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### AdvertQuote



### Quotation Advert

Opening Date: 2022-07-14

Closing Date: 2022-07-21

Closing Time: 11:00

#### INSTITUTION DETAILS

Institution Name: RK Khan hospital

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required: RK.Khan Hospital

Date Submitted: 2022-07-14

#### ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: 290/22-23

Item Category: Services

Item Description: Servicing of Fire Equipment @ RK.Khan Hospital

Quantity (if supplies): As per Spec

#### COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Compulsory Briefing Session

Date: 2022-07-19

Time: 10:30 a.m

Venue: Maintenance - Workshop :- Tea Lounge

QUOTES CAN BE COLLECTED FROM: Website

QUOTES SHOULD BE DELIVERED TO: RK Khan Hospital - Tender Box

#### ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: Maud Khumalo

Email: maud.khumalo@kznhealth.gov.za

Contact Number: 031 459-6300

Finance Manager Name: Mr ID Myeza

Finance Manager Signature: 

No late quotes will be considered

ZNQ 290/22-23

STANDARD QUOTE DOCUMENTATION OVER R30 000.00

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT:.....

DATE ADVERTISED: 14 JULY 2022 CLOSING DATE: 21 JULY 2022 CLOSING TIME: 11:00

FACSIMILE NUMBER: 031 403 73333 E-MAIL ADDRESS: maud.khumalo@kznhealth.gov.za

PHYSICAL ADDRESS: 336 RK K HAN CIRCLE - WESTCLIFF - CHATSWORTH - 4092

QUOTE NUMBER: ZNQ / RKK / 290 / 22 - 23

DESCRIPTION: SERVICING OF FIRE EQUIPMENT @R.K.KHAN HOSPITAL

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

CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO. M A A A

UNIQUE REGISTRATION REFERENCE

Table with 16 columns and 1 row for unique registration reference.

DEPOSITED IN THE QUOTE BOX SITUATED AT (STREET ADDRESS)

.....

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

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

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1) YES NO [A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs& QSEs) MUST BE SUBMITTED TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

DESCRIPTION: SERVICING OF FIRE EQUIPMENT @R.K.KHAN HOSPITAL

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

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

| Item No   | Quantity    | Description                                     | Brand & model | Country of manufacture | Price |   |
|---|-------------|---|---------------|------------------------|-------|---|
|   |             |   |               |                        | R     | c |
| 1   | AS PER SPEC | SERVICING OF FIRE EQUIPMENT @ R.K.KHAN HOSPITAL |               |                        |       |   |
|   |             |   |               |                        |       |   |
|   |             |   |               |                        |       |   |
|   |             |   |               |                        |       |   |
|   |             |   |               |                        |       |   |
|   |             |   |               |                        |       |   |
|   |             |   |               |                        |       |   |
|   |             | AS PER ATTACHED SPEC                            |               |                        |       |   |
|   |             | N.B : DECLARATION FORMS,CSD NO.,UNIQUE REG      |               |                        |       |   |
|   |             | SUBMIT BBBEE VERIFICATION CERTIFICATE OR        |               |                        |       |   |
|   |             | SWORN AFFUDAVIT,THE CERTIFICATE MUST BE         |               |                        |       |   |
|   |             | SANAS APPROVED, MUST BE SUBMITTED WITH          |               |                        |       |   |
|   |             | QUOTATION                                       |               |                        |       |   |
|   |             |   |               |                        |       |   |
|   |             |   |               |                        |       |   |
|   |             |   |               |                        |       |   |
|   |             | N.B : SAMPLE TO BE PROVIDED UPON REQUEST        |               |                        |       |   |
|   |             | BY INSTITUTION VIA EMAIL UPON REQUEST THE       |               |                        |       |   |
|   |             | SAMPLE MUST BE DROPPED WITHIN 5 WORKING         |               |                        |       |   |
|   |             | DAYS, FAILUER TO SUBMIT UPON REQUEST            |               |                        |       |   |
|   |             | PERIOD THE SUPPLIER WILL BE DUSQUALIFIED        |               |                        |       |   |
| VALUE ADDED TAX @ 15% (Only if VAT Vendor)      |             |   |               |                        |       |   |
| TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days) |             |   |               |                        |       |   |

|  |  |
|--|--|
| Does This Offer Comply With The Specification? | Does The Article Conform To The S.A.N.S. / S.A.B.S. Specification? |
| Is The Price Firm?                             | State Delivery Period, e.g., 1day, 1week                           |

|  |  |
|--|--|
| <p><b>Enquiries regarding the quote may be directed to:</b></p> <p>Contact Person: N MAKHAYE ..... Tel: 031 459 6301 .....</p> <p>E-Mail Address: nomsa.makhaye@kznhealth.gov.za .....</p> | <p><b>Enquiries regarding technical information may be directed to:</b></p> <p>Contact Person: K.S. PILLAY ..... Tel: 031 459-6368 .....</p> |
|--|--|

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.

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 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

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.



Private Bag X004  
CHATSWORTH, 4030  
Tel: 4596145 Email: krisan.pillay@kznhealth.gov.za  
www.kznhealth.gov.za

**R.K. KHAN HOSPITAL**

**SERVICING OF FIRE PROTECTION EQUIPMENT**

Page 1 of 6

**1. INTRODUCTION**

This brief calls for the complete inspection, servicing, and all necessary repairs to be undertaken as stated. The Unit Cost stated will include all labour charges, travelling costs, servicing, recharging, pressure/hydrostatic test, refilling and all necessary repairs and spares.

The successful Contractor shall be required to inspect the installed Fire Protection Equipment, and provide the Maintenance Manager with a written report.

**2. DESCRIPTION OF EQUIPMENT(HOSPITAL)**

| ITEM                      | DESCRIPTION   | QUANTITY           | UNIT COST | ITEM TOTAL |
|---------------------------|---|--------------------|-----------|------------|
| A                         | CO <sup>2</sup> Extinguishers (2.5 kg)  | 90                 | R         | R          |
| B                         | Stored Pressure Extinguishers (9kg)   | 170                | R         | R          |
| C                         | Pillar-Post Hydrants  | 45                 | R         | R          |
| D                         | Lay-Flat Hose   | 8                  | R         | R          |
| E                         | 30 metre Hose Reels   | 115                | R         | R          |
| F                         | Technoswitch TEC 204 Fire panel- Linen<br>Chute -Service and test (switchboard) | 1                  | R         | R          |
|                           |   | <b>TOTAL</b>       | <b>R</b>  | <b>R</b>   |
| <b>FIRE STATION STOCK</b> |   |                    |           |            |
| A                         | Dry Chemical Powder MobileTank (68kg)   | 1                  | R         | R          |
| B                         | Refill 9KG Dry Powder   | 27                 | R         | R          |
|                           |   | <b>GRAND TOTAL</b> | <b>R</b>  | <b>R</b>   |

**2.1. CLINICS: CHATSWORTH PSYCHIATRIC**

| ITEM | DESCRIPTION                         | QUANTITY | UNIT COST | ITEM TOTAL |
|------|-------------------------------------|----------|-----------|------------|
| A    | Stored Pressure Extinguishers (9kg) | 5        | R         | R          |
| B    | 30 metre Hose Reels                 | 1        | R         | R          |
|      | <b>TOTAL</b>                        |          |           |            |

**2.2. CLINIC: THUTHUZELA CRISIS CARE**

| ITEM | DESCRIPTION                         | QUANTITY | UNIT COST | ITEM TOTAL |
|------|-------------------------------------|----------|-----------|------------|
| A    | Stored Pressure Extinguishers (9kg) | 3        | R         | R          |
|      | <b>TOTAL</b>                        |          |           |            |

**2.3. CLINIC: T.B. FOCAL**

| ITEM | DESCRIPTION                         | QUANTITY | UNIT COST | ITEM TOTAL |
|------|-------------------------------------|----------|-----------|------------|
| A    | Stored Pressure Extinguishers (9kg) | 2        | R         | R          |
| B    | 30 metre Hose Reels                 | 1        | R         | R          |
|      | <b>TOTAL</b>                        |          |           |            |

**2.4. M2 – NEONATAL NURSERY**

| ITEM | DESCRIPTION   | QUANTITY | UNIT COST | ITEM TOTAL |
|------|---|----------|-----------|------------|
| C    | Ziton ZP2-F Fire panel with UPS and Voice evacuation-Service and test | 1        | R         | R          |
|      | <b>TOTAL</b>  |          |           |            |

**2.5. P-BLOCK:**

| ITEM | DESCRIPTION   | QUANTITY | UNIT COST | ITEM TOTAL |
|------|---|----------|-----------|------------|
| A    | Stored Pressure Extinguishers (9kg)                                 | 18       | R         | R          |
| B    | 30 metre Hose Reels   | 7        | R         | R          |
| C    | Ziton ZP3 Fire panel with UPS and Voice evacuation-Service and test | 1        | R         | R          |
|      | <b>TOTAL</b>  |          |           |            |

**The Total Amount of Section 2 to be carried to : 7.0 Schedule 'B'**

- 3.1. This Tender shall be for the complete inspection, servicing, and repairs of the Fire Fighting Equipment.
- 3.2. Service Providers are required to complete the Schedule of Rates (Section 7) in full and failure to do so may invalidate their Offer. The charges/rates as reflected in the Offer will remain fixed.

- 3.3. The successful Contractor shall not assign this contract or sub-let any portion thereof to any other company, firm or person unless prior written approval has been obtained from the Hospital Manager, R.K. Khan Hospital or his duly appointed representative.
- 3.4. Only Service Providers in possession of a permit to apply the SABS Standardisation Mark (Diamond Mark) will be considered. **A copy of this certificate must be furnished with this offer.**
- 3.5. If it is considered necessary to remove any Fire Protection Equipment to the Successful Contractors works for servicing, the Contractor shall state the time required to carry out such a service. Under such circumstances, **the equipment shall be replaced by a similar unit on loan to the Institution at no additional cost to the Institution, until such time as the removed equipment has been serviced and re-installed.**
- 3.6. After completion of the service, a label bearing the name of the service company, date of Service, signature and certificate bearing the competency number of the person who carried out the service/repair shall be affixed to each item of fire fighting equipment.
- 3.7. Should equipment require any interim maintenance, for example, recharge after use (between annual/anniversary service), rates tendered herein will apply to such interim service/maintenance as if such interim service/maintenance were an annual/anniversary service.
- 3.8. If any appliance fails to operate when required due to the negligence of the Service Provided, the unit shall be repaired or replaced as soon as possible thereafter at no cost to the institution.
- 3.9. All spares removed/replaced must be returned and handed over to the Chief Artisan /Foreman.
- 3.10. **The Unit Price Quoted (as in Section 2) will include Service, Recharge, Pressure/Hydrostatic Test, Hose Testing and all necessary repairs and spares and Replacement of damaged/worn/missing parts.**
- 3.11. The service/maintenance performed to each unit will include for all/any spare/repair required to ensure 100 % working condition of the apparatus.
- 3.12. The unit price will include all labour charges (including after hours) and travelling / transportation and any living-out expenses.
- 4.0. **EXCLUSIONS**
- 4.1. The following only is excluded from the unit service/maintenance cost stated.
- 4.2. **Extinguishers** – Complete full new extinguishers.
- 4.3. **Hose Reels** –New Hose Reel Complete, thirty (30) PVC Hose, front and Back Frame Plate / Disc, Shaft.

4.4. **Hydrants** – New Hydrants Complete, Pawl Assemble, Wheel, Valve Stem.

4.5. **Canvas Hose** – New Canvas Hose Complete, New Coupling/s Binding.

5.0. **MAINTENANCE PERSONNEL**

5.1. The successful Contractor shall ensure that only qualified technicians with proven experience in the servicing and maintenance of fire fighting equipment shall carry out both the servicing/maintenance and attending to repairs.

6.0. **MAINTENANCE AND REPAIR INSTRUCTIONS**

6.1. All servicing of Extinguishers, Hose Reels and Hydrants shall conform to SABS 14758, 0105, 019 and 1567 Standards as amended.

6.2. All servicing/maintenance of Canvas Fire Hoses shall conform to SABS 1456 Standards as amended.

6.3. The successful Contractor and/or his Technician/s will be responsible to the Maintenance Supervisor and will receive instructions solely from the Maintenance Supervisor or his duly appointed representative. Any faulty equipment found during the service must only be reported to the Maintenance Supervisor or his duly appointed representative.

***A detailed report of findings must be provided post completion.***

***NB: Payments will only be made on the receipt of inventory records and after service reports.***

6.4. All normal servicing/maintenance shall be carried out during the hours normally worked by the Hospital Maintenance Staff.

6.5. The successful Contractor shall, on arrival and before any servicing/maintenance is carried, Report to the Maintenance Supervisor. On completion of the service the successful Contractor shall again report to the Maintenance Supervisor and record details of the service in the Fire Protection Equipment Service log book.

6.6. The successful Contract shall have an adequately sized organization and sufficient competent personnel including Technicians and all facilities to carry out the servicing and repairs. The successful Contractor shall supply a Technician when called upon to do so to carry out emergency repair work during normal working hours between services.



**7.0. SCHEDULE "B"**

Price per Annual Service

Rate R \_\_\_\_\_ VAT R \_\_\_\_\_ TOTAL R \_\_\_\_\_

The Total amount in words : \_\_\_\_\_  
\_\_\_\_\_

**8.0. SCHEDULE OF INFORMATION**

**8.1.** The following schedule is to be completed by the Service Provider :

(a) Name of Contractor / Firm : \_\_\_\_\_

(b) Physical Address : \_\_\_\_\_  
\_\_\_\_\_

(c) Postal Address : \_\_\_\_\_  
\_\_\_\_\_

(d) Telephone Number/s : \_\_\_\_\_

(e) Fax Number/s : \_\_\_\_\_

(f) Has the Contractor carried out work for the Department of Health : Kwazulu-Natal in the past? \_\_\_\_\_ (Yes / No) Provide Details : \_\_\_\_\_  
\_\_\_\_\_

(g) Signed at \_\_\_\_\_ On this \_\_\_\_\_ Day of \_\_\_\_\_

(h) For : \_\_\_\_\_

(i) Authorised Representative : \_\_\_\_\_

**9. CONDITIONS OF CONTRACT**

- 9.1. Contractors are advised to visit the site before submitting quotes.
- 9.2. Storage of all materials will be at contractors risk.
- 9.3. All necessary safety precautions are to be observed.
- 9.4. The commencement of the works is to be 2 weeks from the date of the official order and completion within 1 month.
- 9.5. All works is to be guaranteed for 12 months from date of completion.
- 9.6. All materials is to be S.A.B.S. approved.
- 9.7. All works carried out is to be to the entire satisfaction of the CEO or his appointed representative.
- 9.8. All contractors from within the borough of Durban will be considered.
- 9.9. All redundant material are to be removed from the site as it accumulates.
- 9.10. Contractors are advised to be registered with the C.I.D.B.
- 9.11. Contractors must be registered with the Fire Protection Association FPASA (proof is compulsory).
- 9.12. Quotations are to be deposited at the Hospital Main Entrance, Security.

**\*Compulsory:**

- 1) **Complete the Bill of Quantities.**
  - 2) **Provide references of work of a similar scope done at other institutes.(attach proof)**
  - 3) **Provide proof of current CIDB registration.**
  - 4) **Proof of registration with Fire Protection Association of South Africa.**
  - 5) **Sign and stamp below in acceptance of the specifications.**
- Failure to do so will result in disqualification.**

Name : \_\_\_\_\_

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

**COMPANY STAMP**

## 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 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<br>Full Name: .....<br>Signature: .....<br>Date: ..... |
|--------------------|--|

**8. STATEMENT OF SUPPLIES AND SERVICES**

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

**9. SUBMISSION AND COMPLETION OF SBD 6.1**

9.1. Should a bidder wish to qualify for preference points they must complete a SBD 6.1 document. Failure by a bidder to provide all relevant information required, will result in such a bidder not being considered for preference point's allocation. The preferences applicable on the closing date will be utilized. Any changes after the closing date will not be considered for that particular quote.

**10. TAX COMPLIANCE REQUIREMENTS**

- 10.1. In the event that the tax compliance status has failed on CSD, **it is the suppliers' responsibility to provide a SARS pin in order for the institution to validate the tax compliance status of the supplier.**
- 10.2. In the event that the institution cannot validate the suppliers' tax clearance on SARS as well as the Central Suppliers Database, **the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.**

## 11. TAX INVOICE

11.1. A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:

- (i) the name, address and registration number of the supplier;
- (ii) the name and address of the recipient;
- (iii) an individual serialized number and the date upon which the tax invoice is issued;
- (iv) a description and quantity or volume of the goods or services supplied;
- (v) the official department order number issued to the supplier;
- (vi) the value of the supply, the amount of tax charged;
- (vii) the words tax invoice in a prominent place.

## 12. PATENT RIGHTS

The supplier shall indemnify the **KZN Department of Health** (hereafter known as the purchaser) against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

## 13. PENALTIES

- 13.1. If at any time during the contract period, the service provider is unable to perform in a timely manner, the service provider must notify the institution in writing/email of the cause of and the duration of the delay. Upon receipt of the notification, the institution should evaluate the circumstances and, if deemed necessary, the institution may extend the service provider's time for performance.
- 13.2. In the event of delayed performance that extends beyond the delivery period, the institution is entitled to purchase commodities of a similar quantity and quality as a substitution for the outstanding commodities, without terminating the contract, as well as return commodities delivered at a later stage at the service provider's expense.
- 13.3. Alternatively, the institution may elect to terminate the contract and procure the necessary commodities in order to complete the contract. In the event that the contract is terminated the institution may claim damages from the service provider in the form of a penalty. The service provider's performance should be captured on the service provider database in order to determine whether or not the service provider should be awarded any contracts in the future.
- 13.4. If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance.

## 14. TERMINATION FOR DEFAULT

- 14.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
  - (i) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract,
  - (ii) if the supplier fails to perform any other obligation(s) under the contract; or
  - (iii) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 14.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services.
- 14.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

## 15. 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     |
|--|------------|
| <b>PRICE</b>   | 80         |
| <b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>                | 20         |
| <b>Total points for Price and B-BBEE must not exceed</b> | <b>100</b> |

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 | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

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 | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

| Designated Group: An EME or QSE which is at last 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><b>WITNESSES</b></p> <p>1. ....</p> <p>2. ....</p> |
|---|

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