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## Quotation Advert

Opening Date:	2021-08-12
Closing Date:	2021-08-25
Closing Time:	11:00
<b>INSTITUTION DETAILS</b>	
Institution Name:	Fort Napier hospital
Province:	KwaZulu-Natal
Department or Entity:	Department of Health
Division or section:	Central Supply Chain Management
Place where goods / services is required	Fort Napier Hospital
Date Submitted	2021-08-12

## ITEM CATEGORY AND DETAILS

Quotation Number:	ZNQ: FNH 146/2021/22
Item Category:	Services
Item Description:	Service and Repair Boiler in Laundry
Quantity (if supplies)	01

## COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type:	Compulsory Briefing Session
Date:	2021-08-18
Time:	10:00
Venue:	FORT NAPIER HOSPITAL SUPPLY CHAIN DEPARTMENT

QUOTES CAN BE COLLECTED FROM: AVAILABLE ON THE DEPARTMENT WEBSITE

QUOTES SHOULD BE DELIVERED TO: FORT NAPIER HOSPITAL SECURITY MAIN GATE

## ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name:	Miss N Xulu
Email:	FNHQuotations@kznhealth.gov.za
Contact Number:	033 2604421
Finance Manager Name:	Mrs G Sewan
Finance Manager Signature:	

No late quotes will be considered







**KWAZULU-NATAL PROVINCE** DIRECTORATE: SYSTEMS  
HEALTH  
REPUBLIC OF SOUTH AFRICA

FORT NAPIER HOSPITAL

1 Devonshire Road , Pietermaritzburg, 3200

Tel: 033 2604479 Fax: 033 341 0986 email: veronica.hlope@kznhealth.gov.za

**36 months service and repairs at Fort Napier/Midlands laundry service.**

**Quotation No:**

**REQUIRED CIDB GRADING: 4ME.**

**MIDLANDS REGIONAL LAUNDRY: 36 MONTHS GOVERNMENT INSPECTION.**

**QUOTATION DOCUMENT**

**DEPARTMENT OF HEALTH**

**Project Leader: Zakhele Madonsela**

**Telephone No: 033 940 2595/062 268 5846**

**Email: Zakhele.Madonsela@kznhealth.gov.za**

## **QUOTATION DOCUMENT CONTENTS**

**NUMBER OF PAGES: 23**

- PART ONE : INVITATION TO QUOTE AND QUOTATION CONDITIONS**
- PART TWO : QUOTATION FORM AND ALTERNATIVE QUOTES**
- PART THREE : CONDITIONS OF CONTRACT**
- PART FOUR : TECHNICAL SPECIFICATION**
- PART FIVE : PARTICULAR SPECIFICATION**
- PART SIX : SCHEDULES OF EQUIPMENT OFFERED**
- PART SEVEN : SCHEDULE OF PRICES**
- PART EIGHT : RETURNABLE DOCUMENTS**

The Contractor is required to check these documents and the number of pages listed above. The Contractor's shall satisfy himself that this document is complete in accordance with the above schedule and if any pages are found to be missing, or duplicated, shall immediately request to rectify the discrepancy. No liability will be admitted by the Employer in respect of errors in the Contractors quote due to the foregoing.

# PART 1

## INVITATION TO QUOTE AND QUOTATION CONDITIONS

**Enquiries : Zakhele Madonsela**  
**Quotation No :**  
**Date: 03/08/2021**

**TO:**

**ATTENTION :**

Dear Sir

**MIDLANDS REGIONAL LAUNDRY : 36 MONTHS BOILER SERVICE AND REPAIRS.**

1. We hereby invite you to quote for the above service, using the quotation form template from department of health.
- 2.1. Your quotation must be submitted in a sealed envelope, the front of the envelope being clearly endorsed with the Quotation number and the project description as stated above to
- 2.2. The use of correcting fluid, e.g. "Tippex" etc will lead to the automatic disqualification of the Quotation.
- 2.3. Only the original quotation document, duly signed and completed in its entirety, will be given consideration.
- 2.4. Suppliers quotations may be facsimile or photocopied.
- 2.5. The total quotation amount shall be fixed for ninety (90) days from date of quotation.

Only additions or omissions arising from approved written authorized variations, will be accepted as a valid variation in cost.

- 3. THE QUOTATION SHALL BE FULLY DETAILED AS FOLLOWS:**
- 3.1 Itemised list of Materials/Spare Parts/Equipment, showing unit costs, contractors mark-up and subtotal
  - 3.2 Labour hours, Unit Rate and Sub-Total
  - 3.3 Kilometres, Unit Rate and Sub-Total (Specify number of trips)
  - 3.4 Subsistence: Number of Nights Out, Unit Rate and Sub-Total.
  - 3.5 VAT and Grand Total
4. A compulsory site inspection is required/ site briefing.
5. Kindly complete the attached document and return all pages as per paragraph 2.3 above, each page being initialled by the Contractor's authorized signatory.

Yours faithfully

**PROJECT LEADER:CZ MADONSELA  
DEPARTMENT OF HEALTH**



***IMPORTANT***

**THIS FORM IS ONLY TO BE INCLUDED AND COMPLETED WHEN APPLICABLE TO THE BID.**

**COMPULSORY OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE**

**Site/building/institution involved:**

**Quotation no:**

**Service: Midlands Regional Laundry: 36 MONTHS BOILER SERVICE AND REPAIRS.**

**Date:**

**Time: 11h00**

**Venue: Midlands Regional Laundry**

**Contact Person:**

.....

**THIS IS TO CERTIFY THAT (NAME) \_\_\_\_\_**

**VISITED AND INSPECTED THE**

**SITE ON \_\_\_\_\_ (DATE) AND IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.**

\_\_\_\_\_  
**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**

**DATE:** \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF DEPARTMENTAL REPRESENTATIVE**

**DEPARTMENTAL STAMP**

**DATE:**

## **PART 2**

# **QUOTATION FORM AND ALTERNATIVE QUOTES**

**PART 2**

**QUOTATION FORM**

TO BE COMPLETED BY THE CONTRACTOR:

I/We hereby quote for the following project in accordance with the conditions specified in this document.

**Midlands Regional Laundry: 36 MONTHS BOILER SERVICE AND REPAIRS.**

A: Equipment and Material including mark-up and VAT R \_\_\_\_\_

B. Labour, Travelling, Subsistence and Transport including VAT R \_\_\_\_\_

A+B Fixed Price for the scope of the works quoted for, valid for  
90 days from date of quotation. Including 15% VAT  
**The offered total of the prices is** R \_\_\_\_\_

Only additions or omissions arising from approved written authorized variations will be accepted as a valid variation in cost.

I/We agree that if we are awarded these works, the relevant preventive maintenance servicing, as per the Provincial Government KwaZulu-Natal: Department of Health Standard Service Schedules, may be done by others if so required, and that this would not invalidate my/our guarantee.

The total contract period for completion of this project (.....calendar months) and is inclusive of all statutory holidays.

The service provider is:

NAME :.....

ADDRESS.....

TEL NO:.....

FAX NO.....

E-MAIL ADDRESS:.....

CIDB REGISTRATION NUMBER AND GRADE:.....

**Signed on behalf of the Contractor:**

NAME:.....

POSITION:.....

SIGNATURE:.....DATE.....

**Signed on behalf of the Employer:**

NAME .....

POSITION.....

SIGNATURE.....DATE.....

**QUOTATION FORM  
ALTERNATIVES**

It is required that the Contractor's main offer be in accordance with the specification. However, should Contractors wish to make alternative offers these must only be made on this form or copies thereof as necessary.

Note that all of the information required in this document must be supplied for all alternative offers as well.

Where the Contractor does not wish to submit alternatives, the word "NIL" shall be inserted against each section and the page signed by the Contractor.

ALTERNATIVE \_\_\_\_\_

ALTERNATIVE PRICE  
(IN WORDS) \_\_\_\_\_

DETAIL VARIATIONS FROM SPECIFICATION \_\_\_\_\_

DETAIL BENEFITS TO OWNER IN TERMS OF THE ALTERNATIVE OFFER \_\_\_\_\_

REMARKS \_\_\_\_\_

CONTRACTORS'S AUTHORISED SIGNATURE / FULL NAME AND ADDRESS OF FIRM

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME IN BLOCK LETTERS \_\_\_\_\_

DATE \_\_\_\_\_

## **PART 3**

### **CONDITIONS OF CONTRACT**

These works shall be carried out in accordance with this document.

# **PART 4**

## **TECHNICAL SPECIFICATION**

### **Midlands Regional Laundry: 36 MONTHS BOILER SERVICE AND REPAIRS.** **TECHNICAL SPECIFICATION**

#### **COMPLIANCE WITH REGULATIONS AND STANDARD SPECIFICATIONS**

The operation, construction, material and components of the equipment, as specified, shall comply with the latest requirements of:

The Occupational Health and Safety Act (Act 85, 1993) as amended

The control panel, associated components and wiring shall be installed in compliance with the Department of health Specification for the Electrical equipment and Installation for Mechanical Services.

KwaZulu-Natal Department of Health, Policy on Design of Mechanical Installations, Date January 2013, Rev 7.

KwaZulu-Natal Department of Health, Policy on Design of Electrical Installations, Date January 2013, Rev 7.

KwaZulu-Natal Department of Health, Policy on Design of Structural Installations, Date January 2013, Rev 7.

SANS 10142: Code of Practice for Wiring of Premises.

SANS 10400: The application of the National Building Regulations.

SANS 60947-1: 2005/IEC 60947-1: 2004 to SANS 60947-8: 2004/IEC 60947-8: 2004: Low voltage switch gear and control gear.

An Electrical Certificate of Compliance, in accordance with the OHS Act as amended, will be required for all Electrical Works.

The Machinery and Occupational Safety Act - Act 6/1983

The Pressure Equipment Regulations(PER)

The Municipal By-laws and any special requirements of the Supply Authorities of the area or district concerned.

Local Fire Regulations.

All building works shall be in accordance with the Standard Preambles to All Trades.

The contractor should fully familiarise and understand these documents prior to quoting.

# PART 5

## PARTICULAR SPECIFICATION

### 5. PARTICULAR SPECIFICATION

#### 5.1. TECHNICAL SPECIFICATION

##### 5.1.1 GENERAL

This Technical Specification shall be read in conjunction with all other sections of the Specification and cognisance shall be taken of the clauses relevant to this particular boiler service, whether any specific clauses are referred to or not.

##### 5.1.2 GENERAL REQUIREMENTS

Tenderers are to make special note of the following:

This particular specification must be read with, and shall form part of, Part 4 of this document (Technical Specification).

In so far as the conditions contained herein are at variance with any obtained in the Technical Specifications, the contract shall be interpreted in terms of this Part 5 (Particular Specification).

The whole service & repairs shall be in accordance with the Occupational Health and Safety Act 85/1993 and all regulations framed therein shall be carried out to the satisfaction of the Department of Health.

Competent workmen skilled in their trade shall carry out all work. Quality shall be of the best standard practice and all workmanship will be subject to the approval of the Department of Health.

The work shall at all times, for the duration of the contract, be carried out under the supervision of a skilled and competent representative of the Contractor, who will be able and authorized to receive and carry out instructions on behalf of the Contractor. A sufficient number of workmen shall be employed at all times to ensure satisfactory progress of the work.

All apparatus, component parts, fittings and materials employed in the execution of the Contract shall be new and unused and shall be the latest type or pattern of the particular manufacture employed. S.A.B.S. mark bearing items shall be used wherever possible.

The complete installation shall be maintained for a period of twelve months after acceptance in writing by the Department of Health and shall allow for routine inspections not less frequently than two times a year.

The complete installation must be guaranteed against defective parts and workmanship for a period of twelve months after the date of issue of the Completion Certificate. This period shall run concurrently with the maintenance period.

Rates are to include for commissioning and testing of the complete installation and handing over in working order ready for use.

1 bidders are advised to visit the site and acquaint themselves fully with the site conditions and nature and full extent of work involved prior to submitting their tender. Claims on the grounds of insufficient information in such respects or otherwise will not be entertained by the Administration.

NOTE: All electrical equipment shall comply with NER Regulation of voltage

### **SCOPE OF CONTRACT:**

The specification calls for:

- The 36 months service and maintenance of 2-ton Fuel oil fired (HFO) boiler (detail scope of work is part of the bill of quantities).
- The cleaning of the HFO plant area.
- Replacement of two chemical dosing pumps.
- Replacement of fuel oil piping from the fuel oil storage tank to the heater (length of pipe to be verified during site briefing).

### **THE SITE**

The site is at Midlands Regional Laundry, 1 Devonshire Rd, Naperville, Pietermaritzburg,3201.

### **PROGRAM OF WORKS**

It is imperative that the service and maintenance be achieved without any unscheduled interruption of the steam supply to the laundry therefore minimum downtime is crucial and shall be carefully planned.

Throughout the duration of the works, the works are to be planned and executed to cause minimum inconvenience to the laundry services including staff personnel.

### **INSTALLATION DETAILS.**

#### **DESCRIPTION OF WORK**

- The plant must be isolated both mechanically and electrically.
- The fuel oil tank must be isolated when working on fuel oil line.
- Before cutting on the fuel oil line ensure that the pipe is purged with an inert gas to prevent fire.
- The 36 months service of the boiler shall be done as per applicable section on the scope of work in the bill of quantities section

### **PROGRAM OF WORKS**

The contractor shall notify the Department of Health seven (7) days prior to carrying out any site work. As the Centre is to remain in full operation for the duration of the works, the works are to be planned and executed so as to cause minimum inconvenience to staff.

### **TESTING AND COMMISSIONING**

The boiler shall be tested and commissioned before handing over to the department of health. The test shall be witnessed by the Department of health Engineer/project leader.



**PART 6**

**SCHEDULE OF EQUIPMENT**

**N/A**

## **PART 7**

# **SCHEDULE OF PRICES**

## PART 7

### SCHEDULE OF PRICES

#### PREAMBLE TO THE SCHEDULE OF PRICES

1. All prices shall be quoted in the currency of the Republic of South Africa and will be fixed. Only where exchange rates have been stated in the quotation document, as at two weeks (14 days) prior to closing date of this quotation, will such exchange rate fluctuation be taken into account in the variation of the cost of the imported items/equipment.
2. The Tenderer shall enter a price against each item in the schedule of prices. If the Tenderer fails to enter a price against any item in the schedule of prices the relevant cost of such item shall be regarded as being covered by other prices in the schedule of prices.
3. The prices quoted against each item of these schedules shall cover the full inclusive cost of everything required for the execution of the work under the item plus an apportionment of any cost involved in meeting the obligations and liabilities imposed by the conditions of contract and in complying with the specifications.
4. The prices quoted for the supply of plant and equipment shall include for all handling, loading, transporting and off-loading required for the delivery of the plant and equipment to the site, including in the case of off-site storage for double handling at the store.
5. The prices quoted for erection and installation shall include for all handling, loading, transporting and off-loading, to take plant and equipment to place on site where required, erection, installation, painting, commissioning, operating, testing, adjusting, handing over in proper working order and guarantee for a period of 12 months, all as specified.
6. The provisional sum amount must be added to the total quoted amount.
7. The tendered rates and amounts must exclude Value Added Tax (VAT) but must include all levies, other taxes and duties on items to which they apply. Separate provision has been made in the Summary of Schedule of Prices for the purpose of VAT.
8. Amounts allowed for contingencies will be spent in part or as a whole at the sole discretion of the Department of Health's "Representative".
9. The Schedule of Prices shall be completed and signed in **black ink**. Corrections must be done by deleting, re-writing and initialling next to the amendment.
10. Electrical and Mechanical work is not measured according to the Standard Procedures of Building Work.

**7.1 QUOTATION FORM**

**SCHEDULES OF PRICES  
SUMMARY A**

**LABOUR, SUBSISTENCE, TRAVEL AND TRANSPORT**

<b>7.8.1 LABOUR</b>	<b>TOTAL HOURS</b>	<b>RATE/HR</b>	<b>AMOUNT</b>
a) Artisans	.....	R	.....
b) Apprentices	.....	R ...../hr	.....
1 <sup>st</sup> year	.....	R...../hr	.....
2 <sup>nd</sup> year	.....	R...../hr	.....
3 <sup>rd</sup> year	.....	R...../hr	.....
4 <sup>th</sup> year	.....	R...../hr	.....
c) Semi-skilled	.....	R ..... /hr	.....
d) Unskilled	.....	R ...../hr	.....
<b>7.8.2 SUBSISTENCE</b>	<b>TOTAL DAYS</b>	<b>RATE</b>	
a) Artisans/Apprentices	.....	R /day	.....
b) Semi-skilled	.....	R /day	.....
c) Unskilled	.....	R /day	.....
<b>7.8.3 TRAVEL</b>	<b>TOTAL KM</b>	<b>RATE</b>	
7.8.3.1 From contractor's premises to site			
a) ..... trips (skilled)	.....	R...../km	.....
@..... km per trip	.....		
b) ..... trips (semi- skilled)	.....	R...../km	.....
@..... km per trip	.....		
7.8.3.2 From accommodation to site			
a) ..... (skilled)	.....	R...../km	.....
@..... km per trip	.....		
b) ..... trips (semi skilled)	.....	R...../km	.....
@ ..... km per trip	.....		
<b>7.8.4 TRANSPORT</b>	<b>TOTAL KM</b>	<b>RATE</b>	
Haulage to site .....trips			
@ ..... km per trip	2.5 tone	R...../km	.....
@ ..... km per trip	3 tone	R...../km	.....
@ ..... km per trip	5 tone	R...../km	.....
@ ..... km per trip	7 tone	R...../km	.....
@ ..... km per trip	10 tone	R...../km	.....
b) Cranage to and on site	.....		
@ sub contract rate	.....	x.....	.....

**SUB TOTAL** R \_\_\_\_\_  
**ADD 14% VAT** R \_\_\_\_\_

**GRAND TOTAL (Including VAT)** R \_\_\_\_\_  
 Labour, subsistence, travel and transport  
 (Carried forward to Item 2 on Page 21) =====

**TOTAL COSTS.**

SCOPE OF WORK FOR 36M SERVICE AND REPAIRS AT FORT NAPIER LAUNDRY(Items to be measured during site Briefing	TOTAL COST
<b>Mechanical Work: Overhauling of ALL Valves</b>	
Remove all boiler valves, and label them accordingly before transporting them carefully to the workshop where they will be overhauled. All removed valves must be witnessed and be authorised to leave site by the department of health engineer. At this stage a check list must be provided by the contractor listing all valves (description and quantity) and must be signed off by the Department of health engineer confirming that all valves has been removed from site.	
Blank a flange to the common steam line.	
Strip and inspect the valves, take pictures before starting with any work. Provide a detailed technical valve inspection report to the department of health engineer. The report must detail the condition of the valve and its internals (with photos), recommended repairs and methodology (where applicable). invite the Engineer to witness the condition of the valves at the workshop where they would be overhauled.	
Overhaul the valves using ONLY OEM parts. Keep all old parts for the department of health engineer to check the condition.	
Test the valves after overhauling. This must include pressure testing the valves at the boilers design pressure x 1.25. Provide overhaul and test report including ALL A/A valve certificates.	
Paint valves and put tags (labels) with all necessary information on it. (note: Brass valves not to be painted only to be sand blasted)	
Return all valves to site. At this stage a check list must be signed off by the department of health engineer confirming that all valves has been returned to site.	
Clean all flanges and put new appropriate size gasket for valves (Klingerite steel reinforced coated with graphite powder IOS14001). The gasket must be aligned properly.	
Replace all Bolts, nuts, washers & spring washers to each valve by using corrected torque settings and apply copper slip.	
<b>Mechanical work: Internal Inspection, External Inspection and Pressure Test</b>	
Carefully break and remove ALL inside brick work and refractory if Applicable	
Acid wash the boiler internals (water side) with the appropriate chemical. Drain the boiler of all scale and dirt.	
Clean the entire boiler to remove corrosion, scalling, dirt	
Thoroughly Clean fire tubes to remove scale/corrosion.	
Remove the lagging and cladding over the boiler, ONLY where the inspector would need to do inspection and testing.	
Thoroughly clean boiler shell, seams, welds, stay bars/tubes, covers, rear plate, studs, rivets and mountings for the inspector	
Conduct ALL Boiler A/A Inspections and Tests as per Boiler Regulations and Occupational Health and Safety Act. This must include MPI, ultrasonic and thickness measurement etc.	
Pressure test the boiler to 1.25 x design pressure for not less than 1 hour ( achieve an acceptable decay rate approved by an engineer)	
Advise the department of health engineer immediately of ALL findings especially the recommended repairs (eg: leaking tubes and damages parts and weak points)	
make a provision to replace 50 boiler tubes, not less than 3.66mm thick.	
Build and install all previously removed parts, brickwork, refractory, etc	
Provide full A/A report and certificates. Record on the boiler book.	
<b>Burner</b>	
service the burner	
replace all nozzles with correct sizes,	
service burner oil pump,	
service strainer on oil line,	
service blower/fan,	
replace oil filters and dispose accordingly,	
service oil heaters,	
service temperature gauge,	
replace pressure gauge on burner oil pump	
replace pressure gauge on burner nozzle valves	
replace all faulty pilot lights	
service voltmeter,	
service ammeter,	
clean all burner components,	
clean oil trenches and dispose accordingly,	
clean the rear peephole,	
ensure no oil leak in the system,	
set burner auto start and auto stop at 900 and 1000kPa	
<b>Instrument and controls</b>	
Supply and install gauge glass, rubbers and gauge cock packing. ensure that protections are functional and that there is no water leak	
supply and install faulty globes on all controls, Ensure that ALL operation controls are functional	
adjust and set combustion controls, balance fan for good oil: air ratio,	
service 2x Mobrey valves with float, sensors and all communications.	
set up low and absolute low (low low) water level protection: alarms must come on and trip sequence must follow correctly,	
Ensure that both water feed pumps operate on auto and manual control	
Ensure that the boiler can operate on auto and on manual	
calibrate pressure gauge (mark the operating (black) and maximum pressure (red) on the inside of the glass), stick calibration note on the outside of the glass, at the bottom),	
provide pressure gauge certificate as received from SANAS approved party.	
Clean ALL electrical panels, inside (blower) and outside,	
supply and replace faulty contactors , breakers, timers, relays, control dampers, overloads and pilot lights, for all panels,	
<b>Mechanical work: water Feed Pumps</b>	
service 2x feed water pumps	
repair water leaks on joints on all copper water pipes	
service strainers on feed water line	
replace isolator on feed pump panel	
replace all damaged pilot light	
clean panel inside and outside	
<b>Mechanical work: Hot well tank</b>	
repair water leaking from the sight glass	
repair water inlet valve and tank level probe. Configure the system such that the valve open and close by the signal coming from the tank level probe.	
<b>Boiler Operation and commission:</b>	
Test all boiler protections, in the presence of department of health Engineer. Record observations	
Commission the boiler in OEM recommended sequence, in the presence of department of health Engineer	
Raise the steam pressure and check that the safety valves lift at the maximum pressure (1100kPa). Record the actual pressure at which the safety valves lift	
Test run the boiler on automatic and on manual	

<b>Site cleaning</b>	
Remove ALL rubble from site and disposed of accordingly. Obtain permission from department of health engineer to remove from site all parts that came from the boiler which will no longer be used. Remove all usable parts lying around the boiler house to a location that will be provided by the department of health engineer.	
<b>Chemical Dosing Pumps</b>	
Replace 2xChemical dosing pump(230V supply,Maximum output(5 Litres per hour ,maximum pressure 5 bar)	
<b>Fuel Oil piping</b>	
Replacement of normal fuel oil pipe(pipe size to measured during site brief ,normal mild steel)	

**Total cost= BOQ+Summary A**

## PART 8

### RETURNABLE DOCUMENTS.



1. Proof of traded Mechanical, Millwright and Electrical artisan who will be involved in the installation and commissioning work. Certificate to be attached of at least 1 traded fitter/Millwright and 1 traded electrician. **No submission will lead to elimination for further adjudication.**
2. Provide at least two orders of previous completed 36 months boiler service and repairs.
3. Organization shall be registered on CSSD. **Submission of a valid CSSD document.**
4. The company must be registered on CIBD at least as 4ME. **Submission of a valid CIBD grading certificate.**

**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, 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 quote (includes a price quotation, advertised competitive quote, limited quote or proposal). In view of possible allegations of favouritism, should the resulting quote, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the quote(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 quote.
2. In order to give effect to the above, the following questionnaire must be completed and submitted with the quote.

- |  |   |
|--|---|
| 2.1. Full Name of bidder/representative.....   | 2.4. Company Registration Number: ..... |
| 2.2. Identity Number: .....  | 2.5. Tax Reference Number: .....        |
| 2.3. Position occupied in the Company (director, trustee, shareholder <sup>2</sup> ):..... | 2.6. VAT Registration Number: .....     |

2.7. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below. [TICK APPLICABLE]

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

2.8.1. If so, furnish the following particulars:

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

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

Position occupied in the state institution: .....Any other particulars:.....

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

2.8.2.1. If yes, did you attach proof of such authority to the quote document?

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

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

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

2.9.1. If so, furnish particulars:.....

2.10. 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 quote? YES NO

2.10.1. If so, furnish particulars:.....

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

2.11.1. If so, furnish particulars:.....

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

2.12.1. If so, furnish particulars:.....

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

NB: The Department Of Health will validate details of directors / trustees / members / shareholders on CSD. It is the suppliers' responsibility to ensure that their details are up-to-date and verified on CSD. If the Department cannot validate the information on CSD, the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.

**4 DECLARATION**

I, THE UNDERSIGNED (NAME).....CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.

I ACCEPT THAT THE STATE MAY REJECT THE QUOTE OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....	.....	.....
Name of bidder	Signature	Position	Date

<sup>1</sup>"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); | c) provincial legislature;                                    |
| b) any municipality or municipal entity;  | d) national Assembly or the national Council of provinces; or |
|   | e) Parliament.  |

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

## SPECIAL CONTRACT CONDITIONS OF QUOTATIONS

### 1. AMENDMENT OF CONTRACT

- 1.1. Any amendment to or renunciation of the provisions of the contract shall at all times be done in writing and shall be signed by both parties.

### 2. CHANGE OF ADDRESS

- 2.1. Bidders must advise the Department of Health (institution where the offer was submitted) should their address (*domicilium citandi et executandi*) details change from the time of bidding to the expiry of the contract.

### 3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION

- 3.1. The institution is under no obligation to accept the lowest or any quote.
- 3.2. The price quoted must include VAT (if VAT vendor). However, it must be noted that the department reserves the right to evaluate all quotations excluding VAT as some bidders may not be VAT vendors.
- 3.3. The bidder must ensure the correctness & validity of quote:
- (i) *that the price(s), rate(s) & preference quoted cover all for the work/item (s) & accept that any mistakes regarding the price (s) & calculations will be at the bidder's risk*
- 3.4. The bidder must accept full responsibility for the proper execution & fulfilment of all obligations conditions devolving on under this agreement, as the Principal (s) liable for the due fulfilment of this contract.
- 3.5. This quotation will be evaluated based on the 80/20 points system, specification & correctness of information. All required documentation must be completed in full and submitted.
- 3.6. Offers must comply strictly with the specification.
- 3.7. Only offers that meet or are greater than the specification will be considered.
- 3.8. Late quotes will not be considered.
- 3.9. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
- 3.10. A bidder not registered on the Central Suppliers Database or verification has failed will not be considered.
- 3.11. All delivery costs must be included in the quote price, for delivery at the prescribed destination.
- 3.12. Only firm prices will be accepted. Such prices must remain firm for the contract period. Non-firm prices (including rates of exchange variations) will not be considered.
- 3.13. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.14. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered. Furthermore a verification will be done to identify if bidders have multiple companies and are quoting (cover-quoting) for this bid. In such instances only the cheapest bid according to specification will be considered.

### 4. SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF THIS QUOTATION.

- 4.1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
- 4.2. Under no circumstances whatsoever may the quotation/bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
- 4.3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
- 4.4. Quotation submitted must be complete in all respects.
- 4.5. Any alteration made by the bidder must be initialled.
- 4.6. Use of correcting fluid is prohibited
- 4.7. Quotation will be opened in public as soon as practicable after the closing time of quotation.
- 4.8. Where practical, prices are made public at the time of opening quotations.
- 4.9. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.

### 5. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS

- 5.1. Quotation shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the quotation documents.
- 5.2. Each quotation shall be addressed in accordance with the directives in the quotation documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the quotation number and closing date indicated on the envelope. The envelope shall not contain documents relating to any quotation other than that shown on the envelope. If this provision is not complied with, such quotations/bids may be rejected as being invalid.
- 5.3. All quotations received in sealed envelopes with the relevant quotation numbers on the envelopes are kept unopened in safe custody until the closing time of the quotation/bids. Where, however, a quotation is received open, it shall be sealed. If it is received without a quotation/bid number on the envelope, it shall be opened, the quotation number ascertained, the envelope sealed and the quotation number written on the envelope.
- 5.4. A specific box is provided for the receipt of quotations, and no quotation found in any other box or elsewhere subsequent to the closing date and time of quotation will be considered.

- 5.5. No quotation/bid sent through the post will be considered if it is received after the closing date and time stipulated in the quotation documentation, and proof of posting will not be accepted as proof of delivery.
- 5.6. Quotation documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.

**6. SAMPLES**

- 6.1. In the case of the quote document stipulating that samples are required, the supplier will be informed in due course when samples should be provided to the institution. (This decreases the time of safety and storage risk that may be incurred by the respective institution). The bidders sample will be retained if such bidder wins the contract.
  - (i) If a company/s who has not won the quote requires their samples, they must advise the institution in writing of such.
  - (ii) If samples are not collected within three months of close of quote the institution reserves the right to dispose of them at their discretion.
- 6.2. **Samples must be made available when requested in writing or if stipulated on the document.**
  - (i) If a Bidder fails to provide a sample of their product on offer for scrutiny against the set specification when requested, their offer will be rejected. All testing will be for the account of the bidder.

**7. COMPULSORY SITE INSPECTION / BRIEFING SESSION**

7.1. Bidders who fail to attend the compulsory meeting will be disqualified from the evaluation process.

- (i) The institution has determined that a compulsory site meeting **FNH** take place
- (ii) Date **08/18/21/** Time **10:00** Place **FORT NAPIER HOSPITAL**

Institution Stamp:	Institution Site Inspection / briefing session Official
	Full Name: .....
	Signature: .....
	Date: .....

**8. STATEMENT OF SUPPLIES AND SERVICES**

8.1. The contractor shall, when requested to do so, furnish particulars of supplies delivered or services executed. If he/she fails to do so, the Department may, without prejudice to any other rights which it may have, institute inquiries at the expense of the contractor to obtain the required particulars.

**9. SUBMISSION AND COMPLETION OF SBD 6.1**

9.1. Should a bidder wish to qualify for preference points they must complete a SBD 6.1 document. Failure by a bidder to provide all relevant information required, will result in such a bidder not being considered for preference point's allocation. The preferences applicable on the closing date will be utilized. Any changes after the closing date will not be considered for that particular quote.

**10. TAX COMPLIANCE REQUIREMENTS**

- 10.1. In the event that the tax compliance status has failed on CSD, **it is the suppliers' responsibility to provide a SARS pin in order for the institution to validate the tax compliance status of the supplier.**
- 10.2. In the event that the institution cannot validate the suppliers' tax clearance on SARS as well as the Central Suppliers Database, **the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.**

**11. TAX INVOICE**

11.1. A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:

- (i) the name, address and registration number of the supplier;
- (ii) the name and address of the recipient;
- (iii) an individual serialized number and the date upon which the tax invoice is issued;
- (iv) a description and quantity or volume of the goods or services supplied;
- (v) the official department order number issued to the supplier;
- (vi) the value of the supply, the amount of tax charged;
- (vii) the words tax invoice in a prominent place.

**12. PATENT RIGHTS**

The supplier shall indemnify the **KZN Department of Health** (here after known as 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.

### **13. PENALTIES**

- 13.1. If at any time during the contract period, the service provider is unable to perform in a timely manner, the service provider must notify the institution in writing/email of the cause of and the duration of the delay. Upon receipt of the notification, the institution should evaluate the circumstances and, if deemed necessary, the institution may extend the service provider's time for performance.
- 13.2. In the event of delayed performance that extends beyond the delivery period, the institution is entitled to purchase commodities of a similar quantity and quality as a substitution for the outstanding commodities, without terminating the contract, as well as return commodities delivered at a later stage at the service provider's expense.
- 13.3. Alternatively, the institution may elect to terminate the contract and procure the necessary commodities in order to complete the contract. In the event that the contract is terminated the institution may claim damages from the service provider in the form of a penalty. The service provider's performance should be captured on the service provider database in order to determine whether or not the service provider should be awarded any contracts in the future.
- 13.4. 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.

### **14. TERMINATION FOR DEFAULT**

- 14.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
  - (i) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract,
  - (ii) if the supplier fails to perform any other obligation(s) under the contract; or
  - (iii) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 14.2. 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.
- 14.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

### **15. FAILURE TO COMPLY WITH ABOVE WILL RESULT IN YOUR QUOTE BEING PASSED OVER.**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

This preference form must form part of all quotes 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, 2017.**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all quotes:

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

1.2 The value of this quote is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.

1.3 Points for this quote shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this quote is allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the quote, 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 quote 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) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"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 goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **"prices"** includes all applicable taxes less all unconditional discounts;
- (h) **"proof of B-BBEE status level of contributor"** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

**3. POINTS AWARDED FOR PRICE**

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

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

$$Ps = 80 \left( 1 - \frac{Pt - P \min}{P \min} \right) \text{ Where}$$

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

**4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

4.1 In terms of Regulation 6 (2) and 7 (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 (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**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 CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: = ..... (maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

(Tick applicable box)

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

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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.....

8. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

iv) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
.....

9.6 COMPANY CLASSIFICATION [TICK APPLICABLE BOX]

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

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

9.8 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 contributor indicated in paragraphs 1.4 and 6.1 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;
- 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 6.1, 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 contributor 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) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.....  
.....  
.....