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KZN HEALTH

### **KZN Health Intranet**

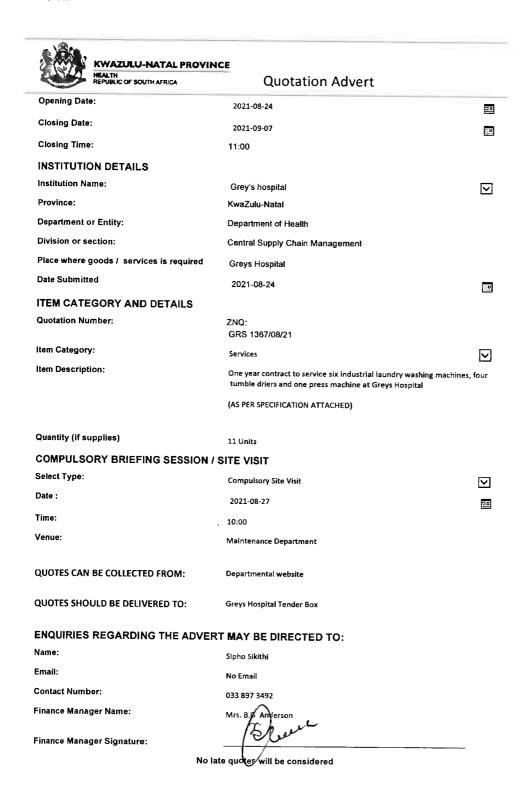
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GRS 1367/08/21



# ONE YEAR SERVICE CONTRACT TO WASHING MACHINES, TUMBLE DRYERS & PRESS MACHINE AT GREY S HOSPITAL

### **PROJECT SPECIFICATIONS**

- NOTES TO TENDERERS
- 1.1. SCOPE OF CONTRACT

This Contract is for the complete execution of the project indicated above.

1.2. CONTRACT DRAWINGS

This quotation document is to be read in conjunction with the drawings listed below which is issued together with this document.

Drawing No.: None

These drawings may be updated from time to time during the course of the Contract, and the Contractor must ensure at the time of the installation that he has the latest copy of all drawings. No claim will be considered for work, which requires to be changed due to the use of outdated drawings.

- 1.3. CONDITIONS OF CONTRACT AND PRELIMINARIES
- 1.3.1 PERIOD OF CONTRACT:

ONE YEAR SERVICE CONTRACT TO WASHING MACHINES, TUMBLE DRYERS & PRESS MACHINE AT GREY S HOSPITAL

1.3.2 CONTRACT GUARANTEE:

The successful Tenderer will be required to submit a contract guarantee.

1.3.3 GUARANTEE PERIOD

The guarantee period for the structural work and all materials must be for a minimum of three (3) months from the date of first delivery.

The guarantee period for Electrical and Mechanical Installations shall be for a minimum of twelve (12) months from the date of first delivery.

1.3.3 SITE AND MODE OF PROCEDURE

The work contained in this contract will be carried out on the site of the existing Institution.

The Contractor is advised that the existing premises will be occupied throughout the period of the contract.

Damage to existing buildings - Tenderers to note that any damages done or occurring to any of the buildings will be repaired at the expense of the contractor/ Tenderer.

The repairs must be to the satisfaction of the KwaZulu- Natal Department of Health.

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NB: Tenderers are advised to examine the drawings and visit the site prior to quoting and to acquaint themselves with the nature of the work to be done and access to the siting of the existing buildings etc., as no claim will be allowed on the grounds of ignorance of the conditions under which the work will be executed.

### 1.3.4 SATISFACTORY INSTALLATION

The whole of the installation shall be carried out in accordance with the South African Bureau of Standards Code of Practice for the application of National Building Regulations, the KZNPA Standard Preambles to all Trades, the KZNPA General Electrical Specification, the South African Bureau of Standards Code of Practice for the Wiring of Premises and the Occupational Health and Safety Act 85 of 1993 as amended.

### 1.3.5 CERTIFICATE OF COMPLIANCE

On completion of the service, a "Test Certificate in accordance with procedures must be submitted to the office of the Chief Engineer –Department of Health: KwaZulu Natal.

### 1.3.6 GENERAL

The Bidder's / Contractors will be responsible for all masonry work associated with the electrical installation and making good of all work related to the electrical installation. The patching and painting must be to the satisfaction of the KwaZulu-Natal Department of Health.

### 2. TECHNICAL SPECIFICATION

### 2.1 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 service, whether any specific clauses are referred to or not

- 2.2 The bidder shall submit accreditation certificate from ECB/DOL.
- 2.3 The Bidder shall submit Letter of Good Standing from Department of Labour.

### SCOPE OF WORK

3.1 The work comprises of laundry machines and tumble dries:

### **ELECTRICAL**

- 1. Remove covers and clean the machine.
- 2. Check all safety devices, door switch and electrical isolator.
- 3. Check and clean motor airways.
- 4. Check and clean all components and electrical panel.
- 5. Check and drain water from air service unit.
- 6. Test motors for insulation resistance, earth test, load test and visual inspection report.
- 7. Check settings of air regulator.
- 8. Check overload settings.
- 9. Check indicator lamps and electrical controls.
- 10. Visual inspection in all conductors and contactors for heating.

## MECHANICAL

- Check v-belt tension
- 2. Check operation of vibration safety system.
- 3. Lube slowly with m/c running to check bearings and seals are intact.
- 4. Lube jackshaft bearings with 2/3 strokes from grease gun.
- 5. Lube door interlocks plunger and hing pin.
- 6. Check oil level of gear reducer and top up if necessary.
- 7. Check level of cushion cylinders and top up if necessary.
- 8. Lube hand steel cork and brake band setting.
- 9. Lube motor bearings and miltrol clutch.
- 10. Lube upper and lower ball joints on hydro cushion cylinders.
- 11. Check inner drum door and spring loaded clips.
- 12. Check water valve operation.
- 13. Check drain valve operation.



- 14. Check steam valve operation.
- 15. Check for air leaks and water leaks
- 16. Check soap supply injection.
- 17. Check air valve compressor oil level and clean filter.
- 18. Check mounting bolts that are secured.
- 19. Check all air valves and connections.
- 20. Check for rust and ensure that all panels are secured.

### Service plan for a press machine:

### GIRBAN LINE PRESS: AUTO SPEED: MODEL: PB 3221

- 1. Clean extractor air filter.
- 2. Clean photocells, clean linen feed sensor.
- 3. Replace belts.
- 4. Clean the holes in the vapour suction pipe.
- 5. Lubricate transmission chains and the cylinders' support wheels.
- 6. Clean the inside of the base frames.
- 7. Check the heating system.
- 8. Check the contact of the temperature probe and thermostat with the cylinder.
- 9. Check all the functions of the ironer (test program).
- 10. Check the wear and contact of the detachment tabs.
- 11. Check the ironing straps.
- 12. Clean all the fluff from inside of the cylinder and areas of the machine.
- 13. Check external protection and electrical grounding.

### MONTHLY SERVICE FOR ONE YEAR

NOTE: The site must be left clean and tidy by the contractor.

- 3. 2 Supply report and certificate on completion of services on monthly bases.
- 3.3 The Bidder shall carry out all work according to the Standard Preambles to all Trades. The standard preambles can be obtained from Department of Health Facilities Management
- 3.4 The Bidder shall submit accredited certificate for the technician to operate on Electric Machinery.
- 3.5 The Bidder shall submit certified copy of Technician competence certificate.
- 3.6 The Bidder shall submit the Letter of Good Standing from Department of Labour
- 3.7 The Bidder shall submit CSD full report.
- 3.8 The Bidder shall submit previous references of similar services rendered to public hospitals.



### **QUOTATION FORM**

# ONE YEAR SERVICE CONTRACT TO WASHING MACHINES, TUMBLE DRYERS & PRESS MACHINE AT GREY S HOSPITAL

### **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 NO

LTERNATIVE PRICE	
N WORDS)	
ETAIL VARIATIONS FROM SPECIFICATION	
ETAIL BENEFITS TO OWNER IN TERMS OF THE ALTERNA	TIVE OFFER
REMARKS	
CONTRACTORS'S AUTHORISED SIGNATURE / FULL	NAME AND ADDRESS OF FIRM
AME IN BLOCK LETTERS	
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### **QUOTATION FORM**

# ONE YEAR SERVICE CONTRACT TO WASHING MACHINES, TUMBLE DRYERS & PRESS MACHINE AT GREY S HOSPITAL

### **DEVIATIONS FROM SPECIFICATION**

If the Contractor's main offer contains any deviations from the specification these deviations must be listed below:

Where no deviations from specification occur, the word "NIL" shall be entered under Deviation, and the page signed by the Contractor.

CLAUSE NO	DEVIATION
CONTRACTOR'S AUTHORISED SIGNATURE	
FULL NAME AND ADDRESS OF FIRM:	
<del> </del>	:
NAME IN BLOCK LETTERS:	
DATE:	



## PROVINCE OF KWAZULU-NATAL DEPARTMENT OF HEALTH

# ONE YEAR SERVICE CONTRACT TO WASHING MACHINES, TUMBLE DRYERS & PRESS MACHINE AT GREY S HOSPITAL

### SCHEDULE OF RATES

### 3.1 ITEMS AND PRICING

The Department reserves the right to place an order for any quantities of items included in the Schedules. The Schedule of Rates must also not be assumed to include and describe every detail of the supply requirement, but must be taken and read in conjunction with the other parts of the document. Thus the supplier shall not have claim for further payment in respect of any order which may be described or implied in the contract, although apparently no corresponding items are given in the Schedule of Rates. The supplier shall be deemed to have satisfied himself before quoting as to the correctness and sufficiency of his quote for the contract and of the rates and prices stated in the Schedule of Rates.

### 3.2 TAX AND DUTIES

Prices, quoted and paid, must include all customs, excise and import duties, and any other tariffs or taxes levied by the government or statutory body having jurisdiction on the goods provided under this contract, including Value Added Tax (applicable to the current rate).

### 3.3 RATES

Except where provision is made in the Schedule of Rates, the rates and prices inserted shall be the full rates and prices for the service delivered described under the respective items and shall cover all labour, transport, overhead charges and profit, etc. as well as the general liabilities, obligations and risks arising out of the Conditions of Contract, the overhead charges and profit being spread proportionately over the rates of the relative items in the Schedule of Rates.



### **SCHEDULE OF RATES**

## WORK TO BE DONE AND SCHEDULE OF PRICES:

Item	DESCRIPTION: ONE YEAR SERVICE CONTRACT TO WASHING MACHINES, TUMBLE DRYERS & PRESS MACHINE AT GREY S HOSPITAL	UNIT	QTY	RATE/ U	TINL	TOTAL		
	NOTES: All items to be priced fully inclusive of all charges: e.g. labour, plant, profit, etc., but excluding Value Added Tax. The Administration reserves the right to negotiate prices in the Bill of Quantities. All materials used in this contract shall be that which is specified, or other approved by the Department of Health.  Contractors are advised to visit site to acquaint themselves with the site and the layout of the institution as no claims on the grounds of ignorance of the locality/siting of the institution will be entertained later.  Contractors are informed that living on the institutions premises during the contract is not allowed and arrangements for accommodation will have to be allowed for.			R	C	R	C	
1)	INSTITUTION: GREYS HOSPITAL ONE YEAR SERVICE CONTRACT TO WASHING MACHINES, TUMBLE DRYERS & PRESS MACHINE AT GREY S HOSPITAL  LAUNDRY WASHING MACHINES (12 MONTHS PRICE)	06						
2)	TUMBLE DRYERS( 12 MONTHS PRICE)	-			_			
3)	PRESS MACHINE( 12 MONTHS PRICE)	04			-		-	
4)	SAFETY PLAN	01			-		_	
<del>4)</del> 5)	SAFE IT PLAIN	01	-		-			
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16) 17)							$\overline{}$	



### **COLLECTION SUMMARY**

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**GREYS HOSPITAL** 

PROJECT DESCRIPTION:

ONE YEAR SERVICE CONTRACT TO WASHING MACHINES, TUMBLE DRYERS & PRESS MACHINE AT GREY S HOSPITAL

NOTE:

THIS COLLECTION SUMMARY MUST BE COMPLETED IN FULL BY THE CONTRACTOR AND RETURNED TOGETHER WITH THE QUOTATION FORM.

Collection Summary PS 1	R	
SUB-TOTAL: CARRIED TO QUOTATION FORM	R	

### IMPORTANT

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

### OFFICIAL BRIEFING SESSION / SITE INSPECTION CERTIFICATE

Site/building/institution involved:	GREY'S HOSPITAL
Quotation No.:	
Service:	ONE YEAR SERVICE CONTRACT TO WASHING MACHINES, TUMBLE DRYERS & PRESS MACHINE AT GREY S HOSPITAL
	OF (STATE NAME OF TENDERER
	IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES AND
THE SCOPE OF THE SERVICE TO BE	
SIGNATURE OF TENDERER OR AUTH	HORISED REPRESENTATIVE
DATE :	
<b>€</b>	• ·
SIGNATURE OF DEPARTMENTAL RE	PRESENTATIVE
DEPARTMENTAL STAMP:	
DATE :	



### STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT UNDER R30 000.00

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ESCRIPTION					•••••																				
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			NAME & ADDRESS	OF BIDDER (F	FIRM	A)				_			_												
NAME OF	BIDDER:			DATE:																					
	ADDRESS:			EMAIL ADD	ORES	SS:																			
	NUMBER:			FACSIMILE		MBER:																			
	RE OF BIDDER			SARS PIN:  CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO.:																					
		I hereby agree to all terms and conditions]  I REFERENCE:   L		CENTRALS	SUP	PLIER	DATA	BASE R	EGIS	STRAT	ION (C	SD) N	10:: Ţ	_	_	_									
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VALUE AC	DED TAX @ 1	5% (Only if VAT Vendor)			4				-1-				-	_		+									

- SPECIAL CONTRACT CONDITIONS OF OUOTATIONS
- 1.1 1.2 1.3 The institution is under no obligation to accept the lowest or any quote.

  The price quoted must include VAT (if VAT vendor).
- The department reserves the right to evaluate all quotations excluding VAT as some bidders may not be VAT
- The bidder must ensure the correctness & validity of quote: that the price(s), rate(s) & preference quoted cover all for the work/frem (s) & accept that any mistakes regarding the price (s) & calculations will be at the 1.4
- 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, This quotation will be evaluated specification & correctness of information.

  Only offers that comply with or greater than specification will be considered. 1.5

- 1.8 Late quotes will not be considered.

- 1.8 Late quotes with not be considered.

  1.9 All products supplied must be valid for a minimum period of six months.

  1.10 A bidder not registered on the Central Suppliers Database or verification has failed will not be considered.

  1.11 All delivery costs must be included in the quote price, for delivery at the prescribed destination.

  1.12 Only firm prices will be accepted. Such prices must remain firm for the contract period. Non-firm prices (anduding rates of exchange variations) will not be considered.

  1.13 In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delibery opin.
- for each delivery point.
- 1.14 If samples / compulsory site inspection / briefing session are required, the supplier will be informed in due

- course.

  1.15 The supplier shall furnish any information, when requested.

  1.16 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.

  1.17 The supplier shall indemnify the KZN Department of Health (aka 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 the record by the purchaser. thereor by the purchaser.

  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 of deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or
- performance. The purchaser may also consider termination of the contract.

  1.19 The purchaser, may terminate this contract in whole or in part if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract fails to perform any other obligation(s) under the contract, or has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

  1.20 The purchaser may procure, upon such terms and in such manner as it deems approached.
- 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
- urchaser terminates the contract in whole or in part, the purchaser may decide to impose a 1.21 Where the c

- restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a
- period not exceeding 10 years.

  1.22 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 having multiple companies and are quoting (cover-quoting) for this bid. In such instances only the cheapest bid according to specification will be
- 2. SPECIAL INSTRUCTIONS AND NOTICES TO SUPPLIERS REGARDING THE COMPLETION OF THIS
- QUOTATION.
  Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural.
  Unless inconsistent with or expressly indicated otherwise by the context, the families and the neutron
- 2.2
- 2.5
- 2.6

- 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 leminine and the neutral. 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. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated. Quotation submitted must be complete in all respects. Any afteration made by the bidder must be initialled.

  Use of correcting fluid is prohibited
  Quotation will be opened in public as soon as practicable after the closing time of quotation.

  Where practical, prices are made public at the time of opening quotations.

  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.
- PECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS
- Outdation 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. Each quotation shall be addressed in accordance with the directives in the quotation documents and shall be lodged in a separate seaded envelope, with the name and address of the bidder, the quotation number and closing date indicated on the envelope. If this provision is not compiled with, such quotations/bids may be miscred as beginning results. rejected as being invalid.

  All quotations received in sealed envelopes with the relevant quotation numbers on the envelopes are kept.
- rea quotations received in scaece envelopes with one reevant quotation numbers on the envelopes are expec-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. 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.
- 3.5 No quotation/bid sent through the post will be considered if it is received after the closing date and time ated in the quotation docum
- quotation documentation, and proof of posting will not be accepted as proof of delivery, ments must not be included in packages containing samples. Such quotations may be rejected Quotation do as being invalid.

### **DECLARATION OF INTEREST**

- 1. Any legal person, including persons employed by the state¹, 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

any municipality or municipal entity;

- 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 co	ompleted and submitte	ed with the quote.		
۷.۷.	identity Number:	sentative	2.5.	Tax Reference Num	her.		
2.3.	Position occupied in the C	ompany (director, trustee, shareholder²)	:2.6.	VAT Registration Nu	ımber:		
2.7.	The names of all directors	/ trustees / shareholders / members, the smust be indicated in paragraph 3 belo	eir in	dividual identity numb	ers, tax reference nu		
2.8.	Are you or any person cor	nected with the bidder presently employ	w. ved b	v the state?		[TICK APP	
2.8,1	.It so, furnish the following	particulars:		-		YES	NO
	Name of person / director /	trustee / shareholder/ member:					
	rrame of state institution at	which you or the person connected to t	ne bio	lder is employed:			
	rusilion occupied in the sta	te institution:		Any other particul	are.		
2.8.2	. If you are presently emp	loyed by the state, did you obtain the a	oprop	riate authority to unde	ertake remunerative w	ork outside em	ployment
	in the public sector?					YES	, No l
(Noto: E	in yes, did you attach p	roof of such authority to the quote docu	ment	?			1.10
282	2 If no furnish recenses	ch authority, where applicable, may rest	<u>ılt in t</u>	he disqualification of t	the quote.)		
2.0.2	Did voll or voll spouse of	or non-submission of such proof:					
2.0.	state in the previous twelve	any of the company's directors / truste	es / s	narenoiders / membe	rs or their spouses co		s with the
2.9.1	If so, furnish particulars:	a monure:				YES	NO ]
2.10.	Do you, or any person con	nected with the bidder, have any relation	nehin	(family friend other)			
	may be involved with the e	valuation and or adjudication of this quo	nanip te?	(ramily, menu, other)	with a person employ		
2.10,	<ol> <li>If so, furnish particulars:.</li> </ol>					YES	NO
2.11.	Are you, or any person cor	nected with the bidder, aware of any rel	ations	shin (family friend oth	 ver) hetwoon any othe	r hiddor and a	
	curbiosed by the state with	may be involved with the evaluation an	d or a	adjudication of this aud	nte?		
2.11,	1. If so, turnish particulars:.					YES	NO [
2.12.	Do you or any of the director	ors / trustees / shareholders / members o	of the	company have any int	erest in any other rela	ted companies	e whothor
	or not they are pidding for	nis contract?				YES	NO NO
2.12.	<ol> <li>If so, furnish particulars:.</li> </ol>		, <b>, ,</b>				NO
3. I NB:	Full details of directors / t The Department Of Health to ensure that their details	rustees / members / shareholders. will validate details of directors / trust are up-to-date and verified on CSD. If i sed over as non-compliant according to	ees /	members / sharehold	ders on CSD. It is the	on CSD that	oonsibility quote will
4	DECLARATION	,		The troubally motivation	on 11010 4 (a) 2010/17	•	
I, TH FURI	E UNDERSIGNED (NA NISHED IN PARAGRA	ME) PHS 2.	•••••		CERTIFY THAT T	HE INFORM	ATION
I ACO PRO	CEPT THAT THE STAT VE TO BE FALSE.	E MAY REJECT THE QUOTE O	R AC	T AGAINST ME S	HOULD THIS DE	CLARATION	1
	of bidder	Signature		Position		 ate	
1ºState*	means -						
a) ;	any national or provincial depar	ment, national or provincial public entity or meaning of the Public Finance Management	d)	provincial legislature; national Assembly or the na Parliament.	ational Council of provinces	; or	

<sup>&</sup>lt;sup>24</sup> Shareholder<sup>3</sup> 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.