

**BUFFALO CITY METRO HEALTH DISTRICT  
OFFICE OF THE SENIOR MANAGER: FINANCE**

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Enquiries: Mr. B Sijadu

**INVITATION TO QUOTE**

PRICE QUOTE NO: RFQ-BCMHD-2024/2025-016

**RENDERING OF CLEANING SERVICES FOR BUFFALO CITY METRO HEALTH DISTRICT FACILITY DUNCAN VILLAGE DAY COMMUNITY HEALTH CENTRE MIDWIFE OBSTETRIC UNIT (DVDCHC MOU) FRERE HOSPITAL FOR A PERIOD OF EIGHTEEN (18) MONTHS.**

ADVERT DATE: 23 AUGUST 2024

CLOSING DATE AND TIME: 03 SEPTEMBER 2024 @ 11:00AM

The RFQ document must be DOWNLOADED at [www.echealth.gov.za](http://www.echealth.gov.za) (Tender bulletin /Adverts)

Enquiries: Mr. B Sijadu

1. Service providers are kindly requested to submit price quotations on the attached SBD 3.1 for the specified items / service in line with the price index and market research.
2. By submitting the price quotation, it is accepted that you fully understand the requirements of this invitation and have familiarized yourself with the General Conditions of Contract (GCC) available on National Treasury website [www.treasury.gov.za](http://www.treasury.gov.za). The GCC can be available on request at our offices.
3. The Buffalo City Metro Health District reserves the right to award the price quote in its totality to one service provider.
4. Service providers must submit the price quotation in a sealed marked envelope for the attention of Mr. B Sijadu before the Closing date and time.
5. Service providers must attach a recent CSD report together with the fully completed SBD forms attached as follows:
  - SBD 1
  - SBD 3.1
  - SBD 4
  - SBD 6.1
6. All submissions for this invitation must be made on or before the closing date and time.

Signature: Supply Chain Manager

20.08.2024

Date

**RENDERING OF CLEANING SERVICES FOR BUFFALO CITY METRO HEALTH DISTRICT FACILITY DUNCAN VILLAGE DAY COMMUNITY HEALTH CENTRE MIDWIFE OBSTETRIC UNIT FRERE HOSPITAL FOR A PERIOD OF EIGHTEEN (18) MONTHS.**

## SPECIFICATION

RENDERING OF CLEANING SERVICES FOR BUFFALO CITY METRO HEALTH DISTRICT FACILITY DUNCAN VILLAGE DAY COMMUNITY HEALTH CENTRE MIDWIFE OBSTETRIC UNIT (DVDCHC MOU) FRERE HOSPITAL FOR A PERIOD OF EIGHTEEN (18) MONTHS.

### CLEANING SERVICES SPECIFICATIONS:

#### INDEX

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

## 1. DESCRIPTION

The following paragraphs entail the requirements for the cleaning and related services at Buffalo City Metro Health District.

## 2. DEFINITIONS AND INTERPRETATIONS

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

Cleaning service	:	Means the cleaning and domestic service to be provided by the contractor pursuant to this Specification/Terms of reference.
Clinical Areas	:	Means the areas at the DVDCHC MOU premises used to deliver clinical care to patients where the need for high standards of hygiene is paramount on a day-to-day basis.
Areas	:	Means any of the office areas, outpatients areas, theatres, ward areas, Public Areas, Stairways and lifts at BCMHD Facilities.
Hygiene services	:	Means the hygiene service to be provided by the contractor pursuant to this Specification/Terms of reference
Materials	:	Means the products necessary for the provision of the cleaning services
Facilities Manager	:	means facilities manager employed by BCMHD to manage the facilities management related services, including such parts delegated authority or person appointed to perform function on behalf of the facilities manager.
BCMHD	:	Buffalo City Metro Health District
DVDCHC MOU	:	Duncan Village Day Community Health Centre Midwife Obstetric Unit
Ward duties	:	Means the ward duties to be carried out by the contractor.
Staff	:	Means those persons engaged or employed from time to time by the contractor to carry out the cleaning services.
Service Standards	:	Means the service levels and criteria set out in this Specification/Terms of reference and the appendices to this Specification/Terms of reference.
Specialist cleaning Services	:	Means the periodic cleaning of walls and ceiling surfaces in theatre, aseptic suites, wards and ward kitchens excluding the routine day-to-day cleaning of sanitary fittings and floors and spot wiping of walls and doors in such areas.

### 3. STANDARDS

#### 1.1 **Cleaning practice and all procedures and cleaning agents**

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

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

#### 1.2 **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.

#### 1.3 **Soap Dispensers**

Where soap dispensers are damaged or missing it shall be the responsibility of the contractor 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.

#### 1.4 **Disinfectants**

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

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

#### 1.5 **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.

#### 1.6 **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.

## 1.7 Sanitary Towel Receptacles

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

### SHE Bin and Packet dispenser

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

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

## 1.8 Antiseptic and Deodorising Agents dispenser/Deo-blocks

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

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

## 1.9 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.

## 1.10 Waste disposal bags

The waste bags that need to be provided under this contract will comply with CKS 460.

#### 4. GENERAL SPECIFICATION REQUIREMENT

Rendering of cleaning services at Duncan Village Day Community Center MOU for a period of eighteen (18) months.

4 x Cleaners required for a day and night duty (12 hours per person per shift) x 7 days a week i.e. (2 needed during the day shift (07h00 till 19h00) and 2 during the night shift (19h00 till 7h00)

**NB: 2 CLEANERS MUST BE ON SITE EVERY SHIFT (IT IS THE SERVICE PROVIDERS RESPONSIBILITY TO ENSURE THERE IS BACKUP STAFF)**

**THE SERVICE PROVIDER IS RESPONSIBLE FOR THE SUPERVISION OF THESE CLEANERS FOR THE DURATION OF THE CONTRACT.**

**AREAS TO BE CLEANED ARE AS FOLLOWS ON A DAILY BASIS 7 DAYS A WEEK MONDAY TO SUNDAY 12 HOURS A DAY INCLUDING PUBLIC HOLIDAYS.**

Measurements (Estimated sizes are subjected to physical measurements)

Area	Length	Breadth
Passage	20.9m	2.10m
Kitchen	4.80m	2.40m
Ward	14.20m	4.80m
Delivery Room 1	4.8m	3.50m
Delivery Room 2	4.80m	3.40m
Delivery Room 3	4.8m	3.5m
Passage	18.10m	2.10m
Ward	8.30m	3.90m
Toilet X2	3.60m	3.90m
Office	3.60m	3m
Reception	4m	3.60m
Patient toilet and Shower	3.60m	3.20m
Sluice Room	3.60m	3.20m

#### Duties Entail:

- Cleaning of floors daily
- Stripping, Waxing, Sealing and Buffing of Floors (Quarterly)
- Dusting of accessible surfaces daily
- Emptying of bins and plastic linings of the bins (both general and Medical waste receptacles) 3 times a day or when necessary.
- Cleaning walls and windows of (DVDCHC) MOU when needed.
- Sluicing of soiled linen after each delivery
- Collecting and Dishing out meals to patients (All meals and when necessary)
- Washing dishes after each meal when necessary

6

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- To Segregate all Waste Correctly according to Standardized infection control measures.

DVDCHC will provide all toilet rolls, paper towels, and all disposable plastic bags.

#### STAFF REQUIREMENTS

The successful service provider will be expected to do cleaning services as per the number of days below:

4 x Cleaners required for a day and night duty (12 hours per person per shift) x 7 days a week i.e. (2 needed during the day shift and 2 during the night shift (19h00 till 7h00))

#### Estimated Cleaning Material Per Month:

ITEM	SIZE	ESTIMATED QUANTITY PER MONTH
DISHWASHING LIQUID	5 L	2
FLOOR POLISH	25 L	1
BLEACH	5 L	2
HANDY ANDY	5 L	2
STRIPPER	25 L	1
PINE GEL	5 L	4
BUFFER	5 L	2
FURNITURE POLISH SPRAY	300 ML x 6	2
TOILET BOWL CLEANER	5 L	2
WINDOW CLEANER	5L	2
DEO BLOCK	5KG	1
AIRFRESHNER	300 ML x 6	4
WALL CLEANER	5L	2
SODIUM PERBORATE POWDER	2KG	1

- The Department reserve the right to pay for only consumables used on the monthly basis at the rate awarded.

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

##### (a) 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 that the surfaces requiring to be attended to are free of dust, dirt, grease or grime.
- Spot clean and remove all chewing gum, etc.

(b) **Bi - Monthly:**

- Strip with a non-ammoniated stripper;
- Wash floors
- Apply sealer
- Buff the floors

**4.2 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, skirting, ledges, ceilings, etc.
- Clean and wipe down handrails, lift doors, etc.
- Dust vertical surfaces, pictures, doors, etc.

(b) **Weekly**

- Dust and chemical clean all furniture and fittings, including desks and tables, book cases, cabinets, beds, bedside cupboards, etc.,
- Dust all accessible surfaces (daily).

**4.3 WASTE DISPOSAL**

(a) **Daily**

- Empty clean and wipe with disinfectant impregnated cloth all waste bins from wards and office areas to the demarcated areas as indicated (on site).
- All medical and kitchen waste to be removed from wards to medical waste cold rooms. Schedule of collections and handover to third party medical waste collector to be managed and documented.
- All refuse that is to be collected from wards and other areas will be in colourcoded bags and sealed before being taken to the disposal areas. No waste is to be accepted unless it is sealed as described above (and it must be reported to the section manager)
- Dust bins in waiting areas and offices are to be emptied into bags by the contractor and taken to the demarcated areas.
- All damaged bags to be placed inside another bag and sealed).
- Wash and disinfect disposal areas.

(b) **Weekly**

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



(c) **Waste Removal Management plan**

- The contractor will provide a daily waste running service to ensure all waste removed daily from hospital.
- The Cleaning Contractor 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 medical and non-medical waste for the complex. See below

**Red** – Medical waste / Surgical waste

**Yellow** – kitchens Waste

**Black** Clear- all other areas

**4.4 WALLS AND PAINTWORK, ETC.**

(a) **Fortnightly**

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

(b) **Bi-Monthly**

- Wash down walls around lift door openings and staircases.
- Wash down all painted wall and door surfaces, etc.

**Note no chemical agents and/or abrasives are to be used that will damage the surfaces that are being cleaned e.g. 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.**

- Wash down all painted wall and door surfaces, etc.

**4.5 WINDOWS AND WINDOW WALLS, GLASS, ETC.**

(a) **Daily**

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

(b) **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)

(c) **Standards**

The Contractor 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.

**4.6 SPECIFIC REQUIREMENTS**

**4.6.1 TOILETS AND WASHROOMS**

(a) **Two (2) Hourly Daily**

- First thing in **the morning** and after 2 hours, empty and clean all waste receptacles, sanitary bins and ashtrays and replenish soap dispensers, toilet and towel paper dispensers.

(b) **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 and replenish deodorant blocks in urinals. (Blocks that will cause blockage in the drainage system may not be used).
  - 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
- (NOTE: Single ply toilet rolls to be replaced thrice daily)**

#### 4.6.2 WARD KITCHENS

(a) **Twice Daily**

- Clean and wipe down all surface areas in ward kitchens.
- Collect and dish out meals to patients.
- Spot clean floors and walls in ward kitchens.
- Update kitchen checklist with every visit

#### 4.7 DEEP CLEANING PROGRAMME

(a) **WARDS**

- General wards are to be deep cleaned and sterilised every three months
- The Contract Manager is to liaise with Sister in charge, Matron and Facility Manager on availability of wards for the annual programme is to be implemented. If possible, ward beds and patients will be moved to aid in a thorough cleaning programme.

#### DELIVERY AREAS (ROOMS)

(a) **Daily**

- Delivery sections - all surfaces are to be cleaned and treated with a chemical sterilising treatment like Biocide D or equally approved.

(b) **Weekly**

- Delivery rooms are to be deep cleaned and thoroughly sterilised

*Detailed cleaning to consist of:*

- Damp wipe with Biocide D or equally approved:
- Walls, curtain rails, beds lockers, doors, light switches;
- Bathrooms: toilets, baths, showers, basins, taps, plug holes;
- Offices, desks, walls, chairs;
- Sluice: walls, soak bedpans and bottles, basins, sluice.

(c) **Floors:**

- Strip with a non-ammoniated stripper;
- Wash floors;
- Apply sealer

#### 4.8 EXCLUSIONS

The cleaning service shall not include:

- The cleaning of computer and medical equipment;

#### 5. CLEANING EQUIPMENT, MACHINERY AND CONSUMABLES

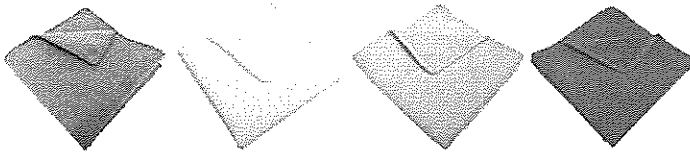
- All cleaning equipment and machinery used in this contract will be of industrial type and comply with the relevant SABS Specification/Terms of references and the ***Occupational Health and Safety Act***
  - The service provider must ensure that all machine operators are fully trained in the safe and responsible use of such equipment.
  - The service provider is to supply all cleaning equipment, machines and consumables described in the document for the duration of the contract.
  - 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 BCMHD and are to be provided by the successful service provider.
  - ***THE SERVICE PROVIDER MUST NOTE THAT IF MACHINES HAVE TO LEAVE THE PREMISES A REPLACEMENT MUST BE AVAILABLE TO PERFORM THE FUNCTIONS OF THE EQUIPMENT THAT ARE UNDER MAINTENANCE/REPAIR.***
- 
- The Service provider shall maintain a colour coding system for equipment and materials to minimize cross contamination from one type of area to the next: - (See Attached)

#### Annexure A

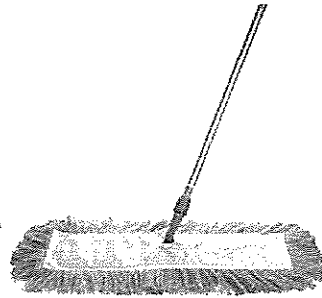
Double bucket mop Color coded mops two-way bucket system Janitor trolley  
For mopping



**Color coded cleaning cloths**



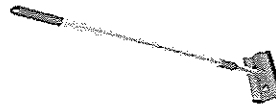
**Mop Sweeper**



**Color coded buckets**



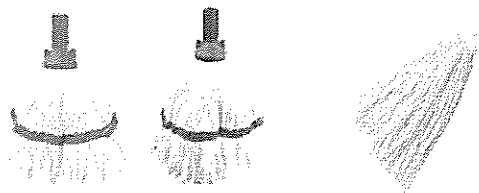
**Window squeegee Mop**



**Spray bottle**



**Color coded Mops**



### **5.1 CONTROL OF CLEANING CONSUMABLES**

Contractor shall be responsible for the safe storage of a range of consumables and some non-consumables required for the Cleaning Services.

The service provider will be provided with a cleaning store but must however note that if storage provision is not adequate additional storage will have to be obtained at own cost.

### **5.2 CONTROL OF EQUIPMENT**

The Contractor shall

- ensure any non-compliant cleaning equipment is not used by any person whatsoever in the provision of the Cleaning Services;
- all cleaning materials are designed for specific use in specific areas of the BCMHD Facilities;
- 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

### **5.3 INFECTION CONTROL**

The Contractor shall:

- Ensure all cleaning Staff are trained and familiar with, the DOH infection control policy and procedures. Should there be any amendments, further training will be conducted to ensure cleaners are continually informed and updated;
  - The Contractor's contract manager will adhere to all scheduled meetings stipulated by the DOH Infection Control Officer;
- The Service provider will inspect and comply with the Infection Control Policy, Procedures and Techniques and rectify non-compliance.
- Best practice must be applied to ensure the highest quality of cleaning services.
- The Contractor shall regularly liaise with the infection control officers and ECDOH departmental heads on:
  - The employment of the latest techniques, material and equipment to ensure the highest quality of Hygiene Services;

### **5.4 HEALTH AND SAFETY**

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

#### 5.4.1 CLEANING PROGRAMME

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

#### 5.4.2 PROVISION OF OFFICES, STORES, WATER AND ELECTRICITY

The successful service provider will be provided with demarcated office storage space of non-negotiable size free of charge. If the area is not adequate the service provider, I to source additional space at own cost. Water and electricity will also be provided free of charge the execution of cleaning duties

#### 5.4.3 LIAISON

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

#### 5.4.4 RESPONSIBILITIES IF ACCESS TIMES CANNOT BE ADHERED TO

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

#### 5.4.5 TRAINING

The Contractor shall ensure that all Staff are adequately trained for the proper fulfillment of their duties in respect of this Cleaning Services Specification/Terms of reference.

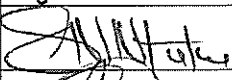

#### **MEDICAL SCREENING OF ALL STAFF MEMBERS**

**The service provider will be expected to do a medical screening on all workers brought to site for this contract at its own expense (in compliance with the department of labour requirements).**

#### 5.4.6 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.

PLEASE NOTE: THIS OFFER IS SUBJECT TO THE STIPULATION OF THE GENERAL CONDITIONS OF CONTRACT ON THE TREASURY WEBSITE.

Approved	Signature	Date
End User		18/08/2024
Approval by		20/8/2024

**EVALUATION CRITERIA AND PROCESSES:**

There will be two (2) stages in the evaluation of this invitation.

**1<sup>st</sup> stage is the admin compliance to the invitation and all supporting documents requested.**

#	Requirement	Complied	
		YES	NO
A	Invitation to Bid (SBD1) completed and signed		
B	Pricing Schedule (SBD 3.2) in line with labour rates		
C	Declaration of Interest (SBD 4)		
D	Preferential Points Claim (SBD 6.1)		
E	CSD REPORT		
F	Material Data Sheet		
G	COIDA		
H	Proof of Registration with UIF		

**CONDITIONS OF THIS INVITATION:**

1. Service providers are to complete all documents attached SBD forms together with the CSD report for this invitation. (All SBD DOC attached).
2. Quotation must be submitted on the SBD 3.2 in line with the specification and include all the cost relating to the invitation and must be VAT inclusive (N.B. no hidden cost will be paid by the Department of Health.)
3. All quotations must be in line with the gazetted labour rates.
4. The SBD 3.2 must be stamped, dated and signed.
5. The General condition of contract will be applied.
6. The RFQ will be awarded to one service provider for the duration of the contract, not exceeding R1 Million.
7. The total overall per item for all items quoted will be used to calculate 80/20 principle.
8. The Facility wishes to appoint a service provider that will render cleaning services for the above facility in line with the Ideal Clinic Realization and Maintenance as well as the National Core Standards requirements



**MANDATORY/ NON NEGOTIABLES**

- 9. The service provider must quote rates that comply with minimum wage as per contract cleaning sector's Sectorial Determination 1, **failure to do so your proposal will be non-responsive.**
- 10. Service providers must attach all material safety data sheets for all consumables listed above **(Non-negotiable)**
- 11. Service providers must attach a valid Certificate of Occupational Injuries and Diseases Act (COIDA) from Department of Labour. **(Non-negotiable)**
- 12. Service providers must provide proof of Registration with UIF as prescribed by the Department of Labour. **(Non-negotiable)**

**NB: ALL THE ABOVE REQUIREMENTS MUST BE COMPLETED COMPREHENSIVELY**

**2<sup>nd</sup> Stage is the Price evaluation in terms of the PPPFMA in line with the 80/20 principle.**

**THE 80/20 PREFERENCE POINT SYSTEMS**

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

**80/20**

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

PART A  
INVITATION TO BID

SBD1

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	RFQ-BCMHD-2024/2025-016	CLOSING DATE:	03 SEPTEMBER 2024	CLOSING TIME:	11:00AM
DESCRIPTION	RENDERING OF CLEANING SERVICES FOR BUFFALO CITY METRO HEALTH DISTRICT FACILITY DUNCAN VILLAGE DAY COMMUNITY HEALTH CENTRE MIDWIFE OBSTETRIC UNIT (DVDCHC MOU) FRERE HOSPITAL FOR A PERIOD OF EIGHTEEN (18) MONTHS.				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
BUFFALO CITY METRO HEALTH DISTRICT					
79 FITZPATRICK STREET, CORNER MERINO DRIVE					
QUIGNEY					
EAST LONDON, 5201					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr B Sijadu	CONTACT PERSON	Mrs P Qongwana		
TELEPHONE NUMBER	060 566 0980	TELEPHONE NUMBER	082 381 2615		
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A		
E-MAIL ADDRESS	buntu.sijadu@echealth.gov.za	E-MAIL ADDRESS	Phumza.qongwana@gmail.com		
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA

RENDERING OF CLEANING SERVICES FOR BUFFALO CITY METRO HEALTH DISTRICT FACILITY DUNCAN VILLAGE DAY COMMUNITY HEALTH CENTRE MIDWIFE OBSTETRIC UNIT (DVDCHC MOU) FRERE HOSPITAL FOR A PERIOD OF EIGHTEEN (18) MONTHS.

<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?</p>	<p><input type="checkbox"/>Yes                      <input type="checkbox"/>No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?</p>	<p><input type="checkbox"/>Yes    <input type="checkbox"/>No</p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
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**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**

<b>1. BID SUBMISSION:</b>
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).
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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: .....

**PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder.....	Bid number: RFQ-BCMHD-2024/2025-016
Closing Time 11:00AM	Closing date: 03 SEPTEMBER 2024

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

**BID PRICE IN RSA CURRENCY NO. \*\* (ALL APPLICABLE TAXES INCLUDED)**

**DVDCHC MOU**

No. of Cleaners (A)	Hourly rate (B)	Estimated No of hours per day (C)	Estimated No. of days per month (D)	Total (E)
4		12	31	

(No of cleaners' X hourly rate X no of hours per day X no. of days = Total) or (A x B x C x D = E)

DESCRIPTION		COST MONTH (E)	PER	TOTAL FOR 18 MONTHS (E x 18)
4 x Cleaners (As per total above)				
ITEM	SIZE	QUANTITY	UNIT PRICE	
DISHWASHING LIQUID	5 L	2		
FLOOR POLISH	25 L	1		
BLEACH	5 L	2		
HANDY ANDY	5L	2		
STRIPPER	25 L	1		
PINE GEL	5 L	4		
BUFFER	5 L	2		

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TOILET BOWL CLEANER	5 L	2			
FURNITURE POLISH SPRAY	300ML x 6's	2			
WINDOW / GLASS CLEANER	5L	2			
DEO BLOCK	5KG	1			
AIRFRESHNER SPRAY	300ML x 6's	4			
SODIUM PERBORATE POWDER	2KG	1			
<b>TOTAL FOR CLEANING MATERIAL</b>					
Overheads (includes protective clothing, etc.)					
<b>SUB TOTAL</b>					
<b>VAT</b>					
<b>TOTAL PRICE</b>					

Date: _____ Sign: _____	<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> COMPANY STAMP </div>
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Service providers may attach Stamped, Dated and Signed Company Quotations to this SBD 3.1

- Required by: .....
- At: .....
- Brand and model .....
- Country of origin .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....
- \*Delivery: Firm/not firm
- Delivery basis .....

**Note:** All delivery costs must be included in the bid price, for delivery at the prescribed destination.

**\*\*** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

\*Delete if not applicable.

**BIDDER'S DISCLOSURE**

**PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**1. BIDDER'S DECLARATION**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:  
 .....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

1 The power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



2.3.1 If so, furnish particulars:

.....

**3 DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read, and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 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 consortium<sup>2</sup> will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 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.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 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.

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1 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

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

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

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

### 1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

*(delete whichever is not applicable for this tender).*

The applicable preference point system for this tender is the 80/20 preference point system.

The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

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

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

### 2. DEFINITIONS

- (a) "tender" means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

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

**3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

**3.1. POINTS AWARDED FOR PRICE**

**3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS**

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

**80/20**

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

**3.2.1. POINTS AWARDED FOR PRICE**

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

**80/20**

Table 1: Specific goals for the tender and points claimed are indicated per the table below.  
 (Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Historically Disadvantaged Individuals Ownership	20% (4)	
Women Ownership	20% (4)	
Youth Ownership	20% (4)	
Disability Ownership	20% (4)	
Military Veterans Ownership	10% (2)	
Locality Ownership (Eastern Cape)	10% (2)	
<b>TOTAL</b>	<b>100% (20)</b>	

- a) Service providers must submit proof of its Specific Goals points claimed / status of contributor.
- b) The Specific Goals supporting documents required to verify claimed points may in line with the specified requirements include:
  - Historically Disadvantaged Individuals Ownership: Proof of ownership (CIPRO certificate) with id no. (any person born before April 1993)
  - Women Ownership: Ownership: Proof of ownership (CIPRO certificate) with id no.
  - Youth Ownership: Ownership: Proof of ownership (CIPRO certificate) with id no. (any person between age of 18 and 35)
  - Disability Ownership: Proof of ownership (CIPRO certificate) with valid medical documentary proof.
  - Military Veterans Ownership: Proof of ownership (CIPRO certificate) with valid proof of veteran status.
  - Locality Ownership: Proof of business address (municipal account, municipal letter, traditional council, traditional authority or valid lease agreement)
  - Updated CSD report

**DECLARATION WITH REGARD TO COMPANY/FIRM**

3.3. Name of company/firm.....

3.4. Company registration number: .....

3.5. TYPE OF COMPANY/ FIRM

3.6. Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME</b> .....	
<b>DATE:</b>	.....
<b>ADDRESS:</b>	..... .....