



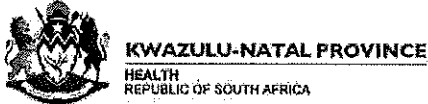
# KZN Health Intranet

KZN HEALTH

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KZN Health > Components > Supply Chain Management

## AdvertQuote



## Quotation Advert

Opening Date: 2022-10-05

Closing Date: 2022-10-18

Closing Time: 11:00

### INSTITUTION DETAILS

Institution Name: Greytown hospital

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required: SYSTEMS

Date Submitted: 2022-10-04

### ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: GTW 11/10/22-23

Item Category: Services

Item Description: MAINTENANCE OF GARDEN AND GROUNDS @ McCULLEN STREET HOUSE, AND SCOTT STREET  
November 2022 to March 2023

Quantity (if supplies): 05 MONTHS CONTRACT

### COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Both

Date: 2022-10-12

Time: 10:00AM

Venue: GREYTOWN HOSPITAL MAINTENANCE BOARDROOM

QUOTES CAN BE COLLECTED FROM: DOWNLOAD FOR KZN HEALTH WEBSITE

QUOTES SHOULD BE DELIVERED TO: GREYTOWN HOSPITAL TENDER BOX , NEXT TO THE MAIN GATE OR EMAIL TO : Bongukwanda.Dlamini@kznhealth.gov.za

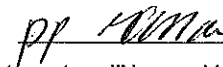
### ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: MR. S. SOSIBO

Email: N/A

Contact Number: 033 4139 400

Finance Manager Name: MR. R. HANIFF

Finance Manager Signature: 

No late quotes will be considered







## 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  YES take place
  - (ii) Date 12 / 10 / 2022 Time 10 : 00AM Place GTN HOSPITAL MAINTENANCE BOARDROOM

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:

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

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the quote, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a quote is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

**2. DEFINITIONS**

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



**3. POINTS AWARDED FOR PRICE**

**3.1 THE 80/20 PREFERENCE POINT SYSTEMS**

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

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

- Ps = Points scored for price of bid under consideration
- Pt = Price of bid under consideration
- Pmin = price of lowest acceptable bid

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

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

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

**5. BID DECLARATION**

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

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

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

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

**7. SUB-CONTRACTING**  
**applicable box)**

(Tick

YES		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 last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

9. **DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 **TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

9.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
.....

9.6 **COMPANY CLASSIFICATION [TICK APPLICABLE BOX]**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

9.7 Total number of years the company/firm has been in business:.....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

<b>WITNESSES</b>
1. ....
2. ....

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



PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF HEALTH

**Scott st / McCullum st / Cathcart st - MAINTENANCE AND  
CLEANING OF GARDEN AND GROUNDS**  
**ZNQ NO: GTW 11/10/22-23**

Closing Date & Time : 18 OCT 2022 @ 11h00  
Contract Period : 05 MONTHS.  
Validity Period : 30 Days  
Technical Contact Person : MR. R. VAN JAARVELD  
Contact Telephone Number : 033-4139400  
On Site Inspection : 12 OCT 2022 @ 10h00

DOCUMENTS DELIVERED BY HAND MUST BE DEPOSITED IN THE QUOTATION BOX SITUATED IN:

THE TENDER-BOX GREYTOWN DISTRICT HOSPITAL BELL STREET EXTN, GREYTOWN 3250	THE QUOTATION BOX IS AVAILABLE ON MONDAYS TO SUNDAYS - EXCESS PERMISSION WILL BE OBTAINED FROM THE SECURITY GATE.
------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------

DOCUMENTS SHALL BE REGISTERED AND POSTED SHALL BE ADDRESSED TO:

SUPPLY CHAIN MANAGEMENT:  
GREYTOWN DISTRICT HOSPITAL  
PRIVATE BAG X5562  
GREYTOWN 3250

N.B.: TENDER BOX WILL BE CLEARED AT 1100HRS ON THE (CLOSING DATE).

**Name of Tenderer** \_\_\_\_\_

**PROVINCIAL SUPPLIERS DATABASE REGISTRATION NO.:** \_\_\_\_\_

PROVINCIAL SUPPLIERS DATABASE REGISTRATION CLASSIFICATION :( Tick (✓)  
applicable block)

VALIDATED SUPPLIER  PROVISIONAL SUPPLIER:

**NOTICE:**

**PROVISIONALLY REGISTERED COMPANIES:**

LETTER TO BE ATTACHED FROM KWAZULU-NATAL PROVINCIAL TREASURY  
REFLECTING THE REASON(S) FOR NON ALLOCATION OF FULL REGISTRATION STATUS  
AND WHAT DOCUMENT(S) AND OR INFORMATION IS STILL OUTSTANDING.  
OUTSTANDING DOCUMENTATION/ INFORMATION MUST ALSO ACCOMPANY THIS  
OFFER

Scott st / McCullum st/ Cathcart ST- MAINTENANCE AND CLEANING OF GARDEN AND GROUNDS  
DATE:  
ZNQ NO:  
COMPULSORY SITE INSPECTION @ 10h00  
CLOSING DATE: @ 11h00  
CONTRACT PERIOD: 6 MONTHS

PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF HEALTH

**Scott st / McCullum st/ Cathcart st - MAINTENANCE AND  
CLEANING OF GARDEN AND GROUNDS**

**ZNQ NO: ZNQ NO: GTW 11/10/22-23**

PROJECT SPECIFICATIONS

1. **NOTES TO TENDERERS:**

1.1. **SCOPE OF CONTRACT:**

Contractor to please note: Document (page 15) is compulsory to be filled by the Contractor for Evaluation purposes

Contractor to supply skilled machine operators and No chancers will be allowed on site.

This Contract is for the complete / execution of the project indicated above.

1.2. **MAINTENANCE DRAWINGS:**

This quotation document is to be read and understood by the Tenderer before the filling of Tender Document as the Hospital will not be held responsible for undercoated documents or incorrect submitted Tender documents.

**Drawing No: 1**

Where Tenders feels, the Hospital Site Drawings are requested to clearly mark the areas need to be maintained, such drawings maybe may be requested from the Hospital.

1.3. CONDITIONS OF CONTRACT AND PRELIMINARIES

1.3.1 **PERIOD OF CONTRACT:**

6 (SIX) Months as the Contract Period for the completion of the Maintenance of Garden and Grounds from date of Site handover.

1.3.2 **CONTRACT GUARANTEE:**

The successful Tenderer will **NOT** be required to submit a contract guarantee.

1.3.3 GUARANTEE PERIOD

Scott st / McCullum st/ Cathcart ST- MAINTENANCE AND CLEANING OF GARDEN AND GROUNDS

DATE:

ZNQ NO:

COMPULSORY SITE INSPECTION @ 10h00

CLOSING DATE: @ 11h00

CONTRACT PERIOD: 6 MONTHS

1.3.4 **SITE AND MODE OF PROCEDURE:**

Maintenance work contained in this contract will be carried out on the site of the existing Institution.

The Contractor is advised that the existing premises will be occupied throughout the period of the contract.

The Contractor is advised that the existing premises are parked with governments, visitors and staff vehicles, Contractor to request all vehicles that are obstructing the areas need to be maintained to be removed by the people concerned before cutting of the grass or any other maintenance that may be a damage risk to property.

**DAMAGES TO STATE PROPERTY:**

Damage to existing buildings OR other state property - Tenderers to note that any damages done or occurring to any of the buildings or property will be repaired at the expense of the contractor/ Tenderer.

The repairs must be to the satisfaction of the KwaZulu- Natal Department of Health.

**NB:** *Tenderers are advised to examine and visit the site prior to quoting and to acquaint themselves with the nature of the work to be done and access to the siting of the existing buildings etc., as no claim will be allowed on the grounds of ignorance of the conditions under which the work will be executed.*

**The Tenderer must acquaint himself/herself with the specifications and totality of the work required and to premeasure before submitting this quotation as no variation orders will be entertained due to under quoting.**

***The Maintenance Contractor to note that an independently appointed Maintenance Sub Contractor will be working in conjunction with him in the completion of this service.***

1.3.5 **SATISFACTORY GROUND MAINTENANCE:**

The whole of the **Grounds Maintenance** shall be carried out properly and to the satisfaction of the DOH (Greytown Hospital).

1.3.6 **No warning will be given to Contractor that is under performing.**

1.3.7 **Contract will be cancelled (Bridge Of Contract)**

1.3.8 **MONTHLY MINUTES / CONTRACTOR'S PERFORMANCE REPORTS:**

On completion of the service, a copy of the "**Monthly Performance Reports including monthly minutes**" must be submitted to the office of the Systems Management Officer (Greytown Hospital).

**Scott st / McCullum st / Cathcart st - MAINTENANCE AND  
CLEANING OF GARDEN AND GROUNDS**

**ZNQ NO: ZNQ NO: GTW 11/10/22-23**

**TECHNICAL SPECIFICATIONS**

**2. TECHNICAL SPECIFICATION**

**2.1 GENERAL**

This TECHNICAL SPECIFICATION shall be read in conjunction with all other sections of the SPECIFICATION and cognisance shall be taken of the clauses relevant to this particular Maintenance, whether any specific clauses are referred to or not.

**3. SCOPE OF WORKS.**

Maintenance to be carried out under this contract includes the supply of all materials and Chemicals required including all required equipment's for maintenance and cleaning gardens and grounds.

Labour to maintain and clean garden and grounds as per of the Dept. of Health specification.

**The work comprises of:**

1. Cutting, cleaning and transporting of wide grass, lawns, small trees, big trees, and all other foreign materials that hinder the cleanliness of the Institution grounds.
2. Sweeping of tarred and paved areas including general cleaning of Institution drains, gutters and down pipes.
4. Sweeping and cleaning of general parking area by the Main entrance.
5. Supply and planting of all season flowers including maintenance.
6. Supply and planting of all season flowers-to be discussed with the Hospital (Site Inspection)
6. Maintenance of existing trees and cleaning of leaves.
7. Spraying including removal and killing of weeds from lawns and building verandas, **ONLY APPROVED CHEMICAL TO BE USED TO KILL WEEDS (round ups or other approved).**
8. All rubbles and other foreign materials shall be removed and transported by the Contractor to a designated dumping site and **NO DUMPING SHALL BE ALLOWED IN ANY MUNICIPALITY ZONES.**

**NB: The Hospital will be operational at all times and the Contractor is to ensure that accessibility by the staff, ambulances and public is not obstructed in any way.**

**The work site is to be cordoned off and kept neat and tidy at all times.**

**4. PERIOD OF CONTRACT**

**6 Month** as the Period Contract, from the date of Site handover.

**SPECIAL CLAUSES:**

- A. The quality of workmanship will not be compromised, and will be to the satisfaction of the Department of Health (Greytown Hospital) Failure to deliver quality and according to specifications will lead to cancellation of the contract and failure to abide by Dept. of Health Standard Preambles to all Trades and the use of inferior materials, poor machines, poor chemicals will lead to the cancellation of this contract.**
- B. The Tenderer must acquaint himself/herself with the specifications and totality of the work required and to premeasure before submitting this quotation as no variation orders will be entertained due to under quoting.**
- C. No payments will be made to the Contractor if the Contractor fails to adhere to providing acceptable Maintenance to the DOH. (Greytown Hospital) as per specifications**

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PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF HEALTH

**Scott st / McCullum st / Cathcart st - MAINTENANCE AND  
CLEANING OF GARDEN AND GROUNDS**

**ZNQ NO: ZNQ NO: GTW 11/10/22-23**

SCHEDULE OF RATES

**3.1 ITEMS AND PRICING**

The Department 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 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**

Except where provision is made in the Schedule of Rates, the rates and prices inserted shall be the full rates and prices for the service delivered described under the respective items and shall cover all labour, transport, overhead charges and profit, etc. as well as the general liabilities, obligations and risks arising out of the Conditions of Contract, the overhead charges and profit being spread proportionately over the rates of the relative items in the Schedule of Rates.

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Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		TOTAL	
				R	c	R	c
	<b>NOTE:</b> All rates for items contained in this Schedule of Prices must be computed <b>excluding</b> the applicable Value Added Tax.						
	<b>ZNQ NO: GTW 11/10/22-23</b> <b>INSTITUTION: <u>Scott st / McCullum st</u></b>  <b>SERVICE: Maintenance and cleaning of garden and grounds . Site can be visited and viewed by appointment any date before closing date.</b>						
	<b>PROPRIETARY ARTICLES:</b> All equipment and material <b>QUOTED</b> in this contract shall be that which is specified or other approved by the Department of Health Facilities Management. See specification below.						
1)	<b>LAWNS:</b> (i) Lawns to be kept free from weeds, litter and other foreign materials.  (ii) Lawns/grass patches to be cut every second week.  (iii) Lawns to be kept to a satisfactory length, required by the client.  (iv) All edges of lawns, flower beds, shall be trimmed and uniformed (straight to be maintained)						
2)	<b>FLOWER BEDS AND SHRUBS:</b> (i) Flower beds, shall be kept free from weeds, wide grass and other litter.  (ii) All borders shall be trimmed and to maintain continuous neatness.  (iii) All flower and shrub beds continuous turning shall be maintained at all times.  (iv) All dead flower branches shall be daily removed.						
<b>Carried To Collection Summary</b>				<b>PS 1</b>	<b>R</b>		

Scott st / McCullum st/ Cathacr ST- MAINTENANCE AND CLEANING OF GARDEN AND GROUNDS  
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Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		TOTAL		
				R	c	R	c	
	<b>NOTE:</b> All rates for items contained in this Schedule of Prices must be computed <b>excluding</b> the applicable Value Added Tax.							
	<b>ZNQ NO: GTW 11/10/22-23</b> <b>INSTITUTION: <u>Scott st / McCullum st/ Cathcart st</u></b> <b>SERVICE: Maintenance and cleaning of garden and grounds . Site can be visited and viewed by appointment any date before closing date.</b>							
	<b>PROPRIETARY ARTICLES:</b> All equipment and material <b>QUOTED</b> in this contract shall be that which is specified or other approved by the Department of Health Facilities Management. See specification below.							
1)	<b>TREES:</b> (i) All dead branches shall be removed to maintain two (2) meters site clearance (ii) All fallen leaves that are surrounding trees shall be cleared at all times. (iii) All branches that constitute danger to Public/Department personal shall be removed. (iv) Supply and planting of all season flowers as per site discussion. All flowers to be discussed with the Superintendent.							
2)	<b>HEDGES:</b> (i) Where hedges available shall be kept cut at a uniform height.							
3)	<b>GULLEY'S DRAINS INCLUDING GUTTERS AND DOWNPIPES:</b> (i) Gulley's and drains shall be swept. No grass shall grow in Gulley's, drains, gutters and downpipes.							
<b>Carried To Collection Summary</b>						<b>PS 2</b>	<b>R</b>	

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Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		TOTAL	
				R	c	R	c
	<b>NOTE:</b> All rates for items contained in this Schedule of Prices must be computed <b>excluding</b> the applicable Value Added Tax.						
	<b>ZNQ NO: GTW 11/10/22-23</b> <b>INSTITUTION: <u>Scott st / McCullum st/ Cathcart st</u></b> <b>SERVICE: Maintenance and cleaning of garden and grounds . Site can be visited and viewed by appointment any date before closing date.</b>						
	<b>PROPRIETARY ARTICLES:</b> All equipment and material <b>QUOTED</b> in this contract shall be that which is specified or other approved by the Department of Health Facilities Management. See specification below.						
1)	<b>ROADS,PARKINGS, TARRED AND PAVED ZONES:</b> (i) All zones shall be kept clean from weeds, litters, sand and other foreign materials.  Maintenance and cleaning shall be made by means of using appropriate tools / spraying with suitable weed killer.						
2)	i) No personnel is allowed to walk on roof areas of any Nature. (ii) All garden refuse and other waste shall be daily removed from site and transported To a designated dumping site. (i) All tree leaves shall not be allowed to accumulate; Daily raking and dumping is recommended to keep the area maintained clean.						
<b>Carried To Collection Summary</b>				<b>PS 3</b>	<b>R</b>		

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tem	DESCRIPTION	UNIT	QTY	RATE/ UNIT		TOTAL	
				R	c	R	c
	<b>NOTE:</b> All rates for items contained in this Schedule of Prices must be computed <b>excluding</b> the applicable Value Added Tax.						
	<b>ZNQ NO: GTW 11/10/22-23</b> <b>INSTITUTION: <u>Scott st / McCullum st/ Cathcart st</u></b> <b>SERVICE: Maintenance and cleaning of garden and grounds .</b>						
	<b>PROPRIETARY ARTICLES:</b> All equipment and material <b>QUOTED</b> in this contract shall be that which is specified or other approved by the Department of Health Facilities Management. See specification below.						
1)	<b>TRANSPORT:</b> (i) Refuse transport shall be provided and managed by the Contractor, and must be removed daily.  Contractor shall ensure, <b>NO REFUSE IS DROPPED IN PUBLIC ROADS, THEREFORE CONTRACTOR SHALL PROVIDE SUITABLE TRANSPORT FOR THIS KIND OF SERVICE.</b>						
2)	<b>CONTRACTORS PERFORMANCE :</b> (i) Once a month a Contractor shall have a formal discussion and sign performance tool with Facility Manager and the tool shall be forwarded to (SCM) Head Office.  (ii) Once a month a Contractor shall attend formal meetings with the Systems management team and minutes of the meetings shall be taken and filled for record purposes.						
<b>Carried To Collection Summary</b>		<b>PS 5</b>		<b>R</b>			

### **MINIMUM WAGES**

The Department of Labour announced an increase in the minimum wage for domestic workers across South Africa as of 1 December 2018. According to the definition of a "domestic worker" as provided by the department, this includes all housekeepers, **gardeners**, nannies, and domestic drivers, among others.

### **Minimum wage of R23.19 per hour as from 1 March 2022**

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COLLECTION SUMMARY

PROJECT  
DESCRIPTION:

**Scott st / McCullum st/ Cathcart st - MAINTENANCE AND  
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**ZNQ NO: GTW 11/10/22-23**

NOTE:

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

Collection Summary PS 1	R	
Collection Summary PS 2	R	
Collection Summary PS 3	R	
Collection Summary PS 4	R	
Collection Summary PS 5	R	
<b><u>SUB-TOTAL: CARRIED TO QUOTATION FORM</u></b>	R	

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**IMPORTANT**  
*THIS FORM IS ONLY TO BE INCLUDED AND COMPLETED WHERE COMPLUSORY SITE INSPECTION WAS VISITED AND IT SHALL BEAR THE ORIGINAL INSTITUTIONAL DATE STAMP WITH OFFICIAL SIGNATURE.*

**OFFICIAL BRIEFING SESSION / SITE INSPECTION CERTIFICATE**

Site/building/institution involved: **GREYTOWN HOSPITAL  
BELL STREET EXTENTION,  
GREYTOWN 3250**

Quotation No.: **ZNQ NO: GTW 11/10/22-23**

Service: **Scott st / McCullum st/ Cathcart st -  
MAINTENANCE AND CLEANING OF GARDEN  
AND GROUNDS.**

\*\*\*\*\*

THIS IS TO CERTIFY THAT..... OF (STATE NAME OF TENDERER)  
..... VISITED AND INSPECTED THE SITE ON  
..... (DATE) AND IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES AND  
THE SCOPE OF THE SERVICE TO BE RENDERED.

.....  
**SIGNATURE OF TENDERER OR AUTHORISED REPRESENTATIVE**

**DATE:**.....

.....  
**SIGNATURE OF DEPARTMENTAL REPRESENTATIVE**

**DEPARTMENTAL STAMP:**

**DATE :**.....

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**SECTION K**

**SCHEDULE OF VARIATIONS FROM GOODS OR SERVICES INFORMATION**

Should the Tenderer wish to make any departure from or modifications in the Special Conditions of Contract, Specifications, Schedule list of Prices/ Quantities/ Drawings or to qualify the quotation in any way, he/she shall indicate the proposals clearly hereunder or alternatively make photocopies of the original quotation documentation.

SECTION	PAGE	VARIATION: CLAUSE OR ITEM

**SIGNATURE OF TENDERER:** .....

**DATE:** .....

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### SCHEDULE OF ALTERNATIVE QUOTATIONS

Consideration will be given to alternative offers, which the Tenderer may wish to submit. Such offers shall be described, measured and priced in sufficient detail to enable the Province to evaluate the alternative. He/she shall set out his/her proposal clearly hereunder or alternatively make photocopies of the original quotation documentation.

SECTION	PAGE	ITEM

**SIGNATURE OF TENDERER:** .....

**DATE:** .....

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**SCHEDULE OF REFERENCES:**

References of previous work completed for the department of health or other to be listed below.

**NB: Tenderers are advised to fill this Document for Evaluation purposes. Tender Document will be incomplete is it is not filled and cannot be evaluated.**

PLACE WORK WAS DONE	CONTACT PERSON	COMPLETED SCOPE OF WORK

**SIGNATURE OF TENDERER:** .....

**DATE:** .....

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**IMPORTANT**

**THIS FORM IS ONLY TO BE INCLUDED AND COMPLETED WHEN APPLICABLE TO THE QUOTATION.**

**QUESTIONNAIRE**

**REPLIES**

- 1. Are the prices/rates quoted firm? \_\_\_\_\_
- 2. Is the delivery period stated firm? \_\_\_\_\_
- 3. How will delivery be affected? \_\_\_\_\_
- 4. Is the equipment guaranteed for a minimum period of six months? \_\_\_\_\_
- 5. Are you the accredited agents in the RSA for the Manufacture/ supply of the goods offered by you? \_\_\_\_\_
- 6. What is the address in the RSA (preferably in the Province of KwaZulu-Natal) where a machine/ goods as offered by you can be inspected under working conditions? \_\_\_\_\_
- 7. What is the approximate value of spares carried in stock in the RSA for this particular make and model of machine? \_\_\_\_\_
- 8. Where are stock held? \_\_\_\_\_
- 9. What facilities exist for the servicing of the Machine/goods offered? \_\_\_\_\_
- 10. Where are these facilities available? \_\_\_\_\_
- 11. What are the names and addresses of the factories where the goods will be manufactured and, if required, inspected? \_\_\_\_\_
- 12. Is a special import permit required? \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF TENDERER**

\_\_\_\_\_  
**DATE**

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