

ANNEXURE 1

SCOPE OF WORK: SERVICE 1 (HYGIENE SERVICES)

1.1 SCHEDULE OF SERVICES TO BE PROVIDED AT VARIOUS SITES OF WITS

1.1.1 HYGIENE SERVICES: SANITARY BINS, AIR-FRESHENERS AND HYGIENE EQUIPMENT SUPPLY

- Supplying and servicing of sanitary bins and removal and disposal of removed contents on same day as service from campus.
- Supply and service Air-fresheners on a 30-day service.
- Supply and service various other Hygiene equipment

1.1.2 SANITARY BINS

- Cleaning schedules for sanitary bins shall be on a weekly-(7day service) or bi-weekly basis-(14-day service). It is however possible that in some areas a service twice a week may be required. A service schedule should be provided by the successful service provider. The service provider to ensure that the entire campus is serviced on the day of the scheduled service and as per schedule to be provided. The service provider shall ensure no staff be dedicated to Wits 100% of their time. The service provider shall ensure sufficient teams will be on site in order to complete all servicing within allocated hours-(7:00 – 15:30) hours. Tenderers to provide sufficient teams in order to service all areas within a three (3) working day service (Monday, Tuesday, Friday).

NOTE SPECIFICATION

- Standard White Touch or Peddle Bins, 21 litre Capacity.
- All bins to have clearly identifiable bin liners
- All servicing staff to have clearly dedicated waste collection bags that are fit for purpose and approved by wits
- Collected waste must be removed from site on a daily basis
- All bins need to be sanitised and cleaned regularly
- All bins service need to include chemical treatment to prevent odours

1.1.3 CONSULTATION WITH CAMPUSES MANAGEMENT

- It would be expected of the successful contractor to liaise with the Services Managers or delegated person of the relevant campuses on a monthly basis regarding the services requirements.
- Monthly statistical reports will be provided i.e. amount of items serviced, waste weight per campus/building.
- All reports will be submitted in electronic and hard copy in conjunction with monthly invoicing.

1.2 GENERAL TENDER REQUIREMENTS

- 1.2.1 All Cleaning material and chemicals required to perform the services must be supplied by the successful contractor.
- 1.2.2 Respondents need to provide proof and certification documentation with regards to adherence to all Local National health regulations and related regulations...
- 1.2.3 Respondents entering an offer for the Hygiene Services need to forward confirmation of the method and site that is used for the disposal of the material removed. A certified copy of the official permit granted MUST be attached to this proposal document

- 1.2.4 Respondents need to take note that the numbers/units/square meters and service frequencies stated herein might increase/decrease during the duration of the contract due to WITS's operational requirements and/or completion of moves/construction projects. Such changes shall be agreed to between the successful contractor and WITS before implementation of possible changes. All billing charges will be in line with the agreed contract rates and periods.
- 1.2.5 Respondents entering an offer for the Hygiene Services need to provide sample data as well as a detailed description of a live electronic servicing records system.
- 1.2.6 All Air-fresheners must be lockable and tamper proof.
- 1.2.7 **The successful service provider/s should be able provide all equipment required for this tender {Sanitary Bins, Air-freshener} within a period of one (1) calendar month after letter of appointment.**

1.3 PAYMENT

- 1.3.1 Invoices should be invoiced on a monthly basis after completion of the service. Please indicate the Campus/Building/Residents on the invoice as well as the specific sector. Each Campus/Building/Residents and each type of service should be invoiced separately. The Campus/Building/Residents that form part of the Sector must be specified as line items on the total invoice for the sector.
- 1.3.2 All job cards/PO's /IR's should be signed off by the identified WITS representative and attached to the relevant invoice. If the job card/IR is not signed off by the WITS representative, or not attached to the invoice, the invoice will not be paid and be referred back to the service provider.
- 1.3.3 The Service Provider to ensure that an identified member of WITS accompany the team that will be servicing the different campuses.
- 1.3.4 The Service Provider to notify WITS representative immediately if any problems are experienced.
- 1.3.5 Payments will only be made once all relevant documentation is received and in line with the contractual agreement.