



## Quotation Advert

Opening Date:	2021-09-17
Closing Date:	2021-10-01
Closing Time:	11:00
<b>INSTITUTION DETAILS</b>	
Institution Name:	St Mary's Marianhill
Province:	KwaZulu-Natal
Department or Entity:	Department of Health
Division or section:	Central Supply Chain Management
Place where goods / services is required	No.1 Hospital road, Abbot Fransics Monastery, Marianhill 3610
Date Submitted	2021-09-16
<b>ITEM CATEGORY AND DETAILS</b>	
Quotation Number:	ZNQ: SMM/192/22
Item Category:	Services
Item Description:	REPAIR OF LEAKING ROOF IN FINANCE OFFICE  REFER TO ATTACHED DETAILED SPECIFICATION
Quantity (if supplies)	N/A
<b>COMPULSORY BRIEFING SESSION / SITE VISIT</b>	
Select Type:	Compulsory Site Visit
Date :	2021-09-22
Time:	10:00AM
Venue:	ST MARY'S HOSPITAL MARIANHILL - MAIN GATE
QUOTES CAN BE COLLECTED FROM:	QUOTES MAY BE DOWNLOADED OR COLLECTED DURING SITE VISIT
QUOTES SHOULD BE DELIVERED TO:	ST MARY'S HOSPITAL - TENDER BOX OR EMAIL
<b>ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:</b>	
Name:	Mr. S Kweyama
Email:	Sanele.Kweyama@kznhealth.gov.za
Contact Number:	031 717 1111
Finance Manager Name:	Mr. S Mthethwa
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 MARY'S DISTRICT HOSPITAL**  
 DATE ADVERTISED: **17/09/2021** CLOSING DATE: **01/10/2021** CLOSING TIME: **11:00**  
 FACSIMILE NUMBER: ..... E-MAIL ADDRESS: **Sanele.Kweyama@kznhealth.gov.za**  
 PHYSICAL ADDRESS: **No.1 Hospital Road, Abbot Francis Monastery, Marianhill 3610**

ZNQ NUMBER: **SMM/193/22**

DESCRIPTION: **REPAIR OF LEAKING ROOF IN FINANCE OFFICE**

CONTRACT PERIOD **ONCE OFF** VALIDITY PERIOD **60 Days** SARS PIN.....  
 (if applicable)

CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO.

UNIQUE REGISTRATION REFERENCE

DEPOSITED IN THE QUOTE BOX SITUATED AT (STREET ADDRESS)

**No.1 Hospital Road, Abbot Francis Monastery, Marianhill 3610**

**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
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**[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]**

ZNQ NUMBER: SMM/193/22

DESCRIPTION: REPAIR OF LEAKING ROOF IN FINANCE OFFICE

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

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

Item No	Quantity	Description	Brand & model	Country of manufacture	Price	
					R	c
		REPAIR OF:				
	X 01 UNITS	LEAKING ROOF IN FINANCE				
		COMPULSORY SITE VISIT				
		DATE: 22 - 09- 2021				
		TIME: 10:00 AM				
		VENUE: ST MARY'S HOSPITAL MARIANHILL				
		MAIN GATE				
		REFER TO ATTACHED DETAILED SPECIFICATION				
VALUE ADDED TAX @ 15% (Only if VAT Vendor)						
TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)						

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

<p><b>Enquiries regarding the <u>quote</u> may be directed to:</b></p> <p>Contact Person: <b>Mr. S Kweyama</b> Tel: <b>0317171111</b></p> <p>E-Mail Address: <b>Sanele.Kweyama@kznhealth.gov</b></p>	<p><b>Enquiries regarding <u>technical information</u> may be directed to:</b></p> <p>Contact Person: <b>Miss GP Ndaba</b> Tel: <b>0839794558</b></p>
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## DECLARATION OF INTEREST

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

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

- 2.1. Full Name of bidder/representative ..... 2.4. Company Registration Number: .....  
 2.2. Identity Number: ..... 2.5. Tax Reference Number: .....  
 2.3. Position occupied in the Company (director, trustee, shareholder?): ..... 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

<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);  
 b) any municipality or municipal entity;

- c) provincial legislature;  
 d) national Assembly or the national Council of provinces; or  
 e) Parliament.

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

## SPECIAL CONTRACT CONDITIONS OF QUOTATIONS

### 1. AMENDMENT OF CONTRACT

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

### 2. CHANGE OF ADDRESS

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

### 3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION

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

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

- 4.1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.  
 4.2. Under no circumstances whatsoever may the quotation/bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.  
 4.3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.  
 4.4. Quotation submitted must be complete in all respects.  
 4.5. Any alteration made by the bidder must be initialed.  
 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 ☒ YES 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

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

7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- 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-BBE 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.....

.....  
.....

**NOTE:** This estimate form shall be used for Repair work, when the scope of work is not known and only one quotation is obtained. The work done shall be measured on completion and shall be at proven time, travel and costs in accordance with the Contract ZNB5730/2014H Clause B31 to B33

<b>PROVINCE OF KWAZULU-NATAL - DEPARTMENT OF HEALTH</b>													
<b>ESTIMATE FORM FOR : CONTRACT ZNB 5730/2014-H &amp; ZNB 5731/2013-H: THE MAINTENANCE AND REPAIR OF FIXED MECHANICAL PLANT, EQUIPMENT AND INSTALLATIONS INSTALLED IN KWAZULU-NATAL PROVINCIAL HOSPITALS, CLINICS AND BUILDINGS</b>													
<b>SUBMIT TO: SUPPLY CHAIN MANAGEMENT</b>	<b>FOR ATTENTION: SCM</b>												
<b>INSTITUTION: ST MARY'S DISTRICT HOSPITAL</b>	<b>NSI NO.: 153/2021</b>												
<b>SCOPE OF WORK:</b> (A description of the work quoted for is required).													
<b>REPAIR OF LEAKING ROOF IN FINANCE OFFICE</b>													
<p>I/We hereby quote for the above work in accordance with the conditions as specified in Contract ZNB5730/2014H.</p> <p>Materials, component/ancillary parts: Firm Price. When applicable a detailed list of materials etc. showing unit costs shall be provided.</p>													
A.	<table style="width: 100%;"> <tr> <td>Quoted for Bought Out Items</td> <td>(Excluding VAT)(Carried forward)</td> <td style="text-align: right;">R</td> </tr> <tr> <td>Mark Up @ ..... %</td> <td>(Maximum Mark Up = 20% for values R0.00 to R299 999.99)</td> <td style="text-align: right;">R</td> </tr> <tr> <td>Mark Up @ ..... %</td> <td>(Maximum Mark Up = 15% for values R300 000.00 to R500 000.00)</td> <td style="text-align: right;">R</td> </tr> <tr> <td>Mark Up @ ..... %</td> <td>(Maximum Mark Up = 13% for values over R500 000.00)</td> <td style="text-align: right;"></td> </tr> </table>	Quoted for Bought Out Items	(Excluding VAT)(Carried forward)	R	Mark Up @ ..... %	(Maximum Mark Up = 20% for values R0.00 to R299 999.99)	R	Mark Up @ ..... %	(Maximum Mark Up = 15% for values R300 000.00 to R500 000.00)	R	Mark Up @ ..... %	(Maximum Mark Up = 13% for values over R500 000.00)	
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<b>Time required for completion ..... weeks from receipt of official order.</b>													
NAME OF SERVICE PROVIDER: <span style="float: right;">ZNB 5730/2014H</span>													
CIDB REGISTRATION NUMBER .....	CIDB CATEGORY:												
CSD NO: MAAA	UNIQUE NO:												
SERVICE PROVIDER'S AUTHORISED SIGNATURE:	QUOTE REF No												
NAME IN BLOCK LETTERS:	DATE:												
COMPANY STAMP:													

**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.

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TOTAL AMOUNT (A) (B) (C) TO BE CARRIED FORWARD TO PAGE 1

D.1 **SCHEDULE OF PRICES**  
**LABOUR, SUBSISTENCE, TRAVEL AND TRANSPORT REPLACEMENT AND**  
**ADDITIONAL EQUIPMENT**

D.1.1	LABOUR	No. of	TOTAL HOURS	RATE/HR	AMOUNT
a)	Artisans	.....	.....	R 351.45	R.....
b)	Apprentice	.....	.....	R 138.45	R.....
	1 <sup>st</sup> Year	.....	.....	R 175.73	R.....
	2 <sup>nd</sup> Year	.....	.....	R 210.87	R.....
	3 <sup>rd</sup> Year	.....	.....	R 310.45	R.....
	4 <sup>th</sup> Year	.....	.....	R 166.14	R.....
c)	Semi-skilled	.....	.....	R 87.86	R.....
d)	Unskilled	.....	.....		
D.1.2	SUBSISTENCE	No. of	TOTAL DAYS	RATE/24HR DAY	
a)	Artisans	.....	.....	R 511.50	R.....
b)	Apprentice	.....	.....	R 511.50	R.....
c)	Semi-skilled	.....	.....	R 511.50	R.....
d)	Unskilled	.....	.....	R 511.50	R.....
D.1.3	HOTEL/ACCOMMODATION	No. of Persons	No. of Nights	Cost per Night as per Suppliers Invoice	
	.....	.....	.....	R.....	
NOTE: When applicable you may only claim for Accommodation <u>OR</u> Subsistence <b>NOT</b> both					
D.1.4	TRAVEL		TOTAL Km	RATE/Km	
D.1.4.1	From service provider's premises to site .....			Petrol   Diesel	
a)	trips (skilled)			Delete as applicable	
	@ ..... km per trip			R 8.37   R 8.37	R.....
b)	.....trips (Semi-skilled)			R 6.06   R 6.06	R.....
	@ .....km per trip				
D.1.4.2	From accommodation to site				
a)	..... trips (skilled)			R 8.37   R 8.37	R.....
	@ .....km per trip				
b)	.....trips (semi-skilled)			R 6.06   R 6.06	R.....
	@ .....km per trip				
D.1.5	ADDITIONAL LABOUR TRAVELLING WITH DRIVER		TOTAL HOURS	RATE/HR	AMOUNT
a)	..... x Additional Artisan/s ..... trips (skilled) @ ..... km per trip ÷ 80km/hr			R 351.45	R.....
b)	..... x Additional Semi-Skilled ..... trips (semi) @ ..... km per trip ÷ 80km/hr			R 166.14	R.....
c)	..... x Additional Unskilled ..... trips (unskilled) @ ..... km per trip ÷ 80km/hr			R 87.86	R.....
d)	..... x Additional Apprentice/s ..... trips (semi) @ ..... km per trip ÷ 80km/hr			R.....	R.....
SUBTOTAL CARRIED FORWARD TO PAGE 4					R.....

SUBTOTAL BROUGHT FORWARD FROM PAGE 3					R.....
D.1.6	TRANSPORT		TOTAL Km	RATE	
a)	Haulage to site ..... trips				
	@ .....km per trip		2.5 tone	R 10.33	R.....
	@ .....km per trip		3 tone	R 11.98	R.....
	@ .....km per trip		5 tone	R 13.87	R.....
	@ .....km per trip		7 tone	R 16.09	R.....
	@ .....km per trip		10 tone	R 18.64	R.....
b)	Cranage to and on site @ sub contract rate		R.....	x 1.10	R.....

TOTAL AMOUNT CARRIED FORWARD TO PAGE 1 ITEM (D) R.....



# END-USER SPECIFICATION FORM

Quote Number: 2NQ/8mm/193/22

Item Description: Fixing finance office leaking roof

Department/Section: SYSTEMS (MAINTENANCE) Purpose of Item: To ensure there are no leaks in the departments

## 1. Pre-qualification criteria if any:

1.1. Is the item required to have a regulatory body certification (e.g. SABS, SANS, SANAS, ISO, CIDB, etc.)? Yes / No:

Regulatory Body / certification required if Yes: SABS CIDB

1.2. Is a compulsory site inspection / briefing session required? / yes

if Yes, specify: Date 22/09/2021 Time 10:00am Place St Mary's Hospital Marisburg

1.3. Is local production and content part of the quote? Yes / No

if Yes, specify: \_\_\_\_\_

1.4. Provisions of section 4(1)(a) of the PPPFA Regulations, 2017 if applicable? Yes / No

if Yes, specify: \_\_\_\_\_

1.5. Liability Cover insurance? Yes / No

if Yes, specify: up to 1 million copy attached

## 2. What is the specification of the required item?

List specifications to be advertised	Comment
1. Kindly see attached specification	
2.	
3.	
4.	
5.	

## 3. Does a sample need to be submitted? Yes / No (select option 3.1 or 3.2)

3.1. Deadline for submission if Yes: Date 11/11 Time 10:00 Place \_\_\_\_\_

or

3.2. Specify that samples must be made available when requested in writing. Yes ☐ or No ☐

## 4. Penalties to be noted by the suppliers:

4.1. If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance.

List evaluation criteria / special terms and conditions to be advertised (if applicable)			
1.	Pre-qualification criteria	Does the offer meet the pre-qualification criteria?	
2.	Administrative	Does the offer comply to stipulated administrative requirements?	
3.	Conformance:	Was the product made or service performed to specifications?	
4.	Performance:	Will/does the product/service fulfil its performance obligation, in a manner that releases the supplier from all liabilities under the contract?	
5.	Features:	What characteristics does the product or service have?	
6.	Reliability:	How long can a product go between failures and the need for maintenance? (guarantee)	
7.	Durability:	What is the useful life for the product? How will the product hold up under extended use?	
8.	Serviceability:	How easy is it to repair, maintain or support the product or service? (customer support)	
9.	Ability & Capacity	The ability and capacity of the vendor to execute the contract	
10.	Preference points	Preferential Procurement System (80/20) if applicable	
Name of End-user (in full)		Name of SCM Rep (in full)	
Designation / Rank (in full)		Designation / Rank (in full)	
Signature		Signature	
Date		Date	

Standard End-User Specification Form



# KWAZULU-NATAL PROVINCE

HEALTH  
REPUBLIC OF SOUTH AFRICA

St Marys District Hospital  
Private Bag x16 – Ashwood – 3600  
Tel: 031 7771155 Fax: 031 717 1000 Email: gloria.zamisa@kznhealth.gov.za  
www.kznhealth.gov.za

ASSISTANT DIRECTOR:  
SYSTEMS

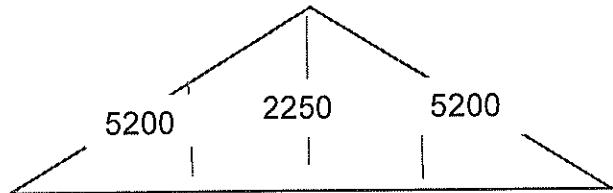
## SPECIFICATION FOR: RE CONSTRUCTION OF ROOF IN FINANCE DEPARTMENT

NO	COMPULSORY SPECIFICATION REQUIREMENTS	YES or NO
1	Bidders must note that answers must be provided to every technical (technical specification) requirement in this Quotation Specification example YES or NO and where there are deviations, these deviations must be clearly specified. The space provided under "Bidder's Comments" for each clause must be used for this purpose. Bidders who neglect to provide answers to every technical (technical specification) requirement in this Quotation Specification will be disqualified. Bidders must note that abbreviated answers e.g. N/A etc. <b>will not be</b> accepted. Bidders must also note that no part of any technical (technical specification) in this Bid Specification may be altered. Where there are traces of alterations found to the technical specification in this document during the evaluation, the Evaluation Committee will reserve the right to disqualify the bidder. The use of correcting fluid/tippex will disqualify the quotation. <b>THIS DOCUMENT CANNOT BE RE-TYPED.</b>	
2	<b>Compulsory Site Meeting :</b>	
3	<b>COMPULSORY: VALID CIDB REGISTRATION : Minimal Grade 2 CIDB GB AND EB</b> <b>COMPULSORY: CERTIFIED COPIES OF NHBRC CERTIFICATE REGISTRATION</b> <b>COMPULSORY: BILL OF QUANTITIES DOCUMENT MUST BE COMPLETED IN FULL</b> <b>COMPULSORY: PROOF OF PREVIOUS WORK CONDUCTED ATTACHED DOCUMENT</b> <b>COMPULSORY: Trusses must be manufactured by the approved factory.</b>	
4	Only businesses in the required industrial sector relevant to the quote will be considered. Awards will be made in terms of companies core business operations. <b>OFFICIAL DOCUMENTATION:</b>	
5	5.1 Compulsory Official price quotation page 5.2 Compulsory Official SBD Forms 5.3 Compulsory Original Valid SARS 5.4 Compulsory Valid CIDB Certificate – copies must be certified by a Commissioner of Oaths 5.5 Valid BBBEE Certificate – copies must be certified by a Commissioner of Oaths to qualify for Preference Points. 5.6 Compulsory CSD Registration	



**No. 6 RE CONSTRUCTION OF ROOF IN FINANCE DEPARTMENT****SPECIFICATION FINANCE MANAGER OFFICE**

- Original finance manager office was a standalone garage with roof facing opposite direction from the main house.
- Between the garage and the main house it's used to be a car port which was converted into the storeroom, then the box gutter was installed to control the water flow between the storeroom, finance managers office and the main house. When it's heavy rain the water will flood toward finance managers office and storeroom.

NO.	DESCRIPTION	QUANTITY	AMOUNT
01	As the result the whole roof need to be relined.		
02	Finance managers office has a two walls with the crack. (in suit toilet and his office)		
03	The storeroom has two walls that need to be upgraded from single wall into double wall.  i. Wall 1 is 11m <sup>2</sup> ii. Wall 2 is 8m <sup>2</sup>		
04	Both walls need to be built with common bricks, plaster and painted.		
05	After the roof is built storeroom 22 m <sup>2</sup> ceiling to be installed		
06	Below is the example of trusses diagram  		

- KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING

07	<p><u>Kindly see attached drawing:</u></p> <p>seven for 7700 opening seven for 8600 opening Nine hundred (900) partition need small cable, to match new cable on left hand side of finance manager office.</p> <p>Storeroom area 3600 x 6m =22m<sup>2</sup>for floor and ceiling.</p> <ul style="list-style-type: none"> <li>• Roof plastic 80m<sup>2</sup></li> <li>• Buttons 38 x 38 x 100 treated</li> <li>• 6 length of 6m fascia board</li> <li>• 4 length of 6m bush board</li> <li>• 2000 common brick for cable</li> <li>• 4000 common brick for adding on two single walls</li> <li>• Put new lights in both offices 3led tubes</li> <li>• Renovated building area must be painted with existing paint.</li> </ul> <p><u>Floor in office next to finance manager office</u></p> <ul style="list-style-type: none"> <li>• Install 31m<sup>2</sup>vinyl matt and black vinyl skating</li> <li>• In the same area we got 3m<sup>2</sup> ramp that need anti slip matt</li> <li>• There is a kitchen before the store room with 12m<sup>2</sup> must install vinyl matt with black vinyl skating.</li> </ul> <p>NB: roof trusses must be manufactured by the approved roof trusses manufactures</p> <ul style="list-style-type: none"> <li>• All the rubble must be removed from the hospital premises.</li> </ul>		
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**No. 7 SAFETY**

NO.	DESCRIPTION	QUANTITY	AMOUNT
01	Health and safety officer		
02	Health and safety file		

**GENERAL NOTES:**

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- KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING

findings and a bill of quantities document for any identified repairs.

- 8.5 To perform the work required in terms of this contract during normal working hours except in the case of an emergency.
- 8.6 To allow for Contractor inspections by an Inspector from the Department of Labour, workmen, lights, tools, instruments and other equipment required by the inspector for the purpose of the inspection.
- 8.7 To allow for any additional inspections called for by the OHSA (Occupational Health and Safety Act) 85, of 1993 – this mandatory requirement will form part of this contract. State if your company offers random OHSA inspections for the purpose of the inspection.
- 8.8 Contractor must supply all user manuals and service manuals or guides on in house maintenance if required and all relevant information with regard to service intervals both major and minor services – to be handed to maintenance manager.
- 8.9 Quoted Price must be held firm for the duration of the contract. It is the Contractor's responsibility to take a forward cover for any future increase in charges, taxes, duty etc. that maybe imposed on the Contractor in respect of servicing, materials and parts.

### **GENERAL TERMS AND CONDITIONS**

- 9.1 The Contractor to commence work on receipt of order or prior arrangement.  
Contractor to ensure he/she informs the Maintenance Manager of planned Services with approximate down time. There after fixed service dates and approximate down time. Only the authorised person/s will permitted on site repairing.
- 9.2 Contractors to work within normal working hour's i.e. 07H00 to 15H30, unless prior arrangements have been agreed on and authorized for afterhours work on site. Entrance and exit for authorized afterhours work - the Contractor must at all times report to and sign in and out with the Security Supervisor on site.
- 9.3 The contractor and contractor employees are required to report to the Maintenance Supervisor or Official in Charge upon arrival and prior to departure from the institution.
- 9.4 Compulsory: Signing in and out in the Contractors Register. The Register must be signed by all contract staff on site (Company name, Contractor personnel/staff with title/designation as per page 3 of 5 of the BILL OF QUANTITIES Document).
- 9.5 Compulsory compliance to the OHS ACT 85 of 1993, National Building Regulations & the institution agreed on terms for the duration of the contract.
- 9.6 The Contractor will ensure the area/s where the contract is under way, the area/s closest to and within this area is always kept clean and safe for all persons. Ensure proper visible signage is in place indicating restricted areas is in place for the duration of the work in progress and removed on completion of the contract.
- 9.7 Handing over certificate, Safety Certificates, invoice/s, and job card will ONLY be accepted, once the site is cleared of all rubble/debris/unwanted scrap, under the supervision of the maintenance manager. No scrap metal or redundant parts, materials, equipment or plant to be removed off site without prior written authority from the Systems Manager.
- 9.8 The contractor shall make timeous arrangements with the maintenance manager to inspect all work carried out on the Generators prior to departure off site.
- 9.9 Should any part of the complete works perform unsatisfactorily, so as to become detrimental to its

functional use, the contractor shall replace any such part, or the complete works, with equipment as prescribed by the institution without delay at his/her own cost.

Any damages caused to the building, plant or working area due to contractor negligence, will be repaired at the contractor's cost before the end of the contract or the costs will be deducted from the final invoice of the current work in progress,

9.10 Failure to comply with the contract will result in penalties being levied as per the general conditions on the quotation price page.

9.11 The contractor shall submit his/her final invoice only after all work is satisfied as per the technical specification of the contract, together with all written guarantees not less than 12 months, safety & completion certificates, written reports if required and signed off job card. Together with the required instruction manuals, service intervals and written maintenance advice on the internal up keep of the generators.

9.12 All work carried out must be to the satisfaction of the Chief Artisan / Systems Manager or an Engineer requested by the Department's to endorse such work carried out. The Department reserves the right to consult or confirm all work undertaken by the awarded Contractor.

**9.13 NO SUB CONTRACTING WILL BE ALLOWED FOR THIS CONTRACT. ONLY COMPANIES SPECIALISING IN THIS FIELD WILL BE CONSIDERED. SHOULD THE CONTRACTOR REQUIRE THE SERVICES OF AN AGENT OR A SPECIALIST SUB CONTRACTOR IN THIS FIELD EXTERNAL TO HIS/HER COMPANY – THIS MUST BE INDICATED IN THE BILL OF QUANTITIES DOCUMENT & IN THE OFFICIAL PRICE QUOTATION PAGE**

**ONLY OFFICIALLY AUTHORIZED PERSON/S WILL BE GRANTED ACCESS INTO THE INSTITUTION TO WORK FOR THE DURATION OF THE REPAIRS.**

- Contractor to report to the maintenance artisan for the site briefing.
- All material to be SABS approved.
- All necessary safety precautions to be adhered to OHS Act.
- Any damaged of hospital property will be repaired by the contractor at his/ her cost.
- Contractor is advised to visit the site prior to submitting quotes.
- all workmanship to be guaranteed for six months
- Contractor to remove rubble and make good to site before handover.
- All work carried out to be satisfaction of hospital management
- No storage will be provided for materials and equipment
- All contractor staff must be identifiable on site.
- Contractor to submit after service report

G.P. NDABA  
SENIOR SYSTEMS MANAGEMENT OFFICER

G.B ZAMISA  
ASSISTANT DIRECTOR: SYSTEMS

DATE: -----