

Dear bidders,

Firstly I would like to thank you for your interest in the abovementioned contract. I apologise that I was unable to personally attend the site meeting and would like to thank my team for their excellent work in guiding you on the day.

There have been a few questions from some of you that I shall endeavour to answer here, but I would like to state that a good read-through of the specs as posted should explain everything clearly.

Additionally, I am re-sending the breakdown below – with some mathematical corrections – for your convenience as quick reference:

Some general comments:

- A quick read of the column headings will indicate what we believe to be necessary in terms of staff numbers allocated to each area.
 - A total of 79 cleaners, 6 supervisors and 1 Manager available at described times with the contractor being responsible for the replacement of absenteeism.
- Another question went to the number of beds per ward.
 - This is not a question we can answer with an absolute number.
 - Hospitals are dynamic places and beds are often moved from ward to ward.
 - Suffice to say that there are 112 registered beds across the 7 clinical areas.
- Tea and lunch time cover was questioned
 - In clinical areas, we deliver a 24-hour service and staff members are to take their breaks opposite each other as all other clinical staff members do.
 - In non-clinical areas, there is no need for break replacement.
 - These are generalisations and may change from time to time.

Should there be any more questions, please feel free to contact me as needed. All communications will include all people present at the site meeting so as to ensure a transparent process.

Regards,

Anja de Nobrega
Assistant Manager: Nursing (HONS)
Vredenburg Hospital
022 709 5099

ANNEXURE A

Proposed allocation of cleaning staff: Minimum number of personnel to render a 24 hours' service, every day for 7 days of the week continuously (including public holidays) for the duration of the contract. Please note that these numbers are estimated numbers per day for 1 night and 1-day shift and all bidders must determine what the numbers would be required to render an effective and efficient service.

	On premises per shift/day			Total number inclusive of all shifts
	DAY	NIGHT	TOTAL	
EMERGENCY CENTRE, OPD, FEES	4	3	7	14
CORRIDORS/LIFTS/STAIRS/ ADMISSIONS, PHARMACY AND X-RAYS	3	1	4	8
MATERNITY:	3	2	5	10
GENERAL WARD:	4	4	8	16
PAEDIATRIC WARD:	2		2	4
PSYCHIATRIC WARD:	1	1	2	4
THEATRE	2		2	4
EMS and Steenberg's Cove Clinic	1 PERSON FOR 8 HOUR SHIFT WEEKDAYS			1
TEAROOM/LINEN BANK/STOREROOMS	1 PERSON FOR 8 HOUR SHIFT WEEKDAYS			1
WASTE AREA, MORTUARY, WORKSHOP, TEA ROOM,	1 PERSON FOR 8 HOUR SHIFT WEEKDAYS			1
ADMINISTRATION BUILDING – BOTH FLOORS:	1 PERSON FOR 8 HOUR SHIFT WEEKDAYS			1
EXTERNAL AREAS and GUARDHOUSE	2	1	3	1 X 8 HOUR SHIFT, ONE NIGHT, ONE DAY = 5
KITCHEN	5		5	10
SUPERVISORS:	1	1	2	4
SUPERVISOR - Food Service Unit	1		1	2
MANAGER	1		1	1
CLEANERS PER 24 HOURS	30	12	42	79
SUPERVISORS:	2	1	3	6
MANAGER	1			

Regards

Mrs. Fredericka Janse van Rensburg

Principal FSS | Food Services | Vredenburg Hospital

Department of Health | Vredenburg Hospital | Private Bag X3 | Vredenburg | 7380

☎Office: +27 22 814 0032 | ☎Fax: +27 (0)86 541 4192

✉e-mail: Frederika.JansevanRensburg@westerncape.gov.za