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Quotation Advert

Opening Date: 2021-10-26

Closing Date: 2021-11-03

Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: St Andrews hospital

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required

Date Submitted

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: SAH: 304/21/22

Item Category: Services

Item Description: PAVING OF DRIVEWAY AND PEDESTRIAN WAY AT HARDING CLINIC

Quantity (if supplies)

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Not Applicable

Date:

Time:

Venue:

QUOTES CAN BE COLLECTED FROM: WEBSITE

QUOTES SHOULD BE DELIVERED TO: QUOTES SHOULD BE DEPOSITED IN THE TENDER BOX SUITED IN THE MAIN SECURITY GATE

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: MR N MBUTHUMA

Email: Nhlanhla.Mbuthuma@gmail.com

Contact Number: 039 433 1955

Finance Manager Name: MR N MDINGI

Finance Manager Signature: 

No late quotes will be considered

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, shareholder²):.....
- 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

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);	c) provincial legislature;
b) any municipality or municipal entity;	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. 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 **will** take place
- (ii) Date **28/10/2021** Time **10:00** Place **HARDING CLINIC**

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** (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.

13. PENALTIES

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

14. TERMINATION FOR DEFAULT

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

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

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

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

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

1. GENERAL CONDITIONS

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
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"/>
-----	--------------------------	----	--------------------------

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

9. **DECLARATION WITH REGARD TO COMPANY/FIRM**

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

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 **TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]**

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

9.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....
.....

9.6 **COMPANY CLASSIFICATION [TICK APPLICABLE BOX]**

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

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

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

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

<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>

2. General matters during site visit:

2.1. _____

2.2. _____

2.3. _____

2.4. _____

2.5. _____

2.6. _____

2.7. _____

2.8. _____

2.9. _____

2.10. _____



**CERTIFICATE OF BIDDERS ATTENDANCE AT COMPULSORY
 SITE INSPECTION BRIEFING MEETING
 ST. ANDREWS HOSPITAL**

QUOTATION NO.	DESCRIPTION	SITE INSPECTION DATE
ZNQ	Upgrade driveway and parking area at Harding Clinic	

This is to certify that I _____

A representative of (Bidder) _____

of Address: _____

Telephone No: _____

Telefax No.: _____

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

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

Harding Clinic

BIDDERS REPRESENTATIVE _____

DEPARTMENT REPRESENTATIVE _____

DEPARTMENTAL STAMP:

ENQUIRIES:

REF:

CLOSING DATE:

CONTRACTOR: _____

1. On behalf of the KwaZulu-Natal Department of Health, we hereby invite you to quote for the above service
2. Your quotation must be submitted to the following address:

HAND DELIVERED

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

3. The quotation shall be fully detailed as follows:
 - 3.1 Itemised list of additional Material/Spare parts required by the Contractor, showing costs and contracts mark-up.
 - 3.2 Labour hours, rate and total travelling costs.
 - 3.3 Kilometres, Rate and Total Travelling Cost (specify number of trips).
 - 3.4 Subsistence: Number of Days, Rate and Total Subsistence Costs.
4. Kindly complete the attached document and return all pages as per paragraph two above, each page being initialled by the Contractor's authorized signatory.
5. The Contractor's attention is drawn to the following, which under no circumstances will be acceptable and will result in the automatic disqualification of the quotation.
 - 5.1 Use of correcting fluid i.e. Tippex on the quotation documents.
 - 5.2 Faxed quotations
 - 5.3 Photocopies of quotations
 - 5.4 Incomplete quotation document including Bill of Quantities.
6. Only the original document, duly signed and completed in its entirety will be given any consideration.
7. Bidder to sign and date every page in acknowledgment that he/she has read and understood all the requirements contained in this document. Failure to do so will render your offer as non-responsive.

ZNQ: Bidders Signature:

DOCUMENTATION TO BE SUBMITTED

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

PLEASE NOTE: FAILURE TO SUBMIT ANY OF THE DOCUMENTS AS REQUIRED IN THE TABLE ABOVE WILL RESULT IN THE OFFER BEING REGARDED AS NON-RESPONSIVE.

A COVERING LETTER REFERRING TO THE DOCUMENT WHERE A SET OF THESE DOCUMENTS HAVE BEEN ATTACHED MUST BE ATTACHED TO EVERY OTHER QUOTATION DOCUMENT.

1. **NOTES TO BIDDERS**

1.1 GENERAL CONDITIONS AND PROCEDURES FOR PROCUREMENT

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

1.2 VISIT TO SITE

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

1.3 SUPERVISION

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

1.4 PROTECTING AND MAKING GOOD

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

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

1.5 RECLAIMABLE MATERIAL

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

1.6 COMPLIANCE

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

1.7 LEAVE PERFECT

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

1.8 ARRANGEMENT WITH OCCUPANTS

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

1.9 PRECAUTIONS TO PROTECT

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

1.10 INDEMNITIES

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

1.11 OCCUPATIONAL HEALTH AND SAFETY ACT NO. 85 OF 1993

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

1.12 ESCALATION

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

1.13 GUARANTEE

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

1.14 PENALTIES

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

1.15 ALTERATIONS TO QUOTATION DOCUMENTS

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

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

1.16 REGISTRATION ON THE PROVINCIAL SUPPLIERS DATABASE

1. In terms of the KwaZulu-Natal Procurement Regulations promulgated in terms of Section 47 of the KwaZulu-Natal Procurement Act, all suppliers of goods and services to the Province of KwaZulu-Natal are required to register on the Provincial Suppliers Database.
2. If you wish to apply for registration, forms may be downloaded from the website, <http://www.kzntreasury.gov.za> or obtained by phoning the toll free number **0800 201 049**. This number is also available for general enquiries relating to Provincial procurement.
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Province may, without prejudice to any other legal rights or remedies it may have:
 - 3.1 de-register the supplier from the Database,
 - 3.2 cancel a tender or a contract awarded to such supplier,and the supplier would become liable for any damages if a less favorable quotation is accepted or less favorable arrangements are made.
4. The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Provincial Suppliers Database, relating to changed circumstances.

1.17 VALIDITY

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

1.18 CONTRACT PERIOD

The work shall be completed within **thirty days (30)** from the date of the official order/letter of acceptance.

1.19 PROPRIETARY MATERIALS

Where the term "or other approved" is used in connection with proprietary materials or articles it is to be understood that approval shall at the sole discretion of the Head: Works.

Where brand or trade names are referred to in the extent of work/specification these shall indicate the quality and type of material or fitting required and no substitution of materials so specified will be permitted unless the authority of the Head: Works has been obtained *before tenders close*.

In all cases where the contractor takes delivery of, handles, stores, uses, applies and/or fixes any proprietary product he shall do so in strict accordance with the manufacturer's instructions after consultation with the manufacturer or his duly authorized representative.

1.20 DEFINITION OF APPROVED, ETC.

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



ST ANDREWS HOSPITAL HEALTH AND SAFETY SPECIFICATION

OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993

EXTRACT FROM THE CONSTRUCTION REGULATIONS

1. **Scope:** This specification details the health and safety requirement with the Works.
2. **Interpretations :** Construction work is defined as: any work in connection with: -
 - a) The erection, maintenance, alteration, repair, demolition or dismantling of or addition to a building or any similar structure;
 - b) The installation, erection, dismantling or maintenance of a fixed plant where such work includes the risk of a person falling; or
 - c) The moving of earth, clearing of land, the making of an excavation, piling or any similar type of work.
3. **General:** The Employer will take reasonable steps to ensure that the contractor's health and safety plan is implemented and maintained. The steps taken will include periodic audits at intervals of at least once every month.

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

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

4. General Requirements

- 4.1. **First Aid Equipment:** The Contractor shall provide for its employees an approved first aid box. The first aid box to be checked weekly by a responsible person, who shall be appointed by the Contractor.
- 4.2. **Reporting of incidents and /or injuries:**
 - 4.2.1. All incidents in respect of damage to Works, property or machinery or injury to persons, shall be reported by the Contractors Safety Officer or Site Representative to the Representative/agent by the quickest means possible.

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

5. Letter of good standing
6. Contractors OHS Policy
7. Agreements as contemplated in Section 37(2) of the OHS Act
8. Notification of construction work
9. Construction work permit (where required)
10. Contractor organogram
11. Site specific emergency plan
12. Site specific emergency numbers
13. All Legal appointments applicable to the project
14. Safe work procedures
15. Certificates of electrical installations
16. Fall protection plan where applicable
17. Scaffold inspection records
18. Drawings and designs
19. All applicable letters of appointments and CV's thereof
20. List of contractor employees on site
21. List of appointed contractors on site
22. Equipment list
23. Inspection schedule and copies of inspection reports
24. Evacuation plans and emergency contact details
25. Training records
26. Toolbox talks register
27. Medical certificates of fitness
28. Incident management procedures
29. MSDS register & Documents
30. PPE Issuing records
31. Proof of communication of all relevant OHS documents
32. Up to date version of the OHS Act & Regulations

NB: this list is not exhaustive; the contractor must ensure compliance with ALL OHS file requirements as contemplated in CR 7(b)

ZNQ: Bidders Signature:



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

ST ANDREWS HOSPITAL TECHNICAL SPECIFICATION

GENERAL

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

2. SCOPE

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

3. REFERENCES

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

ZNQ: Bidders Signature:

ZNQ

**MAINTENANCE, SERVICING, REPAIR, UPGRADING,
REPLACEMENT AND MINOR NEW WORKS FOR STRUCTURAL WORK
AT ALL KWAZULU-NATAL PROVINCIAL HEALTH FACILITIES**

**HARDING CLINIC
UPGRADE DRIVEWAY AND PARKING AREA**

STRUCTURAL SPECIFICATIONS

CHIEF ARTISAN IS TO INSPECT ALL MATERIALS BEFORE JOB COMMENCES

SUPERVISOR/FOREMAN IS TO BE ON SITE AT ALL TIMES

WORK TO BE CARRIED OUT BY QUALIFIED/COMPETENT PERSONS

ZNQ: Bidders Signature:



SCOPE OF WORK
Harding Clinic

GENERAL

1.1 Upgrade driveway and parking area at Harding Clinic

SCOPE OF WORK

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

**PLEASE NOTE THAT THIS CONTRACT PERIOD IS FOR FOUR (4) WEEKS.
CONTRACTOR IS TO ENSURE THAT THEY HAVE STAFF IN PLACE TO COMPLETE
THIS CONTRACT WITHIN THE STATED PERIOD.**

Time required for completion of this contract as specified from receipt of official order: -

Lead Time: **One (1) Week**
 Site Time: **Three (3) Weeks**
 Total Time: **Four (4) Weeks**

Signature of Contractor

Name of Contractors

Contractor Name in block letters

Date

Contractors Stamp

2. SCOPE OF WORK:

The scope of work consists of:

1.1 The development of the driveway and parking area as well as surface water control to be indicated on site at the DEPARTMENT OF HEALTH: HARDING CLINIC.

2.1 DRAWINGS ISSUED WITH THIS DOCUMENT

-NONE

2.1 EXTENT OF WORK/SPECIFICATION:

The work to be carried out in terms of this section of the project comprises the supply and installation of all the materials necessary, as per the Bill of Quantities and Drawings. **The Department of Health Standard Preamble to All Trades Rev. 3 – January 2009 shall apply throughout.**

1. GENERALLY

1.1 This specification calls for the development of the driveway and parking area at **Harding Clinic**.

1.2 The Department shall indicate on site, the position and area (in the extent of approximately (580m²) required to be surfaced.

1.3 Tenderers shall be responsible for taking all necessary measurements of the areas indicated by the Department. Claims on the grounds of incorrect information in such respects will not be entertained for any reason whatsoever.

1.4 The works shall be carried out in accordance with the following, as determined by the site conditions.

2. SITE CLEARANCE

2.1 Site clearance shall be deemed to include the removal from the site, of shrubs and trees with trunks less than 200mm girth measured at 1 m above ground level, hedges, bushes, other vegetation, rubbish and debris.

2.2 Holes left by roots are to be back filled with earth and rammed.

3. EXCAVATIONS

3.1 Rates for excavations are to include for forming and trimming to the correct levels, falls, slopes, curves, etc., for trimming sides, stepping, leveling and ramming bottoms, staging and disposing of any excess material.

4. SUB-GRADE AND SUB-BASE

4.1 The contractor shall prepare a suitably thick sub-grade layer and thereafter a suitable thick sub-base or base course. Compaction shall be achieved by means of a vibratory roller until the mass is sufficiently dense, to provide a stable sub-grade and Sub-base layer.

5. STABILIZATION

5.1 The stabilization agent shall be slaked lime of the calcium type conforming to the requirements of S.A.B.S. Specification 824.

ZNQ: Bidders Signature:

6. **BASE COURSE**

6.1 When the sub-grade has been prepared, the base course, consisting of one of the following, shall be formed.

6.2 **Crusher Run Base Course:-** Crusher-run base course shall be fresh dolerite, hard blue tillite, quartzite, fresh granite, fresh basalt or other stone which meet the following specifications:-

Sieve Size	% Passing
37,5mm	100
26,5mm	82 – 95
19,1mm	70 – 85
13,2mm	58 – 75
4,75mm	34 – 55
2,00mm	22 – 40
0,425mm	10 – 25
0,075mm	5 – 12

Minimum C.B.R. @ 98% Mod. A.A.S.H.O. density	80%
Maximum C.B.R. Swell	0.5 %
Maximum Liquid Limit	25
Maximum Plasticity Index	4
Maximum Linear Shrinkage	2
Minimum Sand Equivalent Value	30
Maximum Flakiness Index	35

The soundness of the aggregate shall be such that after 5 cycles using Magnesium Sulphate it shall not show a loss of more than 15% by weight.

The maximum Aggregate Crushing Value should not exceed 30.

The moisture content used for field compaction shall not exceed the Mod. A.A.S.H.O. optimum plus 2%.

6.3 **Natural Ground Base Course:-** Natural ground base course shall be approved stone which meets either of the following specifications:-

Natural Gravel (Un-stabilized)	
Minimum C.B.R. at 98% Mod. A.A.S.H.O.	80%
Minimum C.B.R. Swell	0.5%
Group Index value	0
Maximum Plasticity Index	4
Maximum Liquid Limit	35
Maximum Linear Shrinkage	2
Minimum Sand Equivalent Value	30
Maximum size of particle	53mm
Material passing No. 75 micrometer sieve shall not exceed	25%
The combined coarse sand and coarse fine sand fraction shall not exceed	35% of the soil mortar

6.4 **Natural Gravel (Stabilized with Lime):-** Lime must comply with S.A.B.S. Specification 824.

Minimum C. B .R. at 98% Mod. A.A.S.H.O. density	160	140	120
provided that the minimum C.B.R. before stabilizing,			
at 95 % Mod. A.A.S.H.O. density			

ZNQ: Bidders Signature:

30	45	60
Maximum C.B.R.S. well		
0.5%		
Maximum Plasticity Index		
4		
Maximum particle size		
2/3 layer thickness		
Maximum percentage passing No. 75 micrometer sieve		25
Grading Modules		
	1.5	

7. **PREMIX TARMACADAM SURFACING**

7.1 Prime Coat: - When the base course is complete and dry it shall be cleaned of all loose material and be given a prime coat of one of the following primers:-

- M.C. cut-back bitumen.
- Tar Primer R.T.H. 3/P.
- Emulsion Primer (60%).

7.2 The rate of application of the primer shall be within the range 0.65 - 1.0 liter/m², the actual rate to be determined by test and observation on site. Where emulsion primer is used the application rate shall be increased to give the required net bitumen content.

7.3 Before spraying is commenced the surface shall be lightly watered to settle dust.
ENSURE THAT KERBS AND WALLS ARE PROTECTED BY DRIP SHEETS BEFORE APPLYING SPRAY

7.4 When the prime coat has dried a 25mm thick single coat premix course, shall be constructed.

7.5 Immediately after mixing, the surfacing materials must be spread and rolled on the same day. Spreading shall be done evenly over the base to ensure a consolidated thickness as specified.

7.6 Rolling shall commence as soon as the binder has set sufficiently.

7.7 Places inaccessible to a roller may be compacted by means of 12kg tampers. The surface shall be rolled true to line and level without slacks or irregularities.

8. **KERBS**

8.1 Generally: - the kerbs are to be non-mountable and are to be laid before the base course is commenced to the lines and positions as Indicated by the hospital. The Contractor is to allow sufficient time for the mortar bedding and joints to set and is to take all necessary precautions to maintain the line of the kerbs especially while rolling the base course and surfacing, as no claims in this connection will be considered.

8.2 Rates for kerbs are to include for necessary excavation, well consolidated bottom under curbs and for filling and ramming to secure the curbs in position.

8.3 Pre-cast Concrete kerbs shall be used and shall be as follows:- Pre-cast concrete curbs as SANS Fig. 8 are to be of concrete Class 20 (20 MPa) and cast generally in 1m lengths, and finished smooth off the mold on top edge and both sides, with angles rounded, and rates are to include for all necessary form-work and molds. The kerbs are to be bedded on concrete base and including a mat of 1:3 cement mortar, and the abutting ends of the curbs are to be fully jointed in a similar mortar and pointed with a keyed-in joint on top edge and exposed sides. Provide haunching for extra support. Total length of curbing is **130m**.

ZNQ: Bidders Signature:

9. **PAINTING OF SIGNS/LINES**

9.1 Paint the following signs in designated bays using Road Marking Paint:

- A) AMBULANCE PARKING (1)
- B) DISABLED PARKING (1)
- C) PARKING BAYS (6)

NOTE:

**STORMWATER TO FLOW IN DIRECTION OF GATE AND DISPERSE ONTO ROAD GUTTERS.
LEVELS TO BE DETERMINED BEFORE FINAL INSTALLATION.**

9.2. **GENERAL**

Compaction tests for base and sub-base are to be performed. Two tests each. Certificates are to be submitted to the Department before payment can be made at the completion of the contract.

Cube tests are required for all concrete work. Tests for concrete shall be as defined in the Standard Preamble to All Trades (Page 18)

ZNQ: Bidders Signature:

- WORK WILL NOT COMMENCE UNTIL ISSUE OF:
1. SITE HANDOVER CERTIFICATE AND
 2. RECEIPT OF SAFETY PLAN

TIME REQUIRED FOR COMPLETION OF THIS CONTRACT AS SPECIFIED FROM RECEIPT OF OFFICIAL ORDER AND SITE HANDOVER CERTIFICATE: -

PLEASE NOTE THAT THIS CONTRACT PERIOD IS FOR FOUR (4) WEEKS.

CONTRACTOR IS TO ENSURE THAT THEY HAVE STAFF IN PLACE TO COMPLETE THIS CONTRACT WITHIN THE STATED PERIOD.

**BILLS OF QUANTITIES
HARDING CLINIC
UPGRADE DRIVEWAY AND PARKING**

Notes to Bidders: All items to be priced fully inclusive of all charges, e.g. labour, scaffolding, materials, profit, Transport etc. **including Value Added Tax.**

Item	Description	Unit	Qty	Rate	Total
1	DRIVEWAY AND CURBS				
1.1	Development of driveway complete to specification.	m ²	640		
1.2	KERBS: Supply, deliver and install FIGURE 8 Concrete kerbs	m	130		
2	CONCRETE WORK: END BEAMS ,etc.				
2.2	Soil Poisoning (CERTIFICATE)	m ²	640		
2.3	Backfill and consolidation	m ³	4		
2.4	Concrete in paving	m ³	0.1		
2.5	Concrete in slabs and beams	m ³	4		
2.6	Formwork to slabs	m ²	10		
2.7	Formwork to beams	m ²	6		
3	GENERAL				
3.1	Site clearance	Item			
3.2	Compaction tests (CERTIFICATE)	Item			
3.3	Concrete cube tests (CERTIFICATE)	Item			
4	PARKING BAYS				
4.1	Paint AMBULANCE sign RED	Item			
4.2	Paint DISABLED sign YELLOW	Item			
4.3	Paint PARKING BAYS (Lines) WHITE	Item			
4.4	<p><u>SAFETY PLAN</u> Only once the Order number is issued to the contractor a Health and Safety Plan to be drawn up by independent registered Qualified Safety officer, NOTE: Safety Risk Transporting and lifting from onto site. Note protective. P.P.E. Daily screening and all regulations to be adhered to. Safety plan is to be approved by the UGU District Assistant Director Occupational Safety, as per the Occupational Health and Safety Act. (85/1993) as amended. <i>See attached Minimum Requirements of a Safety File.</i></p>				
Carried To Collection Summary PS 1					

ZNQ: Bidders Signature:

COLLECTION SUMMARY

INSTITUTION: *Harding Clinic*
ADRESS:
PROJECT DESCRIPTION:
 Repairs to Driveway and
 Parking ZNQ:

NOTE:

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

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

ZNQ: Bidders Signature:

ADDITIONAL NOTES ON ITEMS (FOR ITEMS NOT APPEARING HERE, REFER TO THE STANDARD PREAMBLE TO ALL TRADES)

ITEM A - EXCAVATIONS

EXCAVATIONS: Rates for excavations are to include for forming and trimming to the correct levels, falls, slopes, curves, etc., for trimming sides, stepping, leveling and ramming bottoms, staging and disposing of the excavated material as described in the items. Rates for excavations to reduce levels over site are also to include for forming and trimming banks to the required batter. The Contractor is to allow in his rates for the bulking of excavated material. The term "excavate", unless otherwise stated, shall mean excavate in "soft excavation" as defined below and for the purpose of classifying excavations the following will apply:

- (a) Soft excavation: shall be excavation in material that can be efficiently removed by a back-acting excavator of flywheel power approximately 0,10kW per millimeter of tined-bucket width without the assistance of pneumatic tools such as paving breakers, or that can be efficiently loaded without prior ripping or stockpiling by a rubber tired front-end loader of approximately 15t mass and a flywheel power of approximately 100kW.
- b) Intermediate excavation: shall be excavation in material that requires a back-acting excavator of flywheel power exceeding 0,10kW per mm of tined-bucket width and the assistance of pneumatic tools prior to removal by equipment equivalent to that specified in (a) above.

METHOD OF CLASSIFYING: The Contractor may use any method he chooses to excavate any class of material but his chosen method of excavation shall not determine the classification of the excavation. The Director will decide on the classification of the materials. The classification will be based on inspection of the material to be excavated and the criteria given in (a) to (e) above, as applicable. The decision of the Director shall, subject to the relevant provisions of the contract, be final and binding. Should the Contractor consider that the excavation is other than "soft excavation" he must notify the Director immediately in order that an inspection be made and a decision arrived at by the Director as to the category of such excavation. Should the Contractor fail to give such notification, the excavation shall be deemed to be "soft excavation" and shall be measured and valued accordingly. Excavations shall be carried down to such depths as are necessary to obtain firm foundations, but before proceeding to greater depths than are shown on the drawings, the Director's approval must be obtained.

Depths of excavations as approved shall be checked and recorded by the Works Supervisor or Inspector of Works and the Contractor's Foreman before any concrete is laid or the excavations are otherwise covered or filled in. Notwithstanding such approval, any excavations which become waterlogged or otherwise spoilt after approval, shall be cleaned out and reformed, at the Contractor's expense and to the satisfaction of the Director, before any concrete etc., is laid.

WATER: The Contractor shall keep all excavations free from water or mud by pumping, bailing or otherwise.

WORKING SPACE: The Contractor is to allow against the items of "excavate to provide working space" for excavating beyond the extent of the net excavations measured to provide the necessary working space for the carrying out of such work as is described in the items. Rates are to include, in addition to the extra excavation, for any additional risk of collapse so incurred and for filling back and compacting the excavated material.

RISK OF COLLAPSE: The Contractor shall maintain all excavated faces affecting the safety of the works and workers. He must either provide all necessary temporary planking, strutting or shoring to all vertical excavated faces or carry the risk of collapse of these faces with all its implications. He must assume full responsibility in this connection and must allow in his rates accordingly. In addition, all excavated faces exceeding 1,5m deep are to be maintained in accordance with Government Regulations.

EXCAVATIONS FOR PIPE TRENCHES: Excavations for pipe trenches, manholes, valve chambers, shall be to the depth and gradients shown on the drawings using sight rails and boning rods and shall include for taking precautions against collapse of sides of excavations., staging, pumping and baling to keep the excavations free from water or mud and for filling in and ramming.

The bottoms of pipe trenches are to be excavated to even falls. The barrel of the pipe, except where it is laid on a sand or concrete bed, must rest on solid ground and hand-holds of sufficient size must

be cut under pipe joints to enable the jointing and filleting to be properly performed. Any excavations taken out deeper than required shall be made up to the correct grade with well rammed earth. In intermediate or hard rock excavation and where a bedding is not specified, the trench bottom must be excavated 100mm deeper than required for the grade and be backfilled with well rammed earth.

The Contractor is to notify the Director when the trenches are ready for inspection and approval. Any work put in hand before approval has been given shall, if so required, be replaced with new at the Contractor's expense.

Notwithstanding such approval of the trench bottoms, any excavations which become water-logged or otherwise spoilt after approval, shall be cleaned out and reformed at the Contractor's expense and to the satisfaction of the Director before any piping or sand or concrete beds are laid.

Depths of excavations as approved shall be checked and recorded by the Works Supervisor or Inspector of Works and the Contractor before excavations are filled in.

ITEM B - CONCRETE, FORMWORK & REINFORCEMENT

GENERAL: This specification applies to concrete work formed into its final shape and position in-situ. All concrete and formwork shall be carried out in accordance with SABS Specification 1200 G -Concrete (Structural) (a copy of which the Contractor will be required to keep on the site so that it can be referred to at all times during the Contract), with the following amplifications and amendments: - Concrete shall comply with the requirements for "Strength Concrete" as specified. The type of aggregate and cement, and their sources of supply, shall not be altered during the currency of the Contract without the prior written agreement of or instruction from the Director.

REINFORCEMENT: for concrete shall be as specified and shall, in each case, comply with one of the following:

- (a) Type A hot rolled mild steel bars of plain round cross section to SABS Specification 920.
- (b) Type C Class 2 hot rolled high yield stress Grade 1 deformed bars to SABS Specification 920.
- (c) Type D Grade 1 cold worked deformed bars to SABS Specification 920.
- (d) Welded steel fabric to SABS Specification 1024 manufactured from plain hard-drawn mild steel wire. A sample reinforcing rod, approximately 600mm long, may be taken from each consignment of rods of similar diameter, for testing. If any sample is found unsatisfactory the whole consignment of rods from which the sample was taken will be rejected. No substitution of the bars specified shall be made without the prior approval of the Director.

Bending: Reinforcing bars shall be cut and bent to the dimensions shown on the working drawings and in accordance with SABS Specification 82. All bars shall be bent cold and bending shall be done slowly, a steady even pressure being used without jerk or impact. If approved by the Director, hot bending of bars of diameter at least 32mm shall be permitted, provided that the bars do not depend for their strength on cold working. When hot bending is approved, the bars shall be heated slowly to a cherry red heat (not above 840°C) and after bending shall be allowed to cool slowly in air. Quenching with water shall not be permitted.

Fixing: All steel reinforcement shall, at the time of placing of the concrete, be free from loose rust, scale, oil and other coating which might reduce the bond between the steel and the concrete or initiate corrosion of the reinforcement. Reinforcement exposed to sea spray shall be washed down, and the formwork drained, just prior to concreting. Reinforcement shall be positioned as shown on the working drawings or as directed by the Director and maintained in those positions within the tolerances given in the Specification for Tolerances. It shall be secured against displacement by tying at intersections with 1,6 or 1,25mm diameter annealed wire or by the use of suitable clips or, if permitted by the Director, by welding in accordance with BS 1856. Welding will not be permitted on cold worked bars. Reinforcement shall be supported in its correct position by hangers, saddles or cover blocks and aligned by chairs and spacers all of approved design and material.

Cover: The minimum cover of concrete over reinforcement, excluding any applied finish, shall be as shown on the working drawings, or as directed by the Director. Cover shall be maintained by using cover blocks, which shall be made of small aggregate concrete, not mortar, using the same cement and aggregate type and ratio as the parent concrete. Alternatively, cover blocks may be of the plastic type provided that sufficient number are used to prevent their collapse; that they are of a color compatible with that of concrete and that the prior approval of the Director is given. Metal cover blocks shall not be used. If the concrete face has a Class F2 smooth finish or some other special finish as is described elsewhere, hemispherical or pyramid shaped concrete cover blocks shall be used unless otherwise

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specifically approved by the Director.

Splicing: or joining of reinforcing bars shall be made only as and where shown on the working drawings or as otherwise approved. The length of the overlap in a splice shall be not less than that shown on the working drawings or forty -five times the diameter of the bar if not shown.

Electric Current: Reinforcement shall not be used as a means for conducting electric current unless there is conformity with the requirements of SABS Code of Practice 03.

Inspection of Reinforcement: Reinforcement shall be subject to inspection by the Director after the Contractor is satisfied that it has been completely and correctly fixed. The amount of notice given by the Contractor to the Director before concreting commences that reinforcement is ready for his inspection shall be agreed between the Director and the Contractor at the commencement of the Contract.

FORMWORK DESIGN: Formwork shall be so designed and constructed by the Contractor that the concrete can be properly placed and compacted and that the required shapes, finishes, positions, levels and dimensions shown on the working drawings are maintained, subject to the tolerances given in the Specification for Tolerances. The formwork and joints shall be capable of resisting the dead load and pressure of the wet concrete, effect of vibration equipment, wind forces and all other superimposed loads and forces it is necessary for it to carry. Joints in forms shall be tight enough to prevent leakage of cement paste.

Finish: The quality of the finished surface of the concrete shall be as shown on the working drawings or as otherwise specified, and the type of formwork used shall be adequate to provide such finishes.

Ties: The type of ties used and their position shall be such that the finish required in terms of the clause "Finish" is achieved. Tie rods are preferable to wire ties and the forms shall not be secured to the reinforcement. No corrodible tie rod or wire tie shall be allowed within the depth of concrete cover, and in the case of water-retaining or tanked structures, no removable tie rod or wire shall pass right through the concrete member.

Preparation of Formwork: Surfaces that are to be in contact with fresh (wet) concrete shall be so treated by coating with a non-staining mineral oil or other approved material, or, in the case of timber forms, by thoroughly wetting surfaces so as to ensure easy release and non -adhesion to formwork during stripping. If any substance other than water is used, every precaution shall be taken to avoid contamination of the reinforcement.

Removal of Formwork: Formwork shall not be removed before the concrete has attained sufficient strength to support its own mass and any loads that may be imposed on it. Except where the Contractor can prove by means of cube tests, at his own expense to the satisfaction of the Director that, because of its strength development characteristics the concrete has attained sufficient strength and that shorter periods are practicable, formwork shall not be removed within shorter periods than those given in Table A. The number of cube tests required shall be equal to the number required for testing at 28 days. Where full design loads are carried, no soffit forms and props may be removed until the full design strength is attained. Formwork shall only be removed once written permission is given and to avoid any shock that may cause damage to the concrete are avoided.

CONCRETE QUALITY: Concrete shall comply with the requirements for "Strength Concrete" as specified. The type of aggregate and cement, and their sources of supply, shall not be altered during the currency of the Contract without the prior written agreement of or instruction from the Director.

Strength Concrete: The Contractor shall be responsible for the design of the concrete mix and for the proportions of its constituent materials, measured as described, necessary to produce concrete that complies with the requirements specified by the Director thus:

- (a) For each section of the work, the class of concrete and position on the Works, as shown on the drawings;
- (b) For each class of concrete
 - (i) the minimum compressive strength at 28 days as shown in Table B
 - (ii) the maximum nominal size of coarse aggregate as shown in Table B
 - (iii) the slump as shown in Table D
 - (iv) the maximum cement/water ratios as shown in Table C.

The Contractor, under the supervision of the Director, shall prepare trial mixes using these same aggregates, to establish his ability to achieve the strengths specified, and satisfactory workability of the concrete. The Contractor shall provide all necessary equipment for, and carry out tests of

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moisture content of aggregates at the time of preparation of the trial mixes, tests of the slump of the mixes and at the same time cast not less than six standard cubes from each mix for compression tests.

The target strengths to be achieved under trial mix procedure shall exceed the specified minimum compressive strengths by a factor which is acceptable to the Director.

No structural concrete work shall be poured until trial mix procedure has been properly followed and satisfactory 7 (seven) day compression strengths achieved. (Equivalent 28 (twenty eight) day strength = $4/3 \times 7$ day strength + 5Mpa). Thereafter, the materials, preparation of and method of manufacture of subsequent concrete shall conform accurately to those used in the accepted trial mixes. If materials vary in the course of the Contract from the samples first submitted, the Contractor shall, on the instructions of the Director, repeat the trial mix procedure and vary the proportions to attain the specified qualities.

The costs of preparation of trial mixes, with tests associated with them, shall be borne by the Contractor and must be allowed for in the pricing of the concrete.

A valid concrete test result shall be the average obtained from the testing of three test cubes of concrete in accordance with SABS Method 863.

The Contractor shall be deemed to have satisfied himself, before tendering, of his ability to produce concrete of the required quality with available materials conforming to the specification, and mixed in the proportions on which his tendered rates are based. Any subsequent alterations of the mix proportions to meet these requirements shall be at the Contractor's expense.

If, in the opinion of the Director, the concrete proportions are likely to lead to excessive segregation, honeycombing, bleeding or shrinkage cracking, he shall have the right to order the Contractor to amend the proportions at the Contractor's own cost.

Ready-mixed Concrete: This may be used subject to the approval of the Director. This approval may be withdrawn on 24 (twenty-four) hours notice to the Contractor if at any time it does not conform to the requirements of this Specification. Ready-mixed concrete shall also comply with the requirements of SABS Specification 878. Details of the mix ingredients and tests thereon, the mix designs and relevant tests shall be forwarded to the Director for his approval. Ready-mixed concrete shall be subject to the same sampling and testing at the site as that mixed on site and only the results of these tests will be regarded as valid.

TRANSPORTATION AND PLACING

Transportation: Unless agreed with the Director, concrete shall not be pumped into its final position. The Contractor must provide suitable runways for the distribution of concrete to the various parts of the structure and these must be solidly constructed in such a manner so as to obviate the possibility of interference with steel reinforcement.

Placing: Unless otherwise agreed with the Director, the Contractor shall give the Director at least 24 (twenty-four) hours notice of his intention to place concrete and no concrete shall be placed without the prior approval of the Director and without a representative of the Director being present. Concrete shall be placed within one hour of the time of its discharge from the mixer. Concrete shall not be re-tempered by the addition of water or other material. The forms to be filled shall be clean internally. All excavations and other surfaces of an absorbent nature that are to come into contact with the concrete shall be dampened with water. There shall be no free water on the surface against which concrete is to be placed. Wherever possible, the concrete shall be deposited vertically into its final position to avoid segregation and displacement of reinforcement and other items that are to be embedded. Deposited concrete shall not be so worked (whether by means of vibrators or otherwise) as to cause it to flow laterally in such a way that segregation occurs. Where possible, the concrete shall be brought up in horizontal layers of compacted thickness not exceeding 450mm and heaping shall be avoided. Where a chute is used to convey the concrete, its slope shall be such as will not cause segregation, and a suitable spout or baffles shall be provided for the discharge of the concrete. Concrete shall not be allowed to fall freely through a height of more than 3m, unless otherwise approved. Concrete shall not be placed during periods of heavy or prolonged rainfall.

Compaction: The concrete shall be fully compacted by approved means during and immediately after placing. It shall be thoroughly worked against the formwork and around reinforcement and other embedded fittings without displacing them. The concrete shall be free of honeycombing and planes of weakness. Successive layers of the same lift shall be thoroughly worked together.

The method of compaction shall be as specified. Mechanical compaction shall be undertaken by means of high frequency immersion vibrators of minimum frequency of 6000 vibrations per minute and a maximum acceleration of 4g when under load, being capable of visibly affecting concrete over a

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radius of at least 500mm. Vibrators shall be inserted at about 500mm centers and withdrawn slowly to close the hole formed by the vibrator. Non-mechanical compaction shall be undertaken by means of spading, rodding or forking. Over-compaction resulting in segregation, surface laitance or leakage (or any combination of these) shall not be allowed. Vibrators shall not be allowed to come within 30mm of the face of the formwork in the case of formed finishes, nor within 75mm of the face of the formwork in the case of special finishes.

Curing and protection: Formwork shall be retained in position for the appropriate period given in the clause "Removal of Formwork" and shall be considered as providing adequate curing on those surfaces for that period. Should this curing period still be less than that specified, alternatively, should surfaces not be cured by forms then all such concrete shall immediately be protected from contamination and loss of moisture by one or more of the following methods:

- (a) Ponding the exposed surfaces by means of water, except where atmospheric temperatures are low, i.e., less than 20°C;
- (b) Covering the concrete with sand, or mats made of a moisture -retaining material, and keeping the covering continuously wet;
- (c) Continuous spraying of the exposed surfaces with water;
- (d) Covering with a waterproof or plastic sheeting firmly anchored at the edges;
- (e) Using a prior approved curing compound applied in accordance with the manufacturer's instructions, provided that in this case, the presence of the compound is not detrimental to subsequently applied finishes.

Whatever method of curing is adopted, its application shall not cause staining, contamination, or marring of the surface of the concrete. The curing period shall be at least 5 days for concrete made with Portland cement, at least 2 days for that made with rapid-hardening Portland cement and at least 7 days if Portland blast-furnace cement is used. When atmospheric temperatures are below 5°C, these minimum-curing periods shall be extended by 72, 36 and 72 hours respectively.

Honeycombing and Other Defects: After removal of the forms, if the concrete shows any defect in terms of the Specification for Finishes for that concrete, the Contractor shall, on the instructions of the Director, make good the defect at his own cost, by either removing and replacing the defective concrete, or by patching, all as approved by the Director and to the standard of finish required. No remedial work shall be carried out by the Contractor without the prior approval of the Director.

Building on Concrete Footings: No structural load shall be imposed on concrete footings until at least three days after depositing the concrete in the case of mass concrete footings, and after seven days in the case of reinforced concrete footings, or as may be directed by the Director.

RECORDS: The Contractor shall maintain written records indicating: -

- (a) The date on which each section was concreted, the time taken to place the concrete, and the position of that section in the Works and its construction joints;
- (b) Daily weather conditions with temperatures being recorded by maximum and minimum thermometers; and
- (c) The nature of samples and dates on which they were taken. In the case of cubes, these shall also state the identification marks, test results and age, minimum strength required and position of parent concrete.

TESTS: During the time in which each class of concrete, having a specified 28 day compressive strength equal to or greater than 20Mpa, is being placed, samples of the concrete shall be taken from the point of deposit at the rate of at least one sample from each 5m³ of concrete placed in columns, and from each 30m³ or part thereof of concrete placed elsewhere, but in either case, nevertheless at least once a week. A group of at least three 150mm test cubes shall be made from each sample for testing at 28 days age. If the Contractor plans to execute further work which relies on previously completed work for support but for which the results of 28 day tests are not available, he is to prove the strength of that concrete by taking and testing at 7 days age an equal number of test cubes to that which is to be tested at 28 days age, prior to the commencement of the planned further work.

The cost of the necessary extra test cubes and testing will be for the Contractor's account. Each group of test cubes shall be deemed to represent the whole of the concrete from which sample was taken and shall be identifiable with the concrete.

The Contractor shall provide, at his own expense, sufficient moulds to keep pace with the rate of concreting. He shall also perform all tasks in respect of compressive strength testing except the actual crushing. If ready-mixed concrete is used, site testing as specified herein shall still be undertaken, and only the results of such site testing shall be considered in determining the acceptance or

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O 009 CLINICS MAINTENANCE (POST)
 S 005 EX INFRA:MAINT&REP:BUILDINGS
 A 007 CLINICS & COMMUNITY HEALTH CENTRE

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BAS
 KZN: HEALTH
 EXPENDITURE CONTROL (COMMITMENTS)
 FOR FINANCIAL YEAR UP TO 24/08/2021

DATE: 25/08/2021
 TIME: 06:53:20
 PAGE: 22

TYPE LEVEL	DESCRIPTION	EXPENSES	COMMITMENTS	BUDGET	AVAILABLE BUDGET
P 004	MAINTENANCE A (CUR)				
I 003	GOODS AND SERVICES				
I 005	P/P:CONTRCTD MAINT PROP	20,016.00	0.00	16,000.00	4,016.00-
TOTAL I 003	GOODS AND SERVICES-----	20,016.00	0.00	16,000.00	4,016.00-
TOTAL P 004	MAINTENANCE A (CUR)-----	20,016.00	0.00	16,000.00	4,016.00-