

SBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (FRONTIER REGIONAL HOSPITAL)					
BID NUMBER:	SCMU3-24/25-0302-FRH	CLOSING DATE:	12 SEPTEMBER 2024	CLOSING TIME:	11H00
BRIEFING:	VENUE: SEMINAR ROOM	DATE:	22 AUGUST 2024	TIME:	11H00
DESCRIPTION	PROVISION OF CLEANING SERVICES AT FRONTIER REGIONAL HOSPITAL FOR THE PERIOD OF THIRTY SIX (36) MONTHS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
FRONTIER REGIONAL HOSPITAL, NO.2 KINGSWAY ROAD, ADMINISTRATION BUILDING, 1 ST FLOOR (OPPOSITE ELEVATORS).					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	MS N MPONGWANA		CONTACT PERSON	Ms V. Gcanga	
TELEPHONE NUMBER	045 808 4300		TELEPHONE NUMBER	045 808 4380	
E-MAIL ADDRESS	Naledi.mpongwana@echealth.gov.za		E-MAIL ADDRESS	Frontierscm1@gmail.com	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			☐ YES ☐ NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			☐ YES ☐ NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

	SIGNATURE	DATE
DRAFTED BY:		31-07-2024
RECOMMENDED BY:		31-07-2024
REVIEWED BY:		
APPROVED BY BSC COMMITTEE (CHAIRPERSON)		
ADVERT APPROVED BY:		

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, 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 (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

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DRAFTED BY:	<i>[Signature]</i>	31-07-2024
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APPROVED BY BSC COMMITTEE (CHAIRPERSON)	<i>[Signature]</i>	31/07/2024
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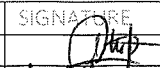
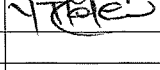
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DEFINITIONS

The rules of interpretation and defined terms contained in the General Conditions of Contract (GCC) shall apply to this invitation to bid unless the context requires otherwise. In addition, the following terms used in this invitation to bid shall, unless indicated otherwise, have the meanings assigned to such terms in the table below.

DoH	means the Eastern Cape Department of Health acting for and on behalf of the Eastern Cape Provincial Government;
Invitation to bid	means this invitation to bid comprising - o The cover page and the table of content and definitions - o Part 1 which details the Conditions of Bid; - o Part 2 which details the Conditions of Contract and Operational Requirements; - o Part 3 which details the bid strategy - o Part 4 which details the Specifications relating to the Technology / Services - o Part 5 which contains all the requisite bid forms and certificates; As read with GCC – <i>General Conditions of Contract</i>
Services	means the services defined on the cover page of this invitation to bid and described in detail in the Specifications;
Specifications	means the specifications contained in Part 4 of this invitation to bid;

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PART 1
Conditions of Bid
BACKGROUND AND INTRODUCTORY PROVISIONS

REFER TO PART 3 OF THIS INVITATION TO BID FOR BACKGROUND AND INTRODUCTORY INFORMATION RELATING TO THE SERVICES AND THIS INVITATION TO BID.

2. OFFER AND SPECIAL CONDITIONS

2.1 Without detracting from the generality of clause below, bidders must submit a completed and signed Invitation to Bid form (SBD1) and requisite bid forms attached as Part 5 with its bid. Bidders must take careful note of the special conditions.

2.2 All bids submitted in reply to this invitation to bid should incorporate all the forms, parts, certificates and other documentation forming part of this invitation to bid, duly completed where required.

2.3 It is a requirement that the bidder is registered on Central Supplier Database and Registration document be submitted with the bid.

2.4 In the event that any form or certificate provided in Part 5 of this invitation to bid does not have adequate space for the bidder to provide the requested details, the bidder should attach an annexure to such form or certificate on which the requested details should be provided and the bidder should refer to such annexure in the form or certificate provided.

2.5 The Director of the successful service provider will be required to attach compulsory quarterly strategic meetings with the Quality Assurance Manager of the Hospital.

2.6 Training programs

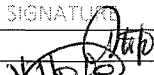
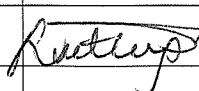
The bidder must submit a comprehensive and detailed training programs within prescribed guidelines under the following categories:

- Infection Control measures
- Cleaning methods for isolation wards
- General Cleaning of the wards
- General cleaning of the offices
- Pest control measures
- Usage of equipment, chemicals and precautions taken in terms of OHS (Occupational Health and Safety Act, Act no 85 of 1993)

2.7 Contingency Plan

The successful bidder is required to render an uninterrupted service during:

- Strikes

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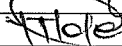
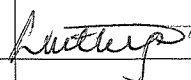
- Leave and absenteeism
- Default of equipment

3. CLOSING TIME OF BIDS AND PROVISIONS RELATING TO SUBMISSION OF BIDS

- 3.1 The closing date and time for the receipt of bids in response to this invitation to bid is detailed on the cover page of this invitation to bid.
- 3.2 All bids must be submitted in a sealed envelope bearing the bid number, bid description and closing date.
- 3.4 All bids must be deposited before the closing time and date stipulated above in the bid box at the address detailed on the cover page of this invitation to bid.

4. ENQUIRIES

Should any bidder have any enquiries relating to this invitation to bid, such enquiries may only be addressed to the person/s detailed on the cover page to this invitation to bid at the number/s stipulated.

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5. **BID BRIEFING & SITE INSPECTION SESSION**

- 5.1 A compulsory briefing meeting and site inspection will be held in respect of this invitation to bid. The details of the briefing and site inspection are set out on the cover page of this invitation to bid.
- 5.2 The purpose of the briefing meeting shall be to enable the prospective bidders to acquaint themselves with the requirements relating to the service.
- 5.3 Any bidder who fails to attend the compulsory briefing meeting will be disqualified.
- 5.4 Bidders will be required to sign the attendance register on the date of the meeting. Signature of these documents will constitute proof of compliance with this condition.
- 5.5 Signature of the attendance register and possession of attendance certificate will constitute proof of compliance with this condition. Bidders who do not attend, sign the attendance register and do not possess attendance certificate will be disqualified.

6. **TAX CLEARANCE**

Tax Clearance Compliance Verification will be done with the CSD and SARS.

7. **PRICING**

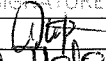
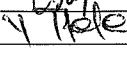
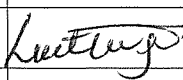
- 7.1 The bidder must submit details regarding the bid price for the Services on the Pricing Schedule form/s attached as Part 5 – Schedule C which completed form/s must be submitted together with the bid documents.
- 7.2 Pricing must be stipulated INCLUSIVE OF VALUE ADDED TAX.
- 7.3 **Prices must be in line with the Sectoral Determination 1 Gazetted rates as prescribed by Department of Labour.** Department of Labour structured the rates to assist Cleaning service providers in costing for the services.
- 7.4 It is an express requirement of this invitation to bid that the bidders provide some transparency in respect to their pricing approach. In this regard, bidders must indicate the basis on which they have calculated their pricing by completing all aspects of the Pricing Schedule form Part 5 – Schedule C.

8. **DECLARATION OF INTEREST**

The bidder should submit a duly signed declaration of interest (SBD 4) together with the bid. The declaration of interest is attached as Part 5 – Schedule D (ii).

10. **QUALIFICATIONS OF BIDDERS**

Bidders must submit detailed information including certified copies of certificates together with their bid of their experience in the relevant trade together with present contracts. (description of contract, contract period, contact person and telephone numbers including cellular numbers). These details should be submitted together with the bid on the form

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attached as Part 5 – Schedule E. If no details are included in the bid, it would be accepted that the bidder does not have experience.

11. PARTNERSHIPS AND LEGAL ENTITIES

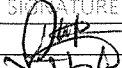
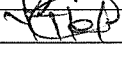
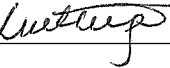
In the case of the bidder being a partnership, close corporation or a company all certificates reflecting the names, identity numbers and address of the partners, members or directors (as the case may be) must be submitted with the bid. These details should be submitted on the form attached as Part 5 – Schedule G.

12. CONSORTIUM / JOINT VENTURE

- 12.1 It is recognized that bidders may wish to form consortia to provide the Services.
- 12.2 A bid in response to this invitation to bid by a consortium shall comply with the following requirements: -
- 12.2.1 It shall be signed so as to be legally binding on all consortium members;
- 12.2.2 One of the members shall be nominated by the others as authorized to be the lead member and this authorization shall be included in the agreement entered into between the consortium members;
- 12.2.3 The lead member shall be the only authorized party to make legal statements, communicate with the DOH and receive instructions for and on behalf of any and all the members of the consortium;
- 12.2.4 A copy of the agreement entered into by the consortium members shall be submitted with the bid.
- 12.2.5 Each party to the Consortium must submit a proof of specific goals for every separate bid.
- 12.2.6 Each party of the consortium must submit a separate valid **COIDA** certificate, valid **UIF** letter of good standing.

13. ORGANISATIONAL PRINCIPLES

The bidder should submit a clear indication of the envisaged authorized organizational principles, procedures and functions for an effective delivery of the required Service at the relevant Institutions with the bid. These details should be submitted on the form attached as Part 5 – Schedule G

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14. DETAILS OF THE PROSPECTIVE BIDDERS NEAREST OFFICE TO THE LOCATION OF THE CONTRACT

The bidder should provide full details regarding the bidders nearest office to the Institutions at which the Services are to be provided (see Part 4 of this invitation to bid). These details should be provided on the form attached as Part 5 – Schedule H which completed form, must be submitted together with the bid.

15. FINANCIAL PARTICULARS

Bidder must provide full details regarding its financial particulars and standing, which particulars should be submitted together with the bid on the form attached as Part 5- Schedule I. **If no such details are submitted it would be assumed that the bidder is not in good standing with his/her financial institutions and his/her bid will be regarded as non-responsive. Audited financial statements should carry a date stamp.**

16. PREFERENCE POINTS CLAIM FORMS

Part 5 – Schedule J contains the Preference Points Claim Forms in terms of Preferential Procurement Regulations to be completed and signed by the bidder to the extent applicable and returned with this bid.

17. VALIDITY

Bid documentation submitted by the bidder will be valid and open for acceptance for a period of **120 (hundred and twenty) calendar days** from the closing date and time stipulated on the front cover of this invitation to bid.

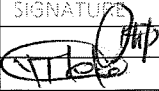
18. ACCEPTANCE OF BIDS

The State, the DoH does not bind itself to accept either the lowest or any other bid and reserves the right to accept the bid which it deems to be in the best interest of the State even if it implies a waiver by the State, the DoH, of certain requirements which the State, the DoH, considers to be of minor importance and not complied with by the bidder.

19. NO RIGHTS OR CLAIMS

19.1 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 DoH. The DoH reserves the right, in its sole discretion, to withdraw by notice to bidders any Services or combination of 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.

19.2 Neither the DoH, nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligations for any costs or expenses incurred

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by any party in or associated with any appraisal and/or investigation relating to this invitation to bid or the subsequent submission of a bid in response to this invitation to bid in respect of the Services or any other costs, expenses or liabilities of whatsoever nature and howsoever incurred by bidders in connection with or arising out of the bid process.

20. NON DISCLOSURE, CONFIDENTIALITY AND SECURITY

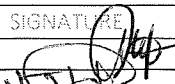
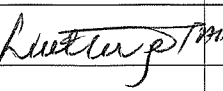
- 20.1 The invitation to bid and its contents are made available on condition that they are used in connection with the bid process set out in the invitation to bid and for no other purpose. All information pertaining to this invitation to bid and its contents shall be regarded as restricted and divulged on a "need to know" basis with the approval of the DoH.
- 20.2 In the event that the bidder is appointed pursuant to this invitation to bid such bidder may be subject to security clearance prior to commencement of the Services.

21. ACCURACY OF INFORMATION

- 21.1 The information contained in the invitation to bid has been prepared in good faith. Neither the DoH nor any of their respective directors, advisors, officers, employees, agents, representatives make any representation or warranty or give any undertaking express or implied, or accept any responsibility or liability whatsoever, as to the contents, accuracy or completeness of the information contained in the invitation to bid, or any other written or oral information made available in connection with the bid and nothing contained herein is, or shall be relied upon as a promise or representation, whether as to the past or the future.
- 21.2 This invitation to bid may not contain all the information that may be required to evaluate a possible submission of a response to this invitation to bid. The bidder should conduct its own independent analysis of the operations to the extent required to enable it to respond to this bid.

22. COMPETITION

- 22.1 Bidders and their respective officers, employees and agents are prohibited from engaging in any collusive action with respect to the bidding process which serves to limit competition amongst bidders.
- 22.2 In general, the attention of bidders is drawn to Section 4(1)(iii) of the Competition Act 1998 (Act No. 89 of 1998) (the Competition Act) that prohibits collusive bidding.
- 22.3 If bidders have reason to believe that competition issues may arise from any submission of a response to this bid invitation they may make; they are encouraged to discuss their position with the competition authorities before submitting response.
- 22.4 Any correspondence or process of any kind between bidders and the competition authorities must be documented in the responses to this invitation to bid.

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23. RESERVATION OF RIGHTS

23.1 Without limitation to any other rights of the DOH (whether otherwise reserved in this invitation to bid or under law), the DOH expressly reserves the right to:-

23.1.1 **Request clarification on any aspect of a response to this invitation to bid received from the bidder, such requests and the responses to be in writing;**

23.1.2. Amend the bidding process, including the timetables, closing date and any other date at its sole discretion;

23.1.3 Reject all responses submitted by bidders and to embark on a new bid process.

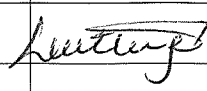
23.1.4 Cancel the bid if all bids received are below or equal to R1 000 000.00

23.1.5 All shortlisted bidders will be subjected to screening by State Security Agency (SSA).

23.1.6 It is recommended that the successful bidder employ the cleaners that are within the sub-district (Local Municipality).

23.1.7 To promote Local Economic Development, letter of agreement from the manufacturer must be attached in respect of the uniform and the equipment.

23.1.8 The Department reserves a right to conduct INLOCO Inspection before the award of this Bid.

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24. REQUIREMENTS

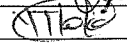
24.1 Bidders must be registered on the Central Supplier Database (CSD) and must submit the proof of registration or supplier number.

24.2 Previous performance of the bidder will be considered in the evaluation of the bid.

24.3 **Financial standing of the bidder will be considered for risk analysis and bidders are required to submit documentary proof to demonstrate financial stability in the form of:-**

24.3.1 Latest financial statements in the case of Companies and in the case of Close Co-operation CC.

24.3.2 Letter from the financial institution confirming availability of funds or letter of good standing and/or proof from the financial institution indicating a positive rating must be attached and form Part 5 schedule I must be completed accordingly.

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25. Evaluation Criteria

The 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act and its Regulations, shall be used for this contract. Eighty points will be allocated for price and twenty points for Specific goals.

25.1 The bid will be evaluated as follows:

- Stage 1: Administrative compliance / pre-qualification
- Stage 2: Mandatory requirements
- Stage 3: Functionality evaluation
- Stage 4: Price and Specific Goals

The stages are further detailed below

25.2 In terms of Regulation 6 of the Preferential Procurement Regulations pertaining to the

Preferential Procurement Policy Act (Act 5 of 2000), responsive bids will be adjudicated by the department on the 80/20 preference points system in terms of which points are awarded to bidders on the basis of:

- The bid price (maximum 80 points)
- The Specific goals (maximum 20 points)

The following formula will be used to calculate the points for price:

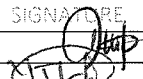
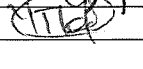
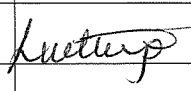
$$Ps = \frac{80(Pt - Pmin)}{Pmin}$$

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

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25.3 Stage 1: Administrative Compliance/ Pre-Qualification

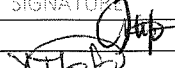
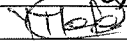
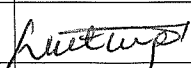
1. The purpose of this Pre-qualification is to determine which bid is compliant and non-compliant with the bid special conditions issued by the ECDOH as part of the bid process.

The following criteria shall apply:

- a. All documentation inclusive of supporting documentation requested in terms of the Bid Document requirements must be submitted and signed off where required.
- b. Bidder must complete and sign (SBD 4, SBD 3.2, SBD 6.1) and the entire document.
- c. Service Provider must be registered with the National Treasury Supplier Database (CSD) and furnish proof of registration with the bid.

Prospective bidders are required to submit the following documentation for quality Administrative compliance;

#	REQUIREMENT	COMPLIED		Comment
		YES	NO	
A	CSD Registration Certificate			
B	Invitation to Bid (SBD 1) completed and signed			
C	Pricing Schedule (SBD 3.2)			
D	Declaration of Interest (SBD 4)			
E	Preferential Points Claim (SBD 6.1)			
F	Submission of company profile and Technical proposal with CVs and certificates of team members where applicable. This is important to demonstrate capacity of the bidder			
G	Compulsory briefing session certificate / signed briefing attendance register			
H	JV agreement (if applicable)			
I	Valid certificate of Occupational Injuries and Diseases Act (COIDA), or Tender letter from Department of Labour			

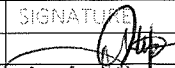
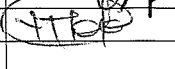
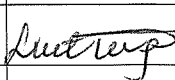
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J	Proof of Registration with UIF as prescribed by the Department of Labour or tender letter from Department of Labour (Submit proof with the bid document)			
K	Cleaners (excluding supervisors and managers) must be 100% Locally employed (Enoch Mgijima Municipality). and as a Development Programme (a formal letter or consent assuring compliance must be attached)			
L	Proof of registration with National Provident Fund Administration for contract cleaners (submit confirmation letter and list of currently registered employees, as prescribed by the Department of Labour with the bid document)			

25.3.1 STAGE 2: MANDATORY REQUIREMENTS

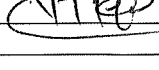
FAILURE TO COMPLY WITH THE FOLLOWING MANDATORY INFORMATION WILL INVALIDATE YOUR BID

- Bidders must comply with the current Department of Labour Gazetted rates for Sectoral Determination 1. Pricing must be in line with Sectoral Determination 1 structured the rates to assist cleaning service providers in costing attach the gazette rates as proof.
- Bidders must provide a consent letter or letter of intent that during the contract all cleaning material to be used will be SABS approved and data sheet be provided to prove compliance.
- The bidder must have evidence that they have Equipment designed for the scope of work of this bid (Stock Sheets-for owners) if the required equipment is leased provide lease agreement.
- A bidder must submit from the Department of Labour, a valid **COIDA** (Compensation of Injury on Duty) letter of Good Standing or Tender letter, and a Letter of Good Standing for UIF.
- Bidders must attach briefing certificate or register.
- To promote clothing and textile industry manufacturers in Eastern Cape, Service providers are encouraged to source uniform for cleaners from Local manufacturers. Bidders must submit an intention to enter into an agreement with Eastern Cape based manufacturer

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25.4 Stage 3: Technical Evaluation (FUNCTIONALITY)

Equipment, Cleaning Material and Uniform Availability	Evidence supporting requirement		Total
	Yes	No	(20)
To promote Clothing and Textile Industry manufacturers in Eastern Cape, Service Providers are encouraged to source Uniform for Cleaners from local manufacturers based in the Eastern Cape (submit proof thereof in the form of an agreement with an Eastern Cape based textile manufacturer or invoice or delivery note with a Letter Head of an Eastern based Service Provider) to be attached. - Chris Hani District Municipality (20) - Outside Chris Hani District Municipality -EC (15) - If the Uniform has been purchased outside Eastern Cape Province. (10)			
- The bidder must have evidence that they have Equipment designed for the scope of work of this bid (Stock Sheets). (20) - or Agreement with the supplier listing the required equipment standard for Cleaning Services (Lease) (20)	Yes	No	(20)
Experienced company in a large / industrial facility, attach Proof of References on an Official Client/Referee Letter Head confirming years of relevant experience, value of contract, clearly indicate or rate the performance of the bidder)	Yes	No	Total 15
1 – 3 years (5)			
4 – 9 years (10)			
10+ years and above (15)			

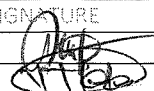
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RECOMMENDED BY:		31-07-2024
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Experienced supervisor in a large / industrial facility, attach Proof of References on an Official Client/Referee Letter Head confirming years of relevant experience, value of contract, clearly indicate or rate the performance of the bidder) 1 – 3 years (5) 4 – 9 years (10) 10+ years and above (15)	Yes	No	Total 15
Financial Capacity: Net worth of the Company (To attach audited Financial Statement or confirmation letter from reputable Financial Institution). - R 1m – R 1,5m = 5 points - Above R1,5m = 10 points	Yes	No	Total 10
The bidders must submit a proof that: - - There is sufficient capacity to administer the rendering of services at the sites tendered for and that sufficient employees are available or can be contracted with for the facilities tendered for. - Authentic Database (with addresses, ID numbers and contact details) & Payroll. (20) - Proof of Authentic Database (12) - Proof of Payroll (08)	Yes	No	Total 20
Total			100

Note:

- A bidder that scores less than 70 points out of 100 in respect of functionality will be regarded as non-responsive bid and will be disqualified.
- Only bidders that obtain 70 points and above will qualify for stage three, Pricing Evaluation and Specific goals points.
- All points scored by qualifying bidders will not be taken into consideration for price evaluation.

NB: The reference letters of the company (not supervisor) must be attached separately.

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PROJECT REFERENCE: SUPERVISOR
SITE SUPERVISOR REFERENCE RETURNABLE 1 OF 3

Project Title:	PROVISION OF CLEANING SERVICES AT FRONTIER REGIONAL HOSPITAL FOR 36 MONTHS
Bid No:	

Note: This returnable document must be completed by the referee to whom services of similar nature, scope, complexity and experience was completed successfully by the bidder.

I, _____ (name & surname)

_____ (company name)

_____ (designation in company)

declare that I was the recipient (client) of the stationed site supervisor following cleaning services which were executed by:

_____ **Name of Bidder**

_____ **Project Name**

_____ **Project Location**

Commencement Date: _____ **Completion Date:** _____

_____ **Duration of the Contract**

_____ **Contract Value**

_____ **No. of cleaners on the Project**

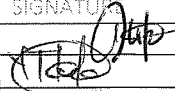
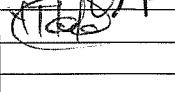
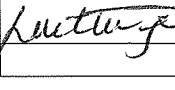
_____ **No. of Supervisor's on the Project.**

_____ **No. of Site Managers on the Project.**

- A. Please score the performance of the Bidders **SITE SUPERVISOR** on the abovementioned project by inserting "Yes" in only **one (1)** of the relevant boxes below:

*1 Refer to Assessment Definition

INDICATOR	Not Effective	Partially Effective	Fully Effective	Highly Effective
Risk Management Assessment & Reporting				
Use of Computerized Applications – Word, Outlook				
Time Management				
Communication of Site Manager (English & Xhosa / Afrikaans)				
Independence of Site Manager				

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INDICATOR	Not Effective	Partially Effective	Fully Effective	Highly Effective
Administrative and Record Keeping skills				
Report Writing Skills and Attention to Detail				
Overall Performance and Initiative				

1 ASSESSMENT DEFINITIONS

Not Effective	Partially Effective	Fully Effective	Highly Effective
Performance does not meet the expected standard for the job. The rating reveals that the jobholder has achieved less than fully effective job results	Performance meets some of the standards expected for the job. The assessment indicates that the job holder has achieved less than fully effective results (Partially achieved)	Performance fully meets the standard expected in all areas of the job. The assessment indicates that the Site Manager has achieved minimum effective results against all of the job criteria and indicators as specified by the Client.	Performance far exceeds the standard expected from a Site Manager at this level. The assessment indicates that the Site Manager has achieved better than fully effective results against all of the job criteria and indicators as specified by the Client.

- B. Would you consider / recommend the Site Supervisor working for the above mentioned bidder?

YES	NO

Reason:

- C. Any other comments: - (please attach a separate page if the space below is not sufficient)

- D. Your contact details:

Cellphone No:

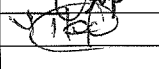
FAX No:

Office Tel No:

Email address:

*** Note to Bidder: Referee (Client) will be contacted to verify the above, if the Referee is not contactable then **NO POINTS WILL BE AWARDED**

Stamped & Signed
by Referee
(CLIENT)

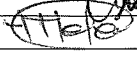
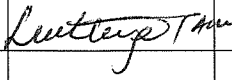
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[illegible]

Each Cleaning company must develop its own authentic database of personnel that can be contacted with a clearly stated Names, ID No., Address and contact numbers.

DATABASE OF CLEANERS

NAMES	ID NO.	PHYSICAL ADDRESS	CONTACT NO.

	SIGNATURE	DATE
DRAFTED BY:		31-07-2024
RECOMMENDED BY:		31.07.2024
REVIEWED BY:		
APPROVED BY BSC COMMITTEE (CHAIRPERSON)		30/07/2024
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25.5 Stage 4: EVALUATION CRITERIA (PRICE EVALUTION)

The bid will be evaluated in terms of the 80/20-point system as stipulated in the Revised Preferential Procurement Regulations, 2022. 80 points will be allocated for price and 20 points for attaining the Specific Goals points.

In terms of Regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Act (Act 5 of 2022), responsive bids will be adjudicated by the department on the 80/20- preference points system in terms of which points are awarded to bidders on the basis of:

- NB:** Bidders are required together with their bids to submit required documents of original or certified copies as proof of claimed specific goals.
- A bid will not be disqualified from the bidding process if the bidder does not claim or submit required documentation to claim specific goals points. Such a bidder will score 0 out of maximum of 20 points for specific goals.
 - The bid price (maximum 80 points)
 - Specific Goals Points (maximum 20 points)

The following formula will be used to calculate the points for price:

$$Ps = 80(1 - Pt - Pmin)$$

Pmin

Where

Ps = Points scored for comparative price of bid under consideration

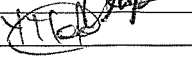
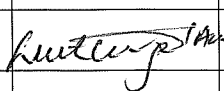
Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

A maximum of 20 points may be allocated to bidders for attaining their Specific Goals in accordance with the table below:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women Ownership	5	
Youth Ownership	4	
Disability Ownership	5	
Military Veterans Ownership	2	
Locality Ownership –Eastern Cape	4	
Total	20	

- (a) Service providers must submit proof of its Specific Goals points claimed / status of contributor.
- (b) The Specific Goals supporting documents required to verify claimed points may in line with the specified requirements include:

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- **Women Ownership:** proof of ownership (CIPRO certificate with percentage of ownership or controlling interest) with id no.
- **Youth Ownership:** proof of ownership (CIPRO certificate with percentage of ownership or controlling interest) with id no.
- **Disability Ownership:** proof of ownership (CIPRO certificate with percentage of ownership or controlling interest) with valid medical documentary proof.
- **Military Veterans Ownership:** proof of ownership (CIPRO certificate with percentage of ownership or controlling interest) with valid proof of veteran status.
- **Locality Ownership:** Service providers within Enoch Mgijima Local District municipality = **score 4 points**
Chris Hani District municipality = **3 points**, Eastern Cape = **1 point** and proof of business address (municipal account or valid lease agreement) must be provided.
- Updated CSD report

25.5.1 A bid will not be disqualified from the bidding process if the bidder does not fill in specific goals. Such bidders will score 0 out of maximum of 20 points for Specific goals

25.5.2 Bidders are required to complete the preference claim form (SBD 6.1), and submit their original and claim Specific Goals.

25.5.3 The points scored by a bidder in respect of Specific Goals will be added to the points scored for price.

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS must not exceed	100

25.5.4 Only bidders who have completed and signed the declaration part of the preference claim form and who have claimed Specific Goals will be considered for preference points.

25.5.5 The department may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made with regards to preference.

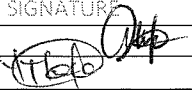
25.5.6 The total points scored will be rounded off to the nearest 2 decimals.

25.5.7 In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of specific Goals.

25.5.8 However, when functionality is part of evaluation process and two or more bidders have scored equal points including equal specific goals, the contract will be awarded to the bidder scoring the highest functionality.

25.5.9 Should two or more bids equal in all respects, the award shall be decided by drawing of lots.

25.5.10 A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

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PART 2
Conditions of Contract and Operational Requirements

1. CONTRACT

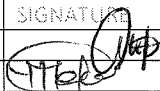
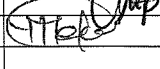
The contract for the supply of the required Service in terms of this invitation to bid shall come into being on the date of issue of the letter of acceptance of the bidders bid by the DoH or any other authorized authority or person (as the case may be) for a period of thirty-six (36) months. The bidder is further obliged for the future support while the contract is in force.

2. FEES AND CHARGES

- 2.1 The stipulated bid prices shall be adjusted based on Sectoral Determination 1 Gazetted Rates for Cleaning Industry for labour costs and CPI for other costs.
- 2.2 Payment of any consideration in terms of the contract shall not constitute acceptance of any defective or non-conforming Services or otherwise relieve Service Provider of any of its obligations under the contract.
- 2.3 To the extent that the DoH disputes the correctness, nature, extent or calculation of any fees or expenses payable to Service Provider in terms of the contract, DoH shall be entitled to withhold payment of such disputed amounts until such time as such dispute is resolved.

3. GENERAL RESPONSIBILITIES OF THE SERVICE PROVIDER

- 3.1 The DoH's operational requirements.** The Service Provider shall, in the provision of the required service, have due regard to the operational requirements of the DoH and other parties occupying or operating from the relevant institution, clinic and Office and shall not do, or permit to be done, anything which may negatively impact on such parties' operational requirements.
- 3.2 Problem identification and reporting.** The Service Provider shall be proactive in reporting any matters which it may become aware of which may impact on the business continuity or operations of the DoH at the relevant institution, clinic and office. Without detracting from the generality of this statement, Service Provider shall:-
- Without delay inform the DoH of all incidents or accidents which may occur at the relevant Complex which involve Service Provider's personnel;
 - Co-operate fully with the DoH in analyzing and investigating such incidents or accidents.
- 3.3 Other Service Providers** The Service Provider acknowledges that it may be required to provide the Services in conjunction with third party service providers and shall, where requested by the DoH, co-operate fully with such persons.
- 3.4 Regulations and statutes** The Service Provider shall, in the provision of the Services observe and comply with all relevant provisions of all applicable legislation and regulation.

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3.5 Compliance with procedures.

It is recorded that during the currency of the contract the DoH may implement procedures and policies at the relevant Institution. The Service Provider shall comply fully with any such reasonable procedures and policies, including the permit to work procedures and health and safety procedures.

3.6 The Service Provider shall ensure that it and its personnel shall at all times comply fully with any safety, fire, emergency and security procedures and policies applicable at the relevant Institution.

3.7 Should the DoH at any time believe that any member of Service Provider's personnel is failing to comply with any such procedures or policies, the DoH shall be entitled to deny such personnel member access to the relevant premises and require Service Provider to replace such person without delay?

3.8 **Service Provider's procedures** The Service Provider shall, upon receipt of written request from the DoH or its appointed Manager:-

4. FIRE RISKS

The contractor shall ensure that its personnel shall, if at any time they believe that any matter constitutes a fire risk, report this immediately to the DOH/Institution and take such remedial action as may be necessary.

5. ENERGY MANAGEMENT

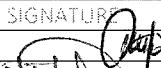
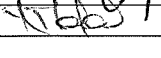
The Service Provider shall comply fully with the energy management strategy implemented at the relevant Institution from time to time and shall provide the Services in an energy efficient manner.

6. OCCUPATIONAL HEALTH AND SAFETY

In this clause the term "Act" shall mean the Occupational Health & Safety Act, No. 85 of 1993, as amended from time to time, (including any act which may take its place should it be repealed during the currency of the agreement between the parties) as read with all regulations and standards promulgated in terms of the former Machinery and Occupational Act, No 6 of 1983, as amended, and all regulations & standards promulgated in terms of the Occupational Health & Safety Act from time to time;

7. THE SERVICE PROVIDER: -

- ❖ acknowledges that he is fully aware of the terms and conditions of the Act;
- ❖ acknowledges that he is an employer in its own right with duties and responsibilities as prescribed in the Act;

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- ❖ agrees to comply with all rules and regulations implemented by or on behalf of the DoH at the relevant Institution in covering letter relating to health and safety and will inform the DoH immediately should Service Provider for any reason be unable to comply with the provisions of the Act and such rules and regulations.

8. SERVICE LEVEL AGREEMENT

It is recorded that the DoH and the service provider will enter into a Service Level Agreement stipulating exact deliverables and terms of payment. Performance measurement provisions shall be reduced to writing in a service level agreement if required and signed by both parties.

9. PERFORMANCE MEASUREMENT PROVISIONS

9.1 Introduction.

Service Provider shall provide the Services during the term of the contract in compliance with the quality and related standards stipulated in the Specifications and the service level agreement (if any) contemplated in clause 11 above.

The provisions of Clause 10 document contain the manner in which Service Provider's performance will be measured throughout the term of the contract.

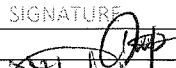
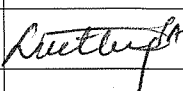
9.2 Compliance. For purposes of the contract the compliance by Service Provider with the stipulated responsibilities and service standards will be determined: -

- with reference to reports provided by Service Provider;
- with reference to reports or complaints received from third parties;
- by means of user satisfaction surveys conducted by DoH
- by means of service reviews, inspections or any audit carried out by or on behalf of the DoH.

9.3 Records. Service Provider shall at all times keep full and accurate records of all Services provided in terms of the contract and shall retain such records for the currency of the contract. Upon termination of the contract such records must be provided to the DoH upon request.

9.4 Measurement of performance

- Periodic checks: DoH and/or its appointed Technical Support Manager shall carry out periodic checks (the intervals to be determined by DoH) the purpose of which shall be to determine whether Service Provider is providing the Services in accordance with the terms and conditions of the contract if accepted by DoH. Quarterly reports will also be submitted for overall performance by appointed supplier.

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- Service complaints: All service complaints, deviations, non-conforming services and suggestions that are reported to Service Provider by DoH, its appointed facilities manager, or any other party shall be given proper and speedy consideration by Service Provider. The Service Provider shall investigate complaints, deviations and non-conforming services in accordance with procedures approved by the DoH.
- User satisfaction survey: A user satisfaction survey shall be conducted by DoH at such intervals as DoH may determine to assess service user satisfaction. The user satisfaction survey shall be conducted in such form and in accordance with such procedures as the parties may agree to in writing from time to time.

9.5 Results of checks, audits and surveys

DoH shall be entitled to utilize the findings of the surveys, checks, audits and reports contemplated above to determine compliance by Service Provider with the service standards and responsibilities stipulated in the contract. It is recorded that the results of the above checks shall, save to the extent that Service Provider can prove otherwise be binding on Service Provider and DoH shall be entitled to exercise its remedies stipulated in the contract based on such findings.

10. BREACH AND TERMINATION

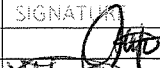
Bidders are referred to Paragraph 23 of General Conditions of Contract (GCC) relating to failure to comply with conditions of this contract.

11. LOSS AND DAMAGE

Service Provider hereby indemnifies the State, and will hold the State harmless, against any loss or damages which the State may suffer, or any claims lodged against the State by any third party arising out of or relating to any loss that the State or such third party may suffer as a result of, or arising out of any act or omission of any personnel of Service Provider or the failure of Service Provider to provide the Services in accordance with the provisions of the contract.

12. SUB-SERVICE PROVIDERS

Service Provider may only sub-contract its obligations under the contract with the prior written consent of the DoH (or any other authorized authority) and then only to a person and to the extent approved by the DoH or such authority and upon such terms and conditions as the DoH or such authority require. It is recorded that where such consent is given Service Provider shall remain liable to DoH for the performance of the Service.

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PART 3

Bid Strategy

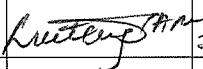
PROVISION OF CLEANING SERVICES AT FRONTIER REGIONAL HOSPITAL FOR A PERIOD OF (36) MONTHS

INTRODUCTION

Frontier Hospital requires the services of a Cleaning Service Provider to render the cleaning services for a period of 36 months.

The main facilities at the Hospital are provided in a number of linked or adjacent buildings which include the main hospital building, laundry, mortuary and stores. The Hospital includes 6 operating theatres, sterile services department, various ward blocks, clinical and non-clinical support services departments.

The successful bidder will be required to enter into a written contract with the Department. This contract will contain performance penalties based on clause 11 in Part 2 and service level agreements based on Part 4 – Specifications. These penalties will be negotiated by all parties prior to the signing of the above contract.

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PART 4 - SPECIFICATION

CLEANING SERVICES SPECIFICATIONS FOR FRONTIER REGIONAL HOSPITAL

1. THE FRONTIER REGIONAL HOSPITAL OVERVIEW

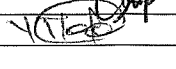
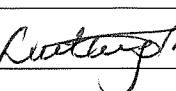
The Frontier hospital, a 297 bedded, in Queenstown, Eastern Cape Province.

The main facilities at the hospital are provided in a number of linked or adjacent buildings which include the main hospital building, workshops, mortuary and stores. The hospital includes admin block, 6 operating theatres, sterile services department, various ward blocks and clinical and non-clinical support services departments.

All the floors are Vinyl except Administration Block which has carpets and tiled passages.

INDEX

1. Description
2. Definitions and Interpretations
3. Standards
4. Staffing Requirements
5. General Requirements
6. Cleaning Equipment, machinery and consumables

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1. DESCRIPTION

The following paragraphs entail the requirements for the cleaning and related services at Frontier Hospital

2. DEFINITIONS AND INTERPRETATIONS

In this Specification/Terms of reference the following words and phrases shall have the following meanings unless the context otherwise requires.

Cleaning service	:	Means the cleaning and domestic service to be provided by the contractor pursuant to this Specification/Terms of reference.
Clinical Areas	:	Means the areas at the hospital premises used to deliver clinical care to patients where the need for high standards of hygiene is paramount on a day-to-day basis.
Areas	:	Means any of the office areas, outpatients areas, theatres, ward areas, Public Areas, Stairways and lifts at Frontier Hospital premises.
Hygiene services	:	Means the hygiene service to be provided by the contractor pursuant to this Specification/Terms of reference
Materials	:	Means the products necessary for the provision of the cleaning services
Facilities Manager	:	means facilities manager employed by Frontier Hospital to manage the facilities management related service at Frontier hospital, including such parts delegated authority or person appointed to perform function on behalf of the facilities manager.
Pest control	:	Means the control of any rodent, crawling or flying insects including without limitation ants,coackroaches, beetles, domestic flies, fleas, Wasps, bees and bed bugs.
Ward duties	:	Means the ward duties to be carried out by the contractor.
Staff	:	Means those persons engaged or employed from time to time by the contractor to carry out the cleaning services
Service Standards	:	Means the service levels and criteria set out in this Specification/Terms of reference and the appendices to this Specification/Terms of reference.
Specialist cleaning Services	:	Means the periodic cleaning of walls and ceiling surfaces in theatre, aseptic suites, wards and ward kitchens excluding the routine day-to-day cleaning of sanitary fittings and floors and spot wiping of walls and doors in such areas.

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3. STANDARDS

3.1 Cleaning practice and all procedures and cleaning agents

Service providers are reminded that the services will be rendered in a clinical environment and the highest emphasis is placed upon infection control. Contractors will be expected to obtain approval from the infection control division of the hospital for all cleaning agents used, all cleaning practices and procedures. This must be obtained in writing. Contractors must also note that practices and agents may need to be changed during the execution of the contract due to developments in the field and this will be negotiated in conjunction with the Facilities Manager.

ANY DISPENSERS INSTALLED FOR SOAP OR OTHER CHEMICALS USED IN WARDS AND BATHROOMS AND THAT IS FIXED TO THE STRUCTURE WILL BE OF THE ELBOW/FOOT (sensor battery operated) OPERATED TYPE TO ENSURE HIGH HYGIENE AND COMPLIANCE WITH INFECTION CONTROL POLICIES. (Replacement will be in consultation of Quality Assurance).

3.2 Automatic air fresher/sanitiser units

Installation and maintenance of automatic air freshener dispensers. The dispensers shall be electronic - battery operated with the air freshener/sanitiser canister totally enclosed in the housing of the unit. The air freshener/sanitiser unit canister shall be replaced when empty. Bidders are to submit pamphlets of the proposed units with the bids.

3.3 Toilet liquid soap

Toilet soap shall comply with the requirement of SABS 237 and liquid toilet soap for use in liquid soap dispensers shall comply with SABS 238

3.4 Soap Dispensers

Where soap dispensers are damaged or missing it shall be the responsibility of the contractor to report this to the Quality Assurance Manager, and on receiving instructions, to supply and fit such dispensers to match existing dispensers. The rate for this is included in the schedule. One liquid soap dispenser shall be provided over each pair of basins. One liquid soap dispenser shall be provided over each single basin.

3.5 Disinfectants

Disinfectants liquids of the coal-tar type shall comply with SABS 47. Disinfectants containing stabilized chlorine shall comply with SABS 643. Detergent-disinfectants based on stabilised inorganic chlorine compound shall comply with SABS 1032. Disinfectants for use in automatic dispensers to toilets and urinals shall comply with CKS 459.

Disinfectants used in wards and clinical areas for trolley surfaces, etc. will be Biocide D or equally approved.

3.6 Cleaners

Ammoniated liquid detergent cleaners shall comply with SABS 1225. Acidic lavatory bowl cleaner in powder or granule form shall comply with SABS 1256 and liquid acid cleaner for sanitary ware shall comply with SABS 1257.

3.7 Antiseptic and Deodorising Agents (where applicable)

The antiseptic and deodorising dispenser will be programmable to dispense super fine odour neutralizing fragrance molecules to eliminate odour by means of canister refills (3000 metered sprays of concentrated fragrance per refill) to ensure consistent levels of long lasting freshness. The dispensing unit will be agronomical in design and must be easy to wipe down and keep

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clean, battery driven complete with a LED warning to indicate low battery and refill. The unit shall be Steiner or equally approved.

Over and above the air sanitising unit all urinals in the hospitals shall be supplied with deo-blocks (10 g) in the urinals. Deo-blocks must be replaced when it melts away and/or when the fragrance fades.

3.8 Floor Finishes

Vinyl tiles, sheet vinyl and linoleum flooring, shall be cleaned down with an approved water based floor stripper complying with SABS 1224 and two coats of an approved polymer metallised floor sealer complying with SABS 1042 applied in accordance with the manufacturer's instructions.

Tile, granite, terrazzo and marble floors, glazed and enamel surfaces are to be cleaned with approved detergents complying with SABS 525.

All cleaning and maintenance of floors shall be carried out in accordance with SABS Code of Practice 0170.

3.9 Sanitary Towel Receptacles

Receptacles must be attractive in appearance, compact as possible and constructed in such a manner that the interior of the receptacle cannot be seen when the lid is in the open position. The lid of the receptacle must be conveniently placed and when closed must completely seal the receptacle.

SHE Bin and Packet dispenser

The SHE Bin will have a capacity of at least 20 litres. It shall have a painted disposal shoot that prevents tarnishing caused by waste deposits and have a solid base to prevent leakage seepage during routine cleaning. It must have a slim line design suitable for small cubicles and must be free standing. The unit will be lined with a disposable plastic bag and a tight fitting slanting lid complete with a concealing trap on chute to ensure contents are hidden at all times. The unit shall be serviced as required but not at intervals of more than 14 days apart. The bin shall be complete with a built in disinfecting and deodorising system that lasts a minimum of 20 days.

The packet dispenser shall be neat and tidy and fixed to the structure out of the way of the SHE Bin for the dispensing of SHE packets (capacity of 50 packets). It shall be equipped with an integral spring system within the dispenser to push the bags forward and preventing the bags from falling out.

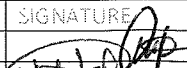
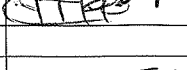
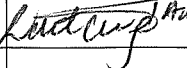
Where receptacles are damaged or missing it shall be the responsibility of the contractor to replace and fit such receptacles within a maximum of two weeks (14 days). The rate for this is included in the Pricing Schedule.

3.10 Antiseptic and Deodorising Agents dispenser / Deo-blocks

The antiseptic and deodorising dispenser will be programmable to dispense super fine odour fragrance molecules to eliminate odour by means of canister refills (3000 metered sprays of concentrated fragrance per refill) to ensure consistent levels of long lasting freshness. The dispensing unit will be agronomical in design and must be easy to wipe down and keep clean, battery drive complete with a LED warning to indicate low battery and refill. The unit shall be equivalent to Steiner or equally approved.

All urinals in the Hospital shall be supplied with deo-blocks (10g). Deo-blocks must be replaced when it melts away and, or when the fragrance fades.

EVERY FEMALE ABLUTION AND DISABLED ABLUTION WILL BE EQUIPED WITH A SANITARY TOWEL RECEPTABLE/ SHE BIN AND PACKET DISPENSER. THE

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MAINTAINANCE OF SUCH AND THE REPLENISHMENT OF THE DISPOSABLE PACKET: NO OF FEMALE TOILETS ARE AS FOLLOWS;

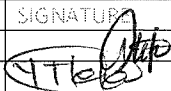
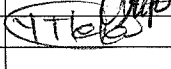
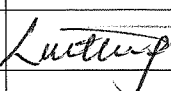
Female Toilets	115
Male Toilets	66
TOTAL	181

4. GENERAL REQUIREMENTS

4.1 Staffing Requirements

The successful service provider will be expected to provide the following minimum staffing functions: Bidders must note that a staff compliment in the Hospital is to be supervised by the service provider and consumables, machinery is to be provided by the service provider for the execution of the duties.

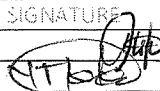
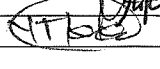
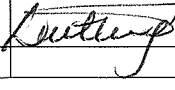
AREA	DAY SHIFT	NIGHT SHIFT	TOTAL NUMBER REQUIRED
Female surgical ward (B-Block)	4	2	6
Male surgical ward (Dickerson) and Occupational Therapy Department	5	(2 from B-Block)	5
Male medical ward (Mapasa)	4	(2 from Nonesi)	4
Female medical ward (Nonesi)	4	2	6
Pediatric ward (Matutu)	4	2	6
Sub-Total			27
Maternity			
ANC & high risk clinic and PMTCT clinic	4	2	6
Post-natal	4	2	6
NICU, High care and Boarder Mothers	4	2	6
Labour ward and reception area and Offices	4	2	6
Maternity Theatre	4	(2 from main theatre)	4
Sub-Total			28
Main theatre	4	2	6
CSSD	2	0	2
Adult ICU	4	2	6
Radiology	1	1	2
Pharmacy and waiting area	1	0	1
Passage from Pharmacy to Nonesi ward	2	0	2
Sub-Total			19
Out Patient Department			
Surgical OPD and Dental Clinic	2	0	2
Gynaecology OPD	1	0	1
Paeds OPD and waiting area	1	0	1
General OPD, Medical OPD and Dermatology Clinic	2	0	2
Orthopaedic OPD and Male Circumcision Clinic	1	0	1
Casualty	6	4	10
Thuthuzela Care Center and Doctor's call	1	0	1

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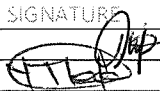
room.			
Sub-Total			18
Patient Administration and waiting area	2	0	2
Administration block (1st floor)	4	0	4
Offices and ablution next to patient administration (ground floor)	1	0	1
Sub-Total			7
Sabona Eye ward and Theatre	4	2	6
Sabona Clinic, Wellness Clinic, Passages and ablutions	2	0	2
Sub-Total			8
Mortuary & Stores, Clinical Engineering & General Workshop, Main Gate & Laundry and ablutions	4	0	4
Main Kitchen and Milk Kitchen	2	0	2
Sub-Total			6
Passages from Laboratory to area around Gynae, offices, guard room, old boardroom, stairs and old switchboard area.	2	0	2
Speech and Audio, Dietetics, Social Worker and Physiotherapy department	2	0	2
Sub-Total			4
Manager	1	0	1
Supervisors	4	2	6
Sub-Total			7
Grand Total	97	27	124

4.2 SCOPE OF WORK

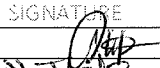
NO.	ACTIVITY & SHORT DESCRIPTION	AREA	FREQUENCY
1.	Floor Maintenance: (Vinyl and Travertine Tiles, Ceramic Tiles). - Sweep with chemical impregnated mop. - Spray buff with industrial floor polish by spraying a fine film of resin on to floors whilst using buffing machine to obtain high gloss non-slip finish. (Excluding ceramic tiles). "Clean"- Clean or cleaning shall be taken to mean the appropriate method of ensuring the surfaces requiring to be attended is free dust, dirt, grease or grime. - Spot clean and remove chewing gum,	Change rooms, passages, Warehouse/Stores and stairways	Daily

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	etc.		
	Strip and seal with two coats polymer based non-slip floor sealant. Note: The sealing of floors is not to commence before the Hospital Manager is satisfied that the stripping of floors has been done adequately.	Offices, Boardroom and Warehouse Stores	Quarterly
2.	Carpet Maintenance: - Spot clean and remove all chewing gum, marks, etc. - Vacuum clean thoroughly to ensure that all grit and dust is removed.	Boardroom and Offices	Daily and when necessary
	Remove, thoroughly vacuum clean and replace from stock "trapper mats" at entrances and landings.		Weekly and when necessary
	Surface spray clean high traffic areas in the buildings	Boardroom and Offices	Daily
	Deep steam clean all carpets in the building	Boardroom and Offices	Quarterly
3.	Dusting: - Wipe all seats and floors with a chemically impregnated cloth to disinfect all floors and seating in waiting area. - Dust window sills, skirting, ledges, ceilings, etc. - Clean and wipe down handrails and stairs, etc. - Dust vertical surface pictures, doors, etc. - Wipe down fire extinguishers	Offices, waiting areas, Canteen, Boardroom, vertical surfaces, pictures, doors and all accessible surfaces including roller doors.	Daily

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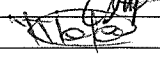
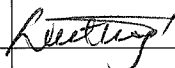
	- Dust and chemical clean all furniture and fittings, including desk and tables, book cases, cabinets, beds, bedside, cupboards, etc. - Dust all accessible surfaces (daily). - Polish wooden furniture.		Weekly
	- Clean all reception areas and waiting area soft furniture with an approved chemical and "Scotch guard" - Clean all executive chairs and conference room chairs in office suites and treat with "Scotch Guard"-soft furniture with a material finish / soft furniture with a PVC/Leather finish – clean and polish with a suitable agent to the manufacturers prescripts.		Quarterly
5.	Waste Disposal: - Empty, clean and wipe with disinfectant impregnated cloth all waste bins. - All medical and kitchen waste to be removed. - All refuse that is to be collected will be in colour coded bags and sealed before being taken to the disposal areas. No waste is to be accepted unless it is sealed as described above (and it must be reported to the section manager) . - Dust bins in waiting areas and offices are to be tied by the contractor and taken to the demarcated areas. - All damaged bags to be placed inside another bag and sealed, after inspection by security. - Wash and disinfect disposal areas.	From wards and offices areas to the demarcated areas as indicated from time to time (on site). From wards to medical waste cold room. From wards and other areas	Daily and when necessary Twice a day

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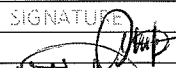
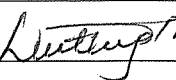
6.	Wash and disinfect refuse holders in waiting areas and office areas.	Waiting Areas	Daily
	Walls etc. - Spot clean all marks from walls, doors and light switches. - Remove notices from walls, doors and windows (not notice boards) and clean walls.		Daily/ When required
	Wash down walls around the lift door openings and staircases.		Weekly
	Wash down all painted wall and door surfaces, etc.		Monthly
7.	Windows and window walls, glass, etc. - Spot clean glass, glazed screens, sidelights, etc. - Contractor must provide necessary equipment i.e. upstairs ladder, lifter etc. to clean windows located upstairs at first floor	Around door opening and staircases. From walls, doors and windows (not notice boards) and clean walls. New administration building windows inside and outside glasses and frames.	Daily and when necessary Weekly and when necessary
8.	- Clean inside and outside faces of all windows including internal glass partitions. - Clean both sides and internal glass partitions. - Clean and polish all door ironmongery, handles etc. Wash all burglar guards (where applicable).	Boardroom-Canteen Aluminum Windows and sliding doors and in other offices within the Depot.	Weekly

Standards

The Contractor shall ensure that the method of cleaning is to conform to the "Safety Standards For Window Cleaning Jan. 2000" and SA Government Legislation as outlined in the SABS Code of Practice 809:2000&1304-1980 and any updates to these standards. Such treatment methods must be environment friendly, humanely acceptable, effectively and professionally carried out.

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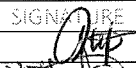
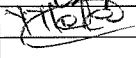
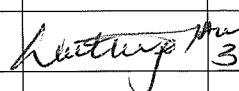
	Trapper Mats Trapper mats will be removed, cleaned, washed and replaced to the satisfaction of the Quality Assurance Manager.		Weekly
9.	Curtains, Venetian-, Vertical- and Roller Blinds - All Venetian-, and roller blinds shall be dusted on a daily basis and cleaned from spots, grease and splashes. - All curtains shall be checked for correct hang and missing/broken hooks (which is to be reported to help desk)	Dirty spots, grease and splashes.	Daily
	Patients screens will be as scheduled monthly and Ad Hoc washing be done when soiled.		Monthly
	All curtains will be taken down washed and ironed on a six monthly programme.		Quarterly or when necessary
<u>SPECIFIC REQUIREMENTS</u>			
	Air Conditioning Vents and Lamp Shades Clean and dust air conditioning vents in ceilings, door panels and all other areas.		Fortnightly
	Clean lamp fittings and shades excluding ALL reflectors.		Bi-Monthly
	Washrooms Clean first thing in the morning, after lunch and when necessary.	Wash Rooms	Twice Daily
	Toilets Empty and clean all waste receptacles, sanitary bins and ashtrays and replenish soap dispensers, toilet paper and paper towel dispensers.	All Toilets	Two Hourly

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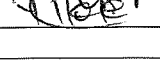
	Clean toilets. NOTE: Toilet rolls to be replaced thrice daily and will be provided by the hospital.		When necessary
10.	Cleaning of Toilets and Shower Rooms dispensers. - Clean and sanitise with disinfectant all bowls, basins, vanities and urinals. - Scrub, clean and disinfect floors - Clean and sanitise with disinfectant tiled surfaces - Clean and polish all bright metal fittings and mirrors - Clean window sills, ledges, pipes and fittings - Clean sanitary bins where installed and replace liners. - Report any water leaks, malfunctions or defects including faulty tap washers, flush valves, WC cisterns, faulty lights and obvious damage to building fabric to the Operations Manager.	All Toilets and Wash Rooms	Daily
	Place 15ml of approved drain cleaner liquid or granules into each urinal outlet in strict accordance with the manufacturer's instructions. This is to be done on Friday afternoons after hours. The Contractor is to take special note of the difficulty in transporting, storing and use of this chemical.		Weekly
	Check and replenish deodorant blocks in urinals. (Blocks that will cause blockage in the drainage system may not be used).		Daily

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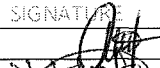
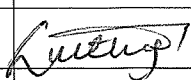
	Service sanitary bins – as per manufacturers prescripts and replenish consumables where necessary. NOTE: The manager of the Contractor must regularly carry out toilet inspections and submit a report to Quality Assurance Manager. Over week-ends and long week-ends all toilets must be replenished and cleaned. When cleaning staff are busy cleaning a toilet they must display a notice to that effect in front of the door. Where a male toilet is being cleaned by a female (or vice versa) the cleaner must leave the area when a user enters and return afterwards. It is very important that staff should be trained not to enter any toilet before they have established that it is vacant		Daily
	Ward Kitchens - Clean and wipe down all surface areas in ward kitchens. - Spot clean floors and walls in ward kitchens - Update kitchen checklist with every visit.		Thrice Daily
	Stairs and Lifts Clean stairs and lifts		Daily
	- Clean and maintain landings, treads and risers according to finish. This includes risers up to plant rooms and roofs. - Vacuum clean trapper mats and clean mat recesses - Remove any spots from and buff clean lift floors. - Clean and blow out lift door grooves. - Polish and clean lift mirrors and balustrades - Remove notices from lift walls - Clean lift doors inside and outside with		Every Second Day

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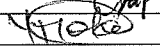
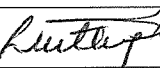
	suitable chemical.		
	- Clean balustrades and fittings. - Remove trapper mats, wash and replace (where applicable)		Weekly
	Foyers, Entrances, Atriums and Emergency Evacuation Routes - Sweep stairs, evacuation routes and Ramps - Remove litter, etc., from the stairs and ramps. - Remove expired notices etc. fixed to walls, doors, windows, etc. - Remove trapper mats, wash and replace (where applicable).		Daily
	Wash high level windows at entrances		Monthly
	Theatres and Aseptic Areas - Theatres and aseptic sections – all surfaces are to be cleaned and treated with a chemical sterilising treatment like Biocide D or equally approved. - Cleaning to be done in between operations, terminal cleaning at the end of the operation list.		Daily
	Theatres and aseptic sections are to be deep cleaned and thoroughly sterilised.		Weekly
	Mortuary - To be cleaned and disinfected and deodorized daily with Biocide D. - All mortuaries shall be deep cleaned, disinfected and deodorized on a monthly basis. - Service provider must provide protective clothing according to forensic pathology requirements for the cleaners.		Daily

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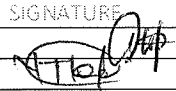
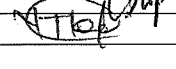
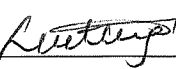
	<u>DEEP CLEANING PROGRAMME</u> a) WARDS - General wards are to be deep cleaned and sterilised every three months - Infectious wards to be deep cleaned on every discharge of patient - The Cleaning Manager is to liaise with Sister in charge, Matron and Facility Manager/ Soft Services Manager on availability of wards for the annual programme is to be implemented. If possible, ward beds and patients will be moved to aid in a thorough cleaning programme. Detailed cleaning to consist of: - Damp wipe with Biocide D or equivalent approved - Walls, curtain rails, beds lockers, doors, light switches; - Bathrooms: toilets, baths, showers, basins, taps, plug holes; - Offices, desks, walls, chairs; - Sluice: walls, soak bed pans and bottles, basins and sluice. Floors: - Strip with a non-ammoniated stripper; - Wash floors; - Apply sealer; - Burnish to harden floor.		Quarterly
	Trauma and Casualty Trauma and Casualty areas needs to be deep cleaned and sterilised.		Monthly
	Ward Kitchens - Must be deep cleaned twice monthly. Examples of detailed cleaning - Damp wipe with Biocide D - Walls, trolleys, cupboards, counters, sinks, taps, light switches.		Bi-monthly

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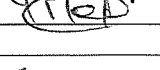
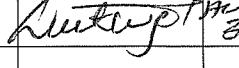
	Floors • Stripped with a non-ammoniated stripper • Washed; • Sealed; • Burnished in order to harden the floor; • Stripping and sealing is done on an annual basis and will be incorporated into the quarterly programme.		Quarterly
	Theatres The cleaning Manager is to liaise with Theatre Matrons and Nursing Manager on availability of theatres for the quarterly programme to be implemented. Detailed cleaning to consist of: • Damp wipe with Biocide D or equally approved, all walls, trolleys, kick-buckets, overhead lights, set-up room.		Monthly
	CSSD Programme will be implemented at times to suite the CSSD staff. • To be cleaned twice a day • Deep clean weekly Detailed cleaning to consist of: • Damp wipe with Biocide D or equally approved. • Walls, light switches, doors, door handles; • Toilets and basins; • Offices: desks, chairs; • Floors; • Strip with a non-ammoniated stripper; • Wash floors; • Apply sealer;		Weekly

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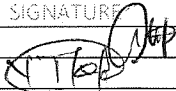
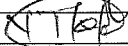
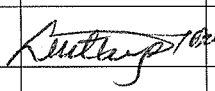
	Burnish to harden floor.		
	Guard House - Guard huts to be swept daily. - Floors to be stripped with non-ammoniated stripper, sealed and burnished. - Windows to be washed		Daily Quarterly Monthly
	<u>EXCLUSIONS</u> The cleaning service shall not include: The cleaning of computer and medical equipment.		
	<u>REACTIVE CLEANING</u> The service provider is to render a reactive cleaning service to the centre as follows: 4.13.1 Cleaning of spillage of bodily fluids: - The contractor shall respond within 3 minutes of being notified and clean up the spillage. (3 Minutes reaction Time) - Maternity, Mortuary, Casualties and theatres permanent cleaner to be placed on a 24/7 basis. 4.13.2 Cleaning of non-hazardous spillage: The contractor shall respond within 30 minutes of being notified and clean up the spillage in accordance with hospital infection control policy.		Immediately
	<u>CLEANING EQUIPMENT, MACHINERY AND CONSUMABLES</u> All cleaning equipment and machinery used in this contract will be of industrial type and comply with the relevant SABS Specification/Terms of references and the <i>Occupational Health and Safety Act</i>		

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	- The service provider must ensure that all machine operators are fully trained in the safe and responsible use of such equipment. <u>Equipment used in CSSD, Theatres, ICU's and wards may not be used in other sections and will be kept exclusively for the specific areas they were intended to.</u> - The service provider is to supply all cleaning equipment, machines and consumables described in the document for the regional hospital. - All equipment, consumables and material will be used in strict accordance with the instructions of the manufacturer, safety instructions and Infection Control Requirements/Policies of hospital and are to be provided by the successful service provider. THE CONTRACTOR MUST NOTE THAT THE SUPPLY OF WASTE BAGS DOES NOT FORM PART OF THIS CONTRACT. THE HOSPITAL WILL PROVIDE WASTE BAGS. <u>6.1 CONTROL OF CLEANING CONSUMABLES</u> Contractor shall be responsible for the safe storage of a range of consumables and some non-consumables required for the Cleaning Services. The service provider will be provided with a cleaning store but must however note that if storage provision is not adequate additional storage will have to be obtained at own cost.		
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	6.2 CONTROL OF EQUIPMENT The Contractor shall • ensure any non-compliant cleaning equipment is not used by any person whatsoever in the provision of the Cleaning Services; • all cleaning materials are designed for specific use in specific areas of the Frontier Premises; • all cleaning equipment to be used in a particular area only is clearly designated for such area and under no circumstances used elsewhere; • staff are properly trained 6.3 INFECTION CONTROL The Contractor shall: • Ensure all cleaning Staff are trained and familiar with, the infection control policy and procedures. Should there be any amendments, further training will be conducted to ensure cleaners are continually informed and updated; ▪ The Contractor's cleaning manager will adhere to all scheduled meetings stipulated by the hospital Infection Control Officer; • The Service provider will inspect and comply with the Infection Control Policy, Procedures and Techniques and rectify non-compliance. • Best practice must be applied to ensure the highest quality of cleaning services. • The Contractor shall regularly liaise with the infection control officers and departmental heads on: ▪ The application of the hospital's Control of Infection Policy; ▪ The employment of the latest		
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techniques, material and equipment to ensure the highest quality of Hygiene Services;

6.4 HEALTH AND SAFETY

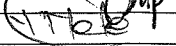
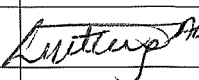
- The Contractor's cleaning manager will adhere to all scheduled meetings stipulated by the hospital's health and safety committee.
- The Contractor's health and safety officer will visit the site and liaise with the committee should it be requested.
- The hospital's health and safety committee (as notified to the Contractor from time to time) on the application of the hospital's Health and Safety Policy;

6.4.1 CLEANING PROGRAMME

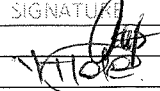
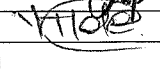
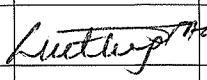
The service provider will draw up a cleaning programme within one week after appointment. The programme will start off with a deep clean, quarterly, within the first two calendar months of the contract. The said programme will be distributed to the Soft Services Manager, the Facilities Manager, all unit managers and the Hospital Managers. A copy needs to be displayed in the site offices of the cleaning Service Provider.

6.4.2 PROVISION OF STORES, WATER AND ELECTRICITY

The successful service provider will be provided with storage space of non-negotiable size free of charge. If the area is not adequate the service

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	provider is to source additional space at own cost. Water and electricity will also be provided free of charge for the execution of cleaning duties. 6.4.3 <u>LIAISON</u> The contractor will be expected to attend Liaison meetings with Chief Executive Officer / Quality Assurance Manager / Finance Manager as deemed necessary to ensure full and continuous service delivery. 6.4.4 <u>RESPONSIBILITIES IF ACCESS TIMES CANNOT BE ADHERED TO</u> In the event that any of the Areas are in use during the Access Times the Contractor shall liaise with the Chief Executive Officer / Quality Assurance Manager / Finance Manager to agree alternative Access Times so as to ensure the Contractor is able to comply with the terms of this Specification/Terms of reference. 6.4.5 <u>TRAINING</u> The Contractor shall ensure that all Staff are adequately trained for the proper fulfillment of their duties in respect of this Cleaning Services Specification/Terms of reference.	
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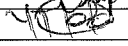
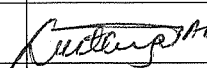
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SERVICE LEVEL AGREEMENT ELEMENTS

The following elements will be reflected in the Service Level Agreements with penalties for non-compliance. Service providers will be provided with 100 demerit points from which transgressions will be reduced. Upon reaching 0 (zero) the contract will be terminated

No.	Description	Penalty	Demerit points
1.	Use of cleaning agents not complying with standards and/or Specification/Terms of reference	R2,000.00 per incident	20 per incident
2.	Non-compliance with cleaning programme	R1,000.00 per occurrence	10 per occurrence
3.	Non-compliance with deep cleaning programme	R3,000.00 per occurrence	30 per occurrence
4.	Failure of infection control due to inadequate cleaning processes	R15,000.00 per institution	30 per institution
5.	Failure to comply with reactive cleaning requirements	R2,000.00 per incident	20 per incident
6.	Pest infestation due to inadequate control measures	R10,000.00 per occurrence	10 per occurrence
7.	Non removal of waste as specified	R1000,00 per incident	10 per incident
8.	Inability to control consumables and material	R1,000.00 per incident	10 per incident
9.	Use of unsafe equipment non complying to Occupational Health and Safety Act	R1,000.00 per incident	10 per incident
10.	Unsafe handling of equipment	R500.00 per incident	5 per incident

INFORMATION REQUIRED FROM THE BIDDER				
Do you fully comply in relation to remuneration determined by the Department of labour?	Yes/No			
Remuneration for cleaner	Min		Max	
Remuneration for cleaning supervisor	Min		Max	
Remuneration for waste manager	Min		Max	
Remuneration for Cleaning Manager	Min		Max	

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FAILURE TO POPULATE ABOVE TABLES MAY INVALIDATE YOUR BID

1. **NB: SERVICE PROVIDERS WILL BE EXPECTED TO MAKE USE OF LOCAL (CHRIS HANI DISTRICT MUNICIPALITY) LABOUR AS MUCH AS POSSIBLE ESPECIALLY WITH REGARD TO LOWER LEVELS/RANKS.**
2. **THE SERVICE PROVIDER WILL BE EXPECTED TO PROVIDE STAFF UNIFORMS/ PERSONAL PROTECTIVE EQUIPMENT ADEQUATE FOR COVID-19 PANDEMIC AND NAME TAGS TO ITS OWN PERSONNEL/STAFF FOR PROPER IDENTIFICATION.**

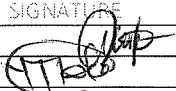
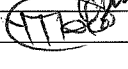
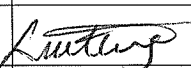
The contract in total is to be managed centrally from Frontier Hospital.

The successful bidder will be required to enter into a written Contract/SLA with Frontier Hospital, this contract will contain performance penalties based on the service level agreements based on Part 4 – Specifications. These penalties will be negotiated by all parties prior to the signing of the above contract.

Name of authorized bidder: _____

Signature: _____

Date: _____

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**Schedule A
Government Procurement
General Conditions of Contract**

Annexure A

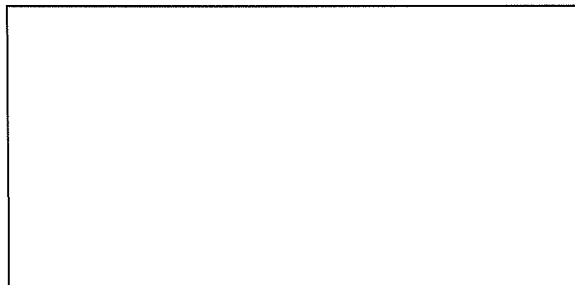
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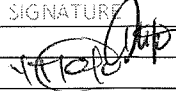
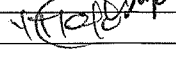
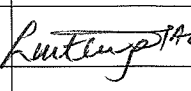
The purpose of this document is to:

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

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

- The General Conditions of Contract (GCC) 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.

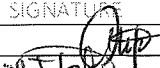
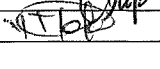
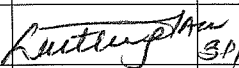


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1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties

General Conditions of Contract

- 1. Definitions** 1. The following terms shall be interpreted as indicated:
- 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise

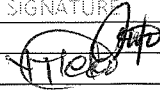
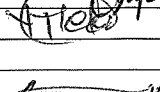
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abroad is subsidized by its government and encouraged to market its products internationally.

- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day.
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 " Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable.

Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

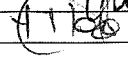
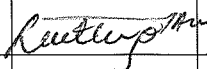
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

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- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.
- 2. Application** 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
- 3. General** 3.1 Unless otherwise indicated in the bidding documents, the purchaser
- shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za
- 4. Standards** 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and Terms of Reference.

5. Use of Contract Documents and information inspection.

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any Terms of Reference,

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plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause. 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

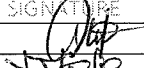
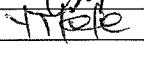
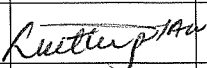
6. Patent rights 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance Security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
 - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque.
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be

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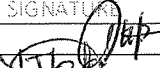
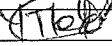
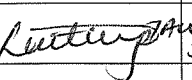
rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

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

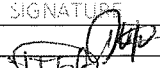
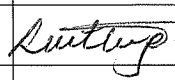
9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

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- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC.
- 11. Insurance** 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.
- 12. Transportation** 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
- 13. Incidental Services** 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
 - (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.
- 14. Spare parts** 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
 - (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and Terms of Reference of the spare parts, if requested.
- 15. Warranty** 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract.

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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 Terms of Reference) 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 and claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon 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.

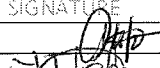
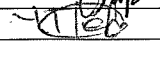
17. Prices 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the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

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

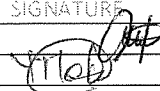
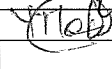
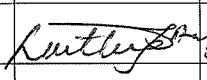
19. Assignment 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

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

21. Delays in the supplier's

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- performance** 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause
- 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.
- 22. Penalties** 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.
- 23. Termination for default** 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or

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- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

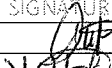
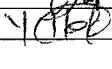
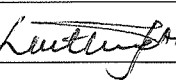
26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation

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in respect of this matter may be commenced unless such notice is given to the other party.

- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.
- 28.1 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.

29. Governing Language

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

30. Applicable Law

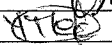
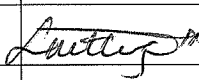
- 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

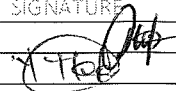
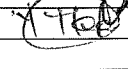
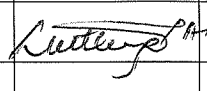
- 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and Duties

- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

	SIGNATURE	DATE
DRAFTED BY:		31-07-2024
RECOMMENDED BY:		31-07-2024
REVIEWED BY:		
APPROVED BY BSC COMMITTEE (CHAIRPERSON)		31/07/2024
ADVERT APPROVED BY:		

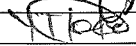
32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

	SIGNATURE	DATE
DRAFTED BY:		31-07-2024
RECOMMENDED BY:		31.07.2024
REVIEWED BY:		
APPROVED BY BSC COMMITTEE (CHAIRPERSON)		31/07/2024
ADVERT APPROVED BY:		

Part 5 – Schedule B
Application for Tax Clearance Certificate
TAX CLEARANCE REQUIREMENTS

IT IS A CONDITION OF BIDDING: -

1. The Department of Health will verify the tax compliance status of bidders on the central Supplier Database (CSD) for all price quotations and competitive bids exceeding the value of R30 000 (Vat inclusive) prior to award as per National Treasury Instruction no 4A of 2016/17 Central Supplier Database.

	SIGNATURE	DATE
DRAFTED BY:		31-07-2024
RECOMMENDED BY:		31-07-2024
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APPROVED BY BSC COMMITTEE (CHAIRPERSON)		31/07/2024
ADVERT APPROVED BY:		

Part 5 - Schedule C

SBD 3.2

PRICING SCHEDULE – NON-FIRM PRICES
(SERVICES)

FRONTIER REGIONAL HOSPITAL

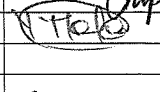
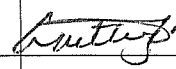
Bidder No.	
Bidder Description	PROVISION OF CLEANING SERVICES AT FRONTIER HOSPITAL FOR A PERIOD OF 36 MONTHS

Name of Bidder	
----------------	--

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

FRONTIER REGIONAL HOSPITAL

No.	DESCRIPTION	UNIT	MONTHLY	YEARLY	36 MONTHS COST
1.	Cleaning Services – No of staff required	117			
2.	Provision of Management Services for the Cleaning staff (supervision)	7			
3.	Provision of all cleaning machinery & Equipment, etc. for the Cleaning contract, see Annexure A	As per bid			
4	Provision of all cleaning, detergents, disinfectants consumables, etc. for the cleaning contract see Annexure B	As per bid			
5	Provision of SHE bin at all female ablutions in Frontier hospital as specified based on 1 bin per abluion inclusive of packet dispensers see Annexure C	As per bid			
6	Provision of Deodorizing automatic dispenser and refilling and the maintenance thereof at all (male and female) ablutions in the Frontier Hospital as specified based on one per abluion	As per bid			
	Sub Total				
	VAT				
	TOTAL BID PRICE				

	SIGNATURE	DATE
DRAFTED BY:		31-07-2024
RECOMMENDED BY:		31/07/2024
REVIEWED BY:		
APPROVED BY BSC COMMITTEE (CHAIRPERSON)		31/07/2024
ADVERT APPROVED BY:		

Price in words:

Does the offer comply with the specification(s)?

*YES/NO

- If not to specification, indicate deviation(s)

.....

- Period required for delivery of services

As soon as possible (Y/N)

- Delivery:

*Firm/not firm

**** Price must include "all applicable taxes" i.e. value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

Signature of authorized member of bid company

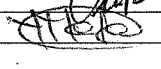
Name of authorised member of bid company

Date:

GENERAL NOTE TO BIDDERS:

- *Bidders should note that the Department reserves the right to execute the contract as a whole or only parts thereof.*
- *If blanks are left it will be deemed to be included in the price of another item*
- *The total tendered price will be deemed the final price.*

COMPULSORY INFORMATION REQUIRED FROM THE BIDDER				
Do you fully comply with in relation to remuneration determined by the Department of Labour?	Yes/No			
Remuneration for cleaner	Min		Max	
Remuneration for cleaning supervisor	Min		Max	
Remuneration for waste manager	Min		Max	
Remuneration for Cleaning Manager	Min		Max	
FAILURE TO POPULATE ABOVE TABLES MIGHT INVALIDATE YOUR BID				

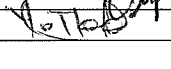
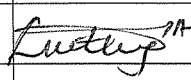
	SIGNATURE	DATE
DRAFTED BY:		31-07-2022
RECOMMENDED BY:		31-07-2022
REVIEWED BY:		
APPROVED BY BSC COMMITTEE (CHAIRPERSON)		31/07/2024
ADVERT APPROVED BY:		

Please Confirm that you are authorized by your company to sign this form by signing next to the YES.	YES	
--	-----	--

Signed	Authorised Signatory 1	Authorised Signatory 2
Name		
Position		
Date		

Please indicate what percentage (%) of the following makes up your cost structure (indicate where applicable):

Cost Element	Percentage (%)
Labour	
Material:	
Imported	
Local	
Cost Element	Percentage (%)
General & Administrative Overheads:	
Fixed	
Variable	
Transport	
Other (Specify)	
Profit	

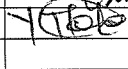
	SIGNATURE	DATE
DRAFTED BY:		31-07-2018
RECOMMENDED BY:		31-07-2018
REVIEWED BY:		
APPROVED BY BSC COMMITTEE (CHAIRPERSON)		31/07/2018
ADVERT APPROVED BY:		

Part 5 – Schedule D
Declaration of Interest

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, 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 state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
- 2.1 Full Name of bidder or his or her representative:
.....
- 2.2 Identity Number:
.....
- 2.3 Position occupied in the Company (director, trustee, shareholder²):
.....
- 2.4 Company Registration Number:
.....
- 2.5 Tax Reference Number:
.....
- 2.6 VAT Registration Number:
- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

	SIGNATURE	DATE
DRAFTED BY:		31-07-2024
RECOMMENDED BY:		31/07/2024
REVIEWED BY:		
APPROVED BY BSC COMMITTEE (CHAIRPERSON)		31/07/2024
ADVERT APPROVED BY:		

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.7.2.1 If yes, did you attached proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

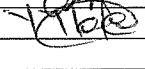
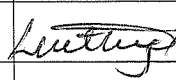
.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES / NO

2.8.1 If so, furnish particulars:

.....

	SIGNATURE	DATE
DRAFTED BY:		31-07-2024
RECOMMENDED BY:		31-07-2024
REVIEWED BY:		
APPROVED BY BSC COMMITTEE (CHAIRPERSON)		31/07/2024
ADVERT APPROVED BY:		

-

 2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO
 2.9.1 If so, furnish particulars.

.....

- 2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? YES/NO

- 2.10.1 If so, furnish particulars.

.....

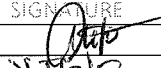
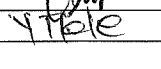
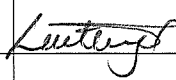
- 2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES/NO

- 2.11.1 If so, furnish particulars:

.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax	State Number / Persal Number	Employee Persal Number

	SIGNATURE	DATE
DRAFTED BY:		31-01-2021
RECOMMENDED BY:		31-07-2021
REVIEWED BY:		
APPROVED BY BSC COMMITTEE (CHAIRPERSON)		31/07/2021
ADVERT APPROVED BY:		

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF

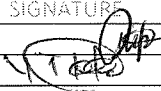
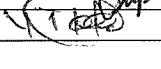
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS
DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

	SIGNATURE	DATE
DRAFTED BY:		31-07-2024
RECOMMENDED BY:		31-07-2024
REVIEWED BY:		
APPROVED BY BSC COMMITTEE (CHAIRPERSON)		31/07/2024
ADVERT APPROVED BY:		

Schedule G
Qualifications and Experience

1. Details of the extent of the bidder's activities and business, e.g. branches etc:

2. A list of existing /previous contracts relating to services which are similar to the Services:

Description of Contract Period Contact Person & Tel No.

(Please provide contactable reference)

3. The number of years that the bidder has been in the business of providing services which are materially the same as the Services:

4. The name of the person who shall manage the Services:

5. Detail such person's qualifications and experience below:

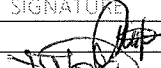
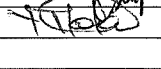
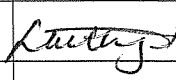
.....
SIGNATURE OF (ON BEHALF OF) BIDDER

.....
NAME IN CAPITALS

In the presence of :

1.

2.

	SIGNATURE	DATE
DRAFTED BY:		31-07-2024
RECOMMENDED BY:		31.07.2024
REVIEWED BY:		
APPROVED BY BSC COMMITTEE (CHAIRPERSON)		31/07/2024
ADVERT APPROVED BY:		

Part 5 – Schedule H
Organisation type

PARTNERSHIP/CLOSED CORPORATION/COMPANY
(delete which is not applicable)

The bidder comprises of the following partners/members/directors :

1. NAME _____
ADDRESS : _____
ID NUMBER: _____
2. NAME : _____
ADDRESS : _____
ID NUMBER: _____
3. NAME : _____
ADDRESS : _____
ID NUMBER: _____
4. NAME : _____
ADDRESS : _____
ID NUMBER: _____
5. NAME : _____
ADDRESS : _____
ID NUMBER: _____

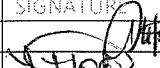
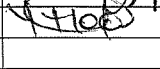
.....
SIGNATURE OF (ON BEHALF OF) BIDDER

.....
NAME IN CAPITALS

In the presence of:

1.

2.

	SIGNATURE	DATE
DRAFTED BY:		31-07-2024
RECOMMENDED BY:		31-07-2024
REVIEWED BY:		
APPROVED BY BSC COMMITTEE (CHAIRPERSON)		31/07/2024
ADVERT APPROVED BY:		

1. Provide full details of the organizational structure which will be utilized in the provision of the Services (including where appropriate an organogram)

[illegible]

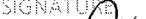
SIGNATURE OF (ON BEHALF OF) BIDDER

NAME IN CAPITALS

In the presence of :

1. _____

2.

	SIGNATURE	DATE
DRAFTED BY:		31-07-2024
RECOMMENDED BY:		31-07-2024
REVIEWED BY:		
APPROVED BY BSC COMMITTEE (CHAIRPERSON)		31/07/2024
ADVERT APPROVED BY:		

Part 5 – Schedule J
Details of Supplier's Nearest Office

1. Physical address of supplier's office

1 Telephone No of office: _____

3 Time period for which such office has been used by supplier : _____

-
-

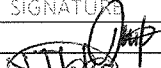
.....
SIGNATURE OF (ON BEHALF OF) BIDDER

.....
NAME IN CAPITALS

In the presence of :

1.

2.

	SIGNATURE	DATE
DRAFTED BY:		31-07-2024
RECOMMENDED BY:		31-07-2024
REVIEWED BY:		
APPROVED BY BSC COMMITTEE (CHAIRPERSON)		31/07/2024
ADVERT APPROVED BY:		

Part 5 – Schedule K
Financial Particulars

This schedule must be completed by the bidder and submitted together with the bid. **Documentary proof confirming availability of financial resources to execute the contract from the bidder's financial institution and /or Stamped Audited Financial Statements must be submitted with the bid.** If this requirement is not complied with in full the bid may be considered invalid.

Nature of Service : _____
Name of bidder: _____
Bid Number: _____

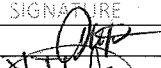
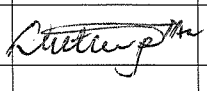
<u>FINANCIAL POSITION OF BIDDER</u>	
	I/we hereby certify that I/we have the necessary financial capacity and resources to execute the above contract successfully for the bid amount. I / we hereby attach letter confirming availability of financial resources from the financial institution. I / we give the ECDOH permission to contact the financial institution below to confirm the information provided. In the absence of the above, a letter confirming that the bidder has applied for financial assistance from any financial institution and that the institution is willing to favorably consider such application in the event that the bidder is successful, will also satisfy the Department.
NAME OF FINANCIAL INSTITUTION	
ADDRESS	
TEL.NO	
FAX NO	
CONTACT PERSON	

.....
SIGNATURE OF (ON BEHALF OF) BIDDER

NAME IN CAPITALS

In the presence of :

1.
2.

	SIGNATURE	DATE
DRAFTED BY:		31-07-2024
RECOMMENDED BY:		31/07/2024
REVIEWED BY:		
APPROVED BY BSC COMMITTEE (CHAIRPERSON)		31/07/2024
ADVERT APPROVED BY:		

Part 5 – Schedule L
Preference Points Claim Forms in terms of the Preferential Procurement Regulations, 2022

SBD 6.1

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT
REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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).

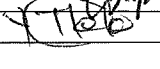
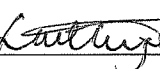
1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

	SIGNATURE	DATE
DRAFTED BY:		31-07-2024
RECOMMENDED BY:		31-07-2024
REVIEWED BY:		
APPROVED BY BSC COMMITTEE (CHAIRPERSON)		31/07/2024
ADVERT APPROVED BY:		

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

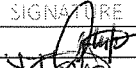
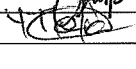
3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

or

90/10

	SIGNATURE	DATE
DRAFTED BY:		31-07-2024
RECOMMENDED BY:		31-07-2024
REVIEWED BY:		
APPROVED BY BSC COMMITTEE (CHAIRPERSON)		31/07/2024
ADVERT APPROVED BY:		

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

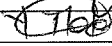
	SIGNATURE	DATE
DRAFTED BY:		31-07-2024
RECOMMENDED BY:		31-07-2024
REVIEWED BY:		
APPROVED BY BSC COMMITTEE (CHAIRPERSON)		31/07/2024
ADVERT APPROVED BY:		

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women Ownership		5		
Youth Ownership		4		
Disability Ownership		5		
Military Veterans Ownership		2		
Locality Ownership		4		
Total		20		

DECLARATION WITH REGARD TO COMPANY/FIRM

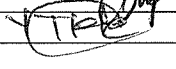
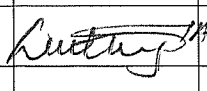
4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

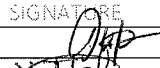
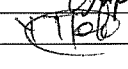
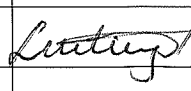
- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]

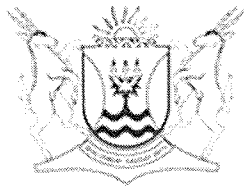
4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

	SIGNATURE	DATE
DRAFTED BY:		31-07-2024
RECOMMENDED BY:		31-07-2024
REVIEWED BY:		
APPROVED BY BSC COMMITTEE (CHAIRPERSON)		31/07/2024
ADVERT APPROVED BY:		

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) 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;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	

	SIGNATURE	DATE
DRAFTED BY:		31-07-2024
RECOMMENDED BY:		31.07.2024
REVIEWED BY:		
APPROVED BY BSC COMMITTEE (CHAIRPERSON)		31/07/2024
ADVERT APPROVED BY:		

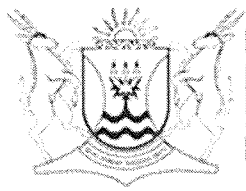


ANNEXURE A

PROVISION OF MACHINERY AND EQUIPMENT

#	DESCRIPTION	QUANTITY
1	Janitor Housekeeping trolleys	26
2	Double-bucket wringer trolley (2-sided)	40
3	Colour-coded Industrial mops with aluminum handles	
	Red	40
	Blue	40
	Yellow	20
	White	20
4	Commercial Sweeper mops	40
5	Heavy duty colour coded 6L buckets	
	Red	20
	Blue	20
	Yellow	20
	White	20
6	Caution signs	
	Wet Floor	40
	Cleaning in progress	40
7	Combination window washer and squeegee	20
8	Push-up ladder type, medium duty, load 115kg, 3.3m, length 6m	1
9	High speed polish & scrub machines	10
10	Burnisher machines	4
11	Industrial Vacuum machine	5
12	Water extraction machines	1
13	Scrubber and dryer machine	1
14	Extension cords 30m	2
15	Sanitary pedal she bins	

NB: The machinery and equipment are not limited to the list above.



Province of the
EASTERN CAPE
HEALTH

ANNEXURE B

PROVISION OF CLEANING DETERGENTS, DISINFECTANTS AND OTHER MATERIAL

#	DESCRIPTION
1	Biocide D sachets 6g (10 pkt in a boxes)
2	Floor stripper (in 25 L)
3	Floor polish
4	Furniture polish
5	Window cleaner
6	Spray bottles
7	Toilet brushes with stand
8	Feather dusters
9	Colour coded cleaning cloths
10	Commercial dust pans
11	Commercial brooms with aluminum/ strong handles
12	Buffing/ Polishing pads (Red, white)
13	She bin powder liquid 25L
14	Stain remover liquid 25L
15	Air freshener liquid 25L
16	Polymer protector (sealer)
17	Toilet cleaner
18	Rubber gloves (general purpose, long
19	Auto-deodorizing spray
20	She-bin powder

NB: The Cleaning Detergents, Disinfectants and Other Material are not limited to the list above.

	Signature	Date
Drafted by:		31-07-2024
Recommended by:		31-07-2024
Reviewed by:		
BSC Chairperson:		31/07/2024



Province of the
EASTERN CAPE
HEALTH

DEPARTMENT OF HEALTH

CERTIFICATION ATTENDANCE OF COMPULSORY BRIEFING AND SITE INSPECTION

Tender No.

Tender Description

**PROVISION OF CLEANING SERVICES AT FRONTIER
REGIONAL HOSPITAL**

Details relating to compulsory

Tender Information Meeting:

Date and Time: 29 August 2024 @ 11H00

Venue: Frontier Regional Hospital

Seminar Room

Administration Building, 1st Floor

Name of company:

Representative attending meeting:

Contact Details:

Signature of representative

Date stamp of institution

Signature of Departmental Representative
