Labour, Consumables, Equipment and all related costs must be provided:

ITEM	1 <sup>ST</sup> YEAR (INCLUSIVE OF VAT)	2 <sup>ND</sup> YEAR (INCLUSIVE OF VAT)	3 <sup>RD</sup> YEAR (INCLUSIVE OF VAT)
1.	R..... Total per month	R..... Total per month	R..... Total per month
2.	R..... Total cost per year	R..... Total cost per year	R..... Total cost per year
3.	<b>TOTAL ALL-INCLUSIVE PRICE FOR A THREE (3) YEAR PERIOD: R ....., ... (VAT INCLUSIVE)</b>		

PRICE BREAKDOWN				
DESCRIPTION	PERCENTAGE/RATE/MONTHLY PER PERSON	GENERAL WORKERS	SUPERVISOR	40 HR WEEK
Hourly rate				
Daily Rate				
Weekly wage cost				
Monthly wage cost				
Leave provision				
Sick Pay				
Family responsibility leave				
Provident fund				
Bonus				
UIF				
COVID/WCA				
Training SDL				
<b>TOTAL LABOUR:</b>				
Staff for day & night shift:				
<b>TOTAL LABOUR PER MONTH:</b>				
Equipment supply per month:				
Chemical supply per month:				
Profit & overheads:				
<b>TOTAL PRICE PER MONTH INCL VAT:</b>				

**Note: Please ensure that your price per month includes the latest minimum wage rate as published in the Government Gazette.**

**Bidder that do not comply to the latest hourly rate will not be considered.**

**PRICING SCHEDULE FOR AD-HOC CLEANING SERVICE:**

A pricing schedule for the Ad-hoc cleaning service described in Section, Part 1.4.2:

ITEM	SHIFT TYPE	NUMBER OF SHIFTS	RATE PER SHIFT	TOTAL
4.1	Day Shift Rate per Cleaner per Shift: YEAR 1	301	R ....., .....	R ....., .....
4.2	Day Shift Rate per Cleaner per Shift: YEAR 2	301	R ....., .....	R ....., .....
4.3	Day Shift Rate per Cleaner per Shift: YEAR 3	301	R ....., .....	R ....., .....
5.1	Night Shift Rate per Cleaner per Shift: YEAR 1	301	R ....., .....	R ....., .....
5.2	Night Shift Rate per Cleaner per Shift: YEAR 2	301	R ....., .....	R ....., .....
5.3	Night Shift Rate per Cleaner per Shift: YEAR 3	301	R ....., .....	R ....., .....
6.1	Public Holiday per Cleaner per Shift (Day): YEAR 1	39	R ....., .....	R ....., .....
6.2	Public Holiday per Cleaner per Shift (Day): YEAR 2	39	R ....., .....	R ....., .....
6.3	Public Holiday per Cleaner per Shift (Day): YEAR 3	39	R ....., .....	R ....., .....
7.1	Public Holiday per Cleaner per Shift (Night): YEAR1	39	R ....., .....	R ....., .....
7.2	Public Holiday per Cleaner per Shift (Night): YEAR 2	39	R ....., .....	R ....., .....
7.3	Public Holiday per Cleaner per Shift (Night): YEAR 3	39	R ....., .....	R ....., .....
8.	<b>TOTAL PRICE FOR THE AD-HOC CLEANING SERVICE (VAT INCLUSIVE):</b>			<b>R ....., .....</b>

**TOTAL BID PRICE:**

**The total Bid Price MUST consist of the Comprehensive Cleaning Service (Fixed per month) (ITEM 3) + the Ad-hoc Cleaning Service Requirement (ITEM 8):**

3	<b>TOTAL ALL-INCLUSIVE PRICE FOR THE COMPREHENSIVE CLEANING SERVICE</b>	R ....., .....
8	<b>TOTAL PRICE FOR THE AD-HOC CLEANING SERVICE</b>	R ....., .....
<b>TOTAL BID PRICE (VAT INCLUSIVE):</b>		<b>R ....., .....</b>

**Note: The bid will be adjudicated on the total cost over the three (3) year period. Please ensure that your costing is correct as corrections cannot be made after bid closure.**

A. Does the offer comply with specifications? Please circle your option. YES / NO

B. If not to specification, please indicate deviation(s) on a separate sheet. YES / NO

C. The price(s) quoted must be firm for the duration of the contract. YES / NO

**Definition of pricing structures**

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

1. Firm prices

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

The following two pricing structures will also be considered as firm prices:

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

Kindly note that the cost of labour does not fall within the parameter of the above paragraph.

The increased cost of labour must therefore be projected into the 2<sup>nd</sup> and 3<sup>rd</sup> year pricing as no increase will be granted in this regard during the contract period.

Note: Any advantage due to a more profitable exchange rate must be passed on to the province.



## 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 any 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 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	
<p>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.</p>		

**TABLE A**

FULL NAME	DESIGNATION (Where a director is a shareholder, both should be confirmed)	IDENTITY NUMBER	PERSONAL TAX REFERENCE NO.	PERCENTAGE INTEREST IN THE ENTITY

**SECTION B: DECLARATION OF THE BIDDER'S INTEREST**

The supply chain management system of an institution must, irrespective of the procurement process followed, prohibit any award to an employee of the state, who either individually or as a director of a public or private company or a member of a close corporation, seek to conduct business with the WCG, unless such employee is in an official capacity a director of a company listed in Schedule 2 or 3 of the PFMA as prescribed by the Public Service Regulation 13(c).

Furthermore, an employee employed by an organ of state conducting remunerative work outside of the employee's employment should first obtain the necessary approval by the

delegated authority (RWOEE), failure to submit proof of such authority, where applicable, may result in disciplinary action.

<b>B1.</b>	Are any persons listed in Table A identified on the CSD as employees of an organ of state? <b>(If yes, refer to Public Service Circular EIM 1/2016 to exercise the listed actions)</b>	NO	YES
<b>B2.</b>	Are any employees of the entity also employees of an organ of state? <b>(If yes complete Table B and attach their approved "RWOEE")</b>	NO	YES
<b>B3.</b>	Are any family members of the persons listed in Table A employees of an organ of state? <b>(If yes complete Table B)</b>	NO	YES

**TABLE B**

Details of persons (family members) connected to or employees of an organ of state should be disclosed in Table B below.

FULL NAME OF EMPLOYEE	IDENTITY NUMBER	DEPARTMENT/ ENTITY OF EMPLOYMENT	DESIGNATION/ RELATIONSHIP TO BIDDER**	INSTITUTION EMPLOYEE NO./ PERSAL NO. (Indicate if not known)

**SECTION C: PERFORMANCE MANAGEMENT AND BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES** To enable the prospective bidder to provide evidence of past and current performance.

<b>C1.</b>	Did the entity conduct business with an organ of state in the last twelve months? (If yes complete Table C)	NO	YES
------------	--	----	-----

**C2. TABLE C**

Complete the below table to the maximum of the last 5 contracts.

NAME OF CONTRACTOR	PROVINCIAL DEPARTMENT OR PROVINCIAL ENTITY	TYPE OF SERVICES OR COMMODITY	CONTRACT/ ORDER NUMBER	PERIOD OF CONTRACT	VALUE OF CONTRACT
<b>C3.</b> Is the entity or its principals listed on the National Database as companies or persons prohibited from doing business with the public sector?					NO YES
<b>C4.</b> Is the entity or its principals listed on the National Treasury Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)?  (To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> , click on the "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to (012) 326 5445.)					NO YES  icon "Register for facsimile number"
<b>C5.</b> If yes to C3 or C4, were you informed in writing about the listing on the database of restricted suppliers or Register for Tender Defaulters by National Treasury?				NO	YES N/A
<b>C6.</b> Was the entity or persons listed in Table A convicted for fraud or corruption during the past five years in a court of law (including a court outside the Republic of South Africa)?					NO YES
<b>C7.</b> Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?					NO YES

**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 and 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 placed thereon in my presence.

.....

SIGNATURE FULL NAMES Commissioner of Oaths

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

Date:.....

Place

.....

Business Address:

.....

.....

.....

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

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE TO THE BID, PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE BROAD BASED BLACK ECONOMIC EMPOWERMENT ACT AND CODES OF GOOD PRACTICE**

### 1. DEFINITIONS

- 1.1 **"Acceptable bid"** means any bid which complies in all respects with the specifications and conditions of bid as set out in the bid document.
- 1.2 **"Affidavit"** is a type of verified statement or showing, or in other words, it contains a verification, meaning it is under oath or penalty of perjury, which serves as evidence to its veracity and is required for court proceedings.
- 1.3 **"All applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 1.4 **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 1.5 **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a codes of good practice of black economic empowerment, issued in terms of section 9(1) of The Broad-Based Black Economic Empowerment Act;
- 1.6 **"Bid"** means a written offer on the official bid documents or invitation of price quotations, and "tender" is the act of bidding/tendering;
- 1.7 **"Code of Good Practice"** means the generic codes or the sector codes as the case may be;
- 1.8 **"Consortium" or "joint venture"** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 1.9 **"Contract"** means the agreement that results from the acceptance of a bid by an organ of state;
- 1.10 **"EME"** is an exempted micro enterprise with an annual total revenue of R10 million or less.
- 1.11 **"Firm price"** means a price that is only subject to adjustments in accordance with an actual increase or decrease resulting from the change, imposition or abolition of customs or excise duty and any other duty, levy, or tax, which is binding on the contractor in terms of the law or regulation and demonstrably has an influence on the price of any supplies or the rendering costs of any service for the execution of the contract;
- 1.12 **"Large Enterprise"** is any enterprise with an annual total revenue above R50 million;
- 1.13 **"Non-firm prices"** means all prices other than "firm" prices
- 1.14 **"Person"** includes a juristic person;
- 1.15 **"Price"** means an amount of money bid for goods and services and includes all applicable taxes less all unconditional discounts;
- 1.16 **"Proof of B-BBEE status level contributor"** means –
  - (a) The B-BBEE status level certificate issued by an authorized body or person;
  - (b) A sworn affidavit as prescribed in terms of the B-BBEE Codes of Good Practice; or
  - (c) Any other requirements prescribed in terms of the Broad-based Black Economic Empowerment Act

- 1.17 **"QSE"** is a Qualifying Small Enterprise with an annual total revenue between R10 million and R50 million;
- 1.18 **"Rand value"** means the total estimated value of a contract in South African currency calculated at the time of bid invitation, and includes all applicable taxes;
- 1.19 **"Sub-contract"** means the primary contractor's assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 1.20 **"Tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide services through price quotations, competitive bidding processes or any other method envisaged in legislation;
- 1.21 **"Tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation to originate income-generating contracts through any method envisaged in legislation, that will result in a legal agreement between the organ of state and a third party, which produces revenue for the organ of state, and includes but is not limited to leasing and disposal of assets and concessions contracts, but excludes direct sales and disposal of assets through public auctions;
- 1.22 **"The Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);
- 1.23 **"the Regulations"** means the Preferential Procurement Regulations, 2022;
- 1.24 **"Total revenue"** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-based Black Economic Empowerment Act and promulgated in the Government Gazette on 11 October 2013;
- 1.25 **"Trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 1.26 **"Trustee"** means any person, including the founder of a trust, to whom property is bequeathed for such property to be administered for the benefit of another person.

## 2. GENERAL CONDITIONS

- 2.1 The following preference points systems are applicable to all bids:
- The **80/20 system** for requirements with a Rand value of **up to R50 000 000** (all applicable taxes included)
  - the **90/10 system** for requirements with a Rand value **above R50 000 000** (all applicable taxes included).
- 2.2 Preference points system for this bid:
- (a) The value of this bid is estimated **to exceed/not exceed R50 000 000** (all applicable taxes included) and therefore the ..... preference points system shall be applicable;  
or
- (b) Either the **80/20 or 90/10** preference points system will be applicable to this bid.  
(Delete whichever option is not applicable to this bid)
- 2.3 Preference points for this bid shall be awarded for:
- (a) Price; and
- (b) B-BBEE status level of contribution.
- 2.4 The maximum points for this bid are allocated as follows:

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

- 2.5 Failure on the part of a bidder to complete and sign this form and submit, in the circumstances prescribed in the Codes of Good Practice, either a B-BBEE Verification Certificate issued by a Verification Agency accredited by the South African Accreditation System (SANAS), or an affidavit confirming annual total revenue and level of black ownership, along with the bid, or an affidavit issued by the Companies Intellectual Property Commission, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 2.6 The organ of state reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 Subject to Regulation 2(1)(f) of the Preferential Procurement Policy Framework Act, 2000, the bidder obtaining the **highest number of total points** will be awarded the contract.
- 3.2 A bidder must submit proof of its B-BBEE status level to claim points for B-BBEE.
- 3.3 A bidder failing to submit proof of B-BBEE status level, or who is a non-compliant contributor to B-BBEE will not be disqualified, but will only score:  
 (a) points out of **80/90** for **price**; and  
 (b) 0 points out of **20/10** for **B-BBEE**.
- 3.4 Points scored must be rounded off to the nearest 2 decimal places.
- 3.5 If two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.6 Per Regulation 2 (1)(f) of the Preferential Procurement Policy Framework Act, 2000, the contract may be awarded to a bidder other than the one scoring the highest number of total points based on objective criteria in addition to those contemplated in paragraph (d) and (e) of the Act, which justifies the award to another bidder provided that it has been stipulated upfront in the bid conditions.
- 3.7 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

#### THE 80/20 OR 90/10 PREFERENCE POINT SYSTEM

### 4. FORMULAE FOR PROCUREMENT OF GOODS & SERVICES

#### 4.1 POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points are allocated for price on the following basis:

<b>80/20</b>	<b>90/10</b>
$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$	$P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{min}$  = Price of lowest acceptable bid



## 5. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS & INCOME-GENERATING PROCUREMENT

### 5.1 POINTS AWARDED FOR PRICE

80/20

$$P_s = 80 \left( 1 + \frac{P_t - P_{\max}}{P_{\max}} \right)$$

Where

90/10

$$P_s = 90 \left( 1 + \frac{P_t - P_{\max}}{P_{\max}} \right)$$

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\max}$  = Price of highest acceptable bid

## 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)
- |                          |                                      |
|--------------------------|--------------------------------------|
| <input type="checkbox"/> | Partnership/Joint venture consortium |
| <input type="checkbox"/> | One-person business/sole propriety   |
| <input type="checkbox"/> | Close corporation                    |
| <input type="checkbox"/> | Public company                       |
| <input type="checkbox"/> | Personal liability company           |
| <input type="checkbox"/> | (Pty) Ltd                            |
| <input type="checkbox"/> | Non-profit company                   |
| <input type="checkbox"/> | 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:



- (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.

.....

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

**ADDRESS:** .....

**WITNESSES:**

1. ....
2. ....



## 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 and 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**

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

NOTES
<p>The purpose of this document is to:</p> <ul style="list-style-type: none"><li>(i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and</li><li>(ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.</li></ul> <p>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.</p> <ul style="list-style-type: none"><li>• The General Conditions of Contract will form part of all bid documents and may not be amended.</li><li>• 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.</li></ul>

**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 cancelling 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.

<b>29. Governing language</b>	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.
<b>30. Applicable law</b>	30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
<b>31. Notices</b>	<p>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</p> <div style="border: 1px solid black; padding: 5px;"> <p>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.</p> </div>
<b>32. Taxes and duties</b>	<p>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.</p> <p>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.</p> <p>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.</p>
<b>33. National Industrial Participation(NIP) Programme</b>	<p>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.</p> <p>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).</p>
<b>34 Prohibition of Restrictive practices</b>	<p>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.</p> <p>34.2 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.</p>