



KZN Health > Components > Supply Chain Management
AdvertQuote



KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

Quotation Advert

Opening Date: 2022-07-29

Closing Date: 2022-08-09

Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: Rietvlei hospital

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required RIETVLEI HOSPITAL

Date Submitted 2022-07-28

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ:
RVH -64-07-2022-2023

Item Category: Services

Item Description: service air Conditioner and 6 months after service of air conditioner

Quantity (if supplies)

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Compulsory Briefing Session

Date : 2022-08-04

Time: 11H00

Venue:

QUOTES CAN BE COLLECTED FROM: will be attached on advert

QUOTES SHOULD BE DELIVERED TO:

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: MR M MBUCANE

Email: mzuvukile.mbucane@kznhealth.gov.za

Contact Number: 0736721087

Finance Manager Name: P S BIYASE

Finance Manager Signature:

No late quotes will be considered

STANDARD QUOTE DOCUMENTATION OVER R30 000.00

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: RIETVLEI HOSPITAL

DATE ADVERTISED: 29/07/2022 CLOSING DATE: 09/08/2022 CLOSING TIME: 11:00

FACSIMILE NUMBER: 039260019 E-MAIL ADDRESS: Rietvlei Hospitalsecretary@kznhealth.gov.za

PHYSICAL ADDRESS: R56 ROAD UMZIMKULU MUNICIPALITY LOCATION STAFFORDS POST 4686

QUOTE NUMBER: ZNQ / RVH [] / 64/07 / 2022 - 2023

DESCRIPTION: Service air Conditioner as per attached specification after 6 Months servicing of air conditioner for Clinics and Hospital

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

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

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: Service air Conditioner as per attached specification after 6 Months servicing of air conditioner for Clinics and 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
01	67 each	Service air conditioners as per specification attached				
02	67 each	after 6 Months servicing of air conditioners as per specification attached Rietvlei Hospital				
03	01	Service air conditioners as per specification attached				
04	01	after 6 Months servicing of air conditioners as per Ibsi Clinic				
05	01	Service air conditioners as per specification attached				
06	01	after 6 Months servicing of air conditioners as per Ladam Clinic				
07	01	Service air conditioners as per specification attached				
08	01	after 6 Months servicing of air conditioners as per Gugwini Clinic				
09	01	Service air conditioners as per specification attached				
10	01	after 6 Months servicing of air conditioners as per Gowan-Lea clinic				
11	01	Service air conditioners as per specification attached				
12	01	after 6 Months servicing of air conditioners as per Singisi Clinic				
13	04	Service air conditioners as per specification attached				
14	04	after 6 Months servicing of air conditioners as per Ndawana Clinic				
15	01	Service air conditioners as per specification attached				
16	01	after 6 Months servicing of air conditioners as per Sihleza				
17	01	Service air conditioners as per specification attached				
18	01	after 6 Months servicing of air conditioners as per Lourdes Clinic				
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

Enquiries regarding the <u>quote</u> may be directed to: Contact Person:Tel:..... E-Mail Address:	Enquiries regarding <u>technical information</u> may be directed to: Contact Person:Tel:.....
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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 for fulfil their obligation.

5. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS

- 5.1. Quotation shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the quotation documents.
- 5.2. Each quotation shall be addressed in accordance with the directives in the quotation documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the quotation number and closing date indicated on the envelope. The envelope shall not contain documents relating to any quotation other than that shown on the envelope. If this provision is not complied with, such quotations/bids may be rejected as being invalid.
- 5.3. All quotations received in sealed envelopes with the relevant quotation numbers on the envelopes are kept unopened in safe custody until the closing time of the quotation/bids. Where, however, a quotation is received open, it shall be sealed. If it is received without a quotation/bid number on the envelope, it shall be opened, the quotation number ascertained, the envelope sealed and the quotation number written on the envelope.
- 5.4. A specific box is provided for the receipt of quotations, and no quotation found in any other box or elsewhere subsequent to the closing date and time of quotation will be considered.
- 5.5. No quotation/bid sent through the post will be considered if it is received after the closing date and time stipulated in the quotation documentation, and proof of posting will not be accepted as proof of delivery.
- 5.6. Quotation documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.

6. SAMPLES

- 6.1. In the case of the quote document stipulating that samples are required, the supplier will be informed in due course when samples should be provided to the institution. (This decreases the time of safety and storage risk that may be incurred by the respective institution). The bidders sample will be retained if such bidder wins the contract.
 - (i) If a company/s who has not won the quote requires their samples, they must advise the institution in writing of such.
 - (ii) If samples are not collected within three months of close of quote the institution reserves the right to dispose of them at their discretion.
- 6.2. **Samples must be made available when requested in writing or if stipulated on the document.**
 - (i) If a Bidder fails to provide a sample of their product on offer for scrutiny against the set specification when requested, their offer will be rejected. All testing will be for the account of the bidder.

7. COMPULSORY SITE INSPECTION / BRIEFING SESSION

7.1. Bidders who fail to attend the compulsory meeting will be disqualified from the evaluation process.

- (i) The institution has determined that a compulsory site meeting take place
- (ii) Date ____/____/____ Time ____:____ Place _____

Institution Stamp:	Institution Site Inspection / briefing session Official
	Full Name:
	Signature:
	Date:

8. STATEMENT OF SUPPLIES AND SERVICES

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

9. SUBMISSION AND COMPLETION OF SBD 6.1

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

10. TAX COMPLIANCE REQUIREMENTS

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

11. TAX INVOICE

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

- (i) the name, address and registration number of the supplier;
- (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
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the quote, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a quote is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **"prices"** includes all applicable taxes less all unconditional discounts;
- (h) **"proof of B-BBEE status level of contributor"** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

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

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{min} = price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: =(maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING
applicable box)

(Tick

YES		NO	
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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>
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<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS.....</p> <p>.....</p> <p>.....</p>



Riviel 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

SERVICING OF HOSPITAL AND CLINICS AIR – CONDITIONERS

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 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.

Specification for servicing of Air – conditioners

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

- Service providers that specialises on maintenance and repairs of air conditioners and must be registered with SAQCC and must have CIDB category ME grading. SAQCC proof of Registration as an Authorised Refrigeration Practitioner under the correct category (for this particular job) must be attached for the serviceman who will be doing the job. SAQCC Registration title Card must be produce on site before commence of any work.
- Or service providers who have serviced and repaired state institution room (window/wall, console, split type and pack units etc.) air conditioners and Air conditioning Packaged Plant. A proof of relevant orders, completion certificate and relevant qualification for the serviceman who will be doing a job must be submitted with the quotation.

1. The Service provider shall 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

- The service must be done according to The National Regulator for Compulsory Specifications Act (Act 5 of 2008)
- Service according to the attached document
- Running repairs must be done on site and signed by qualified serviceman/ qualified tradesman and other repairs required must also be filled on site.
- Service provider must submit a quotation and specification of other repairs required using a quotation template as stated in item number one.
- Provide a detailed report upon completion of a maintenance visit which will include each air-condition efficiency evaluation report.
- 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 air conditioner.

- Return with the quotation all the pages sign each and every page
- Test for oil/ refrigerant leaks, minor leaks repairs, and fill the refrigerant to the required level.

3. Equipment to be serviced

Hospital

a. Air conditioning Units: window/wall, console, split type = TOTAL = 66

DESTINATION	Brand/Manufacture	QUANTITY	MORDEL NUMBER
1. Mobile	Dun Ham-Bush	1	HP24MR
	LG	1	LSC0964DMO
	Haier	1	HSU-18HEA03
2. Phisio	Mc Quay	4	MLCO25CRACPOA
3. Chapel	Dun Ham-Bush	1	HP364U1
4. OPD Consulting room	Daikin	1	RY50GV1A



5. OPD Dental	Dun Ham-Bush	1	HP244U
6. Admin	LG	1	S266DQ
7. Casualty Theatre	Panasonic	1	CU-1870TE
8. Casualty X-ray	Breeze	1	B24CHS/H
9. OPD X-ray	Dun Ham-Bush	2	AS12MG
	Dun Ham-Bush	1	AS24M
	Panasonic	1	CU-1270TE
10. Peads	Mc Quay	4	MLC007BRAFDA
11. Maternity	Mc Quay	3	MLC007BRAFDA
12. Sever Room	Samsung	2	AQ30WCX
13. Male & Female Medical	Mc Quay	8	MLC009CRACPCE
14. Mortuary	Mc Quay	1	MLC009CRACPCE
15. Surgical ward	Mc Quay	2	MLC009CRACPCE



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

16. Lab	Mc Quay	5	MSLC015CR-ACPCR
	Mc Quay	1	MSLC010CR-AP1B-R
17. Maintenance	Mc Quay	1	MSLC010CR-AP1B-R
	Mc Quay	1	MSLC015CR-ACPIC-R
18. Laundry	Mc Quay	2	48000 BTU
	Mc Quay	2	MSLC010CR-AP1B-R
	Mc Quay	1	MSLC010CR-AP1B-R
19. Stores: Office, dispatch, Receive & Boardroom	Mc Quay	2	
	Mc Quay	1	
20. Park home for clinics	LG	2	
	LG	1	S266DQ
21. HR	Mc Quay	5	48000BTU
22. Computer training room and pharmacy	Mc Quay	5	

Signature of the bidder: _____



b. Gateway clinic (its inside the hospital)

i. Air conditioning Units: window/wall, console, split type = TOTAL = 2

DESTINATION	Brand/Manufacture	QUANTITY	MORDEL NUMBER
1. Gateway clinic	Mc Quay	2	48000BTU

D. Other clinics: Equipment to be serviced

Item No	DESTINATION / Place and	TYPE	QTY	MORDEL NUMBER
1.	Gugwini clinic	Haier	1	AA5EDOEOMOOAD7AK011301
2.	Sihleza clinic	Haier	1	MLCO25GRACPOA
3.	Singisi clinic	Haier	1	AA5EDOEOMOOAD7AK0255
4.	.Ibisi clinic	Haier	1	Serial no. AA5EMO0AD7AK0115
5.	Ladam clinic	Haier	1	HSU09H03/ZI
6.	. Ndawana clinic	L.G.X2 Comtee X2	4	Serial no. 209TKCY00827 .209TKMH00859.D202193880314320 120155 &D202193880314320120154
7.	Gowanlea clinic	Haier	6	AB229524
8.	Mvubukazi clinic	Haier	1	HSU-09H03/ZI



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Item No	DESTINATION / Place and	TYPE	QTY	MORDEL NUMBER
9.	Lourdes clinic	Haier	1	AA5EDDOEOMMOAD7AK0266
12.	Umzimkhulu clinic		3	
13.	Mvoti clinic		1	

SCHEDULE OF RATES

Specification: Service of air-cons

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WORK TO BE DONE AND SCHEDULE OF RATES:

Item	DESCRIPTION	UNIT	QTY	R	RATE/UNIT	c	Total Prize
	NOTE: 1) All rates for items contained in this Schedule of Rates include labour & material and must be computed excluding the applicable Value Added Tax. 2) The Department of Health reserves the right to Negotiate rates in the Bill of Quantities. 3) All rubble and waste shall be removed from site and suitably disposed of. 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.						
1	Service the Air conditioning Units: window/wall, console, split type according to the required standard, attached specification and check list.	item					
1(a)	Gugwini clinic	item	1				
	Siheza clinic		1				
	Singisi clinic		1				
	Ladam clinic		1				
	. Ndawana clinic		4				
	Gowanlea clinic		6				
	IBisi clinic		1				
	Lourdes clinic		1				

Signature of the bidder: _____



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Item	DESCRIPTION	UNIT	QTY	R	RATE/UNIT	c	Total Prize
	St Margaret clinic		3				
	Umzimkhulu clinic		2				
	Rietvei Gate way Clinic		2				
Z(a)	Hospital Air conditioning Units: window/wall, console, split type	Item	66				
Total							



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4. Check list.

TYPE OF SERVICE : AIR CONDITIONING
 SCHEDULE FOR : SPLIT AND ROOM UNITS - SERVICE

INSTALLATION NAME : :

REF:

SERVICE PROVIDER : :

ORDER No. :

ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	COMMENTS	OTHER REPAIRS REQUIRED		EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED
				DESCRIPTION OF OTHER REPAIRS REQUIRED	SUBMIT QUOTATION		
1.	Check for undue noise or vibration						
2.	Test for leaks and repair minor leaks.						
3.	Leak test all coils and connections for oil/refrigerant leaks						
4.	Check sight glasses for refrigeration condition and correct level						
5.	Inspect unit for proper refrigerant level and adjust if necessary (no oil will have to refill the gas if its needed)						
6.	Check suction line insulation						



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ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	SYSTEM EFFICIENCY EVALUATION	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED
7.	Check and clean filters and seals					
8.	Check that condensate flows through drain piping					
9.	Inspect base pan for restricted drain openings - Remove obstructions as necessary					
10.	Check and note compressor suction/discharge pressures					
11.	Check and note compressor and fan motor amperages					
12.	Check compressor termination and overload Klixon					
13.	Inspect compressor and associated tubing for damage					
14.	Check for loose components					
15.	Inspect control box associated controls/accessories wiring and connections. Controls may include contactors, relays, circuit boards, capacitors, surge heat and other accessories. All control box and electrical parts should be checked for wear or damage.					
	INSTRUCTION: CHECK, ADJUST,	IN				EST. DESCRIPTION OF



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ITEM	CLEAN AS REQUIRED	ORDER	SYSTEM EFFICIENCY EVALUATION	DESCRIPTION OF OTHER REPAIRS REQUIRED	TIME REQ.	SPARES REQUIRED
16.	Check refrigerant flow control device					
17.	Check and observe operation of reversing solenoid where applicable					
18.	Check and clean condenser coil					
19.	Check condenser fan/motor bearings for undue noise or end play					
20.	Inspect fan motor and fan blades for wear and damage - on older models lubricate as needed					
21.	Check compressor, condenser fan mounting					
22.	Check operation of resistance heater and overload stats					
23.	Check and clean cooling coils and drain pan					
24.	test and monitor refrigerant pressures					
25.	Check operating temperatures and temperature drop across coils					
2	Whole System efficiency evaluation					



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4.2 Check list

TYPE OF SERVICE : AIR CONDITIONING
SCHEDULE FOR : PACKAGED UNITS

REF:

INSTALLATION NAME :

SERVICE PROVIDER :

ORDER No. :

P.M. SERVICE : COMMENTS : OTHER REPAIRS REQUIRED
SUBMIT QUOTATION

ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	SYSTEM EFFICIENCY EVALUATION	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED
1.	Check for undue noise or vibration					
2.	Check sight glasses for refrigeration condition and correct level					
3.	Test for oil/refrigerant leaks and repair them					
4.	Check suction line insulation					
5.	Check and clean filters and seals					
6.	Replace drive belts					
7.	Check that belt guard is in place and secure					

Signature of the bidder: _____



8.	Check that condensate flows through drain piping						
9.	Check and note compressor suction/discharge pressures						
10.	Check and note compressor and fan motor amperages						
11.	Check and note outdoor temperatures						
12.	Check and note indoor temperatures						
13.	Check and note thermostat settings. Adjust if necessary						
14.	Check operation of heating coils as applicable						
15.	Check for loose components						
16.	Clean plant and plant room area						
17.	Check and clean condenser coil						
18.	Check condenser fan/motor bearings for undue noise or end play						
19.	Check compressor, condenser fan mounting						



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20.	Lubricate supply fan bearings as required						
21.	Clean rust spots and touch up with paint						
23.	Tighten all electrical terminals and check all switchgear and inter-locks						
24.	Clean out fan and coil compartments, fan scroll and impeller						
25.	Remove motor end covers and clean out air ways						
26.	Check drive motor bearings						
27.	Tighten impeller, fan and motor pulley grub screws						
28.	Check DX valve superheat setting. Adjust if required						
29.	Check for rust and corrosion. Treat as necessary						
30.	Clean and remove loose paint, scale and repaint as required						
31.	Check and not HP and LP cut-out settings. Adjust as necessary						
32.	Check control thermostat calibration. Adjust if necessary						



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**NOTE THE FOLLOWING:
NOTE THE FOLLOWING:**

- a) Compressor suction/discharge pressures
- b) Compressor motor amperages
- c) Supply fan motor amperages
- d) Outdoor db/wb temperatures
- e) Indoor db/wb temperatures
- f) Thermostat settings
- g) DX valve superheat setting
- h) HP and LP cut-out settings

I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT

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

Signature of the bidder: _____



A. Functionality evaluation Criteria. The threshold is 70% of the 100 points as follows. (air-con and refrigeration field)

Evaluation Criteria	Deliverables	Points	Sub criteria	Sub points scoring	Sub point
1 Work Experience (air-con and refrigeration field)	Submission of proof of similar work / jobs completed form last year to date.	30 points	Submission of completion certificate, order numbers and contacts where job/s of the same magnitude was done for verification.	Proof of 3 or more jobs done not later than 12 months. 10 points per job of the same magnitude completed successful (maximum of 30 if 3 or more jobs done). None	30 10 to 40 0
2 Availability of qualified and SAOCC registered servicemen	Submission of relevant and legal certificate of trade and proof of SAOCC registration.	50 points	Submission of relevant and legal certificate of trade and proof of SAOCC registration for verification.	Certificate of trade and proof of SAOCC Registration as an Authorised Refrigeration Practitioner under the correct category Relevant , legal qualification for the serviceman who will be doing a job none	50 20 0
3 Proof of CIDB registration	CIDB and	10 points	Submission of	CIDB category ME	5



	and letter of good standing	letter of good standing from department of Labour	10	CIDB and letter of good standing from department of Labour	None		0
					Letter of good standing	5	
4	Locality	Submission of proof of location (physical addresses of the tender's premises) and the distance away from all sites	10	Submission of proof of location (physical addresses of the tender's premises) and the distance away from all sites	Distance not more than 30km from furthest site.	10	
					Distance is 31km to 100km from the furthest site.	5	
					Distance is above 100km from the furthest site.	0	



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TENDER EVALUATION CRITERIA AND SCORING PRICE AND BBBEE

Evaluation Criteria	Deliverables	Points	Points
Price	The lowest responsive and responsible priced offer shall be allocated 80 points. All other responsive and responsible offers shall be allocated a prorated point value based on the lowest responsive and responsible priced offer.	80	Points
Broad Based Black Economic Empowerment: (BBBEE)	The points allocated to each tenderer for Broad Based Black Economic Empowerment shall be based on the Broad Based Black Economic Empowerment Scorecard. In this regard, the points score for this criteria for each tenderer, shall be determined as follows:	20	Points
	Level 1 Contributor	20	Points
	Level 2 Contributor	18	Points
	Level 3 Contributor	14	Points
	Level 4 Contributor	12	Points
	Level 5 Contributor	8	Points
	Level 6 Contributor	5	Points
	Level 7 Contributor	4	Points
	Level 8 Contributor	2	Points
	Non-Compliant Contributor	0	Points

Signature of the bidder: _____