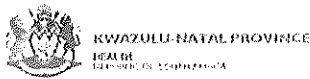


SharePoint

Khumalo Gcinile ▾ ?



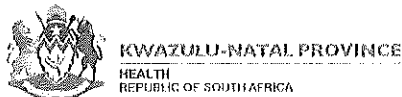
KZN HEALTH **KZN Health Intranet**

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KZN Health > Components > Supply Chain Management

AdvertQuote



Quotation Advert

Opening Date: 2022-10-04

Closing Date: 2022-10-13

Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: Estcourt hospital

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required: Estcourt Hospital and Nlabamhlophe clinic

Date Submitted: 2022-10-03

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: EST 522 of 22/23

Item Category: Services

Item Description: Services to kitchen equipment as per scope of work attached.

Quantity (if supplies) n/a

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Not Applicable

Date:

Time:

Venue:

QUOTES CAN BE COLLECTED FROM: KZN Health website

QUOTES SHOULD BE DELIVERED TO: Estcourt hospital tender box net to typist office.

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: G.P. Khumalo

Email: n/a

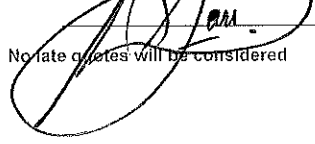
Contact Number: 036 342 7130

Finance Manager Name:

**G.L. HARBIPERSAD**  
Mr S.G. Nkomo

↑

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 interest<sup>1</sup> in the enterprise, employed by the state? YES/NO

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

Full Name	Identity Number	Name of State Institution

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

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

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

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

3. DECLARATION

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

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Name of Bidder    Signature    Position    Date

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.

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

## 12. PATENT RIGHTS

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

## 13. PENALTIES

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

## 14. TERMINATION FOR DEFAULT

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

## 15. 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
<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:

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

- P<sub>s</sub> = Points scored for price of bid under consideration
- P<sub>t</sub> = Price of bid under consideration
- P<sub>min</sub> = 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.

WITNESSES	
1.	.....
2.	.....

..... SIGNATURE(S) OF BIDDERS(S)
DATE: .....
ADDRESS..... ..... .....

## 2.1 STANDARDS

The operation, spares, material and components of serviced equipment specified, must comply with the latest requirements of:

- i) The Occupational Health and Safety Act (Act 85, 1993) as amended.
- ii) SANS 10142: Code of Practice for Wiring of Premises.

## 2.2 PROGRAMMING OF WORKS

The contractor shall notify the institution two (2) days prior to carrying out any site work. As the Centre is to remain in full operation for the duration of the works, the works are to be planned and executed so as to cause minimum inconvenience to staff. **Contractor shall finish this work within four weeks counting from the date when the order number has been issued, unless other strong and valid reason.**

## 2.3 TESTING

The units shall be tested before handing over to Hospital: Chief Artisan / District Engineer.

## PART 3

### 3. SCHEDULE OF RATES

#### 3.1 ITEMS AND PRICING

The Hospital reserves the right to place an order for any quantities of items included in the Schedules. The Schedule of Rates must also not be assumed to include and describe every detail of the supply requirement, but must be taken and read in conjunction with the other parts of the document. Thus the supplier shall not have claim for further payment in respect of any order which may be described or implied in the contract, although apparently no corresponding items are given in the Schedule of Rates. ***The supplier shall be deemed to have satisfied himself before quoting as to the correctness and sufficiency of his / her quote for the contract and of the rates and prices stated in the Schedule of Rates.***

#### 3.2 TAX AND DUTIES

Prices, quoted and paid, must include all customs, excise and import duties, and any other tariffs or taxes levied by the government or statutory body having jurisdiction on the goods provided under this contract, **including Value Added Tax (applicable to the current rate).**

#### 3.3 RATES

The rates, prices inserted shall be the full rates and prices for the service delivered described under the respective items; shall cover all labour, transport and profit.

**NO PAYMENT WILL BE MADE FOR ABORTIVE WORK AND PURCHASE ORDER WILL BE CANCELLED**

PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF PUBLIC WORKS  
PREVENTIVE MAINTENANCE SCHEDULE

TYPE OF SERVICE : KITCHEN EQUIPMENT WATER  
 SCHEDULE FOR : ELECTRIC BOILING PAN - OIL JACKETED  
 SCHEDULE FREQUENCY : 6 MONTHLY

REF : K  
 CODE : K14-001

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

P.M. SERVICE				RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION			
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
1.	Control switches										
2.	Indicator lamps										
3.	Electrical supply cable, conduit and sprague including earth continuity										
4.	Condition of panel wiring										
5.	All electrical connections for tightness										
6.	All isolator										
7.	Size of MCB										
8.	Total element amperage										
9.	Condition of element gaskets										
10.	Water level										
11.	Condition of water level										
12.	Leaks (cold and hot)										
13.	Date of last oil change										

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)					OTHER REPAIRS REQUIRED SUBMIT QUOTATION				
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY. REQ.
14.	Lid hinges and lubricate										
15.	Lid handles and insulation										
16.	Lid balance										
17.	Condition of liner										
18.	Condition of cladding										
19.	Water supply and valve for leaks										
20.	Drain spout for leaks or obstructions										
21.	Clean down										
22.	Take test sample of oil and submit for analysis										
23.	Clean rust spots and touch up with paint										

**NB If oil requires to be changed after analysis, the old oil must be returned to the supplier and not disposed of in the sewer or storm water.**

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:		SIGNATURE:	
FROM:		TO:		KM:		TO:		KM:			
								TOTAL KM:			

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

**SERVICE ELECTRIC BOILING PAN**

**PART 1**

**1. GENERAL**

**1.1 SCOPE OF WORK**

- a) The current scope of work entails: see page 1 to 3
- b) Each pot must have its own report.
- c) Remove rubble from site and disposed of accordingly
- d) Notify maintenance before isolating the plant (one plant at a time).
- e) Contractor should report at maintenance and complete relevant register for payment purpose

The contractor shall allow for appointing relevant professionals, all independent statutory obligations for inspections and certificates.

- I. Company must have valid CIDB ME
- II. Company must be registered with CSD
- III. Company must attached a letter of good standing
- IV. Company must have liability insurance

**1.2 SITE AND MODE OF PROCEDURE**

The site at KwaZulu Natal: UThukela District: Estcourt Hospital.

- a) Bidders are advised that all the existing premises will be occupied throughout the period of any contract.
- b) Damage to the existing buildings - Bidders to note that any damages done or occurring to any of the buildings will be repaired at the expense of the contractor.
- c) The service must be to the satisfaction of the KwaZulu-Natal Department of Health.

**1.3 CONTRACT DRAWINGS**

There are no contract drawings issued together with this document.

**PART 2**

**2. GENERAL TECHNICAL SPECIFICATION**

This Technical Specification is provided as a guideline for bid purposes for Bidders on **CIDB: ME level 1**.



**SCHEDULE OF RATES: ELECTRIC POT**

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		Total
1.	Control switches					
2.	Indicator lighter					
3.	Oven thermostat					
4.	Panel wiring					
5.	Electric supply cable, conduit and Sprague including earth continuity					
6.	Condition of panel wiring					
7.	All electrical connection for tightness					
8.	Size of MCB					
9.	All isolator					
10.	Total element amperage					
11	Condition of element gasket					
12	water level of water					
13	Condition of water					
14	Clean down					
15	Check machine for corrosion, treat and touch up with paint					
	Change water					
<b>Carried To Collection Summary</b>		<b>PS 1</b>		<b>R</b>		

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		Total
<b>2.</b>	<b>Labour, Travelling and Accommodation</b>			<b>R</b>	<b>c</b>	
<b>2.1</b>	Labour	hours				
<b>2.2</b>	Travelling	km				
<b>2.3</b>	Accommodation	days				
<b>Carried To Collection Summary</b>		<b>PS 2</b>		<b>R</b>		

## COLLECTION SUMMARY

**INSTITUTION: ESTCOURT HOSPITAL**

**PREVENTATIVE MAINTENANCE: ELECTRIC POT**

NOTE:

THIS COLLECTION SUMMARY MUST BE COMPLETED IN FULL BY THE CONTRACTOR  
AND RETURNED TOGETHER WITH THE TENDER/QUOTATION FORM.

Collection Summary PS 1	R		
Collection Summary PS 2	R		
SUB-TOTAL	R		
ADD Provision for Value Added Tax of SUB-TOTAL	R		
<b><u>TOTAL: CARRIED TO TENDER FORM</u></b>	R		



PROVINCE OF KWAZULU-NATAL  
 DEPARTMENT OF HEALTH  
 PREVENTIVE MAINTENANCE SCHEDULE

TYPE OF SERVICE : KITCHEN EQUIPMENT  
 SCHEDULE FOR : STEAM COOKING POTS  
 SCHEDULE FREQUENCY : SIX MONTHLY

DATE :

FACILITY NAME : ESTCOURT HOSPITAL

Ref No. :

SERVICE PROVIDER :

ORDER No.:

**Preventative Maintenance Service**

Defects Noted for Further or Urgent Attention:

ITEM	INSTRUCTION LIST: SERVICE, ADJUST, CLEAN AS REQUIRED	CONDITION (good, bad, to be replaced)		NATURE OF WORK	QTY REQ
		BEFORE SERVICE	AFTER SERVICE		
1.	Assess leaks from steam and condensate line and repair using correct fitting and pipe				
2.	Change blocked Steam traps				
3.	Replace Air relief valve				
4.	Assess that steam inlet valve does not by pass steam.				
5.	Test Safety valve and lock at correct pressure				
6.	Ensure that no Water leaks				
7.	Flush the system				
8.	Ensure that each valve has handle				
9.	Align Lid hinges and lubricate				
10.	Ensure that each Lid has counter weight and balance				
11.	Assess Inner liner for cracks				
12.	Assess External cladding				
13.	Ensure that each Lid handle is firm on the Lid and insulated				

14.	Test Base for corrosion						
15.	Is Kwazulu Natal-Works pressure label fitted and stamped						
16.	Ensure that jacket heater is functional						
17.	Clean strainer						
18.	Service sight check glass with new kit						
19.	NOTE date of last hydraulic test Hydraulic pressure test every 36 months - As per test program						

**I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT**

**NAME OF SERVICEMAN (BLOCK LETTERS):** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**NAMES OF ASSISTANT/S: SEMI SKILLED:** \_\_\_\_\_

**NAMES OF ASSISTANT/S: UNSKILLED:** \_\_\_\_\_

**COMPANY NAME (BLOCK LETTERS):** \_\_\_\_\_

**OFFICIAL STAMP:**

**NAME OF RESPONSIBLE OFFICIAL ON SITE:**

<b>TIME IN:</b>	<b>TIME OUT:</b>	<b>TIME ON SITE:</b>	<b>DATE:</b>	<b>SIGNATURE:</b>			
<b>FROM:</b>	<b>TO:</b>	<b>KM:</b>	<b>TO:</b>	<b>KM:</b>	<b>TOTAL KM:</b>	<b>SIGNATURE:</b>	

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

**MINOR SERVICE STEAM COOKING POTS**

**PART 1**

**1. GENERAL**

**1.1 SCOPE OF WORK**

- a) The current scope of work entails: see page 1 to 3
- b) Each pot must have its own report.
- c) Remove rubble from site and disposed of accordingly
- d) Notify maintenance before isolating the plant (one plant at a time).
- e) Contractor should report at maintenance and complete relevant register for payment purpose

The contractor shall allow for appointing relevant professionals, all independent statutory obligations for inspections and certificates.

- I. Company must have valid CIDB ME
- II. Company must be registered with CSD
- III. Company must attached a letter of good standing
- IV. Company must have liability insurance

**1.2 SITE AND MODE OF PROCEDURE**

The site at KwaZulu Natal: UThukela District: Estcourt Hospital.

- a) Bidders are advised that all the existing premises will be occupied throughout the period of any contract.
- b) Damage to the existing buildings - Bidders to note that any damages done or occurring to any of the buildings will be repaired at the expense of the contractor.
- c) The service must be to the satisfaction of the KwaZulu-Natal Department of Health.

**1.3 CONTRACT DRAWINGS**

There are no contract drawings issued together with this document.

**PART 2**

**2. GENERAL TECHNICAL SPECIFICATION**

This Technical Specification is provided as a guideline for bid purposes for Bidders on **CIDB: ME level 1**.

**NO PAYMENT WILL BE MADE FOR ABORTIVE WORK AND PURCHASE ORDER WILL BE CANCELLED**

**SCHEDULE OF RATES: MINOR SERVICE KITCHEN STEAM COOKING POTS**

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT	Total
1.	Assess leaks from steam and condensate line and repair using correct fitting				
2.	Blocked Steam traps				
3.	Air relief valve				
4.	Assess that steam inlet valve does not by pass steam.				
5.	Test Safety valve and lock at correct pressure				
6.	Ensure that no Water leaks				
7.	Flush the system				
8.	Valve has handles				
9.	Align Lid hinges and lubricate				
10.	Ensure that each Lid has counter weight and balance				
11.	Assess Inner liner for cracks				
12.	Assess External cladding				
13.	Lid handle firmly on the Lid and insulated				
14.	Test Base for corrosion				
15.	Is KwaZulu Natal-Works pressure label fitted and stamped				
16.	Ensure that jacket heater is functional				
17.	Clean strainer				
18.	Service sight check glass with new kit				
19.	NOTE date of last hydraulic test Hydraulic pressure test every 36 months - As per test program				
<b>Carried To Collection Summary</b>		<b>PS 1</b>		<b>R</b>	

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		Total
<b>2.</b>	<b>Labour, Travelling and Accommodation</b>			<b>R</b>	<b>c</b>	
<b>2.1</b>	Labour	hours				
<b>2.2</b>	Travelling	km				
<b>2.3</b>	Accommodation	days				
<b>Carried To Collection Summary</b>		<b>PS 2</b>		<b>R</b>		

**COLLECTION SUMMARY**

**INSTITUTION: MADADENI HOSPITAL**

**PREVENTATIVE MAINTENANCE: SERVICE KITCHEN STEAM COOKING POTS**

**NOTE:**

THIS COLLECTION SUMMARY MUST BE COMPLETED IN FULL BY THE CONTRACTOR  
AND RETURNED TOGETHER WITH THE TENDER/QUOTATION FORM.

Collection Summary	PS 1	R		
Collection Summary	PS 2	R		
SUB-TOTAL		R		
ADD Provision for Value Added Tax of SUB-TOTAL		R		
<b><u>TOTAL: CARRIED TO TENDER FORM</u></b>		<b>R</b>		

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

**SERVICE BAIN MARIE/ FOOD WARMER**

**PART 1**

**1. GENERAL**

**1.1 SCOPE OF WORK**

- a) The current scope of work entails: see page 1 to 3
- b) Each pot must have its own report.
- c) Remove rubble from site and disposed of accordingly
- d) Notify maintenance before isolating the plant (one plant at a time).
- e) Contractor should report at maintenance and complete relevant register for payment purpose

The contractor shall allow for appointing relevant professionals, all independent statutory obligations for inspections and certificates.

- I. Company must have valid CIDB ME
- II. Company must be registered with CSD
- III. Company must attached a letter of good standing
- IV. Company must have liability insurance

**1.2 SITE AND MODE OF PROCEDURE**

The site at KwaZulu Natal: UThukela District: Estcourt Hospital.

- a) Bidders are advised that all the existing premises will be occupied throughout the period of any contract.
- b) Damage to the existing buildings - Bidders to note that any damages done or occurring to any of the buildings will be repaired at the expense of the contractor.
- c) The service must be to the satisfaction of the KwaZulu-Natal Department of Health.

**1.3 CONTRACT DRAWINGS**

There are no contract drawings issued together with this document.

**PART 2**

**2. GENERAL TECHNICAL SPECIFICATION**

This Technical Specification is provided as a guideline for bid purposes for Bidders on **CIDB: ME level 1.**



**SCHEDULE OF RATES: BAIN MARIE**

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT	Total
1.	Electrical supply cable/ cabtyre/ plug top including earth continuity				
2.	Control switch				
3.	Indicator light				
4.	Wall isolator/ switch plug				
5.	Element and washers				
6.	Panel wiring				
7.	amperage				
8.	For bain marie MCB size				
9.	Steam supply				
10.	Control valve				
11.	Condensate return				
12.	Steam coil				
13.	Control valve				
14.	Condensate return				
15.	Steam coil				
16.	Steam/ condensate leaks				
17.	Water leaks				
18.	Warmer doors				
19.	Serving lids				
20.	Food containers				
21.	Castors- clean and lubricate				
22.	Clean down				
23.	Check machine for corrossion, treat and touch up with paint				
<b>Carried To Collection Summary</b>		<b>PS 1</b>		<b>R</b>	

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		Total
<b>2.</b>	<b>Labour, Travelling and Accommodation</b>			<b>R</b>	<b>c</b>	
<b>2.1</b>	Labour	hours				
<b>2.2</b>	Travelling	km				
<b>2.3</b>	Accommodation	days				
<b>Carried To Collection Summary</b>		<b>PS 2</b>		<b>R</b>		

### COLLECTION SUMMARY

**INSTITUTION: ESTCOURT HOSPITAL**

**PREVENTATIVE MAINTENANCE: BAIN MARIE FOOD WARMER**

NOTE:

THIS COLLECTION SUMMARY MUST BE COMPLETED IN FULL BY THE CONTRACTOR AND RETURNED TOGETHER WITH THE TENDER/QUOTATION FORM.

Collection Summary	PS 1	R		
Collection Summary	PS 2	R		
SUB-TOTAL		R		
ADD Provision for Value Added Tax of SUB-TOTAL		R		
<b><u>TOTAL: CARRIED TO TENDER FORM</u></b>		<b>R</b>		

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**PROVINCE OF KWAZULU-NATAL**  
**DEPARTMENT OF PUBLIC WORKS**  
**PREVENTIVE MAINTENANCE SCHEDULE**

TYPE OF SERVICE : KITCHEN EQUIPMENT  
 SCHEDULE FOR : CONVECTION OVEN/STEAMER  
 SCHEDULE FREQUENCY : SIX MONTHLY

REF : K  
 CODE : K11-004

INSTALLATION NAME :

REF :

SERVICE PROVIDER :

ORDER No.:

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY.	QTY.	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY.
1.	Water supply and valves										
2.	Steam supply and valves										
3.	Traps										
4.	Non return valves										
5.	Strainers										
6.	Elements amperage										
7.	Fans										
8.	Wiring and components and all controls										
9.	Gaskets										
10.	Door locking device										
11.	Clean down										
12.	Check machine for corrosion, treat and touch up with paint										
13.	Descalc steam generator as per manufacturers requirements										

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:	
										NAME OF RESPONSIBLE OFFICIAL ON SITE:	
										SIGNATURE:	

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

**SERVICE CONVENTION OVEN**

**PART 1**

**1. GENERAL**

**1.1 SCOPE OF WORK**

- a) The current scope of work entails: see page 1 to 3
- b) Each pot must have its own report.
- c) Remove rubble from site and disposed of accordingly
- d) Notify maintenance before isolating the plant (one plant at a time).
- e) Contractor should report at maintenance and complete relevant register for payment purpose

The contractor shall allow for appointing relevant professionals, all independent statutory obligations for inspections and certificates.

- I. Company must have valid CIDB ME
- II. Company must be registered with CSD
- III. Company must attached a letter of good standing
- IV. Company must have liability insurance

**1.2 SITE AND MODE OF PROCEDURE**

The site at KwaZulu Natal: UThukela District: Estcourt Hospital.

- a) Bidders are advised that all the existing premises will be occupied throughout the period of any contract.
- b) Damage to the existing buildings - Bidders to note that any damages done or occurring to any of the buildings will be repaired at the expense of the contractor.
- c) The service must be to the satisfaction of the KwaZulu-Natal Department of Health.

**1.3 CONTRACT DRAWINGS**

There are no contract drawings issued together with this document.

**PART 2**

**2. GENERAL TECHNICAL SPECIFICATION**

This Technical Specification is provided as a guideline for bid purposes for Bidders on **CIDB: ME level 1**.

**SCHEDULE OF RATES: CONVECTION OVEN**

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		Total
1.	Water supply and valves					
2.	Steam supply and valves					
3.	Traps					
4.	Non return valves					
5.	Strainer					
6.	Element amperage					
7.	fans					
8.	Wiring and components and all control					
9.	gasket					
10.	Door locking device					
11.	Clean down					
12.	Check machine for corrosion descale steam generator as per manufacture requirements					
<b>Carried To Collection Summary</b>		<b>PS 1</b>		<b>R</b>		

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		Total
<b>2.</b>	<b>Labour, Travelling and Accommodation</b>			<b>R</b>	<b>c</b>	
<b>2.1</b>	Labour	hours				
<b>2.2</b>	Travelling	km				
<b>2.3</b>	Accommodation	days				
<b>Carried To Collection Summary</b>		<b>PS 2</b>		<b>R</b>		

**COLLECTION SUMMARY**

**INSTITUTION: ESTCOURT HOSPITAL**

**PREVENTATIVE MAINTENANCE: SERVICE CONVENTION OVEN**

**NOTE:**

THIS COLLECTION SUMMARY MUST BE COMPLETED IN FULL BY THE CONTRACTOR  
AND RETURNED TOGETHER WITH THE TENDER/QUOTATION FORM.

Collection Summary PS 1	R		
Collection Summary PS 2	R		
SUB-TOTAL	R		
ADD Provision for Value Added Tax of SUB-TOTAL	R		
<b><u>TOTAL: CARRIED TO TENDER FORM</u></b>	R		

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PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF PUBLIC WORKS  
PREVENTIVE MAINTENANCE SCHEDULE

TYPE OF SERVICE : KITCHEN EQUIPMENT  
 SCHEDULE FOR : MINCER/MIXER/MEAT SLICER  
 SCHEDULE FREQUENCY : SIX MONTHLY

REF : K  
 CODE : K4-002

INSTALLATION NAME :  
 SERVICE PROVIDER :  
 ORDER NO.:

P.M. SERVICE				RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION			
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY.	QTY.	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY.
1.	Electrical supply cab tyre and plug tope including earth continuity										
2.	Wall switch plug										
3.	Machine control switch										
4.	Test run										
5.	Excessive vibration or noise										
6.	Amperage										
7.	Condition of blade or accessories										
8.	Sliding table										
9.	Bowl height and adjustment										
10.	Grease nipples and lubricate										
11.	Clean down										
12.	Check machine for corrosion, treat and touch up with paint										



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:	
										NAME OF RESPONSIBLE OFFICIAL ON SITE:	
										SIGNATURE:	

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

**SERVICE TABLE TOP MIXER**

**PART 1**

**1. GENERAL**

**1.1 SCOPE OF WORK**

- a) The current scope of work entails: see page 1 to 3
- b) Each pot must have its own report.
- c) Remove rubble from site and disposed of accordingly
- d) Notify maintenance before isolating the plant (one plant at a time).
- e) Contractor should report at maintenance and complete relevant register for payment purpose

The contractor shall allow for appointing relevant professionals, all independent statutory obligations for inspections and certificates.

- I. Company must have valid CIDB ME
- II. Company must be registered with CSD
- III. Company must attached a letter of good standing
- IV. Company must have liability insurance

**1.2 SITE AND MODE OF PROCEDURE**

The site at KwaZulu Natal: UThukela District: Estcourt Hospital.

- a) Bidders are advised that all the existing premises will be occupied throughout the period of any contract.
- b) Damage to the existing buildings - Bidders to note that any damages done or occurring to any of the buildings will be repaired at the expense of the contractor.
- c) The service must be to the satisfaction of the KwaZulu-Natal Department of Health.

**1.3 CONTRACT DRAWINGS**

There are no contract drawings issued together with this document.

**PART 2**

**2. GENERAL TECHNICAL SPECIFICATION**

This Technical Specification is provided as a guideline for bid purposes for Bidders on CIDB: ME level 1.

**SCHEDULE OF RATES: TABLE TOP MIXER**

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		Total
1.	Electric supply cable, conduit and Sprague including earth continuity					
2.	Wall switch plugs					
3.	Test to run					
4.	Excessive vibration or noise					
5.	amperage					
6.	Condition of blade or accessories					
7.	Sliding table					
8.	Bowl height and adjustment					
9.	Grease nipples and lubricant					
10.	Clean down					
11	Check machine for corrosion, treat and touch up with paint					
16	Condition for elements (fish fryer)					
<b>Carried To Collection Summary</b>		<b>PS 1</b>		<b>R</b>		

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		Total
<b>2.</b>	<b>Labour, Travelling and Accommodation</b>			<b>R</b>	<b>c</b>	
<b>2.1</b>	Labour	hours				
<b>2.2</b>	Travelling	km				
<b>2.3</b>	Accommodation	days				
<b>Carried To Collection Summary</b>		<b>PS 2</b>		<b>R</b>		

**COLLECTION SUMMARY**

**INSTITUTION: ESTCOURT HOSPITAL**

**PREVENTATIVE MAINTENANCE: TABLE TOP MIXER**

**NOTE:**

THIS COLLECTION SUMMARY MUST BE COMPLETED IN FULL BY THE CONTRACTOR  
AND RETURNED TOGETHER WITH THE TENDER/QUOTATION FORM.

Collection Summary      PS 1	R		
Collection Summary      PS 2	R		
SUB-TOTAL	R		
ADD Provision for Value Added Tax of SUB-TOTAL	R		
<b><u>TOTAL: CARRIED TO TENDER FORM</u></b>	<b>R</b>		

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PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF PUBLIC WORKS  
PREVENTIVE MAINTENANCE SCHEDULE

TYPE OF SERVICE : KITCHEN EQUIPMENT  
 SCHEDULE FOR : BAIN MARIE/FOOD TROLLEY  
 SCHEDULE FREQUENCY : SIX MONTHLY  
 INSTALLATION NAME :  
 REF : K  
 CODE : K8-002  
 REF :  
 ORDER No.:

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY.	QTY.	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY.
1.	Electrical supply cable/cable/ye/ plugtop including earth continuity										
2.	Control switch										
3.	Indicator lights										
4.	Wall isolator/switch plug										
5.	Elements and washers										
6.	Panel wiring										
7.	Amperage										
8.	For Bain Marie MCB size										
9.	Steam supply										
10.	Control valve										
11.	Condensate return										
12.	Steam coil										
13.	Steam/condensate leaks										

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY.	QTY.	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY.
14.	Water leaks										
15.	Warmer doors										
16.	Serving lids										
17.	Food containers										
18.	Castors – clean and lubricate										
19.	Clean down										
20.	Check machine for corrosion, treat and touch up with paint										

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):

NAME OF RESPONSIBLE OFFICIAL ON SITE:

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

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

**SERVICE BAIN MARIE/**

**PART 1**

**1. GENERAL**

**1.1 SCOPE OF WORK**

- a) The current scope of work entails: see page 1 to 3
- b) Each pot must have its own report.
- c) Remove rubble from site and disposed of accordingly
- d) Notify maintenance before isolating the plant (one plant at a time).
- e) Contractor should report at maintenance and complete relevant register for payment purpose

The contractor shall allow for appointing relevant professionals, all independent statutory obligations for inspections and certificates.

- I. Company must have valid CIDB ME
- II. Company must be registered with CSD
- III. Company must attached a letter of good standing
- IV. Company must have liability insurance

**1.2 SITE AND MODE OF PROCEDURE**

The site at KwaZulu Natal: UThukela District: Estcourt Hospital.

- a) Bidders are advised that all the existing premises will be occupied throughout the period of any contract.
- b) Damage to the existing buildings - Bidders to note that any damages done or occurring to any of the buildings will be repaired at the expense of the contractor.
- c) The service must be to the satisfaction of the KwaZulu-Natal Department of Health.

**1.3 CONTRACT DRAWINGS**

There are no contract drawings issued together with this document.

**PART 2**

**2. GENERAL TECHNICAL SPECIFICATION**

This Technical Specification is provided as a guideline for bid purposes for Bidders on **CIDB: ME level 1.**

**SCHEDULE OF RATES: BAIN MARIE**

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		Total
1.	Electrical supply cable/ cabtyre/ plug top including earth continuity					
2.	Control switch					
3.	Indicator light					
4.	Wall isolator/ switch plug					
5.	Element and washers					
6.	Panel wiring					
7.	amperage					
8.	For bain marie MCB size					
9.	Steam supply					
10.	Control valve					
11.	Condensate return					
12.	Steam coil					
13.	Control valve					
14.	Condensate return					
15.	Steam coil					
16.	Steam/ condensate leaks					
17.	Water leaks					
18.	Warmer doors					
19.	Serving lids					
20.	Food containers					
21.	Castors- clean and lubricate					
22.	Clean down					
23.	Check machine for corrosion, treat and touch up with paint					
<b>Carried To Collection Summary</b>		<b>PS 1</b>		<b>R</b>		



Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		Total
<b>2.</b>	<b>Labour, Travelling and Accommodation</b>			<b>R</b>	<b>c</b>	
<b>2.1</b>	Labour	hours				
<b>2.2</b>	Travelling	km				
<b>2.3</b>	Accommodation	days				
<b>Carried To Collection Summary</b>		<b>PS 2</b>		<b>R</b>		

### COLLECTION SUMMARY

**INSTITUTION: ESTCOURT HOSPITAL**

**PREVENTATIVE MAINTENANCE: BAIN MARIE**

NOTE:

THIS COLLECTION SUMMARY MUST BE COMPLETED IN FULL BY THE CONTRACTOR

AND RETURNED TOGETHER WITH THE TENDER/QUOTATION FORM.

Collection Summary	PS 1	R		
Collection Summary	PS 2	R		
SUB-TOTAL		R		
ADD Provision for Value Added Tax of SUB-TOTAL		R		
<b><u>TOTAL: CARRIED TO TENDER FORM</u></b>		<b>R</b>		

*S. B. Sub*

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

**SERVICE FOOD PROCESSOR**

**PART 1**

**1. GENERAL**

**1.1 SCOPE OF WORK**

- a) The current scope of work entails: see page 1 to 3
- b) Each pot must have its own report.
- c) Remove rubble from site and disposed of accordingly
- d) Notify maintenance before isolating the plant (one plant at a time).
- e) Contractor should report at maintenance and complete relevant register for payment purpose

The contractor shall allow for appointing relevant professionals, all independent statutory obligations for inspections and certificates.

- I. Company must have valid CIDB ME
- II. Company must be registered with CSD
- III. Company must attached a letter of good standing
- IV. Company must have liability insurance

**1.2 SITE AND MODE OF PROCEDURE**

The site at KwaZulu Natal: UThukela District: Estcourt Hospital.

- a) Bidders are advised that all the existing premises will be occupied throughout the period of any contract.
- b) Damage to the existing buildings - Bidders to note that any damages done or occurring to any of the buildings will be repaired at the expense of the contractor.
- c) The service must be to the satisfaction of the KwaZulu-Natal Department of Health.

**1.3 CONTRACT DRAWINGS**

There are no contract drawings issued together with this document.

**PART 2**

**2. GENERAL TECHNICAL SPECIFICATION**

This Technical Specification is provided as a guideline for bid purposes for Bidders on **CIDB: ME level 1**.

**SCHEDULE OF RATES: TABLE TOP MIXER**

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		Total
1.	Electric supply cable, conduit and Sprague including earth continuity					
2.	Wall switch plugs					
3.	Test to run					
4.	Excessive vibration or noise					
5.	amperage					
6.	Condition of blade or accessories					
7.	Sliding table					
8.	Bowl height and adjustment					
9.	Grease nipples and lubricant					
10.	Clean down					
11	Check machine for corrosion, treat and touch up with paint					
<b>Carried To Collection Summary</b>		<b>PS 1</b>		<b>R</b>		

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		Total
<b>2.</b>	<b>Labour, Travelling and Accommodation</b>			<b>R</b>	<b>c</b>	
<b>2.1</b>	Labour	hours				
<b>2.2</b>	Travelling	km				
<b>2.3</b>	Accommodation	days				
<b>Carried To Collection Summary</b>		<b>PS 2</b>		<b>R</b>		

## COLLECTION SUMMARY

**INSTITUTION: ESTCOURT HOSPITAL**

**PREVENTATIVE MAINTENANCE: FOOD PROCESSOR**

NOTE:

THIS COLLECTION SUMMARY MUST BE COMPLETED IN FULL BY THE CONTRACTOR  
AND RETURNED TOGETHER WITH THE TENDER/QUOTATION FORM.

Collection Summary	PS 1	R		
Collection Summary	PS 2	R		
SUB-TOTAL		R		
ADD Provision for Value Added Tax of SUB-TOTAL		R		
<b><u>TOTAL: CARRIED TO TENDER FORM</u></b>		R		



**PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF PUBLIC WORKS  
PREVENTIVE MAINTENANCE SCHEDULE**

TYPE OF SERVICE : KITCHEN EQUIPMENT  
 SCHEDULE FOR : EXTRACT CANOPY  
 SCHEDULE FREQUENCY :

REF : K  
 CODE : K13-002

INSTALLATION NAME :  
 SERVICE PROVIDER :  
 ORDER No.:

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY.	QTY.	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY.
1.	Remove and clean filters										
2.	Degrease and clean canopy, drain and ducting										
3.	Check lighting										
4.	Check contactor and O/L setting										
5.	Check electrical connections										
6.	Check motor, fan and blades										
7.	Check mountings										
8.	Check sound attenuator										
9.	Megger test motor										
10.	Check exhaust cowl										

I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT										OFFICIAL STAMP:	
NAME OF SERVICEMAN (BLOCK LETTERS):						SIGNATURE:				NAME OF RESPONSIBLE OFFICIAL ON SITE:  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:	

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

**SERVICE EXTRACT CANOPY/ FAN**

**PART 1**

**1. GENERAL**

**1.1 SCOPE OF WORK**

- a) The current scope of work entails: see page 1 to 3
- b) Each pot must have its own report.
- c) Remove rubble from site and disposed of accordingly
- d) Notify maintenance before isolating the plant (one plant at a time).
- e) Contractor should report at maintenance and complete relevant register for payment purpose

The contractor shall allow for appointing relevant professionals, all independent statutory obligations for inspections and certificates.

- I. Company must have valid CIDB ME
- II. Company must be registered with CSD
- III. Company must attached a letter of good standing
- IV. Company must have liability insurance

**1.2 SITE AND MODE OF PROCEDURE**

The site at KwaZulu Natal: UThukela District: Estcourt Hospital.

- a) Bidders are advised that all the existing premises will be occupied throughout the period of any contract.
- b) Damage to the existing buildings - Bidders to note that any damages done or occurring to any of the buildings will be repaired at the expense of the contractor.
- c) The service must be to the satisfaction of the KwaZulu-Natal Department of Health.

**1.3 CONTRACT DRAWINGS**

There are no contract drawings issued together with this document.

**PART 2**

**2. GENERAL TECHNICAL SPECIFICATION**

This Technical Specification is provided as a guideline for bid purposes for Bidders on **CIDB: ME level 1**.

**SCHEDULE OF RATES: EXTRACT CANOPY/ FAN**

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		Total
1.	Remove and clean filters					
2.	Degrees and clean canopy					
3.	Checking lights					
4.	Check contactor and o/ setting					
5.	Check electrical connections					
6.	Check motor, fan and blades					
7.	Check mountings					
8.	Check sound attenuator					
9.	Megger test motor					
10.	Check exhaust cowl					
<b>Carried To Collection Summary</b>		<b>PS 1</b>		<b>R</b>		

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		Total
<b>2.</b>	<b>Labour, Travelling and Accommodation</b>			<b>R</b>	<b>c</b>	
<b>2.1</b>	Labour	hours				
<b>2.2</b>	Travelling	km				
<b>2.3</b>	Accommodation	days				
<b>Carried To Collection Summary</b>		<b>PS 2</b>		<b>R</b>		



## COLLECTION SUMMARY

**INSTITUTION: ESTCOURT HOSPITAL**

**PREVENTATIVE MAINTENANCE: EXTRACT CANOPY/ FANS**

**NOTE:**

THIS COLLECTION SUMMARY MUST BE COMPLETED IN FULL BY THE CONTRACTOR  
AND RETURNED TOGETHER WITH THE TENDER/QUOTATION FORM.

Collection Summary      PS 1	R		
Collection Summary      PS 2	R		
SUB-TOTAL	R		
ADD Provision for Value Added Tax of SUB-TOTAL	R		
<b><u>TOTAL: CARRIED TO TENDER FORM</u></b>	<b>R</b>		

*SB*

PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF PUBLIC WORKS  
PREVENTIVE MAINTENANCE SCHEDULE

TYPE OF SERVICE : : KITCHEN EQUIPMENT  
 SCHEDULE FOR : : ELECTRIC RANGE/GRILLER  
 SCHEDULE FREQUENCY : : SIX MONTHLY  
 INSTALLATION NAME : :  
 REF : : K  
 CODE : : K5-002  
 REF : :  
 ORDER NO.:

SERVICE PROVIDER : :

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY.	QTY.	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY.
1.	Control switches										
2.	Indicator lights										
3.	Oven thermostat										
4.	Panel wiring										
5.	Electrical supply cable, conduit including earth continuity and sprague										
6.	Wall isolator										
7.	Total amperage										
8.	Size of MCB										
9.	Cracks or distortion of heating surfaces										
10.	Plate levelling screws										
11.	Oven door hinges and lubricate										
12.	Oven door balance										
13.	Interior of oven										

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY.	QTY.	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY.
14.	Clean down										
15.	Check machine for corrosion, treat and touch up with paint										

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):

NAME OF RESPONSIBLE OFFICIAL ON SITE:

TIME IN:	TIME OUT:	TIME ON SITE:	DATE:
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FROM:	TO:	KM:	TO:	KM:	TOTAL KM:	SIGNATURE:
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**PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF HEALTH  
ESTCOURT HOSPITAL**

**SERVICE ELECTRIC RANGER/ GRILLER**

**PART 1**

**1. GENERAL**

**1.1 SCOPE OF WORK**

- a) The current scope of work entails: see page 1 to 3
- b) Each pot must have its own report.
- c) Remove rubble from site and disposed of accordingly
- d) Notify maintenance before isolating the plant (one plant at a time).
- e) Contractor should report at maintenance and complete relevant register for payment purpose

The contractor shall allow for appointing relevant professionals, all independent statutory obligations for inspections and certificates.

- I. Company must have valid CIDB ME
- II. Company must be registered with CSD
- III. Company must attached a letter of good standing
- IV. Company must have liability insurance

**1.2 SITE AND MODE OF PROCEDURE**

The site at KwaZulu Natal: UThukela District: Estcourt Hospital.

- a) Bidders are advised that all the existing premises will be occupied throughout the period of any contract.
- b) Damage to the existing buildings - Bidders to note that any damages done or occurring to any of the buildings will be repaired at the expense of the contractor.
- c) The service must be to the satisfaction of the KwaZulu-Natal Department of Health.

**1.3 CONTRACT DRAWINGS**

There are no contract drawings issued together with this document.

**PART 2**

**2. GENERAL TECHNICAL SPECIFICATION**

This Technical Specification is provided as a guideline for bid purposes for Bidders on **CIDB: ME level 1.**

**SCHEDULE OF RATES: ELECTRIC RANGER/ GRILLER**

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		Total
1.	Control switches					
2.	Indicator lighter					
3.	Oven thermostat					
4.	Panel wiring					
5.	Electric supply cable, conduit including earth continuity and sprague					
6.	Wall isolator					
7.	Total amperage					
8.	Size of MCB					
9.	Cracks or distortion of heating surface					
10.	Plate levelling screws					
11	Oven door hinges					
12	Oven door balance					
13	Interior oven					
14	Clean down					
15	Check machine for corrosion, treat and touch up with paint					
<b>Carried To Collection Summary</b>		<b>PS 1</b>		<b>R</b>		

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		Total
<b>2.</b>	<b>Labour, Travelling and Accommodation</b>			<b>R</b>	<b>c</b>	
<b>2.1</b>	Labour	hours				
<b>2.2</b>	Travelling	km				
<b>2.3</b>	Accommodation	days				
<b>Carried To Collection Summary</b>		<b>PS 2</b>		<b>R</b>		

**COLLECTION SUMMARY**

**INSTITUTION: ESTCOURT HOSPITAL**

**PREVENTATIVE MAINTENANCE: ELECTRIC RANGER/ GRILLER**

**NOTE:**

THIS COLLECTION SUMMARY MUST BE COMPLETED IN FULL BY THE CONTRACTOR  
AND RETURNED TOGETHER WITH THE TENDER/QUOTATION FORM.

Collection Summary      PS 1	R		
Collection Summary      PS 2	R		
SUB-TOTAL	R		
ADD Provision for Value Added Tax of SUB-TOTAL	R		
<b><u>TOTAL: CARRIED TO TENDER FORM</u></b>	R		

*SB*

PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF PUBLIC WORKS  
PREVENTIVE MAINTENANCE SCHEDULE

TYPE OF SERVICE : KITCHEN EQUIPMENT  
 SCHEDULE FOR : GAS APPLIANCES  
 SCHEDULE FREQUENCY : SIX MONTHLY  
 INSTALLATION NAME :

REF : K  
 CODE : K3-002

SERVICE PROVIDER :

ORDER No.:

P.M. SERVICE				RUNNING REPAIRS (Apply for as Applicable)				OTHER REPAIRS REQUIRED			
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY.	QTY.	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY.
1.	Regulator and piping										
2.	Shuttle valve										
3.	Flame control										
4.	Jets										
5.	Clean down										
6.	Check machine for corrosion, treat and touch up with paint										

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:	
										NAME OF RESPONSIBLE OFFICIAL ON SITE:	
										SIGNATURE:	