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KZN HEALTH

## KZN Health Intranet

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

## AdvertQuote



## Quotation Advert

Opening Date: 2022-08-15

Closing Date: 2022-09-05

Closing Time: 11:00

## INSTITUTION DETAILS

Institution Name: King Edward VIII hospital

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required: St.Adians Hospital

Date Submitted: 2022-08-12

## ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: KEV496-22

Item Category: Services

Item Description: SECURITY OFFICE AC INSTALLATION-QUOTATION ATTACHED TO THE ADVERT PLEASE PRINT IT AND BRING IT WITH YOU FOR BRIEFING SESSION SO THAT ITS CAN BE STAMP AND SIGN ,FAILRE TO DO SO WILL RESULTS TO DISQUALIFICATION

Quantity (if supplies):

## COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Compulsory Briefing Session

Date: 2022-08-24

Time: 10:00

Venue: ST.AIDAINS HOSPITAL

QUOTES CAN BE COLLECTED FROM: QUOTATION ATTACHED TO THE ADVERT

QUOTES SHOULD BE DELIVERED TO: KEH TENDER BOX

## ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: MR N TSAULWAYO/MR E ALLERSON

Email:

Contact Number: 031 360 3701/080 4706 685

Finance Manager Name: MRS V MZANTATO

Finance Manager Signature:

No late quotes will be considered

STANDARD QUOTE DOCUMENTATION OVER R30 000.00

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: KING EDWARD VIII HOSPITAL
DATE ADVERTISED: 15-08-2022 CLOSING DATE: 05-09-2022 CLOSING TIME: 11:00
FACSIMILE NUMBER: 031 205 6722 E-MAIL ADDRESS:
PHYSICAL ADDRESS: Gate 2 Francois Road Congela

QUOTE NUMBER: KEv496/22

DESCRIPTION: Security office AC installation

CONTRACT PERIOD: VALIDITY PERIOD 60 Days SARS PIN:
(if applicable)

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

UNIQUE REGISTRATION REFERENCE [Grid]

DEPOSITED IN THE QUOTE BOX SITUATED AT (STREET ADDRESS)
[Redacted]

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.

QUOTATIONS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RETYPED)

THIS QUOTE IS SUBJECT TO THE FOLLOWING EVALUATION PROCESS

- QUOTATIONS WILL BE EVALUATED FOR COMPLIANCE TO ADMINISTRATIVE AND SPECIFICATION REQUIREMENTS INCLUDING BUT NOT LIMITED TO BIDDER'S DISCLOSURE, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
PROPOSALS MAY ALSO BE EVALUATED ON FUNCTIONALITY IF APPLICABLE AND STATED IN THIS DOCUMENT.
QUALIFYING PROPOSALS WILL THEN BE EVALUATED ON PRICE ONLY

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY 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)



## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. BIDDER'S DECLARATION

- 2.1. Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State Institution

- 2.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

- 2.2.1 If so, furnish particulars: .....

- 2.3. Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

- 2.3.1 If so, furnish particulars: .....

### 3. DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1. I have read and I understand the contents of this disclosure;
- 3.2. I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6. There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Name of Bidder

.....  
Signature

.....  
Position

.....  
Date

<sup>1</sup> The power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

## GENERAL CONDITIONS OF CONTRACT

### 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 Department is under no obligation to accept the lowest or any quote.
- 3.2. The Department reserves the right to communicate in writing with vendors in cases where information is incomplete or where there are obscurities regarding technical aspects of the offer, to obtain confirmation of prices, in cases where it is evident that a typing, written, transfer or unit error has been made, to investigate the vendor's standing and ability to complete the supply/service satisfactorily.
- 3.3. **ALL DECISIONS TAKEN BY THE DEPARTMENT ARE FINAL, INCLUDING THE AWARD OR CANCELLATION OF THIS QUOTATION.**
- 3.4. The price quoted must include VAT (if VAT vendor).
- 3.5. Should a bidder become a VAT vendor after award or during the implementation of a contract, they may not request the VAT percentage from the Department as the service provider made an offer during the period they were not registered as a VAT vendor. The Department is only liable for any VAT from registered VAT vendors as originally stated on the quotation document.
- 3.6. The bidder must ensure the correctness & validity of the quotation:
- (i) *that the price(s), rate(s) quoted cover all for the work/item (s) & accept that any mistakes regarding the price (s) & calculations will be at the bidder's risk*
- (ii) *it is the responsibility of the bidder to confirm receipt of their quotation and to keep proof thereof.*
- 3.7. 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.
- 3.8. This quotation will be evaluated based on the, specification, correctness of information and/or functionality criteria. All required documentation must be completed in full and submitted.
- 3.9. Offers must comply strictly with the specification.
- 3.10. Only offers that meet or are greater than the specification will be considered.
- 3.11. Late offers will not be considered.
- 3.12. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
- 3.13. Used/ second-hand products will not be accepted.
- 3.14. A bidder not registered on the Central Suppliers Database or whose verification has failed will not be considered.
- 3.15. All delivery costs must be included in the quoted price for delivery at the prescribed destination.
- 3.16. 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.
- 3.17. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.18. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered.
- 3.19. Verification will be conducted to identify if bidders have multiple companies and are cover-quoting for this bid.
- 3.20. In such instances, the Department reserves the right to immediately disqualify such bidders as cover-quoting is an offence that represents both corruption and acquisition fraud.

### 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. Quotations submitted must be complete in all respects. However, where it is identified that information in a bidder's response, which does not affect the price, is incomplete in any respect, the said supplier meets all specification requirements and offers the lowest price, the Department reserves the right to request the bidder to complete/ submit such information.
- 4.5. Any alteration made by the bidder must be initialled; failure to do so may render the response invalid.
- 4.6. Use of correcting fluid is prohibited and may render the response invalid.
- 4.7. Quotations 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.
- 4.10. The Department is under no obligation to pay suppliers in part for work done if the supplier can no longer for fulfil their obligation.



**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 two 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: .....
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**8. STATEMENT OF SUPPLIES AND SERVICES**

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

**9. TAX COMPLIANCE REQUIREMENTS**

- 9.1. 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.**
- 9.2. 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.**

## 10. TAX INVOICE

10.1. 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.                            |

## 11. 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.

## 12. PENALTIES

- 12.1. 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.
- 12.2. 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.
- 12.3. 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.
- 12.4. 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.

## 13. TERMINATION FOR DEFAULT

- 13.1. 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.
- 13.2. 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.
- 13.3. 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.

## 14. THE DEPARTMENT RESERVES THE RIGHT TO DISQUALIFY ANY QUOTATION WHICH FAILS TO COMPLY WITH THE ABOVE.

**Quote Number:** \_\_\_\_\_

**Note:** Complete end user specification document to be read prior attending the site meeting. Any un-clear details of document, to e brought to the attention of KEH SCM department for cancelation of advert prior attending the site meeting.

**Item Description:** AC installation

**Department/Section:** Security camera office

**Purpose of Item:** New instal

**1. Pre-qualification criteria if any:**

1.1. **Is the works required to have a regulatory body certification (e.g. SABS, SANS, SANAS, ISO, CIDB, etc.)? Yes :**

- 1.1.1.1. SANS 347:2012
- 1.1.1.2. Repairor person to carry on his person SARACCA A4 registered and valid card
- 1.1.1.3. The entire system and AC installation shall be in accordance to SANS 10147-2014 standards
- 1.1.1.4. SANS 10142 electrical standards
- 1.1.1.5. ECBSA electrician registration
- 1.1.1.6. Company must be at least CIDB 2ME Registered

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

if Yes, specify: Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_:\_\_\_\_:\_\_\_\_ Place Maintenance

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**

if Yes, specify: SCM Regulations

1.5. **Liability Cover insurance? Yes**

if Yes, specify: Yes; 3<sup>rd</sup> party liability cover/insurance

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

	Specifications to be advertised	Compulsory completion: Will comply yes /no
	<b>Foreword</b>	
a)	<b>Security requirements</b> No person is allowed to wonder around in the hospital, other than the designated place of work.(food requirements to be brought with prior entering premises)	
b)	<b>Onsite ablution facilities</b> Designated facilities will be shown on day of site meeting	
c)	<b>Safety requirements</b> Safety induction of all contractor personnel shall be arranged with health and safety officer prior arranging work registration meeting with Project leader.	
2.1	<b>Works required:</b> Install 18000 BTU Corner MID WALL SPLIT (cooling and heating (Non Inverter type) system indoor and outdoor unit with cooling COP rating 3.5 or higher	
2.2	<b>Site meeting measurements of work</b>	
2.2.1	<b>NOTE:</b> BTU sizes shall be as stipulated and not lower capacity of lesser futures.	
2.2.2	All measurements of all items required in this installation are the sole responsibility of the contractor. Any miscalculation of any item or procedure for the installation needs of ac units will be for the contractor account. All measurements will be done on day of site meeting.	
2.3	<b>Electrical requirements</b>	
2.3.1	All AC units shall be controlled via hardwired controller unit <b>only</b> and mounted at least 1.5mt from floor level. Note: No loose remote/s will be accepted and it must not be included in the tender document.	
2.3.2	Install IP65 rated enclosure with isolator switch (suitably current rated) and grommets with in 500mm from condenser unit.	
2.3.3	Install suitably rated circuit breaker with correctly sized power supply cable, and electrical	



2.3.4	cable saddles to nearest DB Mark AC evaporator unit, Condenser unit, IP65 rated Isolator switch and DB circuit breaker for Electrical supply identification with suitable non-wearing and fading, electrical labelling.	
2.4	<b>Evaporator condensate plumbing requirements</b>	
2.4.1	Install correct fall angle of evaporator condensate drainage is as per manufactures recommendation. (Special attention "hole through wall angle") and close all holes made with cement and sand mix ratio 1:3. And plaster primer paint dried cement and paint matched paint as per existing wall paint.	
2.4.2	Install and PVC glue outside suitable evaporator conduit condensate drainage in a vertical manner and secure conduit every 300 mm with nylon cable tie wall plug mounts and cable ties to and in nearest drain gully centre with appropriate PVC bends.	
2.5	<b>Tender quoting requirements:</b>	
2.5.1	<p>The following terminology 'pipe kit, Drain kit, Mount and bracket kit' will not be allowed in Bill of material quote document. All equipment, installation material and fasteners need to be quoted for individually in bill of quantities quote form/s per AC unit. Failure to do so, the tender will not be considered.</p> <p><b>Note:</b> All units and material to be used shall be quoted for each unit, but only invoice for what has actually been measured and used and supplier's invoices attached to invoice. (All wastage and short comings shall be for the contractors account without exceeding original tendered amount.</p> <p><b>Note:</b> All units that require change in electrical supply feed 230v to 380v (Due to possible BTU size increase), shall be measured on day of site meeting.</p> <p><b>Note:</b> Contractor to budget for proper routing and length of supply cable and be measured on day of installation and invoiced accordingly and supplier's invoices attached to invoice.</p>	
2.6	<b>QTY of Staff allowed for works</b>	
2.6.1	Physical fitment of units shall be carried out only by 1 qualified B4 registered air conditioner installer artisan (Attach qualifications to tender) and that has SARACCA A4 valid gas card on his person at all times while executing the works.	
2.6.2	And 1 unskilled person holding the step ladder for the artisan and the unskilled person must be trained in the use and securing of step ladders for use by artisan.	
2.7	<b>Site reporting manner</b>	
2.7.1	<b>(Compulsory)</b> All staff shall report at maintenance at 07H30 and when ready to leave site at 15H30 and at this time call project leader/Maintenance manager to inspect works before leaving site. (Contact details of project leader/Maintenance manager mentioned in this paragraph are to be obtained on site before any works starts.)	
2.7.2	All works not installed to the satisfaction of the department project leader shall be rectified promptly on the same or very next working day.	
2.7.3	All documentation of ac units must be handed over to department project leader.	
2.7.4	Every day, site is to be cleared of all unused material and material that came from installation process, and carted off site.	
2.7.5	Storage of un-installed units, installation material shall be stored at contractor's premises.	
2.7.6	All traveling km's, time start, time completed, description of work done, list is materials used, artisan name, signature, assist and name and their hours of work spend on site, completed, shall be listed and documented in standard '55G,2147,2234 type maintenance contract' job card format.	
2.7.6	Any staff member leaving the site during working time, shall complete the job card and sign off on the contractors register before leaving the site. On his return shall write out a new job card indicating the time he resumed work. (No person is to be left on site without the B4 registered artisan being present).	
2.8	<b>Compliance requirements on works completion</b>	
2.8.1	Electrical COC SANS 10142 shall be conducted and certificate issued.	
2.8.2	SARACCA AC unit Fully completed COC certificate shall be issued for each AC unit	

# END-USER SPECIFICATION FORM

	installed with relevant model and serial numbers indicated on COC certificate and invoicing.	
2.9	<b>Invoice supporting documents</b>	
2.9.1	All suppliers invoices for all items bought and what was in contractors stock (that was used on site) shall be supplied at the end of the works with the invoice and all relevant documents .	
2.9.2	Documented proof obtained from SARACCA COC body that copies of COC has been filed /submitted with SARACCA and to be attached to invoice.	
2.9.3	A 5 Year no gas leak written guarantee (company letter head) shall be issued for machines installed with model and serial numbers clearly listed on document.	
2.9.4	A 3 Year condenser ac compressor written guarantee (company letter head) shall be issued for each machine installed with model and serial numbers clearly indicated.	
2.9.5	A 1 Year ac evaporator assembly written guarantee (company letter head) shall be issued for each machine installed with model and serial numbers clearly indicated.	

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

3.1. Deadline for submission if Yes: Date      /      /      Time 11:00 Place: **As advertised**

3.2. Specify that samples must be made available when requested in writing. **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.

**5. What is the evaluation criteria / special terms and conditions to be advertised?**

List evaluation criteria / special terms and conditions to be advertised (if applicable)		
1.	Pre-qualification criteria	SARACCA refrigeration A4 or higher gas card certified copy (Front and Back) to be attached to tender of person that will be doing the works.
2.	Administrative	SARACCA A4 registered person that will be doing the work , certified copy of SARACCA A4 (Front and back) to be attached to tender. Certified copy of electrician qualifications to conduct COC to be attached to tender
3.	Conformance:	SARACCA refrigeration A4 or higher gas card certified copy ( Front and Back) to be attached to tender of person that will be doing the works.
4.	Performance:	Maximum of 2 days will be allowed for this works and with one artisan and one unskilled person holding the step ladder (that has been trained in the use of step ladders)
5.	Features:	Products must have the COP ratings specified in the tender or better
6.	Reliability:	The product offered by the company must be guaranteed as specified in specifications.
7.	Durability:	What is the useful life for the product? How will the product hold up under extended use?
8.	Serviceability:	Local suppliers details of spares of these units must be attached to tender document (customer support)
9.	Ability & Capacity	All staff (AC installer Trade test), COC Electrician (Trade test) qualifications to be used for this project (Certified copies) need to be attached to the tender document

Specification compiled by:		Specification approved by:-	
Name : (in full)	Eugene Allerston	Name (in full)	Louise
Designation / Rank (in full)	Acting Maintenance Manager	Designation/ Rank (in full)	SCO
Signature		Signature	
Date	11-07-2022	Date	19/7/22

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

**ESTIMATE FORM FOR : THE REPAIR TO BUILDINGS IN KWAZULU-NATAL PROVINCIAL HOSPITAL**

SUBMIT TO:	FOR ATTENTION:
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INSTITUTION:	ZNQ NO.:
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SCOPE OF WORK: (A description of the work quoted for is required).

I/We hereby quote for the above work in accordance with the conditions as specified in Tender document.

Materials, component/ancillary parts: Firm Price. A detailed list of materials etc. showing unit costs shall be provided.

A.	Quoted for Bought Out Items (Excluding VAT)(Carried forward)	R	
	Mark Up @ ..... % (Maximum Mark Up = 20% for values R0.00 to R500 000.00)	R	
B.	Quoted for Proprietary Items (Excluding VAT)(Carried forward)	R	
C.	Quote for Sub-Contract Items (Excluding VAT)(Carried forward)	R	
	Mark Up @ ..... %	R.....	

Actual work shall be carried out by primary contractor **ONLY**

D.	Labour, Travelling, Subsistence and Transport. This price shall be firm in respect of materials etc. quoted for. (Excluding VAT) (Brought forward)	R	
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E.	Less credit for redundant materials, parts and equipment if applicable	R ( )	
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SUBTOTAL R

VAT @ ..... % R

F.	This Price in SA Currency firm for 90 days from date of the estimate quotation and shall not be exceeded. To be measured on completion.	R	
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Time required for completion ..... weeks from receipt of official order.

NAME OF SERVICE PROVIDER: ..... ZNQ...../20....

CIDB UNIQUE NUMBER ..... CIDB CATEGORY.....

PROVINCIAL SUPPLIERS DATABASE REGISTRATION NUMBER: .....

SERVICE PROVIDER'S AUTHORISED SIGNATURE: ..... ZNQ No.....

NAME IN BLOCK LETTERS: .....

COMPANY STAMP: ..... DATE



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

D.1.1	LABOUR	Nó. of	TOTAL HOURS	RATE/HR		AMOUNT
a)	Artisans	.....	.....	R 300.00		R.....
b)	Apprentice	.....	.....	R 118.00		R.....
	1 <sup>st</sup> Year	.....	.....	R 150.00		R.....
	2 <sup>nd</sup> Year	.....	.....	R 180.00		R.....
	3 <sup>rd</sup> Year	.....	.....	R 265.00		R.....
	4 <sup>th</sup> Year	.....	.....	R 142.00		R.....
c)	Semi-skilled	.....	.....	R 75.00		R.....
d)	Unskilled	.....	.....	R 75.00		R.....
D.1.2	TRAVEL		TOTAL Km	RATE/Km		
D.1.2.1	From service provider's premises to site			Petrol	Diesel	
a)	..... trips(Driver) (skilled)	.....	.....	Delete as applicable		R.....
	@ ..... km per trip	.....	.....	R 7.78	R 7.58	R.....
b)	.....trips (Semi-skilled)(Driver)	.....	.....	R 5.80	R 5.60	R.....
	@ .....km per trip	.....	.....			
D.1.3	ADDITIONAL LABOUR TRAVELLING WITH DRIVER		TOTAL HOURS	RATE/HR		AMOUNT
a)	..... x Additional Artisan/s ..... trips (skilled) @ ..... km per trip + 80km/hr	.....	.....	R 300.00		R.....
b)	..... x Additional Semi-Skilled ..... trips (semi) @ ..... km per trip + 80km/hr	.....	.....	R 142.00		R.....
c)	..... x Additional Unskilled ..... trips (unskilled) @ ..... km per trip + 80km/hr	.....	.....	R 75.00		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.1.4	TRANSPORT		TOTAL Km	RATE
a)	Haulage to site ..... trips			
	@ ..... km per trip		2.5 tone	R 9.31
	@ ..... km per trip		3 tone	R10.80
	@ ..... km per trip		5 tone	R12.50
	@ ..... km per trip		7 tone	R14.50
	@ ..... km per trip		10 tone	R16.80
b)	Craneage to and on site @ sub contract rate		R.....	x 1.10
				R.....

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

**ANNEXTURE D**

WORKPLAN "A"/EXECUTION PLAN "B": AS PER SPECIFICATION ON KEY ...../21 OFFICIAL ORDER NO: .....

CARRY OUT (TYPE OF WORKS).....

**NOTE: WORK PLAN IS SUBJECTED TO WEATHER CONDITIONS**

	Day "A"		Date "B"		Completed	Institutional project leader signature	Comments
	Planned	Actual	Planned	Actual			
Date official order was received.					Yes/Partially/No		
Meet and handing in of safety file at safety officer	Day 1						
Safety file approval	Day 2						
File opening and pre-briefing meeting (Prior starting the works)	Day 3						
Meeting minutes signed by company director	Day 4						
Department/PLANT .....							
Equipment No/Room No.....							
Description of work to be done (for each day)	Day 5						
	Day 6						
	Day 7						
Department/PLANT .....							
Equipment No/Room No.....							
	Day 8						
	Day 9						
	Day 10						
	Day 11						
Department/PLANT .....							
Equipment No/Room No.....							
	Day 12						
	Day 13						
	Day 14						
	Day 15						
	Day 16						

Department/PLANT .....						
Equipment No./Room No.....						
	Day 17					
	Day 18					
	Day 19					
	Day 20					
	Day 21					
Department/PLANT .....						
Equipment No./Room No.....						
	Day 22					
	Day 23					
	Day 24					
	Day 25					
	Day 26					
Department/PLANT .....						
Equipment No./Room No.....						
	Day 27					
	Day 28					
	Day 29					
	Day 30					
	Day 31					

Company CEO/Director (BLOCK LETTERS).....

Company project leader (Block Letters).....

Company CEO/Director Signature.....

Company project leader Signature.....

Company dated stamp

