



1. OPENING AND WELCOME

Mr Van Wyk opened the meeting and welcomed everyone present. Attendance register circulated to all suppliers for signatures.

No	Directorate	Name	Present	Apology
1	Head Office	Johan Van Wyk	X	
2	Head Office	Shameez Halifax	X	
3	Paarl Hospital	Anwill Rhode	X	
4	Paarl Hospital	Genevieve Storm	x	
5	Paarl Hospital	Shanelle Daniels	x	
6	Paarl Hospital	Yolanda Van Zyl	x	
7	Paarl Hospital	Marilynn Holtman		x

2. ITEMS FOR DISCUSSION

Specifications briefing, Discussing points and amendments

- Bids to be submitted at Karl Bremmer and not as per drawing in the specifications. Bid box is not open 24 hours. 5 day a week from 7H00 to 16H00
- SEB proof of compliance not necessary for formal bids
- Disregard map within bid document.
- Johan explained Section B – Part 3: Statutory and other requirements
- Public Liability to be provided at the time of bid closing with your bid document.
- Supplier asked if the Cleaning Association certificate is a statutory requirement which is to be removed from the evaluating criteria.
- Section B – Part 4: Financial standings – Signed Financial statements and Letter of Good standing provided by your bank is no longer required.
- A supplier asked about the 3 years cleaning experience and said that he's employees has the experience but not the company itself. Johan explained that CV's can be provided as proof.
- 1 Walk behind cleaning machine to be added to the specifications equipment list
- Price breakdown to be amended and upload on E-portal

- A supplier asked about the Material safety data sheets and how it will be evaluated: Sr Van Zyl answered that we will verify that the products must be ammonia free as per specifications
- A supplier asked if the successful bidder could take over the current employees that is working at the institution.

5 GENERAL

- Bid closing on 13 June 2025
- Walk-about with the supplier happened to inspect the site and areas to be cleaned

6 CLOSURE

The meeting adjourned at 11:55



Chairperson: Anwill Rhode

PRICING SCHEDULE

BID WCGHSC0445/2024: RENDERING OF A CLEANING SERVICE AT THE PAARL HOSPITAL, DEPARTMENT OF HEALTH AND WELLNESS, WESTERN CAPE GOVERNMENT, FOR A THREE (3) YEAR PERIOD.

NAME OF BIDDER:

CLOSING DATE AND TIME:at

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

Cleaning of the Emergency Centre, Courtyard (Monday to Sunday, day and night)

Admin building, Training Department and Revenue Department (only day shift Monday to Friday)

Public /non-clinical areas (only day shift Monday-Sunday, public holidays included)

COSTING SCHEDULE

ITEM	1 ST YEAR (INCLUSIVE OF VAT)	2 ND YEAR (INCLUSIVE OF VAT)	3 RD YEAR (INCLUSIVE OF VAT)
1.	R..... Total per month	R..... Total per month	R..... Total per month
2.	R..... Total cost per year	R..... Total cost per year	R..... Total cost per year
3.	Total all-inclusive cost for three (3) years: R (included VAT)		

TOTAL BID PRICE (VAT INCLUSIVE): FOR 3 YEARS: FOR VAT REGISTERED COMPANIES

R

TOTAL BID PRICE (VAT EXCLUSIVE): FOR 3 YEARS: FOR NON-VAT REGISTERED COMPANIES

R

	1 ST YEAR MONTHLY RATE	2 ND YEAR MONTHLY RATE	3 RD YEAR MONTHLY RATE
<u>COST BREAKDOWN OF MONTHLY FEE for:</u>			
Total basic salary per cleaner per hour (normal hours):	R.....	R.....	R.....
Total basic salary per supervisor per hour (normal hours):	R.....	R.....	R.....
Total basic salary per cleaner per hour (Public holidays)	R.....	R.....	R.....
Total basic salary per supervisor per hour (Public holidays)	R.....	R.....	R.....
Total Overhead costs (including profit)	R.....	R.....	R.....

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

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

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

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

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

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

Definition of pricing structures

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

1. Firm prices

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

The following pricing structure will also be considered as firm pricing:

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

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

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

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