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AdvertQuote

KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

Quotation Advert

Opening Date: 2022-08-04

Closing Date: 2022-08-10

Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: Umzimkhulu hospital

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required: UMZIMKHULU HOSPITAL

Date Submitted: 2022-08-04

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ:
ZNQ/UKH/0040/23

Item Category: Services

Item Description: SERVICE OF FIRE EXTINGUISHERS AND FIRE DETECTOR

Quantity (if supplies): AS PER QUOTATION ATTACHED

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Not Applicable

Date:

Time:

Venue:

QUOTES CAN BE COLLECTED FROM: DOWNLOAD QUOTATION DOCUMENT ON KZNHEALTH WEBSITE

QUOTES SHOULD BE DELIVERED TO: UMZIMKHULU HOSPITAL TENDER BOX

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: PALESA

Email: palesa.lecheko@kznhealth.gov.za

Contact Number: 039 259 0310

Finance Manager Name:

Mrs L.N. Ngcobo

Finance Manager Signature:



No late quotes will be considered

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 interest¹ 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.

Table with 3 columns: 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 consortium² 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

1 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.

2 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.

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 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 or preference claims 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) & 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*
- (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 80/20 points system, 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 preference points or price, is incomplete in any respect, the said supplier meets all specification requirements and scores the highest points in terms of preference points and 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 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 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.**

TAX INVOICE

10.3. 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 PASS OVER ANY QUOTATION WHICH FAILS TO COMPLY WITH THE ABOVE.

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:

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

- 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 applicable box

(Tick

YES		NO	
-----	--	----	--

7.1 Will any portion of the contract be sub-contracted?

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.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>
--

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

SPECIFICATION FOR SERVICING OF FIRE DETECTION SYSTEMS

GENERAL NOTES

1. All scope needed to be checked on site prior to submission of a quote and to any works being undertaken, discrepancies to be reported to Chief Artisan before quotation & work is done.
2. Preparation work is critical important to all works, where an unusual situation is discovered, report to Chief Artisan prior to proceeding.
3. **Ensure that documents are correctly filled and specification documents are returned signed at the bottom each and every page. Make sure that certified copies of relevant required registrations are attached.**

NB: Only the following Service Providers are invited to quote for this service:

- Service providers that specialize on maintenance and repairs of fire detection systems and must be registered with SAQCC and must have CIDB category EB grading. SAQCC proof of Registration as a Fire Detection authorized person under the Commissioner/ Serviceman / Designer category (for this particular job) must be attached proof of registration for the serviceman who will be doing the job. SAQCC Registration title Card must be produce on site before commence of any work.

1. The Service provider shall also provide quotation template which shall be fully detailed as follows:

- 1.1. Itemized list of Materials/Spare Parts/Equipment, showing unit costs, contractors mark-up and subtotal
- 1.2. Labour hours, Unit Rate and Sub-Total
- 1.3. Kilometers, Unit Rate and Sub-Total (Specify number of trips)
- 1.4. Subsistence: Number of Nights Out, Unit Rate and Sub-Total.
- 1.5. VAT and Grand Total

2. Servicing

- 2.1. The service must be done according to The National Regulator for Compulsory Specifications Act (Act 5 of 2008)
- 2.2. Service according to the attached document
- 2.3. Running repairs must be done on site and signed by qualified serviceman/ qualified tradesman and other repairs required must also be filled on site.

- 2.4. Service provider must submit a detailed quotation of other repairs required using a quotation template as stated in item number one.
- 2.5. A detailed report upon completion of a maintenance visit must be provided, which will include each fire alarm system efficiency evaluation report.
- 2.6. **The attached check list must be filled accurately on site on present of our maintenance officer and returned. Payments will not be done if the check lists are not fully completed for each fire alarm system.**
- 2.7. Return all the pages and sign each and every page
- 2.8. Printer:
 - 2.8.1. Service provider must ensure that a printer/s is/are available which will be able to be connected to our panel before submitting a quotation for this job.
 - 2.8.2. Take a print out of all the sensors that are in service and state your findings.
 - 2.8.3. Generate printed reports of device analogue values and compare these values to the permitted values for each point and state your findings.
 - 2.8.4. Connect a planner to the panel and print out a complete system configuration from the panel software. Compare this to the system specification and verify that the system zoning, input-output mapping, and other settings have not been changed.
 - 2.8.5. Make sure that the printer is printing all events during the service.
- 2.9. To operate a manual call point use the Test Key. To operate a detector, use a smoke generator or heat source as appropriate to the type of detector.
- 2.10. Battery replacement: the battery should be clearly label with the date of installation and scheduled replacement date.
- 2.11. If any defects are discovered during the testing, they should be recorded in the log book and action taken to have them fixed.
- 2.12. Any servicing / corrective action that has been omitted from the check list should be noted and carried out during the service.
- 2.13. Battery operation test:
 - 2.13.1. Check that the battery is healthy. One method is to conduct an 'all-sounders on' operational test with the mains off and the system running on the batteries. This will test the batteries under full load. The battery voltage should be monitored during this test and should not fall below 24 volts.
 - 2.13.2. Remove one terminal and verify that the system reports a battery fault. Replace terminal, ensure that it is tight, and reset the panel.
 - 2.13.3. Clean the battery with damp cloth and lightly lubricate any exposed terminals with petroleum jelly if necessary.
- 2.14. Input-output configuration:
 - 2.14.1. Verify by testing that the input-output mapping operates as programmed.
 - 2.14.2. Activate an input, such as a sensor, call point or interface unite, and verify that the correct outputs operate.
 - 2.14.3. Check that outputs function correctly, for example, that they pulse, or operate continuously, that any delays operate correctly.
- 2.15. Building changes check
 - 2.15.1. Visually check that the internal structural layout of the building, including inter-office / wards partitioning, has not changed from the system specification to such an extent that it may affect the efficient operation of the fire alarm system.

- 2.16. Restore the system to normal condition:
- 2.16.1. Re-enable any disable devices, re-connect any disconnected devices, re-connect all external systems that were disconnected for the testing, and ensure that the system is left in 100% working.
- 2.16.2. Report to the chief artisan so that he can advise all staff that testing is complete, and that any alarm received now must be treated as real.
- 2.17. Issue the service certificate. "SANS 1475 registered companies can only legally issue a certificate of compliance concerning service of equipment in terms of 1475 Parts 1 & 2

Devices and panels that must be serviced and batteries that needs to be replaced

Panel type	Designation	Call point/MCP	Relay	Smoke detector	In ceiling smoke detector	Smoke detector sounder base	Sounder base only	Replace Batteries. Yes/No
BS EN54-2 control panel	Female combo	1	1	1	14	1	1	NO
BS EN54-2 power supply	Male acute A	1	1	1	14	1	1	NO
	Male acute B	1	1	1	14	1	1	NO
	Sub-acute	1	1	1	14	1	1	NO



Department of Health
PROVINCE OF KWAZULU-NATAL

UMzimkhulu psychiatric hospital
Private Bag x 514, UMzimkhulu 3297
Tel: 039 2590310 Fax: 039 2590149 Email: bhekizizwe.msibi@kznhealth.gov.za
www.kznhealth.gov.za

Dept.: Maintenance
Enquiries: Mr. Nxele M.M.

PROVINCE OF KWAZULU-NATAL
PREVENTIVE MAINTENANCE CHECK LIST

TYPE OF SERVICE : FIRE DETECTING EQUIPMENT
SCHEDULE FOR : SERVICE
SCHEDULE FREQUENCY : annually

INSTALLATION NAME :

REF :

SERVICE PROVIDER :

ORDER No. :

SERVICE

RUNNING REPAIRS

OTHER REPAIRS REQUIRED
SUBMIT A DETAILED QUOTATION

ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED (Fill)	IN ORDER	TIME TAKEN	DESCRIPTION OF SPARES & ACCESSORIES USED	DESCRIPTION OF OTHER REPAIRS REQUIRED
1.	Printer test				
2.	Check that LED's are operating by carrying out a lamp test				
3.	Test every manual call point,				
4.	Test all the detectors				
5.	Confirm operation of the sounders and				



	Identify any area of poor audibility			IN ORDER	TIME TAKEN	DESCRIPTION OF OTHER REPAIRS REQUIRED
6.	Confirm the operation of auxiliary items such as door closers					
7.	Replace battery as required and /or do the load test. Check battery operation.					
8.	Test the function of all the control and indicating equipment by operating a device in each zone.					
9.	Check and test all the ancillary functions of the fire panel.					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED (Fill)					
10.	Test the panel controls and check that all controls and keys functions,					
11.	Test and monitor earth leakage on systems with the earth leakage monitoring enabled.					
12.	All fault indicators and their circuits should be checked by simulation of the fault condition.					
13	Check connections and ensure that all terminals are tight and cables inside the panel are secured.					
14	Do the inspection to confirm that all cable fittings and equipment are secured, undamaged and adequately protected.					
15	Ensure that the fire alarm panel configuration complies with the Panel Configuration. Any changes should be verified with the Chief Artisan and the panel configuration record updated if the changes are authorized.					
16.	Test input-output configuration.					
17.	Verify that the standby power is sufficient					



UMzimkhulu psychiatric hospital
Private Bag x 514, UMzimkhulu 3297
Tel: 039 2590310 Fax: 039 2590149 Email: bhekizawe.ms1b@kznhealth.gov.za
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Dept: Maintenance
Enquiries: Mr. Nxele M.M.

	to for the system and make sure that the battery installed is sufficient to meet the system specifications.			
18.	Clean the panel exterior and interior			
19.	Set correct time and date on the panel.			
20.	Check building changes			
21.	Record any defects in the log book and report to the Chief Artisan.			
22.	Restore the system to normal condition			

I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT

NAME OF SERVICEMAN (BLOCK LETTERS):		SIGNATURE:		OFFICIAL STAMP:	
NAME/S OF ASSISTANT/S: SEMI SKILLED:					
NAME/S OF ASSISTANT/S: UNSKILLED:					
COMPANY NAME (BLOCK LETTERS):					
TIME IN:	TIME OUT:	TIME ON SITE:	DATE:		
FROM:	TO:	KM:	TO:	KM:	TOTAL KM:
				NAME OF RESPONSIBLE OFFICIAL ON SITE:	
				SIGNATURE:	

Signature of the bidder: _____

SCHEDULE OF RATES

WORK TO BE DONE AND SCHEDULE OF RATES:

Item	DESCRIPTION	UNIT	QTY	RATE/UNIT		Total Prize
				R	C	
	<p>NOTE:</p> <p>1). All rates for items contained in this Schedule of Rates must be computed excluding the applicable Value Added Tax.</p> <p>2). The Department of Health reserves the right to Negotiate rates in the Bill of Quantities.</p> <p>3). All rubble shall be removed from site and suitably disposed of.</p> <p>INSTITUTION: UMZIMKHULU HOSPITAL</p> <p>All rates quoted shall be inclusive of transport, labour and profit. All relevant mark-ups for specialist shall be included. The Bidder is advised that the institution is fully functional and Occupied and disruptions to services are to be kept to the bare minimum.</p>					
1	Servicing of devices and panels according to the attached specification and check list					
1.1	BS EN 54-2. 1998 Fire control panel BS EN 54-4. Power supply	Item	1			

Item	DESCRIPTION	UNIT	QTY	R	C	Total Prize
1.4	Call out points / MCP	Item	4			
1.5	Relay	Item	4			
1.6	Smoke detector	Item	4			
1.7	In ceiling smoke detector	Item	56			
1.8	Smoke detector sounder base	Item	4			
1.9	Sounder base only	Item	4			
1.10	Replace batteries	item	2			
1.11	2.13. Battery operation test (see 2.13 on the servicing specification)	item	1			
2	Servicing according to the attached specification and check list					
2.1	Printer test (see 2.8 on the servicing specification)	Fire detecting system	1			
2.2	Check that LED's are operating by carrying out a lamp test	Fire detecting system	1			
2.3	Check and test all the ancillary functions of the fire panel.	Fire detecting system	1			



Rietvllei Hospital
Private Bag x 501, Staffords Post, 4686
Tel: 039 2605235 Fax: 039 2600863 Email: gift-zikalala@kznhealth.gov.za
www.kznhealth.gov.za

Dept.: Maintenance
Enquires: Mr. Gift Zikalala

2.4	Test the panel controls and check that all controls and keys functions,	Fire protection system	1			
2.5	Test and monitor earth leakage on systems with the earth leakage monitoring enabled.	Fire detecting system	1			
2.6	General Servicing according to RSA standards, attached check list and specification and issuing of the certificate of compliance for the whole system.	Fire detecting system	1			
TOTAL						

Signature of the bidder: _____



SPECIFICATION FOR SERVICING OF FIRE firefighting systems and devices

GENERAL NOTES

1. All scope needed to be checked on site prior to submission of a quote and to any works being undertaken, discrepancies to be reported to Chief Artisan before quotation & work is done.
2. Preparation work is critical important to all works, where an unusual situation is discovered, report to Chief Artisan prior to proceeding.
3. **Ensure that documents are correctly filled and specification documents are returned signed at the bottom each and every page. Make sure that certified copies of relevant required registrations are attached.**

NB: Only the following Service Providers are invited to quote for this service:

- Service providers that specialize on maintenance and repairs of firefighting systems and devices / equipment and must be registered with SAQCC and must have CIDB category EB grading. SAQCC proof of Registration authorized person (for this particular job) must be attached proof of registration for the serviceman who will be doing the job. SAQCC Registration title Card must be produce on site before commencement of any work.

1. The Service provider shall also provide quotation template which shall be fully detailed as follows:

- 1.1. Itemized list of Materials/Spare Parts/Equipment, showing unit costs, contractors mark-up and subtotal
- 1.2. Labour hours, Unit Rate and Sub-Total
- 1.3. Kilometers, Unit Rate and Sub-Total (Specify number of trips)
- 1.4. Subsistence: Number of Nights Out, Unit Rate and Sub-Total.
- 1.5. VAT and Grand Total

2. Servicing

- 2.1. The service must be done according to The National Regulator for Compulsory Specifications Act (Act 5 of 2008)
- 2.2. Service provider must submit a detailed quotation of other repairs required using a quotation template as stated in item number one.
- 2.3. A detailed report upon completion of a maintenance visit must be provided, which will include efficiency evaluation report.
- 2.4. The attached check list must be filled accurately and returned. Payments will not be done if the check lists are not fully completed for each fire alarm system.



2.5. Return all the pages and sign each and every page

2.6. Building changes check

2.6.1. Visually check that the internal structural layout of the building, including inter-office / wards partitioning, has not changed from the system specification to such an extent that it may affect the efficient operation of the firefighting systems and devices.

2.7. Restore the system to normal condition:

2.7.1. Re-enable any disable devices, re-connect any disconnected devices, re-connect all external systems that were disconnected for the testing, and ensure that the system is left in 100% working.

2.7.2. Report to the chief artisan so that he can advise all staff that testing is complete, and that any alarm received now must be treated as real.

2.8. Issue the service certificate. "SANS 1475 registered companies can only legally issue a certificate of compliance concerning service of equipment in terms of 1475 Parts 1 & 2."

Devices and systems that must be serviced

PLACE	CHARGE	Type of fire extinguisher	No of Fire extinguisher	Fire Hose reel
Carpenter shop	13.45kg	Dry Chemical Powder	1	0
Plumber shop	9kg	Dry Chemical Powder	1	0
Paint shop	9kg	Dry Chemical Powder	1	0
Ezibeleni ward	13.12kg x2 9kg x1	Dry Chemical powder	3	0
Mthonjeni ward	0	Dry Chemical Powder	0	0
Male sub- acute	9kg	Dry Chemical Powder	0	2
Male acute B	0	Dry Chemical Powder	0	2
Female combo	13.45kg	Dry Chemical Powder	3	2
Male acute A	9kg	Dry Chemical Powder	1	2
DCR	13.45kg	Dry Chemical Powder	2	0
SCM	13.45kg	Dry Chemical Powder	3	2
Maintenance	13.45kg x 7 9kg x1	Dry Chemical Powder	15	0
House keeping	4.5kg	Dry Chemical Powder	6	0
Waste storage	9kg	Dry Chemical Powder	1	0

Old Laundry	13kg	Dry Chemical Powder	3	0
Pharmacy	13kg	Dry Chemical Powder	1	0
Pharmacy store room	13.45kg	Dry Chemical Powder	1	0
Main kitchen	13.45kg	Dry Chemical Powder	2	1
Hall	11.52kg	Dry Chemical Powder	3	0
Admin passage	13.45kg	Dry Chemical Powder	3	3
Second gate	13.45kg x1 9kg x1	Dry Chemical Powder	2	0
		Total	60	14

Total price for Hospital firefighting equipment = R-----

PROVINCE OF KWAZULU-NATAL

PREVENTIVE MAINTENANCE CHECK LIST

TYPE OF SERVICE : Automatic Fixed Installation/Fixed Automatically Operated Appliance:
SCHEDULE FOR SERVICE :
SCHEDULE FREQUENCY : annually

INSTALLATION NAME : REF :
SERVICE PROVIDER : ORDER No. :

ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED (FILL)	RUNNING REPAIRS		OTHER REPAIRS REQUIRED SUBMIT A DETAILED QUOTATION
		IN ORDER	DESCRIPTION OF SPARES & ACCESSORIES USED	
1.	1. Test the condition of wiring, controlling circuits and indicating equipment of all zone circuits. 2. Test the alarm condition on each zone.			DESCRIPTION OF OTHER REPAIRS REQUIRED
3.	Inspect the activation of common alarm circuits.			
4.	Inspect and note the operation of all indicators including fault warnings and of all alarm bells.			
5.	Examine the batteries and chargers including primary batteries when applicable. Report any necessary replacement.			
6.	Test all electrical circuits			
7.	Test each and every heat/smoke detector.			
8.	Inspect all gas cylinders. The gas content should be up to the specified standard in accordance with the relevant rules and regulations.			

ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED (Fill)	IN ORDER	TIME TAKEN	DESCRIPTION OF SPARES & ACCESSORIES USED	DESCRIPTION OF OTHER REPAIRS REQUIRED
9.	Inspect all warning notices and operating instructions.				
10.	Inspect/test all-time delay devices.				
11.	Inspect/service all automatic/manual release mechanism.				
12.	Inspect the operation of mechanical release unit.				
13	Inspect safety cut-out's for other equipment including power supply.				
14	Inspect all directional valves. Ensure the valves are returned to the design setting after test.				

I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT

NAME OF SERVICEMAN (BLOCK LETTERS):

SIGNATURE:

NAME/S OF ASSISTANT/S: SEMI-SKILLED:

NAME/S OF ASSISTANT/S: UNSKILLED:

COMPANY NAME (BLOCK LETTERS):

TIME IN:	TIME OUT:	TIME ON SITE:	DATE:
FROM:	TO:	KM:	TO:
		KM:	TOTAL KM:

OFFICIAL STAMP:

NAME OF RESPONSIBLE OFFICIAL ON SITE:

SIGNATURE:

PROVINCE OF KWAZULU-NATAL
 PREVENTIVE MAINTENANCE CHECK LIST

TYPE OF SERVICE : Fire Hydrant/Hose Reel System and Street Hydrant:
SCHEDULE FOR SERVICE :
SCHEDULE FREQUENCY : annually

INSTALLATION NAME : REF :
SERVICE PROVIDER : ORDER No. :

SERVICE **RUNNING REPAIRS** **OTHER REPAIRS REQUIRED**
SERVICE **DESCRIPTION OF SPARES & ACCESSORIES USED** **DESCRIPTION OF OTHER REPAIRS REQUIRED**
SERVICE **IN ORDER** **TIME TAKEN** **DESCRIPTION OF OTHER REPAIRS REQUIRED**
SERVICE **INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED (FIII)** **DESCRIPTION OF OTHER REPAIRS REQUIRED**

ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED (FIII)	IN ORDER	TIME TAKEN	DESCRIPTION OF SPARES & ACCESSORIES USED	DESCRIPTION OF OTHER REPAIRS REQUIRED
1.	Inspect the lowest, middle and topmost outlets of hydrant/hose reel system by wet drill which consists of coupling lengths of hose to the hydrant outlets and open the valves. A butterfly valve and rubber hose of sufficient length should be connected to the hydrant outlet when performing the test. Test & record the pressure and flow of the water supply on the lowest, middle and topmost hydrant at the following conditions:- i) without operating the fixed fire pump, or ii) when operating the fixed fire pump or pumps.				
2.	Cap the outlets of each hydrant outlet and check the operation of valves by opening/closing to their full extent.				
3.	Test the pressure of water supply of hydrant /hose reels				
4.	Test and check the flow and working pressure of each hose reel, and restore the hose after the test				
5.	Uncoil and examine every length of hose				
6.	Pressurise all piping and Report for leakage.				
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED (FIII)	IN ORDER	TIME TAKEN	DESCRIPTION OF SPARES & ACCESSORIES USED	DESCRIPTION OF OTHER REPAIRS REQUIRED



7.	Inspect the fire hydrants with quick coupler. The valves should be opened/ closed smoothly and the function of the quick coupler should be in good operation condition.				
8.	Inspect the fire service inlets. The stop valve should be opened and closed smoothly and the function of the non-return valve should be in good operation condition.				
9.	Inspect the function of fixed, booster, feed pumps & the associated rising mains, pump control panel and the associated fire alarm system.				
10.	Test the system according to the latest standards.				

I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT

OFFICIAL STAMP:

NAME OF SERVICEMAN (BLOCK LETTERS):

SIGNATURE:

NAME/S OF ASSISTANT/S: SEMI SKILLED:

NAME/S OF ASSISTANT/S: UNSKILLED:

COMPANY NAME (BLOCK LETTERS):

TIME IN:	TIME OUT:	TIME ON SITE:	DATE:	NAME OF RESPONSIBLE OFFICIAL ON SITE:	
FROM:	TO:	KM:	TO:	KM:	SIGNATURE:
				TOTAL KM:	

PROVINCE OF KWAZULU-NATAL
PREVENTIVE MAINTENANCE CHECK LIST

TYPE OF SERVICE : Portable Hand-operated Firefighting Appliances:
 SCHEDULE FOR : SERVICE
 SCHEDULE FREQUENCY : annually

INSTALLATION NAME : REF :
 SERVICE PROVIDER : ORDER No. :

ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED (FIII)	IN ORDER	TIME TAKEN	DESCRIPTION OF SPARES & ACCESSORIES USED	OTHER REPAIRS REQUIRED SUBMIT A DETAILED QUOTATION	DESCRIPTION OF OTHER REPAIRS REQUIRED
2.	Inspect the fire extinguisher thoroughly. All fire extinguishers shall be provided or stocked with a label after maintenance					

I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT

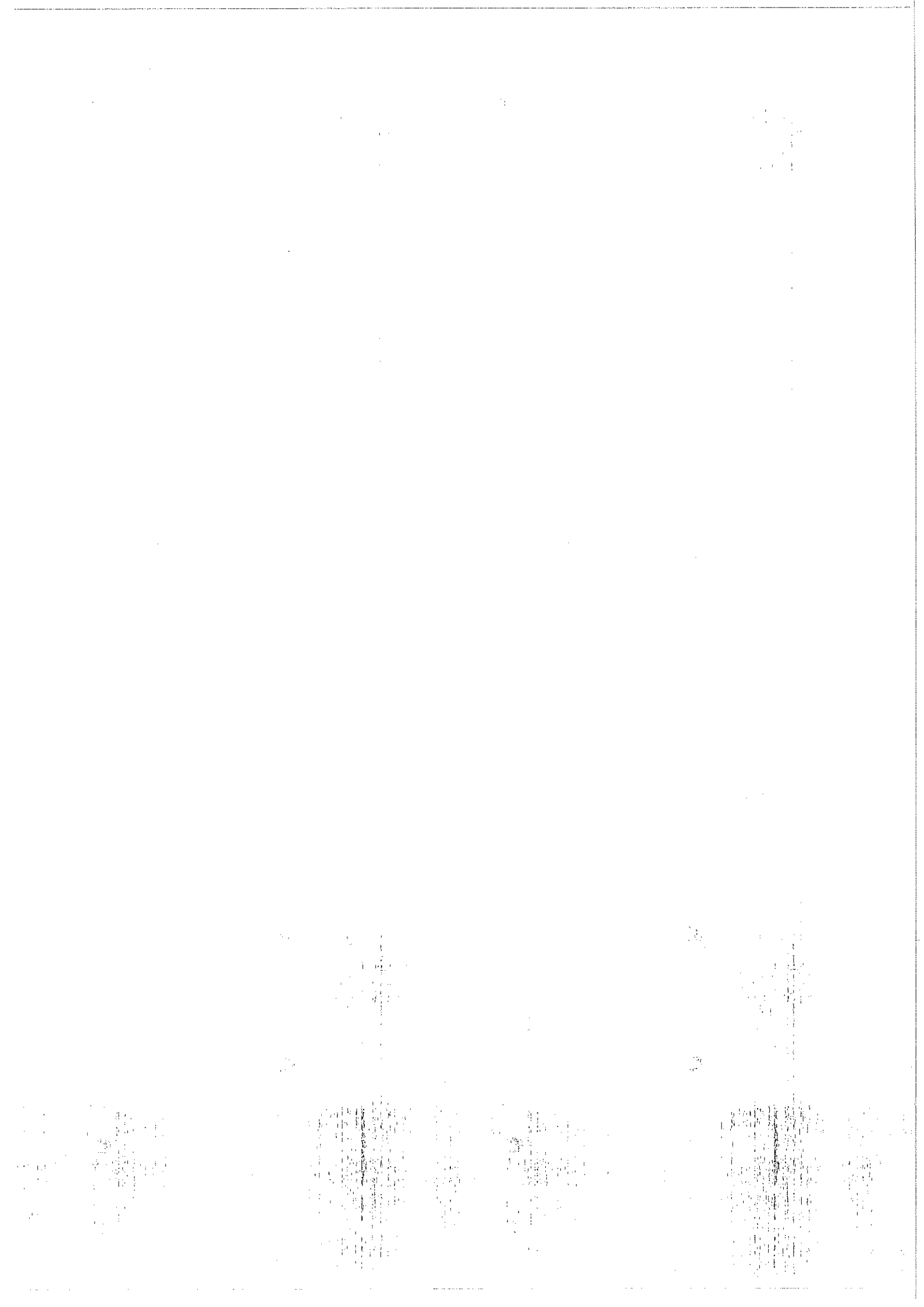
NAME OF SERVICEMAN (BLOCK LETTERS): SIGNATURE:
 NAME/S OF ASSISTANT/S: SEMI SKILLED:
 NAME/S OF ASSISTANT/S: UNSKILLED:
 COMPANY NAME (BLOCK LETTERS):

TIME IN: TIME OUT: TIME ON SITE: DATE:
 FROM: TO: KM: TO: KM: TOTAL KM:
 NAME OF RESPONSIBLE OFFICIAL ON SITE:
 SIGNATURE:

SCHEDULE OF RATES

WORK TO BE DONE AND SCHEDULE OF RATES:

Item	DESCRIPTION	UNIT	QTY	RATE/UNIT		Total Price
				R	c	
	<p>NOTE:</p> <p>1). All rates for items contained in this Schedule of Rates include labour & material and must be computed excluding the applicable Value Added Tax.</p> <p>2). The Department of Health reserves the right to Negotiate rates in the Bill of Quantities.</p> <p>3). All rubble and waste shall be removed from site and suitably disposed of.</p> <p>INSTITUTION: UMZIMKHULU HOSPITAL</p> <p>All rates quoted shall be inclusive of transport, labour and profit. All relevant mark-ups for specialist shall be included.</p> <p>The Bidder is advised that the institution is fully functional and Occupied and disruptions to services are to be kept to the bare minimum.</p>					
1	Remove all fire extinguishers to contractors site for servicing	item	60			
1	Service and refill 13,45kg Dry Chemical Powder fire extinguisher according to the required standard, attached specification and check list.	item	14			
2	Service fire hose reel according to the required standard, attached specification and check list.	item				
				SUB TOTAL		
			VAT			
			GRAND TOTAL			



SPECIFICATION FOR SERVICING OF FIRE DETECTION SYSTEMS

GENERAL NOTES

1. All scope needed to be checked on site prior to submission of a quote and to any works being undertaken, discrepancies to be reported to Chief Artisan before quotation & work is done.
2. Preparation work is critical important to all works, where an unusual situation is discovered, report to Chief Artisan prior to proceeding.
3. **Ensure that documents are correctly filled and specification documents are returned signed at the bottom each and every page. Make sure that certified copies of relevant required registrations are attached.**

NB: Only the following Service Providers are invited to quote for this service:

- Service providers that specialize on maintenance and repairs of fire detection systems and must be registered with SAQCC and must have CIDB category EB grading. SAQCC proof of Registration as a Fire Detection authorized person under the Commissioner/ Serviceman / Designer category (for this particular job) must be attached proof of registration for the serviceman who will be doing the job. SAQCC Registration title Card must be produce on site before commence of any work.

1. The Service provider shall also provide quotation template which shall be fully detailed as follows:

- 1.1. Itemized list of Materials/Spare Parts/Equipment, showing unit costs, contractors mark-up and subtotal
- 1.2. Labour hours, Unit Rate and Sub-Total
- 1.3. Kilometers, Unit Rate and Sub-Total (Specify number of trips)
- 1.4. Substistence: Number of Nights Out, Unit Rate and Sub-Total.
- 1.5. VAT and Grand Total

2. Servicing

- 2.1. The service must be done according to The National Regulator for Compulsory Specifications Act (Act 5 of 2008)
- 2.2. Service according to the attached document
- 2.3. Running repairs must be done on site and signed by qualified serviceman/ qualified tradesman and other repairs required must also be filled on site.

- 2.4. Service provider must submit a detailed quotation of other repairs required using a quotation template as stated in item number one.
- 2.5. A detailed report upon completion of a maintenance visit must be provided, which will include each fire alarm system efficiency evaluation report.
- 2.6. **The attached check list must be filled accurately on site on present of our maintenance officer and returned. Payments will not be done if the check lists are not fully completed for each fire alarm system.**
- 2.7. Return all the pages and sign each and every page
- 2.8. Printer:
 - 2.8.1. Service provider must ensure that a printer/s is/are available which will be able to be connected to our panel before submitting a quotation for this job.
 - 2.8.2. Take a print out of all the sensors that are in service and state your findings.
 - 2.8.3. Generate printed reports of device analogue values and compare these values to the permitted values for each point and state your findings.
 - 2.8.4. Connect a planner to the panel and print out a complete system configuration from the panel software. Compare this to the system specification and verify that the system zoning, input-output mapping, and other settings have not been changed.
 - 2.8.5. Make sure that the printer is printing all events during the service.
- 2.9. To operate a manual call point use the Test Key. To operate a detector, use a smoke generator or heat source as appropriate to the type of detector.
- 2.10. Battery replacement: the battery should be clearly label with the date of installation and scheduled replacement date.
- 2.11. If any defects are discovered during the testing, they should be recorded in the log book and action taken to have them fixed.
- 2.12. Any servicing / corrective action that has been omitted from the check list should be noted and carried out during the service.
- 2.13. Battery operation test:
 - 2.13.1. Check that the battery is healthy. One method is to conduct an 'all-sounders on' operational test with the mains off and the system running on the batteries. This will test the batteries under full load. The battery voltage should be monitored during this test and should not fall below 24 volts.
 - 2.13.2. Remove one terminal and verify that the system reports a battery fault. Replace terminal, ensure that it is tight, and reset the panel.
 - 2.13.3. Clean the battery with damp cloth and lightly lubricate any exposed terminals with petroleum jelly if necessary.
- 2.14. Input-output configuration:
 - 2.14.1. Verify by testing that the input-output mapping operates as programmed.
 - 2.14.2. Activate an input, such as a sensor, call point or interface unite, and verify that the correct outputs operate.
 - 2.14.3. Check that outputs function correctly, for example, that they pulse, or operate continuously, that any delays operate correctly.
- 2.15. Building changes check
 - 2.15.1. Visually check that the internal structural layout of the building, including inter-office / wards partitioning, has not changed from the system specification to such an extent that it may affect the efficient operation of the fire alarm system.

2.16. Restore the system to normal condition:

2.16.1. Re-enable any disable devices, re-connect any disconnected devices, re-connect all external systems that were disconnected for the testing, and ensure that the system is left in 100% working.

2.16.2. Report to the chief artisan so that he can advise all staff that testing is complete, and that any alarm received now must be treated as real.

2.17. Issue the service certificate. "SANS 1475 registered companies can only legally issue a certificate of compliance concerning service of equipment in terms of 1475 Parts 1 & 2

Devices and panels that must be serviced and batteries that needs to be replaced

Panel type	Designation	Call point/MCP	Relay	Smoke detector	In ceiling smoke detector	Smoke detector sounder base	Sounder base only	Replace Batteries. Yes/No
BS EN54-2 control panel	Female combo	1	1	1	14	1	1	NO
BS EN54-2 power supply	Male acute A	1	1	1	14	1	1	NO
	Male acute B	1	1	1	14	1	1	NO
	Sub-acute	1	1	1	14	1	1	NO

PROVINCE OF KWAZULU-NATAL
 PREVENTIVE MAINTENANCE CHECK LIST

TYPE OF SERVICE : FIRE DETECTING EQUIPMENT
 SCHEDULE FOR SERVICE :
 SCHEDULE FREQUENCY : annually

INSTALLATION NAME :

REF :

SERVICE PROVIDER :

ORDER No. :

SERVICE		RUNNING REPAIRS		OTHER REPAIRS REQUIRED SUBMIT A DETAILED QUOTATION
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED (FII)	IN ORDER	TIME TAKEN	DESCRIPTION OF OTHER REPAIRS REQUIRED
1.	Printer test			
2.	Check that LED's are operating by carrying out a lamp test			
3.	Test every manual call point,			
4.	Test all the detectors			
5.	Confirm operation of the sounders and			

	identify any area of poor audibility					
6.	Confirm the operation of auxiliary items such as door closers					
7.	Replace battery as required and /or do the load test. Check battery operation.					
8.	Test the function of all the control and indicating equipment by operating a device in each zone.					
9.	Check and test all the ancillary functions of the fire panel.					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED (FIII)	IN ORDER	TIME TAKEN	DESCRIPTION OF SPARES & ACCESSORIES USED	DESCRIPTION OF OTHER REPAIRS REQUIRED	
10.	Test the panel controls and check that all controls and keys functions.					
11.	Test and monitor earth leakage on systems with the earth leakage monitoring enabled.					
12.	All fault indicators and their circuits should be checked by simulation of the fault condition.					
13	Check connections and ensure that all terminals are tight and cables inside the panel are secured.					
14	Do the inspection to confirm that all cable fittings and equipment are secured, undamaged and adequately protected.					
15	Ensure that the fire alarm panel configuration complies with the Panel Configuration. Any changes should be verified with the Chief Artisan and the panel configuration record updated if the changes are authorized.					
16.	Test input-output configuration.					
17.	Verify that the standby power is sufficient					

	to for the system and make sure that the battery installed is sufficient to meet the system specifications.			
18.	Clean the panel exterior and interior			
19.	Set correct time and date on the panel.			
20.	Check building changes			
21.	Record any defects in the log book and report to the Chief Artisan.			
22.	Restore the system to normal condition.			

I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT				OFFICIAL STAMP:			
NAME OF SERVICEMAN (BLOCK LETTERS):				SIGNATURE:			
NAME/S OF ASSISTANT/S: SEMI SKILLED:							
NAME/S OF ASSISTANT/S: UNSKILLED:							
COMPANY NAME (BLOCK LETTERS):							
TIME IN:	TIME OUT:	TIME ON SITE:	DATE:				
FROM:	TO:	KM:	TO:	KM:	TOTAL KM:	SIGNATURE:	
				NAME OF RESPONSIBLE OFFICIAL ON SITE:			



SCHEDULE OF RATES

WORK TO BE DONE AND SCHEDULE OF RATES:

Item	DESCRIPTION	UNIT	QTY	R	c	RATE/ UNIT	Total Prize
	<p>NOTE:</p> <p>1). All rates for items contained in this Schedule of Rates must be computed excluding the applicable Value Added Tax.</p> <p>2). The Department of Health reserves the right to Negotiate rates in the Bill of Quantities.</p> <p>3). All rubble shall be removed from site and suitably disposed of.</p> <p>INSTITUTION: UMZIMKHULU HOSPITAL</p> <p>All rates quoted shall be inclusive of transport, labour and profit. All relevant mark-ups for specialist shall be included. The Bidder is advised that the institution is fully functional and Occupied and disruptions to services are to be kept to the bare minimum.</p>						
1	Servicing of devices and panels according to the attached specification and check list						
1.1	BS EN 54-2. 1998 Fire control panel BS EN 54-4. Power supply	Item	1				



Item	DESCRIPTION	UNIT	QTY	R	C	Total Prize
1.4	Call out points / MCP	Item	4			
1.5	Relay	Item	4			
1.6	Smoke detector	Item	4			
1.7	In ceiling smoke detector	Item	56			
1.8	Smoke detector sounder base	Item	4			
1.9	Sounder base only	Item	4			
1.10	Replace batteries	item	2			
1.11	2.13. Battery operation test (see 2.13 on the servicing specification)	item	1			
2	Servicing according to the attached specification and check list					
2.1	Printer test (see 2.8 on the servicing specification)	Fire detecting system	1			
2.2	Check that LED's are operating by carrying out a lamp test	Fire detecting system	1			
2.3	Check and test all the ancillary functions of the fire panel.	Fire detecting system	1			



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Dept.: Maintenance
Enquires: Mr. Gift Zikalala

2.4	Test the panel controls and check that all controls and keys functions,	Fire protection system	1		
2.5	Test and monitor earth leakage on systems with the earth leakage monitoring enabled.	Fire detecting system	1		
2.6	General Servicing according to RSA standards, attached check list and specification and issuing of the certificate of compliance for the whole system.	Fire detecting system	1		
TOTAL					

Signature of the bidder: _____