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KZN HEALTH

## KZN Health Intranet

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KZN Health > Components > Supply Chain Management  
**AdvertQuote**



### Quotation Advert

Opening Date: 2021-10-13

Closing Date: 2021-10-21

Closing Time: 11:00

#### INSTITUTION DETAILS

Institution Name: Ilembe district office

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required: ILEMBE DISTRICT OFFICE

Date Submitted: 2021-10-12

#### ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: LEM/127/21/22

Item Category: Goods

Item Description: Supply, Deliver, Install & Commission 12 000BTU x 2Units & 17 000BTU x 1 Unit Airconditioning Units at Ballito Clinic  
 As Per Specification  
 (6 Months Contract)

Quantity (if supplies): 3 Units

#### COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Not Applicable

Date: N/A

Time: N/A

Venue: N/A

QUOTES CAN BE COLLECTED FROM: ATTACHED TO THIS ADVERT or ILEMBE DISTRICT OFFICE

QUOTES SHOULD BE DELIVERED TO: TENDER BOX, GROUND FLOOR AT No. 1 KING SHAKA STREET, KWADUKUZA 4450

#### ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: Xolani Khumalo / Sizwe Mabaso

Email: xolani.khumalo@kznhealth.gov.za / sizwe.mabaso@kznhealth.gov.za

Contact Number: (032) 437 3500

Finance Manager Name: HLENGIWE ZULU

Finance Manager Signature:

No late quotes will be considered



# **KWAZULU-NATAL PROVINCE**

**HEALTH**  
REPUBLIC OF SOUTH AFRICA

**ZNQ/LEM/127/21/22**

## **iLEMBE HEALTH DISTRICT OFFICE**

**Supply, Deliver, Install & Commission 2 x  
12000BTU & 1 x 17000BTU Airconditioning  
Units at Ballito Clinic  
(As Per Specification)**

**Advert Date : 13 October 2021**  
**Closing Date & Time : 21 October 2021 @ 11h00**  
**Contract Period : ADHOC**  
**Administration Enquiries : Mr. X S Khumalo/Mr. S G Mabaso**  
**Contact Number : 032 437 3500 Ext (3554/3561)**

**Technical Contact Person : Khaya Shabangu**  
**Contact Number : (032) 437 3500**

**DOCUMENTS MUST BE DELIVERED BY HAND AND DEPOSITED IN THE QUOTATION BOX SITUATED IN:**

**Ilembe Health District Office**  
Ground Floor, UShaka Center  
1 on King Shaka street  
KwaDukuza  
"Next to Elevators"

THE QUOTATION BOX IS AVAILABLE ON THE  
FOLLOWING DAYS AND TIMES: MONDAYS TO  
FRIDAYS 07:30 - 16:00

**COMPANY NAME :** \_\_\_\_\_



OFFICIAL PRICE PAGE FOR QUOTATIONS

ZNQ NUMBER: **LEM/127/21/22**

DESCRIPTION: **Supply, Deliver, Install & Commission x 2 12000btu & x 1 17000btu Air-conditioning Units**

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.	2 Units	Supply, Deliver, Install & Commission 12000BTU Air-conditioning Units				
2.	1 Unit	Supply, Deliver, Install & Commission 17000BTU Air-conditioning Unit at Ballito Clinic  As Per Attached Specification				
		NB: Compulsory Attachments				
		1.Certified Copy of BBBEE Certificate approved by SANAS (or) EME Sworn Affidavit ( For claiming BBBEE Points)				
		2. CSD Registration Summary Report				
		3. CIDB Grading: 1 ME or Above				
		4. Colour Brochure of the item quoted for				
		Failure to comply with the above mentioned requirements will disqualify your quotation				
VALUE ADDED TAX @ 15% (Only if VAT Vendor)						
TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)						

Does This Offer Comply With The Specification? Is The Price Firm?	Does The Article Conform To The S.A.N.S. / S.A.B.S. Specification? State Delivery Period E.G. E.G. 1day, 1week
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<p><b>Enquiries regarding the quote may be directed to:</b></p> <p>Contact Person: <b>S.G. Mabaso</b> Tel: <b>0324373500</b>                  E-Mail Address: <b>sizwe.mabaso@kznhealth.gov.za</b></p>	<p><b>Enquiries regarding technical information may be directed to:</b></p> <p>Contact Person: <b>N/A</b> Tel: <b>N/A</b></p>
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**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to quote (includes a price quotation, advertised competitive quote, limited quote or proposal). In view of possible allegations of favouritism, should the resulting quote, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the quote(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the quote.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the quote.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**4 DECLARATION**

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

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

..... Name of bidder	..... Signature	..... Position	..... Date
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<sup>1</sup>"State" means –

- |   |   |
|---|---|
| a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999); | c) provincial legislature;                                    |
| b) any municipality or municipal entity;  | d) national Assembly or the national Council of provinces; or |
|   | e) Parliament.  |

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

## SPECIAL CONTRACT CONDITIONS OF QUOTATIONS

### 1. AMENDMENT OF CONTRACT

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

### 2. CHANGE OF ADDRESS

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

### 3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION

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

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

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

### 5. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS

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

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

**6. SAMPLES**

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

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

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

- (i) The institution has determined that a compulsory site meeting N/A take place
- (ii) Date   /  /   Time   :   Place

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

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

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

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

**10. TAX COMPLIANCE REQUIREMENTS**

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

**11. TAX INVOICE**

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

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

**12. PATENT RIGHTS**

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

### **13. PENALTIES**

- 13.1. If at any time during the contract period, the service provider is unable to perform in a timely manner, the service provider must notify the institution in writing/email of the cause of and the duration of the delay. Upon receipt of the notification, the institution should evaluate the circumstances and, if deemed necessary, the institution may extend the service provider's time for performance.
- 13.2. In the event of delayed performance that extends beyond the delivery period, the institution is entitled to purchase commodities of a similar quantity and quality as a substitution for the outstanding commodities, without terminating the contract, as well as return commodities delivered at a later stage at the service provider's expense.
- 13.3. Alternatively, the institution may elect to terminate the contract and procure the necessary commodities in order to complete the contract. In the event that the contract is terminated the institution may claim damages from the service provider in the form of a penalty. The service provider's performance should be captured on the service provider database in order to determine whether or not the service provider should be awarded any contracts in the future.
- 13.4. If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance.

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

- 14.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
  - (i) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract,
  - (ii) if the supplier fails to perform any other obligation(s) under the contract; or
  - (iii) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 14.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services.
- 14.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

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



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

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

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

**1. GENERAL CONDITIONS**

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

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

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

1.3 Points for this quote shall be awarded for:

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

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

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

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the quote, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a quote is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

**2. DEFINITIONS**

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

**3. POINTS AWARDED FOR PRICE**

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

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

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

- P<sub>s</sub> = Points scored for price of bid under consideration
- P<sub>t</sub> = Price of bid under consideration
- P<sub>min</sub> = Price of lowest acceptable bid

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

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

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

**5. BID DECLARATION**

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

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

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

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

**7. SUB-CONTRACTING**

(Tick applicable box)

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

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

7.1.1 If yes, indicate:

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

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

(Tick applicable box)

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

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

Designated Group: An EME or QSE which is at 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.

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>
--

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE: .....</p> <p>ADDRESS.....</p> <p>.....</p> <p>.....</p>
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**PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF HEALTH**

**ZNQ –**

**BALLITO CLINIC– INSTALLTION OF MID WALL SPLIT AIR CONDITIONING UNITS**

**1.1 SCOPE OF CONTRACT**

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

**1.2 CONTRACT DRAWINGS**

NO DRAWINGS

**1.3 CONDITIONS OF CONTRACT AND PRELIMINARIES**

**1.3.1 PERIOD OF CONTRACT**

One (01) *Weeks* as the Contract Period for the completion of the Work from date of Site handover.

**1.3.2 CONTRACT GUARANTEE:**

The Successful Bidder will **NOT** be required to submit a contract guarantee.

**1.3.3 GUARANTEE PERIOD**

The guarantee period for the completion of the Structural work and all materials must be a minimum of Three (3) Calendar Months from the date of first delivery.

**1.3.4 SITE AND MODE OF PROCEDURE**

The work contained in this contract will be carried out on the site of the existing at  
**BALLITO CLINIC**

The Bidder is advised that the existing premises will be occupied throughout the period of the contract, and that the minimum amount of disruption to services is of the utmost importance.

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

The repairs must be to the satisfaction of the Kwazulu- Natal Department of Health. Bidders are advised to visit the site prior to tendering and to acquaint themselves with the nature of the work to be done and access to the siting of the existing buildings etc., as no claim whatsoever will be allowed on the grounds of ignorance of the conditions under which the work will be executed.

**1.3.5 SATISFACTORY INSTALLATION**

The whole of the installation shall be carried out in accordance with the South African Bureau of Standards Code of Practice for the application of National Building Regulations, the KZNPA Standard Preambles to all Trades, the KZNPA General Electrical Specification, ICASA, Telecommunications regulations, the South African

Bureau of Standards Code of Practice for the Wiring of Premises SABS 0142 and the Occupational Health and Safety Act and Regulations 85/1993 as amended. Copies of the KZNPA Standard Preambles to all Trades and the KZNPA General Electrical Specification are available at the office of the Secretary for Health – KwaZulu-Natal and can be obtained on request.

### **1.3.6 CERTIFICATE OF COMPLIANCE**

On completion of the service, a copy of the "Certificate of Compliance for Electrical Installation" must be submitted to the office of the Secretary for Health: KwaZulu Natal.

### **1.3.7 GENERAL**

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

PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF HEALTH

ZNQ –

**BALLITO CLINIC – INSTALLTION OF MID WALL SPLIT AIR CONDITIONING UNITS**

**TECHNICAL SPECIFICATIONS**

**2. TECHNICAL SPECIFICATION**

**2.1 GENERAL**

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

**2.2 *Standard Preambles***

This is available from the department on request.

**2.3 *Health and Safety Specification***

**Health and Safety Plan with Risk assessment schedule is to be compiled taking cognisance of the specific type of patient's that walk around the institution all day. All areas are to be protected at all times from patients falling in. All new and old materials are to be securely stored during construction to eliminate any person from rolling them around or playing inside them.**

**PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF HEALTH**

**ZNQ –**

**BALLITO CLINIC  
– INSTALLTION OF MID WALL SPLIT AIR CONDITIONING UNITS**

**3. SCOPE OF WORK**

The work to be carried out under this contract includes the supply of all materials, and including all labour to carry out all electrical work and leaving in service condition to the satisfaction of the Secretary for Health: KwaZulu-Natal.

**3.1.** The work comprises of

**3.2  
SCOPE OF WORKS**

These works consist of: -

**3.2.1** The supply, delivery, installation and commissioning of Three (3) mid wall split type air-conditioning units of 900 Btu's minimum cooling capacity with reverse cycle heating in waiting room and Consulting Rooms (2 off) Allow for 6 metres / unit of inter-connecting power cables and trunking.

The Tenderer shall install new isolator point on the outside wall for the new mid wall split. The Tenderer shall supply and install 1.5mm<sup>2</sup> x 2 core + ECC Swa cable inside the ceiling. The Tenderer shall ran the cable from the existing distribution board to the air-condition units. The Tenderer shall install the cable on 100mm Medium duty return flange cable tray 'galvanized'. The cable shall be secured on the cable tray with PVC cable ties.

**3.2.2** Positioning of above air-conditioning units shall be indicated on site

**3.2.2** Commission and hand over in complete working order.

**PROGRAM OF WORKS**

**The Wards are to remain in operation during these works, contractors are to plan, and allow for, the works to be performed so as to cause minimum disruption to services and or inconvenience to staff.**

**3.3 INSTALLATION DETAILS**

Mid wall mounted split type air-conditioning units:

Supply and install midwall, reverse cycle, split type air-conditioning units, of the or similar and other approved by the Department of Health mid wall mounted type, mounted at high level with built in no-volt circuitry requiring manual re-set. The units shall be self-contained and set to deliver air that is filtered, dehumidified, heated and cooled. The evaporator / blower coil unit shall be mounted at high level just below the ceiling and the condensing units mounted in the position indicated on site on the external wall.

The rates shall allow for inter-connecting refrigerant pipe work and cables. The Tenderer shall supply and install Weatherproof isolators enclosures at high level adjacent to the condensing units.

Power supply: The units shall be single phase – 220volt – 50Hz.

The air handling/evaporator section shall be of the slim line three speed fan type and be securely fixed to the wall with loose type “Rawl” bolts including drilling mortices in brickwork or concrete. The air shall discharge from the front of the unit and the airflow grille shall be adjustable so that the air stream may be directed as required.

If available controls shall be hard wired to evaporator unit, otherwise remote controls shall be contained in a pouch mounted adjacent to the air handling unit 1500 mm from floor level and screwed to and including plugs in the wall.

#### Condensing and air-handling units.

The condenser section, of the split type air-conditioning unit, shall be mounted on and including the manufacturer's standard galvanised support brackets"Rawl" bolted to the external wall, in the position which shall be indicated on site, by means of loose bolt type "Rawl" bolts, including drilling mortises in brickwork or concrete. Plastic wall plugs with screws will not be acceptable. The unit shall be installed 2000 mm above ground level. (Final height shall be verified on site). The unit shall be wired directly into the weatherproof isolator, which shall be provided on the external wall adjacent to the condensing unit by others.

**All visible interconnecting refrigerant piping and cables, between evaporator and condenser, within the building shall be run in suitably sized PVC trunking. All exposed interconnecting refrigerant piping, condensate drain piping and cables outside the building shall be run in suitably sized galvanised sheet metal trunking painted to match the outside walls. After and below the condensing unit the condensate' from the evaporator and condensing unit, shall be piped in PVC piping saddled to the wall and terminate at ground level into the concrete surface drain, rain water down-pipe or gully.**

All bolts and washers used for these purposes shall be either stainless steel or nickel coated mild steel. Cadmium coated fixings are unacceptable.

The condenser shall consist of a hermetically sealed compressor, condenser coil, condenser fan and motor. **A suitable liquid line dryer shall be provided either as part of the condensing unit or as a separately supplied and installed unit.**

The inside air handling section shall consist of an evaporator coil, corrosion resistant condensate drip tray, supply air fans, fan scrolls, fan motor, controls and efficient filters. The supply air louvre shall be of the adjustable range type with manual and automated air flow direction control, with horizontal and downward air sweep discharge as standard.

The condensing section and the air handling section shall each be housed in heavy gauge, easily detachable attractive steel or PVC casings.

All parts of the chassis and cabinets shall be suitably treated against corrosion and the exterior of the casings shall be finished in high quality stove enamel if metal. The casings shall be thermally and acoustically insulated, and be easily removable to allow access to all components.

Prior to the air-conditioning unit being delivered to site, the steel casing and the chassis of the condenser section shall be further treated with an anti-corrosive coating on interior and exterior surfaces.



### Evaporator Coil

The evaporator coils shall consist of a multi/pass coil of heavy gauge, solid drawn copper tubing mechanically expanded into aluminium cooling fins. The coil shall be provided with an automatic defrost thermostat to prevent excessive frosting.

The evaporator coil shall be suitable mounted to the steel or PVC chassis and shall be completely sealed off to ensure that maximum supply air flows over the coil.

### Condenser Fan

The condensers fan shall be of the corrosion resistant, "silent operation", dynamically balanced propeller type. The fan shall be driven by a continuously rated, totally enclosed resiliently mounted electric motor of the single phase, permanent split capacitor type with built-in resettable overload protection. The fan motor shall be fitted with self-aligning sealed bearings.

### Condenser coil

The condenser coil shall be of the single pass type, of heavy gauge, solid drawn copper tubing mechanically expanded into aluminium cooling fans. The coil shall be suitably mounted directly to the steel chassis and shall be provided with a suitable fan shroud to afford maximum air movement across the entire coil.

### Filters

The air filters shall be easily accessible and removable, of the dry media type, manufactured of material that may be washed with a mild detergent.

The filter media shall be of glass or synthetic fibre material at least 5 mm thick enclosed between two supporting frames. The filter media may alternatively be of inherently stiffened material and in either instance arranged so that no air bypasses the filter at edges or between frames.

### Heaters

Heating shall be by reverse cycle.

### Sound Level

The units shall be efficient and extremely quiet in operation and the noise level shall not exceed 33 dB on the "A" scale at a distance of three metres from the unit.

### Refrigerant Piping

The interconnecting refrigerant tubing between the condenser section and the air handling section shall be of the best quality seamless, dehydrated, de-oxidised refrigeration class copper tubing, suitably sized for the unit installed.

All fittings shall be of copper or brass, refrigeration quality silfos or silver solder welding rods. Soft soldered fittings or joints will not be acceptable.

The suction and liquid lines shall be completely insulated against ambient temperatures to prevent condensation drip by using good quality insulation such as "Thermoflex", "Primaflex" or other approved. The non-drip tape type of pipe insulation will not be acceptable.

The tubing shall be in trunking as described above.

Where copper saddles are used they shall be of the same diameter of the insulation so as not to squeeze the insulation to the piping and minimising the effective cross sectional area of the insulation.

Kinked or flattened copper tubing is to be discarded, as it is not acceptable. Any length of tubing, which is damaged in this manner, shall have that section cut out of the length and suitably rejoined.

The pipe runs shall be neat and the best quality workmanship shall be employed.

Care shall be taken to ensure proper oil return to the compressor. The copper tubing shall be connected to the condensing unit and the air-handling unit by means of quick-coupler type connections fitted with "schrader" valves for testing, purging and recharging.

All refrigerant is to flow through replaceable element type drier units.

#### Condensate

The condensate line from the air handling and condensing section shall be of PVC set to falls and sized to suit the drain connections, however no smaller than 15 mm diameter. The condensate drainpipe from the air-conditioning unit shall be fixed to wall neatly saddled throughout the entire pipe run using saddles spaced at intervals of not more than one metre and terminate onto the concrete apron at ground level.

#### Controls

The air-conditioning units shall be fitted with the following controls: -

- i) A main on/off switch to control the unit.
- ii) An adjustable cooling thermostat to control room temperature as required.
- iii) A variable fan speed control switch.
- iv) An automatic de-ice thermostat shall be fitted as standard to the condensing unit.

### 3.4 Builders Work

The following builders work is required and shall form part of this specification. :

- i) **Holes drilled in walls for the through the wall installation of the inter-connecting refrigeration pipework and cables, and the sealing thereafter, which shall include for plaster patching and painting.**
- ii) **Brick up of openings and plastering of wall where existing wall units air-conditioning is to be removed**
- iii) **Painting of galvanized trunking as hereinafter.**

#### 3.4.1 Electrical

Satisfactory Installation:

The whole of the installation shall be carried out in accordance with:

- i) The Code of Practice for the Wiring of Premises as issued by the South African Bureau of Standards (SABS 0142).
- ii) The Natal Provincial Administration's General Electrical Specification Part 2E.
- iii) The Machinery and Occupational Safety Act - Act 6/1983.
- iv) The Municipal By-laws and any special requirements of the Supply Authorities of the area or district concerned.
- v) Local Fire Regulations.

Inter-connecting wiring between evaporator and condensing unit, and power supply to the weatherproof isolator shall be routed in trunking as in clause 5 under condensing and air-handling units.

The Tenderer shall supply and install 60Amp Double Pole 5Ka rating isolators in the Weatherproof isolators enclosures.

#### Certificate of Compliance

The contractor shall submit the mandatory Certificate of Compliance. First delivery of this contract will not be taken until such time as this certificate is submitted to the Department.

#### 3.4.2 Testing and commissioning

The units shall be tested and commissioned before handing over to the Hospital Maintenance Authorities

#### 3.4.3 Maintenance Manuals

Two sets of maintenance and operating manuals are required which shall include all circuit diagrams, spare parts lists, operating instructions, etc.

#### 3.4.4 Maintenance and Servicing

The unit is subject to an unrestricted 12-month free maintenance and guarantee period, after the date of issue of the Completion Certificate. This is to cover all aspects of the equipment and associated wiring, piping, controls etc.

During the 12-month maintenance and servicing period any defects shall be made good and all plant and equipment maintained in perfect operating condition.

Maintenance and servicing during the 12-month guarantee shall be provided as follows:

- i) Checking and cleaning of all filters, fan blades, louvres etc. that are subject to dust and dirt accumulation.
- ii) Checking of system pressures, tightness of valves, test points etc.
- iii) Checking and testing of all controls and system operation.
- iv) Tightening of all covers, plates, coils and coil bracing.
- v) Cleaning of exterior covers and associated paint work. Any damaged paintwork is to be touched up with the correctly coloured touch up paint.

All expendable materials necessary for these services such as lubricating oils, grease, refrigerant, cleaning materials etc. shall be allowed for in the tender price.

**PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF HEALTH**

**ZNQ –**

**BALLITO CLINIC  
– INSTALLTION OF MID WALL SPLIT AIR CONDITIONING UNITS**

**SCHEDULE OF RATES**

**4.1 ITEMS AND PRICING**

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

**4.2 TAX AND DUTIES**

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

**4.3 RATES**

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

For all floor coverings are to include for laying as described, for cleaning down backing surfaces before laying and for all square and ranking cutting and waste and fitting, fair edges where no skirting occur, protection from injury and for cleaning down etc. as described at completion.

Rates for all finings are to include for lying as described, cleaning down backing surfaces before laying, sizing backing surfaces if necessary to ensure proper adhesion, all square and raking cutting and waste and fitting, fair etc. as described at completion.

Rates for skirting, stair nosing, edging strips, etc. are to include for fixing as described, cutting to lengths, fitting at intersections, mitres, ends, etc. and for cleaning down at completion.

Item No		Qty	Rate	Amount
	<p><b><u>BILL NO. 1</u></b></p> <p><b>AIRCONDITIONING</b></p> <p>The SUPPLEMENTARY PRAMBLES applicable to the same trade in preceding section, apply to this trade</p> <p>Supply and deliver to site and install a Invertor Wall mounted split type air-conditioning unit of 12000 Btu's minimum cooling capacity with reverse cycle heating supplied complete with remote control and 22mm diameter PVC condensate drain and accessories as specified.</p>			
1	No	2		
2	No	3		
3	item			
5	item			
6	m	1		
	<p><b>Carried to Collection</b></p> <p>Bill No. 1</p>		R	

**COLLECTION SUMMARY**

**INSTITUTION: BALLITO CLINIC**

**PROJECT DESCRIPTION: INSTALLTION OF MID WALL SPLIT AIR CONDITIONING UNITS**

**NOTE:**

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

ALTERATIONS	R	
VAT @ 14%	R	
<b><u>TOTAL: CARRIED TO QUOTATION FORM</u></b>	<b>R</b>	

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

**OFFICIAL BRIEFING SESSION / SITE INSPECTION CERTIFICATE**

Site/building/institution involved:

**BALLITO CLINIC**

Quotation No.:

**ZNQ –**

Service:

**INSTALLTION OF MID WALL SPLIT AIR  
CONDITIONING UNITS**

R

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THIS IS TO CERTIFY THAT..... OF (STATE NAME OF TENDERER)  
..... VISITED AND INSPECTED THE SITE ON  
..... (DATE) AND IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES  
AND THE SCOPE OF THE SERVICE TO BE RENDERED.

.....  
**SIGNATURE OF TENDERER OR AUTHORISED REPRESENTATIVE**

**DATE :** .....

.....  
**SIGNATURE OF DEPARTMENTAL REPRESENTATIVE**

**DEPARTMENTAL STAMP:**

**DATE :** .....