



**Western Cape  
Government**  
**FOR YOU**

Health

**SUPPLY CHAIN MANAGEMENT – GROOTE  
SCHUUR HOSPITAL**

**REFERENCE GSHPT45/2025**

**ENQUIRIES ER ROMAN**

## **COVER LETTER**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF GROOTE SCHUUR HOSPITAL,  
DEPARTMENT OF HEALTH & WELLNESS WESTERN CAPE GOVERNMENT**

**BID NUMBER: GSHPT45/2025      CLOSING DATE: 8 SEPTEMBER 2025      CLOSING TIME: 11H00**

**THE PROVISION OF A COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN  
GROOTE SCHUUR HOSPITAL INCLUDING THE SUPPLY OF CONSUMABLES, EQUIPMENT &  
LABOUR, FOR A THREE (3) YEAR PERIOD.**

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

**BID DOCUMENTS MAY BE POSTED      ETTIENE ROMAN, PROCUREMENT (BID OFFICE),  
TO:      FIRST FLOOR F46, ROOM 53, OLD MAIN BUILDING,  
GROOTE SCHUUR HOSPITAL, OBSERVATORY 7925**

**OR**

**DEPOSITED IN THE BID BOX SITUATED IN:      THE FOYER, MAIN ENTRANCE, OLD MAIN BUILDING,  
GROOTE SCHUUR HOSPITAL, OBSERVATORY 7925**

**Please note the following important information and requirements:**

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration. Should uncertainty exist regarding the location of the Institution's bid box, bidders are advised to refrain from soliciting the advice of the Security Personnel on duty and to rather contact **Ettiene Roman (Tel: 021 404 2345)** for assistance. No names of bidders or prices will be read out at the time of closing. The bid box is generally open 24 hours a day, 7 days a week.

All bids must be submitted on the official forms – (not to be re-typed) and only **originally signed documents** will be considered. **Failure to complete and sign the bidding documents, certificates, questionnaires and specification forms in all respects, will invalidate the bid.**

All bids must be accompanied by a letter signed by the bidder authorizing the Institution, in name, instead of the bidder, to confirm with third parties the accuracy of any information submitted as part of this bid.

**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

Bidder to indicate which other currently pending bids issued by the Institution it has applied for, and which bids, if any, have been awarded to it in the past. If bidders have previously submitted offers for other bids or are at the same time bidding in relation to the supply of other goods/services, the Institution reserves the right to compare the respective bid documentation and information provided by the bidder.

This bid is subject to the General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract. **The 80:20 Points System shall be applicable to bids up to R50 000 000 and the 90:10 Points System to bids over R50 000 000. The lowest acceptable tender will be used to determine the preference point system.**

**All Bidders must be duly registered on the following databases at the time of bid closing:**

- The Western Cape Supplier Database (WCSEB, local), and
- The Central Supplier Database (CSD, national)

All prospective **unregistered Bidders** must register as a supplier on the **Western Cape Supplier Evidence Bank** and **Central Supplier Database**

	<b>WESTERN CAPE SUPPLIER EVIDENCE BANK</b>	<b>CENTRAL SUPPLIER DATABASE</b>
<b>Self-registration</b>	Not applicable	<a href="http://www.csd.gov.za">www.csd.gov.za</a> (self-registration only)
<b>Contact email</b>	SCMeProcurement.DOH@westerncape.gov.za	
<b>Contact telephone</b>	021 483 0582	

All **Bidders already registered on the WCSEB and the CSD** should ensure that their status is up to date by contacting the Western Cape Government Health eProcurement Helpdesk as above (for WCSEB) and on [www.csd.gov.za](http://www.csd.gov.za) respectively. All Bidders should have confirmation of their registration **BEFORE bidding**.

**Bidders who are not duly registered on both databases at the time of bid closing, or whose registration has been suspended, will be deemed non-compliant and their bids will not be considered.**

Bidders are advised that 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 WCSEB or CSD**. All other mandatory documents held on the WCSEB and CSD (TCC, WCBD 4, etc.), will be accepted by Western Cape Government Health (WCGH) for the consideration of formal bids.

Bidders need to submit bid documents **under the same name as per the site meeting attendance register and/or as per the bid register**, they obtain the bid documents. Bid documents will not be evaluated if there is a discrepancy in the company name.

***If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701.***


**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

The following completed bid documents are the documents required in your bid and can be submitted to this office in the order as suggested:

- Special Conditions
- WCBD 1 – The Bid. (FAILURE TO COMPLETE AND SIGN PART A & PART B FORMS WILL INVALIDATE YOUR BID.)
- WCBD 3.1 - Specification/your schedule of offers
- WCBD 4 – Declaration of interest
- WCBD 5 – National Industrial Participation Programme
- Amended WCBD6.1 – form to claim points as BEE contributor
- Supplier's checklist
- BEE Certificate (valid original or certified copy)

Please refer ALL bid enquiries, in writing, to the following official:

- Ettiene Roman at e-mail address, [Ettiene.Roman@westerncape.gov.za](mailto:Ettiene.Roman@westerncape.gov.za)

  
ACTING DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT

DATE: 22 JULY 2025



***If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701.***

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

WCBD 1

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HEALTH &amp; WELLNESS – GROOTE SCHUUR HOSPITAL</b>					
BID NUMBER:	GSHPT45/2025	CLOSING DATE:	8 SEPTEMBER 2025	CLOSING TIME:	11H00
DESCRIPTION	THE PROVISION OF A COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL INCLUDING THE SUPPLY OF CONSUMABLES, EQUIPMENT & LABOUR, FOR A THREE (3) YEAR PERIOD.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT THE FOYER, ENTRANCE 5, OLD MAIN BUILDING, GROOTE SCHUUR HOSPITAL.					
ALL BIDDING PROCEDURE ENQUIRIES TO BE DIRECTED, IN WRITING, TO					
CONTACT PERSON	ETTIENE ROMAN				
TELEPHONE NO	021 404 2345				
FACSIMILE NO	N/A				
E-MAIL ADDRESS	Ettiene.Roman@westerncape.gov.za				
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

SUPPLIER COMPLIANCE STATUS	WCSEB REGISTRATION NO.		AND	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, WHO WAS THE CERTIFICATE ISSUED BY?			A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
<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 THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER PART THE QUESTIONAIR BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
<p>IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><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></p>					

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**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).**

**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-SERVICE PROVIDERS 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 WHO ARE PERSONS IN THE SERVICE OF THE STATE.”

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE 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: .....

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

**IMPORTANT NOTICE TO BIDDERS: COMPULSORY BRIEFING SESSION FOR BID GSHPT45/2025**

DATE : 25 AUGUST 2025

TIME : 11H00

VENUE : KLEINSCHUUR EXHIBITION AREA, E FLOOR, NEW MAIN BUILDING, GROOTE SCHUUR HOSPITAL, OBSERVATORY

BIDDERS TO NOTE : TO AVOID DELAYS IN THE COMMENCEMENT OF THE BRIEFING SESSION, BIDDERS ARE REQUESTED TO ARRIVE AT THE VENUE BEFORE 10H15 TO COMPLETE THE ATTENDANCE REGISTER.

REGISTRATION COMMENCES

FROM : 10H15

NOTE : NO LATE BIDDERS WILL BE ALLOWED TO ENTER THE VENUE AFTER 11H00, AS THE DOORS WILL BE CLOSED.

IT IS IMPORTANT TO NOTE THAT PROSPECTIVE BIDDERS MUST BE PUNCTUAL.

ENQUIRIES CAN BE DIRECTED TO OUR BID OFFICE AT THE NUMBER PROVIDED ON THE COVER PAGE.

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

**SECTION A: BIDDER INFORMATION**

**PART 1: DEFINITIONS**

**1 DEFINITIONS**

**1.1 Service provider/Successful Bidder/Cleaning Service Provider/Cleaning Business**

The organisation or individual providing contracted cleaning services.

**1.2 User/Department**

The authority, retaining a Service provider to carry out General Worker functions, in accordance with an agreed contract in the Food Services Department.

**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 a general worker service 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. (Standard Operating Procedure)

**1.6 Line Supervisor (Similar or equivalent to GSH Housekeeper)**

The person designated to manage the General Worker on site, to make sure replacement is done swiftly and to report any variations in the staff on duty to the Contract Manager. This person must be physically fit and able to walk long distances within the hospital and other related areas.

**1.7 Contract Manager**

Ensure that the Supplier comply with all the conditions in the said contract. Work in conjunction with the Line Supervisor of the Service Provider. Ensuring that they have what they need as per said Tender.

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

**1.8 Co-ordinator**

The representative of the User.

**1.9 Check call**

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

**1.10 General Worker**

A person employed by a Service provider (Service Provider) to carry out various functions but not limited to cleaning, distribution and other related functions of a catering aid duties.

**1.11 Cleaning**

Is the removal of unwanted matter.

**1.12 Specification**

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

**1.13 Post/Service/Point of Duty**

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

**1.14 Status Quo**

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

**1.15 General Conditions of Contract**

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

**1.16 May**

Indicates the existence of an option.

**1.17 Shall/Must**

Indicates that a statement is mandatory.

**1.18 Should**

Indicates recommendations.

**1.19 Interpretations**

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

1.19.2 Any gender includes the other.

1.19.3 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).

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

**1.20 Mandatory**

Refers to a legal requirement.

**2. GENERAL**

Receipt of the invitation to bid does not confer any right on any party in respect of the services or in respect of, or against, the Department of Health & Wellness. **GROOTE SCHUUR HOSPITAL reserves the right**, in its sole discretion:

- 2.1 To withdraw any services from the bid process, to terminate any party's participation in the bid process or to accept or reject any response to this invitation to bid on notice to the bidders without liability to any party; accordingly, parties have no rights, expressed or implied, with respect to any of the services as a result of their participation in the bid process'
- 2.2 To amend the bid process, closing date or any other date at its sole discretion,
- 2.3 To cancel the bid or any part of the bid before the bid has been awarded,
- 2.4 Not to accept the lowest or any other bid and to accept the bid which it deems to be in the best interest of **GROOTE SCHUUR HOSPITAL**.
- 2.5 Not to award the bid to the highest points or lowest price,
- 2.6 To reject all responses submitted and to embark on a new bid process.

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

**PART 2: SPECIAL CONDITIONS OF CONTRACT**

	BIDDERS RESPONSE. COMPLIANT/NON-COMPLIANT. A TICK (✓) IS NOT ACCEPTABLE
<p><b>1.1      <u>Liability</u></b></p> <p>1.1.1      The Service provider 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 Provincial Government in terms of the bid and act within the course and scope of these duties and employment.</p>	
<p>1.1.2      The Service provider 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.</p>	
<p><b>1.1.3      <u>Public liability insurance</u></b></p> <p>1.1.3.1      The successful bidder <b><u>must</u></b> 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. <b>This information must be submitted by the bidder at bid closure. Failure to do so will invalidate the offer.</b></p>	
<p>1.1.3.2      Proof of validity of the public liability insurance cover must be submitted to the User Department during the contract period.</p>	
<p>1.1.3.3      The Service provider shall supply an adequate labour force as per the attached schedule B in order to render a service of a standard acceptable to the client and ensure that all staff are immunised against Hepatitis B. It is a condition of this bid that the successful bidder must submit, on commencement of service, proof that all staff to be deployed on site have started their first doses of vaccine. The first doses of vaccination must be done two weeks prior to the commencement of the contract.</p>	
<p>1.1.3.4      The successful bidder must adhere to ALL relevant infectious/communicable diseases. Personal Protective Clothing to be provided by Groote Schuur Hospital. Furthermore, the bidder's staff will be expected to work in <u>highly</u> infectious areas.</p>	
<p><b>1.2      <u>Advertising and Trading</u></b></p> <p>1.2.1      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.</p>	
<p><b>1.3      <u>Replacement/relieving of Staff</u></b></p> <p>1.3.1      The Service provider shall make use only of his own site-trained cleaners in</p>	

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

	accordance with the specifications described in this bid.	
1.3.2	No other person shall at any time replace or relieve any of the Service provider's employees. Should any problems arise, the Service provider must immediately discuss the matter with the Contract manager.	
1.4	<b><u>Changes to Bidders Operational Status</u></b>	
1.4.1	As the bid is awarded on the information provided/available at the time, the successful bidder must maintain the status quo for the contract period. Should any deviation or changes occur, the successful bidder must advise the Department accordingly.	
1.4.2	Material deviations from the position as it was at the time of awarding the bid may result in the Department having to apply remedial action.	
1.5	<b><u>Service Level Agreement</u></b>  A service level agreement will be entered into with the successful bidder. All Standard Operating Procedures must be adhered to.	
1.6	<b><u>Contract period</u></b>  The contract period is thirty-six months (36).	
1.7	<b><u>Permanent reduction or increase in scope of service</u></b>	
1.7.1	The Hospital reserves the right to permanently decrease the number of Cleaners by giving the service provider three (3) months (90 days) written notice of its intention to do so.	
1.7.2	The reduced price shall be negotiated with the service provider and shall be calculated on a proportional basis.	
1.7.3	Similarly the Hospital reserves the right to permanently increase the number of Cleaners.	
1.7.4	The increased price shall be negotiated with the service provider and shall be calculated on a proportional basis.	
1.8	<b><u>Penalties and pro rata deductions</u></b>	
1.8.1	Deductions and penalties will be incurred against the service provider for work not performed according to the Bid specification and conditions.	

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

1.8.2	The Service Provider will be penalized, and pro rata deductions will be made for not adhering to Bid specifications.																											
1.8.3	Miscellaneous penalties: <b>(Bidders must please take note of this clause as it has a financial implication on the successful bidder when penalties are issued).</b>																											
	<table><tr><th>Transgression</th><th>Penalty</th></tr><tr><td>Late postings and late coming per person (½ hour after schedule time)</td><td>0.05% of the total of monthly invoice per person</td></tr><tr><td>Postings more than 2 hours after scheduled time</td><td>0.08% of the total of monthly invoice per person</td></tr><tr><td>Failure to post per person per day</td><td>0.1% of the total of monthly invoice per person</td></tr><tr><td>Sleeping on duty</td><td>0.1% of the total of monthly invoice per occurrence</td></tr><tr><td>Failure to wear and display identity cards</td><td>0.05% of the total of monthly invoice per occurrence</td></tr><tr><td>Failure to adhere to dress code and/or wearing of PPE i.e. mask, etc.</td><td>0.025% of the total of monthly invoice per occurrence</td></tr><tr><td>Absent from point of duty without permission</td><td>0.08% of the total of monthly invoice per occurrence</td></tr><tr><td>Posting of untrained staff</td><td>0.1% of the total of monthly invoice per person per occurrence</td></tr><tr><td>Failure to provide a relief worker</td><td>0.1% of the total of monthly invoice per occurrence</td></tr><tr><td>Failure to ensure proper labelling of all detergent containers</td><td>0.05% of the total of monthly invoice per container</td></tr><tr><td>Deviation from the agreed list of consumables</td><td>0.1% of the total of monthly invoice per product</td></tr><tr><td>Audio Devices i.e., headphones, playing music, etc.,</td><td>0.01% of the total of monthly invoice per product</td></tr></table>	Transgression	Penalty	Late postings and late coming per person (½ hour after schedule time)	0.05% of the total of monthly invoice per person	Postings more than 2 hours after scheduled time	0.08% of the total of monthly invoice per person	Failure to post per person per day	0.1% of the total of monthly invoice per person	Sleeping on duty	0.1% of the total of monthly invoice per occurrence	Failure to wear and display identity cards	0.05% of the total of monthly invoice per occurrence	Failure to adhere to dress code and/or wearing of PPE i.e. mask, etc.	0.025% of the total of monthly invoice per occurrence	Absent from point of duty without permission	0.08% of the total of monthly invoice per occurrence	Posting of untrained staff	0.1% of the total of monthly invoice per person per occurrence	Failure to provide a relief worker	0.1% of the total of monthly invoice per occurrence	Failure to ensure proper labelling of all detergent containers	0.05% of the total of monthly invoice per container	Deviation from the agreed list of consumables	0.1% of the total of monthly invoice per product	Audio Devices i.e., headphones, playing music, etc.,	0.01% of the total of monthly invoice per product	
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1.9	<b><u>Occupational Health Safety Act</u></b>																											
1.9.1	The Service Provider shall accept liability in terms of Section 37 of the Occupational Health and Safety Act (No. 85 of 1993).																											
1.10	<b><u>Protection of Service Providers’ Staff</u></b>																											
1.10.1	The Department shall not be held liable for any contracted illness or infection to the Service Provider or his staff arising from their duties.																											
1.10.2	The Service Provider shall ensure that all staff are immunized against Hepatitis B. A minimum of three doses of vaccine are required, as per ordinary schedule (usually at 0, 1 and 6 months). Alternatively, an accelerated schedule may be indicated (0, 1, 2 and 12 months). Immunity must be checked one month after completion of the vaccination course. A Hepatitis B surface antibody <b>titre</b> greater than ten is considered adequate immunity. It is a condition of this bid that the successful bidder must submit, on commencement of service, proof that all staff to be deployed on site have started their first dose of vaccine. The first dose of vaccination must be done two weeks prior to the commencement of the contract. <b>Then 6 months after the commencement of the Contract, the successful bidder must submit proof that all staff deployed on site has been vaccinated as well as</b>																											

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	<p><b>proof of staff Hepatitis B Surface antibody titre levels.</b> Thereafter the successful bidder must submit on an annual basis updated proof of all staff's Hepatitis B Surface antibody titre level. Proof of vaccination should be given to the employee and a record kept at the company and a copy provided to Assistant Director of GSH Environmental Hygiene Services. <b>Read in conjunction with Annexure D, on page 138 or 1.1.3.3 on page 12.</b></p>	
1.10.3	<p>The Service Provider will ensure all staff is issued with the necessary PPE, according to the hospital standards, when cleaners are performing routine cleaning. The bidder must ensure that employees are educated on their increased risk of Tuberculosis and carry out seal and/or fit testing of N95 respirators (personal protective equipment for TB). It is a condition of this bid that proof of a N95 seal and/or fit testing should be given to the employee and record kept by the bidder with a copy provided to Assistant Director of GSH EHS within one month of commencing service provision and to update the list as new employees are recruited. The updated proof of an N95 seal and/or fit testing of all staff shall be provided to the client on an annual basis. The list needs to consist of the duckbill and cone shaped mask (small, medium and large).</p>	
1.10.4	<p>All relevant transmission-based precautions to be adhered to. The bidder is to appoint a designated occupational health provider (occupational health doctor and/or nurse including health and safety trainers) that the hospital can liaise with and refer employees to accordingly. The contact details should be provided to the GSH Occupational Health Clinic and Assistant Director of EHS one week before commencing service.</p>	
1.11	<p><b><u>Loss, Damage and Safekeeping of Hospital Property</u></b></p>	
1.11.1	<p>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.</p>	
1.11.2	<p>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.</p>	
1.11.3	<p>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.</p>	

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1.11.4	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.	
1.11.5	Authorised Hospital representatives of Hospital Management, Hospital Infection Control, Hospital Security, Occupational Health and Safety Officer and the Hospital Cleaning Manager shall be given reasonable access to any facility at all times by the Service provider. Such access may not be refused for functional, control or inspection purposes when requested in writing by the Hospital Management.	
1.11.6	Any wilful or negligent damage to the building, fittings or equipment will be for the Service providers own responsibility and account to make good.	
1.11.7	No change/alterations/additions to the building or infrastructure are allowed without prior written authority from the Hospital Engineer.	
1.12	<b><u>Hospital Property Found</u></b>	
1.12.1	The Service Provider shall immediately return to the authorised Hospital representative any item of Hospital property found/recovered by the Service Provider's staff in the course of their duties.	
1.13	<b><u>Particulars of Cleaners to be Deployed at the Site</u></b>	
1.13.1	The Service Provider must provide full particulars of the Cleaners to be deployed one (1) week prior to the commencement of the service. A separate list must be completed for each posting.	
1.13.2	The Service Provider, at his own cost, must make all staff that are deployed at the site available for on-site training before commencement of the service period. The training should not take longer than one day.	
1.13.3	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. Documentary proof to be provided before commencement of the service.	
1.14	<b><u>General Standards for Site Administration and Cleaners</u></b>	
1.14.1	<b>Profile of Cleaners to be provided:</b> <ul style="list-style-type: none"> <li>▪ The Service Provider may only employ South African citizens, foreigners who obtained South African permanent residency permits or foreigners who</li> </ul>	

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<p>are entitled to work in South Africa in terms of South African law in the sector relevant to the bid, to perform the services required in the bid.</p> <ul style="list-style-type: none"> <li>▪ Must be able to work independently or in a group depending on the duties to be performed.</li> <li>▪ Must be able to communicate, read and write in at least one of the three official languages of the Western Cape.</li> <li>▪ Supervisors must be able to communicate, read and write in at least two of the three official languages of the Western Cape.</li> <li>▪ Induction of all workers to take place at least two weeks before the time.</li> </ul>	
<p><b>1.14.2 Worker identification:</b> A clear identification card of the Service Provider with the member's photo, full name, identification number, worn conspicuously on his/her person at all times.</p>	
<p><b>1.14.3 On-Site Administration:</b></p> <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Although details may differ, the following aspects shall be dealt with: - <ul style="list-style-type: none"> <li>- The code of conduct of the cleaner.</li> <li>- Standards of performance of cleaner and deviations from standards.</li> <li>- Uniform and dress standards.</li> <li>- Equipment to be used.</li> <li>- Duty lists and duty sheets.</li> <li>- Lost and found property administration.</li> <li>- Controlling of services and attendance.</li> <li>- Removal of cleaners from the site.</li> <li>- Reporting incidents to the User.</li> <li>- Time and attendance registers as well as late coming.</li> <li>- Redeployment of Cleaners</li> </ul> </li> </ul>	

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<p><b>1.14.4 Conduct of Staff:</b></p> <ul style="list-style-type: none"> <li>▪ The hospital expects the highest possible standard of conduct from the staff.</li> <li>▪ The Service provider shall ensure that his /her staff carry out their duties and behave in as quiet and orderly manner as may be reasonably practicable while on Hospital premises; that they shall have regard for the nature of the duties they perform and, that no unreasonable or unnecessary disruption will be caused to the routine and procedures of the Hospital staff and Hospital functioning.</li> <li>▪ The service provider's staff are to respect the hospital patients' rights of privacy and confidentiality.</li> <li>▪ While on the Hospital premises, staff shall comply with Hospital policy and procedures and shall comply with safety and security directives.</li> <li>▪ The Hospital Environmental Hygiene Services Manager shall have the right to instruct the Contract On-Site Supervisor to remove from the Hospital premises, any of the Service provider's staff who engages in horseplay, is disorderly, is disruptive, who transgresses any Hospital policy, who is under the influence of alcohol or other substance, who divulges any detail of hospital patients or whose presence onsite is undesirable.</li> <li>▪ The Service provider shall conduct its own disciplinary processes.</li> <li>▪ No organized labour activity is allowed on Hospital premises.</li> <li>▪ The Service provider's staff shall comply with the Hospital smoking and dress policy.</li> </ul>	
<p><b>1.14.5 Changes at Points of Duty:</b></p> <p>The User has the right to inform the Service Provider to re-deploy Cleaners to the best advantage, either permanently or temporarily.</p>	
<p><b>1.14.6 Continuity of Service:</b></p> <p>The Service Provider is to ensure that the specified numbers of cleaners are continuously deployed at each specified point of service during each shift. Cleaners may not leave their registered point of duty during or after their shift unless relieved by another cleaner. This includes tea breaks, smoke breaks and toilet breaks. Cleaners may, however, leave their registered point of duty during their lunch break. (Not exceeding one hour).</p>	

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<p><b>1.14.7 Duties:</b></p> <ul style="list-style-type: none"> <li>▪ The Service Provider is to provide after consultation with the Hospital Environmental Hygiene Services Manager, 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.</li> <li>▪ The User may from time to time expect Cleaners to be of assistance in performing duties other than cleaning duties on condition that such duties <b>are not of a permanent nature and only in emergencies or abnormal circumstances.</b></li> <li>▪ The User shall, however, not instruct cleaners to perform any task 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.</li> </ul>	
<p><b>1.14.8 Particulars of Cleaners to be Deployed at the Site:</b></p> <p>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 Cleaners to be deployed on the site. Details are to include off-days, relievers, names, surnames, and points to which he/she is to be deployed. Daily changes to the roster and reasons therefore are to be communicated to the User immediately.</p>	
<p><b>1.14.9 Posting of Cleaners and Inspection:</b></p> <ul style="list-style-type: none"> <li>▪ Should an incident occur, the Service Provider hand in to the User a detailed written report within 24 hours of incident occurring.</li> </ul> <p>The Service Provider must manage their own COID claims.</p> <ul style="list-style-type: none"> <li>▪ Inspections and posting of Cleaners on site must be done before every shift in terms of a duty roster.</li> <li>▪ The Service provider should provide its own time and attendance register or any other system.</li> </ul>	
<p><b>1.14.10 Permanency:</b></p> <ul style="list-style-type: none"> <li>▪ The Service Provider shall provide a list of Cleaners, including relievers, working permanently for the period of the contract, if it is practically possible. When in <b>exceptional cases</b> it is necessary that new staff be trained, these staff</li> </ul>	

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<p>must perform a 12-hour day shift (at the service provider's cost) for training before they will be allowed on duty for a normal shift.</p> <ul style="list-style-type: none"> <li>▪ Proof must be submitted to the Hospital Contract Manager when Cleaners leave the service in terms of resignations, terminations, transfers, maternity leave, etc.</li> <li>▪ No untrained personnel will be allowed on the premises.</li> </ul>	
<p><b>1.14.11 Confidentiality Forms:</b></p> <ul style="list-style-type: none"> <li>▪ All staff, including relievers must sign confidentiality forms, which must be signed at the initiation of the contract. If new staff is deployed, they must also sign the confidentiality forms at their date of deployment.</li> </ul>	
<p><b>1.14.12 Site Management/Supervision:</b></p> <ul style="list-style-type: none"> <li>▪ The Service Provider is responsible for overall management and supervision of the cleaners provided in terms of the agreement.</li> <li>▪ The User Department shall be responsible for overall management and supervision of the Cleaners provided in terms of the agreement.</li> <li>▪ Where a Cleaner performs a duty under the direct supervision of a designated Hospital Official the worker shall be expected to take reasonable instructions from the hospital official.</li> </ul>	
<p><b>1.15 <u>HOSPITAL AND PRIVATE PROPERTY</u></b></p> <ul style="list-style-type: none"> <li>▪ The Service provider shall immediately return to the Hospital Security any item of Hospital or private property found in the course of their duties.</li> <li>▪ The Service provider 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.</li> </ul>	
<p><b>1.15.1 Liaison</b></p> <ul style="list-style-type: none"> <li>• The Service provider shall appoint a Contract On-Site Supervisor, and who shall work in close co-operation with the Hospital Cleaning Manager to facilitate the flow of accounts, payments, information, solving of problems, etc. between the parties.</li> <li>• The Hospital shall likewise appoint a Hospital Cleaning Manager/Operational Manager to communicate with the Contract On-Site Supervisor on an ongoing basis to monitor the standard and quality of the</li> </ul>	

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<p>cleaning service provided and to attend to operational as well as technical problems in a positive manner.</p> <ul style="list-style-type: none"> <li>The Contract On-Site Supervisor shall liaise with the Hospital Cleaning Manager/Operational Manager on a daily basis.</li> </ul>	
<p><b>1.15.2 Monitoring</b></p> <ul style="list-style-type: none"> <li>The Hospital Cleaning Manager has the prerogative to declare that all the services rendered by the Service provider conform to the specifications of the contract in terms of quality and process. Discrepancies will be referred to the Departmental Manager of the Cleaning Department.</li> <li>Control sheets (i.e. daily allocations) shall be submitted to the Hospital Cleaning Manager daily.</li> <li>Management reports and attendance registers shall be submitted to the Hospital Cleaning Manager bi-weekly.</li> <li>The Service Provider must submit on a quarterly basis staff member's salary slips to the Departmental Manager of Support Service-EHS in order to monitor compliance wrt the Basic Wage Agreement. Upon request copies of these must be submitted to Supply Chain Management (SCM) for scrutiny, for action and record keeping purposes.</li> <li>Monthly contract management meetings will be held to ensure that the services are being rendered as per the contract and to resolve any operational matters that could not be resolved otherwise. The chairperson shall be the Deputy Director: Support Services or the Assistant-Director: Environmental Hygiene services.</li> </ul>	
<p><b>1.15.3 Communication</b></p> <ul style="list-style-type: none"> <li>The Hospital Cleaning Manager/Operational Manager shall communicate with the Contract On-Site Supervisor on an ongoing basis about routine issues and to monitor the standard and quality of the service rendered.</li> <li>The Hospital Cleaning Manager shall also address operational and technical problems that may arise in consultation with the Contract On-Site Supervisor.</li> <li>Monthly and other ad hoc minuted meetings will be held with the Service provider and other stakeholders as determined by the Hospital Cleaning Manager of the Cleaning Department. Monthly meetings to be chaired by the Deputy-Director: Support Services or the Assistant Director: EHS</li> </ul>	

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<p><b>1.16 <u>FACILITIES</u></b></p> <p><b>1.16.1 Staff Facilities</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• The Service provider shall be responsible to comply with these regulations at his own cost.</li> <li>• However, the following facilities are made available for these purposes under the following conditions:</li> </ul>	
<p><b>1.16.2 Change Rooms and Toilets</b></p> <ul style="list-style-type: none"> <li>• The Change Room Complex (A15) in the New Main Building comprising of the Female Change, Male Change and Toilet Banks shall be made available at no charge to the Service provider for the duration of the contract in order to comply with the abovementioned regulations.</li> <li>• The Change Room Complex shall be staffed, controlled, managed and supervised by the Service provider who shall have an On-Site Supervisor on duty at the Change Room Complex whenever the Change Rooms are open.</li> <li>• The Change Room Complex shall not be used as a rest room, dining (eating of meals of snacks), recreation, for playing games or meetings.</li> <li>• It shall only be used for the purpose of safekeeping (lockers) and changing facilities as described in the Regulations.</li> <li>• The hours of operation of the Change Rooms shall be at least from 06h00 to 19h00 daily including public holidays and weekends. (The exact hours of opening may be varied by consultation with the Hospital Cleaning Manager)</li> <li>• The Service provider shall provide his own safekeeping lockers for his own staff.</li> <li>• The Service provider shall be responsible for the security of the entire Change Room Complex as well as the safekeeping of Hospital property entrusted to his care whilst the Change Room Complex is open. The Service provider is to devise and implement control systems to prevent vandalism, graffiti, theft and damage to the building infrastructure and fittings etc.</li> </ul>	

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<ul style="list-style-type: none"> <li>• The Service provider shall ensure that adequate notices are displayed informing all users that the safekeeping facilities (lockers) are used at their own risk.</li> <li>• The keys to the Change Room Complex shall not be removed from the Hospital premises and shall be signed in and out each day in the special key register at the E-floor Security Office by the Change Room Supervisor.</li> <li>• The Service provider is to provide all the necessary staffing, services and consumables at his own cost to keep the Change Room Complex in a clean and hygienic condition.</li> <li>• The Hospital shall be responsible for normal maintenance issues viz leaking taps, locks, lighting, blockages, etc which are to be reported to the Hospital Cleaning Manager.</li> <li>• The Service provider shall permit Hospital Staff and other third-party persons use of the facilities without any compensation being payable.</li> <li>• However, each such person wishing to use the safekeeping and change room facilities must apply to do so in writing to the Service provider and the form submitted to the Hospital Cleaning Manager for authorisation.</li> <li>• Use of the Toilet Banks is to be permitted for any person. No prior authorisation will be required.</li> </ul>	
<p><b>1.16.3 Dining Facilities</b></p> <ul style="list-style-type: none"> <li>▪ The Service providers Staff are permitted to use the facility known as the A24 for staff dining.</li> <li>▪ This area will be managed, controlled and supervised by the Hospital.</li> <li>▪ Should there not be sufficient dining tables or chairs the Service provider shall at his own risk and cost provide his own furniture.</li> </ul>	
<p><b>1.16.4 Other Facilities</b></p> <ul style="list-style-type: none"> <li>• It may be necessary for operational reasons to establish other similar satellite facilities in other buildings for use by the Service provider.</li> <li>• Where this occurs, it will be formally documented together with the condition of use and appended to the Service Level Agreement.</li> </ul>	
<p><b>1.17 Staffing</b></p>	

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<p><b>1.17.1 Organisation</b></p> <ul style="list-style-type: none"> <li>Sufficient and appropriate numbers and levels of staff according to Section B must be provided by the Service provider to render the specified on-site (GSH) services satisfactorily and efficiently at all times: -</li> </ul> <ol style="list-style-type: none"> <li>Contract Manager (stationed at office of service provider)</li> <li>Contract Departmental Cleaner Supervisors</li> <li>Contract Service Staff</li> </ol> <ul style="list-style-type: none"> <li>Bidders shall submit an organogram of the proposed Cleaning Service staff that will be deployed on-site at the Hospital. Where possible their previous experience and duties must also be provided.</li> <li>Bidders 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.</li> <li>Full details shall be submitted on a daily basis of the numbers and categories of staff to be deployed per shift during the contract period.</li> </ul>	
<p><b>1.17.2 Dress Code of Staff</b></p> <ul style="list-style-type: none"> <li>The Service provider shall ensure that his staff is appropriately dressed and presentable at all times while on the Hospital premises.</li> <li>All of the Service provider's staff shall wear appropriate and uniform protective clothing, which must be clearly and prominently embossed / tagged 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.</li> <li>The Service Provider shall provide and maintain each contract worker with the following personal protective equipment: Safety Shoes (Toe cap and non-slip).</li> </ul> <p><b>GSH TO PROVIDE SITE SPECIFIC PERSONAL PROTECTION E.G. HEAD PROTECTION, GLOVES, APRONS, EYE PROTECTION.</b></p> <ul style="list-style-type: none"> <li>The Service provider to adhere to the GSH Dress Code Policy, furthermore GSH advise the Service provider to issue each staff member with at least three sets of Uniforms.</li> <li>Theatre staff must also be issued with the company owned Theatre Scrub different colour of the GSH. All staff to adhere to bare below elbows in the clinical areas.</li> </ul>	

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<ul style="list-style-type: none"> <li>The Service provider 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.</li> </ul>	
<b>1.17.3 Smoking</b> <ul style="list-style-type: none"> <li>The Service provider's staff shall comply with the Hospital smoking policy.</li> </ul>	
<b>1.17.4 Control of Staff</b> <ul style="list-style-type: none"> <li>The Service provider's staff engaged in the provision of service shall be under the control and direction of the Service provider's On-Site Supervisory staff that shall be responsible to maintain control and discipline at all times.</li> </ul>	
<b>1.17.5 Conduct of Staff</b> <ul style="list-style-type: none"> <li>The Service provider shall ensure that the 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.</li> <li>Service provider's staff is to respect the hospital patients' rights of privacy and confidentiality.</li> <li>While on the Hospital premises, staff shall comply with Hospital policy and procedures and shall comply with safety and security directives.</li> <li>The Hospital Cleaning Manager shall have the right to instruct the Contract Manager to remove, from the Hospital premises, any of the Service provider's staff who engages in horseplay, is disorderly, is disruptive, who transgresses any Hospital policy, who is under the influence of alcohol or other substance, who divulges any detail of hospital patients or whose presence onsite is undesirable.</li> <li>No organised labour activity is allowed on Hospital premises.</li> <li><b>The use of communication and music devices (cellphones, tablets etc) is strictly prohibited whilst on duty, unless in a case of emergency. This includes the usage of earphones.</b></li> </ul>	
<b>1.18 Cleaning Contract Association</b>	

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<p>It is a condition of this bid that the service provider is registered with a cleaning contract association such as the National Cleaning Contract Association for a continued period of not less than one year and the status quo shall remain for the contract period.</p>	
<p><b>1.19 Public Liability Insurance:</b></p> <p>It is a condition of this bid that bidders have current Public Liability Insurance at the time of bidding. This information must be submitted by the bidder at bid closure. Failure to do so will invalidate the bid. The Public Liability Insurance to be updated on a regular basis.</p>	
<p><b>1.20 Bidders will be requested to provide the following documents UPON REQUEST:</b></p> <ul style="list-style-type: none"> <li>• Bidder's audited financial statements for the past financial year to determine ability to execute the contract.</li> <li>• Bank Statements for 3 months.</li> <li>• Payroll of staff for 3 months.</li> <li>• Salary slips of 2 general workers and a supervisor for 3 months.</li> </ul>	
<p><b>2. DELIVERY LOCATIONS</b></p> <p>Services <b>are required at the Groote Schuur Hospital</b>, an institution under the control of the Department of Health &amp; Wellness, Western Cape Government in such quantities as specified in the bid specification/pricing schedules.</p>	
<p><b>3. SERVICE DELIVERY AND DOCUMENTS (GCC Par. 10.1 and 10.2)</b></p> <p>The successful bidder is to ensure that service delivery takes place from <b>the date of commencement and in line with point 2 of the specification or otherwise informed by the institution.</b></p>	
<p><b>4. PRICES (GCC Par. 17)</b></p> <p>4.1 Bid prices shall be quoted firm. The labour portion (variable cost), not exceeding 85% of the bid price, is subject to the Statutory Increase as per the Government Gazette. The Fixed cost is minimum 15% as indicated in the pricing schedule WCBD3.1. Bidders must submit their Variable Cost for Year 1 inclusive of the Sectoral Determination 1 increase, as gazetted in January/February 2025. Variable Cost for Year 2 &amp; 3 must be the same as Year 1 and will be adjusted subject to gazetted increases when it becomes available in 2026 and 2027.</p>	

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4.2	All prices quoted must include full delivery of the services as indicated in paragraph 1 above.	
4.3	<b>Bid prices shall be quoted nett and VAT INCLUSIVE.</b> Bidders providing a discount may indicate so.	
5.	<b>PAYMENT</b>	
5.1	In the interest of security and expeditious payment, it is the policy of the Groote Schuur Hospital to effect payments by electronic funds transfer (EFT) as far as possible. If a successful bidder is not yet a regular participant in Groote Schuur Hospital's contracts and has not been registered already, the supplier will be required to furnish the Groote Schuur Hospital with its banking details for the systems in operation (Logis, BAS, Syspro) in order shall be registered. Successful bidders must ensure, therefore, that their banking details are provided to institutions on request where necessary.	
5.2	Payment shall be 30 days from receipt of invoice.	
5.3	Payment Conditions (GCC Par. 16.1)  Payment in full will be made when the designated Hospital Official confirms in writing that the contract conditions have been complied with and that the service complied to the specifications.	
5.4	Payment Currency (GCC Par. 16.4)  Payment will only be made in Rands in the Republic of South Africa.	
6.	<b>NEGOTIATIONS</b>  Groote Schuur Hospital reserves the right to enter into negotiations with bidders (before the contract is concluded) and Service providers (after the contract is concluded) regarding <i>inter alia</i> price revisions, increases and service delivery should it be deemed necessary.	
7.	<b>PERFORMANCE SECURITY (GCC Par. 7.1 + 7.4)</b>  No performance security amount is specified or required to be paid to the purchaser.	
8.	<b>SETTLEMENT OF DISPUTES (GCC Par. 27)</b>  <b>Mediation Proceedings (GCC Par.27.1)</b>  The mediation should be informal. The Head: Department of Health & Wellness shall	

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have absolute discretion to determine the procedure to be followed.	
<b>9. APPLICABLE LAW (GCC Par. 30)</b>  The contract shall be determined in accordance with South African laws.	
<b>10. GENERAL</b>  10.1 Receipt of the invitation to bid does not confer any rights on any party in respect of the services or in respect of, or against, Groote Schuur Hospital. Groote Schuur Hospital reserves the right, in its sole discretion:	
10.2 <b>To withdraw</b> any services from the bid process, <b>to terminate</b> any party's participation in the bid process or <b>to accept or reject</b> any response to this invitation to bid on notice to the bidders without liability to any party; accordingly, parties have no rights, expressed or implied, with respect to any of the services as a result of their participation in the bid process,	
10.3 <b>To amend</b> the bid process, closing date or any other date at its sole discretion,	
10.4 <b>To cancel</b> the bid or any part of the bid before the bid has been awarded,	
10.5 <b>Not to accept</b> the lowest or any other bid and accepting the bid which it deems shall be in the best interest of the Department,	
10.6 <b>Not to award</b> the bid to the highest points or lowest price,	
10.7 <b>To reject</b> all responses submitted and to embark on a new bid process.	
<b>11. CONTACT DETAILS</b>  Please provide the particulars of the contact person responsible for all queries related to this bid, and if you are successful, this contract, and to whom all correspondence can be directed:  Name: .....  Designation: .....  Telephone no with area code: ..... Fax no: .....  Cellphone no: ..... Email address:.....	
<b>12.</b> ALL enquiries to be directed, in writing, to the bid administrator, Ettiene Roman at email address, <b>Ettiene.Roman@westerncape.gov.za</b>	

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**PART 3: STATUTORY REQUIREMENTS**

- A. 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. Where documentary evidence is required, such documentation must be the original or copies certified by a Commissioner of Oaths.
- D. Relevant documentation and copies of such documentation must be attached to the last page of this section.

**1.1 Registration in terms of the compensation for Occupational Injuries and Diseases Act 130 of 1993**

1.1.1 Is the bidder registered as an employer with the Commissioner?

Yes

No

1.1.2 Provide documentary evidence of current valid registration.

**1.2 Unemployment Insurance Fund Registration**

1.2.1 Is the bidder registered with the UIF?

Yes

No

1.2.2 Provide documentary evidence of current valid registration.

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

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

Yes

No

1.3.2 Is the bidder registered with COID?

Yes

No

1.3.3 Provide documentary evidence of current valid letters of good standing.

**1.4 Membership with cleaning contract association**

1.4.1 Is the bidder registered with a recognized Cleaning Contract Association  
**such as** The National Cleaning Contract Association (NCCA)

Yes

No

1.4.2 Provide documentary evidence of current valid membership

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**1.5      Public Liability Insurance**

1.5.1      Is the bidder currently insured against public liability?

Yes

No

1.5.2      Provide documentary evidence of current public liability insurance

1.5.3      What is the amount insured?

R

1.5.4      Period insured for? (Validity of public liability insurance cover)

All offers will be evaluated by the statutory and mandatory requirements.

Groote Schuur Hospital Management will request copies of the payroll of cleaners on an as and when required basis.

**Bidder to indicate comply  
/ Do not comply**

All workers on this said contract should be paid before the 1<sup>st</sup> of each month.

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**PART 4: QUESTIONNAIRE: ORGANISATIONAL FINANCIAL AND INFRASTRUCTURE CAPACITY OF THE BIDDER**  
(Paragraphs 1.1 – 1.8.2 inclusive)

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

**1.1 ORGANISATIONAL STRUCTURE**

1.1.2 Ownership (members, partners, directors, sole owners)

SURNAME & INITIALS	ID NUMBER	DESIGNATION OR TITLE	CITIZENSHIP	MALE OR FEMALE	ETHNIC GROUP	% OWNERSHIP

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1.1.2.1 Do any of the above have any ownership or interest in any other businesses?

1.1.2.1.1 If YES, full details must be declared by the bidder.

Yes

No

SURNAME & INITIALS	ID NUMBER	DESIGNATION OR TITLE	OTHER COMPANIES

1.1.3 Management

SURNAME & INITIALS	ID NUMBER	MALE OR FEMALE	ETHNIC GROUP	CITIZENSHIP	DESIGNATION OR TITLE
					Managing Director or Member
					General Manager
					Operations Manager
					Area Manager
					Site Manager (This bid)
					Training Manager

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**1.2 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 the invoice at the end of the month in which the service was provided.

**Shortlisted bidders will be requested to provide the following:**

- full details with documentary evidence as to how the bidder will finance the contract
- payroll
- salary advice of current employee

1.3 <u>Total Number of Employees :</u>	
<u>Designation</u>	No of Employees
• Management	
• Administration	
• Supervisors	
• cleaners	
• Other	

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

**1.5 Physical Infrastructure of Company**

**1.5.1 Administrative Office of Company**

1.5.1.1 Where is the bidder's administrative office which will be responsible for the site.

**State physical address and telephone numbers.**

Street	
Suburb	
Town	
Postal Code	
Office Telephone No	
Cell No	

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


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


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

1.5.1.4.1	Is it a guaranteed 24-hours service?	Yes		No
1.5.1.4.2	Is it situated at home?	Yes		No
1.5.1.4.3	Is it a dedicated Administration Office?	Yes		No
1.5.1.4.4	Land-line telephones in Administration Office.	Yes		No
1.5.1.4.5	Activated cellphones in Administration Office.	Yes		No
1.5.1.4.6	Administration Office always manned by well-trained staff who can handle emergency situations.	Yes		No
<b>1.6 <u>Uniforms</u></b>				
1.6.1	Does the bidder have a dress code that makes it compulsory for staff to wear a clean and neat uniform at all times?	Yes		No
The uniform shall be distinguishable from the general public and Hospital staff.				
<b>1.7 <u>Identification Badges</u></b>				
	Does the bidder have its own corporate photo-identification	Yes		No
The badge is compulsory for employees to display clearly when on site.				

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**1.8 Previous Contract Experience**

1.8.1 Previous cleaning contract experience over the past five (5) years.

<b>Company/State Department/ Provincial Department</b>	<b>Period of contract in months</b>	<b>No. of cleaners per shift</b>	<b>Reason for termination</b>

1.8.2 Current cleaning contract experience

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

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**GROOTE SCHUUR HOSPITAL**

**SECTION B: TERMS OF REFERENCE / GENERAL & SPECIFIC SITE SPECIFICATIONS**

*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 the offer it would be considered as not compiling to specification*

REQUIREMENTS		DETAILS OF OFFER
1	SCOPE	
	<b>THE PROVISION OF A COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS OF GROOTE SCHUUR HOSPITAL INCLUDING CONSUMABLES, EQUIPMENT AND LABOUR AS INDICATED.</b>	
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:	
	General Conditions of Contract (GCC)	
	Special Conditions of Contract (SCC)	
	The Constitution of the Republic of South Africa, Act 108 of 1996	
	Employment Equity Act, Act 55 of 1998	
	Labour Relations Act, Act 66 of 1995	
	Basic conditions of Employment Act, Act 75 of 1997	

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	Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000	
	Occupational Health and Safety Act 85 of 1993	
	Compensation of Occupational Injuries and Diseases Act 30 of 1993	
	National Norms and Standards relating to environmental health in terms of National Health Act 2003 (Act No 61 of 2003)	
	National infection prevention and control strategic framework 2020	
	Practical Manual for implementation of the National Infection prevention and control strategic Framework 2020	
	<p><b><u>LINKS</u></b></p> <p><b><u>To the above-mentioned documents</u></b></p> <p><a href="https://www.gov.za/sites/default/files/images/a108-96.pdf">https://www.gov.za/sites/default/files/images/a108-96.pdf</a></p> <p><a href="https://www.labour.gov.za/DocumentCenter/Acts/Employment%20Equity/Act%20-%20Employment%20Equity%201998.pdf">https://www.labour.gov.za/DocumentCenter/Acts/Employment%20Equity/Act%20-%20Employment%20Equity%201998.pdf</a></p> <p><a href="https://www.gov.za/documents/labour-relations-act">https://www.gov.za/documents/labour-relations-act</a></p> <p><a href="https://www.gov.za/sites/default/files/gcis_document/201409/a75-97.pdf">https://www.gov.za/sites/default/files/gcis_document/201409/a75-97.pdf</a></p> <p><a href="https://www.gov.za/documents/promotion-equality-and-prevention-unfair-discrimination-act">https://www.gov.za/documents/promotion-equality-and-prevention-unfair-discrimination-act</a></p> <p><a href="https://www.gov.za/documents/occupational-health-and-safety-act">https://www.gov.za/documents/occupational-health-and-safety-act</a></p> <p><a href="https://www.gov.za/documents/compensation-occupational-injuries-and-diseases-act">https://www.gov.za/documents/compensation-occupational-injuries-and-diseases-act</a></p> <p><a href="https://knowledgehub.health.gov.za/elibrary/national-norms-and-standards-relating-environmental-health-terms-national-health-act-2003">https://knowledgehub.health.gov.za/elibrary/national-norms-and-standards-relating-environmental-health-terms-national-health-act-2003</a></p> <p><a href="https://www.health.gov.za/wp-content/uploads/2020/11/practical-manual-for-implementation-of-the-national-ipc-strategic-framework-march-2020.pdf">https://www.health.gov.za/wp-content/uploads/2020/11/practical-manual-for-implementation-of-the-national-ipc-strategic-framework-march-2020.pdf</a></p>	
3	<b>GENERAL DESCRIPTION OF SERVICE</b>	
	A detailed task description (including uniform requirements) will be issued to the successful bidder prior to commencement on site.	

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4	<b>GENERAL STAFFING REQUIREMENTS</b>	
4.1	Staff must have a general knowledge of cleaning service, good interpersonal skills, and must be capable of dealing with the public (patients).	
4.2	Staff must be aware of the health and safety aspects of a hospital environment.	
4.3	Staff must be in good health and physically strong.	
4.4	Any changes in staff must be screened by the User Department. Frequent changing of staff will not be acceptable.	
4.5	<p>Profile of Cleaner staff to be provided:</p> <ul style="list-style-type: none"> <li>• The service provider may only employ South African citizens, foreigners who obtained South African permanent residency permits or foreigners who are entitled to work in South Africa in terms of South African law in the sector relevant to the bid, to perform the services required in the bid.</li> <li>• Must be able to work independently.</li> <li>• Must be able to communicate, read and write in at least one of the three official languages of the Western Cape.</li> <li>• Supervisors must be able to communicate, read and write in at least two of the three official languages of the Western Cape.</li> </ul>	
5	<b>CONTROL MEASURES</b>	
5.1	<p>Staff reporting to and leaving the site must sign the attendance register in the Groote Schuur Hospital Allocation's Office.</p> <p>An area will be made available for time and attendance.</p>	
5.2	<p>Staff must be on-site in full uniform ready for duty and at their specified points at the specified shift starting time.</p> <p>(This will be determined by the Site Supervisor (GSH control staff)).</p>	
5.3	In this connection, A penalty will be incurred for late coming and deducted from payments to the successful Bidder. (Penalty breakdown)	

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5.4	<b>Off duty and leave of absence must be provided for by the successful Bidder.</b>	
5.5	Should a worker not perform, or if reports of misconduct are received, he/she must be dealt with at the discretion of the successful bidder and also not compromise the position of Groote Schuur Hospital cleaner services department.	
6	<b>OBLIGATIONS OF GROOTE SCHUUR HOSPITAL</b>	
6.1	The Department shall provide free of charge all necessary light, water, power, communal change rooms and other facilities that may be required by the Service provider to perform its services.	
6.2	The Department shall provide a storage area for the Service provider's equipment and consumables.	

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

			<b>BIDDER'S RESPONSE</b>
		<b>FREQUENCY</b>	<b>DETAILS OF OFFER</b>
<b>1.</b>	<b><u>AREAS TO BE SERVICED</u></b>		
<b>1.1</b>	<b><u>Night Duty - New Groote Schuur Hospital</u></b>		
1.1.1	All main passages including inter-leading ward passages, floors D, E, C & Radiology, F, G and from H1 to H3 as well as front reception areas to be maintained with appropriate operated auto-scrubbers and burnishing equipment from 19h00 – 06h00 Monday to Sunday.	DAILY	
1.1.2	Main Service Lane inclusive of inter leading passages on the A Floor including the whole Loading Bay plus goods yard.	DAILY	
1.1.3	Passage from staff entrance to Medical Records	DAILY	
1.1.4	Respond to emergency cleaning requirements for all areas e.g. Floods etc.	AS AND WHEN REQUIRED	
1.1.5	All staircases (Sweeping, Mopping, empty and Cleaning of Bins) and lift landings (Sweeping, Mopping & Spray Buff) from H1 to H3	DAILY	
1.1.6	General Assistants will be shifted at any given time from one area to the other as operational requirement.	AS AND WHEN REQUIRED	
1.1.7	Cleaning (sweeping, mopping, scrub and Seal) of Lifts from H1 to H3,	Daily	
<b>1.2</b>	<b><u>Day Duty (Routine Cleaning)</u></b>		
<b>1.2.1</b>	<b><u>New Groote Schuur Hospital</u></b>		
1.2.2	All lift landings throughout the New Hospital	3x DAILY	
1.2.3	All lift pits throughout the Hospital	1x MONTHLY	
1.2.4	New Chapel on the E Floor	1x DAILY	
1.2.5	Quality Assurance Office, E11A Management Suite, Night matron's Office	1x Daily	
1.2.6	Dietician's Offices, Security, Printing room, Doctor's Lounge on the E Floor	1x Daily	
1.2.7	Tafelberg and Kleinschuur	Daily/As and when required	
1.2.8	Rest Rooms, Sisters Offices and Social Welfare Offices in core areas on all floors	1x DAILY	
1.2.9	E10 Pharmacy inclusive of heavy-duty miscellaneous functions	Daily	
1.2.10	A12 Bulk Store Pharmacy and OPD Pharmacy inclusive of heavy-duty miscellaneous functions	Daily	
1.2.11	A12 Cart Store AND L BLOCK PHARMACY inclusive of heavy-duty miscellaneous functions	Daily	
1.2.12	DS Tunnel and lift landings	1x DAILY	
1.2.13	Staff entrance including the security office on A Floor	2x DAILY	
1.2.14	Linen Management Department inclusive of the sewing room on the A level	1x DAILY	

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1.2.15	A Floor ablution facility, and complete tick sheet	1x DAILY	
1.2.16	Hospital Service Street inclusive of the inter-leading passages on the A Floor including the whole Loading Bay.	2x DAILY and when necessary.	
1.2.17	AZ Level lift landings including basement area up to the Otis lift office. (Excluding the AZ work area)	1x DAILY	
1.2.18	All Public toilets A, B, C, D, E, F & G Floors, and complete tick sheet.	8 times or every 45 minutes, and as when required.	
1.2.19	All Staff Toilets in the New Main Hospital, and complete tick sheet	DAILY, and as when required.	
1.2.20	Fire escapes.	1x MONTHLY	
1.2.21	Physiotherapy gym on the E Floor	1x DAILY	
1.2.22	Physiotherapy C21 on the E Floor	1x WEEKLY	
1.2.23	Innovation Hub on the E Floor	1x DAILY	
1.2.24	Com. Centre/CCTV Area D Floor	1x DAILY	
1.2.25	Telephone Exchange D Floor	1x DAILY	
1.2.26	Specimen Depot A Floor	1x DAILY	
1.2.27	Central Distribution A Floor	1x DAILY	
1.2.28	Clinical Engineering A Floor	1x DAILY	
1.2.29	Medical Records Department A & B Floor	1x DAILY	
1.2.30	Holding/Core areas/Lay-out Rooms (H1, H2, H3)	2x DAILY, and as when required.	
1.2.31	Doctors Sleep-inns including all doctors and sisters' offices in the central ward areas	1x DAILY	
1.2.32	Passages outside ward areas – Inter-leading passages	1x DAILY	
1.2.33	D floor tunnel leading to maternity unit, OMB, OPD, J BLOCK	1x DAILY	
1.2.34	Gas Sterilising Department	2 x DAILY	
1.2.35	Transport Office	2x WEEKLY	
1.2.36	The P4 Staff Entrance & Security and Porters Office	2x DAILY	
1.2.37	Library – E floor	1x WEEKLY	
1.2.38	EHS Offices (A + GT levels)	2x WEEKLY	
1.2.39	A-floor male and female changing room	1x DAILY	
1.2.40	C13 (Transit lounge)	2x DAILY	
1.2.41	High and low dust walls, lifts and staircases.	2x WEEKLY	
1.2.42	All staircases and lift landings and interlink passages from H1, H2 and H3	1x DAILY	
1.2.43	The entire front entrance (Foyer) inclusive of porter and security lodge,	3x Daily	
1.2.44	E1 - Helpdesk, and all fees offices, tearoom/kitchenette and related areas	3x Daily	
1.2.45	Strip and Seal Main Corridors i.e. E, D and C Floor, landings and Recon Kitchens	5x Yearly and when necessary (Twice during the winter months)	
1.2.46	E17 – Inter leading passage and stairwells	1x WEEKLY	
1.2.47	The entire Trauma Deck, Security, Porters Offices	1x Daily	
1.2.48	Cleaning of Mobile Toilets	Daily and as when required	
1.2.49	Wellness Centre on E Floor	3x Daily	
1.2.50	Groote Schuur Hall	1x Daily and as when require	
1.2.51	Wiping off patient chairs with surface disinfectant	3x Daily and/or as needed	
1.2.52	Daily floor maintenance of the Recon Kitchens (Sweeping,		

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	mopping and buffing)		
1.4	<b><u>Old Main Building including, N51, M51, G52, G53, G55, G56, F46, F47, H55, H56, K51 Block 66 (Engineers), L Block, Squash Courts, Sports and Social Club, J10, Crèche</u></b>		
1.4.1	Old Main Building N51	1x DAILY	
1.4.2	Old Main Building M51	1x DAILY	
1.4.3	Old Main Building G52	1x DAILY	
1.4.4	Old Main Building G53	1x DAILY	
1.4.5	Old main Building G55 & G56	1x DAILY	
1.4.6	Old main Building F46 & F47	1x DAILY	
1.4.7	Old main Building H55 & H56	1x DAILY	
1.4.8	J-Block Porters Offices	1x DAILY	
1.4.9	Old Main Building Entire D-Tunnel	1x Daily	
1.4.10	L Block Pharmacy	3x DAILY	
1.4.11	Squash Courts	2x Weekly	
1.4.12	Sports and Social Club	Ad hoc basis	
1.4.13	J 10	1x Daily	
1.4.14	Crèche	3x Daily	
1.4.15	MEDICAL RECORDS (Old Printing Department)	1x Daily	
1.4.16	Old main Building G47	3x Daily	
1.4.17	Private Crèche	3x Daily	
1.4.18	G45 Management Suite	Daily	
1.4.19	K51	1x Daily	
1.5	<b><u>Block 66 (Engineers)</u></b>		
1.5.1	Clean all Toilets, and complete tick sheet	1x Daily	
1.5.2	Clean all kitchens, canteen areas and locker rooms	1x Daily	
1.5.3	Clean Reception Area + Offices	2x Weekly	
1.5.4	Sweep and mop passages and Staircases	2x Weekly	
1.5.5	Vacuum all offices and carpeted passages	1x Weekly	
1.5.6	Maintain Tunnel passage leading to Engineers.	Daily floor maintenance.	
1.5.7	Strip and Seal Floors	4x yearly	
1.5.8	High and low dust walls, lifts and staircases.	2x Weekly	
1.5.9	Lift pits	1x Month	
1.6	<b><u>Main Stores – New Groote Schuur Hospital</u></b>		
1.6.1	Clean Toilets Facilities in stores and passage areas, and complete tick sheet	1x DAILY	
1.6.2	Clean Hand basins (preferably midday)	1x DAILY	
1.6.3	Vacuum all offices/Carpets	1x DAILY	
1.6.4	Clean Reception Office	1x DAILY	
1.6.5	Clean Conference Room	1x DAILY	
1.6.6	Mezzanine Floor Offices	1x DAILY	
1.6.7	Empty Waste Bins	1x DAILY	
1.6.8	Sweep Dispatch Area	1x DAILY	
1.6.9	Clean Main Alley Ways	1x DAILY	
1.6.10	Sweep and mop Staircases and landings in stores	1x DAILY	
1.6.11	Fire escapes in stores	1x DAILY	
1.6.12	Strip & seal	4x yearly	

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**BID GSHT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

1.6.13	High and low dust walls, lifts and staircases.	2x weekly	
1.7	<b><u>Old Main Building N51, M51, J10, G52, G53, G45, G45 Management Suite, G55 &amp; G56, F46, F47, G47, H55 &amp; H56, E Floor, K51 &amp; D Tunnel,</u></b>		
1.7.1	Toilets, and complete tick sheet	3x DAILY	
1.7.2	Hand basins	3x DAILY	
1.7.3	Carpets (Vacuuming)	1x DAILY	
1.7.4	Offices	1x DAILY	
1.7.5	Waste Bins (empty)	1x DAILY	
1.7.6	High dusting	2x WEEKLY	
1.7.7	Low dusting of walls	2x WEEKLY	
1.7.8	Washing of walls	WHEN REQUIRED	
1.7.9	All Stairwells and fire escapes	1 x WEEKLY	
1.7.10	D-Tunnel (including removal of waste and cleaning of waste room)	1x DAILY	
1.7.11	High and low dust walls, lifts and staircases.	2x weekly	
1.7.12	Lift pit (all lifts in OMB)	1x Month	
1.7.13	Cleaning of dishes and Miscellaneous duties	1x Daily	
1.7.14	Fire Escapes	1x Monthly	
1.8	<b><u>L Block Pharmacy, E10 Pharmacy, A12 Bulk Store, A12 Cart Store Pharmacy</u></b>		
1.8.1	Sweeping of floors	2x Daily	
1.8.2	Mopping of floors	2x Daily	
1.8.3	Vacuuming of offices	1x Daily	
1.8.4	Emptying bins	2x Daily	
1.8.5	Breaking up & removal of cardboard waste	2x Daily	
1.8.6	Dusting of shelves	1x Daily	
1.8.7	Wiping counters	3x Daily	
1.8.8	Defrosting and cleaning of fridges (As per medication fridge policy)	1x Monthly and/or as needed	
1.8.9	Strip and Seal of floors	4x Yearly	
1.8.10	Cleaning of tearooms	1x Daily	
1.8.11	Cleaning of toilets, and complete tick sheet	3x Daily	
1.8.12	High and low dust walls, lifts and staircases.	2x Weekly	
1.8.12	Lift pit (L-Block)	1x Month	
1.8.13	Heavy duty miscellaneous functions	3x Daily	
1.8.14	Wiping off patient chairs with surface disinfectant	3x Daily and/or as needed	
1.9	<b><u>Crèche</u></b>		
1.9.1	Sweeping and Mopping of all Floors/passages	3x Daily	
1.9.2	Vacuum all offices, reception and carpeted areas	2x Weekly	
1.9.3	Cleaning of main hall and all classrooms	1x Daily	
1.9.4	Cleaning of all toilets, and complete tick sheet	6x Daily	
1.9.5	Emptying of bins	3x Daily	
1.9.6	Strip and Seal of floors	4x Yearly	
1.9.7	Cleaning of tearooms	1x Daily	
1.9.8	High and Low dusting walls and staircases	2x weekly	

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

1.9.9	Clean all kitchens, canteen areas and locker rooms	3x Daily	
1.9.10	Lift pit	1x Month	
1.9.11	Check and Clean Parking Area	As and when required	
1.9.12	Sweep and Mop Staircases	1x Daily	
1.9.13	Wiping off chairs with surface disinfectant	3x Daily and/or as needed	
1.10	<b><u>SPECIAL CLEANING TEAM FOR TERMINAL CLEANING AND DEEP CLEANING IN VARIOUS INTENSIVE CARE UNIT AS WELL AS ANY OTHER CLINICAL AREA- Standard Procedures</u></b>		
1.10.1	Keep PPE (Personal Protective Equipment) signage visible until bed space has been cleaned.	As and when required	
1.10.2	Appropriate PPE (Personal Protective Equipment) to be worn before undertaking terminal cleaning.	As and when required	
1.10.3	Linen worn by patient including bed linen to be bagged and placed in sluice room.	As and when required	
1.10.4	Curtains and window coverings should be removed bagged and sent to laundry, including bed linen.	As and when required	
1.10.5	All the waste should be collected in a red lined bag and disposed of as clinical waste.	DAILY	
1.10.6	Ensure that all blood and body fluids have been removed with soap and water.	DAILY	
1.10.7	Wipe all the surfaces including walls to hand height with cold water and biocide. Allow to dry.	DAILY	
1.10.8	Bed frame must be damp-wiped with a hospital-approved detergent then wiped over with biocide.	DAILY	
1.10.9	Complete tasks remove PPE (Personal Protective Equipment), wash and dry hands thoroughly before leaving.	DAILY	
1.10.10	Keep room/bed space empty for as long as possible after terminal cleaning has been completed or at least allow for Biocide to dry.	As and when required	
2.	<b><u>OPERATIONAL REQUIREMENTS FOR ALL AREAS</u></b>		
2.1	<b><u>Maintenance of Floors</u></b>		
	Maintenance to consist of: -		
a)	Vacuum with Central Vacuum Cleaning System and or stand-alone units	1x DAILY	
b)	Mop with damp mop, using approved neutral detergents.	1x DAILY	
c)	Spray buff with industrial floor polisher, using non-slip polish.	1x DAILY	
d)	Strip and re-seal vinyl areas.	4x Yearly	
e)	Body fluid spillages to be sanitized in accordance with the Hospital approved spillage policy (with approved disinfectant/ sanitizer).	WHEN REQUIRED	
2.2	<b><u>Cleaning of Walls, Doors, and Panel Work</u></b>		
2.2.1	Clean all marks from all walls, doors, light switches from roof height to floor line. Clean stainless-steel door protectors with stainless steel cleaning agent.	2x WEEKLY	
2.2.2	High and low dust walls, lifts and staircases.	2x Weekly	

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

2.3	<b><u>Cleaning of Stairwells and Landings inclusive of the P1, P2, P3, P4, C, S1 AND S2 GARAGES, Maternity and Engineering and Q Block Parking</u></b>		
2.3.1	Damp dust handrails and balustrades. (Neutral detergents)	2x WEEKLY	
2.3.2	Damp dust metal grids and staircases. (Neutral detergents)	2x WEEKLY	
2.3.3	Sweep stairwells and Maintain landings.	1x DAILY	
2.3.4	Empty and clean all bins.	2x DAILY	
2.3.5	Clean/dust cupboards, benches and landings.	1x DAILY	
2.3.6	High and low dust walls, lifts and staircases.	2x Weekly	
2.4	<b><u>Fire Escape Stairwells</u></b>		
2.4.1	Sweep with a suitable broom.	1x weekly	
2.4.2	Wet scrub with neutral detergents, using a hand dust broom.	1x Quarterly	
2.4.3	High and low Dusting	1x Monthly	
2.5	<b><u>Toilets (All Public Toilets)</u></b>		
2.5.1	Empty and clean all waste receptacles, using soap and water.	8x DAILY	
2.5.2	Clean and wash all bowls (hand basins and toilet bowls with appropriate consumables), and complete tick sheet	8x DAILY	
2.5.3	Clean tap fittings - using approved based cleaner.	8x DAILY	
2.5.4	Clean and polish all bright metal fittings and mirrors. (Appropriate cleaning agents)	8x DAILY	
2.5.5	Dust windowsills, ledges, pipes and fittings. (Appropriate cleaning agents) Clean walls, doors and air vents.	1x Daily	
2.5.6	High and low dust walls	2x Weekly	
2.6	<b><u>Lifts</u></b>		
2.6.1	Sweep with suitable broom.	3x DAILY	
2.6.2	Damp mop using sanitizer. Outside Peak Office Hours (floors only)	3x DAILY	
2.6.3	Machine scrub. Outside Peak Office Hours	1x DAILY	
2.6.4	Spray with industrial floor polish. Outside Peak Office Hours	1x DAILY	
2.6.5	Grooves to be cleaned of all debris. Outside Peak Office Hours	1x DAILY	
2.6.6	Clean interior and exterior panels and door surfaces with stainless steel cleaner.	2x Weekly	
2.6.7	All lift pits	1x MONTHLY	
2.6.8	High and low dust walls	1x Daily	
2.7	<b><u>Windows, Catwalk and Aluminum Frames and Façade</u></b>		
2.7.1	Clean all catwalks, and Aluminum frames and facade alongside main passages and public areas.	1x MONTHLY and or when necessary	
2.7.2	Remove bird droppings etc.	1x Daily	
2.7.3	Bag outside waste and dispose of to waste holding area for removal.	1x Daily	
2.7.4	All accessible windows in all areas of the Hospital must be cleaned monthly with a detergent and squeegee.	1x MONTHLY	

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

2.8.	<b><u>Offices</u></b>		
2.8.1	Damp dust all furniture, ledges, sills, doorframes, doors, light switches and mirrors.	1x DAILY	
2.8.2	Vacuum	2x WEEKLY	
2.8.3	Steam clean carpets	WHEN REQUIRED	
2.8.4	Damp mop Vinyl and laminating flooring and seal.	1x DAILY	
2.8.5	Empty and clean all bins.	2x DAILY	
2.8.6	High and low dust walls	2x Weekly	
2.9	<b><u>Waste Removal</u></b>		
2.9.1	All waste removed from all bins must be taken to the AZ level in clear plastic bags for domestic waste and red bags for infectious waste.	3x Daily	
2.9.2	Remove all waste trolleys (green bins) from core holding areas at ward level, (NMB, OMB, Maternity, Engineering, HRD, OPD & L&J – Block) down to AZ Level. Empty & clean bins with a high-pressure machine), drip dry and wipe off with cloths and then return to core areas.	3x Daily	
2.9.3	Remove all boxes from Pharmacy E10, E13 & A12, and all core areas, Medical Records and Main Stores to AZ Level. (Including weekends & public holidays)	3x Daily	
2.9.4	Assist with the operational function within AZ Disposal Unit	Daily	
3.	<b><u>Scope of service</u></b>		
3.1	Seven days per week inclusive of Public Holidays.		
4.	<b><u>Time of Services</u></b>		
4.1	<b><u>Day Shift</u></b>		
4.1.2	07:00 to 19:00 (Monday to Sunday, including weekends and public holidays).		
4.2	<b><u>Night Shift</u></b>		
4.2.1	19:00 to 07:00 (E, C, D, F & G Floors, all Passages and all Landings Maintenance) Mondays to Sundays including weekends and public holidays		
5.	<b><u>ADDITIONAL STAFFING REQUIREMENTS IN AND AROUND THE HOSPITAL</u></b>		
5.1	The successful Service provider shall be responsible for special cleaning projects as identified by (EHS) Support Services Management.		
5.2	Assistance required on an ad-hoc basis to the special GSH Groote Schuur Cleaning team as per Infection control prescripts, emergencies (fire / Flood), disaster management and special functions e.g., VIP visits.		
5.3	The Service provider shall be responsible for the cleaning of all public toilets (the public toilet cleaning team) on E-floor, C-floor, OPD, OMB and Maternity and it shall consist of 4 x cleaners. This team must ensure that all toilet facilities are	Every 45 minutes	

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

	serviced at least every 45 minutes on a 12 Hour shift, Mondays to Sunday including Public Holidays and (Night Duty should also be included until after visiting hour). Over weekends the frequency may be reduced or down scaled. This team must be properly equipped with cleaning utensils specially designed for cleaning ablution facilities. Tick sheets must be completed. They should also be properly uniformed in accordance with the Occupational Health & Safety Act.		
5.4	The Service provider shall where applicable provide relief staff to cater for day-to-day short comings.		
5.5	The Service provider shall be requested to relieve in wards, clinics etc., not specified in this specification but in line with paragraph 1 of this specification, as identified by Support Cleaning Services Management (EHS).		
5.6	Minimum staffing required working seven days per week Mondays to Sundays including weekends and public Holidays. (07H00 – 16H00)		
6.	<b><u>MINIMUM WORK UNITS FOR NGSH AND OMB</u></b>		
6.1	<b><u>Day Shift: 07H00 – 19H00</u></b> (Including Weekends and Public Holidays) Monday – Sunday		
6.2	<b><u>MINIMUM WORK UNIT FOR NGSH:</u></b>		
6.2.1	1x Supervisor		
6.2.2	16x Cleaners		
6.2.3	(Seven days per week)		
6.4	<b><u>Night Shift: 19H00 – 07H00</u></b>		
6.4.1	<b><u>MINIMUM WORK UNIT FOR NGSH:</u></b>		
6.4.1.1	4x Cleaners (Male)		
6.4.1.2	(Including Weekends and Public Holidays) Monday – Sunday		
6.4.1.3	(Seven days per week)		
7.4	<b><u>MINIMUM WORK UNITS FOR PHARMACY</u></b>		
7.4.1	<b><u>Day Shift: 07H30 – 16H30</u></b> (Excluding Public Holidays) Monday – Friday		
7.5	<b><u>MINIMUM WORK UNIT FOR PHARMACY</u></b>		
7.5.1	6 x Cleaners (must consist of three females and three males) for the cleaning of E10 Pharmacy, A12 Bulk Store, A12 Cart Store, L Block Pharmacy and any other miscellaneous function		
8.	<b><u>MINIMUM WORK UNITS FOR OLD MAIN BUILDING, J10, BLOCK 66, (ENGINEERING), SQUASH COURTS, SPORT, AND SOCIAL CLUB, CRECHE, Doctor's Bungalows (HRD) and G45 Management Suite</u></b>		
8.1	<b><u>Day Shift: 07H00 – 16H00</u></b> (Excluding Public Holidays) Monday – Friday		

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

8.2.1	2x Cleaners (Block 66 and squash courts, Sport and Social Club)		
8.2.2	14x Cleaners (OMB and J10)		
8.2.3	4x Cleaners Doctor's Bungalows (Human Resource Development Training Centre)		
8.2.4	3x Female Cleaners (Crèche – Day shift: 07h00 – 16h00: Monday to Friday)		
8.3	<b>MINIMUM WORK UNITS FOR AZ WASTE DISPOSAL AREA</b>		
8.3.1	<b>Day Shift: 07H00 – 16H00 (Including weekends and Public Holidays) Monday – Sunday</b>		
8.3.2.1	4x Cleaners (Male)		
8.4	<b>MINIMUM WORK UNITS FOR ICU TERMINAL CLEANING TEAM</b>		
8.4.1	Day Shift: 07H00 – 19H00 (Including weekends and Public Holidays) Monday – Sunday		
8.4.2	Night Shift: 19h00 -07h00 (including weekends and Public Holidays) Monday to Sunday (As and when required)		
8.5	<b>MINIMUM WORK UNIT FOR ICU TERMINAL CLEANING TEAM</b>		
8.5.1	6x Cleaners (Day shift: 07h00 – 19h00: Monday to Sunday)		
8.5.2	1x Cleaners (Night shift: 19h00-07h00: Monday to Sunday)		
9	<b>MINIMUM WORK UNITS FOR ROVING TOILET TEAM</b>		
9.1	Day Shift: 07H00 – 19H00 (Including weekends and Public Holidays) Monday – Sunday		
10	<b>MINIMUM WORK UNIT FOR ROVING TOILET TEAM</b>		
10.1	4x Cleaners		
11	<b>MINIMUM WORK UNITS FOR SPECIAL CLEANING PROJECTS</b>		
11.1	Day Shift: 07H00 – 19H00 (Including weekends and Public Holidays) Monday – Sunday		
12	<b>MINIMUM WORK UNITS FOR CLEANING OF ACCESSIBLE INTERNAL AND EXTERNAL WINDOWS</b>		
12.1	Day Shift: 07H00 – 16H00 (Including weekends and Public Holidays) Monday – Sunday		
12.2	5x Cleaners		

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**BID GSHT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

13	<b>MINIMUM WORK UNITS FOR RELIEF STAFF FOR NGSH, MATERNITY AND L BLOCK</b>		
13.1	<b>Day Shift: 07H00 – 19H00</b> (Including weekends and Public Holidays) Monday – Sunday		
13.2	<b>MINIMUM WORK UNIT FOR RELIEF STAFF FOR NGHS, MATERNITY AND L BLOCK</b>		
13.2.1	12x Cleaners		
13.3.1	<b>Night Shift: 19H00 – 07H00</b> (Including weekends and Public Holidays) Monday – Sunday		
13.4	<b>MINIMUM WORK UNIT FOR RELIEF STAFF FOR NGSH AND MATERNITY</b>		
13.4.1	2x Cleaners per Shift: 07h00 – 19h00		

**SPECIFIC SITE SPECIFICATION**  
**CLEANING OF OPD: GROOTE SCHUUR HOSPITAL**

		<b>FREQUENCY</b>	<b>BIDDER'S RESPONSE DETAILS OF OFFER</b>
<b>1.</b>	<b><u>AREAS TO BE SERVICED OPD (Outpatient Block)</u></b>		
1.1	D Floor Ophthalmology	Daily and as and when required	
1.2	D Floor Theatre	Daily and as and when required	
1.3	All patient core areas, i.e., theatres, clinics and treatment rooms.	Daily and as and when required	
1.4	Clean Public toilets and ablution facilities, and complete tick sheet.	8x Daily	
1.5	Clean staff toilets, and complete tick sheet.	1x Daily	
1.6	Stairwells and lift landings, lifts.	Daily	
1.7	Entrance foyers and reception areas.	8x Daily	
1.7	Tea rooms, lecture rooms, Security office, Porter's office.	1x Daily	
1.8	Staff office and conference rooms, kitchen areas.	1x Daily	
1.9	Courtyards and patient areas outside building, including shuts, waiting areas.	3x Daily	
1.10	Fire escapes, sealing vents, fire extinguishers, pot plant containers, emptying of refuse bins, removal of waste to the holding areas.	2x Daily	
1.11	High and low dust walls, lifts and staircases.	2x Weekly	
1.12	C floor passages to P4 porter's station.	1x Daily	
1.13	All stainless steel on doors.	1x Daily	
1.14	Washing of walls and office furniture.	1x Weekly	
1.15	Floor sealing and polishing.	As and when required	
1.16	Cleaning of Toilets, placement of toilet rolls, hand soap and hand towels in all public toilets.	8x Daily	
1.17	Placement of toilet rolls, hand soap and hand towels in all staff toilets.	As and when required	
1.18	Windows – cleaning of accessible windows – Porter's station and rest room facilities.	1x Monthly	
1.19	Air vents	1x Monthly	
1.20	Scrub and buff ALL Floor passages	1x Daily	

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1.21	Empty and clean bins (all floors)	3x Daily	
1.22	High and low dust walls, lifts and staircases.	2x weekly	
1.23	Clean "E" Floor Clerk's reception windows.	1x Daily and as required	
1.24	Clean Pharmacy windows on E-Floor as well as empty bins	3x Daily	
1.25	OPD Pharmacy	3x Daily	
1.26	All Lift pits in OPD	1x Month	
1.27	Wiping off chairs with surface disinfectant	3x Daily and/or as needed	
<b>2.</b>	<b>OPERATIONAL REQUIREMENTS</b>		
2.1	<b><u>Vinyl Linoleum</u></b>		
2.2	Sweep with flatmop	1x DAILY	
2.3	Damp mop using neutral detergents.	1x DAILY	
2.4	Spray buff with industrial floor polish (non-slip only).	1x DAILY	
2.5	Scrub traffic areas (strip) and re-coat with non-slip sealer (floor polish).	1x DAILY	
<b>3</b>	<b><u>External/Internal (Fire Escapes)</u></b>		
3.1	(Hose down when necessary)		
3.2	Sweep with suitable broom.	1x DAILY	
3.3	Hose down if necessary.	1x weekly	
<b>4</b>	<b><u>Rugs and Carpets</u></b>		
4.1	Vacuum clean thoroughly with industrial type vacuum cleaner.	1x DAILY	
4.2	Shampoo and/or steam clean carpets when necessary (this service would be part of the general contract and not charged as an extra).	WHEN REQUIRED	
<b>5</b>	<b><u>Walls/Doors and Panel work</u></b>		
5.1	Clean all marks from walls, light switches from roof height to floor line.	WHEN REQUIRED, on inspection daily	
5.2	Clean all stainless-steel wall and door partitions as well as bumper rails.	3x Daily	
5.3	High and low dusting	3x weekly	
<b>6</b>	<b><u>Stairwells and Landings</u></b>		
6.1	Light wells	1x MONTHLY	
6.2	Damp dust handrails and balustrades.	1x DAILY	
6.3	Damp dust metal grids on stairwells. Maintain landings.	1x WEEKLY	
6.4	Empty and clean all bins.	3x DAILY	
6.5	Spot clean all benches, cupboards on landings.	1x DAILY	
6.6	Clean and maintain stairwells and landings	1x Daily	
<b>7</b>	<b><u>Public Toilets.</u></b>		
7.1	Empty and clean all waste receptacles using soap and water, and complete tick sheet.	8x DAILY	
7.2	Clean and wash all bowls, basins and urinals. Wash and sanitise floors (using detergent), according to floor type.	8x DAILY	

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7.3	Clean and polish all bright metal fittings and mirrors.	8x DAILY	
7.4	Dust windows, ledges, pipes and fittings.	3x Daily	
7.5	Clean walls, doors and partitions using the appropriate cleaning methods.	6x DAILY	
7.6	Sweep and Mop floors	8x Daily	
7.7	Strip and Seal	Quarterly and or when necessary	
<b>8</b>	<b>Washrooms and Sluice Rooms</b>		
8.1	Empty and clean all waste receptacles using soap and water.	6x DAILY	
8.2	Clean and wash all basins, sink and slophopper.	6x DAILY	
8.3	Clean and polish all bright metal fittings and mirrors.	6x DAILY	
8.4	Dust windows, ledges, pipes and fittings.	2x WEEKLY	
8.5	Clean walls, doors and partitions using the appropriate cleaning methods.	3x DAILY	
8.6	Sweep and Mop floors	6x Daily	
8.7	Strip and Seal	1x Monthly	
<b>9</b>	<b><u>Glass doors, Partition Glass and Metal</u></b>		
9.1	Clean and polish metal covers.	2x WEEKLY	
9.2	Clean both frames of metal glass.	2x WEEKLY	
<b>10</b>	<b><u>Offices and Receptions Areas</u></b>		
10.1	Damp dust all furniture, ledges, sills, door frames, light switches and mirrors.	2x WEEKLY	
10.2	Vacuum of carpeting.	1x DAILY	
10.3	Damp mop of floors on vinyl.	1x DAILY	
10.4	High and Low Dusting	2x Weekly	
<b>11</b>	<b><u>Lifts</u></b>		
11.1	Sweep with flatmop.	3x DAILY	
11.2	Damp mop using appropriate detergents.	3x DAILY	
11.3	Machine scrub if necessary.	1x DAILY	
11.4	Spray buff with industrial floor polisher.	1x Daily	
11.5	Grooves to be cleaned of all debris.	1x Daily	
11.6	Clean interior and exterior door surfaces with stainless steel cleaner.	1x Daily	
<b>12</b>	<b><u>Pavements and Gutters Surrounding Buildings</u></b>		
12.1	To be maintained in a clean state at all times	3x DAILY	
<b>13</b>	<b><u>Waste Disposal</u></b>		
13.1	Remove waste from holding areas/Core Area and remove via C floor and transport to the main hospital AZ level to waste management area. (This includes all waste types). <b>NB: ALL BINS SHOULD BE EMPTIED DAILY AND CLEANED WITH THE HIGH-PRESSURE MACHINE.</b>	3x DAILY	

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14	<b><u>ALL FLOORS</u></b>		
14.1	Floor maintenance in all passages, lift landings restricted to night shift. This includes: -		
14.1.1	Wet scrubbing	1x Daily	
14.1.2	Spray buffing	1x Daily	
14.1.3	Strip and Sealing of Floors	5x Times yearly (twice in the winter months)	
15	<b><u>STAFFING REQUIREMENTS/FREQUENCY OF SERVICE IN OPD</u></b>		
15.1	<b><u>Day Shift – 06H00 to 16H00</u></b>		
15.1.1	<b>MINIMUM WORK UNIT FOR OPD</b>		
15.1.1.1	1x Supervisor		
15.1.1.2	17x Female Cleaners		
15.1.1.3	2x Male Cleaners		
15.1.1.4	(Excluding weekends and public holidays) Monday – Friday		
16	<b><u>AFTER HOUR SERVICE</u></b>		
16.1	MON – FRIDAY 16h00 – 19H00		
16.3	<b>MINIMUM WORK UNIT FOR OPD</b>		
16.3.1	1x Female Cleaner		
16.3.2	2x Male Cleaners		
16.3.3	(Excluding weekends and public holidays) Monday – Friday		

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

**SPECIFIC SITE SPECIFICATION**

**CLEANING MATERNITY BLOCK: GROOTE SCHUUR HOSPITAL**

*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 the offer it would be considered as not compiling to specification.*

		<b>FREQUENCY</b>	<b>BIDDER'S RESPONSE</b>
1.	<b><u>AREAS TO BE SERVICED IN THE MATERNITY BLOCK</u></b>		<b>DETAILS OF OFFER</b>
1.1	Labour Ward	4x Daily	
1.2	Nursery	4x Daily	
1.3	All Public Areas	6x Daily	
1.4	Lift and Staircases	3x Daily	
1.5	Refuse Removal	3x Daily	
1.6	E – Floor	3x Daily	
1.7	All Accessible Windows (Internal & External)	When needed	
1.8	Theatres	3x Daily, as and when required	
1.9	Strip & Seal	At Least 4x Yearly	
1.10	Milk Kitchen	3x Daily	
1.11	All lift pits	1x Month	
1.12	Front entrance	3x Daily	
2.	<b><u>OPERATIONAL REQUIREMENTS</u></b>		
2.1	<b><u>FLOOR MAINTENANCE</u></b>		
2.1.1	<b><u>Vinyl Linoleum</u></b>		
2.1.1.1	Must be dust-free and clean.	3x DAILY	
2.1.1.2	Apply non-slip industrial Polymer dressing and buff with polishing machine (single disc rotary), using a red buffing pad.	DAILY	
2.1.1.3	Scrub with a non-ammonia-based stripper and apply a Polymer dressing with a built-in solid content of 25%.	1x QUARTERLY	
2.1.2	<b><u>Rugs and Carpets</u></b>		
2.1.2.1	Vacuum thoroughly with a suitable industrial-type vacuum cleaner, ensuring that all grit is removed.	1x daily	
2.1.2.2	Steam clean carpets (this service must be part of the general contract and not charged as an extra.)	WHEN REQUIRED	
2.2	<b><u>WASTE DISPOSAL</u></b>		
2.2.1	Empty and wash all wheelie bins.	3x DAILY	
2.2.2	Remove all waste to holding area in core for further disposal by hospital teams.	3x DAILY, Monday – Sunday	
2.3	<b><u>DUSTING</u></b>		
2.3.1	Damp dust all windowsills and frames.	1x DAILY	
2.3.2	Damp dust vertical surfaces, picture frames, certificates,		

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**BID GSHT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

	skirtings etc.	1x DAILY	
2.3.3	Damp dust accessible high-level edges, curtain rails, fixtures etc.	1x DAILY	
2.3.4	Dust light fittings and air vents etc.	2x weekly	
2.3.5	Dust all office furniture in the office as well as beds, lockers in wards etc.	3x weekly	
2.3.6	Dust nurses' station desktop as well as reception area work surfaces.	2x DAILY	
2.3.7	Wiping off chairs with surface disinfectant	3x Daily and/or as needed	
2.3.8	<b>WET DUSTING WITH DISINFECTANT SOLUTION</b>		
2.4	<b><u>GLASS AND METAL WORK</u></b>		
2.4.1	Spot clean any glass on doors and reception area.	1x DAILY	
2.4.2	Wipe all bright metal fittings and accessible heights.	1x DAILY	
2.4.3	Using a stainless-steel cleaner, clean all stainless steel on doors.	2x WEEKLY	
2.4.4	Wipe and clean all mirrors.	DAILY	
2.5	<b><u>WALLS AND PAINT WORK</u></b>		
2.5.1	Spot clean all walls and partitions etc.	1x DAILY	
2.5.2	Remove any graffiti/sticky tape etc.	1x DAILY	
2.6	<b><u>PUBLIC TOILETS</u></b>		
2.6.1	Empty and clean all waste receptacles.	8x DAILY, and as needed	
2.6.2	Clean and sanitise all bowls, basins, baths, showers and complete tick sheet.	8x DAILY, and as needed	
2.6.3	Disinfect floors, according to floor type requirements, to remove <u>spilling</u> , i.e. body fluids (blood etc).	8x DAILY, and as needed	
2.6.4	Clean and polish all bright metal fittings and mirrors.	3x DAILY, and as needed	
2.6.5	Dust windowsills, pipes and fittings.	3x DAILY, and as needed	
2.6.6	Spot clean walls and partitions and doors.	2x Daily, and as needed	
2.7	<b><u>BATHROOMS AND TOILETS</u></b>		
2.7.1	Empty and clean all waste receptacles.	6x DAILY, and as needed	
2.7.2	Clean and sanitize all bowls, basins, baths, showers and complete tick sheet.	6x DAILY, and as needed	
2.7.3	Clean deck boards with a fungicide remover.	DAILY, and as needed	
2.7.4	Disinfect floors, according to floor type requirements, to remove <u>spilling</u> , i.e., body fluids (blood etc).	8x DAILY, and as needed	
2.7.5	Clean and polish all bright metal fittings and mirrors.	DAILY, and as needed	
2.7.6	Dust windowsills, pipes and fittings.	1x DAILY, and as needed	
2.7.7	Spot clean walls and partitions and doors.	DAILY, and as needed	

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

2.8	<b><u>WINDOWS AND PARTITIONS GLASS</u></b>		
2.8.1	Clean all outside and inside of windows (excluding inaccessible windows)	1x Monthly	
2.9	<b><u>SLUICE AREAS</u></b>		
2.9.1	Mop and sanitise all floors.	3x DAILY	
2.9.2	Clean and sanitise all sluices, slophoppers and work surfaces.	3x DAILY	
2.10	<b><u>CORRIDORS</u></b>		
2.10.1	Maintain passages and corridors	5x DAILY	
3.	<b><u>FREQUENCY OF SERVICES</u></b>		
3.1	Daily – 7 days per week Monday – Sunday (including weekends and Public Holidays)		
3.2	Day shift – 07H00 – 19H00		
3.3	Night shift – 19H00 – 07H00		
4	<b><u>METHOD OF WORK</u></b>		
4.1	For prevention of cross infection, mops and/or cleaning equipment must be restricted to specified areas		
4.2	When any infectious diseases are located in the ward, the infection control must be contacted to recommend cleaning in the affected area.		
5	<b><u>SCOPE OF SERVICE</u></b>		
5.1	<b>Day Shift:</b>		
5.1.1	1x Supervisor (Female)		
5.1.2	12x Cleaners		
5.1.3	(Seven days per week Monday – Sunday (inclusive of Public Holidays)		
5.2	<b>Night Shift:</b>		
5.2.1	4x Cleaners (Female)		
5.2.2	(19H00 – 07H00)		
5.2.3	(Seven days per week Monday – Sunday) inclusive of Public Holidays)		

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

**SPECIFIC SITE SPECIFICATION**  
**CLEANING OF EXTERNAL ENVIRONMENT**

		<b>FREQUENCY</b>	<b>BIDDER'S RESPONSE</b>
<b>1.</b>	<b><u>AREAS TO BE SERVICED</u></b>		<b>DETAILS OF OFFER</b>
<b>1.1</b>	<b><u>P1 – Parking Level</u></b>		
1.1.1	Sweeping of the area	2x WEEKLY and or when needed	
1.1.2	Emptying of bins	1x DAILY	
1.1.3	Dusting of electrical boxes etc.	2x WEEKLY	
1.1.4	Washing down of walls	2x MONTHLY	
1.1.5	Washing down of floors	2x Monthly	
1.1.6	Sweeping & washing stairwells leading to area	2x WEEKLY	
1.1.7	High and Low Dusting	1x Monthly	
<b>1.2</b>	<b><u>P2 – Parking Level</u></b>		
1.2.1	Sweeping of the area	2x WEEKLY and or when needed	
1.2.2	Emptying of bins	1x DAILY	
1.2.3	Dusting of electrical boxes etc.	2x WEEKLY	
1.2.4	Washing down of walls	2x MONTHLY	
1.2.5	Washing down of floors	2x Monthly	
1.2.6	Sweeping & washing stairwells leading to area	2x WEEKLY	
1.2.7	High and Low Dusting	1x Monthly	
<b>1.3</b>	<b><u>P3 – Parking Level</u></b>		
1.3.1	Sweeping of the area	3x WEEKLY and or when needed	
1.3.2	Emptying of bins	3x DAILY	
1.3.3	Dusting of electrical boxes etc.	2x WEEKLY	
1.3.4	Washing down of walls	2x MONTHLY	
1.3.5	Washing down of floors	2x Monthly	
1.3.6	Sweeping & washing stairwells leading to area	3x Daily	
1.3.7	High and Low Dusting	1x Monthly	
<b>1.4</b>	<b><u>P4 – Parking Level &amp; Tunnel Link Bridge</u></b>		
1.4.1	Sweeping of the area	3x WEEKLY and or when needed	
1.4.2	Emptying of bins	3x DAILY	
1.4.3	Dusting of electrical boxes etc.	2x WEEKLY	
1.4.4	Washing down of walls	2x MONTHLY	
1.4.5	Washing down of floors	2x Monthly	
1.4.6	Sweeping & washing stairwells leading to area	3x Daily	
1.4.7	High and Low Dusting	1x Monthly	
<b>1.5</b>	<b><u>P4 Casualty / Trauma – Parking Level</u></b>		
1.5.1	Sweeping of the area	3x DAILY	
1.5.2	Emptying of bins and take refuse bags to holding area.	3x DAILY	

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

1.5.3	Dusting of electrical boxes etc.	2x WEEKLY	
1.5.4	Washing down of walls	2x MONTHLY	
1.5.5	Washing down of floors	2x Monthly	
1.5.6	Cleaning of toilets, and complete tick sheet	3x DAILY	
1.5.7	High and Low Dusting	1x Monthly	
1.6	<b><u>S1 – Parking Level</u></b>		
1.6.1	Sweeping of the area	2x WEEKLY and or when needed	
1.6.2	Emptying of bins and take refuse bags to AZ level	DAILY	
1.6.3	Dusting of electrical boxes etc.	2x WEEKLY	
1.6.4	Washing down of walls	2x MONTHLY	
1.6.5	Washing down of floors	2x Monthly	
1.6.6	Cleaning of the entrance (Anzio side)	2 x Weekly	
1.6.7	High and Low Dusting	1x Monthly	
1.7	<b><u>S2 – Parking Level</u></b>		
1.7.1	Sweeping of the area	2x WEEKLY and or when needed	
1.7.2	Emptying of bins and take refuse to AZ level	DAILY	
1.7.3	Dusting of electrical boxes etc.	2x WEEKLY	
1.7.4	Washing down of walls	2x MONTHLY	
1.7.5	Washing down of floors	2x Monthly	
1.7.6	Cleaning of the entrance (Anzio side)	2x Weekly	
1.7.7	High and Low Dusting	1x Monthly	
1.8	<b><u>C Garage – Parking Level Upper, lower and basement</u></b>		
1.8.1	Sweeping of the area	2x Daily and or when needed	
1.8.2	Emptying of bins	2x DAILY	
1.8.3	Dusting of electrical boxes etc.	2x WEEKLY	
1.8.4	Washing down of walls	2x MONTHLY	
1.8.5	Washing down of floors	2x Monthly	
1.8.6	Sweeping & washing stairwells leading to area	1x DAILY	
1.8.7	High and Low Dusting	1x Monthly	
1.9	<b><u>Palm Court</u></b>		
1.9.1	Sweeping of the area	4x DAILY and or when needed 1 <sup>st</sup> Round – 07h00 am, 2 <sup>nd</sup> Round- 10h00, 3 <sup>rd</sup> Round-13h30, 4 <sup>th</sup> round 15h00	
1.9.2	Emptying of bins	4x DAILY	
1.9.3	Dusting of electrical boxes etc.	2x WEEKLY	
1.9.4	Cleaning of walkways with High Pressure Machine	As and when required	
1.10	<b><u>Staff Entrance NGSH</u></b>		
1.10.1	Sweeping of the area	2x Daily and or when needed	
1.10.2	Emptying of bins	2x DAILY	

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

1.10.3	Washing down of walls	2x MONTHLY	
1.10.4	Washing down of floors	2x Monthly	
1.10.5	High and Low Dusting	1x Monthly	
1.10.6	Sweep and empty bins in walkway next to H-Zone to Main Road including stairs leading to Main Road	2x DAILY	
1.11	<b><u>HRDU Training Centre Parking Area</u></b>		
1.11.1	Sweeping of the area	3x WEEKLY and or when needed	
1.11.2	Emptying of bins	DAILY	
1.11.3	Dusting of electrical boxes etc.	2x WEEKLY	
1.11.4	Washing down of walls	2x MONTHLY	
1.11.5	Washing down of floors	2x Monthly	
1.11.6	Sweeping & washing stairwells leading to area	2x WEEKLY	
1.11.7	High and Low Dusting	1x Monthly	
1.12	<b><u>Maternity Entrance &amp; Surrounding Areas including the Chapel</u></b>		
1.12.1	Sweeping of the area	3x Daily and or when needed	
1.12.2	Emptying of bins	3x DAILY	
1.12.3	High and Low Dusting	1x Monthly	
1.13	<b><u>OPD Entrance and Liver Clinic Entrance outside Main Entrance area</u></b>		
1.13.1	Sweeping of the area	5x DAILY and or when needed	
1.13.2	Emptying of bins	5x DAILY	
1.13.3	Sweeping & washing stairwells leading to area	2x WEEKLY	
1.13.4	High and Low Dusting	1x Weekly	
1.14	<b><u>COURT YARDS AND LIGHT WELLS</u></b>		
1.14.1	OMB court yards and light wells	2x MONTHLY	
1.14.2	NGSH court yards and light wells	2x MONTHLY	
2.	<b><u>REQUIREMENTS</u></b>		
2.2	<b><u>Cleaning of Walls, Doors, and Panel Work</u></b>		
2.2.1	Clean all marks from all walls, doors, light switches from roof height to floor line. Clean stainless-steel door protectors with stainless steel cleaning agent.	2x Monthly	
2.3	<b><u>Cleaning of Stairwells and Landings</u></b>		
2.3.1	Damp dust handrails and balustrades. (Neutral detergents)	2x Weekly	
2.3.2	Damp dust metal grids and staircases. (Neutral detergents)	2x Weekly	
2.3.3	Maintain landings.	Daily	
2.3.4	Empty and clean all bins.	3x Daily	
2.3.5	Clean/dust cupboards, benches and landings.	2x Monthly	
2.3.6	Clean and maintain stairwells	3x Daily	

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

2.4	<b><u>Fire Escape Stairwells</u></b>		
2.4.1	Sweep with suitable broom.	1x Monthly	
2.4.2	Wet scrub with neutral detergents, using a hand dust broom.	1x Monthly	
2.5	<b><u>Windows</u></b>		
2.5.1	All accessible windows in all areas must be cleaned monthly with a detergent and squeegee.	1x Monthly	
2.6	<b><u>Waste Removal</u></b>		
2.6.1	All waste removed from bins must be removed to the AZ level in clear plastic bags for domestic waste and red bags for infectious waste, in separate wheelie bins, not to be overfilled.	3x Daily	
2.7	<b><u>Scope of service</u></b>		
2.7.1	Seven days per week inclusive of Public Holidays.		
2.8	<b><u>Time of Services</u></b>		
2.8.1	<b><u>Day Shift</u></b>		
2.8.1.1	07H00 to 16H00 (Monday to Sunday, including weekends and Public Holidays).		
2.9	<b><u>MINIMUM WORK UNITS</u></b>		
2.9.1	<b><u>Day Shift: 07H00 – 16H00</u></b> (Including weekends and Public Holidays) Monday – Sunday		
2.9.2	<b><u>MINIMUM WORK UNIT</u></b>		
2.9.2.1	1x Supervisor		
2.9.2.2	7x Cleaners		
2.9.2.3	(Seven days per week)		

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

**SPECIFIC SITE SPECIFICATION**  
**CLEANING OF MAIN THEATRE AND E4 DAY SURGERY**

		<b>BIDDER'S RESPONSE - DETAILS OF OFFER</b>
1.	<b><u>INTRODUCTION</u></b>	
1.1	Theatres have significantly different cleaning requirements to any other areas in a hospital. Cleaning in these specialized areas demands different expertise, different skills and different areas of focus. This especially pertains to the maintenance of high standards and religious adherence to infection control policies 365 days a year, 24 hours a day.	
1.2	Inconsistency in these areas quickly becomes a matter of life and death, especially in an environment where there are large numbers of immuno-compromised patients.	
1.3	Sophisticated requirements of cleaning in the healthcare industry thus demand continuous training as a key success factor.	
1.4	In the GSH theatres it would be more appropriate to have lower numbers of higher skilled cleaning personnel per area/per shift. Another key determining factor is the quality of the supervision.	
2.	<b><u>CRITERIA FOR THEATRE CLEANING SERVICE</u></b>	
2.1	Directly supervised cleaning teams by persons experienced in infection control.	
2.2	SETA accredited trained staff members, including training on the application and safe use of equipment and different chemicals, with regular in-service refresher training. Certification to be provided upon award.	
2.3	Professional appearance with adherence to a strict dress code and staff members must receive protective clothing, such as gloves and aprons.	
2.4	Regular documented quality controls including hygiene checks.	
2.5	Cleaning equipment and cleaning agents appropriate for the theatre environment use provided by Service provider, approved disinfectants, chemicals and Consumables to be supplied shall be an approved and registered brand with the South African Bureau of Standards and comply with SANS regulations.	
2.6	<p>Company preferably accredited by one or more of the following:</p> <ul style="list-style-type: none"> <li>• Department of Health (DOH)</li> <li>• National Occupational Safety Accreditation (NOSA) Africa</li> <li>• Council for Health Service Accreditation of South Africa (COSASA)</li> <li>• The Council for Health Services Accreditation of South Africa (CHSASA)</li> </ul> <p>Valid certified copy of certificate to be submitted with the bid offer.</p>	

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

3.	<b><u>OPERATIONAL REQUIREMENTS</u></b>	<b>FREQUENCY</b>	<b>BIDDER'S RESPONSE</b>
			<b>DETAILS OF OFFER</b>
3.1	<b><u>FLOOR MAINTENANCE</u></b>		
3.1.1	<b><u>Vinyl Linoleum</u></b>		
3.1.1.1	Must be dust-free and clean.	3x DAILY	
3.1.1.2	Apply non-slip industrial Polymer dressing and buff with polishing machine (single disc rotary), using a red buffing pad.	1x DAILY	
3.1.1.3	Scrub with a non-ammonia-based stripper and apply a Polymer dressing with a built-in solid content of 25%.	1x QUARTERLY	
3.2	<b><u>Rugs and Carpets</u></b>		
3.2.1	Vacuum thoroughly with a suitable industrial-type vacuum cleaner, ensuring that all grit is removed.	1x DAILY	
3.2.2	Steam clean carpets (this service must be part of the general contract and not charged as an extra.)	WHEN REQUIRED	
3.3	<b><u>WASTE DISPOSAL</u></b>		
3.3.1	Empty and wash all dust bins.	4x DAILY and was dust bins 1x month	
3.3.2	Remove all waste to holding area for further disposal by hospital teams.	3x DAILY	
3.4	<b><u>DUSTING</u></b>		
3.4.1	Dust all windowsills and frames.	DAILY	
3.4.2	Dust vertical surfaces, picture frames, certificates, skirtings etc.	3x Weekly	
3.4.3	Dust accessible high-level edges, curtain rails, fixtures etc.	3x Weekly	
3.4.4	Dust light fittings and air vents etc.	DAILY	
3.4.5	Dust all office furniture in office.	3x Weekly	
3.4.6	Dust ceilings.	2x WEEKLY	
3.4.7	Dust nurses' station desktop as well as reception area work surfaces.	1x DAILY	
3.4.8	<b>NB: WET DUSTING WITH HYPOCHLORIDE SOLUTION</b>		
3.5	<b><u>GLASS AND METAL WORK</u></b>		
3.5.1	Clean any glass on doors and reception area.	1x DAILY	
3.5.5	Wipe all bright metal fittings and accessible heights.	1x DAILY	
3.5.6	Using a stainless-steel cleaner, clean all stainless steel on doors.	2x WEEKLY	
3.5.7	Wipe and clean all mirrors.	1x DAILY	
3.5	<b><u>WALLS AND PAINT WORK</u></b>		
3.5.1	Clean all walls and partitions etc.	1x DAILY	
3.5.2	Remove any graffiti/sticky tape etc.	DAILY	

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3.6	<b><u>BATHROOMS AND TOILETS</u></b>		
3.6.1	Empty and clean all waste receptacles.	6x daily	
3.6.2	Clean and sanitise all bowls, basins and showers, as necessary.	6x DAILY	
3.6.3	Clean deck boards with a fungicide remover.	As required	
3.6.4	Disinfect floors, according to floor type requirements, to remove spilling, i.e., body fluids (blood etc.).	3x DAILY, and as required	
3.6.5	Clean and polish all bright metal fittings and mirrors.	1x DAILY	
3.6.6	Dust windowsills, pipes and fittings.	1x DAILY	
3.6.7	Spot clean walls and partitions and doors.	DAILY	
3.7	<b><u>WINDOWS AND PARTITIONS GLASS</u></b>		
3.7.1	Clean all outside and inside of windows (excluding inaccessible windows)	2x MONTHLY	
3.8	<b><u>SLUICE AREAS</u></b>		
3.8.1	Sweep with flatmop and sanitise all floors.	3x DAILY, and as required	
3.8.2	Clean and sanitise all sluices, slophoppers and work surfaces.	DAILY, and as required	
3.9	<b><u>CORRIDORS</u></b>		
3.9.1	Maintain passages and corridors inside unit.	3x DAILY	
4.	<b><u>AREAS TO BE SERVICED</u></b>		
4.1	A – Suite (Management)		
4.2	B – Suite (Sterile Instrument Processing - SIP)		
5.	<b><u>FREQUENCY OF SERVICES</u></b>		
5.1	Daily – 7 days per week (including weekends and Public Holidays)		
5.2	Day shift – 07:00 – 19:00		
5.3	Night shift – 19:00 – 07:00		
6.	<b><u>METHOD OF WORK</u></b>		
6.1	For prevention of cross infection, mops and/or cleaning equipment must be restricted to Theatres only		
6.2	When any infectious disease is located in the theatre, the infection control must be contacted to recommend cleaning in the affected area.		
7	<b><u>SCOPE OF SERVICE</u></b>		
7.1	<b>(Seven days per week inclusive of Public Holidays.)</b>		
7.2	<b>Day Shift – (07H00 – 19H00)</b>		
7.2.1	<b>MINIMUM WORK UNIT FOR THEATRES AND E4</b>		

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

	<b>DAY SURGERY</b>		
7.2.1.2	3x Supervisors		
7.2.1.3	18x Cleaners		
7.4	<b>Night Shift – (19H00 – 07H00)</b>		
7.4.1	<b>MINIMUM WORK UNIT FOR THEATRES AND E4 DAY SURGERY</b>		
7.4.1.1	2x Cleaners (Male)		

**SPECIFIC CLEANING REQUIREMENTS FOR THEATRES AND E4 DAY SURGERY**

<b>WEEKENDS INCLUDING FRIDAYS</b>					
	<b>AREA</b>	<b>ACTIVITY</b>	<b>TIME &amp; DAY</b>	<b>FREQUENCY</b>	<b>BIDDER'S RESPONSE</b>
	<ul style="list-style-type: none"> <li>- <b>A-Suite</b>, Senior Porter's office, management offices, tea rooms and toilet area, and complete tick sheet.</li> <li>- <b>B-Suite</b>, all four (4) <b>D17</b> theatres, utility, setting room, S.I.P. and tearoom.</li> <li>- Toilets and change rooms in <b>A and B Suites</b>, and complete tick sheet.</li> <li>- NB... in addition we also run ± 6 theatres.</li> <li>- Recovery, holding, entrance passage, pictures.</li> </ul>	<ul style="list-style-type: none"> <li>- Low and high dusting, cleaning of vents, grills, vacuum, scrub, wash and polish.</li> <li>- Cleaning of doctors' boots included.</li> <li>- Mop, replace soap where necessary, toilet paper, hand towels.</li> <li>- Cleaning of anaesthetic equipment on Fridays.</li> <li>- Buffing of D11 recovery and holding weekly.</li> </ul>	Friday 07h00-12h30		
	<ul style="list-style-type: none"> <li>- <b>D16 theatre 4</b>, utility, setting room and passage.</li> <li>- <b>D10 theatre 10 &amp; 11</b>, setting room and passage.</li> <li>- D8 theatre 2 &amp; 3 and D11 recovery and holding.</li> <li>- Toilets and change rooms A &amp; B suites.</li> <li>- NB... In addition to above ± 2-3 theatres are run.</li> </ul>	<ul style="list-style-type: none"> <li>- Low and high dust of vents, grills, vacuum, scrub, wash and polishing.</li> <li>- Mop, fill up soap, toilet paper, Kleenex towels.</li> <li>- Cleaning of doctors' boots.</li> <li>- Tagged all linen bag.</li> </ul>	→ Before 09h30  Saturday 07h00-12h30		
	<ul style="list-style-type: none"> <li>- D16 theatre utility, setting room and passage.</li> <li>- <b>A-suite</b> tea rooms.</li> <li>- Porters' tearoom.</li> </ul>	<ul style="list-style-type: none"> <li>- Low and high dusting vents, grills, vacuum, scrub, wash, polish and buffing.</li> </ul>	Sunday		

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

<ul style="list-style-type: none"> <li>- Passage outside D11 and management.</li> <li>- D21 theatre 9.</li> <li>- D8 theatre 1.</li> <li>- Toilets A &amp; B suite change rooms.</li> <li>- NB...In addition 2-3 theatres are run.</li> </ul>	<ul style="list-style-type: none"> <li>- Mop, replace soap where necessary, toilet paper, hand towels.</li> <li>- Tagged all linen bag</li> </ul>			
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<b>D8 THEATRE</b>					
	<b>AREA</b>	<b>ACTIVITY</b>	<b>TIME &amp; DAY</b>	<b>FREQUENCY</b>	<b>BIDDER'S RESPONSE</b>
	Theatres 1, 2 and 3, induction rooms and scrub up area.	- Vacuum, mopping, empty bins 3x morning and 3x afternoon.	By 07h00 – 07h30 then after every operation and at the end of the day.	Daily	
	Passage, doors, rails and office in D8	Vacuum, mop and dust.	± 09h00-10h00	Daily	
	Utility room	<ul style="list-style-type: none"> <li>- Prepare disinfectant and use color coded cloths and all cleaning materials.</li> <li>- Clean and take instruments and basins to D16 utility room.</li> <li>- Vacuum, mop, clean pan bottles, basins and flush sluice.</li> <li>- Also inspect and clean windows if necessary.</li> <li>- Tag all linen bags</li> </ul>	07h00 and checked frequently throughout the day.	Daily	
	Storerooms: 1. Waiting and eye room. 2. Microscope and laser room. 3. ENT/anaesthetic room.	<ul style="list-style-type: none"> <li>- Vacuum, mop, scrub and polish, high and low dusting.</li> <li>- Fridge (defrost and full clean) cleaned once (1) a month.</li> <li>- Scrub and polish 1 of either 1, 2, 3 or 4 rooms.</li> </ul>	Mondays, Tuesdays, Wednesday and Thursdays  Thursday	Weekly     Once per week	
	Office	- Steam clean carpets (6) six monthly.			

<b>D10 TEATRE</b>					
	<b>AREA</b>	<b>ACTIVITY</b>	<b>TIME &amp; DAY</b>	<b>FREQUENCY</b>	<b>BIDDER'S RESPONSE</b>
	Theatres 9, 10 and 11 and induction rooms.	<ul style="list-style-type: none"> <li>- Mop, setting rooms, inductions, scrub up areas, theatre when necessary.</li> <li>- Mop corridors, all outside rooms, utility room.</li> <li>- Dusting of corridors, induction and utility rooms, sisters' office, doctors' rooms and scrub rooms.</li> </ul>	07h00-09h00	Daily	

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

		<ul style="list-style-type: none"> <li>- Vacuum sisters' office and doctors' tearoom.</li> <li>- Cleaning of Thomas splints and removing to reception area when necessary.</li> <li>- Remove CPD dirty instruments to D16 utility room after evening cases.</li> <li>- Clean stainless-steel buckets, urinals and pans in utility room.</li> <li>- Clean doctors' boots.</li> <li>- NB... EHS supervisor be visible in D10 passage.</li> <li>- Decanting of linen.</li> <li>- Tagged all linen</li> </ul>	→ 17h30		
	D10, th 9, setting room, induction and scrub rooms, storerooms, x-ray room and sisters' office. Equipment room, corridors, utility room. Theatres 10 and 11 setting room.	<ul style="list-style-type: none"> <li>- Scrub and high damp dusting inside theatres.</li> <li>- Tag all linen</li> </ul> <p>*NB...Fridge (defrost and clean) cleaned twice a month.</p> <p><b>DO NOT TOUCH BONE BANK FREEZER</b></p>	07H00	<p>Mondays</p> <p>Thursdays</p> <p>Saturdays</p>	

D16 THEATRE					
	AREA	ACTIVITY	TIME & DAY	FREQUENCY	BIDDER'S RESPONSE
	- Theatres 4, 5, 6, 7 and 8 setting room, induction rooms, scrub areas.	<ul style="list-style-type: none"> <li>- Vacuum, mop, wash and polish.</li> <li>- Low and high dusting of vents and grills.</li> </ul>	07h00-07h30	Daily and end of each slate	
	- Passage doors, rails and office.	- Vacuum, mop and dust	09h00-10h00	Daily	
	- Utility carts and basins.	- Prepare disinfectants and use color coded cloths, clean, pack instruments and basins.	07h00 and hourly	Daily	
	- A-suite tea rooms.	- Low and high damp dusting of vents, grills, vacuum.	Before 10h00 Saturday	Daily	
	- Utility floors.	- Vacuum, mop, clean pan, bottles and flush and clean basins.	09h00-100 Wednesdays and Sundays	Daily and twice per week	
	- Setting rooms and passages.		Sundays	Weekly	

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**BID GSHT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

	<ul style="list-style-type: none"> <li>- Theatres 5, 6, 7 and 8.</li> <li>- Storerooms, general, neuro and D16 lab.</li> </ul>	<ul style="list-style-type: none"> <li>- High and low dusting, vents, grids, vacuum floors, scrub and polish floors.</li> <li>- Vacuum, vents, grids high and low dusting, mop, scrub and polish.</li> <li>- Mop, scrub and polish</li> </ul>	Monday afternoons Thursdays and Wednesdays	Weekly  Weekly	
<b>D11 THEATRE</b>					
	AREA	ACTIVITY	TIME & DAY	FREQUENCY	BIDDER'S RESPONSE
	<ul style="list-style-type: none"> <li>- Recovery and holding area and reception (A-suite), Porters' office, sluice room and utility room.</li> <li>- Recovery office, anaesthetic office, reception, holding areas, utility and sluice room.</li> <li>- Sluice room.</li> </ul>	<ul style="list-style-type: none"> <li>- Mopping floors and dusting.</li> </ul>	07h00	Daily	
	<ul style="list-style-type: none"> <li>- Entire area D11.</li> </ul>	<ul style="list-style-type: none"> <li>- Vacuum and empty bins, dusting.</li> <li>- Clean room, sink, urinals, bed pans and dusting</li> <li>- Empty bins, check floor for spillages and clean if necessary.</li> <li>- Empty bins check and clean floors and clean mobile screens.</li> </ul>	08h30  08h45  11h00	Daily  Daily  Daily	
	<ul style="list-style-type: none"> <li>- Entire area D11 and mobile screens.</li> <li>- D11 fridge.</li> </ul>	<ul style="list-style-type: none"> <li>- Clean twice a month                             <ul style="list-style-type: none"> <li>- Tagged all linen bags</li> </ul> </li> </ul>	14h00-16h00	1 <sup>st</sup> and 3 <sup>rd</sup> Friday of the month	

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**BID GSHT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

<b>D21 THEATRE</b>					
	<b>AREA</b>	<b>ACTIVITY</b>	<b>TIME &amp; DAY</b>	<b>FREQUENCY</b>	<b>BIDDER'S RESPONSE</b>
	- Setting rooms, passage, induction room, scrub areas, nursing and medical staff offices.	- Suction, mop and vacuum.	07h00	Daily	
	- Setting room, passages, offices, change rooms.	- Empty bins, clean floors and doctors' boots.		Daily	
	- Theatre 10 & 11.	- Clean doors, windows and scrub up.			
	- Theatre 10 and 11 scrub areas, inside theatre and setting room.	- High and low dusting, empty bins, mop and vacuum.	08h15	Monday	
	- Perfusionists room.	- Dust and mop.			
	- Theatre 10 & 11.	- Empty bins, bottles, clean utility, take instrument trays away.	09h30	Monday	
		- Clean, mop, vacuum, take instrument trays away.			
		- Check ½ hourly, clean utility between cases.	11h30	Monday	
		- Mop, scrub and buff.	± 12h00	Daily	
		- Tag all linen bags			
	- Theatre 9 theatre room scrub up induction room including Mondays requests as well as Th 10 utility.	- High and low damp dusting.			
		- Polish and buff floors	16h00	Daily	
		- Clean fridge (defrost and clean) once a month.		Wednesday	
	- B-Suite recovery and holding area, reception area, cage including Mondays and daily requirements.			Thursday	
	- Th 9 including Monday requirements.			Friday	
	- Entire D21 theatre suite.				

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

<b>D17 /Hybrid THEATRE</b>					
	<b>AREA</b>	<b>ACTIVITY</b>	<b>TIME &amp; DAY</b>	<b>FREQUENCY</b>	<b>BIDDER'S RESPONSE</b>
	<ul style="list-style-type: none"> <li>- Setting rooms, induction rooms, theatres 1, 2, 3 and 4, scrub up areas.</li> <li>- Induction and scrub up offices.</li> <li>- Passages, rails and doors.</li> <li>- Utility room.</li> <li>- SIP</li> <li>- Offices</li> <li>- Tea room</li> <li>- Change rooms and toilet</li> <li>- Th 1 utility room, linen room, management suite, tearoom and toilet, scrub up.</li> <li>- Th 1 &amp; 3, storerooms, induction rooms and scrub area.</li> <li>- All passages.</li> <li>- Theatres 1, 2, 3 and 4 utility room, setting room, induction room.</li> <li>- Fridges</li> <li>- Carpets</li> </ul>	<ul style="list-style-type: none"> <li>- Mop, clean behind carts and between cases (mop/dry).</li> <li>- Mop and clean.</li> <li>- Check and empty bins, vacuum.</li> <li>- Mop and dust.</li> <li>- Inspect, clean, mop and dust, stock up.</li> <li>- Mop and dust.</li> <li>- Vacuum and dust.</li> <li>- Vacuum, dust, empty bins.</li> <li>- Check and stock up, dust, vacuum, clean doctors' boots.</li> <li>- Dust, scrub and polish.</li> <li>- Dust, scrub, polish and stock up, and complete tick sheet.</li> <li>- Dust, scrub, mop and vacuum.</li> <li>- High and low dusting, mop and vacuum, clean urinals, pans and sluice, vacuum grids, vents and clean inside windows, polishing.</li> <li>- Cleaning, and complete tick sheet</li> <li>- Steam clean carpets where necessary every six months.</li> <li>- Biocide (<b>Disinfectant</b>) water changed twice daily.</li> <li>- Tag all linen bags</li> </ul>	07h00-07h30  between each case  09h00-10h00 09h00 By 08h30-16h30 12h00-13h00 10h00-11h00 14h00	Daily Daily Daily Daily Daily Daily Tuesdays Wednesdays Thursdays Fridays Every 2 <sup>nd</sup> Friday	
<b>REQUIREMENTS OVER AND ABOVE DAILY ROUTINE</b>					
	<b>AREA</b>	<b>ACTIVITY</b>	<b>TIME &amp; DAY</b>	<b>FREQUENCY</b>	<b>BIDDER'S RESPONSE</b>
	Clintech rooms A & B suites	Clean, damp mop and dust	Mondays, Wednesdays and Fridays.		
	Filing room B-suite	Clean, damp mop and dust	Once a week.		
	Endoscopic room B-suite	Clean, damp mop and dust	Daily		
	Storeroom B-suite	Clean, damp mop and dust	As and when required.		

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**BID GSHT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

	Archives	Clean, damp mop and dust	Once a month.		
	Wheels of linen trolleys	Clean, damp mop and dust	Fridays.		
	Management toilet	Clean, damp mop and dust, and complete tick sheet	Daily.		
<b>E4 /DAY THEATRE / DAY SURGERY</b>					
	AREA	ACTIVITY	TIME & DAY	FREQUENCY	BIDDER'S RESPONSE
	- Setting rooms, induction rooms, theatres 1, 2, 3 and 4, scrub up areas.	- Mop, clean behind carts and between cases (mop/dry).	07h00-07h30	Daily	
	- Induction and scrub up offices.	- Mop and clean.	between each case	Daily	
	- Passages, rails and doors.	- Check and empty bins, vacuum.			
	- Utility room.	- Mop and dust.	09h00-10h00	Daily	
	- SIP	- Inspect, clean, mop and dust, stock up.	09h00	Daily	
	- Offices	- Mop and dust.			
	- Tea room	- Vacuum and dust.	By 08h30-16h30	Daily	
	- Change rooms and toilet	- Vacuum, dust, empty bins.	12h00-13h00	Daily	
	- Th 1 utility room, linen room, management suite, tearoom and toilet, scrub up.	- Check and stock up, dust, vacuum, clean doctors' boots.	10h00-11h00	Daily	
	- Th 1 & 3, storerooms, induction rooms and scrub area.	- Dust, scrub and polish.	14h00	Daily	
	- All passages.	- Dust, scrub, polish and stock up, and complete tick sheet.		Tuesdays	
	- Theatres 1, 2, 3 and 4 utility room, setting room, induction room.	- Dust, scrub, mop and vacuum.		Wednesdays	
	- Fridges	- High and low dusting, mop and vacuum, clean urinals, pans and sluice, vacuum grids, vents and clean inside windows, polishing.		Thursdays	
	- Carpets	- Cleaning, and complete tick sheet		Fridays	
		- Steam clean carpets where necessary every six months.		Every 2 <sup>nd</sup> Friday	
		- Biocide ( <b>Disinfectant</b> ) water changed twice daily.			
		- Tag all linen bags			

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

**SPECIFIC SITE SPECIFICATION**

**CLEANING OF C FLOOR - TRAUMA AND EMERGENCY: GROOTE SCHUUR HOSPITAL**

		<b>FREQUENCY</b>	<b>BIDDER'S RESPONSE DETAILS OF OFFER</b>
<b>1.</b>	<b><u>AREAS TO BE SERVICED:</u></b>		
1.1	Ward areas to be served- C5, C6, C12, C13, Transit Lounge, Admission and Waiting Areas, C14, C15, C15 Triage, C22, C23, C24 and all interlink passages		
1.2	All toilets, showers, bathrooms.		
1.3	All sluice areas.		
1.4	Offices including nurses' station and reception		
1.5	Rest rooms/Tea rooms/Waiting areas		
1.6	Sluice rooms/Layout Rooms		
1.7	Linen rooms.		
1.8	Refuse holding area (inclusive of removal of all waste to AZ)		
1.9	Family interview room.		
1.10	Passages/corridors.		
1.11	Core areas and passages		
1.12	Public toilets – situated within the unit and P4		
1.13	Transit Lounge		
1.14	Kitchen area		
1.15	Transport Office		
1.16	Security Station and Tearoom (P4)		
1.17	Waiting Areas		
1.18	Porters' stations		
1.19	Body Room		
1.20	All sleep in's		
<b>2.</b>	<b><u>OPERATIONAL REQUIREMENTS</u></b>		
<b>2.1</b>	<b><u>FLOOR MAINTENANCE</u></b>		
<b>2.1.1</b>	<b><u>Vinyl Linoleum</u></b>		
2.1.1.1	Must be dust-free and clean.	Daily	
2.1.1.2	Apply non-slip industrial Polymer dressing and buff with polishing machine (single disc rotary), using a red buffing pad.	1x Daily	
2.1.1.3	Scrub with a non-ammonia-based stripper and apply a Polymer dressing with a built-in solid content of 25%.	Every 2x Monthly	
<b>2.1.2</b>	<b><u>Rugs and Carpets</u></b>		
2.1.2.1	Vacuum thoroughly with a suitable industrial-type vacuum cleaner, ensuring that all grit is removed.	1x Daily	
2.1.2.2	Steam clean carpets (this service must be part of the general contract and not charged as an extra.)	WHEN REQUIRED	
<b>2.2</b>	<b><u>WASTE DISPOSAL</u></b>		
2.2.1	Empty and wash all wheelie bins.	5x Daily	
2.2.2	Remove all waste to holding area in core for further disposal to AZ Level	5x Daily or as needed	

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**BID GSHT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

2.3	<b><u>DUSTING</u></b>		
2.3.1	Dust all windowsills and frames.	1x Daily	
2.3.2	Dust vertical surfaces, picture frames, certificates, skirtings etc.	1x Daily	
2.3.3	Dust accessible high-level edges, curtain rails, fixtures etc.	1x Daily	
2.3.4	Dust light fittings and air vents etc.	3x Weekly	
2.3.5	Dust all office furniture in office as well as beds, lockers in wards etc.	1x Daily	
2.3.6	Dust ceilings.	1x Weekly or as needed	
2.3.7	Dust nurses' station desktop as well as reception area work surfaces.	1x Daily	
2.3.8	Wiping off chairs with surface disinfectant	3x Daily and/or as needed	
	<b>WET DUSTING WITH DISINFECTANT SOLUTION</b>		
2.4	<b><u>GLASS AND METAL WORK</u></b>		
2.4.1	Spot clean any glass on doors and reception area.	1x Daily	
2.4.2	Wipe all bright metal fittings and accessible heights.	1x Daily	
2.4.3	Using a stainless-steel cleaner, clean all stainless steel on doors.	3x WEEKLY	
2.4.4	Wipe and clean all mirrors.	3x Daily	
2.5	<b><u>WALLS AND PAINT WORK</u></b>		
2.5.1	Spot clean all walls and partitions etc.	1x Daily	
2.5.2	Remove any graffiti/sticky tape etc.	1x Daily	
2.6	<b><u>PUBLIC TOILETS</u></b>		
2.6.1	Empty and clean all waste receptacles.	Every 45 Minutes	
2.6.2	Clean and sanitise all bowls, basins, baths and complete tick sheet.	Every 45 minute	
2.6.3	Disinfect floors, according to floor type requirements, to remove spilling, i.e. body fluids (blood etc).	8x Daily and as required	
2.6.4	Clean and polish all bright metal fittings and mirrors.	1x Daily and as required	
2.6.5	Dust windowsills, pipes and fittings.	1x Daily	
2.6.6	Spot clean walls and partitions and doors and frames.	1x Daily	
2.7	<b><u>BATHROOMS AND PATIENTS' TOILETS</u></b>		
2.7.1	Empty and clean all waste receptacles.	Every 45 minute	
2.7.2	Clean and sanitise all bowls, basins, baths, showers and complete tick sheet.	Every 45 minute	
2.7.3	Disinfect floors, according to floor type requirements, to remove spilling, i.e. body fluids (blood etc).	8x Daily	
2.7.4	Clean and polish all bright metal fittings and mirrors.	3x Daily	
2.7.5	Dust windowsills, pipes and fittings.	1x Daily	

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

2.7.6	Spot clean walls and partitions and doors.	1x Daily	
2.8	<b><u>WINDOWS AND PARTITIONS GLASS</u></b>		
2.8.1	Clean all outside and inside of windows (excluding inaccessible windows)	1x Monthly	
2.8.2	<b><u>SLUICE AREAS</u></b>		
2.8.2.1	Damp dust and sanitise all floors.	5x Daily	
2.8.2.2	Clean and sanitise all sluices, slophoppers and work surfaces.	5x Daily	
2.9	<b><u>CORRIDORS</u></b>		
2.9.1	Maintain passages and corridors inside unit.	5x Daily	
3.	<b><u>FREQUENCY OF SERVICES</u></b>		
3.1	Daily – 7 days per week (including weekends and Public Holidays)		
3.2	Day shift – 07H00 – 19H00		
3.3	Night shift – 19H00 – 07H00		
4.	<b><u>METHOD OF WORK</u></b>		
4.1	For prevention of cross infection, mops and/or cleaning equipment must be restricted to specified areas.		
4.2	When any infectious diseases are located in the area, the infection control must be contacted to recommend cleaning in the affected area.		
4.3	Double buckets to be emptied in area on completion of task.		
5	<b><u>SCOPE OF SERVICE</u></b>		
5.1	<b>Day Shift:</b>		
5.2	2x Supervisor (Female)		
5.3	20 x Cleaners		
5.4	Staff allocated to the area may be moved (several times) during the course of the day depending on the service needs throughout the Hospital		
5.5	<b>Night Shift:</b>		
5.5.1	1x Supervisor		
5.5.2	6x Cleaners		
5.6	<b>(19H00 – 07H00)</b>		
5.7	<b>(Seven days per week inclusive of Public Holidays)</b>		

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**BID GSHT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

**SPECIFIC SITE SPECIFICATION**

**CLEANING OF WARD G16: GROOTE SCHUUR HOSPITAL**

		<b>FREQUENCY</b>	<b>BIDDER'S RESPONSE DETAILS OF OFFER</b>
1.	<b><u>AREAS TO BE SERVICED:</u></b>		
1.1	Ward area		
1.2	All toilets, showers, bathrooms		
1.3	All sluice areas.		
1.4	Offices including nurses' station		
1.5	Rest rooms/Tea rooms		
1.6	Sluice rooms/Layout Rooms		
1.7	Linen rooms		
1.8	Refuse holding area		
1.9	Family interview room.		
1.10	Passages/corridors.		
1.11	Core area passage		
1.12	Public toilets – situated within unit		
2.	<b><u>OPERATIONAL REQUIREMENTS</u></b>		
2.1	<b><u>FLOOR MAINTENANCE</u></b>		
2.1.1	<b><u>Vinyl Linoleum</u></b>		
2.1.1.1	Must be dust-free and clean.	1x Daily	
2.1.1.2	Apply non-slip industrial Polymer dressing and buff with polishing machine (single disc rotary), using a red buffing pad.	1x Daily	
2.1.1.3	Scrub with a non-ammonia-based stripper and apply a Polymer dressing with a built-in solid content of 25%.	1x QUARTERLY	
2.1.2	<b><u>Rugs and Carpets</u></b>		
2.1.2.1	Vacuum thoroughly with a suitable industrial-type vacuum cleaner, ensuring that all grit is removed.	1x Daily	
2.1.2.2	Steam clean carpets (this service must be part of the general contract and not charged as an extra.)	WHEN REQUIRED	
2.2	<b><u>WASTE DISPOSAL</u></b>		
2.2.1	Empty and wash all wheelie bins.	3x Daily, and as required	
2.2.2	Remove all waste to holding area in core for further disposal by hospital teams.	3x Daily	
2.3	<b><u>DUSTING</u></b>		
2.3.1	Damp dust all windowsills and frames.	1x Daily	
2.3.2	Damp dust vertical surfaces, picture frames, certificates, skirtings etc.	3x Daily	
2.3.3	Damp dust accessible high-level edges, curtain rails, fixtures etc.	1x Daily	
2.3.4	Dust light fittings and air vents etc.	1x Weekly	
2.3.5	Dust all office furniture in office as well as beds, lockers in wards etc.	1x Daily	
2.3.6	Dust ceilings.	1x WEEKLY	
2.3.7	Dust nurses' station desktop as well as reception area		

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

	work surfaces and all other surface areas	3x Daily	
2.3.8	High and Low Dusting	3x Weekly	
2.4	<b>WET DUSTING WITH DETERGENT SOLUTION</b>		
2.4.1	<b>GLASS AND METAL WORK</b>		
2.4.1.1	Spot clean any glass on doors and reception area.	1x Daily	
2.4.1.2	Wipe all bright metal fittings and accessible heights.	1x Daily	
2.4.1.3	Using a stainless-steel cleaner, clean all stainless steel on doors.	3x WEEKLY	
2.4.1.4	Wipe and clean all mirrors.	3x Daily	
2.5	<b>WALLS AND PAINT WORK</b>		
2.5.1	Spot clean all walls and partitions etc.	1x Daily	
2.5.2	Remove any graffiti/sticky tape etc.	1x Daily	
2.6	<b>TOILETS AND BATHROOMS</b>		
2.6.1	Empty and clean all waste receptacles.	8x Daily	
2.6.2	Clean and sanitise all bowls, basins, baths, showers and complete tick sheet.	8x Daily	
2.6.3	Clean deck boards with a fungicide remover.	8x Daily	
2.6.4	Disinfect floors, according to floor type requirements, to remove spilling, i.e. body fluids (blood etc).	8x Daily	
2.6.5	Clean and polish all bright metal fittings and mirrors.	8x Daily	
2.6.6	Dust windowsills, pipes and fittings.	Daily	
2.6.7	Spot clean walls and partitions and doors.	1x Daily	
2.7	<b>WINDOWS AND PARTITIONS GLASS</b>		
2.7.1	Clean all outside and inside of windows (excluding inaccessible windows)	1x Weekly	
2.8	<b>SLUICE AREAS</b>		
2.8.1	Damp mop and sanitise all floors.	5x DAILY	
2.8.2	Clean and sanitise all sluices, slop hoppers and work surfaces.	5x DAILY	
2.9	<b>CORRIDORS</b>		
2.9.1	Maintain passages and corridors inside unit. (Cloth colour coding)	3x DAILY or as required	
3.	<b>FREQUENCY OF SERVICES</b>		
3.1	Daily – 7 days per week (including weekends and Public Holidays)		
3.2	Day shift – 07:00 – 19:00		
3.3	Night shift – 19:00 – 07:00		
4.	<b>METHOD OF WORK</b>		

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

4.1	For prevention of cross infection, mops and/or cleaning equipment must be restricted to specified areas		
4.2	When any infectious diseases are located in the area, the infection control must be contacted to recommend cleaning in the affected area.		
5.	<b><u>SCOPE OF SERVICE</u></b>		
5.1	<b>Day Shift:</b>		
5.1.1	1x Supervisor		
5.1.2	2x Cleaners		
5.2	<b>Night Shift:</b>		
5.2.1	1x Cleaner		
5.2.2	<b>(19H00 – 07H00)</b>		
5.2.3	<b>(Seven days per week inclusive of Public Holidays)</b>		

**SPECIFIC SITE SPECIFICATION**

**CLEANING OF WARD F4: GROOTE SCHUUR HOSPITAL**

		<b>FREQUENCY</b>	<b>BIDDER'S RESPONSE DETAILS OF OFFER</b>
1.	<b><u>AREAS TO BE SERVICED:</u></b>		
1.1	Ward area		
1.2	All toilets, showers, bathrooms		
1.3	All sluice areas.		
1.4	Offices including nurses' station		
1.5	Rest rooms/Tea rooms		
1.6	Sluice rooms/Layout Rooms		
1.7	Linen rooms		
1.8	Refuse holding area		
1.9	Family interview room.		
1.10	Passages/corridors.		
1.11	Core area passage		
1.12	Public toilets – situated within unit		
2.	<b><u>OPERATIONAL REQUIREMENTS</u></b>		
2.1	<b><u>FLOOR MAINTENANCE</u></b>		
2.1.1	<b><u>Vinyl Linoleum</u></b>		
2.1.1.1	Must be dust-free and clean.	1x Daily	
2.1.1.2	Apply non-slip industrial Polymer dressing and buff with polishing machine (single disc rotary), using a red buffing pad.	1x Daily	
2.1.1.3	Scrub with a non-ammonia-based stripper and apply a Polymer dressing with a built-in solid content of 25%.	1x QUARTERLY	
2.1.2	<b><u>Rugs and Carpets</u></b>		
2.1.2.1	Vacuum thoroughly with a suitable industrial-type vacuum cleaner, ensuring that all grit is removed.	1x Daily	
2.1.2.2	Steam clean carpets (this service must be part of the general contract and not charged as an extra.)	WHEN REQUIRED	

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**BID GSHT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

2.2	<b><u>WASTE DISPOSAL</u></b>		
2.2.1	Empty and wash all wheelie bins.	3x DAILY, and as required	
2.2.2	Remove all waste to holding area in core for further disposal by hospital teams.	3x DAILY	
2.3	<b><u>DUSTING</u></b>		
2.3.1	Damp dust all windowsills and frames.	1x DAILY	
2.3.2	Damp dust vertical surfaces, picture frames, certificates, skirtings etc.	3x DAILY	
2.3.3	Damp dust accessible high-level edges, curtain rails, fixtures etc.	1x Daily	
2.3.4	Dust light fittings and air vents etc.	1x Weekly	
2.3.5	Dust all office furniture in office as well as beds, lockers in wards etc.	1x DAILY	
2.3.6	Dust ceilings.	1x WEEKLY	
2.3.7	Dust nurses' station desktop as well as reception area work surfaces and all other surface areas	3x DAILY	
2.3.8	High and Low Dusting	3x Weekly	
2.4	<b><u>WET DUSTING WITH DETERGENT SOLUTION</u></b>		
2.4.1	<b><u>GLASS AND METAL WORK</u></b>		
2.4.1.1	Spot clean any glass on doors and reception area.	1x Daily	
2.4.1.2	Wipe all bright metal fittings and accessible heights.	1x Daily	
2.4.1.3	Using a stainless-steel cleaner, clean all stainless steel on doors.	3x WEEKLY	
2.4.1.4	Wipe and clean all mirrors.	3x Daily	
2.5	<b><u>WALLS AND PAINT WORK</u></b>		
2.5.1	Spot clean all walls and partitions etc.	1x Daily	
2.5.2	Remove any graffiti/sticky tape etc.	1x Daily	
2.6	<b><u>TOILETS AND BATHROOMS</u></b>		
2.6.1	Empty and clean all waste receptacles.	8x Daily	
2.6.2	Clean and sanitise all bowls, basins, baths, showers and complete tick sheet.	8x Daily	
2.6.3	Clean deck boards with a fungicide remover.	8x Daily	
2.6.4	Disinfect floors, according to floor type requirements, to remove spilling, i.e. body fluids (blood etc).	8x Daily	
2.6.5	Clean and polish all bright metal fittings and mirrors.	8x Daily	
2.6.6	Dust windowsills, pipes and fittings.	Daily	
2.6.7	Spot clean walls and partitions and doors.	1x Daily	
2.7	<b><u>WINDOWS AND PARTITIONS GLASS</u></b>		
2.7.1	Clean all outside and inside of windows (excluding inaccessible windows)	1x Weekly	

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

2.8	<b><u>SLUICE AREAS</u></b>		
2.8.1	Damp mop and sanitise all floors.	5x Daily	
2.8.2	Clean and sanitise all sluices, slop hoppers and work surfaces.	5x Daily	
2.9	<b><u>CORRIDORS</u></b>		
2.9.1	Maintain passages and corridors inside unit. (Cloth colour coding)	3x Daily or as required	
3.	<b><u>FREQUENCY OF SERVICES</u></b>		
3.1	Daily – 7 days per week (including weekends and Public Holidays)		
3.2	Day shift – 07:00 – 19:00		
3.3	Night shift – 19:00 – 07:00		
4.	<b><u>METHOD OF WORK</u></b>		
4.1	For prevention of cross infection, mops and/or cleaning equipment must be restricted to specified areas		
4.2	When any infectious diseases are located in the area, the infection control must be contacted to recommend cleaning in the affected area.		
5.	<b><u>SCOPE OF SERVICE</u></b>		
5.1	<b>Day Shift:</b>		
5.1.1	1x Supervisor		
5.1.2	2x Cleaners		
5.2	<b>Night Shift:</b>		
5.2.1	1x Cleaner		
5.2.2	<b>(19H00 – 07H00)</b>		
5.2.3	<b>(Seven days per week inclusive of Weekends and Public Holidays)</b>		

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

**SPECIFIC SITE SPECIFICATION**

**CLEANING OF CENTRAL PROCESSING DEPARTMENT (CPD) / GAS STERILISATION**

		<b>BIDDER'S RESPONSE - DETAILS OF OFFER</b>
1.	<b><u>INTRODUCTION</u></b>	
1.1	CPD & Gas have significantly different cleaning requirements to any other areas in a hospital. Cleaning in these specialized areas demands different expertise, different skills and different areas of focus. This especially pertains to the maintenance of high standards and religious adherence to infection control policies 365 days a year, 24 hours a day.	
1.2	Inconsistency in these areas quickly becomes a matter of life and death, especially in an environment where there are large numbers of immuno-compromised patients.	
1.3	Sophisticated requirements of cleaning in the healthcare industry thus demand continuous training as a key success factor.	
1.4	In the GSH CPD & Gas it would be more appropriate to have lower numbers of higher skilled cleaning personnel per area/per shift. Another key determining factor is the quality of the supervision.	
2.	<b><u>CRITERIA FOR THEATRE CLEANING SERVICE</u></b>	
2.1	Directly supervised cleaning teams by persons experienced in infection control.	
2.2	SETA accredited trained staff members, including training on the application and safe use of equipment and different chemicals, with regular in-service refresher training. Certification to be provided upon award.	
2.3	Professional appearance with adherence to a strict dress code and staff members must receive protective clothing, such as gloves and aprons.	
2.4	Regular documented quality controls including hygiene checks.	
2.5	Cleaning equipment and cleaning agents appropriate for the theatre environment use provided by Service provider, approved disinfectants, chemicals and Consumables to be supplied shall be an approved and registered brand with the South African Bureau of Standards and comply with SANS regulations.	
2.6	Company preferably accredited by one or more of the following: <ul style="list-style-type: none"> <li>• Department of Health (DOH)</li> <li>• National Occupational Safety Accreditation (NOSA) Africa</li> <li>• Council for Health Service Accreditation of South Africa (COSASA)</li> <li>• The Council for Health Services Accreditation of South Africa (CHSASA)</li> </ul> Valid certified copy of certificate to be submitted with the bid offer.	

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

3.	<b><u>OPERATIONAL REQUIREMENTS</u></b>	<b>FREQUENCY</b>	<b>BIDDER'S RESPONSE</b>
			<b>DETAILS OF OFFER</b>
3.1	<b><u>FLOOR MAINTENANCE</u></b>		
3.1.1	<b><u>Vinyl Linoleum</u></b>		
3.1.1.1	Must be dust-free and clean.	3x Daily	
3.1.1.2	Apply non-slip industrial Polymer dressing and buff with polishing machine (single disc rotary), using a red buffing pad.	1x Daily	
3.1.1.3	Scrub with a non-ammonia-based stripper and apply a Polymer dressing with a built-in solid content of 25%.	1x QUARTERLY	
3.2	<b><u>Rugs and Carpets</u></b>		
3.2.1	Vacuum thoroughly with a suitable industrial-type vacuum cleaner, ensuring that all grit is removed.	1x Daily	
3.2.2	Steam clean carpets (this service must be part of the general contract and not charged as an extra.)	WHEN REQUIRED	
3.3	<b><u>WASTE DISPOSAL</u></b>		
3.3.1	Empty and wash all dust bins.	4x Daily and was dust bins 1x month	
3.3.2	Remove all waste to holding area for further disposal by hospital teams.	3x Daily	
3.4	<b><u>DUSTING</u></b>		
3.4.1	Dust all windowsills and frames.	Daily	
3.4.2	Dust vertical surfaces, picture frames, certificates, skirtings etc.	3x Weekly	
3.4.3	Dust accessible high-level edges, curtain rails, fixtures etc.	3x Weekly	
3.4.4	Dust light fittings and air vents etc.	Daily	
3.4.5	Dust all office furniture in office.	3x Weekly	
3.4.6	Dust ceilings.	2x WEEKLY	
3.4.7	Dust nurses' station desktop as well as reception area work surfaces.	1x Daily	
3.4.8	<b>NB: WET DUSTING WITH HYPOCHLORIDE SOLUTION</b>		
3.5	<b><u>GLASS AND METAL WORK</u></b>		
3.5.1	Clean any glass on doors and reception area.	1x Daily	
3.5.5	Wipe all bright metal fittings and accessible heights.	1x Daily	
3.5.6	Using a stainless-steel cleaner, clean all stainless steel on doors.	2x WEEKLY	
3.5.7	Wipe and clean all mirrors.	1x Daily	
3.5	<b><u>WALLS AND PAINT WORK</u></b>		
3.5.1	Clean all walls and partitions etc.	1x Daily	
3.5.2	Remove any graffiti/sticky tape etc.	Daily	

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

3.6	<b><u>BATHROOMS AND TOILETS</u></b>		
3.6.1	Empty and clean all waste receptacles.	6x Daily	
3.6.2	Clean and sanitise all bowls, basins and showers, as necessary.	6x Daily	
3.6.3	Clean deck boards with a fungicide remover.	As required	
3.6.4	Disinfect floors, according to floor type requirements, to remove spilling, i.e. body fluids (blood etc).	3x Daily, and as required	
3.6.5	Clean and polish all bright metal fittings and mirrors.	1x Daily	
3.6.6	Dust windowsills, pipes and fittings.	1x Daily	
3.6.7	Spot clean walls and partitions and doors.	Daily	
3.7	<b><u>WINDOWS AND PARTITIONS GLASS</u></b>		
3.7.1	Clean all outside and inside of windows (excluding inaccessible windows)	2x MONTHLY	
3.9	<b><u>CORRIDORS</u></b>		
3.9.1	Maintain passages and corridors inside unit.	3x Daily	
4.	<b><u>AREAS TO BE SERVICED</u></b>		
	<b><u>B-Floor</u></b>		
	Restroom	Daily	
	Locker Room	Daily	
	All Ablution Facilities, and complete tick sheet	Daily	
	All Toilets, and complete tick sheet	Daily	
	<b><u>A-Floor</u></b>		
	All Offices	Daily	
	Locker Rooms	Daily	
	All Ablution Facilities, and complete tick sheet	Daily	
	All Toilets, and complete tick sheet	Daily	
	All Storerooms	Daily	
	Linen Preparation Area	Daily	
	Gown Area x 2	Daily	
	Packing Area	Daily	
	Decontamination Area	Daily	
	Linen Storage Area	Daily	
	Sterile Area	Daily	
	All Refuse Removal To AZ	Daily	
	Strip & Seal	At Least 4x Yearly	
	High and low dust walls	2x weekly	
5.	<b><u>FREQUENCY OF SERVICES</u></b>		
5.1	Daily – 7 days per week (including weekends and Public Holidays)		
5.2	Day shift – 07H00 – 19H00		

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

6.	<b><u>METHOD OF WORK</u></b>		
6.1	For prevention of cross infection, mops and/or cleaning equipment must be restricted to Theatres only		
6.2	When any infectious disease is located in the theatre, the infection control must be contacted to recommend cleaning in the affected area.		
7	<b><u>SCOPE OF SERVICE</u></b>		
7.1	<b>(Seven days per week inclusive of weekends and Public Holidays.)</b>		
7.2	<b>Day Shift – (07H00 – 19H00)</b>		
7.2.1	<b>MINIMUM WORK UNIT FOR CPD and GAS</b>		
	2x Cleaners (1x Male & 1x Female)		

**CLEANING OF CLARENDON HOUSE: GROOTE SCHUUR HOSPITAL (The entire service might move over to Clarendon house once the UCT and GSH property transfer agreement is finalized.**

		<b>FREQUENCY</b>	<b>BIDDER'S RESPONSE</b>
1.	<b><u>AREAS TO BE SERVICED AT CLARENDON</u></b>		<b><u>DETAILS OF OFFER</u></b>
1.1	Reception area	Daily and as and when required	
1.2	G Floor i.e., library, three reception offices, storeroom, post box room, kitchenette, tunnel leading to main hospital, corridors, ablution facilities, bathrooms, shower sand sluice rooms	Daily and as and when required	
1.3	1 <sup>st</sup> Floor i.e., two dining halls, entertainment area, TV room, gym area, corridors, ablution facilities, bathrooms, showers, kitchenette and sluice rooms	Daily and as and when required	
1.4	2 <sup>nd</sup> Floor i.e., corridors, ablution facilities, bathrooms, showers, kitchenette and sluice rooms		
1.5	3 <sup>rd</sup> Floor i.e., corridors, ablution facilities, bathrooms, showers, kitchenette and sluice rooms		
1.6	4 <sup>th</sup> Floor i.e., corridors, ablution facilities, bathrooms, showers, kitchenette and sluice rooms		
1.4	Clean of all toilets and ablution facilities, bathrooms and showers and complete tick sheet.	5x Daily	
1.5	Clean staff toilets and complete tick sheet.	1x Daily	
1.6	Clean Stairwells, lift landings and lifts.	2x Daily	
1.7	Entrance foyers and reception areas.	5x Daily	
1.9	Courtyards and areas outside buildings, including parking areas and security office.	3x Daily	
1.10	Fire escapes, fire extinguishers, pot plant containers, areas.	2x Daily	
	Emptying of refuse bins and removal of waste to the holding	3x Daily	
1.11	High and low dust walls, lifts and staircases.	3x Weekly	
1.13	All stainless steel/brass/glass panels on doors.	1x Daily	
1.14	Washing of walls and office furniture.	1x Weekly	
1.15	Floor sealing and polishing.	X4 yearly and when required	
1.18	Windows – cleaning of accessible windows around the		

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

	building	1x Monthly	
1.19	Air vents	1x Monthly	
1.20	Scrub and buff ALL Floor passages	1x Daily	
1.21	Empty and clean bins (all floors)	3x Daily	
1.22	High and low dust walls, lifts and staircases.	2x weekly	
1.26	All lift pits in the building	4x Yearly	
1.27	Deep cleaning of rooms after tenant/s vacated the rooms	As and when required	
<b>2.</b>	<b>OPERATIONAL REQUIREMENTS</b>		
<b>2.1</b>	<b><u>Vinyl Linoleum</u></b>		
2.2	Sweep with flatmop	1x Daily	
2.3	Damp mop using neutral detergents.	1x Daily	
2.4	Spray buff with industrial floor polish (non-slip only).	1x Daily	
2.5	Scrub traffic areas (strip) and re-coat with non-slip sealer (floor polish).	1x Daily	
<b>3</b>	<b><u>External/Internal (Fire Escapes)</u></b>		
3.1	(Hose down when necessary)		
3.2	Sweep with suitable broom.	1x Daily	
3.3	Hose down if necessary.	1x weekly	
<b>4</b>	<b><u>Rugs and Carpets</u></b>		
4.1	Vacuum clean thoroughly with industrial type vacuum cleaner.	1x Daily	
4.2	Shampoo and/or steam-clean carpets when necessary (this service will be part of the general contract and not charged as an extra).	WHEN REQUIRED	
<b>5</b>	<b><u>Walls/doors/handle and panel work</u></b>		
5.1	Clean all marks from walls, light switches from roof height to floor line.	WHEN REQUIRED, on inspection daily	
5.2	Clean all stainless-steel wall and door partitions as well as bumper rails.	3x Daily	
	Clean all glass door panels and brass handles/fittings	3x Daily	
5.3	High and low dusting	3x weekly	
<b>6</b>	<b><u>Stairwells and Landings</u></b>		
6.1	Light wells	1x MONTHLY	
6.2	Damp dust handrails and balustrades.	1x Daily	
6.3	Damp dust metal grids on stairwells. Maintain landings.	1x WEEKLY	
6.4	Empty and clean all bins.	3x Daily	
6.5	Spot clean all benches, cupboards on landings.	1x Daily	
6.6	Clean and maintain stairwells and landings	1x Daily	
<b>7</b>	<b><u>Toilets, bathrooms and showers</u></b>		
7.1	Empty and clean all waste receptacles using soap and water, and complete tick sheet.	5x Daily	
7.2	Clean and wash all bowls, basins and urinals. Wash and sanitise floors (using detergent), according to floor type.	5x Daily	
7.3	Clean and polish all bright metal fittings and mirrors.	5x Daily	
7.4	Dust windows, ledges, pipes and fittings.	1x Daily	

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**BID GSHT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

7.5	Clean bath, basin, shower and tiles	3x Daily	
7.6	Clean walls, doors and partitions using the appropriate cleaning methods.	6x Daily	
7.7	Sweep and Mop floors	8x Daily	
7.8	Strip and Seal	Quarterly and or when necessary	
<b>8</b>	<b>Washrooms and Sluice Rooms</b>		
8.1	Empty and clean all waste receptacles using soap and water.	6x Daily	
8.2	Clean and wash all basins, sink and slopshopper.	6x Daily	
8.3	Clean and polish all bright metal fittings and mirrors.	6x Daily	
8.4	Dust windows, ledges, pipes and fittings.	2x WEEKLY	
8.5	Clean walls, doors and partitions using the appropriate cleaning methods.	3x Daily	
8.6	Sweep and Mop floors	6x Daily	
8.7	Strip and Seal	1x Monthly	
<b>9</b>	<b><u>Glass doors, Partition Glass and Metal</u></b>		
9.1	Clean and polish metal covers.	2x WEEKLY	
9.2	Clean both frames of metal glass.	2x WEEKLY	
<b>10</b>	<b><u>Offices and Receptions Areas</u></b>		
10.1	Damp dust all furniture, ledges, sills, door frames, light switches and mirrors.	2x WEEKLY	
10.2	Vacuum of carpeting.	1x Daily	
10.3	Damp mop of floors on vinyl.	1x Daily	
10.4	High and Low Dusting	2x Weekly	
<b>11</b>	<b><u>Lifts</u></b>		
11.1	Sweep with flatmop.	3x Daily	
11.2	Damp mop using appropriate detergents.	3x Daily	
11.3	Machine scrub if necessary.	1x Daily	
11.4	Spray buff with industrial floor polisher.	1x Daily	
11.5	Grooves to be cleaned of all debris.	1x Daily	
11.6	Clean interior and exterior door surfaces with stainless steel cleaner.	1x Daily	
<b>12</b>	<b><u>Pavements and Gutters Surrounding Buildings</u></b>		
12.1	To be maintained in a clean state at all times	3x Daily	
<b>13</b>	<b><u>Waste Disposal</u></b>		
13.1	Remove waste from holding areas/Core Area and remove via C floor and transport to the main hospital AZ level to waste management area. (This includes all waste types).  <b>NB: ALL BINS SHOULD BE EMPTIED DAILY AND CLEANED WITH THE HIGH-PRESSURE MACHINE.</b>	3x Daily	

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

14	<b><u>ALL FLOORS</u></b>		
14.1	Floor maintenance in all passages, lift landings restricted to night shift. This includes: -		
14.1.1	Wet scrubbing	1x Daily	
14.1.2	Spray buffing	1x Daily	
14.1.3	Strip and Sealing of Floors	5x Times yearly (twice in the winter months)	
15.1.1	<b><u>MINIMUM WORK UNIT FOR ROCHESTER</u></b>		
15.1.1.1	1x Supervisor		
15.1.1.2	4x Female Cleaners		
15.1.1.3	1x Male Cleaners		
15.1.1.4	(Including weekends and public holidays)		
	Monday -- Sunday -- 07h00-19h00		

**Bidders may offer, as an optional extra, an alternative cleaning solution which must adhere to the minimum requirements as set out in the bid document or better. Details of an optional extra alternative must be submitted with the bid on the closing date.**

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

**WCDB 3.1**

**PRICING SCHEDULE**

**BID: GSHPT45/2025**

NAME OF BIDDER .....	
BID NUMBER: <b>GSHPT45/2025</b>	
CLOSING TIME: 11H00 ON <b>8 SEPTEMBER 2025</b>	VALIDITY DATE: <b>7 NOVEMBER 2025</b>
OFFERS SHALL BE VALID FOR <b>60 DAYS</b> FROM THE CLOSING DATE OF BID	

ITEM	Year 1	Year 2	Year 3	Total
Fixed Cost (Min 15%)				
Variable Cost – Labour (Max 85%)				
TOTAL COST per year (100%)				

IMPORTANT: THE QUESTIONNAIRE BELOW MUST BE COMPLETED IN FULL BY REPLYING TO EACH AND EVERY QUESTION.

A. Required by: **Environmental Hygiene Services Department**

At: **Groote Schuur Hospital**

**Observatory**

**Cape Town**

B. Does the offer comply with specification? Please circle your option.

Yes
-----

No
----

C. If not to specification, please indicate deviation(s)

D. Bidders must submit their Variable Cost for Year 1 inclusive of the Sectoral Determination 1 increase, as gazetted in January/February 2025. Variable Cost for Year 2 & 3 must be the same as Year 1 and will be adjusted subject to gazetted increases when it becomes available in 2026 and 2027.

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

**Note:** All delivery costs must be included in the bid price for delivery at the prescribed destination.

**\*\* “all applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

**\*Delete if not applicable**

**NB:** Bidders are required to include costs of reliever staff to cover luncheon breaks, or any other statutory requirement as stipulated in the following Acts, but not limited to the Acts below:

- **Sectoral Determination for Contract Cleaning Sector**
- **Basic condition of Employment Act**
- **Employment Equity Act**
- **Occupational Health and Safety Act**
- **Labour Relations Act**

Bidders may offer, as an optional extra, an alternative cleaning solution which must adhere to the minimum requirements as set out in the bid document or better. Details of an optional extra alternative must be submitted with the bid on the closing date.

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

**BREAKDOWN OF PRICING SCHEDULE**

**BID: GSHPT45/2025**

BID NUMBER		CLOSING DATE AND TIME: MONDAY 8 SEPTEMBER 2025 AT 11H00	VALIDITY DATE: 7 NOVEMBER 2025 (OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID)		
GSHPT45/2025					
PERIOD		THREE YEARS.			
NAME OF BIDDER					
ITEM NO.	QTY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)		
<p><b>VARIABLE COST (MAX 85%) DETERMINED BY SECTORAL DETERMINATION 1 (INCLUSIVE OF VAT) – FIRM PRICE ONLY.</b></p> <p>BIDDERS MUST SUBMIT THEIR VARIABLE COST FOR YEAR 1 INCLUSIVE OF THE SECTORAL DETERMINATION 1 INCREASE, AS GAZETTED IN JANUARY/FEBRUARY 2025. VARIABLE COST FOR YEAR 2 &amp; 3 MUST BE THE SAME AS YEAR 1 AND WILL BE ADJUSTED SUBJECT TO GAZETTED INCREASES WHEN IT BECOMES AVAILABLE IN 2026 AND 2027.</p>					
			YEAR ONE	YEAR TWO	YEAR THREE
		COMPREHENSIVE CLEANING SERVICE INCLUDING EQUIPMENT, LABOUR AND CONSUMABLES TO BE PROVIDED			
1.		GROOTE SCHUUR HOSPITAL: CLINICAL AND NON – CLINICAL AREAS			

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

<b>1.1</b>		<b>DAY SHIFT: 07H00 – 19H00 (INCLUDING WEEKENDS AND PUBLIC HOLIDAYS) MONDAY – SUNDAY (SEVEN DAYS PER WEEK)</b>			
<b>1.1.1</b>	<b>10</b>	<b>Supervisor per month</b>	<b>R</b>	<b>R</b>	<b>R</b>
<b>1.2</b>		<b>DAY SHIFT: 06H00 – 16H00 (EXCLUDING WEEKENDS AND PUBLIC HOLIDAYS) MONDAY – FRIDAY (FIVE DAYS PER WEEK)</b>			
<b>1.2.1</b>	<b>1</b>	<b>Supervisor per month</b>			
<b>1.3</b>		<b>DAY SHIFT: 07H00 – 16H00 (INCLUDING WEEKENDS AND PUBLIC HOLIDAYS) MONDAY – SUNDAY (SEVEN DAYS PER WEEK)</b>	<b>R</b>	<b>R</b>	<b>R</b>
<b>1.3.1</b>	<b>1</b>	<b>Supervisor per month</b>	<b>R</b>	<b>R</b>	<b>R</b>
<b>1.5</b>		<b>NIGHT SHIFT: 19H00 – 07H00 (INCLUDING WEEKENDS AND PUBLIC HOLIDAYS) MONDAY – SUNDAY (SEVEN DAYS PER WEEK)</b>			
<b>1.5.1</b>	<b>1</b>	<b>Supervisor per month</b>	<b>R</b>	<b>R</b>	<b>R</b>
<b>1.6</b>		<b>DAY SHIFT: 07H00 – 19H00 (INCLUDING WEEKENDS AND PUBLIC HOLIDAYS) MONDAY – SUNDAY (SEVEN DAYS PER WEEK)</b>			
<b>1.6.1</b>	<b>103</b>	<b>Cleaners per month</b>	<b>R</b>	<b>R</b>	<b>R</b>

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

<b>1.6</b>		<b>DAY SHIFT: 07H30 – 16H30 (EXCLUDING WEEKENDS AND PUBLIC HOLIDAYS) MONDAY – FRIDAY (FIVE DAYS PER WEEK)</b>			
<b>1.6.1</b>	<b>6</b>	<b>Cleaners per month</b>	<b>R</b>	<b>R</b>	<b>R</b>
<b>1.7</b>		<b>DAY SHIFT: 07H00 – 16H00 (EXCLUDING WEEKENDS AND PUBLIC HOLIDAYS) MONDAY – FRIDAY (FIVE DAYS PER WEEK)</b>			
<b>1.7.1</b>	<b>28</b>	<b>Cleaners per month</b>	<b>R</b>	<b>R</b>	<b>R</b>
<b>1.8</b>		<b>DAY SHIFT: 07H00 – 16H00 (INCLUDING WEEKENDS AND PUBLIC HOLIDAYS) MONDAY – SUNDAY (SEVEN DAYS PER WEEK)</b>			
<b>1.8.1</b>	<b>9</b>	<b>Cleaners per month</b>	<b>R</b>	<b>R</b>	<b>R</b>
<b>1.9</b>		<b>DAY SHIFT: 06H00 – 16H00 (EXCLUDING WEEKENDS AND PUBLIC HOLIDAYS) MONDAY – FRIDAY (FIVE DAYS PER WEEK)</b>			
<b>1.9.1</b>	<b>19</b>	<b>Cleaners per month</b>	<b>R</b>	<b>R</b>	<b>R</b>
<b>1.10</b>		<b>DAY SHIFT: 16H00 – 19H00 (EXCLUDING WEEKENDS AND PUBLIC HOLIDAYS) MONDAY – FRIDAY (FIVE DAYS PER WEEK)</b>			
<b>1.10.1</b>	<b>3</b>	<b>Cleaners per month</b>	<b>R</b>	<b>R</b>	<b>R</b>

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

<b>1.11</b>		<b>NIGHT SHIFT: 19H00 – 07H00 (INCLUDING WEEKENDS AND PUBLIC HOLIDAYS) MONDAY – SUNDAY (SEVEN DAYS PER WEEK)</b>			
<b>1.11.1</b>	<b>21</b>	<b>Cleaners per month</b>	<b>R</b>	<b>R</b>	<b>R</b>
<b>2.1</b>		<b>Cost of consumables for NGSH, OMB, Engineering, Dr`s Bungalows (HRDU), Maternity, Clarendon and OPD per month</b>	<b>R</b>	<b>R</b>	<b>R</b>
<b>2.2</b>		<b>Cost of equipment for NGSH, OMB, Engineering, Dr`s Bungalows (HRDU), Maternity, Clarendon and OPD per month</b>	<b>R</b>	<b>R</b>	<b>R</b>

<b>TOTAL COST PER MONTH (incl VAT)</b>	<b>R</b>	<b>R</b>	<b>R</b>
<b>TOTAL COST PER YEAR (incl VAT)</b>	<b>R</b>	<b>R</b>	<b>R</b>
<b>TOTAL BID PRICE – CONSUMABLES/EQUIPMENT - FIXED COST (MINIMUM 15%) INCLUSIVE OF VAT FOR YEAR 1, 2 AND 3 (Inc VAT)</b>	<b>R</b>		

<b>TOTAL COST PER MONTH (incl VAT)</b>	<b>R</b>	<b>R</b>	<b>R</b>
<b>TOTAL COST PER YEAR (incl VAT)</b>	<b>R</b>	<b>R</b>	<b>R</b>
<b>TOTAL BID PRICE – LABOUR - VARIABLE COST (MAXIMUM 85%) DETERMINED BY SECTORAL DETERMINATION 1 (INCLUSIVE OF VAT) FOR YEAR 1, 2 AND 3 (Inc VAT)</b>	<b>R</b>		

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

**COST BREAKDOWN**

NAME OF BIDDER: _____		BID NUMBER: <b>GSHPT45/2025</b>
<b>CLOSING DATE: 8 SEPTEMBER 2025</b>		
<b>CLOSING TIME: 11H00</b>		
VALIDITY DATE: <b>7 NOVEMBER 2025</b> (OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID)		
<b>N B: The Total Monthly Cost Per cleaner (all inclusive) and Bid Price must Be Calculated on an 11 Hour Shift and 8 Hour shift (11 Hours Minus 1 Hour Lunch Break and 8 Hours Minus 1 Hour Lunch Break, as well as all other shifts as stipulated in the Specific Site Specification) For GROOTE SCHUUR HOSPITAL.</b>		
ITEM NO.	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
<b><u>Price breakdown</u></b>		
	Basic salary per cleaner per hour	R...../ hour
	Basic salary per cleaner per month	R...../ month
	Sunday Pay Premium (average of 2 shifts)	R..... / month
	Public Holiday Premium (average of 1 shift)	R..... / month
	Leave Pay	R..... / month
	Sick Leave	R..... / month
	Study Leave	R..... / month
	UIF	R..... / month
	Family Responsibility Leave	R..... / month
	Skills Development Levy	R...../ month
	Workman's Compensation	R..... / month

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

	Bonuses	R..... / month
	Basic salary per supervisor per hour	R..... / hour
	Uniforms	R..... / month
	Transport	R..... / month

**IMPORTANT: THE QUESTIONNAIRE HEREUNDER/ATTACHED MUST BE COMPLETED IN FULL BY REPLYING TO EACH AND EVERY QUESTION.**

Are you registered in terms of sections 23(1) or 23(3) of the Value Added Tax Act, 1991 (Act No. 89 of 1991), and if so, state your VAT registration number?	YES	NO	VAT NO:
Is/are the price(s) firm for the duration of the contract? Please circle your option.	YES		NO
If (a) non-firm price(s) is/are offered, please complete attached WCBD 3.1/2 form.	YES		NO
Period required commencing with service after receipt of a requisition or order.			
Are you a member of any accredited organisation/institute for cleaning service? If so, what is the name of such organisation and your membership number?	YES	NO	MEMBERSHIP NO:
What is the current value of fixed assets of your company?			
Are you a subsidiary of a holding company?	YES		NO
If yes, name the holding Company			

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

Contact person and telephone number should any further information be required.	
<b>Note:</b> For the purposes of this contract, use will be made of the relevant Category General Assistants as defined in Sectoral Determination 1 made in terms of Section 56(1) of the Basic Conditions of Employment Act, No. 75 of 1997, for the General Assistants and published in Government Gazette no. R1139 dated 14 November 2006.	
<b>Note:</b> It is expected that the bidder shall pay his/her employees at least a minimum monthly basic wage, as prescribed for the Area concerned of the Sectoral Determination 1 for the General Assistants Trade, as published by the Government Gazette no. 32741 dated 25 November 2009 (Regulation Gazette no. 9191).	

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**DECLARATION OF INTEREST, BIDDERS' PAST SCM PRACTICES AND INDEPENDENT BID DETERMINATION**

*This registration form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the institution in writing of the change of such details.*

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;

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**BID GSHT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

- (b) a real or personal right in property;
- (c) a right to remuneration or any other private gain or benefit,
- (d) or 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 a 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 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 or 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, 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, but excludes a person appointed in terms of section 12A of the Act; and
- (b) a public entity, means a person employed by the public entity;

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

**“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 or 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 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.

4. 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:

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

- (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.
5. 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 or 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.
6. The bid of any bidder may be disregarded if that bidder or any of its directors have abused the institution's supply chain management system; committed fraud or any other improper conduct in relation to such system; or failed to perform on any previous contract.
7. Section 4 (1) (b) (iii) of the Competitions 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 prohibition *per se*, meaning that it cannot be justified on any grounds.
8. 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 authorizes accounting officers and accounting authorities to:
- (a) disregard the bid of any bidder if that bidder, or any of its directors have abuse 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.
9. Communication between partners in a joint venture or consortium will not be construed as collusive bidding.
10. 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 Competitions 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.

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

SECTION A: DETAILS OF THE ENTITY		
A1.	CSD Registration Number	MAAA .....
A2.	Name of the Entity	
A3.	Entity registration number (where applicable)	
A4.	Entity Type	
A5.	Tax Reference Number	

Full details of directors, shareholder, member, partner, trustee, sole proprietor or any persons with a right or entitlement to share in profits, revenue or assets of an entity, must be disclosed in the Table A below.

**TABLE A**

FULL NAME	DESIGNATION Where a director is a shareholder, both should be confirmed	IDENTITY NO	PERSONAL TAX REF NO	% INTEREST IN ENTITY

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

**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 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 as director or 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 public enterprise should first obtain necessary approval (RWOEE), failure to submit proof of such authority, where applicable, may result in the disciplinary action.*

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

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

**TABLE B**

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

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**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 with the Institution.*

<b>C1.</b>	Did the entity conduct business with the Institution in the last twelve months? <i>(If yes, complete Table C)</i>	NO	YES
<b>TABLE C</b>			
Complete the table below to the maximum of the last 5 contracts.			
<b>NAME OF SERVICE PROVIDER</b>	<b>PROVINCIAL DEPT/ PROVINCIAL ENTITY</b>	<b>TYPE OF SERVICES OR COMMODITY</b>	<b>CONTRACT/ ORDER NO</b>
<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)?  <i>To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.</i>	NO	YES
<b>C5.</b>	If you replied 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?	N/A	NO YES

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<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**

*The form should be signed by a duly authorised representative of the entity before 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.
- iii 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, specifications, 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;
- iv that the entity or its representative is 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
- v. 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

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1. 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 before me and the deponent's signature/thumbprint/mark was placed thereon in my presence.

Commissioner of Oaths:

Full Name and Surname: \_\_\_\_\_

\_\_\_\_\_

Siganteure of commissioner of Oaths

Designation (rank) \_\_\_\_\_ ex officio: Republic of South Africa

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

Place: \_\_\_\_\_

Business Address: \_\_\_\_\_

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**This document must be signed and submitted together with your bid**

## **THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME**

### **INTRODUCTION**

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

#### **1. PILLARS OF THE PROGRAMME**

1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US \$10 million will have an NIP obligation. This threshold of US \$10 million can be reached as follows:

- (i) Any single contract with imported content exceeding US \$10 million;  
or
- (ii) Multiple contracts for the same goods, works or services each with imported content exceeding US \$3 million awarded to one seller over a 2-year period which in total exceeds US \$10 million;  
or
- (iii) A contract with a renewable clause, where should the option be exercised the total value of the imported content will exceed US \$10 million.  
or

(iv) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US \$3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US \$10 million.

1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30% of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.

1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R & D) with partners or suppliers.

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1.4 A period of seven years has been identified as the time frame in which to discharge the obligation.

**2. REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY**

2.1 In order to ensure effective implementation of the programme, successful bidders (Service providers) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a contract to the DTI for reporting purposes.

2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts of the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1. (b) to 1.1. (d) above.

2.3 For bids above R10 million, accounting officer's authorities are required to obtain clearance from the Department of Trade and Industry regarding the National Industrial participation Programme prior to the award of any bid in excess of R10 million (ten million rands).

**3. BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (SERVICE PROVIDERS)**

3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD5) together with the bid on the closing date and time.

3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contracts as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (Service providers) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:

- Bid / contract number
- Description of the goods works or services.
- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract.
- Imported content.
- Imported content of the contract, if possible

3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401. Facsimile (012) 394 2401 or e-mail at [Elias@thedti.gov.za](mailto:Elias@thedti.gov.za) for further details about the programme.

**4. PROCESS TO SATISFY THE NIP OBLIGATION**

4.1 Once the successful bidder (Service provider) has made contact with and furnished the DTI with the information required, the following steps will be followed:

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- (a) The Service provider and the DTI will determine the NIP obligation;
  - (b) The Service provider and the DTI will sign the NIP obligation agreement;
  - (c) The Service provider will submit a performance guarantee to the DTI;
  - (d) The Service provider will submit a business concept for consideration and approval by the DTI;
  - (e) Upon approval of the business concept by the DTI, the Service provider will submit detailed business plans outlining the business concepts;
  - (f) The Service provider will implement the business plans; and
  - (g) The Service provider will submit bi-annual progress reports on approved plans to the DTI.
- 4.2 The NIP obligation agreement is between the DTI and the successful bidder (Service provider) and, therefore, does not involve the purchasing institution.

<b>Bid Number</b> .....	<b>Closing Date</b> .....
<b>Name of bidder</b> .....	
<b>Postal address</b> .....	
.....	
<b>Signature</b> .....	<b>Name (in print)</b> .....
<b>Date</b> .....	

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**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT IN TERMS OF THE WESTERN CAPE GOVERNMENTS 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 (TENDERERS) MUST STUDY THE BROAD-BASED BLACK ECONOMIC EMPOWERMENT ACT AND THE CODES OF GOOD PRACTICE**

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**1. DEFINITIONS**

- 1.1 **“acceptable tender”** means any tender which, in all respects, complies with the specifications and conditions of tender as set out in the tender 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, and this 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 code of good practice on 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.

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- 1.11 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the Service provider 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”** 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 requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act.
- 1.18 **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of the tender invitation;
- 1.19 **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); 1.20 **“the Regulations”** means the Preferential Procurement Regulations, 2017;
- 1.20 **“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*;
- 1.21 **“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
- 1.22 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

**2. GENERAL CONDITIONS**

- 2.1 The following preference point 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); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 2.2 Preference point 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 point system shall be applicable; or
- (b) Either the 80/20 or 90/10 preference point system will be applicable to this tender.

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*(delete whichever is not applicable for this tender).*

2.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

The maximum points for this bid are allocated as follows:

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

2.5 Failure on the part of a bidder to fill in, 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 together with the bid or an affidavit issued by 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 purchaser 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 purchaser.

### **3. ADJUDICATION USING A POINT SYSTEM**

3.1 Subject to Section 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 tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.

3.3 A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE will not be disqualified but will only score:

- (a) points out of 80 for price below R50 000 000 or 90 for price above R50 000 000; and
- (b) 0 points out of 20 for B-BBEE for price below R50 000 000 or 0 points out of 100 for B-BBEE for price above R50 000 000

3.4 Points scored must be rounded off to the nearest 2 decimal places.

3.5 In the event that 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.

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- 3.6 As per section 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 paragraphs (d) and (e) of the Preferential Procurement Policy Framework Act, 2000 that justifies the award to another tenderer, provided that it has been stipulated upfront in the tendering conditions.
- 3.7 Should two or more bids be equal in all respects; the award shall be decided by the drawing of lots.

**4. POINTS AWARDED FOR PRICE**

**4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEM**

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

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

Where

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

$P_t$  = Price of tender under consideration

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

**5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION**

- 5.1 In terms of Regulation 6 (2) and 7 (2) of the Regulations preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>	<b>Number of points (80/20 system)</b>
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

- 5.2 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.
- 5.3 A *QSE that is less than 51 per cent (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.
- 5.4 A *QSE that is at least 51 per cent black owned (51% or higher)* must submit a valid, originally certified affidavit confirming turnover and level of black ownership as well as declare its empowering status or an affidavit issued by Companies Intellectual Property Commission.
- 5.5 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.
- 5.6 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.
- 5.7 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 tender.

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5.8 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.

**6. BID DECLARATION**

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPH 5**

7.1 B-BBEE Status Level of Contribution ..... = ..... (*maximum of 20 points*)

*(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of 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 tender.*

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/entity : .....

8.2 VAT registration number : .....

8.3 Company Registration number : .....

*I/we, the undersigned, who is/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 7 above, qualifies the company/firm for the preference(s) shown and I/we acknowledge that:*

- (a) *The Western Cape Government reserves the right to audit the B-BBEE status claim submitted by the bidder.*
- (b) *As set out in Section 130 of the B-BBEE Act as amended, any misrepresentation constitutes a criminal offence. A person commits an offence if that person knowingly:*
  - (i) *misrepresents or attempts to misrepresent the B-BBEE status of an enterprise;*
  - (ii) *provides false information or misrepresents information to a B-BBEE Verification Professional in order to secure a particular B-BBEE status or any benefit associated with compliance to the B-BBEE Act;*
  - (iii) *provides false information or misrepresents information relevant to assessing the B-BBEE status of an enterprise to any organ of state or public entity; or*
  - (iv) *engages in a fronting practice.*
- (c) *If a B-BBEE verification professional or any procurement officer or other official of an organ of state or public entity becomes aware of the commission of, or any attempt to commit any offence referred to in paragraph 9.1 (a) above will be reported to an appropriate law enforcement agency for investigation.*
- (d) *Any person convicted of an offence by a court is liable in the case of contravention of 9.4 (b) to a fine or to 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 per cent of its annual turnover.*
- (e) *The purchaser may, if it becomes aware that a bidder may have obtained its B-BBEE status level of contribution on a fraudulent basis, investigate the matter. Should the investigation warrant a restriction be*

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*imposed, this will be referred to the National Treasury for investigation, processing and imposing the restriction on the National Treasury's List of Restricted Suppliers. The bidder or Service provider, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, may be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied.*

*(f) The purchaser may, in addition to any other remedy it may have –*

- disqualify the person from the bidding process;*
- recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;*
- cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation; and*
- forward the matter for criminal prosecution.*
- The information furnished is true and correct.*
- The preference points claimed are in accordance with the General Conditions as indicated in paragraph 2 of this form.*

**SIGNATURE(S) OF THE BIDDER(S):** .....

**DATE:** .....

**ADDRESS:** .....  
.....

**WITNESSES:**

- 1.** .....
- 2.** .....

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

**SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE**

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

I hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised 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 the management accounts and other information available on 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 as amended 3.3 (e) (**select one**) \_\_\_\_\_ of the **dti** Codes of Good Practice.
- Please confirm on the table below the B-BBEE level contributor, by **ticking the applicable box**.

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100% black owned	<b>Level One</b> (135% B-BBEE procurement recognition)		
More than 51% black owned	<b>Level Two</b> (125% B-BBEE procurement recognition)		
(a) At least 25% of cost of sales, (excluding labour costs and depreciation) must be procurement from local producers or suppliers in South Africa; for the services industry include labour costs but capped at 15%,		(b) Job Creation – 50% of jobs created are for black people, provided that the number of black employees in the immediate prior verified B-BBEE measurement is maintained	
(c) At least 25% transformation of raw material / beneficiation which include 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 operation 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 contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and 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 signed by commissioner.

Deponent Signature: \_\_\_\_\_

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

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

**CHECKLIST FOR BID**

The presence of incomplete and/or unsigned and/or absent documents from bid offers have become an unfortunate tendency since the inception of new bid forms in January 2004.

It has become increasingly noticeable that bidders are unaware of the importance of the various bid documents. The finalisations of bids are significantly delayed by the Department's resultant efforts to obtain the information/signatures/absent documents.

The purpose of this checklist is to:

- highlight all critical documents that constitute a complete bid and provide some general instructions for their completion,
- provide bidders with a final opportunity to ensure that all these critical documents are PROPERLY COMPLETED and INCLUDED in their final offer, and
- enable this office to verify that bidders have attempted to ensure that all required documents in their offer have been completed/signed/included.

Please read this checklist in conjunction with the content of the relevant form in each case.

**Note: Bidders should mark the relevant boxes under the heading "Bidders" with X, please.**

**The Boxes under "Health" will be used to verify replies at this office.**

**Bidders must complete this checklist and include it in their bid documents, please.**

Bidder	
Yes	No

*The **Special Conditions** of bid document provides general instructions regarding critical aspects of the bid process including the provision of samples, testing and inspection of products, statement of supplies, quantities required, delivery rates, provision of prices, use of price increase formulae, payment and negotiations.*

Have you indicated whether your delivery period is firm, whether your bid price will remain firm in all respects for the duration of the contract and whether your prices will be subject to exchange rate variations by circling YES or NO in the relevant paragraphs?

Have you indicated your delivery rate per week and month and discounts offered on individual orders of various values by completing the relevant paragraphs?

**WCBD 1 constitutes the formalisation of the bidder's bid and failure to complete and sign it in full may render the bid invalid.**

Form **WCBD 1, INVITATION TO BID**: Have you completed all aspects of this form FULLY, including the YES/NO questions? Have you provided a SIGNATURE and indication of the

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signatory's capacity?		
Did you remember to include your B-BEE status level verification certificate?		
<p><i><b>WCBD 3 forms constitute a bidder's offer for a product/service. Bidders must ONLY include completed WCBD 3 forms for products/services on which they have made ACTUAL offers (i.e., bidders should NOT include blank WCBD 3 forms in their offer, please).</b></i></p>		
Form <b>WCBD 3.1</b> : Have you provided your company name, bid, number, BID PRICE <b>including VAT</b> and ensured that you have quoted for the correct unit of supply? Have you completed the questionnaire under the table with your prices in full?		
FIRM prices - Form <b>WCBD 3.1/2</b> : Have you furnished all information regarding prices subject to <u>rate of exchange variations</u> in the table provided?		
NON-FIRM prices – Form <b>WCBD 3.1/2</b> : Have you furnished all information regarding prices subject to <u>proven adjustments</u> in the table provided and included as annexures all other relevant details?		
<p><i><b>Amended WCBD 6.1 has two purposes. Firstly, it is an introduction to terms and definitions used to explain the use of a points system to recommend bids. This form also contains formulae for calculations used during points adjudications.</b></i></p>		
<p><i><b>Secondly Amended WCBD 6.1 is used by bidders to claim points for being classified as B-BBEE contributor. Bidders are required to provide an original or a certified copy of a B-BBEE certificate issued by a verification body accredited by SANAS.</b></i></p>		
Have you read and SIGNED the declaration in paragraph 9.8, provided TWO WITNESS SIGNATURES and your company address?		
Have you completed the Sworn Affidavit – BBEE Qualifying Small Enterprise?		

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**Other general instructions:**

The *General Conditions of Contract* is intended to draw special attention to general conditions applicable to government bids, contracts and orders and to ensure that bidders are familiar with the rights and obligations of all parties involved in doing business with Government. **Bidders must not include the General Conditions of Contract in their bid offers, please.**

Bidders are advised against including bulky product brochures, extensive company profiles and empowerment initiatives in their bid offers **unless they are requested specifically elsewhere in the bid documents or have a direct influence on the bidder's offer.**

Please sign this checklist as confirmation that it has been read and completed. The signatory shall be the person who signs the **WCBD1 Invitation to Bid** form for and on behalf of the bidder.

---

Print name

---

Signature

---

Capacity of signatory (manager, director, etc.)

*THANK YOU FOR THE TIME AND EFFORT SPENT TO COMPLETE THIS CHECKLIST FULLY AND ACCURATELY*

**For Head Office use only – Verification of information provided by bidder**

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Responsible official – print name

---

Signature and rank

---

Date

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**GENERAL CONDITIONS OF CONTRACT**

The purpose of this document is to:

Draw special attention to certain general conditions applicable to government bids, contracts and orders; and

To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

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

The General Conditions of Contract will form part of all bid documents and may not be amended.

Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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<b>General Conditions of Contract</b>	
<b>1. Definitions</b>	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 any thing 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.

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	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 subService providers) 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.

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	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.
<b>2. Application</b>	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.
<b>3. General</b>	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 <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>

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<b>4. Standards</b>	4.1	The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
<b>5. Use of contract documents and information; inspection.</b>	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.
<b>6. Patent rights</b>	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.
<b>7. Performance security</b>	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:

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	(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 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.
<b>8. Inspections, tests and analyses</b>	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 Service provider 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

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	<p>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.</p>
	<p>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.</p>
<b>9. Packing</b>	<p>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.</p> <p>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.</p>
<b>10. Delivery and documents</b>	<p>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</p> <p>10.2 Documents to be submitted by the supplier are specified in SCC</p>
<b>11. Insurance</b>	<p>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.</p>
<b>12. Transportation</b>	<p>12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.</p>
<b>13. Incidental services</b>	<p>13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:</p>

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	(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.
<b>14. Spare parts</b>	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
	15.1 The supplier warrants that the goods supplied under the contract are new,

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<b>15. Warranty</b>		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.
<b>16. Payment</b>	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 fulfillment 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.
<b>17. Prices</b>	17.1	Prices charged by the supplier for goods delivered and services performed

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		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.
<b>18. Contract amendments</b>	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.
<b>19. Assignment</b>	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.
<b>20. Subcontracts</b>	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.
<b>21. Delays in the supplier's performance</b>	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 subService provider(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

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	<p>is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.</p>
	<p>21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.</p>
<b>22. Penalties</b>	<p>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.</p>
<b>23. Termination for default</b>	<p>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:</p> <p>(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;</p> <p>b) if the Supplier fails to perform any other obligation(s) under the contract; or</p> <p>(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.</p> <p>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</p>

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	of the contract to the extent not terminated.
<b>24. Anti-dumping and countervailing duties and rights</b>	<p>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 Service provider to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the Service provider 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</p>
<b>25. Force Majeure</b>	<p>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.</p> <p>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.</p>
<b>26. Termination for insolvency</b>	<p>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.</p>
<b>27. Settlement of disputes</b>	<p>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.</p>

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	27.2	If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
	27.3	Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
	27.4	Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
	27.5	Notwithstanding any reference to mediation and/or court proceedings herein,
	(a)	the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
	(b)	the purchaser shall pay the supplier any monies due the supplier.
<b>28. Limitation of liability</b>	28.1	Except in cases of criminal negligence or willful 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>	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

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		ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
	31.2	Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
	31.2	The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
<b>32. Taxes and duties</b>	32.1	A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
	32.2	A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
	32.3	No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
<b>33. National Industrial Participation (NIP) Programme</b>	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.
<b>34 Prohibition of Restrictive practices</b>	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 Service provider(s) was / were involved in collusive bidding (or bid rigging).
	34.2	If a bidder(s) or Service provider(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.

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	<p>34.3 If a bidder(s) or Service provider(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 Service provider(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 Service provider(s) concerned.</p>
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**GROOTE SCHUUR HOSPITAL**

**SPECIAL CONDITIONS OF CONTRACT (REFER TO NO. 28 OF GENERAL CONDITIONS OF CONTRACT)**

**LIABILITIES:**

1. The successful Service Provider will be required to :-	<b>BIDDER'S REPLY</b>
1.1 Indemnify, the <b>GROOTE SCHUUR HOSPITAL</b> against any losses or damages to the Service Provider's property. Every endeavour will be made to protect the firm's property, but <b>GROOTE SCHUUR HOSPITAL</b> will not accept responsibility for any loss or damage thereof.	
1.2 Obey all applicable <b>GROOTE SCHUUR HOSPITAL</b> rules and regulations whilst on <b>GROOTE SCHUUR HOSPITAL</b> premises.	
1.3 Answer any claim arising from injury - fatal or otherwise and proved to have been caused due to negligence on the part of the Service Provider or his employee(s) to any person legally on the <b>GROOTE SCHUUR HOSPITAL</b> premises.	
1.4 The <b>GROOTE SCHUUR HOSPITAL</b> will not accept any responsibility in the event of Injury, fatal or otherwise to the Service Provider or his staff on the <b>GROOTE SCHUUR HOSPITAL</b> premises in the execution of their duties.	
1.5 The Service Provider will accept responsibility for any damage to <b>GROOTE SCHUUR HOSPITAL</b> property or that of staff or members of the public and their property legally on the <b>GROOTE SCHUUR HOSPITAL</b> premises.	
<b>NB: FAILURE TO REPLY ON THE ABOVE MAY INVALIDATE YOUR BID</b>	

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**GROOTE SCHUUR HOSPITAL**

**EXEMPTION OF LIABILITY WITH RESPECT TO INJURY ON DUTY BY SERVICE COMPANY  
PERSONNEL**

<b>COMPANY / SERVICE PROVIDER</b>	    
<b>CONTRACT / BID / SERVICE NUMBER</b>	<b>GSHPT45/2025</b>

**1.1 CONTROL OF AGREEMENT**

- (a) It is duly expected of the Company / Service provider to adhere to all rules and regulations stipulated by the Occupation Health and Safety Act. (Act No. 85 / 1993)
- (b) Company / Service provider is required adhere to all Internal Safety and Security Rules stipulated by this Institution's Management.
- (c) Company / Service provider is required to take all reasonable precautions and measures to prevent injury or death to any person or damage to property on the premises of this institution whilst carrying out the Contract / Bid or Service No. **GSHPT45/2025**
- (d) Hereby this institution is exempted of any claim or legal action taken by any person/s suffering any loss as stipulated in paragraph 1.1 (c).

**1.2 COMPANY / SERVICE PROVIDER**

Manager	
Designated Work Supervisor	

**1.3 INSTITUTION'S AUTHORISATION**

Manager:	Signature:
Date:	Place:

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GROOTE SCHUUR HOSPITAL

OCCUPATIONAL HEALTH AND SAFETY

AGREEMENT BETWEEN EMPLOYEE (principal) AND MANDATORY (Service provider)

WRITTEN AGREEMENT BETWEEN \_\_\_\_\_ (EMPLOYER)

AND \_\_\_\_\_ (MANDATORY)

AS ENVISAGED BY SECTION 37(2) OF THE OCCUPATIONAL HEALTH & SAFETY ACT NO. 85 OF 1993 AS AMENDED.

I,..... representing .....(mandatory) do hereby acknowledge that ..... (mandatory) is an employer, and user of machinery, with duties as prescribed in the Occupational Health and Safety Act no. 85 of 1993 as amended. I agree to ensure that all work will be performed, or machinery and plant used in accordance with the provisions of the said Act. I furthermore agree to comply with the requirements of (employer) as contained in the documents attached hereto (if any) and any subsequent documentation as may be deemed necessary to comply with the Occupational Health and Safety Act no. 85 of 1993 as amended and to liaise with the employer should I, for whatever reason, be unable to perform in terms of this Agreement.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2025 at \_\_\_\_\_

Signature on behalf of (mandatory)

Signature on behalf of \_\_\_\_\_ (employer)

**GENERAL INFORMATION**

1. The Occupational Health and Safety Act comprises **SECTIONS 1 to 50** and all un-repealed **REGULATIONS** promulgated in terms of the former Machinery & Occupational Safety Act no. 6 of 1983 as amended as well as other **REGULATIONS** which may be promulgated in terms of the new Act.
2. "Mandatory" is defined as including an agent, a Service provider or subService provider for work but **WITHOUT DEROGATING FROM HIS STATUS IN HIS OWN RIGHT AS AN EMPLOYER** or user of plant or machinery.
3. Section 37 of the Occupational Health & Safety Act potentially punishes employers (principals) for the unlawful acts or omissions of mandatories (Service providers) save where a Written Agreement between the parties has been concluded containing arrangements and procedures to ensure compliance with the said Act **BY THE**

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**BID GSHPT45/2025: COMPREHENSIVE CLEANING SERVICE FOR VARIOUS AREAS WITHIN GROOTE SCHUUR HOSPITAL.**

**MANDATORY.**

4. All documents attached or referred to in the above Agreement form an integral part of the Agreement.
5. To perform in terms of this Agreement, mandatories must be familiar with the relevant provisions of the Act.
6. Mandatories who utilise the services of their own mandatories (subService providers) are advised to conclude a similar Written Agreement.
7. Be advised that this Agreement places the onus on the mandatory to contact the employer in the event of inability to perform as per this Agreement. The Employer however reserves the right to unilaterally take any steps as may be necessary to enforce this Agreement.

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**ANNEXURE D**

**GROOTE SCHUUR HOSPITAL - HEPATITIS B INFORMATION SHEET**

**1. WHAT IS HEPATITIS “B”?**

Hepatitis B virus causes an inflammation of the liver cells. It is a serious disease that can be prevented by vaccination prior to exposure. People can carry the Hepatitis B virus for 30-50 years without knowing they are infected.

**2. HOW IS HEPATITIS B TRANSMITTED?**

- ☐ Contaminated blood or blood products.
- ☐ Contaminated syringes, needles, surgical instruments or razor blades.
- ☐ Sexual contact.

**3. HOW IS HEPATITIS B PREVENTED?**

- ☐ By vaccination. Hepatitis B vaccine is safe and effective.
- ☐ By practising safe sex: one uninfected sexual partner and the use of condoms.
- ☐ By following universal (standard) precautions.
- ☐ Protective wear: gloves, masks, eye protection and clothing (aprons and gowns).
- ☐ Hand hygiene: wash hands thoroughly; cover cuts and abrasions.
- ☐ Needles, syringes, and sharps: correct disposal.
- ☐ Equipment: must be routinely cleaned. Invasive procedure equipment must be sterilised, and non-invasive equipment must be surgically cleaned before use.

**4. WHAT DOES THE VACCINATION INVOLVE?**

A course of Hepatitis B vaccine consists of 3 doses of vaccine, each 4 weeks apart, followed by one booster dose every 5 years.

**5. WHAT WILL HAPPEN IF A HEALTH WORKER SUFFERS A SHARPS INJURY OR OTHER EXPOSURE?**

- ☐ A sample of the health worker’s blood will be drawn and sent for testing to establish whether the health care worker has adequate protection against Hepatitis B i.e. the Hepatitis B antibody level is tested.
- ☐ If the antibody level is not adequate, a booster dose of Hepatitis B will be given.

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