

AdvertQuote



KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

Quotation Advert

Opening Date: 2021-10-26

Closing Date: 2021-11-02

Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: Head Office Quotations ▾

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required: Port Shepstone and Harding

Date Submitted:

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ:
HOH/0860/22

Item Category: Services ▾

Item Description: 3 Year Preventative / Service Maintanance Contract HVAC
at Port Shepstone and Harding

Quantity (if supplies): 01

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Compulsory Site Visit ▾

Date: 2021-10-29

Time: 09:00am

Venue: Port Shepstone Forensic Mortuary

QUOTES CAN BE COLLECTED FROM: www.kznhealth.gov.za

QUOTES SHOULD BE DELIVERED TO: 310 Jabu ndlovu street, SCM old boys model pitermartzburg or email it on quotations.scm@kznhealth.gov.za

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: Sindisiwe Thusi

Email: sindisiwe.Thusi2@kznhealth.gov.za

Contact Number: 033 815 8416

Finance Manager Name: Mrs N Maphumulo

Finance Manager Signature:

No late quotes will be considered

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? [IF YES ENCLOSE PROOF]

OFFICIAL PRICE PAGE FOR QUOTATIONS

SIGNATURE OF BIDDER DATE.....
 [By signing this document I hereby agree to all terms and conditions]

CAPACITY UNDER WHICH THIS QUOTE IS SIGNED.....

Item No	Quantity	Description	Brand & model	Country of manufacture	Price	
					R	c
1	1	3 Year Preventative/ Service Maintenance Contract-HVAC for Port Shepstone & Harding				
		Site visit at Port Shepstone Forensic Mortuary				
		Date:29/10/2021				
		Time:09:H00				
		NB: Specification attached				
		Original documents required in a sealed envelope with current CSD summary report reflecting banking details, certified copy of B-BBEE certificate by verified agency and accredited by SANAS , Tax Clearance certificate or SARS pin				
		Responses to be delivered:310 Jabu Ndlovu street,old boys Model,Quotation tender box or email to quotations.scmho@kznhealth.gov.za				
VALUE ADDED TAX (Only if VAT Vendor)						
TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)						

Does This Offer Comply With The Specification?	Does The Article Conform To The S.A.N.S. / S.A.B.S. Specification?
Is The Price Firm?	State Delivery Period E.G. E.G. 1day, 1week

Enquiries regarding the quote may be directed to: Contact Person: Sindisiwe Thusi Tel: 033-815 8416	Enquiries regarding technical information may be directed to: Contact Person: Mr E Zulu Tel:083 955 336
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DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood-relationship, may make an offer or offers in terms of this invitation to quote (includes a price quotation, advertised competitive quote, limited quote or proposal). In view of possible allegations of favouritism, should the resulting quote, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 the bidder is employed by the state; and/or
 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:
- 2.3. Position occupied in the Company (director, trustee, shareholder?):.....
- 2.4. Company Registration Number:
- 2.5. Tax Reference Number:
- 2.6. VAT Registration Number:

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

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

2.8.1. If so, furnish the following particulars:
 Name of person / director / trustee / shareholder/ member:
 Name of state institution at which you or the person connected to the bidder is employed:.....
 Position occupied in the state institution: Any other particulars:.....

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4 DECLARATION

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

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

Name of bidder	Signature	Position	Date
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¹"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.
²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

SPECIAL CONTRACT CONDITIONS OF QUOTATIONS

1. AMENDMENT OF CONTRACT

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

2. CHANGE OF ADDRESS

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

3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION

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

4. SAMPLES

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

5. COMPULSORY SITE INSPECTION / BRIEFING SESSION

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

- (i) The institution has determined that a compulsory site meeting will not take place
- (ii) Date ____/____/____ Time ____:____ Place _____

Institution Stamp:	Institution Site Inspection / briefing session Official Full Name: Signature: Date:
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6. STATEMENT OF SUPPLIES AND SERVICES

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

7. SUBMISSION AND COMPLETION OF SBD 6.1

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

8. TAX COMPLIANCE REQUIREMENTS

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

9. TAX INVOICE

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

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

10. PATENT RIGHTS

- 10.1. The supplier shall indemnify the **KZN Department of Health** (hereafter known as the purchaser) against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

11. PENALTIES

- 11.1. 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. The purchaser may also consider termination of the contract.

12. TERMINATION FOR DEFAULT

- 12.1. 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.
- 12.2. 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.
- 12.3. 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.

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

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

This preference form must form part of all quotes invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all quotes:
 the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.2 The value of this quote is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.
- 1.3 Points for this quote shall be awarded for:
 (a) Price; and
 (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this quote is allocated as follows:

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

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the quote, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a quote is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.
- 2. DEFINITIONS**
- (a) "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) "B-BBEE status level of contributor" means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) "bid" means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) "EME" means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) "functionality" means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) "prices" includes all applicable taxes less all unconditional discounts;
- (h) "proof of B-BBEE status level of contributor" means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) "QSE" means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{min} = Price of lowest acceptable bid

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

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

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

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

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

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

7. SUB-CONTRACTING

(Tick applicable box)

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

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....

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

(Tick applicable box)

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

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

9. DECLARATION WITH REGARD TO COMPANY/FIRM

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

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

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

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....

9.6 COMPANY CLASSIFICATION [TICK APPLICABLE BOX]

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

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

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES	
1.
2.

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



health

Department:

Health

PROVINCE OF KWAZULU-NATAL

INFRASTRUCTURE DEVELOPMENT

SITE BRIEFING IS COMPULSORY

HVAC SYSTEMS:

**3 YEAR PREVENTATIVE MAINTENANCE
CONTRACT REQUIREMENTS**

UGU HEALTH DISTRICT

**PORT SHEPSTONE AND HARDING FORENSIC
MORTUARIES**

Prepared By: E ZULU

AUGUST 2021

1. INTRODUCTION

HVAC system refers to the Heating and Ventilation Air Conditioning (HVAC) System. The goal of the heating, ventilating, and air conditioning system is to create and maintain a comfortable environment within a building. A comfortable environment, however, is not just limited to temperature and humidity but also includes the air movement, fresh air and cleanliness. An air-conditioning system, must accomplish four objectives simultaneously which are to: control air temperature; control air humidity; control air circulation; and control air quality.

A heating system ("H" in HVAC) is designed to add thermal energy to a space or building in order to maintain some selected air temperature that would otherwise not be achieved due to heat flows (heat loss) to the exterior environment. A ventilating system ("V") is intended to introduce air to or remove air from a space -- to move air without changing its temperature. Ventilating systems may be used to improve indoor air quality or to improve thermal comfort. A cooling system ("C" is not explicitly included in the HVAC acronym) is designed to remove thermal energy from a space or building to maintain some selected air temperature that would otherwise not be achieved due to heat flows (heat gain) from interior heat sources and the exterior environment. Cooling systems are normally considered as part of the "AC" in HVAC; AC stands for air-conditioning.

A typical HVAC system consists of the main components being the compressor, the condenser, the evaporator, the air filters, and liquid drier. These components are shown in figure 1 below.-

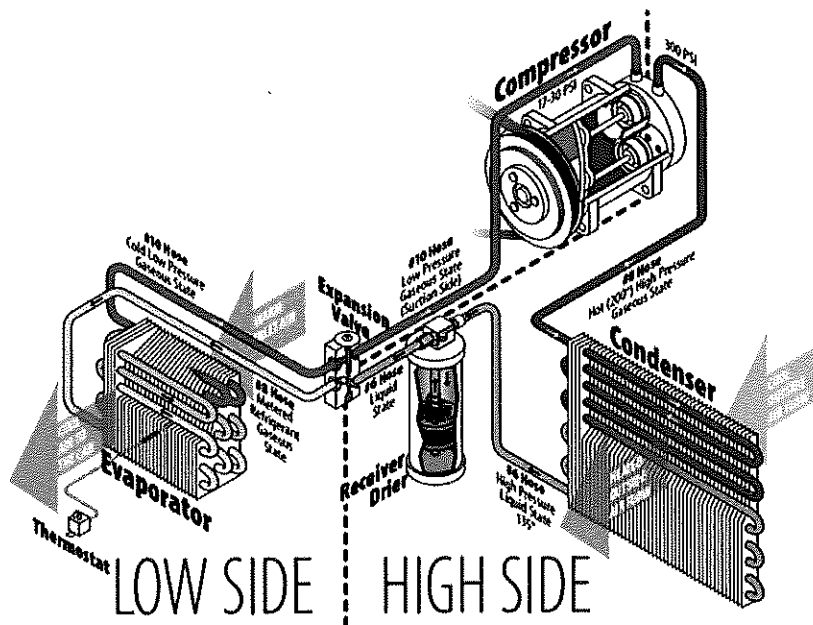


Figure 1: Components of the HVAC System

To ensure proper operation, reliability, availability and long term in-service health of the HVAC system, it is very crucial that the system be properly maintained as per the manufacturers' recommendations.

1.1 INSTALLATIONS IN PORT SHEPSTONE & HARDING FORENSIC MORTUARY

1.2 HVAC SYSTEM

1.3 HVAC SYSTEMS MAINTENANCE

There are two (2) fundamental types of HVAC System maintenance that the successful contractor must perform, namely "preventative" and "reactive/corrective" maintenance. The contractor must work more towards maximum preventative maintenance, preferable to maintain 80:20 ratio (preventative to reactive) at all times.

1.4 PREVENTATIVE MAINTENANCE

This type of maintenance is best defined as: regular activities performed on the equipment to keep it functional in order to prevent failure. This involves inspection, condition monitoring, testing, cleaning etc. In order to achieve the maximum life of the HVAC system and associated accessories, attention must be focused on preventative maintenance. Each of the prescribed inspection and test activities, services and reactive maintenance must be conducted by a competent person and records must be kept in a dedicated "file". The contractor must develop inspection and test, services and maintenance plans documents based on the following guide activities (with additions welcomed) for the approval by DoH Engineer within 14 days of the contract establishment.

1.5 REACTIVE MAINTENANCE/MARK-UP ON MATERIALS, SPARE PARTS, PLANT AND EQUIPMENT

The reactive maintenance is triggered by a failure that usually requires that repairs be effected. This type of maintenance is best defined as: that maintenance activity that has to be performed when the equipment has already failed/broken to bring it in the serviceable operational state. In case of works needing materials or spares to do repairs, for completion of the allocated work, a maximum mark-up on the supplier's nett invoiced value, before the addition of VAT of materials and spare parts is allowed.

NB: *Approval for specifications of the items to be used and spares shall be obtained prior to the purchase of such items.* This type of maintenance will be conducted by a successful Contractor on a cost-proven basis where parts, travelling and labour rates will be considered. A provisional sum will be set aside per facility.

Mark up on bought out items

20% Maximum for value R0.00 to R299 999.99,

2. MAINTENANCE SPECIFICATION

Details of the scope of work to be executed as part of preventative maintenance are provided in the BOQ.

2.1 SPECIFICATION AND BOQ

2.1.1 HVAC SYSTEM

CHILLERS: MONTHLY INSPECTION AND TESTING	Unit of measure
Check and record operating voltage	Item
Check and record operating current (Amps)	Item
Check and record the loading set point (%)	Item
Check and record oil level from sight glass	Item
Check and record oil temperatures	Item
Check and record condenser water flow rate	Item
Check and record differential oil pressure	Item
Check and record compressor running time (hours)	Item
Check and record compressor suction temperature / pressure (°C / kPa)	Item
Check and record compressor discharge temperature (°C)	Item
Check and record condenser temperature (°C)	Item
Check and record inlet / exit water temperature - (Air or Water) (°C)	Item
Check and record inlet and outlet condensing water pressure (kPa)	Item
Check and record inlet / outlet chilled water temperatures (°C)	Item
Check and record chilled water flow rate	Item
Check condition of air cooled condenser coil and clean if necessary	Item
Pressure clean air cooled condenser coil with chemicals	Item
Check gasket and tighten all bolts if necessary	Item
Inspect oil cooler condition and performance	Item
Check control centre and module operation	Item
Check pump bearing grease/oil level and adjust as required	Item
Adjust gland packing for slight drip	Item
Inspect coupling and check adjustment	Item

Check and lubricate motor bearings	Item
Check for tightness and security of pump and motor hold down bolts	Item
Check bearing temperature	Item
Lubricate isolating valve stems and operate valves	Item
Clean pump drain and pipe work	Item
Check, clean and adjust valve glands and repack if required	Item
Replace the gland packing and check for wear on pump shaft sleeves	Item
Clean strainers	Item
Record supply and return temperatures	Item
Clean the entire unit	Item
Check tightness of all securing/mounting bolts	Item
Check condition of the coupling	Item
Check operation of water flow switch	Item
Check oil level of a pump	Item
Check for noise and vibration	Item
Other	Item
Other	Item
CARRIER CHILLERS: QUARTERLY (THREE MONTHLY) SERVICE	
Perform the monthly inspection and testing	Item
Take oil samples for analysis and check reports	Item
Check and clean the condensing unit/coil with chemicals	Item
Clean the electrical terminals for any dirt	Item
Check condition of condenser fan motors and rectify	Item
Check and lubricate chilled water pump bearings	Item
Replace any burnt wires if necessary	Item
Check for any vibration of compressors and fans and rectify if necessary	Item
Take readings on all terminals and check for the balance of phases	Item
Check refrigerant charge	Item

Replace any faulty water flow switches	Item
Service and clean all VSD	Item
Clean primary and secondary water strainers	Item
Ensure the tightness of the motor electrical terminals	Item
Ensure the operation of the emergency stop on local isolator	Item
De-rust any rust on the equipment and paint where necessary	Item
Check for condition of electrical terminals by megger. Perform insulation resistance (IR) and polarisation index (PI) tests	Item
Other	
Other	

2.1.1 PLANT ROOM, AUTOPSY AND RECEIVING AREAS

Monthly Inspection and Testing (Includes AHU1 and AHU2)	
Check and ensure the filters are secure accordingly by clamps	Item
Check for condensate carry-over and that drains are clear	Item
Check tension, alignment and condition of fan drive belts	Item
Ensure that safety guards are properly secured on a fan	Item
Check and record chilled water temp entering	Item
Check and record chilled water temp leaving	Item
Check and record supply air temperature heat/cool	Item
Check and record return air temperature heat/cool	Item
Check the operation of unit and controls	Item
Check for vibrations and noises. Record and report any abnormalities	Item
Check and record running current of a supply air fan	Item
Inspect condition of washable filter elements	Item
Record reading on gauges	Item
Clean and examine pressure gauges, thermometers, etc. Note down any gauges and thermometers that are faulty/out of calibration. Report any abnormalities to the DoH Engineer	Item

Check for operation and condition of controls and electrical connections	Item
Other	
Other	
QUARTERLY (THREE MONTHLY) SERVICE (Includes AHU1 and AHU2)	
Perform monthly inspection and testing	Item
Inspection, cleaning and calibration of all sensors, transmitters, gauges, thermometers, actuators, solenoid valves. This includes all chiller instrumentation and control devices (capacity, oil pressure, oil level, refrigerant High/ Low pressure, freezer protection etc.)	Item
The list of all these instrumentation to be compiled by the Contractor and reported against.	
Inspect, clean and pressure test all pressure relief valves	Item
Clean primary washable filters and the unit	Item
Clean filter chamber and ensure its free of dust and other contaminants	Item
Check condition (rust, damage etc.) and clean the condenser and evaporator coils. Report any abnormalities to the DoH Engineer.	Item
Inspect and clean the condensate trap	Item
Check air and water pressure drops across coils (cooling and heating)	Item
Thoroughly clean interior and check for corrosion of an AHU including ducting. Seal all openings/leaking areas	Item
Check condition of anti-vibration mountings and canvas collar	Item
Inspect and test the air fan bearings and motor bearings for temperature rise and vibrations. Note down the values and report accordingly to the DoH Engineer.	Item
Inspect bearing wear and replace lubricant in the air inlet/extraction fan motor bearings	Item
Check, clean and test air fan motor windings(IR and PI) if accessible	Item
Tighten all terminals of the air inlet/extraction fan motor	Item
Check and record full load current of the air inlet/extraction fan motor	Item
Remove motor end covers and clean out air ways	Item
Inspect bearing wear and replace lubricant/grease in the air inlet/extraction fan motor bearings	Item
Tighten all other electrical connections related to the air handling unit	Item
Tension all V belts and ensure mountings are tight. Ensure the belt guard is tight, secure and in place.	Item
Check alignment of the drive pulley and ensure its proper	Item
Service and clean and all VSDs.	Item
Check and Lubricate all SAF and EAF motor bearings	Item

Clean all the diffusers and test	Item
Clean out fan blades and treat with anti-corrosion paint. Note any corrosion	Item
Lubricate damper pivot and linkages and also Perform damper stroke check	Item
Pressure test the damper seals	Item
Calibrate the pressure regulators	Item
Inspection and functional test of all switches	Item
Perform air flow test in the whole system	Item
Clean the whole plant and put back into operation	Item

ANNUAL (12 MONTHLY) SERVICE - Carry out annual service as per original equipment manufacturer (OEM)

2.1.2 SPLIT AIR-CONDITIONING UNITS

QUARTERLY (THREE MONTHLY) SERVICE		
Clean air filter and grilles		Item
Check that the evaporator fins are clear of dirt and clean fins if necessary		Item
Check cooling operating		Item
Check heating operation. Check operation of resistance heater and overheat stats		Item
Inspect fan motor and blades		Item
Inspect PC Board (circuit board)		Item
Check operation of an expansion valves. Correct, repair or replace if necessary		Item
Check for condensate drain system and ensure it is free of blockages. Test condensate pump and remove any foreign particles.		Item
Ensure that there is water inside the trap and fill up if necessary		Item
Record supply and return air temperatures (off coil / on coil)		Item
Check operation of thermostat (controller)		Item
Check and record suction and discharge pressures of refrigerants (LP/HP)		Item
Remove fan guard and check alignment and correct if necessary to get free rotation		Item
Check that all bolts and screws are properly secured on fans and compressor		Item
Inspect HP and LP switches and replace if necessary and check operation of the switches		Item
Check all electrical devices and connections and correct if necessary		Item
Examine condenser coil and clean fins if necessary		Item
Inspect refrigerant piping insulation and condensate pump		Item
Check correct operation of LCD screen		Item
Calibrate the temperature as per LCD display		Item
Check time clock is correctly set on a controller and that start and stop time is correctly set		Item
Record any leakage of refrigerant or recovered refrigerant		Item
Clean equipment thoroughly		Item
Other		Item
Other		Item
Inform the Engineer of all defects found, especially those that need urgent attention. Submit the after service report no later than 5 days after service and inspection. No invoice will be paid without a comprehensive report.		

SPLIT AIR CONDITIONING UNIT: ANNUAL SERVICE	
Perform the Quarterly inspection and testing scope of work	Item
Examine flexible cables for wear, fraying braid and brittle insulation	Item
Examine connections	Item
Test insulation resistance	Item
Test refrigerant system for leaks	Item
Check and record High Pressure readings	Item
Check selector switch operation, all modes	Item
Check filters media. Clean all filters	Item
Check and observe operation of the reverse solenoid	Item
Check compressor termination and overload operation	Item
Lubricate fan motor bearings	Item
Check all "start" and/or "run capacitors"	Item
Other	Item
Other	Item
Inform the Engineer of all defects found, especially those that need urgent attention. Submit the after service report no later than 5 days after service and inspection. No invoice will be paid without a comprehensive report.	

2.2 Technical Evaluation Criteria

This must be read in conjunction with the Technical evaluation (Functionality Criteria), Annexure A

- a. Technical Manager, Foreman/Supervisor, Artisans
 - Proof of Air Conditioner Trade test certificate.
 - Proof of HVAC system maintenance and repairs experience,
 - Registration with the relevant body (SAIRAC or SARACCA)
 - Schedule of resources at all levels
 - Schedule of experience on projects of similar value and duration (Past 3 years)
- b. CIDB Category: 1 ME or above
- c. Locality: distance in km from contractors premises to site
- d. HVAC system Maintenance Health and Safety Management Plan.

3. PURPOSE, SCOPE AND DEFINITIONS OF CONTRACT WORK CATEGORIES

The purpose of this three (3) year contract is to procure the services of a reputable, competent and accredited Service Provider to be able to execute maintenance and repair works on HVAC systems' in the Port Shepstone and Harding Forensic Mortuaries.

4. DEFINITIONS OF WORK CATEGORIES

The work categories are as under:

Maintenance: (including preventive maintenance) defined as work required for the upkeep any existing electrical works, which is presently functioning, in operational order.

Repairs: defined as that work required to be executed on any existing electrical work, which is at present not functioning and must be returned to its original state of functioning by replacing it with new equipment of the same capacity/capability and technological features.

5. CIDB Grading and APPLICABILITY OF CONTRACT

The required CIDB grading for the service providers to be considered for this term contract is 1ME or above.

6. SERVICE LEVEL AGREEMENT

A successful bidder shall enter into a service level agreement (SLA) with the Department upon being awarded the Contract.

- The service level agreement shall be entered and agreed upon within five (5) days after awarding of the Contract.
- The successful bidder must arrange a meeting with the Department's Engineer two (2) days after being awarded the Contract to discuss the SLA.

7. SITE SPECIFIC REQUIREMENTS

- Upon arrival, the service provider shall provide the relevant certification for skilled personnel, together with ID or clear copy of ID. Semi-skilled and unskilled are required to produce clear ID.
- For all scheduled work, prior arrangements (2 days before the start date) to visit site shall be made with the Facility Manager.
- The work areas must be properly demarcated when work in progress and there must be no disruptions and no health and safety risks to people visiting and occupying the facility.

8. IMPLEMENTING WORK AND REPORTING ON SITE

- All contractor employees are required to report to the Facility Manager or his delegated official **upon arrival and prior to departure/upon completion of work.**
 - Upon arrival and departure (completion of work), all contractor employees must sign the *Contractors Site Visit Register* which will be kept in the facility by the Facility Manager.
 - A job sheet must be completed on site by the service provider indicating the time worked for a job allocated. The job sheet is to be signed and stamped with a dated facility stamp by the facility manager or his/her delegated official on site. This will be issued to the awarded contractor.
 - The document required to effect invoice pay-out is as follows:
 - ✓ Instruction issued to carry out works on a particular scope.
 - ✓ Job sheet, stamped (or signed) and dated by facility manager or his/her designated official.
 - ✓ Service provider's invoice.
- The work will be paid on the basis of time in job sheet and in accordance with the agreed contract rates.
- Report must be sent to the DoH Infrastructure Engineer and the copy to the Facility Manager within 5 days of the works completion.

9. EQUIPMENT TO BE PROVIDED BY THE SERVICE PROVIDER

The service provider shall supply all plant, material, consumables and tools required to carry out the scope of work related to HVAC maintenance and repairs. Where a service provider is required to hire plant or equipment which does not form part of their normal HVAC scope of work, prior approval shall be obtained from the Department's Representative. The name of Department's Representative will be communicated to the appointed contractor.

10. MEANS OF COMMUNICATION

The contractor will be notified by phone call and of any fault by the Facility Manager or delegated Official. The phone call shall be made to both the Contractor and the designated Engineer. The phone call will be followed up by an email from the Facility Manager or delegated Official to the contact person of the contractor available 24/7. The contractor shall provide an alternative contact number and email address. The contractor employee(s) shall notify the engineer upon arrival on site by means of a SMS.

11. TERMINATION CLAUSE AND END OF CONTRACT

The Department of Health reserves the right to terminate the contract if the contractor breaches any of the agreements. All applicable conditions will be on the SLA.

If the Contractor, during the contract term, is suspected to be misinforming or misleading the department with regards to the plant status, or is supplying replacement parts that are not necessary, or supplying at a price way above the market price, or is suspected of sabotaging the plant all with the intention of making money from the Department, the Contractor will be subjected to investigation and disciplinary hearing which can lead to termination of Contract as well as deletion from the Government database which will prevent the contractor from conducting any form of business/work for Government.

The contract will be deemed as expired at end of 36 months from the date of agreeing and signing SLA or exhaustion of funding allocated to the contract.

12. REDUNDANT MATERIALS, SPARE PARTS, PLANT AND EQUIPMENT

Redundant material(s) which arise from repairs, stripping and work carried out must be removed from site and disposed of by the service provider. Such redundant material(s) parts are to be inspected, by the Department's representative to confirm that such parts are indeed defective. The contractor takes full responsibility of safe

disposal of redundant materials. Upon disposal of redundant material(s), a disposal certificate/note shall be issued by the contractor to the facility for record keeping and proof that disposal was safely and correctly done. All repair works shall be approved by the Engineer before being carried out by the Service Provider and the following shall apply;

- Upon inspections, service and (or) call out, should any equipment/component/plant/system found to be in need of repairs, the service provider shall immediately notify the Engineer and the Facility manager of all necessary repairs that need to be carried out.
- The service provider shall NOT commence with the repairs until instructed to do so by the Engineer through formal (sms, email, whatsapp) communications.
- The service provider will quote for all necessary repairs following submission of the report of findings and recommended scope of work.
- The service provider will be instructed by the Engineer or his designated official to proceed with all repairs below R50 000.
- All repairs above R50 000 will be subject to verification of the quote to be within the market price. In this case, other service providers will be given a chance to quote on the same scope of work and the cheaper quoted service provider will be instructed to proceed with the repairs work.
- All repairs above R100 000 will be subject to open bidding process. The work request will be assessed by the Engineer and will depend on the level of urgency of the work (whether it's emergency work or urgent).

13. INVESTIGATION, TESTING AND COMPLETION OF THE WORKS

The service provider shall conduct a root-cause analysis for incidents reported and produce a report with recommendations to prevent the same issue from reoccurring. The service provide shall rectify and satisfy him/herself that the works completed are tested, completed and to specification in all respects, and to the satisfaction of the responsible official before handing over to the Department. The traded artisan is deemed as a competent supervisor for the supervision of the works. It is not the responsibility of the Department, or it's duly appointed representatives, to perform such functions on behalf of the service provider.

14. AVAILABILITY AND RESPONSE TIME TO BREAKDOWNS

The service provider is required to be available twenty-four (24) hours per day, seven (7) days per week, including public holidays, to respond to breakdowns as and when instructed to do so.

Normal cases

The service provider's response time must be 4 hours maximum from the time a fault is reported for normal cases or not life threatening cases.

Emergencies

When a service provider is appointed as the responsible service provider at a specific institution/building/facility for a specific period, the service provider's response time must be 2 hours maximum from the time a fault is reported for emergencies.

If an emergency fault or matter reported is not attended to within a particular time of the time of reporting, a penalty shall be imposed, to be detailed on the SLA. A contact number and an email address shall be provided by the service provider for 24 hour contact to report faults.

15. COMPLIANCE TO OHS ACT

The works shall be carried out in full compliance to Occupational Health and Safety Act and Regulations and all relevant Acts and Standards. All safety precautions required for working on electrical systems shall be taken into account and a risk assessment shall be conducted by the service provider. Suitable personal protective equipment shall be worn at the time of duty. The contractor is fully liable for safety and security of his personnel and shall indemnify the Department of Health for all incidents

16. APPLICABLE RATES

Labour

The standard applicable labour rates are included in the line items the contractor quotes for. The labour rates will only apply during repairs. These labour rates are taken to cover all of the service provider's supervision, administration and overhead costs, printing of standard service schedules, consumables, insurance, sundries and preliminaries and profit. The labour rates will remain firm for the 36 months of the contract period.

Travel and Transport

The Contractor will be reimbursed for any travelling and transportation of employees or provision of normal tools, etc. required for carrying out the agreed scope of work as per the latest departmental fuel rates for repair works.

Contractor's hourly rate will not be applicable when travelling to and from site during repairs. Hourly rates are applicable when employees are on site busy carrying out work as per the callout instructions.

In the case of call-outs, the contractor's applicable fuel shall be as per the Department of Transport fuel rates which are capped at 2 litre engine capacity. The service provider shall provide proof of engine swept volume for the department to effect payment.

Schedule of rates for call outs and repairs

YEAR 1	Labour Rates including VAT	Rates		
ITEM	DESCRIPTION	NORMAL RATE TIME	OVERTIME x 1.5	OVERTIME x 2
1	Artisan/Technician rate per hour, normal time			
2	Semi-skilled rate per hour			
3	Unskilled rate per hour			
YEAR 2	Labour Rates including VAT	Rates		
ITEM	DESCRIPTION	NORMAL RATE TIME	OVERTIME x 1.5	OVERTIME x 2
1	Artisan/Technician rate per hour, normal time			
2	Semi-skilled rate per hour			
3	Unskilled rate per hour			

YEAR 3	Labour Rates including VAT	Rates		
ITEM	DESCRIPTION	NORMAL RATE TIME	OVERTIME x 1.5	OVERTIME x 2
1	Artisan/Technician rate per hour, normal time			
2	Semi-skilled rate per hour			
3	Unskilled rate per hour			

17. SUMMARY PRICE PAGE

DESCRIPTION					
Labour: Supply the services of a reputable, competent and accredited Service Provider for carrying out HVAC preventative maintenance Including all Health and Safety compliance.					
Preventative maintenance and Reactive maintenance			Qty	Item Price	Total Cost
1	Conduct a conditional once-off assessment of all the HVAC units and provide a report highlighting the status quo, interventions required, etc. (The cost includes time to be spent on site and producing report)		1		
2	Perform monthly inspections on the HVAC system as per the scope of work (including labour, consumables, spares, material and tools)		36		
3	Perform quarterly service on the HVAC system at as per the scope of work (including labour, consumables, spares, material and tools)		12		
4	Perform major service on the HVAC system at as per the scope of work (including labour, consumables, spares, material and tools)		3		
5	Travelling from contractors premises to Port Shepstone and Harding Forensic Mortuaries		64		
6	Provisional sum for reactive maintenance (Repairs)		1	R200 000.00	R200 000.00
Total Amount (Including VAT)					

18. TENDER EVALUATION CRITERIA AND SCORING

The Bidders needs to score a minimum of 75 points functionality and quality criteria to be considered for this Bid/ Quotation.

Evaluation Criteria	Deliverables	Points	Sub-Points	Sub-Criteria	Sub-Points Scoring
1. Financial Standing	The submission of all financial requirements stipulated in the quotation	10	10	Stamped letter from the bank confirming availability of working capital	10
					5
					0
2. Competency, Experience and Resource Capacity	Tenderer to demonstrate their technical competency, human resource capacity and relevant project experience	20	20	Detailed schedule of key resources	20
					10
					0
3. CIDB	Submit a proof of CIDB registration	10	10	Submission of a proof of CIDB registration	10
					0
					20
4. Tenderer's Project Management Structure and Organogram and Experience of Resources Proposed for the Project	Submit a detailed project organogram that sets out the roles and responsibilities of each propose team member, which is backed up By their curriculum vitae that demonstrate extensive experience, together with a project implementation structure shall be allocated maximum sub-points.	25	20	Submission of a detailed organogram	20
					5
					0
5. Locality	Submission of proof of location (Physical address the tenderer's premises) and the distance away from site (or various sites in the event of various facilities)	15	15	Submission of proof of location (Physical Address of the tenderer's premises) and the distance away from the furthest site (or various sites in the event of various facilities)	15
					5
					0
6. Safety	Submission of the tenderer's Safety Policy or equivalent, demonstrating 1. Safe working procedures/ processes, 2. controls and guidelines that will give confidence to the Department that	20	20	Submission of the tenderer's Safety Policy of equivalent, demonstrating safe working procedures, processes, controls and guidelines that will give confidence to the Department that safety will be	20
					10
					0

	<p>safety will be prioritised, 3. risk assessments, 4. tools and site inspections will be conducted, First Aid kit will be provided, 6. Safety Officer will be made available (or at least a foreman act as a Safety custodian). 7. Incidents will be reported and investigated as per OHS Act and Regulations.</p>		<p>prioritised, risk assessments, tools and site inspections will be conducted. First Aid kit will be provided, Safety Officer will be made available at least a foreman will act as a Safety custodian). Incidents will be reported and investigated as per Osh Act and Regulations.</p>	0	<p>Subr 1 of the tenderer's Safety Policy or equivalent, demonstrating full coverage of 0 - 4 safety aspects as per the list on the deliverables.</p>
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