

SharePoint



KZN Health &gt; Components &gt; Supply Chain Management

AdvertQuote



Mnyezima Ntokozo ▾ ?

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


## Quotation Advert

Opening Date: 2021-09-13 *11:5 2021/09/15*   
Closing Date: 2021-09-17 *2021/09/23*   
Closing Time: 11:00

## INSTITUTION DETAILS



Institution Name: Select... *EDUMBE CHC*   
Province: KwaZulu-Natal  
Department or Entity: Department of Health  
Division or section: Central Supply Chain Management  
Place where goods / services is required: EDUMBE CHC  
Date Submitted: 2021-09-10 *2021/09/14* 

## ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ:  
EDU144/21/22  
Item Category: Select... *SERVICE*   
Item Description: SERVICING OF SWITCH GEAR

Quantity (if supplies) AS PER SPECIFICATION

## COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Select...   
Date: N/A   
Time:  
Venue:

QUOTES CAN BE COLLECTED FROM: ADVERT

QUOTES SHOULD BE DELIVERED TO: EDUMBE CHC

## ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: SITHEMBILE  
Email: edumbescm@gmail.com  
Contact Number: 0349958557  
Finance Manager Name: N.N. VUNDLA

Finance Manager Signature:

  
No late quotes will be considered

STANDARD QUOTE DOCUMENTATION SOFTWARE CHAIN MANAGEMENT OVER R50 000.00

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: EDUMBE COMMUNITY HEALTH CENTRE

DATE ADVERTISED: 10/09/2021 15/09/2021 CLOSING DATE: 17/09/2021 23/09/21 CLOSING TIME: 11:00

FACSIMILE NUMBER: ..... E-MAIL ADDRESS: edumbescm@gmail.com

PHYSICAL ADDRESS: STAND NO. 463, EDUMBE MAIN STREET, PAULPIETERSBURG, 3180

ZNQ NUMBER: **EDU 144/21/22**

DESCRIPTION: SERVICING OF SWITCH GEAR AT EDUMBE CHC

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

CAPACITY UNDER WHICH THIS QUOTE IS SIGNED.

[illegible]

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

Contact Person: **SITHEMBILE**.....Tel: **0349958557**  
E-Mail Address: **ngematsq@gmail.com**

Contact Person: **Mr S. Ngema**.....Tel: **0349958540**

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to quote (includes a price quotation, advertised competitive quote, limited quote or proposal). In view of possible allegations of favouritism, should the resulting quote, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the quote(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the quote.
2. In order to give effect to the above, the following questionnaire must be completed and submitted with the quote.
  - 2.1. Full Name of bidder/representative.....
  - 2.2. Identity Number: .....
  - 2.3. Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....
  - 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? YES ☐ NO ☐
- (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the quote.)*
- 2.8.2.2. If no, furnish reasons for non-submission of such proof: .....
- 2.9. Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES ☐ NO ☐
- 2.9.1. If so, furnish particulars: .....
- 2.10. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this quote? YES ☐ NO ☐
- 2.10.1. If so, furnish particulars: .....
- 2.11. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this quote? YES ☐ NO ☐
- 2.11.1. If so, furnish particulars: .....
- 2.12. Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES ☐ NO ☐
- 2.12.1. If so, furnish particulars: .....

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

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

## 4 DECLARATION

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

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

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

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

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

## SPECIAL CONTRACT CONDITIONS OF QUOTATIONS

SCC

### 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  take place
- (ii) Date  /  /  Time  :  Place

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;                           | (iv) a description and quantity or volume of the goods or services supplied; |
| (ii) the name and address of the recipient;  | (v) the official department order number issued to the supplier;             |
| (iii) an individual serialized number and the date upon which the tax invoice is issued; | (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

SBD 6.1

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:

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

Ps = Points scored for price of bid under consideration  
 Pt = Price of bid under consideration  
 Pmin = 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		NO	
-----	--	----	--

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		NO	
-----	--	----	--

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.

**WITNESSES**

1. ....

2. ....

**SIGNATURE(S) OF BIDDERS(S)**

DATE: .....

ADDRESS.....

.....

.....

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



**SERVICING OF ELECTRICAL SWITCH GEAR AT EDUMBE CHC**

**(TECHNICAL SPECIFICATIONS)**

**Institution: EDUMBE CHC  
Date : 01 APRIL 2021**

## TECHNICAL SPECIFICATION

All work shall be carried in compliance to the OHS Act and National Building Code of Practices and Regulations and the SANS 10142-1 Wiring Code.

### 1.1 GENERAL

This Technical Specification shall be read in conjunction with all other sections of the Specification and cognizance shall be taken of the clauses relevant to this particular installation, whether any specific clauses are referred to or not. The matters observed during the site visit shall be taken into account when carrying out the work.

### 1.2 SCOPE OF WORK

#### 1.3 Transformer

For reference: Before isolation, record loadings, check labels, blanks, connections, meters and indication.

- 1.3.1 Audio and Visual inspection before isolation and lockout
- 1.3.2 Replace silica gel.
- 1.3.3 Test insulating oil. The test must include the following:
  - Electrical parameters: Dielectric strength, specific resistance, dielectric dissipation factor.
  - Chemical parameters: Water content, acidity, sludge content.
  - Physical parameters: Viscosity, flash point, pour point.
- 1.3.4 Megger test LV windings and produce records to institution.
- 1.3.5 Ensure thermocouple pockets have oil.
- 1.3.6 Inspect cable boxes for signs of leakage and repair where evident
- 1.3.7 Inspect for transformer oil leaks and repair where evident
- 1.3.8 Inspect LV bushing for contamination and cracking of insulation,
- 1.3.9 Check paint integrity to steel structure, paint where necessary.
- 1.3.10 Check and test earthing and provide records (Test results)
- 1.3.11 Test all functionalities of the Bucholtz Relay and provide records of results and tests conducted. Mechanical inspection must be conducted.

### 2. Minisubstation – Outdoor type + RMU

For reference: Before isolation, record loadings, check labels, blanks, connections, meters and indication

- 2.1 Audio and Visual inspection before isolation and lockout
  - 2.2 Test insulating oil. The test must include the following:
    - Electrical parameters: Dielectric strength, specific resistance, dielectric dissipation factor.
    - Chemical parameters: Water content, acidity, sludge content.
    - Physical parameters: Viscosity, flash point, pour point.
  - 2.3 Megger test LV windings and produce records to institution.
  - 2.4 Ensure thermocouple pockets have oil.
  - 2.5 Inspect cable boxes for signs of leakage
  - 2.6 Inspect LV bushing for contamination and cracking of insulation,
  - 2.7 Check paint integrity to steel structure, paint where necessary.
  - 2.8 Check and test earthing and provide records (Test results)
- Ring Main Unit (RMU)**
- 2.9 Check for condition and integrity of fixed contacts, moving contacts, support insulators – provide technical comments
  - 2.10 Test opening and closing operation – provide technical comments
  - 2.11 Test earth operation – provide technical comments
  - 2.12 Test operation of mechanism as a whole, on, off and earth position indicators – provide technical comments
  - 2.13 Label marking where there is wear and tear.
  - 2.14 Test insulating oil. The test must include the following:
    - Electrical parameters: Dielectric strength, specific resistance, dielectric dissipation factor.
    - Chemical parameters: Water content, acidity, sludge content.
    - Physical parameters: Viscosity, flash point, pour point.
  - 2.15 Check and test operation of all safety interlocks
  - 2.16 Check cable termination points and ensure they are properly terminated and insulated.
  - 2.17 Ensure all connections are tight.
  - 2.18 Inspect and check for possible oil leaks.
  - 2.19 Check fuse fitted with striking pin uppermost
  - 2.20 Clean mini-substation
  - 2.21 Check and test operation of all safety interlocks
  - 2.22 Check cable termination points and ensure they are properly terminated and insulated.

- 2.23 Ensure all connections are tight.
- 2.24 Inspect and check for possible oil leaks.
- 2.25 Check fuse fitted with striking pin uppermost
- 2.26 Clean mini-substation

- 3. General – Items to quote for and replace as and when required
- 3.1 Replace oil temperature indicators if and when necessary
- 3.2 Transformer oil replacement

### 1.3 **GENERAL REQUIREMENTS**

- All associated switching operations by a competent person who has to substantiate the competency and experience in MV switching.
- Contractor with CIDB grading IEP or more eligible to bid.
- Authorized Accredited Experienced trade tested artisan to be utilized, proof of, trade certificate to be submitted with bid documents.
- Proof of accreditation of MV Switching as accredited, to be submitted with bid documents.
- Proof of accreditation to work on Eskom Switchgear, to be submitted with bid documents.

#### **Tenderers are to make special note of the following:**

The whole activities under the scope of the work installation shall be in accordance with the Occupational Health and Safety Act 85/1993 as amended and all regulations framed therein and shall be carried out to the satisfaction of the Department of Health.

Competent workmen skilled in their trade shall carry out all work. Quality shall be of the best standard practice and all workmanship will be subject to the approval of the Department of Health.

Medium Voltage switching of the network shall be carried out by the contractor. The contractor shall substantiate medium voltage switching competence and experience for which documents shall be attached along with the tender documentation.

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

All apparatus, component parts, fittings and materials employed in the execution of the Contract shall be new and unused and shall be the latest type or pattern of the particular manufacture employed. S.A.B.S. mark bearing items shall be used wherever possible.

The complete installation must be guaranteed against defective parts and workmanship for the period specified after the date of issue of the Completion Certificate. This period shall run concurrently with the maintenance period.

Rates are to include for commissioning and testing of the complete installation and handing over in working order ready for use.

Tenderers are advised to visit the site and acquaint themselves fully with the site conditions and nature and full extent of work involved prior to submitting their bid. Claims on the grounds of insufficient information in such respects or otherwise will not be entertained.

The Department of Health reserves the right to make emergency repairs to keep the equipment in operation without voiding the Contractor's Guarantee, nor relieving the Contractor of his/her responsibility during the guarantee period when, after proper notice, the Contractor fails to attend to such emergency repairs. All costs incurred by the administration under these circumstances will be for the account of the Contractor.

- 1.4 The site for the works is Edumbe CHC located at Paulpietersburg in KwaZulu Natal.
- 1.5 The work shall be completed within 3 days maximum from the date of site handover.
- 1.6 The Department reserves the right to increase or decrease the quantities, as and when required, in which case a site instruction or variation order to add, or omit, will be issued and the total quoted price will be amended accordingly.

- 1.7 The quoted service price shall be inclusive of all, materials, labour, consumables, travel, transport, attendance at site meetings etc.
- 1.8 The successful tenderer shall confirm his/her program of works to the Department's Representative seven (7) days prior to commencing each planned service.
- 1.9 Access for servicing shall be by arrangement with the official in charge on site.
- No claims arising from the contractor failing to make prior arrangement for access to the site will be entertained.
- 1.10 Work shall only commence on receipt, by the service provider, of an official order.
- 1.11 Health and Safety Requirements  
It is required that a project specific Health and Safety Plan, for the work to be executed under the contract project shall be submitted for approval, by the Department's Representative, before any work commences.
- 1.12 Plant Shut Down  
Prior approval shall be obtained from the responsible official on site for the shutdown of any plant for service and repair work. Sufficient notice shall be given as the site is a hospital working in full operation.
- 1.13 Notice of Testing and Commissioning  
The Department's Representative: works shall receive not less than one weeks advance notice of any tests requiring to be witnessed by him/her.
- 1.14 Familiarization with the Site  
Tenderers are required to familiarize themselves with the site.
- Claims on the grounds of lack of acknowledge, in such respect, or otherwise, will not be entertained.
- 1.15 Co-Ordination  
The contractor shall co-ordinate the works in liaison with the Department's Representative.
- 1.16 Disruptions on Site  
The minimum of disruption to the functioning of the site facilities is required.
- 1.17 Cleanliness on Site  
Due diligence is to be exercised, at all times, in respect of cleanliness in the work area.
- 1.18 Guarantee Period
- a) The Service Provider shall unconditionally guarantee all servicing and repair work performed together with all materials and spare parts (inclusive of electrical components) supplied by him/her for a minimum period of six (6) months from the date of acceptance of the Works.
  - b) Should any part of the complete Works perform unsatisfactorily so as to become detrimental to its functional use the service provider shall replace any such part of the complete Works with equipment as prescribed by the Employer without delay and at his/her own cost.

## SCHEDULE OF PRICES

### PREAMBLE TO THE SCHEDULE OF PRICES

1. All prices shall be quoted in the currency of the Republic of South Africa and will be fixed. Only where exchange rates have been stated in the quotation document, as at two weeks (14 days) prior to closing date of this quotation, will such exchange rate fluctuation be taken into account in the variation of the cost of the imported items/equipment.
2. The Tenderer shall enter a price against each item in the schedule of prices. If the Tenderer fails to enter a price against any item in the schedule of prices the relevant cost of such item shall be regarded as being covered by other prices in the schedule of prices.
3. **The prices quoted against each item of these schedules shall cover the full inclusive cost of everything required for the execution of the work under the item plus an apportionment of any cost involved in meeting the obligations and liabilities imposed by the conditions of contract and in complying with the specifications.**
4. The prices quoted for the supply of plant and equipment shall include for all handling, loading, transporting and off-loading required for the delivery of the plant and equipment to the site, including in the case of off-site storage for double handling at the store.
5. The prices quoted for erection and installation shall include for all handling, loading, transporting and off-loading, to take plant and equipment to place on site where required, erection, installation, painting, commissioning, operating, testing, adjusting, handing over in proper working order and guarantee for a period of 12 months, all as specified.
6. The tendered rates and amounts must exclude Value Added Tax (VAT) but must include all levies, other taxes and duties on items to which they apply. Separate provision has been made in the Summary of Schedule of Prices for the addition of VAT.
7. Amounts allowed for contingencies will be spent in part or as a whole at the sole discretion of the Department of Health's "Representative".
8. The Schedule of Prices shall be completed and signed in **black ink**. Corrections must be done by deleting, re-writing and initialing next to the amendment.
9. Electrical and Mechanical work is not measured according to the Standard Procedures of Building Work.
10. The scope of work carried out will be re-measured at completion and the final cost of the works will be adjusted accordingly.

**Bill of Quantities**

**SCHEDULE OF PRICES: MATERIALS, COMPONENT/ANCILLARY PARTS  
AND SUB CONTRACT WORK**

The service provider shall add here, ALL materials, components/ancillary parts which are required for the completion of the work quoted for, In the event that more pages are required, this page may be copied.

ITEM	DESCRIPTION	MANU- FACTURER	FIGURE/MODEL NO.	QTY	UNIT COST	TOTAL COST (Excluding VAT)		
						BOUGHT OUT	PRO- PRIETARY	SUB CONTRACT
1	<b><u>Transformer</u></b>							
	<b><u>For reference:</u></b> Before isolation, record loadings, check labels, blanks, connections, meters and indication							
1.1	Audio and Visual inspection before isolation and lockout							
1.2	Replace silica gel.							
1.3	Test insulating oil. The test must include the following: Electrical parameters: Dielectric strength, specific resistance, dielectric dissipation factor. Chemical parameters: Water content, acidity, sludge content. Physical parameters: Viscosity, flash point, pour point.							
1.4	Megger test LV windings and produce records to institution.							
1.5	Ensure thermocouple pockets have oil.							
1.6	Inspect cable boxes for signs of leakage and repair where evident							
1.7	Inspect for transformer oil leaks and repair where evident							
1.8	Inspect LV bushing for contamination and cracking of insulation,							
1.9	Check paint integrity to steel structure, paint where necessary.							
1.10	Check and test earthing and provide records (Test results)							
1.11	Test all functionalities of the Bucholtz Relay and provide records of results and tests conducted. Mechanical inspection must be conducted.							
2	<b><u>Minisubstation – Outdoor type + RMU</u></b>							
	<b><u>For reference:</u></b> Before isolation, record loadings, check labels, blanks, connections, meters and indication							
	Audio and Visual inspection before							



2.1	isolation and lockout							
2.2	Test insulating oil. The test must include the following: Electrical parameters: Dielectric strength, specific resistance, dielectric dissipation factor. Chemical parameters: Water content, acidity, sludge content. Physical parameters: Viscosity, flash point, pour point.							
2.3	Megger test LV windings and produce records to institution.							
2.4	Ensure thermocouple pockets have oil.							
2.5	Inspect cable boxes for signs of leakage							
2.6	Inspect LV bushing for contamination and cracking of insulation,							
2.7	Check paint integrity to steel structure, paint where necessary.							
2.8	Check and test earthing and provide records (Test results)							
	<b><u>Ring Main Unit (RMU)</u></b>							
2.9	Check for condition and integrity of fixed contacts, moving contacts, support insulators – provide technical comments							
2.10	Test opening and closing operation – provide technical comments							
2.11	Test earth operation – provide technical comments							
2.12	Test operation of mechanism as a whole, on, off and earth position indicators – provide technical comments							
2.13	Label marking where there is wear and tear.							
2.14	Test insulating oil. The test must include the following: Electrical parameters: Dielectric strength, specific resistance, dielectric dissipation factor. Chemical parameters: Water content, acidity, sludge content. Physical parameters: Viscosity, flash point, pour point.							
2.15	Check and test operation of all safety interlocks							
2.16	Check cable termination points and ensure they are properly terminated and insulated.							
2.17	Ensure all connections are tight.							
2.18	Inspect and check for possible oil leaks.							
2.19	Check fuse fitted with striking pin							

	uppermost							
2.20	Clean mini-substation							
2.21	Check and test operation of all safety interlocks							
2.22	Check cable termination points and ensure they are properly terminated and insulated.							
2.23	Ensure all connections are tight.							
2.24	Inspect and check for possible oil leaks.							
2.25	Check fuse fitted with striking pin uppermost							
2.26	Clean mini-substation							
3	<b><u>General – Items to quote for and replace as and when required</u></b>							
3.1	Replace oil temperature indicators if and when necessary							
3.2	Transformer oil replacement							

<b>Carried To Collection Summary</b>	<b>PS 1</b>	<b>R</b>	
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### **COLLECTION SUMMARY**

**INSTITUTION: EDUMBE CHC**

### **SERVICING OF ELECTRICAL SWITCH GEAR AT EDUMBE CHC**

**NOTE:**

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

Collection Summary PS 1	R		
SUB-TOTAL	R		
ADD Provision for Value Added Tax			
Allow 15% of SUB-TOTAL			
<b>TOTAL: CARRIED TO FORM</b>	<b>R</b>		

**All technical enquiries, during office hours to be directed to:**  
**Edumbe CHC**  
**Maintenance Division**  
**Mr S.T. Ngema**  
**034 995 8540**