

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (DEPARTMENT OF HEALTH EASTERN CAPE)					
BID NUMBER:	SCMU3-24/25-0601-OR	CLOSING DATE:	11 March 2025	CLOSING TIME:	11H:00
BID BRIEFING VENUE	None	BRIEFING DATE:	None	BRIEFING TIME	None
DESCRIPTION	PROCUREMENT OF CLEANING SERVICES FOR O R TAMBO EMS BASES FOR A PERIOD OF THIRTY -SIX (36) MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
O R TAMBO HEALTH DISTRICT OFFICE					
9 TH FLOOR FOYER NEXT TO THE LIFTS BOTA SIGCAU BUILDING					
Cnr. Owen and Leeds Street					
Mthatha 5100					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	MS N BELE		CONTACT PERSON	MS K NGOZA	
TELEPHONE NUMBER	071 332 6992		TELEPHONE NUMBER	063 253 1025	
FAX NUMBER			FAX NUMBER		
E-MAIL ADDRESS	Nomafuza.bele@echealth.gov.za		E-MAIL ADDRESS	Khuselwa.ngoza@echealth.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FAX NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS 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.					

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 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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Invitation to Bid (SBD 1)

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2. 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.

ECDoH	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 ○ The cover page and the table of content and definitions ○ Part 1 which details the Conditions of Bid; ○ Part 2 which details the Conditions of Contract and Operational Requirements; ○ Part 3 which details the bid strategy ○ Part 4 which details the Terms of Reference relating to the Technology / Services ○ 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 Terms of Reference;
Terms of Reference	means the Terms of Reference contained in Part 4 of this invitation to bid;

PART 1

Conditions of Bid

1. 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 2.2 below, bidders must submit a completed and signed Invitation to Bid form (**SBD 1**) and requisite bid forms attached as Part 5 with their bids. 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 bidders register on Central Supplier Database before submitting the bid and submit CSD documents. Failure to register may invalidate your 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 attend compulsory quarterly strategic meetings with the Facilities Management 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
- General cleaning for 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 un-interrupted services during:

- Strikes
- Leave and absenteeism
- Default of equipment

2.8 Recruitment Strategy

The successful bidder to provide proof within the first three months that all new employees are residence at O R Tambo district Municipality.

IT IS A REQUIREMENT THAT AT LEAST 100% OF MANAGEMENT, SUPERVISORY AND 70% OF OPERATIONAL STAFF MUST BE PERMANENTLY EMPLOYED BY THE SERVICE PROVIDER AND HAVE EMPLOYEMENT CONTRACTS. THE SUCCESSFUL TENDERER

WILL BE EXPECTED TO PROVIDE PROOF IN A FORM OF AUTOMATED PAYROLL TO THIS EFFECT AND THE STATISTICS THEREOFF MUST BE A STANDARD MONTHLY REPORTING ITEM.

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

- 3.1 The closing 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 received before the closing time and date stipulated above and must be posted to or *deposited 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 inquiries may only be addressed to the person/s detailed on the cover page to this invitation to bid at the number/s stipulated.

5. BID BRIEFING & SITE INSPECTION

- 5.1 Bid briefing: None
- 5.2 There will be an In Loco inspection

6. TAX CLEARANCE

It is a requirement that bidders register on the Central Supplier Database before submitting the bid and submit proof of registration. Failure to register may invalidate your bid. 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. **It is a requirement of this bid that the bid price be firm for the first year. Price adjustments will be allowed as per Consumer Price Index (CPI) for the other remaining period (where applicable).**

- 7.2 **Pricing must be stipulated INCLUSIVE OF VALUE ADDED TAX FOR VAT VENDORS.**

7.3 Non-VAT vendors who submit bids for contract that would, If successful, take their annual turnover above the threshold of R 1 million must include VAT in the prices quoted and must therefore immediately upon award of the contract, register with the South African Revenue Services(SARS) as VAT vendors.

7.4 The award of contract would be(for Non-VAT vendors who include VAT in their prices) conditional pending the successful bidder submitting proof of registration as VAT vendor with SARS within 21 days of award.

7.5 Where a supplier is not VAT registered at the point of contracting and did not include VAT in their prices, but registers during the contract period as a VAT vendor, that supplier must absorb any cost escalations associated with its VAT registration. The contracted price with the supplier will not increase but will be deemed as contract price which is inclusive of VAT. Therefore, bidders must determine the implications hereof and price accordingly.

- 7.3 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. **Failure to do so will invalidate your bid.**

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. **Failure to do so will invalidate your bid.**

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

10. PARTNERSHIPS AND LEGAL ENTITIES

In the case of the bidder being a partnership, close corporation or a company all certificates (CK documents) 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, **failure to do so will invalidate your bid.**

11. CONSORTIUM/JOINT VENTURE

- 11.1 It is recognized that bidders may wish to form consortia to provide the Services.

A bid in response to this invitation to bid by a consortium shall comply with the following requirements:-

- 11.2 It shall be signed so as to be legally binding on all consortium members
- 11.3 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;
- 11.4 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;
- 11.5 A copy of the agreement entered into by the consortium members shall be submitted with the bid.
- 11.6 Each party to the Consortium must submit a consolidated BBBEE Status Level Verification certificate for every separate bid.
- 11.7 Each party to the Consortium must submit a separate valid **National Contract Cleaners Association(NCCA) or BEECA** registration certificate or equally approved cleaners association , **COIDA** valid letter of good standing and valid **UIF** letter of good standing.

12. 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 H.

13. 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 I which completed form, must be submitted together with the bid.

14. 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 J. **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.**

15. PREFERENCE POINTS CLAIM FORMS

Part 5 – Schedule K 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.

16. VALIDITY

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

17. ACCEPTANCE OF BIDS

The State, the Eastern Cape Provincial Government and the ECDoH (as the case may be) 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 Eastern Cape Provincial Government or the ECDoH, (as the case may be) of certain requirements which the State, the Eastern Cape Provincial Government or the ECDoH, (as the case may be) considers to be of minor importance and not complied with by the bidder.

18. NO RIGHTS OR CLAIMS

- 18.1 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 State, the Eastern Cape Provincial Government or the ECDoH. The State, the Eastern Cape Provincial Government and the ECDoH (as the case may be) 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.
- 18.2 Neither the State, the Eastern Cape Provincial Government, the ECDoH, nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligations for any costs or expenses incurred 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.

19. NON DISCLOSURE, CONFIDENTIALITY AND SECURITY

- 19.1 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" bases with the approval of the ECDoH.
- 19.2 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.

20. ACCURACY OF INFORMATION

- 20.1 The information contained in the invitation to bid has been prepared in good faith. Neither the State, the Eastern Cape Provincial Government, the ECDoH 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.
- 20.2 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.

21. COMPETITION

- 21.1 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.
- 21.2 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.
- 21.3 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.
- 21.4 Any correspondence or process of any kind between bidders and the competition authorities must be documented in the responses to this invitation to bid.

22. RESERVATION OF RIGHTS

- 22.1 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:-
- 22.1.1 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;
- 22.1.2 Amend the bidding process, including the timetables, closing date and any other date at its sole discretion;
- 22.1.3 Reject all responses submitted by bidders and to embark on a new bid process.
- 22.1.4 Cancel the bid if all bids received are equal or above R 1 000 000.
- 22.1.5 All shortlisted bidders will be subjected to screening by State Security Agency (SSA).
- 22.1.6 **It is recommended that the successful bidder employ the cleaners that are within the District.**

- 22.1.7 The letter of agreement from the manufacturer must be attached in respect of the uniform and the equipment.

23. REQUIREMENTS

- 23.1 Bidders must be registered on the Central Supplier Database (CSD) and must submit the proof of registration or supplier number.
- 23.2 Previous performance of the bidder will be considered in the evaluation of the bid.
- 23.3 **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 a letter of guarantee from a reputable Financial Institution.**
- 23.3.2 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.
- 23.3.4 Form Part 5 schedule J must be completed accordingly.

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. 80 points will be allocated for price, and 20 points for Specific goals

25.1 The bid will be evaluated as follows:

- Stage 1: Administrative compliance /pre-qualification
- Stage 2: Functionality
- Stage 3: Price and Specific goal Points

The stages are further detailed below

- 25.2 In terms of Regulation 4 of 2022 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)
- Strategic Goal points (maximum 20 points)

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

$$P_s = \frac{0(1 - P_t - P_{min})}{P_{min}}$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{min} = Comparative price of lowest acceptable bid

- 25.2.5 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.
- 25.2.6 The total points scored will be rounded off to the nearest 2 decimals.
- 25.2.7 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 preference points for Specific goals.
- 25.2.8 However, when functionality is part of evaluation process and two or more bidders have scored equal points including equal for Specific goals, the contract will be awarded to the bidder scoring the highest functionality.
- 25.2.9 Should two or more bids equal in all respects, the award shall be decided by drawing of lots.
- 25.2.10 A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

25.3 1st Stage: Pre-qualification evaluation

The purpose of this pre-qualification evaluation is to determine which bid responses are compliant and non-compliant with the bid conditions issued by the ECDOH as part of the bid process.

- ECDOH has defined minimum pre-qualification criteria that must be met by the Bidder in order for ECDOH to accept a bid for evaluation. In this regard a pre-qualification verification will be carried out by ECDOH in order to determine whether a bid complies in this regard.
- Where the Bidders' bid fails to comply fully with any of the pre-qualification criteria, or ECDOH is for any reason unable to verify whether the pre-qualification criteria are fully complied with, ECDOH will have the right to either:
 1. Reject the Bid in question and not to evaluate it at all;
 2. Give the bidder an opportunity to submit and/or supplement the information and/or documentation provided by it under its bids so as to achieve full compliance with the pre-qualification criteria, provided that such information and /or documentation can be provided within a period of 7 (seven) days, or such alternative period as ECDOH may determine, of it being requested by ECDOH and is administrative in nature, as opposed to forming a material part of the Bidders' Bid.
 3. In any event permit the bid to be evaluated, subject to the outstanding information and/or documentation being submitted prior to the award of the Bid.

The following Pre-qualification criteria shall apply:

- 25.3.1 The bid documentation must be completed comprehensively and correctly NB. Document not to be retyped.
- 25.3.2 Declaration forms (SBD 4) must be signed.
- 25.3.3 Bidders must be a legal entity or partnership (consortia/joint ventures are acceptable subject to Paragraph 11 of Part 1 of the Bid Document).

25.3.5 Proof of registration with the Centralized Supplier Database (CSD) and furnish proof of registration with the bid.

STAGE 1 MANDATORY REQUIREMENTS

25.3.6 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), In case of a supplier not having employees at present, then before the Award of the Contract Proof of the Provident Fund must be produced.

25.3.7 Proof of Registration with UIF and list of registered employees. As prescribed by the Department of Labour, or Tender letter from Department of Labour, (Submit proof with the bid document or) In case of a supplier not having employees at present, then before the Award of the Contract Proof of UIF registration must be produced.

25.3.8 Valid Certificate of Occupational Injuries and Diseases Act (COIDA), or Tender letter from Department of Labour.

25.3.8 Database with a minimum of 12 cleaners reflecting years of experience to be submitted with the Bid document. The winning bidder will be subject to verification

25.3.9 Bidders must submit a valid National Contract Cleaners Association(NCCA) or BEECA registration certificate or equally approved cleaners association, and valid UIF letter of good standing.

(2) A tender that fails to meet any pre-qualifying criteria stipulated in the tender documents is an unacceptable tender.

25.3.10 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) to be attached.

25.2.11 The Service Provider must source SABS approved cleaning materials/consumables from Manufactures in Eastern Cape (submit proof thereof in the form of an agreement or letter of intent with an Eastern Cape based manufacturer).

25.2.12 The Service provider to source machinery from Eastern Cape industrial cleaning equipment manufacture or distributor (submit proof thereof in the form of an agreement or letter of intent with an Eastern Cape based manufacturer or distributor)

25.2.13 The Service provider to ensure fair attraction of local labour especially from O R Tambo district Municipality (attach detailed recruitment plan and recruitment process).

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

#	<i>Requirement</i>	Complied		Comment
		YES	NO	
A	CSD Registration Certificate			

B	Invitation to Bid (SBD1) completed and signed			
C	Pricing Schedule (SBD 3.1)			
D	Declaration of Interest (SBD 4)			
E	Submission of Company Profile and Technical proposal. This is important to demonstrate capacity of the bidder			
F	JV agreement (if applicable)			
	MANDATORY REQUIREMENTS			
G	Valid Certificate of Occupational Injuries and Diseases Act (COIDA), or Tender letter from Department of Labour.			
H	Proof of Registration with UIF and list of registered employees. As prescribed by the Department of Labour., or Tender letter from Department of Labour, (Submit proof with the bid document or)			
I	New employees without specialty- 100% Local Employment (O R Tambo Municipality) and as a Development Programme (a formal letter assuring compliance)			
J	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)			
K	Bidders must submit a valid National Contract Cleaners Association(NCCA) or BEECA registration certificate or equally approved cleaners association, and valid UIF letter of good standing.			

Failure to comply with the above mandatory requirements will invalidate the bid and the bid will not be evaluated further.

25.2 2nd Stage: Evaluation process – Functionality

FUNCTIONALITY

Visits will be conducted to assess the tools and equipment based on the criterion below. Availability of the following items will earn the following point

ITEM	CRITERIA	Score	Documentary Evidence	Maximum Weight
1	Previous experience in Cleaning Services provided in South Africa and cleaners with experience			35
1.1	Experience of the Service Provider (entity) in providing industrial cleaning services in Public/Private sector or contract of the similar magnitude. (Tertiary institutions, shopping malls etc.)	Less than 2yrs – 0 2-3 years = 5 4-5 years = 10 6+ years = 20	Client reference letters on client's letterheads clearly indicating value, start and end dates of contract and the square meterage of the space you were cleaning.	20
1.2	Locality	Within ORT radius =15 Within EC radius =10 Outside EC = 5	Proof of residence: Title deed, Legitimate councilors Letter	15

NOTE:

1. A bidder that scores less than 20 points thresholds with respect to functionality will be regarded as submitting a non-responsive bid and will be disqualified.
2. Points scored by qualifying bidders at the functionality stage will not be taken into consideration for price and Specific goals evaluation.

TOOLS AND EQUIPMENT

IN LOCO

EQUIPMENT REQUIRED	UNIT	POINTS ALLOCATED PER UNIT	UNIT EXPECTED	TOTAL POINTS
1. Polishing machine(with striping and polishing(pads)	1	5		
2. Mop red with aluminum handle	1	1		
3.Mop blue with aluminum handle	1	1		
4.Mop white with aluminum handle	1	1		
5 Janitorial trolleys.	1	2		
7. Lobby Brooms with mobile dust pan	1	1		
8. Sweeper Mop	1	1		
9. Colour coded Disposable dusting cloth set (red, blue, white)	1	1		

10. Squeegee(window adjustable) 2.1m	1	1		
9.Wet floor signage	1	1		
10. Spray bottle with trigger	1	1		
11.Hoover-Multi purpose	1	2		
Total Points				

GRAND TOTAL POINTS	
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1. Only bidders that obtain 20 points and above will qualify for further evaluation in terms of price and specific goals evaluation.

2. 25.3 Stage 3: Price and Preference Points Evaluation

The bid will be evaluated in terms of the 80/20-point system as stipulated in the Preferential Procurement Regulations, 2022. The 80 points will be allocated for price and 20 points for attaining specific goals status level of contributor

- Preference points for this bid shall be awarded for:

(a) Price; and

(b) Specific Goal

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 Eastern Cape Department of Health (ECDoH) and shall continue in force for a period of 36 months. The bidder is further obliged for the future support while the contract is in force.

2. FEES AND CHARGES

- 2.1 The bidder shall stipulate whether the price is firm or non-firm.
- 2.2 The bidder shall stipulate the basis of adjustment for non-firm prices.
- 2.3 Price adjustment shall be allowed after the first 12 months of the contract. Year 2 and Yr3 will be adjusted using Sectorial determination rates for Labor and CPI for other costs.
- 2.4 Request for price increase must be supported by the documentary proof to substantiate the claim for price adjustment.
- 2.5 Payment of any consideration in terms of the contract shall not constitute acceptance of any defective or non-conforming Services or otherwise relieve contractor of any of its obligations under the contract.
- 2.6 To the extent that the ECDoH disputes the correctness, nature, extent or calculation of any fees or expenses payable to contractor in terms of the contract, ECDoH shall be entitled to withhold payment of such disputed amounts until such time as such dispute is resolved.

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3. GENERAL RESPONSIBILITIES OF THE CONTRACTOR

3.1 The ECDoH's operational requirements. The contractor shall, in the provision of the required service, have due regard to the operational requirements of the ECDoH 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 contractor shall be proactive in reporting any matters which it may become aware of which may impact on the business continuity or operations of the ECDoH at the relevant institution, clinic and office. Without detracting from the generality of this statement, contractor shall:-

- Without delay inform the ECDoH and the appointed ECDoH Technical Support Manager, of all incidents or accidents which may occur at the relevant Complex which involve contractor's personnel;
- Co-operate fully with the ECDoH and its appointed Technical Support Manager in analyzing and investigating such incidents or accidents.

3.3 Other Service Providers The contractor acknowledges that it may be required to provide the Services in conjunction with third party service providers and shall, where requested by the ECDoH, co-operate fully with such persons.

3.4 Regulations and statutes The contractor shall, in the provision of the Services observe and comply with all relevant provisions of all applicable legislation and regulations.

3.5 Compliance with procedures.

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

3.6 The contractor 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 ECDoH at any time believe that any member of contractor's personnel is failing to comply with any such procedures or policies, the ECDoH shall be entitled to deny such personnel member access to the relevant premises and require contractor to replace such person without delay.

3.8 Contractor's procedures The contractor shall, upon receipt of written request from the ECDoH or its appointed Technical Support Manager:-

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Provide the ECDoH with copies of all contractor's operating procedures and processes relating to the Services;

- 3.9 Provision of Services in clean and tidy manner.** The contractor shall ensure that the Services are provided in a clean and tidy manner.

4. HAZARDOUS MATERIALS

The contractor will be held liable for any expenses that may be incurred by the ECDOH as a result of damage to property and injury to personnel as a result of poor quality products.

5. 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 ECDoH/Institution and take such remedial action as may be necessary.

6. ENERGY MANAGEMENT

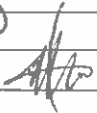
The contractor shall comply fully with the energy management strategy implemented at the relevant Institution from time to time and shall provide the Services in an energy efficient manner.

7. 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;

The contractor :-

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

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8. SERVICE LEVEL AGREEMENT

It is recorded that the ECDoH and the service provider may from time to time agree in writing to additional quality requirements (whether engaged in a service contract or when repair is required out of guarantee without the maintenance contract option) and standards relating to the maintenance together with performance measurement provisions, which quality requirements, 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.*

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

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

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

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

9.3 *Records.* Contractor 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 ECDoH upon request.

9.4 *Measurement of performance*

- Periodic checks: ECDoH and/or its appointed Technical Support Manager shall carry out periodic checks (the intervals to be determined by ECDoH) the purpose of which shall be to determine whether contractor is providing the Services in accordance with the terms and conditions of the contract if accepted by ECDoH.
- Service complaints: All service complaints, deviations, non-conforming services and suggestions that are reported to contractor by ECDoH, its appointed facilities manager, or any other party shall be given proper and speedy consideration by contractor. The

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Contractor shall investigate complaints, deviations and non-conforming services in accordance with procedures approved by the ECDoH.

- **User satisfaction survey:** A user satisfaction survey shall be conducted by ECDoH at such intervals as ECDoH 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 ECDoH shall be entitled to utilize the findings of the surveys, checks, audits and reports contemplated above to determine compliance by contractor 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 contractor can prove otherwise be binding on contractor and ECDoH 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.

1. LOSS AND DAMAGE

Contractor 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 contractor or the failure of contractor to provide the Services in accordance with the provisions of the contract.

12. SUB-CONTRACTORS

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

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PART 3
Bid Strategy
O R TAMBO EMS CLEANING SERVICES FOR 36 MONTHS

1. INTRODUCTION

The Department of Health, Eastern Cape, is giving consideration to appointing a contractor to

provide the 'soft' Facilities Management (Cleaning) services, for thirty-six (36) months at O R Tambo EMS bases, Eastern Cape

Service Units

SECTION	SQUARE METRES	FREQUENCY	NO OF WORKERS
Umtata Main Base (Includes guard room and sluice room with wash bay).	702 m ² ,	5 days a week, 8 hours a day(Monday to Friday) and 4 hours starting from 0800h to 1200h on Saturdays and Sundays	04
Tsolo base (includes guard room and sluice room with wash bay).	202 m ² ,	5 days a week, 8 hours a day	02
Tombo Base (includes guard room and sluice room with wash bay).	199.94 m ² ,	5 days a week, 8 hours a day	02

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Ngcwanguba Base (includes sluice room with wash bay).	195.94 m ² ,	5 days a week, 8 hours a day	02
Flagstaff base(includes sluice room with wash bay)	199.94 m ²	5 days a week, 8 hours a day	02

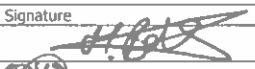
Contractors are requested to fully familiarize themselves with the total layout area, requirements and complexities of the buildings, during the bidding period, for all aspects of the service, they are bidding on in order to provide everything necessary to fully satisfy the requirements of the documents and to ensure a complete, market related and competitive bid is submitted.

No additions to the bid will be allowed, after the bid is submitted, for any unforeseen costs by the contractor, during the stage.

2. STAFFING STRATEGY

Bidders are to allow for the following staff provision: -

Managerial and Supervisory Staff Requirements.	General Staff Requirements.
<i>Managerial Staff requirements</i>	Bidders are to allow for the management component required for this service.
<i>Supervisory Staff requirements</i>	Bidders are to allow for the supervisory component required for this service.
<i>Operational Staff requirements</i>	Bidders will be required to utilize the existing component of cleaning personnel as listed below.

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	SERVICE PROVIDERS STAFF NEEDED	EMS	TOTAL
	CLEANING PERSONEL	12	12

Bidders are to allow for the other operational component required for this service (cleaners and housekeepers) as and when instructed to do so at an additional to the Department

- 1. NB: THE SUCCESFULL BIDDER WILL BE EXPECTED TO MAKE USE OF 100% LOCAL COMMUNITY PEOPLE IN O R TAMBO DISTRICT MUNICIPALITY**
- 2. THE SUCCESFULL BIDDER WILL BE EXPECTED TO PROVIDE STAFF UNIFORMS/ PROTECTIVE CLOTHING AND NAME TAGS TO ITS OWN PERSONNEL/STAFF FOR PROPER IDENTIFICATION.**

The successful bidder will be required to enter into a written contract/SLA with O R Tambo EMS, 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.

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PART 4: **SPECIFICATION**

Bid No.	
Bid Description	PROVISION OF CLEANING SERVICES AT O R TAMBO EMS BASES: MTHATA MAIN BASE; TSOLO, NGCWANGUBA, FLAGSTAFF and TOMBO FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

SCOPE OF WORK

1. STANDARDS

2.1 Cleaning practice and all procedures and cleaning agents

Service providers are reminded that the services will be rendered in an office environment and the highest emphasis is placed upon infection control. Service providers will be expected to obtain approval from the infection control division of EMS for all cleaning agents used, all cleaning practices and procedures. This must be obtained in writing. Service providers 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 OFFICES AND BATHROOMS AND THAT ARE FIXED TO THE STRUCTURE WILL BE OF THE ELBOW/FOOT OPERATED TYPE TO ENSURE HIGH HYGIENE AND COMPLIANCE WITH INFECTION CONTROL POLICIES.

2.2 Toilet Soap

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

2.3 Soap Dispensers

Where soap dispensers are damaged or missing it shall be the responsibility of the Service provider to report this to the facilities 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.

2.4 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 unit shall be of the Steiner or equally approved. The air freshner/sanitiser unit canister shall be replaced when empty. Bidders are to submit pamphlets of the proposed units with the bids.

2.5 Disinfectants

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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.

2.6 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.

2.7 Towels and Towel Dispensers (where applicable)

Towels shall be 100% cotton woven textile of 40m length complying with SABS 1270 and fixed as an endless roller towel in towel dispenser complying with the requirements of CKS 342.

2.8 Sanitary Towel Receptacles (Where applicable)

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.

Where receptacles are damaged or missing it shall be the responsibility of the Service provider to report this to the facilities manager and, on receiving instructions, to supply and fit such receptacles. The rate for this is included in the Schedule.

2.9 Antiseptic and Deodorising Agents (where applicable)

The receptacle must contain antiseptic and deodorising agents that will effectively prevent germs and odour. One such receptacle shall be provided in each Toilets.

2.10 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.

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2. GENERAL REQUIREMENTS

Staff Requirements

The successful service provider will be expected to provide the following minimum staffing functions:

- Cleaners for all EMS bases =12

4.1 Floor Maintenance (Vinyl and Travertine Tiles, Ceramic Tiles, Etc.)

5.1.1 Daily

- 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 a 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 to is free of dust, dirt, grease or grime.
- Spot clean and remove all chewing gum, etc.

(b) Quarterly

- Strip and seal with two coats polymer based non-slip floor sealant

Note: The sealing of floors is not to commence before the Facilities Manager is satisfied that the stripping of floors has been done adequately.

2.2 CARPET MAINTENANCE

5.1.2 Daily

- Spot clean and remove all chewing gum, etc.
- Vacuum clean thoroughly to ensure that all grit and dust is removed.

5.1.3 Bi-Monthly

- Surface spray clean high traffic areas in the buildings.
- Surface spray clean all carpets in the buildings (no screen, table, desk or cupboard is to be moved to facilitate this operation. Any other furniture that is removed is to be replaced in its exact original position on completion – strict supervision of this operation will be essential).
- Remove, thoroughly vacuum clean "trapper mats" at entrances and landings.

2.3 DUSTING, ETC.

(a) Daily

- Wipe all seats and floors with a chemically impregnated cloth to disinfect all floors and seating in waiting areas.
- Dust window sills, skirtings, ledges, ceilings, etc.
- Clean and wipe down handrails, lift doors, etc.
- Dust vertical surfaces, pictures, doors, etc.
- Wipe down fire extinguishers.

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- Dust and chemical clean all furniture and fittings, including desks and tables, book cases, cabinets, cupboards, etc.
- Dust all accessible surfaces (daily).
- Polish wooden furniture.
- Clean all reception areas and waiting area soft furniture with an approved cleaning 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..

2.4 WASTE DISPOSAL

(a) Daily

- Empty, clean and wipe with disinfectant impregnated cloth all waste bins from relevant areas to the demarcated area as indicated and replace fresh empty refuse bag (on site)
- Wash and disinfect disposal area.

(b) Weekly

- Wash and disinfect refuse holders in waiting areas and office areas.

5.1.4 ©Waste Removal Management plan

- The Cleaning Service provider is to refer to and comply with the Specification/Terms of references and requirements contained in the separate Waste Removal Management Plan for the handling and removal of non-medical waste for the facility.

2.5 WALLS AND PAINTWORK, ETC.

(a) Fortnightly

- Spot clean all marks from walls, doors and light switches.
- Remove and replace notices from walls, doors and windows (not notice boards) and clean walls.(where applicable)

(b) Bi-Monthly

- Wash down walls around staircases.

Note no chemical agents and/or abrasives are to be used that will damage the surfaces that are being cleaned eg. Paint, Stainless steel, etc. SERVICE PROVIDERS ALSO NEEDS TO TAKE COGNISANCE OF THE FACT THAT HIGHLY SPECIALISED MEDICAL EQUIPMENT IS USED AND THE CLEANING AGENTS AND/OR EQUIPMENT IS IN NO WAY TO EFFECT OR DAMAGE EQUIPMENT. SPECIAL CARE NEEDS TO BE EXERCISED WHEN STEAM CLEANING IS DONE THAT WATER OR VAPOUR DOES NOT ENTER SERVICE DUCTS AND/OR EQUIPMENT.

NB: CLEANER MUST CONSULT WITH THE PARAMEDIC

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2.6 WINDOWS AND WINDOW WALLS, GLASS, ETC.

5.1.5 Daily

- Spot clean glass doors, glazed screens, sidelights, etc.

5.1.6 Bi-Monthly

- Clean inside and outside faces of all windows.
- Clean both sides of internal glass partitions.
- Clean and polish all door ironmongery, handles, etc. Wash down all burglar guards (where applicable)

5.1.7 ©Standards

The Service provider shall ensure that the method of cleaning windows is to conform to the dictates of the NCCA "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.

2.7 TRAPPER MATS(where applicable if not applicable do not price)

Trapper Mats will be removed, cleaned, washed and replaced on a monthly basis and when necessary to the satisfaction of the EMS Manager.

2.8 CURTAINS, VENETIAN-, VERTICAL- AND ROLLER BLINDS(where applicable if not applicable do not price)

(a) Daily

- All Venetian-, vertical- 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)

2.9 SPECIFIC REQUIREMENTS

4.9.1 AIR CONDITIONING VENTS AND LAMP SHADES (where applicable if not applicable do not price)

(a) Fortnightly

- Clean and dust all air conditioning vents in ceilings, door panels and all other areas.

5.1.8 Bi-Monthly

- Clean lamp fittings and shades excluding ALL reflectors.

4.9.2 TOILETS AND WASHROOMS

5.1.9 Twice Daily

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- First thing in **the morning** and again **after lunch** empty and clean all waste receptacles, sanitary bins and ashtrays and replenish soap dispensers, toilet and towel paper dispensers. **(NOTE: Single ply toilet rolls and hand paper towel to be replaced twice daily) toilet rolls will be supplied by the department.**

5.1.10 Daily

- 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.
- Check, test and clean Macerators.
- 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 Help Desk.
- Update bathroom checklist (behind door) with every visit

5.1.11 ©Weekly

- Place 500 ml 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 Service provider is to take special note of the difficulty in transporting, storing and use of this chemical.

5.1.12 Monthly

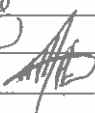
- Check and replenish deodorant blocks in urinals. (Blocks that will cause blockage in the drainage system may not be used).

Note: The Manager of the Service provider must regularly carry out toilet inspections and submit a report to the EMS base 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.

4.9.3 FOYERS, ENTRANCES, ATRIUMS AND EMERGENCY EVACUATION ROUTES(where applicable if not applicable do not price)

(a) Daily

- Sweep stairs, evacuation routes and Ramps
- Remove litter, etc., from the stairs and ramps.

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- Remove all notices etc. fixed to walls, doors, windows, etc.
- Remove trapper mats, wash and replace (where applicable).

(b) Every Month

- Wash high level windows at entrances

4.10 DEEP CLEANING PROGRAMME

- Service areas are to be deep cleaned and sterilised every three months
- The Service Provider is to liaise with EMS base Manager on availability of service areas when quarterly programme is to be implemented.

Detailed cleaning to consist of:

Damp wipe with Biocide D or equally approved:

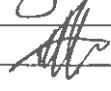
- Walls, curtain rails, lockers, doors, light switches;
- Bathrooms: toilets, showers, basins, taps, plug holes;
- Offices, desks, walls, chairs;
- Sluice: walls, basins, sluice.
- **Floors:**
 - Strip with a non-ammoniated stripper;
 - Wash floors;
 - Apply sealer;
 - Burnish to harden floor.

- (1) Stripping and sealing is done on a quarterly basis and will be incorporated into the quarterly programme.

(b)

Detailed cleaning to consist of:

- Damp wipe with Biocide D or equally approved all Walls, trolleys, kick-buckets, overhead lights, set-up room.
- Floors:
 - Stripped with a non-ammoniated stripper;
 - Washed;
 - Sealed:
 - Burnished in order to harden the floor.

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- Stripping and sealing is done on an annual basis and will be incorporated into the quarterly programme.

4.11 **REACTIVE CLEANING**

The service provider is to render a reactive cleaning service to the centre as follows:

- ***Cleaning of non-hazardous spillage:***

The Service provider shall respond within 30 minutes of being notified and clean up the spillage in accordance with EMS infection control policy.

3. **CLEANING EQUIPMENT, MACHINERY AND CONSUMABLES**

- All cleaning equipment and machinery used in this contract will be of OFFICE ENVIRONMENT type and comply with the relevant SABS Specification/Terms of references and the ***Occupational Health and Safety Act***
- The service provider is to ensure that all machine operators are fully trained in the safe and responsible use of such equipment.
- The service provider is to supply all cleaning equipment, machines and consumables described in the document for the whole complex.
- 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 EMS and are to be provided by the successful service provider.
- ***THE SERVICE PROVIDER MUST NOTE THAT THE SUPPLY OF WASTE BAGS MIGHT FORM PART OF THIS CONTRACT. A PRICE VARIATION SCHEDULE IS ATTACHED ELSEWHERE IN THIS DOCUMENT FOR THIS PURPOSE BUT SHOULD NOT BE INCLUDED IN THE BID PRICE.***

5.2 **CONTROL OF CLEANING CONSUMABLES**

Service provider 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.

5.3 **CONTROL OF EQUIPMENT**

The Service provider shall

- ensure any non-compliant cleaning equipment is not used by any person whatsoever in the provision of the Cleaning Services;

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- all cleaning materials are designed for specific use in specific areas of the EMS 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

5.4 INFECTION CONTROL

The Service provider shall:

- Ensure all cleaning Staff are trained and familiar with, the EMS infection control policy and procedures. Should there be any amendments, further training will be conducted to ensure cleaners are continually informed and updated;
- The Service provider's contract manager will adhere to all scheduled meetings stipulated by the EMS,s 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 Service provider shall regularly liaise with the infection control officers and EMS departmental heads on:
 - The application of the EMS,s Control of Infection Policy;
 - The employment of the latest techniques, material and equipment to ensure the highest quality of Hygiene Services;

5.5 HEALTH AND SAFETY (where applicable)

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

5.5.1 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

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contract. The said programme will be distributed to the Facilities Manager, and all unit managers at EMS. A copy needs to be displayed in the site offices of the cleaning Service Provider.

PROVISION OF OFFICES, STORES, WATER AND ELECTRICITY

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

5.5.2 LIAISON

The Service provider will be expected to attend Liaison meetings with Soft Service Manager as deemed necessary to ensure full and continuous service delivery.

5.5.3 RESPONSIBILITIES IF ACCESS TIMES CANNOT BE ADHERED TO

In the event that any of the Areas are in use during the Access Times the Service provider shall liaise with the Facilities Manager to agree alternative Access Times so as to ensure the Service provider is able to comply with the terms of this Specification/Terms of reference.

5.5.4 TRAINING

The Service provider 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.

5.5.5 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

ALLOCATION OF CLEANERS

AREA	NO OF CLEANERS
Umtata Main Base	04
Tsolo	02
Tombo	02
Ngcwanguba	02
Flagstaff	02

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TOTAL NO OF CLEANERS	12
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SERVICE UNITS:

SECTION	SQUARE METRES	FREQUENCY	NO OF WORKERS
Umtata Main Base (Includes guard room and sluice room with wash bay).	702 m ² ,	5 days a week, 8 hours a day(Monday to Friday) and 4 hours starting from 0800h to 1200h on Saturdays and Sundays	04
Tsolo base (includes guard room and sluice room with wash bay).	202 m ² ,	5 days a week, 8 hours a day	02
Tombo Base (includes guard room and sluice room with wash bay).	199.94 m ² ,	5 days a week, 8 hours a day	02
Ngcwanguba Base (includes sluice room with wash bay).	195.94 m ² ,	5 days a week, 8 hours a day	02

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Flagstaff base(includes sluice room with wash bay)	199.94 m ²	5 days a week, 8 hours a day	02
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SPECIAL CONDITIONS OF THE SERVICE

4. **The Unit Manager and Infection Control Officer to monitor compliance with specification before, during and after cleaning.**
 5. **Full Protective clothing and uniform with tags to be worn at all times during cleaning services and must also be in line with COVID 19 regulations.**
 6. **Equipment should be available and in good working condition at all times and repairs to be done by the Service Provider.**
 7. **Basic equipment to be used during service will be listed and read during briefing session**
 8. **SEE THE ATTACHED LIST ON THE NEXT PAGE**
 9. **Remuneration of Cleaners/Workers solely to be done by Service Provider.**
6. **A daily routine monitor signed by head of each section will be used to check qualitative compliance with specification.**
7. **All the cleaners must be trained before the commencement of duties and the proof must be provided.**
8. **Automatic sanitizers must be provided at all sections and must meet national health standards**
9. Liquids must be clearly labeled.
10. Pre-medical reports for all cleaners must be provided by the Service Provider before the commencement of duties
- and the proof to be provided.

BASIC TOOLS TO BE USED

TOOLS DESCRIPTION
1. Polishing machine
2. Mops, Red, Blue, White
3. Janitor trolleys
4. Sweeper mop
5. Stripping pad
6. Stripping roller
7. Window Squeegee 2.1m

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8. Wet floor signage
9. Dusting cloths
10. Feather dust + Lobby broom with dustpan
11. Hoover-Multi purpose

5.5.6 SERVICE LEVEL AGREEMENT ELEMENTS

The following elements will be reflected in the Service Level Agreements with penalties with for noncompliance. 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.	Noncompliance with cleaning programme	R1,000.00 per occurrence	10 per occurrence
3.	Noncompliance 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 occurrence	30 per occurrence
5.	Failure of infection control due to inadequate cleaning processes in high risk areas (Theatres Isolation wards and Emergency areas, High cares, Maternity and Neonates	R20,000.00 per occurrence	40 per occurrence
6.	Failure to comply with reactive cleaning requirements	R2,000.00 per incident	20 per incident
7.	Failure to comply with the registration requirements of the pest control officer/service provider	R10,000.00 per occurrence	10 per occurrence
8.	Pest infestation due to inadequate control measures	R10,000.00 per occurrence	10 per occurrence
9.	Non removal of waste as specified	R1000,00 per incident	10 per incident
10.	Inability to control consumables and material.	R1,000.00 per incident	10 per incident
11.	Use of unsafe equipment non-complying to Occupational Health and Safety Act.	R1,000.00 per incident	10 per incident
12.	Unsafe handling of equipment.	R500.00 per incident	5 per incident
13.	Failure to create and update maintenance folders on equipment.	R1,000 per incident	10 per incident
14.	Non availability of replacement equipment.	R5,000 per incident	10 per incident

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± 430 r
Hospital
± 140 m
± 140

No.	Description	Penalty	Demerit points
15.	Non-submission of HR files/dummy files consisting of Id Documents, Qualifications, appointment letters indicating remuneration and Medical screening records within 2 months.	R10 000 per incident	25 per incident
16.	Non submission of monthly payrolls duly by employees and verified attendance registers.	R10 000 per incident	25 per incident
17.	None attendance of quarterly strategic feedback meetings by company Director with the Hospital Facilities Management.	R20 000 per incident	40 per incident

Residential accommodation

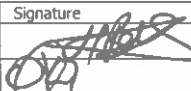
Residential accommodation not part of this contract

↑
es, home and nurses college
(not part of this contract)
College & offices – 995 m²
Auditorium – 1396 m²
Nurses home – 5879 m²

Schedule A Government Procurement General Conditions of Contract

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NOTES

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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TABLE OF CLAUSES

1. Definitions
2. Application
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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.

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- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day.
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable.

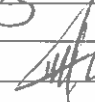
Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

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- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

- 2. Application** 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

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- 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, 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.

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7. Performance

Security

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

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or

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services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

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

10. Delivery and documents

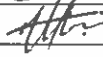
- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

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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. 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

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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.

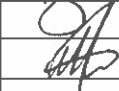
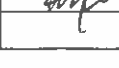
19. Assignment

- 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

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supplier's**performance**

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause
- 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without 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

	Signature	Date
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terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

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

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 favorable 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

	Signature	Date
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Recommended by: Programme Manager		2025/02/06
Reviewed by:-		2025/02/06
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Advert Approved By:-		

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

27. Settlement of Disputes

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

	Signature	Date
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Advert Approved By:-		

- 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.
- 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.

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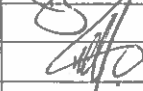
Part 5 – Schedule B

CSD REGISTRATION 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.

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Part 5 - Schedule C
Pricing Schedule

SBD 3.1

PRICING SCHEDULE

NB Bidders must comply with the Department of Labour gazette rates for Sectoral Determination

1. Pricing must be in line with Sectoral Determination 1.

NAME OF BIDDER:

BID NO.:

CLOSING TIME 11:00

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

NB: USE BLACK INK TO FILL IN THIS FORM

PRICE MUST BE INCLUSIVE OF VAT

SITES	No of Cleaners	Unit Price per month
Umtata Main Base	04	R
Tsolo base	02	R
Tombo Base	02	R
Ngcwanguba Base	02	R
Flagstaff	02	
TOTAL PRICE FOR ALL 12 CLEANERS FOR ONE MONTH	R	
PRICE FOR CLEANING MATERIAL FOR ALL 05 BASES FOR A PERIOD OF ONE MONTHS	R	
OVERHEADS FOR ONE MONTHS OF 05 BASES	R	
SUB-TOTAL(12 CLEANERS, CLEANING MATERIAL,OVERHEADS PER MONTHS	R	

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VAT(ONLY VAT VENDORS)	R
TOTAL BID PRICE= (SUB-TOTAL+VAT X 36 MONTH PERIOD)	R

Price in words:

Signature of authorized member of bid company

Name of authorized member of bid company

Date:

GENERAL NOTE TO BIDDERS:

- Bidders should note that the Department reserves the right to execute the contract as 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 and item prices shall be adjusted in collaboration with the Facilities Manager in case of omissions and arithmetic errors.
- Topping up of staff which emanates from retirement and death of government personnel will be done by the service provider and must be incorporated in a separate invoice.

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

Signed	Authorized Signatory 1	Authorized Signatory 2
Name		
Position		
Date		

	Signature	Date
Drafted by:		06/02/2025
Recommended by: Programme Manager		2025/02/06
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Approved By: Specification Committee		
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PRICE VARIATION SCHEDULE: *DO NOT INCLUDE IN TOTAL BID PRICE*

PRICE VARIATION SCHEDULE				
No.	Description	Unit	Unit cost	Total cost per annum
1.	Provision of additional cleaner(Top up staff)	1 unit		
2.	Top up hand drying towels (folded) as per specification	1 packet		
3.	Top up hand drying towel dispensers (mounted) as per specification	1 each		
4.	Provision of hand soap dispenser (mounted) as per specification	1 unit		
5.	Provision of hand soap liquid as per specification	1 refill		
6.	Provision of automatic air fresher/sanitiser in Bath-rooms/wards (mounted) as per specification	1 unit		
7.	Refill cartridge for air fresher/sanitizer. as per specification	1 cartridge		
8.	Provision of all cleaning machinery, consumables, equipment etc. for the Cleaning contract – at Port Alfred hospital	1 unit		
9.	Removal of Bees/insects	1 Unit		

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INFORMATION REQUIRED FROM THE BIDDER			
Do you fully comply with in relation to remuneration determined by the Department of labor?	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			

Name of authorized bidder: _____

Signature: _____

Date: _____

	Signature	Date
Drafted by:		06/02/2025
Recommended by: Programme Manager		2025/02/06
Reviewed by:-		2025/02/06
Approved By: Specification Committee		
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Please indicate what percentage (%) of the following makes up your cost structure (indicate where applicable):

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

- Does offer comply with Terms of Reference? *YES/NO
- If not to Terms of Reference, indicate deviation(s)
- Period required for delivery after issuing and order
.....
*Delivery: Firm/not firm
- Delivery basis (all delivery costs must be included in the bid price)

Note: Prices must be inclusive of Vat. All delivery costs must be included in the bid price, for delivery at the prescribed destination

	Signature	Date
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PRICE ADJUSTMENTS

A

NON-FIRM PRICES SUBJECT TO ESCALATION

1. IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES

2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{D4t}{D4o} \right) + VPt$$

Where:

Pa	=	The new escalated price to be calculated.
(1-V)Pt	=	85% of the original bid price. Note that Pt must always be the original bid price and not an escalated price.
D1, D2..	=	Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1,D2...etc. must add up to 100%.
R1t, R2t.....	=	Index figure obtained from new index (depends on the number of factors used).
R1o, R2o	=	Index figure at time of bidding.
VPt	=	15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index..... Dated..... Index..... Dated..... Index..... Dated.....
 Index..... Dated..... Index..... Dated..... Index..... Dated.....

4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. eg. Labour, transport etc.)	PERCENTAGE OF BID PRICE

	Signature	Date
Drafted by:		06/02/2025
Recommended by: Programme Manager		2025/02/06
Reviewed by:-		
Approved By: Specification Committee		2025/02/06
Advert Approved By:-		

B

PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

1.

Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2.

Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

	Signature	Date
Drafted by:		06/02/2025
Recommended by: Programme Manager		2025/02/06
Reviewed by:-		2025/02/06
Approved By: Specification Committee		
Advert Approved By:-		

Part 5 – Schedule D
Declaration of Interest

SBD 4

1. Any legal person, including persons employed by the state*, 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 and/or take an oath declaring his/her interest, 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, shareholder etc):
- 2.4 Company Registration Number:
- 2.5 Tax Reference Number:
- 2.6 VAT Registration Number:

* "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.

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

- 2.7.1 If so, furnish the following particulars:

Name of person / director / shareholder/ member:

	Signature	Date
Drafted by:		06/02/2025
Recommended by: Programme Manager		2025/02/06
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Name of state institution to which the person is connected:

Position occupied in the state institution:

Any other particulars:
.....
.....
.....

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

2.8.1 If so, furnish particulars:
.....
.....
.....

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 the 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 /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:
.....
.....
.....

	Signature	Date
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Recommended by: Programme Manager		2025/02/06
Reviewed by:-		
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DECLARATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.11.1 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY 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:		06/02/2025
Recommended by: Programme Manager		2025/02/06
Reviewed by:-		
Approved By: Specification Committee		2025/02/06
Advert Approved By:-		

Part 5 – Schedule E
Declaration of Bidder's Past Supply Chain Management Practices

SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐

	Signature	Date
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4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

CERTIFICATION

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

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

	Signature	Date
Drafted by:		06/02/2025
Recommended by: Programme Manager		2025/02/06
Reviewed by:-		
Approved By: Specification Committee		2025/02/06
Advert Approved By:-		

Part 5 – Schedule F
Qualifications and Experience

1. Details of the extent of the bidders 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 :

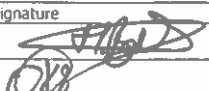
.....
SIGNATURE OF (ON BEHALF OF) BIDDER

.....
NAME IN CAPITALS

In the presence of :

1.

2.

	Signature	Date
Drafted by:		06/02/2025
Recommended by: Programme Manager		2025/02/06
Reviewed by:-		2025/02/06
Approved By: Specification Committee		
Advert Approved By:-		

Part 5 – Schedule G
Organization 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.

	Signature	Date
Drafted by:		06/02/2025
Recommended by: Programme Manager		2025/02/06
Reviewed by:-		2025/02/06
Approved By: Specification Committee		
Advert Approved By:-		

2.

	Signature	Date
Drafted by:		06/02/2025
Recommended by: Programme Manager		2025/02/06
Reviewed by:-		
Approved By: Specification Committee		2025/02/06
Advert Approved By:-		

Part 5 – Schedule H

Organizational structure

- [illegible]

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

NAME IN CAPITALS

In the presence of :

1. _____

2.

	Signature	Date
Drafted by:		06/02/2025
Recommended by: Programme Manager		2025/02/06
Reviewed by:-		2025/02/06
Approved By: Specification Committee		2025/02/06
Advert Approved By:-		

Part 5 – Schedule I
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:		06/02/2025
Recommended by: Programme Manager		2025/02/06
Reviewed by:-		2025/02/06
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Advert Approved By:-		

Part 5 – Schedule J
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:		06/02/2025
Recommended by: Programme Manager		2025/02/06
Reviewed by:-		
Approved By: Specification Committee		2025/02/06
Advert Approved By:-		

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 The value of this bid is estimated to exceed/not exceed R1 000 000 (all applicable taxes included) and therefore the.....preference point system shall be applicable.
- 1.3 Preference points for this bid shall be awarded for:
- (b) Price; and
 - (c) B-BBEE Status Level of Contribution.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- (d) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **"comparative price"** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- (g) **"consortium or joint venture"** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- (h) **"contract"** means the agreement that results from the acceptance of a bid by an organ of state;
- (i) **"EME"** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **"Firm price"** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- (k) **"functionality"** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- (l) **"non-firm prices"** means all prices other than "firm" prices;
- (m) **"person"** includes a juristic person;
- (n) **"QSE"** means a Qualifying Small EEnterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (o) **"rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- (p) **"sub-contract"** means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- (q) **"total revenue"** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- (r) **"trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- (s) **"trustee"** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another

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person.**ADJUDICATION USING A POINT SYSTEM**

- 2.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 2.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 2.3 Points scored must be rounded off to the nearest 2 decimal places.
- 2.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 2.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 2.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

3. POINTS AWARDED FOR PRICE

3.1 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

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

$P_{\min}$ = Comparative price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

- 4.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2

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B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
Non-compliant contributor	0	0

- 4.2 A bidder who qualifies as a EME in terms of the B-BBEE Act must submit a sworn affidavit confirming Annual Total Revenue and Level of Black Ownership.
- 4.3 A Bidder other than EME or QSE must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 4.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 4.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 4.6 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 4.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 4.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

5. BID DECLARATION

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

6. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1

- 6.1 B-BBEE Status Level of Contribution: = (maximum of 10 or 20 points)

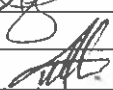
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or a sworn affidavit.

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

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7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME.

(Tick applicable box)

YES		NO	
-----	--	----	--

(1)

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

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 **TYPE OF COMPANY/ FIRM**

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company

(Pty) Limited

[TICK APPLICABLE BOX]

8.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

.....

8.6 **COMPANY CLASSIFICATION**

Manufacturer

Supplier

Professional service provider

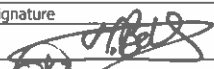
Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;

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- 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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

WITNESSES	
1.	
2.	

..... SIGNATURE(S) OF BIDDERS(S)	
DATE:	
ADDRESS	
	
	

	Signature	Date
Drafted by:		26/02/2025
Recommended by: Programme Manager		2025/02/06
Reviewed by:-		2025/02/06
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CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(PORT ALFRED HOSPITAL)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

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7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

	Signature	Date
Drafted by:		06/02/2005
Recommended by: Programme Manager		2025/02/06
Reviewed by:-		2015/02/06
Approved By: Specification Committee		
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