


# KZN Health Intranet

KZN HEALTH

HOME CORPORATE INFORMATION COMPONENTS DIRECTORY DISTRICT OFFICES HEALTH FACILITIES

KZN Health > Components > Supply Chain Management

AdvertQuote



**KWAZULU-NATAL PROVINCE**  
HEALTH  
REPUBLIC OF SOUTH AFRICA

## Quotation Advert

Opening Date:	2021-02-19
Closing Date:	2021-03-02
Closing Time:	11:00

### INSTITUTION DETAILS

Institution Name:	St Andrews hospital
Province:	Kwazulu-Natal
Department or Entity:	Department of Health
Division or section:	Central Supply Chain Management
Place where goods / services is required:	St Andrews Hospital

### ITEM CATEGORY AND DETAILS

Quotation Number:	ZNQ: 837/20/21
Item Category:	Goods
Item Description:	SERVICE TO MEDICAL GAS PLANT ROOM POINT AND VACUUM PLANT STRICTLY DEPOSIT IN THE TENDER BOX

### Quantity (if supplies)

### COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type:	Not Applicable
Date:	N/A
Time:	N/A
Venue:	N/A

### QUOTES CAN BE COLLECTED FROM:

ON THE WEB SITE

### QUOTES SHOULD BE DELIVERED TO:

ST ANDREWS HOSPITAL IN THE TENDER BOX

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: MR N MBUTHUMA


Email: N/A

Contact Number: 039-433-1955

Finance Manager Name:

MR NI MDINGI

Finance Manager Signature:



MR NI MDINGI

No late quotes will be considered

Print this page

STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT OVER R30 000.00

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: **ST ANDREWS HOSPITAL**

DATE ADVERTISED: **19/02/2021** CLOSING DATE: **02/03/2021** CLOSING TIME: **11:00**

FACSIMILE NUMBER: **N/A** E-MAIL ADDRESS: **N/A**

PHYSICAL ADDRESS: **14 MOODIE STREET HARDING**

ZNO NUMBER: **837/20/21**

DESCRIPTION: **SERVICE TO MEDICAL GAS PLANT ROOM, POINTS AND VACUUM PLANT**

CONTRACT PERIOD: **ONCE OFF**  
(if applicable)  
VALIDITY PERIOD 60 Days  
SARS PIN: **[REDACTED]**

CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO. **[REDACTED]**

UNIQUE REGISTRATION REFERENCE **[REDACTED]**

DEPOSITED IN THE QUOTE BOX SITUATED AT (STREET ADDRESS) **14 MOODIE STREET HARDING**

**STRICTLY DEPOSIT IN THE TENDER BOX AT THE MAIN SECURITY GATE**

Bidders should ensure that quotes are delivered timely to the correct address. If the quote is late, it will not be accepted for consideration.

The quote box is open from 08:00 to 15:30.

ALL QUOTES MUST BE SUBMITTED ON THE OFFICIAL FORMS - (NOT TO BE RE-TYPED)

THIS QUOTE IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

THE FOLLOWING PARTICULARS MUST BE FURNISHED  
(FAILURE TO DO SO WILL RESULT IN YOUR QUOTE BEING DISQUALIFIED)

NAME OF BIDDER: .....

POSTAL ADDRESS: .....

STREET ADDRESS: .....

TELEPHONE NUMBER CODE..... NUMBER..... FACSIMILE NUMBER CODE..... NUMBER.....

CELLPHONE NUMBER: .....

E-MAIL ADDRESS: .....

VAT REGISTRATION NUMBER (if VAT vendor) .....

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1)

YES	NO
-----	----

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs & QSES) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]



DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state, 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.....
  - 2.2. Identity Number: ..... 2.5. Tax Reference Number: .....
  - 2.3. Position occupied in the Company (director, trustee, shareholder?); 2.6. VAT Registration Number: .....
  - 2.4. Company 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.
 

	YES	NO
--	-----	----
  - 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?
 

	YES	NO
--	-----	----
  - 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
--	-----	----
  - 2.11. 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 GSD. It is the suppliers' responsibility to ensure that their details are up-to-date and verified on GSD. If the Department cannot validate the information on GSD, 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).....

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 .....

\*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);  
 b) any municipality or municipal entity;  
 c) provincial legislature;  
 d) national Assembly or the national Council of provinces; or  
 e) Parliament.

\*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 workitem (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 & fulfillment of all obligations conditions devolving on under this agreement, as the Principal (s) liable for the due fulfillment 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 products 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 initialed.

4.6. Use of correcting fluid is prohibited.

4.7. Quotation will be opened in public 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.



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.



REFERENCE 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.

**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  
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	B-BBEE STATUS LEVEL OF CONTRIBUTOR	Total points for Price and B-BBEE must not exceed
80			100
20			20

- 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 contributor 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.

**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;
- (c) "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;

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		

Designated Group: An EME or QSE which is at least 51% owned by:

- 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.....

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

YES	NO
-----	----

(Tick applicable box)

8.

7.1.1 If yes, indicate:

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

YES	NO
-----	----

(Tick applicable box)

7.

**SUB-CONTRACTING**

(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.

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

**B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**BID DECLARATION**

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

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:

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

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

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ Where}$$

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

3.1

**THE 80/20 PREFERENCE POINT SYSTEMS**

3.

**POINTS AWARDED FOR PRICE**

.....  
 .....  
 ADDRESS.....  
 DATE: .....  
 SIGNATURE(S) OF BIDDERS(S)  
 .....

.....  
 2. ....  
 1. ....  
 WITNESSES

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-BBE 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.

Enquires: Mr. --- Reference: ZNQ: ..... Date: --- SEP 2020

**MINUTES OF SITE MEETING HELD ON:**

**Date:**

**Venue:**

**1. Matter Discussed:**

- 1.1. Signing of attendance register and site inspection briefing certificate.
- 1.2. Handing out of quotation documents.
- 1.3. Completion of quotation documents.

1.3.1. SBD 4

1.3.2. SBD 6.1

1.3.3. Form 9

1.3.4. Bill of Quantities

1.4. Submission of required information.

1.4.1. Documents as per page 3 of the specification.

1.5. Site visit and deliberations on specifications and requirements.

1.6. Bidders are compelled to re-visit the site for one-on-one clarification of

measurements and requirements. Post Site Inspection Briefing certificate to be

signed on day of re-visit.

1.7. No part payments will be made and any stage of the project.

1.8. No payment will be made for incomplete or poor quality of work.

1.9. Material list page to be completed for all quotation documents. Failure to attach

signed and completed document will render the quotation as not valid.

1.10. Past poor performance of contractors.

1.10.1. Contractors that have performed poorly in the past will not be considered.

1.10.2. Contractors that have not completed previous projects fully will not be

considered.

**1.10.3. Contractors will be referred to National Treasury as a defaulter to be listed**

**on the Database of Restricted Suppliers.**

I, ..... do hereby (Print Name) (Name of Business) acknowledge that I have read and understand the items discussed as laid out above and will ensure that the quotation price submitted will address all the requirements as stipulated.	Signature ..... Date ..... / ..... / .....
--	---

**2. General matters during site visit:**

2.1.

2.2.

2.3.

2.4.

2.5.

2.6.

2.7.

2.8.

2.9.

2.10.



ENQUIRIES:

REF:

CLOSING DATE:

CONTRACTOR: \_\_\_\_\_

1. On behalf of the KwaZulu-Natal Department of Health, we hereby invite you to quote for the above service

2. Your quotation must be submitted to the following address:

HAND DELIVERED

<b>To be Placed in the Quotation Box</b>	
--	--

In a sealed envelope, the front of the envelope being clearly endorsed with the Quotation Number **ZNQ** and the service type as stated above, not later than **11h00** on

3. The quotation shall be fully detailed as follows:

- 3.1 Itemised list of additional Material/Spare parts required by the Contractor, showing costs and contracts mark-up.
- 3.2 Labour hours, rate and total travelling costs.
- 3.3 Kilometres, Rate and Total Travelling Cost (specify number of trips).
- 3.4 Subsistence: Number of Days, Rate and Total Subsistence Costs.

4. Kindly complete the attached document and return all pages as per paragraph two above, each page being initialised by the Contractor's authorized signatory.

5. The Contractor's attention is drawn to the following, which under no circumstances will be acceptable and will result in the automatic disqualification of the quotation.

- 5.1 Use of correcting fluid i.e. Tippex on the quotation documents.
- 5.2 Faxed quotations
- 5.3 Photocopies of quotations
- 5.4 Incomplete quotation document including Bill of Quantities.

6. Only the original document, duly signed and completed in its entirety will be given any consideration.

7. Bidder to sign and date every page in acknowledgment that he/she has read and understood all the requirements contained in this document. Failure to do so will render your offer as non-responsive.

**DOCUMENTATION TO BE SUBMITTED**

No.	Document Details	Doc. Type	Submitted	
			Yes	No
1.	Tax Clearance Certificate	Original		
2.	CIDB Registration <b>ME1</b>	Certified Copy of Original		
3.	Company Registration Documents (CK)	Certified Copy of Original		
4.	B-BBEE Status Verification Certificate	Certified Copy of Original		
5.	Fully Completed and Signed Quotation Document	Original		
6.	SBD 4 Document Declaration Of Interest (Fully completed and signed)	Original		
7.	Bill of Quantities (fully priced for each item as listed)	Original		
8.	Central Supplier Database (CSD) Registration			
9.	Registration with Department of Labour Letter of Good Standing.	Certified Copy of Original		

**PLEASE NOTE: FAILURE TO SUBMIT ANY OF THE DOCUMENTS AS REQUIRED IN THE TABLE ABOVE WILL RESULT IN THE OFFER BEING REGARDED AS NON-RESPONSIVE. A COVERING LETTER REFERRING TO THE DOCUMENT WHERE A SET OF THESE DOCUMENTS HAVE BEEN ATTACHED MUST BE ATTACHED TO EVERY OTHER QUOTATION DOCUMENT.**



**NOTES TO BIDDERS**

1.

**1.1 GENERAL CONDITIONS AND PROCEDURES FOR PROCUREMENT**

The KwaZulu-Natal Treasury's General Conditions and Procedures for Procurement (ZNT 6 – September 2002), copies of which are available from the offices of the Head: Works (as well as at <http://www.kzntreasury.gov.za>), will apply.

**1.2 VISIT TO SITE**

Bidders are advised to visit the site before quoting in order to satisfy themselves as to the nature and full extent of the work to be done and the conditions generally affecting the execution of the contract. Claims on the grounds of lack of knowledge in such respects or otherwise will not be entertained.

**1.3 SUPERVISION**

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 workers shall be employed at all times to ensure satisfactory progress of the work.

**1.4 PROTECTING AND MAKING GOOD**

The contractor shall allow for covering up and protecting, as necessary, from time to time, throughout the performance of the contract, all work liable to suffer damage and on completion clear away and make good any damage caused to the works by his negligence and shall be liable for all costs incurred in making good any such damage, to the satisfaction of the Head: Works.

The contractor shall allow for making good in all surrounding trades, which have been disturbed during alterations, repairs and renovations.

**1.5 RECLAIMABLE MATERIAL**

Reclaimable material will become the property of the contractor and who must allow for any credit in the quotation.

**1.6 COMPLIANCE**

All work must comply with the Local Authority regulations and National Building Regulations, as well as SABS specifications applicable to the work to be executed.

**1.7 LEAVE PERFECT**

The contractor shall at all times keep the site in a clean and tidy condition and on completion, remove all superfluous materials, debris, etc. and leave the premises in a thoroughly clean and perfect state, fit for occupation.

**1.8 ARRANGEMENT WITH OCCUPANTS**

The contractor shall arrange with the occupants of the buildings for access to the site/building to render the service and put the work in hand within twenty four (24) hours after being notified, telephonically or otherwise, of acceptance of the contractor's quotation.

**1.9 PRECAUTIONS TO PROTECT**

The contractor shall take all necessary precautions and steps to protect furniture and fittings in the building and on the site against damage and/or contamination.

**1.10 INDEMNITIES**

- (a) The contractor shall indemnify the Head: Works against any claims of whatever nature arising from the contractor's activities and accept responsibility for all damage caused to property and persons as a result of such activities.
- (b) The contractor shall indemnify his workers in terms of the Compensation for Occupational Injuries and Diseases Act.

By the submission of a quotation, any Tenderer will, if awarded the contract to which this quotation document relates, be deemed to be a mandatory as envisaged by Section 37(2) of the Act. As a mandatory the successful Tenderer will be deemed to be an employer in his/her/their own right with duties as prescribed in the Act and accordingly will be deemed to have agreed to be solely responsible for ensuring that in connection with the project to which this quotation document relates, all work will be performed and machinery and plant used in accordance with the Act. Should the successful Tenderer, for whatever reason be unable to perform as required by the Act, the successful Tenderer undertakes to inform the Employer accordingly.

**1.12 ESCALATION**

Bidders are advised that the contract with the successful tenderer will not be subject to the Contract Price Adjustment Provisions (CPAP) or any other escalation formula, and they are therefore to allow for any increases in the costs of labor, material, transport, etc. However, any statutory increase or decrease in Value-Added Tax will be for the account of the Province.

**1.13 GUARANTEE**

The successful tenderer shall guarantee that no faulty material or workmanship was used in the execution of services. Should the guarantee not be complied with, the State may, without prejudice to any other rights it may have, demand that the services be repaired without cost to the State.

**1.14 PENALTIES**

If the contractor fails to render the service within the period stipulated in the contract, the State shall have the right, in its sole discretion either to deduct as a penalty from the value of the contract sum an amount of one-fourteenth percent thereof per calendar day for the period of delay or to claim any damages or loss suffered in lieu of such penalty; provided that where beneficial use of the completed portion is enjoyed, penalty shall be applied to the value of the outstanding portion only.

**1.15 ALTERATIONS TO QUOTATION DOCUMENTS**

Any amendment or correction in the quotation document of a quoted amount/sum/rate or other entry must be effected only by deleting the incorrect entry and writing the correct amount/sum/rate entry just above it in **INK**. Each and every amendment/correction must be initiated by the signatory to the quotation.

The use of "TIPPEX" or any other similar substances to make corrections and/or alterations **ANYWHERE** in the quotation is **NOT** permitted and any quotation altered/amended in such a manner may be declared invalid or be disregarded.

**1.16 REGISTRATION ON THE PROVINCIAL SUPPLIERS DATABASE**

In terms of the KwaZulu-Natal Procurement Regulations promulgated in terms of Section 47 of the KwaZulu-Natal Procurement Act, all suppliers of goods and services to the Province of KwaZulu-Natal are required to register on the Provincial Suppliers Database.

If you wish to apply for registration, forms may be downloaded from the website, <http://www.kzntrasury.gov.za> or obtained by phoning the toll free number **0800 201 049**. This number is also available for general enquiries relating to Provincial procurement.

If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Province may, without prejudice to any other legal rights or remedies it may have:

- 3.1 de-register the supplier from the Database,
- 3.2 cancel a tender or a contract awarded to such supplier,

and the supplier would become liable for any damages if a less favorable quotation is accepted or less favorable arrangements are made.

The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Provincial Suppliers Database, relating to changed circumstances.

1.17	<b>VALIDITY</b>	This quotation shall be valid for a period of sixty (60) calendar days calculated from the closing time specified.
1.18	<b>CONTRACT PERIOD</b>	The work shall be completed within <b>Fourteen Days (14)</b> from the date of the official order/letter of acceptance.
1.19	<b>PROPRIETARY MATERIALS</b>	Where the term "or other approved" is used in connection with proprietary materials or articles it is to be understood that approval shall at the sole discretion of the Head: Works.  Where brand or trade names are referred to in the extent of work/specification these shall indicate the quality and type of material or fitting required and no substitution of materials so specified will be permitted unless the authority of the Head: Works has been obtained <i>before tenders close</i> .  In all cases where the contractor takes delivery of, handles, stores, uses, applies and/or fixes any proprietary product he shall do so in strict accordance with the manufacturer's instructions after consultation with the manufacturer or his duly authorized representative.
1.20	<b>DEFINITION OF APPROVED, ETC.</b>	The term "approved" or "specified" where used in these extent of work/specifications shall mean approved or specified by the Head: Works. This term shall apply equally to the Head: Health.



**ST ANDREWS HOSPITAL  
 HEALTH AND SAFETY SPECIFICATION**

**OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993**

**EXTRACT FROM THE CONSTRUCTION REGULATIONS**

1. **Scope:** This specification details the health and safety requirement with the Works.

2. **Interpretations:** Construction work is defined as: any work in connection with: -

- a) The erection, maintenance, alteration, repair, demolition or dismantling of or addition to a building or any similar structure;
- b) The installation, erection, dismantling or maintenance of a fixed plant where such work includes the risk of a person falling; or
- c) The moving of earth, clearing of land, the making of an excavation, piling or any similar type of work.

3. **General:** The Employer will take reasonable steps to ensure that the contractor's health and safety plan is implemented and maintained. The steps taken will include periodic audits at intervals of at least once every month.

**Should the Contractor at any stage in the execution of the work-**

- a) Fail to implement or maintain contractors' health and safety plan;
- b) Execute construction work which is not in accordance with contractors' health and safety plan; or
- c) Act in any way which may pose a threat to the health and safety of any person/s, the Employer or employers' representative/agent will stop the Contractor from executing construction work.

**4. General Requirements**

4.1. **First Aid Equipment:** The Contractor shall provide for its employees an approved first aid box. The first aid box to be checked weekly by a responsible person, who shall be appointed by the Contractor.

**4.2. Reporting of incidents and /or injuries:**

4.2.1. All incidents in respect of damage to Works, property or machinery or injury to persons, shall be reported by the Contractors Safety Officer or Site Representative to the Representative/agent by the quickest means possible.

- 4.2.2. A mandatory incident report form, containing full details of the incident, shall be completed and submitted to the representative/agent within (24) hours of the occurrence of the incident.
- 4.2.3. The representative/agent shall have the right to make all or any enquiries as to the cause and result of any such incident. The Contractor shall provide the representative/agent with full facilities for carrying out such enquiries.
- 4.3. **Danger Areas:** All danger areas shall be demarcated by the Contractor with appropriate tape and hazard notices to prevent unauthorized person/s entering the danger area.
- 4.4. **Hazard Notices:** The Contractor shall display hazard notices in all areas identified in the risk assessment as potentially hazardous.
- 4.5. **Personal Protective Clothing:** The Contractor shall provide the necessary personal protective clothing for his employees in hazardous areas, appropriate to the nature of the hazard identified in the risk assessment.
- a) **Hard Hats:** All employees of the Contractor shall wear hard hats in areas where appropriate hazard notices are displayed. Hard hats shall not be painted or otherwise defaced.
- b) **Eye Protection:** Suitable eye protection shall be worn in areas where appropriate hazard notices are displayed, or when grinding, chipping, breaking, drilling, arc welding, cutting with oxyacetylene equipment of similar activities are taking place.
- c) **Hearing Protection:** Suitable hearing protection shall be worn in areas where appropriate hazard notices are placed.
- d) **Foot Wear:** All employees of the Contractor shall wear undamaged, laced-up safety boots or safety shoes, suitable for the intended purpose, in prescribed areas where appropriate hazard notices are displayed.
- e) **Gloves:** All employees of the Contractor shall wear suitable gloves in all areas where appropriate hazard notices are displayed or when handling hot or hazardous materials or chemicals.
- 4.6. **Machine Guarding:** All power tools and machinery driven by belts, gears, ropes, chains, couplings and similar drives shall be adequately guarded. The Contractor shall prohibit the use of any equipment with a damaged, missing or inadequate guard.

- 4.7. Ladders:**
- 4.7.1. Every ladder shall be:
- Of good construction, sound material and adequate strength and suitable to the purpose for which it is used (e.g. electricians shall use suitable insulated ladders),
  - Fitted with non-skid devices at the bottom of the stiles or with hooks or similar devices at the tops of the stiles.
- 4.7.2. Except for extension ladders, no ladder shall be used which is longer than 4,5m and no ladder shall have its reach extended by tying together two or more ladders.
- 4.7.3. All ladders shall be inspected weekly and a log shall be kept of the inspections.
- 4.8. Scaffold Framework:**
- 4.8.1. Scaffold standards shall be firmly supported and secured against displacement and shall be kept vertical.
- 4.8.2. No Contractor shall use, or cause to be used, any scaffold unless it is inspected by a competent person at least once a week and after inclement weather.
- 4.9. Prevention of Uncontrolled Collapse:** The Contractor shall ensure that no structure or part of a structure is loaded in a manner that would render it unsafe.
- 
- 4.10. Electrical Equipment and Procedures Used by the Contractor:**
- 4.10.1. All electrical equipment to be inspected regularly by a qualified electrician, who shall be appointed by the Contractor and inspections to be logged.
- 4.10.2. The Contractor shall ensure that all his electrical equipment conforms to the operational and safety requirements.
- 4.10.3. All earth leakage units shall be tested at intervals of not more than one month and signed for by a qualified electrician.
- 4.11. Indemnity of the Employer and his agents:** The annexure to this Contract Document contain a "Mandatory Form of Authority and Agreement in terms of Section 37 (2) of the Occupational Health and Safety Act, No, 85 of 1993 which agreement shall be entered into and duly signed by both the Employer and Contractor prior to the commencement with work. A copy of the signed agreement shall be included in the Contractors health and safety plan.



## ST ANDREWS HOSPITAL TECHNICAL SPECIFICATION

- 1. GENERAL**
- 1.1. This TECHNICAL SPECIFICATION shall be read in conjunction with all other sections of the SPECIFICATION, including the National Building Regulations SABS 0400 of 1990 as amended and the Occupational Health and Safety Act and Regulations, 85 of 1993.
- 1.2. Cognisance shall be taken of the clauses relevant to this particular installation, whether any specific clauses are referred to or not.

**2. SCOPE**

- 2.1. The work to be carried out under this contract includes the supply, delivery, installation, connecting, testing and leaving in good service condition to the satisfaction of the Head of Department or his or her designee, the building maintenance, renovations, repairs and minor new works to KwaZulu-Natal Health Institutions as specified by the Head of Department or his or her designee.
- 2.2. Work to be done as per drawing.
- 2.3. Material as specified below.
- 2.4. Work to be done according to Standard preambles of Trade of the Department of Health.
- 2.5. No jack hammers to be used unless cleared by Maintenance Manager.
- 2.6. If unsure please contact Maintenance Manager before commencing with the work.
- 2.7. No cutting off cables (electrical or network) if not cleared by Maintenance Manager. Contractor will be responsible if any cables are cut without permission.

**3. REFERENCES**

- 3.1. Where references have been made to specific brand names, these are read as "OR OTHER APPROVED BY DEPARTMENT OF HEALTH, FACILITIES MANAGEMENT."

**4. SPECIFICATION: ST ANDREWS HOSPITAL, VACCUM SERVICE**

**4.1 STANDARD SPECIFICATION FOR MEDICAL GAS AND VACCUM INSTALLATIONS**

**1. INTRODUCTION**

- 1.1 General  
 This specification contains standard technical requirements for medical gas and VACCUM installations and anesthetic mask scavenging systems.
- 1.2 Project Specification  
 This standard specification and drawings will at times have to be read in conjunction with project specification and drawings in which the specific requirements, scope and layout of the installation are set out.
- Where contradictions arise between such project specifications and drawings and project standard specification and standard drawings, the project drawings and project specification will take precedence.
- 1.3 Queries  
 Where queries or disputes in interpretation of this specification and standard drawings vis-à-vis project specifications and drawings arise, the matter must be referred to the Secretary for Health or his duly appointed representative, whose decision will be final and binding.

1.4 Competence of Installation Technicians  
It is a requirement that all pipe fitters employed in medical gas and VACCUUM installations are able to show proof of knowledge of, and experience in such installations before commencing work on a medical gas and VACCUUM system.  
1.5 Permit to Work  
Prior to any person working on or isolating any medical gas system, a Permit to Work, as described below, and as per form B15, will be required.

1.5.1 General  
The Permit to Work system is applicable to the servicing, repair, alteration and extension of existing installations within a Hospital, or any action, such as the closure of an isolating valve, which restricts the supply. This means that Permits shall also be obtained before any major item of central plant, e.g. manifold, control panel, compressor, or VACCUUM pump (including and standby plant), is isolated prior to servicing, repair or overhaul. The system is applicable to work on installations already in service.  
1.5.2 Routine Changing of Cylinders  
Permits are not necessary for the routine replacement of cylinders on manifolds nor for the recharging of liquid oxygen vessels, provided there is no danger of the supply being disrupted when these tasks are undertaken.  
SPECIFICATION MG  
JULY 2001  
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#### 1.5.3 Planned Preventive Maintenance (PPM) Work

Permits will not be required for routine daily or weekly inspections (where the service is not interrupted), but follow-up work will usually involve the issue of a Permit.  
1.5.4 Substantial Alterations, Extensions to, or Overhaul of Existing Installations

Work described on the Permit should normally be completed in one day, though provision is made for some carryover. Work likely to take more than one day may be initiated on the Permit, but should be carried out under normal procedures for engineering work of this nature and commissioned in accordance with the requirements of part 2 of this specification.

#### 1.5.5 Capital Works

Capital works undertaken by the Province's Works Department and other similar new work should be connected to an existing system only after a break point has been established. The new capital work should be tested and commissioned in the normal manner as provided for in part 2 of this specification.

1.6 Standard Drawings  
The standard drawings listed here form part of this specification and must be read in conjunction with it: -

M040101 Key to Symbols  
M040102 Typical Operating Theatre Layout  
M040103 Typical Layout of Medical Gas and VACCUUM Outlet Points at Bed Head  
M040104 VACCUUM Pipe Take-off Details  
M040201 Diagrammatic Layout – Medical Compressed Air Piping and Equipment  
M040202 Typical Oxygen and Gas Bank Layout  
M040203 Diagrammatic Layout of VACCUUM Plant Pipe Work and Equipment  
M040204 Typical Nitrous Oxide Gas Bank Arrangement  
M040301 Medical Gas and VACCUUM Isolating Valve Cabinet  
M040302 Theatre Pendant Details  
M040303 High Pressure Compressed Air Outlets  
M040305 Anesthetic Scavenging System for Operating Theatres  
M040401 Concrete Base for Air Compressors and VACCUUM Pumps  
M040403 Gas Evaporator Enclosure Details  
M040404 Details of Gas Cylinder Connections  
M040501 Wiring Diagram for VACCUUM and Compressed Air Plants  
M040502 Typical Wiring Diagram for Medical Gas and VACCUUM Warning Light Panels  
M040503 Typical Warning Light Panel Layout





Department:  
Health  
PROVINCE OF KWAZULU-NATAL

## ST ANDREWS HOSPITAL SCOPE OF WORK

### 1. GENERAL

#### ST ANDREWS HOSPITAL, VACUUM SERVICES

### 2. SCOPE OF WORK

- a. The work to be carried out in terms of this section of the project comprises the supply and installation of all the materials necessary, as per the Bill of Quantities and Drawings.
- b. All work must be checked and approved by the Chief Works Inspector.
- c. All workmanship will be done fully in accordance of the Occupational Health and Safety Act 85/1993, as amended.
- d. All work to be carried out as per Department of Health - Standard Preambles to all trades, Rev 3- January 2009.
- e. Contractors are advised to visit the site to acquaint themselves fully with the nature and full extent of the work involved. Claims on the grounds of insufficient information will not be entertained.
- f. Site to be cleared daily of building rubble and work area kept clean at all times.

**PLEASE NOTE THAT THIS CONTRACT PERIOD IS FOR TWO (2) WEEKS. CONTRACTOR IS TO ENSURE THAT THEY HAVE STAFF IN PLACE TO COMPLETE THIS CONTRACT WITHIN THE STATED PERIOD.**

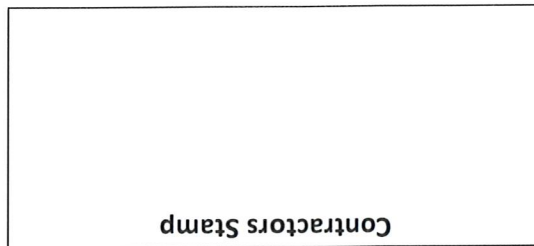
Time required for completion of this contract as specified from receipt of official order: -  
 Lead Time: One (1) Week  
 Site Time: One (1) Weeks  
 Total Time: Two (2) Weeks

\_\_\_\_\_  
 Signature of Contractor

\_\_\_\_\_  
 Name of Contractors

\_\_\_\_\_  
 Contractor Name in block letters

\_\_\_\_\_  
 Date



**BILLS OF QUANTITIES  
ST ANDREWS HOSPITAL, VACCUM SERVICES**

**Notes to Bidders:** All items to be priced fully inclusive of all charges, e.g. labour, scaffolding, materials,

Item	DESCRIPTION	UNIT	QTY	RATE/UNIT		TOTAL
				R	c	
	NOTE: All rates for items contained in this Schedule of Prices must be computed excluding the applicable Value Added Tax.					
	ZNQ Reference No.: ZNQ: <b>INSTITUTION: ST ANDREWS HOSPITAL</b> <b>, Service of the VACCUM</b> All rates quoted shall be inclusive of transport, labour and profit.					
	<b>PROPRIETARY ARTICLES:</b> All equipment and material used in this contract shall be that which is specified or other approved by the Department of Health.					
	<b>Hospital Building Phase 1 and 2</b>					
1	Service equipment according to <u>12months</u> service schedule REF: MG, CODE: MG2-002, attached three (3x) pages, to be completed attached to invoice on completion, All old used spares to be handed over to workshop Chief Artisan,	Each	1			
2	Services VACCUM pumps,	Each	2			
3	Drain VACCUM Pump oil, include Oil Disposal Certificate No. ....	Each	1			
4	Services VACCUM pipes, Pressure Switches	Each	1			
5	Services Pressure Switches	Each	2			
6	Services Receiver tank, check Gauges	Each	1			
7	Services Anti-Bacterial Filter, Clean and Check and Replace Cartridge,	Each	1			
8	Services VACCUM points connections No. 1-30, Complete list to be drawn up by the Contractor and a condition report on each unit, KPA Pressure test. Passed or not passed and signed off.	Each	30			
9	Service VACCUM Bottles Traps, Check seals,	Each	6			
10	Full after service report on all faults on completion,	Each	1			
11	Leakage into Total VACCUM System Test Form B4 (Sheet of Sheets) see page 20, below	Each	1			
12	Proof of Medical Gas (SAQCC, GAS) Cards attached to tender Document to be certified copies. "Competence of Installation Technician details It is a requirement that all pipe fitters employed in medical gas and VACCUM installations are able to show proof of knowledge of, and experience in such installations before commencing work on a medical gas and VACCUM system."	Each	1			
<b>Carried To Collection Summary</b>						
<b>PS 1</b>						
<b>R</b>						

**COLLECTION SUMMARY**

**INSTITUTION:**

**ST ANDREWS HOSPITAL  
, VACCUM SERVICES**

**ADDRESS:**

**PROJECT DESCRIPTION:  
MAJOR INFRA RED  
INSPECTION SERVICES**

**ZNQ:**

**NOTE:**

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

<i>Collection Summary PS 1</i>		
<i><u>SUB-TOTAL: CARRIED TO QUOTATION FORM</u></i>		<i>R</i>

**1. SPECIFICATIONS**

**a. Notes to Bidders:**

- i. All work to be priced fully inclusive of all charges: VAT, labour, plant, profit, etc...
- ii. The Department reserves the right to negotiate prices in the Bill of Quantities.
- iii. All materials used in this contract shall be that which is specified. All material must be SABS approved. All material must be cleared by maintenance supervisor before installation.
- iv. 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. Measurements given must be treated as a guide.
- v. Final measurements are the responsibility of the contractor and any discrepancy must be addressed with the Facility Manager prior to the submission of the quotation.
- vi. 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 by the contractor. Site will be kept clean at all times. Building rubble must be removed from site daily.
- viii. Removal of redundant items must be done by the contractor and removal thereof must be approved by the Facility Manager.

**9.1 General**

The VACCUM shall be provided by two VACCUM pumps driven by electric motors, with receiver and one set of controls. The pumps shall be of the reciprocating type, silent running, suitable for the purpose and be of a capacity as stated in the project specification.

The VACCUM shall not rise above 50 kPa absolute when the system is in full operation. The VACCUM pump's electric motors shall be connected to the standby generator.

**9.2 Operating Range**

The pumps must each be capable of maintaining a VACCUM of 60% of peak demand and will normally cycle between the range 20 kPa absolute maximum and 50 kPa absolute minimum. Diversity factors in accordance with good standard practice shall be applied in the sizing of the VACCUM pump and piping.

A terminal point flow rate of 15 litres per minute with a diversity factor, varying from 20% to 100%, can be used for pipe sizing, depending on the location of the Hospital.

**9.3 Installation**

If required, the VACCUM pump shall be fitted with a silencer of the expansion vessel type. The VACCUM pump shall be mounted as specified in paragraph 8.7. The pipe connections to the receiver shall be resilient. A bacterial filter is not required.

**9.4 Pipe Connections to VACCUM Receiver and Distribution Network**

The connections to the piping system shall be below the outlet of the receiver and placed on the side of the receiver. A test cock shall be provided on the receiver so that VACCUM pump controls can be checked.

**9.5 VACCUM Plant**

The pumps must be suitable for drawing a VACCUM down to 20 kPa absolute (-80 kPa gauge) and of a capacity as specified in the project specification.

The VACCUM pumps must be air-cooled. A soft seated check valve shall be fitted in the line between the pump and the VACCUM tank to prevent the possibility of leak back through the pump when not running. Exhaust gases shall be safely piped to the outside of the building and above the nearest adjacent building and away from any air intakes (not less than 6m).

**9.6 VACCUM Tank**

The VACCUM tank, of the capacity specified in the project specification shall be of all welded construction and equipped with pump connections at the top. The tank shall be painted with a suitable metal primer, under coat and in all enamel coat in a yellow colour to S.A.B.S. 1091 colour number C67. The tank shall be fitted with a 100 kPa rupture disc in place of a safety valve.

**9.7 VACCUM Bottle Traps**

These shall be of the Afrox single valve, or other approved, type. Bottle traps are to be located in visible positions in service areas, as close as possible to the area(s) being served.

## 2.3 TESTS ON THE PIPELINE SYSTEM

- 2.3.1 Leakage from Compressed Medical Gas Systems
- The leakage test described above should have been completed satisfactorily. All terminal unit valves and other devices such as safety valves and pressure sensors should be fitted. The supply system should be isolated from the pipeline. There should be no links between the pipeline systems. The test may be carried out on sections of each pipeline, provided no section is omitted. Different sections and pipelines may be tested at the same time.

### 2.3.1.1 Procedure

- Connect a suitable pressure-measuring device to the pipeline. Fill the pipeline (or section of pipeline) with test gas at pipeline distribution pressure. This filling procedure may also be used to measure the volume of the pipeline. Disconnect and remove the gas supply. Note the pressure and temperature initially and again at the end of the test period.

### 2.3.1.2 Results

- The rate of pressure drop during the test period should not exceed the value specified by the formula given in paragraph 2.2.3, after allowing for pressure changes due to temperature variation. Record the results on Form B3.

### 2.3.2 Leakage into VACCUM Systems

- The leakage test described above should have been completed satisfactorily. All terminal unit valves and other devices such as pressure sensors should be fitted. The VACCUM supply should be connected to the system under test.

### 2.3.2.1 Procedure

- Connect a VACCUM gauge to the system. Run the VACCUM supply system to maintain pipeline distribution pressure until the pipeline system is dried out. With the system at pipeline distribution pressure, isolate the VACCUM supply system. Note the VACCUM initially and again after one hour.

### 2.3.2.2 Results

- Record the results on Form B4. The pressure increase after one hour should not exceed 10 kPa. There is no additional allowance for temperature variation in this test.



MG2-002  
PAGE 1 OF 3

PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF HEALTH  
PREVENTIVE MAINTENANCE SCHEDULE

REF : MG  
CODE : MG2-002

TYPE OF SERVICE : MEDICAL GAS  
SCHEDULE FOR : VACUUM MAJOR SERVICES  
SCHEDULE FREQUENCY : 12 MONTHS:

INSTALLATION NAME: ST ANDREWS HOSPITAL PLANT ROOM PUMPS, PIPES & OUTLETS

SERVICE PROVIDER:		ORDER No.:		REF :			
P.M. SERVICE		RUNNING REPAIRS		OTHER REPAIRS REQUIRED			
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	(Apply for V.O. as Applicable)	OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY. REQ
			TIME TAKEN	DESCRIPTION OF SPARES USED	EX SITE STOCK	EX STOCK	
		OTHER NON-SPECIFIED RUNNING REPAIRS DONE					
1.	Check plant room louvers and screens and clean						
2.	Check vacuum pump oil. Replace oil as per manufactures specification. Drain oil, and include Oil Disposal Certificate No. ....						
3.	Check and clean filter						
4.	Check all mountings						
5.	Check vacuum pump pulley						
6.	Check motor pulley, bearings and alignment						
7.	Check belt drive and adjust						
8.	Check safety guard is in position and secure						
9.	Check all bolts, nuts, screws, etc. for tightness						
10.	Check motor starter and auxiliaries						
11.	Check and note motor amperage						
12.	Check pilot lights						
13.	Check all outlet points						
14.	Check all pipes, joints and seals for leaks						

STAH VACUUM PLANT SERVICE:

M152407Z  
PAGE 2 OF 3

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION				
ITEM	INSTRUCTION, CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QUANTITY	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ
						EX SITE STOCK				
						EX STOCK				
15.	Check operation and cycling of plant and adjust if necessary (approx. 600mm Hg) Note cut-in and cut-out pressures									
16.	Clean plant and plantroom									
17.	Change over lead/lag units									
18.	Check and clean vacuum moisture traps									
19.	Check operation of warning light system									
20.	Clean rust spots and patch with paint									
21.	Tighten all electrical terminals									
22.	Clean out air ways of motors									
23.	Lubricate motor bearings, if required									
24.	Check setting of warning light pressure switches, adjust if necessary									
25.	Clean, remove loose paint and scale and re-paint									
26.	Check calibration of all pressure gauges, etc. Re-calibrate as required									
27.	Complete plant log book									
28.	Check receiver internally and externally for corrosion pit marks 12 months per test program									



I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT										OFFICIAL STAMP:	
NAME OF SERVICEMAN (BLOCK LETTERS):								SIGNATURE:			
NAME/S OF ASSISTANT/S: SEMI SKILLED:										NAME OF RESPONSIBLE OFFICIAL ON SITE:	
NAME/S OF ASSISTANT/S: UNSKILLED:											
COMPANY NAME (BLOCK LETTERS):										SIGNATURE:	
TIME IN:	TIME OUT:	TIME ON SITE:	DATE:	KM:		TOTAL KM:					
FROM:	TO:	KM:	TO:	KM:	TOTAL KM:						

# CONTRACTORS STAFF AND SUPPLIERS INFORMATION

## FORM

### Supplier information

Company name	Contact person	Telephone No.	Supplier of

### Sup contractor information

Company name	Contact person	Telephone No.	Sub contract for	Name of responsible person on site

### Contractor staff information as per registration with Department of Labour

Name	ID Number	Salary number	Rank	Qualification

Enquires: Mr. --- Reference: ZNQ: ..... Date: ---- SEP 2020

**MINUTES OF SITE MEETING HELD ON:**

**Date:**

**Venue:**

**1. Matter Discussed:**

- 1.1. Signing of attendance register and site inspection briefing certificate.
- 1.2. Handing out of quotation documents.
- 1.3. Completion of quotation documents.

1.3.1. SBD 4

1.3.2. SBD 6.1

1.3.3. Form 9

1.3.4. Bill of Quantities

1.4. Submission of required information.

1.4.1. Documents as per page 3 of the specification.

1.5. Site visit and deliberations on specifications and requirements.

1.6. Bidders are compelled to re-visit the site for one-on-one clarification of

measurements and requirements. Post Site Inspection Briefing certificate to be

signed on day of re-visit.

1.7. No part payments will be made and any stage of the project.

1.8. No payment will be made for incomplete or poor quality of work.

1.9. Material list page to be completed for all quotation documents. Failure to attach

signed and completed document will render the quotation as not valid.

1.10. Past poor performance of contractors.

1.10.1. Contractors that have performed poorly in the past will not be considered.

1.10.2. Contractors that have not completed previous projects fully will not be

considered.

**1.10.3. Contractors will be referred to National Treasury as a defaulter to be listed**

**on the Database of Restricted Suppliers.**

I, ..... do hereby (Print Name) (Name of Business) acknowledge that I have read and understand the items discussed as laid out above and will ensure that the quotation price submitted will address all the requirements as stipulated.	Signature ..... Date ..... / ..... / .....
---	---

2. General matters during site visit:

2.1.

2.2.

2.3.

2.4.

2.5.

2.6.

2.7.

2.8.

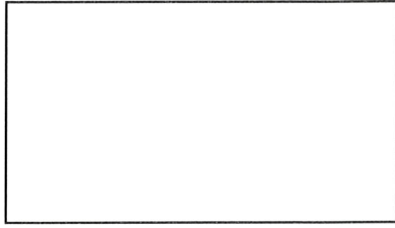
2.9.

2.10.

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DEPARTMENTAL STAMP:

DEPARTMENT REPRESENTATIVE

BIDDERS REPRESENTATIVE



ST ANDREWS HOSPITAL

And at the following venue (mark in appropriate block):

Attended the Pre-Bid Site Briefing Meeting on (date) \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Telefax No.: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ of Address:

\_\_\_\_\_ A representative of (Bidder)

\_\_\_\_\_ This is to certify that I

	ST ANDREWS HOSPITAL, OXYGEN SERVICE	ZNQ:
QUOTATION NO.	DESCRIPTION	SITE INSPECTION DATE

ST ANDREWS HOSPITAL

CERTIFICATE OF BIDDERS ATTENDANCE AT COMPULSORY SITE INSPECTION BRIEFING MEETING

Department: **health**  
 PROVINCE OF KWAZULU-NATAL



ENQUIRIES:

REF:

CLOSING DATE:

CONTRACTOR: \_\_\_\_\_

1. On behalf of the KwaZulu-Natal Department of Health, we hereby invite you to quote for the above service

2. Your quotation must be submitted to the following address:

HAND DELIVERED

<b>To be Placed in the Quotation Box</b>	
--	--

In a sealed envelope, the front of the envelope being clearly endorsed with the Quotation Number **ZNQ** and the service type as stated above, not later than **11h00** on

3. The quotation shall be fully detailed as follows:

- 3.1 Itemised list of additional Material/Spare parts required by the Contractor, showing costs and contracts mark-up.
- 3.2 Labour hours, rate and total travelling costs.
- 3.3 Kilometres, Rate and Total Travelling Cost (specify number of trips).
- 3.4 Subsistence: Number of Days, Rate and Total Subsistence Costs.

4. Kindly complete the attached document and return all pages as per paragraph two above, each page being initialised by the Contractor's authorized signatory.

5. The Contractor's attention is drawn to the following, which under no circumstances will be acceptable and will result in the automatic disqualification of the quotation.

- 5.1 Use of correcting fluid i.e. Tippex on the quotation documents.
- 5.2 Faxed quotations
- 5.3 Photocopies of quotations
- 5.4 Incomplete quotation document including Bill of Quantities.

6. Only the original document, duly signed and completed in its entirety will be given any consideration.

7. Bidder to sign and date every page in acknowledgment that he/she has read and understood all the requirements contained in this document. Failure to do so will render your offer as non-responsive.

**PLEASE NOTE: FAILURE TO SUBMIT ANY OF THE DOCUMENTS AS REQUIRED IN THE TABLE ABOVE WILL RESULT IN THE OFFER BEING REGARDED AS NON-RESPONSIVE. A COVERING LETTER REFERRING TO THE DOCUMENT WHERE A SET OF THESE DOCUMENTS HAVE BEEN ATTACHED MUST BE ATTACHED TO EVERY OTHER QUOTATION DOCUMENT.**

No.	Document Details	Doc. Type	Submitted	
			Yes	No
1.	Tax Clearance Certificate	Original		
2.	CIDB Registration <b>MEL</b>	Certified Copy of Original		
3.	Company Registration Documents (CK)	Certified Copy of Original		
4.	B-BBEE Status Verification Certificate	Certified Copy of Original		
5.	Fully Completed and Signed Quotation Document	Original		
6.	SBD 4 Document Declaration Of Interest (Fully completed and signed)	Original		
7.	Bill of Quantities (fully priced for each item as listed)	Original		
8.	Central Supplier Database (CSD)Registration			
9.	Registration with Department of Labour Letter of Good Standing.	Certified Copy of Original		

**DOCUMENTATION TO BE SUBMITTED**

**NOTES TO BIDDERS**

- 1.1 GENERAL CONDITIONS AND PROCEDURES FOR PROCUREMENT**
- The KwaZulu-Natal Treasury's General Conditions and Procedures for Procurement (ZNT 6 – September 2002), copies of which are available from the offices of the Head: Works (as well as at <http://www.kzntreasury.gov.za>), will apply.
- 1.2 VISIT TO SITE**
- Bidders are advised to visit the site before quoting in order to satisfy themselves as to the nature and full extent of the work to be done and the conditions generally affecting the execution of the contract. Claims on the grounds of lack of knowledge in such respects or otherwise will not be entertained.
- 1.3 SUPERVISION**
- 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 workers shall be employed at all times to ensure satisfactory progress of the work.
- 1.4 PROTECTING AND MAKING GOOD**
- The contractor shall allow for covering up and protecting, as necessary, from time to time, throughout the performance of the contract, all work liable to suffer damage and on completion clear away and make good any damage caused to the works by his negligence and shall be liable for all costs incurred in making good any such damage, to the satisfaction of the Head: Works.
- The contractor shall allow for making good in all surrounding trades, which have been disturbed during alterations, repairs and renovations.
- 1.5 RECLAIMABLE MATERIAL**
- Reclaimable material will become the property of the contractor and who must allow for any credit in the quotation.
- 
- 1.6 COMPLIANCE**
- All work must comply with the Local Authority regulations and National Building Regulations, as well as SABS specifications applicable to the work to be executed.
- 1.7 LEAVE PERFECT**
- The contractor shall at all times keep the site in a clean and tidy condition and on completion, remove all superfluous materials, debris, etc. and leave the premises in a thoroughly clean and perfect state, fit for occupation.
- 1.8 ARRANGEMENT WITH OCCUPANTS**
- The contractor shall arrange with the occupants of the buildings for access to the site/building to render the service and put the work in hand within twenty four (24) hours after being notified, telephonically or otherwise, of acceptance of the contractor's quotation.
- 1.9 PRECAUTIONS TO PROTECT**
- The contractor shall take all necessary precautions and steps to protect furniture and fittings in the building and on the site against damage and/or contamination.
- 1.10 INDEMNITIES**
- (a) The contractor shall indemnify the Head: Works against any claims of whatever nature arising from the contractor's activities and accept responsibility for all damage caused to property and persons as a result of such activities.
- (b) The contractor shall indemnify his workers in terms of the Compensation for Occupational Injuries and Diseases Act.



By the submission of a quotation, any Tenderer will, if awarded the contract to which this quotation document relates, be deemed to be a mandatory as envisaged by Section 37(2) of the Act. As a mandatory the successful Tenderer will be deemed to be an employer in his/her/their own right with duties as prescribed in the Act and accordingly will be deemed to have agreed to be solely responsible for ensuring that in connection with the project to which this quotation document relates, all work will be performed and machinery and plant used in accordance with the Act. Should the successful Tenderer, for whatever reason be unable to perform as required by the Act, the successful Tenderer undertakes to inform the Employer accordingly.

1.12 ESCALATION

Bidders are advised that the contract with the successful tenderer will not be subject to the Contract Price Adjustment Provisions (CPAP) or any other escalation formula, and they are therefore to allow for any increases in the costs of labor, material, transport, etc. However, any statutory increase or decrease in Value-Added Tax will be for the account of the Province.

1.13 GUARANTEE

The successful tenderer shall guarantee that no faulty material or workmanship was used in the execution of services. Should the guarantee not be complied with, the State may, without prejudice to any other rights it may have, demand that the services be repaired without cost to the State.

1.14 PENALTIES

If the contractor fails to render the service within the period stipulated in the contract, the State shall have the right, in its sole discretion either to deduct as a penalty from the value of the contract sum an amount of one-fourteenth percent thereof per calendar day for the period of delay or to claim any damages or loss suffered in lieu of such penalty; provided that where beneficial use of the completed portion is enjoyed, penalty shall be applied to the value of the outstanding portion only.

1.15 ALTERATIONS TO QUOTATION DOCUMENTS

Any amendment or correction in the quotation document of a quoted amount/sum/rate or other entry must be effected only by deleting the incorrect entry and writing the correct amount/sum/rate entry just above it in INK. Each and every amendment/correction must be initiated by the signatory to the quotation.

The use of "TIPPEX" or any other similar substances to make corrections and/or alterations ANYWHERE in the quotation is NOT permitted and any quotation altered/amended in such a manner may be declared invalid or be disregarded.

1.16 REGISTRATION ON THE PROVINCIAL SUPPLIERS DATABASE

1. In terms of the KwaZulu-Natal Procurement Regulations promulgated in terms of Section 47 of the KwaZulu-Natal Procurement Act, all suppliers of goods and services to the Province of KwaZulu-Natal are required to register on the Provincial Suppliers Database.

2. If you wish to apply for registration, forms may be downloaded from the website, <http://www.kzntrasury.gov.za> or obtained by phoning the toll free number 0800 201 049. This number is also available for general enquiries relating to Provincial procurement.

3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Province may, without prejudice to any other legal rights or remedies it may have:

- 3.1 de-register the supplier from the Database,
- 3.2 cancel a tender or a contract awarded to such supplier,

and the supplier would become liable for any damages if a less favorable quotation is accepted or less favorable arrangements are made.

4. The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Provincial Suppliers Database, relating to changed circumstances.

The term "approved" or "specified" where used in these extent of work/specifications shall mean approved or specified by the Head: Works. This term shall apply equally to the Head: Health.

**1.20 DEFINITION OF APPROVED, ETC.**

In all cases where the contractor takes delivery of, handles, stores, uses, applies and/or fixes any proprietary product he shall do so in strict accordance with the manufacturer's instructions after consultation with the manufacturer or his duly authorized representative.  
Where brand or trade names are referred to in the extent of work/specification these shall indicate the quality and type of material or fitting required and no substitution of materials so specified will be permitted unless the authority of the Head: Works has been obtained *before tenders close*.  
Where the term "or other approved" is used in connection with proprietary materials or articles it is to be understood that approval shall at the sole discretion of the Head: Works.

**1.19 PROPRIETARY MATERIALS**

The work shall be completed within **Fourteen Days (14)** from the date of the official order/letter of acceptance.

**1.18 CONTRACT PERIOD**

This quotation shall be valid for a period of sixty (60) calendar days calculated from the closing time specified.

**1.17 VALIDITY**



**ST ANDREWS HOSPITAL  
 HEALTH AND SAFETY SPECIFICATION**

**OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993**

**EXTRACT FROM THE CONSTRUCTION REGULATIONS**

1. **Scope:** This specification details the health and safety requirement with the Works.

2. **Interpretations:** Construction work is defined as: any work in connection with: -

- a) The erection, maintenance, alteration, repair, demolition or dismantling of or addition to a building or any similar structure;
- b) The installation, erection, dismantling or maintenance of a fixed plant where such work includes the risk of a person falling; or
- c) The moving of earth, clearing of land, the making of an excavation, piling or any similar type of work.

3. **General:** The Employer will take reasonable steps to ensure that the contractor's health and safety plan is implemented and maintained. The steps taken will include periodic audits at intervals of at least once every month.

**Should the Contractor at any stage in the execution of the work-**

- a) Fail to implement or maintain contractors' health and safety plan;
- b) Execute construction work which is not in accordance with contractors' health and safety plan; or
- c) Act in any way which may pose a threat to the health and safety of any person/s, the Employer or employers' representative/agent will stop the Contractor from executing construction work.

**4. General Requirements**

4.1. **First Aid Equipment:** The Contractor shall provide for its employees an approved first aid box. The first aid box to be checked weekly by a responsible person, who shall be appointed by the Contractor.

**4.2. Reporting of incidents and /or injuries:**

4.2.1. All incidents in respect of damage to Works, property or machinery or injury to persons, shall be reported by the Contractors Safety Officer or Site Representative to the Representative/agent by the quickest means possible.

4.2.2. A mandatory incident report form, containing full details of the incident, shall be completed and submitted to the representative/agent within (24) hours of the occurrence of the incident.

4.2.3. The representative/agent shall have the right to make all or any enquiries as to the cause and result of any such incident. The Contractor shall provide the representative/agent with full facilities for carrying out such enquiries.

4.3. **Danger Areas:** All danger areas shall be demarcated by the Contractor with appropriate tape and hazard notices to prevent unauthorized person/s entering the danger area.

4.4. **Hazard Notices:** The Contractor shall display hazard notices in all areas identified in the risk assessment as potentially hazardous.

4.5. **Personal Protective Clothing:** The Contractor shall provide the necessary personal protective clothing for his employees in hazardous areas, appropriate to the nature of the hazard identified in the risk assessment.

a) **Hard Hats:** All employees of the Contractor shall wear hard hats in areas where appropriate hazard notices are displayed. Hard hats shall not be painted or otherwise defaced.

b) **Eye Protection:** Suitable eye protection shall be worn in areas where appropriate hazard notices are displayed, or when grinding, chipping, breaking, drilling, arc welding, cutting with oxyacetylene equipment of similar activities are taking place.

c) **Hearing Protection:** Suitable hearing protection shall be worn in areas where appropriate hazard notices are placed.

d) **Foot Wear:** All employees of the Contractor shall wear undamaged, laced-up safety boots or safety shoes, suitable for the intended purpose, in prescribed areas where appropriate hazard notices are displayed.

e) **Gloves:** All employees of the Contractor shall wear suitable gloves in all areas where appropriate hazard notices are displayed or when handling hot or hazardous materials or chemicals.

4.6. **Machine Guarding:** All power tools and machinery driven by belts, gears, ropes, chains, couplings and similar drives shall be adequately guarded. The Contractor shall prohibit the use of any equipment with a damaged, missing or inadequate guard.

**4.11. Indemnity of the Employer and his agents:** The annexure to this Contract Document contain a "Mandatory Form of Authority and Agreement in terms of Section 37 (2) of the Occupational Health and Safety Act, No, 85 of 1993 which agreement shall be entered into and duly signed by both the Employer and Contractor prior to the commencement with work. A copy of the signed agreement shall be included in the Contractors health and safety plan.

**4.10. Electrical Equipment and Procedures Used by the Contractor:**  
 4.10.1. All electrical equipment to be inspected regularly by a qualified electrician, who shall be appointed by the Contractor and inspections to be logged.  
 4.10.2. The Contractor shall ensure that all his electrical equipment conforms to the operational and safety requirements.  
 4.10.3. All earth leakage units shall be tested at intervals of not more than one month and signed for by a qualified electrician.

**4.9. Prevention of Uncontrolled Collapse:** The Contractor shall ensure that no structure or part of a structure is loaded in a manner that would render it unsafe.

**4.8. Scaffold Framework:**  
 4.8.1. Scaffold standards shall be firmly supported and secured against displacement and shall be kept vertical.  
 4.8.2. No Contractor shall use, or cause to be used, any scaffold unless it is inspected by a competent person at least once a week and after inclement weather.

**4.7. Ladders:**  
 4.7.1. Every ladder shall be:  
 • Of good construction, sound material and adequate strength and suitable to the purpose for which it is used (e.g. electricians shall use suitable insulated ladders),  
 • Fitted with non-skid devices at the bottom of the stiles or with hooks or similar devices at the tops of the stiles.  
 4.7.2. Except for extension ladders, no ladder shall be used which is longer than 4,5m and no ladder shall have its reach extended by tying together two or more ladders.  
 4.7.3. All ladders shall be inspected weekly and a log shall be kept of the inspections.



**ST ANDREWS HOSPITAL**  
**TECHNICAL SPECIFICATION**

**1. GENERAL**

- 1.1. This TECHNICAL SPECIFICATION shall be read in conjunction with all other sections of the SPECIFICATION, including the National Building Regulations SABS 0400 of 1990 as amended and the Occupational Health and Safety Act and Regulations, 85 of 1993.
- 1.2. Cognisance shall be taken of the clauses relevant to this particular installation, whether any specific clauses are referred to or not.

**2. SCOPE**

- 2.1. The work to be carried out under this contract includes the supply, delivery, installation, connecting, testing and leaving in good service condition to the satisfaction of the Head of Department or his or her designee, the building maintenance, renovations, repairs and minor new works to KwaZulu-Natal Health Institutions as specified by the Head of Department or his or her designee.
- 2.2. Work to be done as per drawing.
- 2.3. Material as specified below.
- 2.4. Work to be done according to Standard preambles of Trade of the Department of Health.
- 2.5. No jack hammers to be used unless cleared by Maintenance Manager.
- 2.6. If unsure please contact Maintenance Manager before commencing with the work.
- 2.7. No cutting off cables (electrical or network) if not cleared by Maintenance Manager. Contractor will be responsible if any cables are cut without permission.

**3. REFERENCES**

- 3.1. Where references have been made to specific brand names, these are read as "OR OTHER APPROVED BY DEPARTMENT OF HEALTH, FACILITIES MANAGEMENT."

**4. SPECIFICATION: ST ANDREWS HOSPITAL, OXYGEN SERVICE**

**4.1. STANDARD SPECIFICATION FOR MEDICAL GAS AND VACUUM INSTALLATIONS**

**1. INTRODUCTION**

- 1.1 General  
 This specification contains standard technical requirements for medical gas and vacuum installations and anesthetic mask scavenging systems.
- 1.2 Project Specification  
 This standard specification and drawings will at times have to be read in conjunction with project specification and drawings in which the specific requirements, scope and layout of the installation are set out.

Where contradictions arise between such project specifications and drawings and this standard specification and standard drawings, the project drawings and project specification will take precedence.

- 1.3 Queries  
 Where queries or disputes in interpretation of this specification and standard drawings arise vis-à-vis project specifications and drawings arise, the matter must be referred to the Secretary for Health or his duly appointed representative, whose decision will be final and binding.

1.4 Competence of Installation Technicians  
It is a requirement that all pipe fitters employed in medical gas and vacuum installations are able to show proof of knowledge of, and experience in such installations before commencing work on a medical gas and vacuum system.

1.5 Permit to Work  
Prior to any person working on or isolating any medical gas system, a Permit to Work, as described below, and as per form B15, will be required.

1.5.1 General  
The Permit to Work system is applicable to the servicing, repair, alteration and extension of existing installations within a Hospital, or any action, such as the closure of an isolating valve, which restricts the supply. This means that Permits shall also be obtained before any major item of central plant, e.g. manifold, control panel, compressor, or vacuum pump (including and standby plant), is isolated prior to servicing, repair or overhaul. The system is applicable to work on installations already in service.

1.5.2 Routine Changing of Cylinders  
Permits are not necessary for the routine replacement of cylinders on manifolds nor for the recharging of liquid oxygen vessels, provided there is no danger of the supply being disrupted when these tasks are undertaken.

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#### 1.5.3 Planned Preventive Maintenance (PPM) Work

Permits will not be required for routine daily or weekly inspections (where the service is not interrupted), but follow-up work will usually involve the issue of a Permit.

1.5.4 Substantial Alterations, Extensions to, or Overhaul of Existing Installations  
Work described on the Permit should normally be completed in one day, though provision is made for some carryover. Work likely to take more than one day may be initiated on the Permit, but should be carried out under normal procedures for engineering work of this nature and commissioned in accordance with the requirements of part 2 of this specification.

#### 1.5.5 Capital Works

Capital works undertaken by the Province's Works Department and other similar new work should be connected to an existing system only after a break point has been established. The new capital work should be tested and commissioned in the normal manner as provided for in part 2 of this specification.

1.6 Standard Drawings  
The standard drawings listed here form part of this specification and must be read in conjunction with it: -

M040101 Key to Symbols

M040102 Typical Operating Theatre Layout

M040103 Typical Layout of Medical Gas and Vacuum Outlet Points at Bed Head

M040104 Vacuum Pipe Take-off Details

M040201 Diagrammatic Layout – Medical Compressed Air Piping and Equipment

M040202 Typical Oxygen and Gas Bank Layout

M040203 Diagrammatic Layout of Vacuum Plant Pipe Work and Equipment

M040204 Typical Nitrous Oxide Gas Bank Arrangement

M040301 Medical Gas and Vacuum Isolating Valve Cabinet

M040302 Theatre Pendant Details

M040303 High Pressure Compressed Air Outlets

M040305 Anesthetic Scavenging System for Operating Theatres

M040401 Concrete Base for Air Compressors and Vacuum Pumps

M040403 Gas Evaporator Enclosure Details

M040404 Details of Gas Cylinder Connections

M040501 Wiring Diagram for Vacuum and Compressed Air Plants

M040502 Typical Wiring Diagram for Medical Gas and Vacuum Warning Light Panels

M040503 Typical Warning Light Panel Layout

STAH OXYGEN SERVICE: ZNQ:.....

Bidders Signature: .....

M040504 Alternate Compressor and Vacuum Plant Wiring Detail  
M040505 Wiring Diagram for Anesthetic Mask Exhaust Fan

1.7 Other Standards and Publications

The following publications must be read in conjunction with this specification: -

1.7.1 Occupation Health and Safety Act (Act No. 85 of 1994) As amended.

1.7.2 Standard Specification for Electrical Installations Pertaining to Mechanical Equipment.

1.7.3 SABS 099 – 1974 The construction of air receivers.

1.7.4 SABS 460 – 1975 Copper and copper alloy tubing.

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1.7.5 SABS 763 – 1977 Hot-dip (galvanised) zinc coatings.

1.7.6 SABS 948 – 1978 Three phase induction motors part 1 low voltage standard motors.

1.7.7 SABS 1091 – 1975 National colour standard for paint.

1.7.8 SABS 1189 – 1978 Single phase induction motors.

1.7.9 SABS 1062 – 1985 Vacuum and pressure gauges.

1.7.10 SABS 1409 – 1986 Outlet sockets and probes for medical services used in hospitals.

1.7.11 SABS 0224 Non flammable medical gas pipeline systems.

1.7.12 SABS 0142 Wiring of Premises

1.7.13 CKS 64 – 1967 Compressed Air for breathing.

1.7.14 CKS 332 – 1977 Industrial V-belts.

1.7.15 CKS 605 – 1987 Medical gas regulators.

1.7.16 R158 Regulation Hospital norms.





health  
Department:  
PROVINCE OF KWAZULU-NATAL

## ST ANDREWS HOSPITAL SCOPE OF WORK

### 1. GENERAL

#### ST ANDREWS HOSPITAL, OXYGEN SERVICES

#### 2. SCOPE OF WORK

- a. The work to be carried out in terms of this section of the project comprises the supply and installation of all the materials necessary, as per the Bill of Quantities and Drawings.
- b. All work must be checked and approved by the Chief Works Inspector.
- c. All workmanship will be done fully in accordance of the Occupational Health and Safety Act 85/1993, as amended.
- d. All work to be carried out as per Department of Health - Standard Preambles to all trades, Rev 3- January 2009.
- e. Contractors are advised to visit the site to acquaint themselves fully with the nature and full extent of the work involved. Claims on the grounds of insufficient information will not be entertained.
- f. Site to be cleared daily of building rubble and work area kept clean at all times.

**PLEASE NOTE THAT THIS CONTRACT PERIOD IS FOR TWO (2) WEEKS.**  
**CONTRACTOR IS TO ENSURE THAT THEY HAVE STAFF IN PLACE TO COMPLETE THIS CONTRACT WITHIN THE STATED PERIOD.**

Time required for completion of this contract as specified from receipt of official order: -  
Lead Time: One (1) Week  
Site Time: One (1) Weeks  
Total Time: Two (2) Weeks

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Name of Contractors

\_\_\_\_\_  
Contractor Name in block letters

\_\_\_\_\_  
Date

Contractors Stamp

**BILLS OF QUANTITIES  
ST ANDREWS HOSPITAL, OXYGEN SERVICES**

**Notes to Bidders:** All items to be priced fully inclusive of all charges, e.g. labour, scaffolding, materials,

Item	DESCRIPTION	UNIT	QTY	RATE/UNIT		TOTAL
				R	c	
	<b>NOTE:</b> All rates for items contained in this Schedule of Prices must be computed excluding the applicable Value Added Tax.					
	<b>ZNQ Reference No.: ZNQ:</b> <b>INSTITUTION: ST ANDREWS HOSPITAL, Service of the OXYGEN</b> All rates quoted shall be inclusive of transport, labour and profit.					
	<b>PROPRIETARY ARTICLES:</b> All equipment and material used in this contract shall be that which is specified or other approved by the Department of Health.					
	<b>Hospital Building</b>					
1	Service equipment according to <u>12months</u> service schedule <b>REF: MG, CODE: MG1-002, attached three (3x) pages,</b> to be completed attached to invoice on completion, All old used spares to be handed over to workshop Chief Artisan,	Each	1			
2	Services Manifold Pressure Valves Left Hand Bank and Right Hand Bank	Each	2			
3	Service Distribution valve system	Each	1			
4	Service and Test Safety Valves settings	Unit	1			
7	Service Pressure reducing valve settings	Each	1			
8	Service All warning light Pressure settings Panels settings <b>Test Form B11</b> (Sheet of Sheets) see page 20, below, including Vacuum,	Unit	1			
8	Service Change Over control Pressure settings	Each	1			
9	Services all Oxygen points connections No. 1-37, Complete list to be drawn up by the Contractor and a condition report on each unit, KPA Pressure test. Passed or not passed and signed off.	Each	68			
10	Leakage Test to be carried out, Pressure drop to be recorded, included in completion report	Unit	1			
11	Full after service report on all faults on completion,	Each	1			
12	Proof of Medical Gas (SAQCC, GAS) Cards attached to tender Document to be certified copies. "Competence of Installation Technician details It is a requirement that all pipe fitters employed in medical gas and vacuum installations are able to show proof of knowledge of, and experience in such installations before commencing work on a medical gas OXYGEN and vacuum system;"	Each	1			
<b>Carried To Collection Summary</b>						
<b>PS 1</b>						
<b>R</b>						

**COLLECTION SUMMARY**

**INSTITUTION:** ST ANDREWS HOSPITAL, VACUUM SERVICES  
**ADDRESS:**  
**PROJECT DESCRIPTION:** MAJOR INFRA RED  
**ZNQ:** INSPECTION SERVICES

**NOTE:**

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

<i>Collection Summary PS 1</i>		
<i>SUB-TOTAL: CARRIED TO QUOTATION FORM</i>		<i>R</i>

**1. SPECIFICATIONS**

- a. Notes to Bidders:**
- i. All work to be priced fully inclusive of all charges: VAT, labour, plant, profit, etc...
  - ii. The Department reserves the right to negotiate prices in the Bill of Quantities.
  - iii. All materials used in this contract shall be that which is specified. All material must be SABS approved. All material must be cleared by maintenance supervisor before installation.
  - iv. 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. Measurements given must be treated as a guide.
  - v. Final measurements are the responsibility of the contractor and any discrepancy must be addressed with the Facility Manager prior to the submission of the quotation.
  - vi. 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 by the contractor.
  - vii. Site will be kept clean at all times. Building rubble must be removed from site daily.
  - viii. Removal of redundant items must be done by the contractor and removal thereof must be approved by the Facility Manager.

2.3.9 Warning System Tests

2.3.9.1 General

- The tests should be carried out for one function at a time on one system at a time.
- All alarm systems should be fully installed and in operation.

2.3.9.2 Procedure

The procedure is as follows: -

- a) adjust the pressure in each pipeline system either locally or throughout the pipeline system;
- b) observe that the appropriate changes in warning system conditions occur;
- c) check that the warning system will operate from the essential power source.

2.3.9.3 Results

- Record the results on Form B11.

Warning Systems Form B11 (Sheet of Sheets)

Hospital \_\_\_\_\_  
Project Description \_\_\_\_\_  
Facilities Audit Building No \_\_\_\_\_  
Date \_\_\_\_\_

This is to certify that the WARNING SYSTEMS on the following medical gas pipeline systems have been tested in accordance with paragraph 2.3.9 as follows: -

System	O2	N2O	Medical Air	HP	Medical Air	LP	VAC
Specified Warning Pressure							
Observed Warning Pressure							
Warning Given							
Return to Normal							
Marking							
All Functions on all Stations							
Stand-by Power							

Contractor's Representative

Name \_\_\_\_\_  
Position \_\_\_\_\_  
Sign \_\_\_\_\_  
Project Leader  
Name \_\_\_\_\_  
Position \_\_\_\_\_  
Sign \_\_\_\_\_  
Witnessed on Behalf of \_\_\_\_\_  
Sign \_\_\_\_\_  
By \_\_\_\_\_  
Status \_\_\_\_\_  
Signed \_\_\_\_\_  
Date \_\_\_\_\_

PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF HEALTH  
PREVENTIVE MAINTENANCE SCHEDULE

TYPE OF SERVICE : MEDICAL GAS  
SCHEDULE FOR : GENERAL  
SCHEDULE FREQUENCY : 12 MONTHS  
INSTALLATION NAME : ST ANDREWS HOSPITAL PLANT ROOM OXYGEN PIPES & OUTLETS

REF : MG  
CODE : MG1-002

REF :

ORDER No.:

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	EX SITE STOCK	EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	CITY REQ
1.	Check and note system pressures										
2.	Clean bank's thoroughly before servicing										
3.	Check operation of change-over system										
4.	Check all warning panel pilot lights										
5.	Check all pigtail and fittings										
6.	Check for leaks in gas bank										
7.	Check all wall outlet points for leaks. Replace seals as required										
8.	Clean plant room										
9.	Check operation of pressure reducing valves										
10.	Check operation of safety valves										
11.	Check operation of automatic solenoid										
12.	Strip and clean all needle valves										
13.	Check settings of pressure reducing valves. Adjust if necessary and note settings										
14.	Check settings of safety valves, adjust settings if necessary and note settings										

STAH OXYGEN PLANT SERVICE:

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P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED					
ITEM	INSTRUCTIONAL CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER THAN-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QUANTITY		DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
						EX SITE STOCK	EX FIRMS STOCK				
15.	Check settings of warning light pressure switches. Adjust if necessary and note settings										
16.	Check change-over control pressure settings. Adjust if necessary and note settings										
17.	Check calibration of all pressure gauges, etc. Re-calibrate if necessary										
18.	Tighten all electrical terminals										
19.	Complete plant log book										

**NOTE THE FOLLOWING:**

- a) Manifold pressures (i) LH Bank .....
- (ii) RH Bank .....
- b) Distribution System pressure .....
- c) Pressure reducing valve setting (annually) .....
- d) Safety valve settings (annually) .....
- e) Warning light pressure settings (annually) .....
- f) Change-over control pressure settings (annually) .....

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PAGE 3 OF 3

I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT									
NAME OF SERVICEMAN (BLOCK LETTERS):					SIGNATURE:				
NAME/S OF ASSISTANT/S: SEMI SKILLED:									
NAME/S OF ASSISTANT/S: UN SKILLED:									
COMPANY NAME (BLOCK LETTERS):									
TIME IN:	TIME OUT:	TIME ON SITE:	DATE:						
FROM:	TO:	KM:	TO:	KM:	TOTAL KM:				
					NAME OF RESPONSIBLE OFFICIAL ON SITE:				
					SIGNATURE:				



# CONTRACTORS STAFF AND SUPPLIERS INFORMATION

## FORM

### Supplier information

Company name	Contact person	Telephone No.	Supplier of

### Sup contractor information

Company name	Contact person	Telephone No.	Sub contract for	Name of responsible person on site

### Contractor staff information as per registration with Department of Labour

Name	ID Number	Salary number	Rank	Qualification