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HOME CORPORATE INFORMATION COMPONENTS DIRECTORY DISTRICT OFFICES HEALTH FACILITIES

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AdvertQuote



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: 307/21/22

Item Category: Services

Item Description: REPAIR TO NURSES HOME AND KIYCHEN AT ELIM 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

STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT OVER R30 000.00

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: ST ANDREWS HOSPITAL
DATE ADVERTISED: 26/10/2021 CLOSING DATE: 03/11/2021 CLOSING TIME: 11:00
FACSIMILE NUMBER: 039-4332415 E-MAIL ADDRESS: Nkosindiphile.Mdingi@kznhealth.gov.za
PHYSICAL ADDRESS: 14 MOODIE STREET, HARDING 4680

ZNQ NUMBER: 307/21/22
DESCRIPTION: REPAIR TO NURSES HOME AND KITCHEN AT ELIM CLINIC
CONTRACT PERIOD: ONCE-OFF (if applicable) VALIDITY PERIOD 60 Days SARS PIN:

CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO. [Grid]

UNIQUE REGISTRATION REFERENCE [Grid]

DEPOSITED IN THE QUOTE BOX SITUATED AT (STREET ADDRESS)
DOCUMENTS MUST BE DEPOSITED IN THE TENDER BOX SITUATED NEXT TO THE MAIN SECURITY GATE

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

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

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

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

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

NAME OF BIDDER
POSTAL ADDRESS
STREET ADDRESS
TELEPHONE NUMBER CODE.....NUMBER..... FACSIMILE NUMBER CODE.....NUMBER.....
CELLPHONE NUMBER
E-MAIL ADDRESS
VAT REGISTRATION NUMBER (If VAT vendor)

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1) YES NO

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

DECLARATION OF INTEREST

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

2.7. 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 –

- | | |
|--|--|
| <p>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);</p> <p>b) any municipality or municipal entity;</p> | <p>c) provincial legislature;</p> <p>d) national Assembly or the national Council of provinces; or</p> <p>e) Parliament.</p> |
|--|--|

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 28/10/21 Time 11:30 Place ELIM CLINIC

| | |
|--------------------|--|
| Institution Stamp: | Institution Site Inspection / briefing session Official Full Name: Signature: Date: |
|--------------------|--|

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"/> |
|-----|--------------------------|----|--------------------------|

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.....

(Tick applicable box)

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

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>..... SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS.....</p> |
|---|



Enquires: Mr. ---- **Reference:** ZNQ: ---- **Date:**

MINUTES OF SITE MEETING HELD ON:

Date:

Venue:

1. Matter Discussed:

- 1.1. Signing of attendance register and site inspection briefing certificate.
- 1.2. Handing out of quotation documents.
- 1.3. Completion of quotation documents.
 - 1.3.1. SBD 4
 - 1.3.2. SBD 6.1
 - 1.3.3. Form 9
 - 1.3.4. Bill of Quantities
- 1.4. Submission of required information.
 - 1.4.1. Documents as per page 3 of the specification.
- 1.5. Site visit and deliberations on specifications and requirements.
- 1.6. Bidders are compelled to re-visit the site for one-on-one clarification of measurements and requirements. Post Site Inspection Briefing certificate to be signed on day of re-visit.
- 1.7. No part payments will be made and any stage of the project.
- 1.8. No payment will be made for incomplete or poor quality of work.
- 1.9. Material list page to be completed for all quotation documents. Failure to attach signed and completed document will render the quotation as not valid.
- 1.10. Past poor performance of contractors.
 - 1.10.1. Contractors that have performed poorly in the past will not be considered.
 - 1.10.2. Contractors that have not completed previous projects fully will not be considered.

1.10.3. Contractors will be referred to National Treasury as a defaulter to be listed on the Database of Restricted Suppliers.

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

2. General matters during site visit:

2.1. _____

2.2. _____

2.3. _____

2.4. _____

2.5. _____

2.6. _____

2.7. _____

2.8. _____

2.9. _____

2.10. _____





KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

**CERTIFICATE OF BIDDERS ATTENDANCE AT COMPULSORY
SITE INSPECTION BRIEFING MEETING**

St. ANDREWS HOSPITAL

| QUOTATION NO. | DESCRIPTION | SITE INSPECTION DATE |
|---------------|--|----------------------|
| ZNQ | Elim Clinic-Repairs to Kitchen and Nurses Home | |

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):

Elim 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

| | |
|--|--|
| | |
|--|--|

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.**

DOCUMENTATION TO BE SUBMITTED

| No. | Document Details | Doc. Type | Submitted | |
|-----|---|----------------------------|-----------|----|
| | | | Yes | No |
| 1. | Tax Clearance Certificate | Original | | |
| 2. | CIDB Registration: GB1; EB; SO | 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.

4.7. Ladders:

4.7.1. Every ladder shall be:

- Of good construction, sound material and adequate strength and suitable to the purpose for which it is used (e.g. electricians shall use suitable insulated ladders),
- Fitted with non-skid devices at the bottom of the stiles or with hooks or similar devices at the tops of the stiles.

4.7.2. Except for extension ladders, no ladder shall be used which is longer than 4,5m and no ladder shall have its reach extended by tying together two or more ladders.

4.7.3. All ladders shall be inspected weekly and a log shall be kept of the inspections.

4.8. Scaffold Framework:

4.8.1. Scaffold standards shall be firmly supported and secured against displacement and shall be kept vertical.

4.8.2. No Contractor shall use, or cause to be used, any scaffold unless it is inspected by a competent person at least once a week and after inclement weather.

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

4.10. Electrical Equipment and Procedures Used by the Contractor:

4.10.1. All electrical equipment to be inspected regularly by a qualified electrician, who shall be appointed by the Contractor and inspections to be logged.

4.10.2. The Contractor shall ensure that all his electrical equipment conforms to the operational and safety requirements.

4.10.3. All earth leakage units shall be tested at intervals of not more than one month and signed for by a qualified electrician.

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

4.12. Minimum Requirements of a Safety File

1. Health & Safety specifications.
2. Baseline risk assessment
3. Task based Risk Assessment
4. Approved SHE plan

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
 Elim Clinic: Repairs to Kitchen and Nurses Home. ZNQ: Bidders Signature:

.....

requirements as contemplated in CR 7(b)



KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

ST ANDREWS HOSPITAL TECHNICAL SPECIFICATION

1. GENERAL

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

2. SCOPE

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

3. REFERENCES

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

Elim Clinic: Repairs to Kitchen and Nurses Home. ZNQ:
.....

Bidders Signature:

14

STRUCTURAL SPECIFICATION:

STRUCTURAL SPECIFICATION AS PER STANDARD PREAMBLES TO ALL TRADES: Rev 3

January 2009

ROOF

3.1.1 Remove existing roof sheeting, purlins, ceilings, facia boards, barge boards, gutters and down pipes.

3.1.2 Replace kitchen roof and ceilings, facia boards, barge boards, gutters and down pipes.

GENERAL

3.1.3 Paint walls, ceilings, doors, frames, window frames

3.1.4 Install new windows, doors and frames

3.1.5 Install partitioning in kitchen. Install cupboards in kitchens

3.1.6 Upgrade electrical

4 BATHROOM UPGRADE

1. House 1 and 2: Remove bath, basin and toilet and replace as per spec. Install showers, basins and toilets. All pipework is to be 22mm and 15mm CLASS 2 copper with masterbatts on surface, secured 1m apart.

2. Remove wall tiles and install new-200mmx200mm.

3. Install shower cubicles.

4. Installation to include all pipes, fittings, sundries. Only SABS approved UG, S and V pipes and fittings to be used. System to be vented at highest points. All bends and junctions to have inspection eyes. No "Strap on Boss" clamps are to be used. All water supply pipes to be 15mm and 22mm copper.

5. Construct manhole at junction

6. Prepare the floor surface according to best practice for the laying of tiles as specified.

7. **Preparation of surfaces:** - Prior to the application of backing for tiles, the surfaces of the new or existing concrete, brickwork, etc. are to be thoroughly sloshed, etc. as necessary to ensure a satisfactory bond. **The Contractor shall be held responsible for the proper and adequate preparation of the surfaces and any work which results in failure in this regard must be made good at the Contractor's expense to the satisfaction of the Department.** (Standard Preambles to All Trades, Page 62, Item 14: Tiling).

8. Lay floor tiles as per spec. Install 'tile in ramp' on edge of floor tiles. Trim doors.

9. Remove existing wall tiles in bathrooms and install First Grade 200mm x200mm White Ceramic Tiles.

10. Lay mosaic on shower floors

11. Install pivot shower door in showers-obscure glass.

12. Install soap dishes, toilet roll holders, towel rails.

13. GEYSER INSTALLATION:

2X 150 Litres KWIKOT 600kpa High Pressure Geysers complete with 400kPa Pressure Control Valve, 2 x Vacuum Breakers, Isolating Valve and Plastic Tray. Safety valve is to discharge to exterior and expansion pipe into gutter. All pipework is to be 22mm copper. Connect electrical

CARE SHOULD BE TAKEN WHEN DOING PREPARATION WORK. PROTECT ALL PERMANENT FIXTURES WHEN CHIPPING WALLS AND FLOORS. DAMAGED ITEMS WILL BE REPLACED AT THE CONTRACTORS EXPENSE.

QUALIFIED /COMPETENT TRADESMAN IS TO BE ON SITE DURING DURATION OF PROJECT.



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

**ST ANDREWS HOSPITAL
SCOPE OF WORK**

1. GENERAL

Repairs to Kitchen and Nurses Home at Elim Clinic

2. SCOPE OF WORK

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

PLEASE NOTE THAT THIS CONTRACT PERIOD IS FOR **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: -

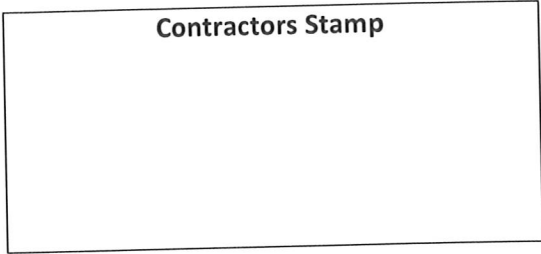
Lead Time: One (1) Week
 Site Time: Three (3) Weeks
 Total Time: Four (4) Weeks

Signature of Contractor

Name of Contractors

Contractor Name in block letters

Date



WORK WILL NOT COMMENCE UNTIL

- 1. ISSUE OF SITE HANDOVER CERTIFICATE**
- 2. PRESENTATION OF SAFETY FILE**

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
ELIM CLINIC-REPAIRS TO KITCHEN AND NURSES HOME

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 | REPLACE KITCHEN ROOF | | | 00 | 00 |
| 1.1 | <u>Strip old roof sheeting, purlins, ceilings, fascia boards, barge boards, gutters and down pipes.</u> ALLOWANCE MUST BE MADE FOR ROOF TO BE COVERED/MADE WATERTIGHT OVERNIGHT/DURING RAINY WEATHER. | Item | Sum | | |
| 1.2 | Supply and install 0.6mm CHROMADEK corrugated roof sheeting COLOUR: Green Supply and install CHROMADEK ridge capping Supply and install corrugated pattern poly closures under ridging Roofing screws (TEK), washers and caps as per manufacturer's specification | m ² | 110 | | |
| 1.3 | Supply and install SA PINE (SABS Approved) 50mm x 76mm purlins (Maximum 1200mm apart) | m | 100 | | |
| 1.4 | Apply 2 x coats of CREOSOTE to exposed timber (Including existing rafters) Carry out beam filling before applying 1 coat of PASCON Universal Undercoat. | Item | | | |
| 1.5 | Supply and install PVC Barge Boards (including joiners and fixing screws) | m | 22 | | |
| 1.6 | Supply and install PVC Facia Boards (including joiners and fixing screws) | m | 20 | | |
| 2.1 | CEILING Remove existing ceilings. Supply and install 6.4mm RHINOBOARD ceiling with "H" shaped joiners. Fix to existing battens with clout nails or POZI DRIVE Screws. Install 75mm RHINO cove cornice. | m ² | 64 | | |

| | | | | | |
|-----|---|----------------|-----|----|----|
| 2.2 | CEILING Apply metal primer to nail/ screw heads. Apply 1 x coat of PLASCON Universal Undercoat Apply 2 x coats of PLASCON POLVIN SUPER ACRYLIC PAINT. (White) | m ² | 64 | | |
| 2.3 | INSULATION Supply and install <u>ISOTHERM</u> Insulation in ceilings (between rafters) 100mm Thick 6m length 1200mm wide Rolls: 9 | m ² | 64 | | |
| 3 | GUTTERS 3.1 Supply and install SABS Approved PVC half round gutters. COMPLETE. To include brackets, outlets, stop ends, joiners, downpipes, offsets, shoes, pipe clips, etc. Seal all joints with silicone sealant | m | 20 | | |
| 4 | BATHROOM NURSES HOME 1 Existing | | | 00 | 00 |
| 4.1 | Remove bath, basin and toilet. | Item | Sum | | |
| 4.2 | Install shower with under wall stopcocks, shower rose and overhead shower arm. Install shower trap, brick up base (+- 900mm x 900mm), plaster and cast shower floor. Seal shower walls and floor with SIKA CEMFLEX Membrane and Sealer combination. (3.6m ²) | Units | 1 | | |
| 4.3 | Install new basin (including taps, trap, waste fitting). Install isolating valves on hot and cold water | Unit | 1 | | |
| 4.4 | Install new toilet and cistern | Unit | 1 | | |
| 4.5 | Shower door-Install pivot hinged shower door and fixed panel with frosted glass. Size: +- 900mm x 900mm. Framework to be coated in white. All material used in the construction and installation of shower doors must comply with National Building Regulations [SAGGA] and glazing certificate must be issued on completion of work. | Unit | 1 | | |

| | | | | | |
|-----|---|----------------|-----|----|----|
| 4.6 | Prepare bathroom walls. Painted areas must be chipped before tiling. Apply keying agent on all walls before applying new tiles. Install 200mmx200mm"Johnson MWB 4" White ceramic wall tiles up to ceiling height. All corners to have PVC corner strips. Apply TAL FINE EPOXY GROUT to joints (White). | m ² | 26 | | |
| 4.7 | Lay white mosaic flooring (50mmx50mm) in shower cubicle. To be fixed with waterproof mosaic fix (White) | m ² | 1 | | |
| 4.8 | Install single ceramic soap dish in shower cubicles (WHITE) Install ceramic toilet roll holder. (WHITE) Install 20mm CP towel rail on wall | | | | |
| 5 | BATHROOM NH2 NEW AND BRICK PARTITIONING | | | 00 | 00 |
| 5.1 | BRICK WALL/PARTITION for BATHROOM (900mm wide) Construct brick wall. Remove existing concrete in line with proposed wall (400mm wide). Excavate area. Construct foundation 400mm wide x 200mm deep. Install damp proof membrane. Remove alternate bricks on existing walls to create pockets for new brick. Construct partition wall 110mm wide up to ceiling height between walls to partition off bathroom (900mm wide). Use only SABS Approved hard burnt clay bricks. Install brick force every third course. Install concrete lintel. Apply 12mm plaster. Steel trowel finish. Use only SABS Approved Portland Cement. | m ² | 8.5 | | |
| 5.2 | Door Frame Install single MERANTI Door Frame, built into wall. | Unit | 1 | | |
| 5.3 | Door 2032x813x44mm MASONITE Door with 1 pair 100mm Solid Brass butt hinges. Install UNION 2 LEVER MORTICE | Unit | 1 | | |

| | | | | | |
|-----|--|----------------|-----|--|--|
| 5.4 | <p>Window Cut wall to accommodate new frame. Supply and install new steel window frame. Size: 1022mm (Width) x 654mm (Height). Code: NE2 Plaster reveals. Install 4mm frosted/obscure float glass.</p> | Unit | 1 | | |
| 6.1 | <p>Install shower with under wall stopcocks, shower rose and overhead shower arm. Install shower trap, brick up base (+- 900mm x 900mm), plaster and cast shower floor. Seal shower walls and floor with SIKA CEMFLEX Membrane and Sealer combination. (3.6m²)</p> | Item | Sum | | |
| 6.2 | <p>Install new basin (including taps, trap, waste fitting). Install isolating valves on hot and cold water</p> | Unit | 1 | | |
| 6.3 | <p>Install new toilet and cistern</p> | Unit | 1 | | |
| 6.4 | <p>Shower door-Install pivot hinged shower door with frosted glass. Size: +-900mm X 1800mm High-Measure according to width Framework to be coated in white. All material used in the construction and installation of shower doors must comply with National Building Regulations [SAGGA] and glazing certificate must be issued on completion of work.</p> | Unit | 1 | | |
| 6.5 | <p>Prepare bathroom walls. Painted areas must be chipped before tiling. Apply keying agent on all walls before applying new tiles. Install 200mmx200mm"Johnson MWB 4" White ceramic wall tiles up to ceiling height. All corners to have PVC corner strips. Apply TAL FINE EPOXY GROUT to joints (White).</p> | m ² | 23 | | |
| 6.6 | <p>Lay white mosaic flooring (50mmx50mm blocks) in shower cubicle. To be fixed with waterproof mosaic fix (White)</p> | m ² | 1 | | |
| 6.7 | <p>Install single ceramic soap dish in shower cubicles (WHITE) Install ceramic toilet roll holder. (WHITE) Install 20mm CP towel rail on wall</p> | Units | 3 | | |

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| 7 | DRAINAGE TO TANK FROM NEW BATHROOM | | | | |
| 7.1 | Connect toilet drainage to existing sewer located alongside NH 1. Shower and basin waste is to discharge into toilet stack using 50mm SABS Approved PVC pipes and fittings with inspection eyes. Install rodding eyes (x2) at highest point and at change of direction | m | 15 | | |
| 7.2 | Construct new manhole with size 600mmx450mm cast iron manhole frame and cover at change of direction/junction. Manhole walls to be 230mm (9 inch) wide, hard burnt clay bricks and smooth plastered internally (As per Preambles, pages 62 to 67-no.15). Benching to be smooth and uniform. | Unit | 1 | | |
| 8 | ALL FLOORS | | | | |
| 8.1 | Prepare floor surfaces as per manufacturers specifications. Remove existing flooring, tiles, etc. Remove all traces of existing fixative. Floors must be clean, dry and free from dust and loose particles. | m ² | 64 | | |
| 8.2 | Lay floor tiles 300mm x 300mm 8.3mm – 8.5mm full bodied Porcelain Tiles in compliance with UPEC specifications with joints varying from 3mm – 5mm (Colour to be uniform light colour “Salt and Pepper” range). Colour: M3375N.GRINO. Grade A. | m ² | 64 | | |
| 8.3 | Clean and seal surfaces throughout according to manufacturer’s specification. Use TAL Fine Epoxy Grout COLOUR: Light Grey) | m ² | 64 | | |
| 9.1 | NURSES HOME 2 WINDOW Remove existing window frame. Cut wall to accommodate new frame. Supply and install new steel window frame. Size: 1022mm (Width) x 1246mm (Height). Code: ND2 Plaster reveals. Install 4mm float glass. | | | | |

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|------|---|----------------|-----|--|--|
| 9.2 | NURSES HOME 2 KITCHEN WINDOW Cut wall to accommodate new frame. Supply and install new steel window frame. Size: 1022mm (Width) x 654mm (Height). Code: NE2 Plaster reveals. Install 4mm clear float glass. | | | | |
| 9.3 | NURSES HOME 2 MAIN DOOR Remove existing double door frame. Install single 220mm MERANTI Door Frame, built into wall. Brick up surroundings using SABS Approved hard burnt clay bricks. Plaster with steel trowel finish | | | | |
| 9.4 | Supply, deliver and install SOLID MERANTI frame and ledge braced doors Install SABS 4 lever lockset (UNION). Install 1 pair 100mm Solid Brass but hinges. | | | | |
| 9.5 | COMMUNITY KITCHEN DOOR Cut opening to accommodate door. Install single 220mm MERANTI Door Frame. Plaster reveals Supply, deliver and install SOLID MERANTI frame and ledge braced doors Install SABS 4 lever lockset (UNION). Install 1 pair 100mm Solid Brass butt hinges. | | | | |
| 10 | PAINTWORK | | | | |
| 10.1 | NEW DOORS AND FRAMES Apply 1 x coat of PLASCON Pink Wood Primer. Apply 1 x coat of PLASCON Universal Undercoat and 2 x coats of PLASCON Super Enamel. Colours: Mines Grey. Code: G15 | m ² | 8 | | |
| 10.2 | EXISTING DOORS AND FRAMES Prepare doors, door frames, window frames and burglar guard. Apply 1 x coat of Universal Undercoat and 2 x coats of PLASCON Super Enamel. Colours: Mines Grey. Code: G15 | m ² | 15 | | |
| 10.3 | INTERIOR WALLS Prepare walls as per specification and paint with 1 coat of PLASCON Universal Undercoat | m ² | 154 | | |
| 10.4 | Paint all interior walls with two (2) coats of final paint as specified below. PLASCON Double Velvet COLOUR: (Rice Paper) VEL 45 | m ² | 154 | | |

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|------|---|----------------|----|--|--|
| 10.5 | EXTERIOR WALLS Prepare walls as per specification and paint with 1 coat of PLASCON Universal Undercoat | m ² | 60 | | |
| 10.6 | Paint all exterior walls with two (2) coats of final paint as specified below. PLASCON Wall and All COLOUR: (Dune) WAA 82 | m ² | 60 | | |
| 11 | WINDOW PANES NURSES HOME 1 Install 4mm frosted/obscure float glass on 2 x windows 1080mm x 450mm 1030mm x 500mm | | 2 | | |
| 12 | EXISTING WINDOWS Repair all window frames and secure glass | Item | | | |
| 13 | GEYSERS Supply and install 150 litre High Pressure Geysers (400kPa) Including electrical connections (As per Plumbing Material List below) | Units | 2 | | |
| 14 | EXISTING SINK Relocate sink to Community Kitchen To include existing taps. Join waste outlet to new kitchen drainage | | | | |
| 15.1 | NURSES HOME 2 CUPBOARDS <u>CUPBOARDS</u> Supply, deliver and install: 16mm V313 Moisture resistant Melamine cupboards including: -cupboard carcasses. -8 x Doors Average door size: 495mm -Chrome cupboard Hinges concealed -8x CP handles. - Including internal shelving and backing board. | | | | |
| 15.2 | POSTFORM TOPS Install 30mm Moisture resistant POSTFORM tops V313. (Size 6500mm x 550mm x 32mm thickness) with silicone sealant at all joints. | | | | |

of
300mm lightly rammed with the final 100mm of backfilling being approved topsoil from the excavations.

TESTING OF DRAINS, MANHOLES AND INSPECTION CHAMBERS: — All drains, manholes and inspection chambers with the exception of subsoil drains shall be constructed so as to be watertight. No trenches shall be backfilled or pipes encased in concrete until the drains have been tested and approved. Any drains covered by the Contractor prior to testing shall be exposed at the Contractor's expense.

The Contractor shall give at least 24 hours' notice of any particular length between manholes ready for testing. The drains shall not be tested until a period of 24 hours, or such other period as may be required, has been allowed for the pipe joints to set. The Contractor shall provide all necessary testing apparatus, expanding plugs, stoppers, water and any other materials and all labour that may be required for carrying out the tests.

The whole of the drainage system shall be tested using one or more of the following tests:-

(a) **Visual test**— Each length of pipe shall be inspected for invert level grade, direction and line. Internal inspection of the bore of the pipes shall be made using mirrors and a powerful source of light. The drains must be free of invert lips and the bases of the pipes must be straight.

(b) **Air test** —All openings in the drain shall be plugged and sealed and all associated traps filled with water and air pumped into the drains until a manometric pressure of 40mm is indicated, after which, without further pumping, the pressure shall not drop below 25mm for a period of at least 30 seconds.

After the entire drainage system has been completed, all plumbing fittings installed and permanently connected up, and traps filled with water, a final air test shall be applied to the whole system.

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(c) **Water test**— All openings-in the drain, except the highest one, shall be plugged and sealed and the drain filled with water so that every part of the system is tested under a head of water of not less than 1.5m and not more than 3.5m. After allowing period of 10 minutes for initial absorption, the amount of water it shall be necessary to add to maintain the water level over the next 15 minutes shall not exceed a rate of 25 litres for 100mm diameter pipe and 3,75 litres for 150mm diameter pipe for 100m of drain and an equivalent rate for larger drains. In carrying out the water test, the head of water shall be obtained by providing temporary pipes, fittings, etc. wherever necessary or by such other method as may be approved.

In cases where the maximum head of water, owing to the gradient of the drains, would be exceeded in any section, inspection eyes at suitable intervals may be provided and the drain plugged, in order not to subject the lower portion of the drain to a greater head of water than that required. Drains must be free of air before testing.

(d) **Manhole and Inspection Chamber test** — The inlet and outlet pipe hose shall be plugged and sealed and the inspection chamber filled with water. After allowing the water to stabilise due to absorption, the water level should not fall more than 5mm in 2 hours.

DEFECTS TO BE MADE GOOD: — Should the drain system fail to withstand the above tests, all defects shall be made good and the tests repeated at the Contractor's expense until the whole system is sound and passed to the satisfaction of the Department. In making good, all defective parts shall be cut out and replaced with new. No patching of pipes, joints or connections will be permitted.

BRICKWORK

CEMENT: — shall be Portland cement of normal setting quality complying with SANS STANDARD PREAMBLES TO ALL TRADES 24
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Specification 471 or Portland cement 15 complying with SANS specification 831. Cement containing more than 15 % blast furnace slag will not be permitted to be used.

BURNT CLAY COMMON BRICKS: — shall comply with SANS Specification 227 and are to be good quality, sound, hard, well burnt bricks, uniform in size and shape.

A sample load of bricks is to be approved by the Department and all subsequent loads are

Elim Clinic: Repairs to Kitchen and Nurses Home. ZNQ:
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Bidders Signature:

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to be equal thereto.

BRICKS FOR FOUNDATIONS: — are to be as above but extra hard burnt bricks. Reject facing bricks may be used in lieu of extra hard burnt foundation bricks provided they are equal to a sample to be submitted to and approved by the Department. These bricks are also to be used for septic tank walls.

BRICKWORK: —unless otherwise described is to be in burnt clay common bricks and wherever practicable is to be in stretcher bond with the skins tied together with and including galvanized crimped wire wall ties in accordance with SANS Specification 28. The wire ties are to be of sufficient length to allow each end to be built into brickwork built into every fourth course and spaced at 450mm staggered centres (seven ties per square metre). The bricks are to be well wetted before being laid and the course of bricks laid last is to be well wetted before bedding the next course of bricks upon it. The brickwork is to have all perpends flushed up solid and each course is to be laid on a solid bed of mortar. No false headers are to be used. Whole bricks are to be used except where bats or closers are legitimately required to form bond.

Unless otherwise described one brick walls are taken at a nominal thickness of 230mm. The joints of all walls to be plastered are to be raked out as the work proceeds to form key for plaster. All walls are to be carried up regularly so that no part is built more than 1,2m higher than the adjoining walls.

Mortar joints generally are not to exceed 10mm thickness unless otherwise indicated on the drawings. If a specific brick scale is indicated on the drawings, either drawn or written, it must be adhered to.

CONTRACTORS STAFF AND SUPPLIERS INFORMATION FORM

Supplier information

| <u>Company name</u> | <u>Contact person</u> | <u>Telephone No.</u> | <u>Supplier of</u> |
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Sup contractor information

| <u>Company name</u> | <u>Contact person</u> | <u>Telephone No.</u> | <u>Sub contract for</u> | <u>Name of responsible person on site</u> |
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Contractor staff information as per registration with Department of Labour

| <u>Name</u> | <u>ID Number</u> | <u>Salary number</u> | <u>Rank</u> | <u>Qualification</u> |
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| O 009 | CLINICS MAINTENANCE (POST) | | | | | |
| S 005 | EX INFRA:MAINT&REP:BUILDINGS | | | | | |
| A 007 | CLINICS & COMMUNITY HEALTH CENTRE | | | | | |
| P 004 | MAINTENANCE A (CUR) | | | | | |
| I 003 | GOODS AND SERVICES | 0.00 | 0.00 | 16,000.00 | 16,000.00 | |
| I 005 | P/P:CONTRCTD MAINT PROP | 0.00 | 0.00 | 16,000.00 | 16,000.00 | |
| TOTAL | I 003 | GOODS AND SERVICES----- | 0.00 | 0.00 | 16,000.00 | 16,000.00 |
| TOTAL | P 004 | MAINTENANCE A (CUR)----- | | | | |
| P 004 | MAINTENANCE B (CUR) | | | | | |
| I 003 | GOODS AND SERVICES | 3,659.30 | 0.00 | 8,000.00 | 4,340.70 | |
| I 005 | P/P:CONTRCTD MAINT PROP | 3,659.30 | 0.00 | 8,000.00 | 4,340.70 | |
| TOTAL | I 003 | GOODS AND SERVICES----- | 3,659.30 | 0.00 | 8,000.00 | 4,340.70 |
| TOTAL | P 004 | MAINTENANCE B (CUR)----- | 3,659.30 | 0.00 | 24,000.00 | 20,340.70 |
| TOTAL | A 007 | CLINICS & COMMUNITY HEALTH CENTRE ----- | 3,659.30 | 0.00 | 24,000.00 | 20,340.70 |
| TOTAL | S 005 | EX INFRA:MAINT&REP:BUILDINGS----- | 3,659.30 | 0.00 | 24,000.00 | 20,340.70 |