



ADDENDUM

SCMU3-20/21-0188-CA – PROCUREMENT OF LAUNDRY SERVICES AT PORT ALFRED AND SETTLERS HOSPITAL FOR A PERIOD OF 24 MONTHS

BID BRIEFING RESOLUTIONS

STAFFING STRATEGY

Pages: 20 - 21

A column for Total cost for 24 months has been added.

Pages: 25

Average quantities for Settlers Hospital have been revised

	Signature	Date
Drafted by:		18/11/2020
Recommended by: Programme Manager		19/11/2020
Reviewed by:-		
Approved by: Specification Committee		
Advert Approved By:-		

3. STAFFING STRATEGY

Bidders are to allow for the following staff provision: -

Managerial and Supervisory Staff Requirements.	General Staff Requirements.				
Managerial Staff requirements	Bidders are to allow for the management component required for this service.				
Supervisory Staff requirements	Bidders are to allow for the supervisory component required for this service.				
Operational Staff requirements	Bidders will be required to provide with laundry personnel for PORT ALFRED and SETTLERS HOSPITAL as listed below.				
	POST DESCRIPTION	PAH	SH	TOTAL	Total cost for 24 months
	LAUNDRY MANAGER	1	1	2	
	LAUNDRY SUPERVISOR	1	2	3	
	LAUNDRY WORKERS	6	12	18	
	SEAMSTRESS	0	1	1	
	TOTAL: 24				

SERVICE PROVIDERS WILL BE EXPECTED TO MAKE USE OF NDLAMBE AND MAKHANDA LOCAL MUNICIPALITY LABOUR AS MUCH AS POSSIBLE ESPECIALLY WITH REGARD LOWER LEVELS/RANKS.

The contract in total is to be managed centrally from **PORT ALFRED and SETTLERS HOSPITAL.**

The bidder will be required to enter into a written contract/SLA with PORT ALFRED and SETTLERS HOSPITAL. This contract will contain performance penalties based on the service level agreements based on Part 4 – Specifications. These penalties will be negotiated by all parties prior to the signing of the above contract.



1. SCOPE OF SERVICES

1.1 The Contractor shall:

- 1.1.1 Be responsible for the supply of all laundry machinery and equipment and maintenance thereof,
- 1.1.2 Linen delivery trolleys and linen bags located at PORT ALFRED and SETTLERS HOSPITAL are necessary to provide the service.

1.2 The Contractor shall:

- 1.2.1 Manage the on-site central laundry at **PORT ALFRED and SETTLERS HOSPITAL.** Provide a suitable vehicle complying with cross contamination prevention and infection control requirements, to transport clean linen to and collect dirty linen from PAH linen banks.
- 1.2.2 Supply all detergents, softener, disinfectants, consumables, etc. for effective service delivery.



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- 1.2.3 Provide staff to increase the existing Departmental staff levels at **PORT ALFRED and SETTLERS HOSPITAL** laundry in order to fulfill the requirements of this Terms of Reference and as per **minimum requirement** below

No.	POST DESCRIPTION	Contractor to provide	PAH	SH	TOTAL	TOTAL COST FOR 24 MONTHS
1.	Laundry Managers	Two (2) required	1	1	2	
2.	Laundry Supervisors	Three (3) required	1	2	3	
4.	Laundry workers	Eighteen (18) required	6	12	18	
6.	Seamstress	One (1) required	0	1	1	

TOTAL: 24

- 1.2.4 Comply with the responsibilities and general obligations relating to the Linen Service as stipulated in this Terms of Reference;
- 1.2.5 Be responsible for the collection of Used Linen in accordance with the provisions of paragraph "Delivery of Clean Linen" of this Terms of Reference as well as the quality requirements for the loading and covering of trolleys;
- 1.2.6 Be responsible for the handling of Soiled and Infected Linen in accordance with the provisions of paragraph "Collection of used Linen" of this Terms of Reference and **in terms of quality assurance requirements for the loading and covering of trolleys.;**
- 1.2.7 Provide the Linen and Sewing Services in a manner to ensure compliance with the provisions relating to cross and re-contamination contained in this Terms of Reference;
- 1.2.8 Be responsible for the delivery of Clean Linen to the various areas within **PORT ALFRED and SETTLERS HOSPITAL** as contemplated in paragraph "Delivery of Clean Linen" of this Terms of Reference and ensure an adequate stock of Clean Linen is available at the point of usage on **PORT ALFRED and SETTLERS HOSPITAL** at all times as contemplated in such section.
- 1.2.9 ***The successful bidder shall provide for a 24 our service to ensure adequate supply of linen should the need arise due to circumstances beyond control. The 24-hour service must be included in the price and no additional payment/order will be affected/created when the need arise to comply with the output required by the hospital(s).***
- 1.2.10 Manage the Repairs to items of Linen in accordance with paragraph "Sewing repair" of this Terms of Reference quickly and efficiently until such time as that Linen becomes Condemned;
- 1.2.11 Be responsible for separating and recommending the Condemning of Linen at **PORT ALFRED and SETTLERS HOSPITAL** Management.
- 1.2.12 Be responsible for the supply of emergency supplies of Linen as provided for as provided in this Terms of Reference.
- 1.2.13 Use the on-site laundry facilities at **SETTLERS HOSPITAL**
- 1.2.14 Comply with the Output Terms of References. The output Terms of References shall take precedence over any other Terms of References provided by the contractor. Were the Terms of References are not adequate to ensure compliance with the Output Terms of References, ***the Contractor shall be required, subject to approval of the Facilities Manager, amend the said Terms of References.*** In such case PORT ALFRED and SETTLERS HOSPITAL and the Contractor shall amend these Terms of References in writing to reflect such amendment.

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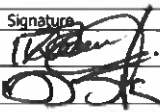

Pricing will be on unit costs per unit (rate based).

Department of Health will procure according to the need and budget availability

LAUNDRY SERVICES:

SETTLERS HOSPITAL:

ITEM DESCRIPTION	AVERAGE DILY NUMBER	UNIT PRICE EXCLUDING VAT	UNIT PRICE INCLUDING VAT	TOTAL PRICE INCLUDING VAT	ESTIMATE KG PER ITEM
SHEETS	609				
DRAW SHEETS	240				
PILLOW CASES	224				
COST SHEETS	146				
BLANKETS	180				
BABY BLANKETS	41				
BABY WRAPS	8				
COUNTER PANE	261				
BUNNIES	244				
TOWELS	281				
HAND TOWELS	1				
PATIENT GOWNS- ADULT	64				
PATIENT GOWNS - CHILDREN	12				
PYJAMA TOPS	35				
PYJAMA PANTS	36				
PILLOWS	8				
CURTAINS	8				
DOCTOR GOWNS	70				
DOCTOR TOPS	56				
DOCTOR PANTS	54				
THEATRE LOTIONS	34				
ABDOMINAL SHEETS	10				
LEGGINGS	16				
MAYO COVERS	7				
BOOTS	40				
OPERATIONAL GOWNS	130				
SHORTY	15				
WODEN	52				
NIGHTY	69				
LACE	3				
SCREEN	4				
NURSE DRESSES	6				
SMALL	41				
LARGE	71				
MEDIUM	25				
FEN	10				
TOTAL	2977				

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