

SharePoint

Majola Phumlani - ?



KZN Health Intranet

KZN HEALTH

HOME CORPORATE INFORMATION COMPONENTS DIRECTORY DISTRICT OFFICES HEALTH FACILITIES

KZN Health > Components > Supply Chain Management

AdvertQuote



Quotation Advert

Opening Date: 2022-10-21

Closing Date: 2022-10-27

Closing Time: 11:00

INSTITUTION DETAILS

Institution Name:

Province:

Department or Entity:

Division or section:

Place where goods / services is required:

Date Submitted: 2022-10-21

ITEM CATEGORY AND DETAILS

Quotation Number:

Item Category:

Item Description:

Quantity (if supplies):

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type:

Date: 2022-10-25

Time: 11:00

Venue:

QUOTES CAN BE COLLECTED FROM:

QUOTES SHOULD BE DELIVERED TO:

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name:

Email:

Contact Number:

Finance Manager Name:

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 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 will be take place
 - (ii) Date 25 /10 /2022 Time 11 :00 Place KwaDukuza Medico Legal Mortuary

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
Total points for Price and B-BBEE must not exceed	100

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

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

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

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

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

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

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

5. BID DECLARATION

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

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

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

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

7. SUB-CONTRACTING applicable box

(Tick

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

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

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....

8. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

iv) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

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

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

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

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

9.2 VAT registration number:.....

9.3 Company registration number:.....

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

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

9.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....
.....

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

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

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

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

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

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

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



Institution name:

COMPLAINTS PROCESS FOR QUOTATIONS R2 000.00 TO R500 000.00 INCLUDING V.A.T

1. Supplier Submits Written Complaint / Objection

- Bidders aggrieved by decisions or actions taken by the Department or Institution during the SCM procurement process, must lodge a written complaint **immediately**.
- Complaints lodged two (2) or more days after the award will not be entertained.
- Complaints must be directed to the Responsibility Manager of the institution (Hospital or CHC) and District Finance Manager for District Offices.
- **It must be noted that this is not an appeals process and as such will not halt the procurement process.**

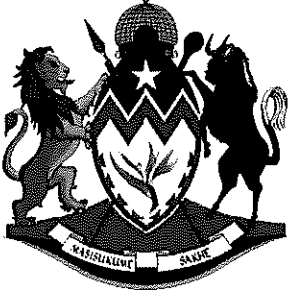
2. Institution Prepares Written Response to Complaint

- The Responsibility Manager, or his appointee, must prepare a response letter to the complainant.
- The complaint must be resolved within **60 days**.
- Should the complainant not be satisfied with the response, the matter will be referred to the District Finance Manager (applicable to all Hospitals and CHC) or District Manager (Applicable to all District Offices) for a final verdict.
- Should the complainant still not be satisfied with the response received, they may then seek legal recourse at their own expense.

Complaints or objections should be directed to:

Responsibility Manager:

Email Address:



health

Department:

Health

PROVINCE OF KWAZULU-NATAL

INFRASTRUCTURE DEVELOPMENT

HVAC SYSTEMS:

**3 YEAR PREVENTATIVE AND CORRECTIVE MAINTENANCE
CONTRACT**

ILEMBE HEALTH DISTRICT

KWADUKUZA FORENSIC MORTUARY

J. Pillay

Electrical Engineer

eThekwini Management Hub

082-708-2807

AUGUST 2022

1. PURPOSE, SCOPE AND DEFINITIONS OF CONTRACT WORK CATEGORIES

The purpose of this three (3) year contract is to procure the services of a reputable, competent and accredited Electrical Contractor to be able to execute maintenance and repair works on HVAC systems' in the Kwadukuza Forensic Mortuary.

2. DEFINITIONS OF WORK CATEGORIES

The work categories are as under:

Maintenance: (including preventive maintenance) defined as work required for the upkeep any existing HVAC works, which is presently functioning, in operational order.

Repairs: defined as that work required to be executed on any existing HVAC systems, which is at present not functioning and must be returned to its original state of functioning by replacing it with new equipment of the same capacity/capability and technological features.

3. CONDITIONS OF CONTRACT

3.1 NOTICE TO BIDDERS

- 3.1.1 The institutions will remain open and operational at all times therefore the Contractor shall make the necessary arrangements with the Institutional Management and maintenance staff for any power outages that are required or any isolations thereof.
- 3.1.2 The Administration reserves the right to negotiate prices in the Schedule of Prices.
- 3.1.3 All redundant material and rubble shall to be removed from the institution's property immediately.
- 3.1.4 The Contractor is advised to visit the site prior to tendering to acquaint him/herself 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 or want of understanding regarding the conditions under which the work will be executed.
- 3.1.5 All items and quantities in the Schedule of equipment are PROVISIONAL and subject to re-measure after Site visit
- 3.1.6 The Schedule of equipment shall be read in conjunction with the Scope of Work.
- 3.1.7 Any discrepancies or omissions shall be brought to the attention of the Project Leader immediately.
- 3.1.8 Preference will be given to Bidders who :
 - 3.1.8.1 *have registered offices / workshops within the borders of the iLembe District and surroundings. This is in an effort to reduce response times to call outs for breakdowns in the more remote areas of the Province.*
 - 3.1.8.2 *are currently part of the 5730 Mechanical Maintenance Database*
- 3.1.9 The Contractor must be registered with CIDB and must have minimum grading of 1ME.
- 3.1.10 The Contractor must be competent with proven experience in working with electrical systems with traceable references.

4 EXECUTION PERIOD

The contract is for three (3) years on an "as and when required" basis.

5 APPLICABILITY OF CONTRACT

THIS CONTRACT PERTAINS TO THE SERVICING, REPAIR, MAINTENANCE, UPGRADING, INSTALLATION AND REPLACEMENT WORKS FOR ALL HVAC WORKS

The contract is applicable to the HVAC installations, reticulation system and the related ancillaries within the Facility.

5.1 HVAC SYSTEM

Kwadukuza Forensic Mortuary has a chiller plant that supplies the mortuary building and there are also back up split units installed.

5.1.1 HVAC SYSTEMS MAINTENANCE

There are two (2) fundamental types of HVAC System maintenance that the successful contractor must perform, namely "preventative" and "reactive/corrective" maintenance. The contractor must work more towards maximum preventative maintenance, preferable to maintain 80:20 ratio (preventative to reactive) at all times.

5.1.1.1 PREVENTATIVE MAINTENANCE

This type of maintenance is best defined as: regular activities performed on the equipment to keep it functional in order to prevent failure. This involves inspection, condition monitoring, testing, cleaning etc. In order to achieve the maximum life of the HVAC system and associated accessories, attention must be focused on preventative maintenance. Each of the prescribed inspection and test activities, services and reactive maintenance must be conducted by a competent person and records must be kept in a dedicated "file". The contractor must develop inspection and test, services and maintenance plans documents based on the following guide activities (with additions welcomed) for the approval by DoH Engineer within 14 days of the contract establishment.

5.1.1.2 REACTIVE MAINTENANCE/MARK-UP ON MATERIALS, SPARE PARTS, PLANT AND EQUIPMENT

The reactive maintenance is a triggered by a failure that usually requires that repairs be effected. This type of maintenance is best defined as: that maintenance activity that has to be performed when the equipment has already failed/broken to bring it in the serviceable operational state. In case of works needing materials or spares to do repairs, for completion of the allocated work, a maximum mark-up on the supplier's nett invoiced value, before the addition of VAT of materials and spare parts is allowed.

NB: Approval for specifications of the items to be used and spares shall be obtained prior to the purchase of such items. This type of maintenance will be conducted by a successful Contractor on a cost-proven basis where parts, travelling and labour rates will be considered. A provisional sum will be set aside per facility.

6 TECHNICAL SPECIFICATION

6.1 COMPLIANCE WITH REGULATIONS AND STANDARD SPECIFICATIONS

- a) The Contractor shall observe and abide by all rules and regulations stipulated in the Occupational Health and Safety Act (Act 85, 1993) while conducting maintenance in the facility.
- b) The Contractor shall take cognisance of the standards listed below while conducting maintenance.
- c) The Contractor shall observe Municipal By-laws and any special requirements of the Supply Authorities of the area or district concerned while conducting maintenance.
- d) The Contractor shall observe Local Fire Regulations while conducting maintenance.
- e) All building works shall be in accordance with the Standard Preambles to All Trades.
- f) The contractor shall fully familiarise himself with these documents prior to quoting.

7 PARTICULAR SPECIFICATION

7.1 TECHNICAL SPECIFICATION

7.1.1 GENERAL

This Technical Specification shall be read in conjunction with all other sections of the specification.

7.1.2 GENERAL REQUIREMENTS

Bidders/Tenderers are to make special note of the following:

- a) This particular specification must be read with, and shall form part of, Part 5 of this document (Technical Specification).
- b) In so far as the conditions contained herein are at variance with any obtained in the Technical Specifications, the contract shall be interpreted in terms of this Part 6 (Particular Specification).
- c) The whole maintenance activity shall be in accordance with the Occupational Health and Safety Act 85/1993 and all regulations framed therein shall be carried out to the satisfaction of the Department of Health.
- d) Competent workmen skilled in their trade shall carry out all work. Quality shall be of the best standard practice and all workmanship will be subject to the approval of the Department of Health.
- e) The work shall at all times, for the duration of the contract, be carried out under the supervision of a skilled and competent representative of the Contractor, who will be able and authorized to receive and carry out instructions on behalf of the Contractor. A sufficient number of two workmen shall be employed at all times to ensure satisfactory progress of the work.
- f) All apparatus, component parts, fittings and materials employed in the execution of the Contract shall be new and unused and shall be the latest type or pattern of the particular manufacture employed. S.A.B.S. mark bearing items shall be used wherever possible.
- g) Rates are to include for testing of the complete system upon completion of maintenance and handing over back to the Client in working order ready for reuse.
- h) Tenderers are advised to visit the site and acquaint themselves fully with the site conditions and nature and full extent of work involved prior to submitting their tender/quotation. Claims on the grounds of insufficient information in such respects or otherwise will not be entertained by the Administration.
- i) The contractor shall provide all necessary tools and equipment. No payment will be made for hired tools.
- j) Payment of spares/parts/components used will be on sliding mark-up scale as per table below.
- k) NOTE: All electrical equipment shall comply with NER Regulation of voltage

8 SERVICE LEVEL AGREEMENT

- A successful bidder shall enter into a service level agreement (SLA) with the Department upon being awarded the Contract.
- The service level agreement shall be entered and agreed upon within five (21) days after awarding of the Contract.
- The successful bidder must arrange a meeting with the Department's Engineer two (7) days after being awarded the Contract to discuss the SLA.

9 SITE SPECIFIC REQUIREMENTS

- For all scheduled work, prior arrangements to visit site shall be made with the Facility Manager and the Hub Electrical Engineer
- Upon arrival, the service provider shall provide the relevant certification for skilled personnel, together with ID or clear copy of ID. Semi-skilled and unskilled are required to produce clear ID.
- For all scheduled work, prior arrangements (2 days before the start date) to visit site shall be made with the Facility Manager.
- The work areas must be properly demarcated when work in progress and there must be no disruptions and no health and safety risks to people visiting and occupying the facility.

10 IMPLEMENTING WORK AND REPORTING ON SITE

- All contractor employees are required to report to the Facility Manager or his delegated official **upon arrival and prior to departure/upon completion of work.**
- Upon arrival and departure (completion of work), all contractor employees must sign the Contractors Site Visit Register which will be kept in the facility by the Facility Manager.
- A job card must be completed on site by the service provider indicating the time worked for a job allocated. The job card is to be signed and stamped with a dated facility stamp by the facility manager or his/her delegated official on site.

The document required to effect invoice pay-out is as follows:

- Instruction issued to carry out works on a particular scope.
- Job card, stamped (or signed) and dated by facility manager or his/her designated official.
- Service provider's invoice.

The work will be paid on the basis of time in job sheet and in accordance with the agreed contract rates.

- Report must be sent to the DoH Infrastructure Engineer and the copy to the Facility Manager within 5 days of the works completion.

11 EQUIPMENT TO BE PROVIDED BY THE SERVICE PROVIDER

The service provider shall supply all plant, material, consumables and tools required to carry out the scope of work related to electrical maintenance and repairs in the Kwadukuza Forensic Mortuary.

Where a service provider is required to hire plant or equipment which does not form part of their normal electrical scope of work, prior approval shall be obtained from the Department's Representative. The name of Department's Representative will be communicated to the appointed contractor.

12 MEANS OF COMMUNICATION

The contractor will be notified by email, Whatsapp or telephonically, of any fault by the Hub Engineer or delegated staff member in the event of an emergency. The phone call shall be made to both the contractor and the designated engineer. The phone call will be followed up by an email from the facility manager or delegated staff member to the contact person of the contractor available 24/7. The contractor shall provide an alternative contact number and email address. The contractor employee(s) shall notify the engineer upon arrival on site by means of a SMS.

13 TERMINATION CLAUSE

The Department of Health reserves the right to terminate the contract if the contractor breaches any condition/s of the agreement. All applicable conditions will be on the SLA.

14 REDUNDANT MATERIALS, SPARE PARTS, PLANT AND EQUIPMENT

Redundant material(s) which arise from repairs, stripping and work carried out must be removed from site and disposed of by the service provider. Such redundant material(s) parts are to be inspected, by the Department's representative to confirm that such parts are indeed defective. The contractor takes full responsibility of safe disposal of redundant materials. Upon disposal of redundant material(s), i.e.) fluorescent tubes, a disposal certificate/note shall be issued by the contractor to the facility for record keeping and proof that disposal was safely and correctly done.

15 INVESTIGATION, TESTING AND COMPLETION OF THE WORKS

The service provider shall conduct a root-cause analysis for incidents reported and produce a report with recommendations to prevent the same issue from reoccurring. The service provide shall rectify and satisfy him/herself that the works completed are tested, completed and to specification in all respects, and to the satisfaction of the responsible official before handing over to the Department. The trade tested artisan is deemed as a competent supervisor for the supervision of the works. It is not the responsibility of the Department, or it's duly appointed representatives, to perform such functions on behalf of the service provider.

16 AVAILABILITY AND RESPONSE TIME TO BREAKDOWNS

The service provider is required to be available twenty-four (24) hours per day, seven (7) days per week, including public holidays, to respond to breakdowns as and when instructed to do so.

Normal cases

The service provider's response time must be **4 hours maximum** from the time a fault is reported for normal cases

Emergencies

When a service provider is appointed as the responsible service provider at a specific institution/building/facility for a specific period, the service provider's response time must be

1 hour's maximum from the time a fault is reported for emergencies or life threatening cases.

If an emergency, fault or matter reported is not attended to within a particular time of the time of reporting, a penalty shall be imposed, to be detailed on the SLA. A contact number and an email address shall be provided by the service provider for 24 hour contact to report faults.

17 COMPLIANCE TO OHS ACT

The works shall be carried out in full compliance to Occupational Health and Safety Act and Regulations and all relevant Acts and Standards. All safety precautions required for working on electrical systems shall be taken into account and a risk assessment shall be conducted by the service provider. Suitable personal protective equipment shall be worn at the time of duty. The contractor is fully liable for safety and security of his personnel and shall indemnify the Department of Health for all incidents.

The Contractor is to service and repair equipment and complete the sheet below in addition to the service report to be submitted after works have been completed.

The Contractor shall inform the Mortuary Manager /Project Leader of all defects found, especially those that need urgent attention. Submit the after service report no later than 3 days after service and inspection. No invoice will be paid without a comprehensive report.

18 MAINTENANCE REPORTS

- 18.1 The Contractor shall ensure that a maintenance reports are signed by the representative of Engineering and Technical Support Services or the delegated official (Medico Legal Mortuary Manager) at the institution after any work is undertaken. All maintenance service reports shall include, where applicable, and not limited to:
- a) Status quo of plant
 - b) Scope of work carried
 - c) Time spent on site
 - d) Number of personnel on site
 - e) Spares and parts replaced
 - f) Clear pictures
 - g) Recommendations for continuous improvement
 - h) Cost
 - i) Job Sheet
- 18.2 The Contractor's general comments on the condition, performance, use and misuse of the equipment at commencement and completion of any work undertaking. A description of all faults observed, that shall require or give rise to repairs of a major nature and which he or she considers should be attended to and the recommended steps to be taken to deal with such faults.
- 18.3 The Contractor shall provide a quotation, in respect of equipment repairs and parts thereof and the costs of the recommended steps.
- 18.4 No work shall be undertaken unless the Contractor has received a written authorisation to do the work from the Department.
- 18.5 Engineering and Technical Support Services Staff may be present on occasions on site when the Service Provider is carrying out maintenance.
- 18.6 The Department shall have the right to instruct the Service Provider to remove from site any of the Service Provider's employees who at the sole and absolute discretion of the Department is found to be:
- a) Incompetent.
 - b) Not properly qualified and/or not suitably skilled to perform his/her respective tasks.
 - c) Is found to be under the influence of alcohol or drugs, or disorderly on Site.
 - d) Is unwilling to perform his respective tasks.

19 THE SITE

The site is at KwaDukuza Medico Legal Mortuary KwaZulu-Natal.

- Street address: 106 Chief Albert Luthuli Street, KwaDukuza 4450
- Postal address: Private Bag X10620 KwaDukuza 4450

Tenderers are encouraged to visit the site to ensure successful installation of the work required. Arrangements in this regard can be made with the representative from the Department of Health.

19.1 PROGRAM OF WORKS

It is imperative that the servicing be executed with minimum interruption to the facility.

The contractor shall notify the facility seven (7) days prior to carrying out any servicing work. As the facility 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 disturbance.

A program WILL BE submitted prior to the commencement of any work for the approval by the Project Leader. No work will commence without the program of works having been approved by the Project Leader.

19.2 DOCUMENTS

Required before signing the contract. Some will be outlined by SCM and Contracts Management

DOCUMENT
Health and Safety Plan
Contractor Organogram
Emergency Contact Numbers

19.3 Certificate of Compliance

The contractor shall submit a mandatory Certificate of Compliance should any new electrical installation be done while conducting maintenance.

All electrical work carried out will be neat and best class materials must be used. All wiring shall conform to the SANS 10142.

20 SCHEDULE OF PRICES

PREAMBLE TO THE SCHEDULE OF PRICES

- 20.1 All prices shall be quoted in the currency of the Republic of South Africa and will be fixed. Only where exchange rates have been stated in the quotation document, as at two weeks (14 days) prior to closing date of this quotation, will such exchange rate fluctuation be taken into account in the variation of the cost of the imported items/equipment.
- 20.2 The Tenderer shall enter a price against each item in the schedule of prices. If the Tenderer fails to enter a price against any item in the schedule of prices the relevant cost of such item shall be regarded as being covered by other prices in the schedule of prices.
- 20.3 The prices quoted against each item of these schedules shall cover the full inclusive cost of everything required for the execution of the work under the item plus an apportionment of any cost involved in meeting the obligations and liabilities imposed by the conditions of contract and in complying with the specifications.
- 20.4 The prices quoted for the maintenance of plant and equipment shall include for all handling, loading, transporting and off-loading required for the delivery of the plant and equipment to the site, including in the case of off-site storage for double handling at the store.
- 20.5 The tendered/quoted rates and amounts must exclude Value Added Tax (VAT) but must include all levies, other taxes and duties on items to which they apply. Separate provision has been made in the Summary of Schedule of Prices for the purpose of VAT.
- 20.6 Amounts allowed for contingencies will be spent in part or as a whole at the sole discretion of the Department of Health's "Representative".

The Schedule of Prices shall be completed and signed in **black ink**. Corrections must be done by deleting, re-writing and initialling next to the amendment.

21 PRICING/APPLICABLE RATES

21.1 Labour

The standard applicable labour rates are as per the schedule of rates supplied and quoted for by the Contractor. These labour rates are taken to cover all of the service provider's supervision, administration and overhead costs, printing of standard service schedules, consumables, insurance, sundries and preliminaries and profit.

21.2 Travel and Transport

The Contractor will be reimbursed for any travelling and transportation of employees or provision of normal tools, etc. required for carrying out the agreed scope of work as per the **latest departmental fuel rates**.

Contractor's hourly rate will be applicable when travelling to and from site and shall commence at the instant the call out has been initiated. Hourly rates are applicable from the time of the incident report and acknowledgement of the incident until work has completed and travel back to employees/contractors premises.

22 MARK-UP ON MATERIALS, SPARE PARTS, PLANT AND EQUIPMENT

In case of works needing materials or spares to do repairs, for completion of the allocated work, a maximum mark-up on the supplier's nett invoiced value, before the addition of VAT of materials and spare parts is allowed.

The repairs will be at a proven cost plus mark-up basis. The following scale will apply in respect of the maximum allowable mark-up on the sum total cost, prior to the addition of VAT, on all materials, spare parts, outsourced work, plant and equipment related to electrical work.

NB: Approval for specifications of the items to be used and spares shall be obtained prior to the purchase of such items.

(Excluding VAT) Carried forward
(Maximum Mark Up = 20% for values R0.00 to R299 999.99)
(Maximum Mark Up = 15% for values R300 000.00 to R500 000.00)
(Maximum Mark Up = 13% for values over R500 000.00)

23 Schedule of rates for call outs and repairs

YEAR 1		Rates (per hour)		
ITEM	DESCRIPTION	NORMAL RATE TIME (80 HOURS)	OVERTIME x 1.5 (10 HOURS)	OVERTIME x 2 (10 HOURS)
1	Artisan/Technician rate per hour, normal time			
2	Semi-skilled rate per hour			
3	Unskilled rate per hour			
YEAR 2		Rates (per hour)		
ITEM	DESCRIPTION	NORMAL RATE TIME (80 HOURS)	OVERTIME x 1.5 (10 HOURS)	OVERTIME x 2 (10 HOURS)
1	Artisan/Technician rate per hour, normal time			
2	Semi-skilled rate per hour			
3	Unskilled rate per hour			
YEAR 3		Rates (per hour)		
ITEM	DESCRIPTION	NORMAL RATE TIME (80 HOURS)	OVERTIME x 1.5 (10 HOURS)	OVERTIME x 2 (10 HOURS)
1	Artisan/Technician rate per hour, normal time			
2	Semi-skilled rate per hour			
3	Unskilled rate per hour			
GRAND TOTAL YEAR 1-3				

24 SUMMARY PRICE PAGE

DESCRIPTION				
Labour: Supply the services of a reputable, competent and accredited Service Provider for carrying out HVAC Preventative maintenance including all Health and Safety compliance.				
Preventative maintenance and Reactive maintenance		Qty	Item Price	Total Cost
1	Conduct a conditional once-off assessment of all the HVAC units and provide a report highlighting the status quo, interventions required, etc. (The cost includes time to be spent on site and producing report)	1		
2	Perform monthly inspections on the HVAC system as per the scope of work (including labour, consumables, spares, material, tools, transport cost)	36		
3	Perform quarterly service on the HVAC system at as per the scope of work (including labour, consumables, spares, material, tools, transport cost)	12		
4	Perform major service on the HVAC system at as per the scope of work (including labour, consumables, spares, material, tools, transport cost)	3		
5	Travelling to and from contractors premises to Kwadukuza Forensic Mortuary (# of Trips)	64		
6	Provisional sum for reactive maintenance (Repairs)	1	R650 000.00	R650 000.00
7	Labour for all THREE years (Total) for 300 hours	300		
Total Amount (Including VAT)		R		

25 Technical Evaluation Criteria

The minimum scoring points required for the bidder to be considered responsive is 80 points.

- a. Technical Manager, Foreman/Supervisor, Artisans
 - Proof of Air Conditioner Trade test certificate.
 - Proof of HVAC system maintenance and repairs experience,
 - Registration with the relevant body (SAIRAC or SARACCA)
 - Schedule of resources at all levels
 - Schedule of experience on projects of similar value and duration (Past 3 years)
- b. CIDB Category: 1 ME or above
- c. Locality: distance in km from contractors premises to site
- d. HVAC system Maintenance Health and Safety Management Plan.

Evaluation Criteria	Deliverables	Points	Sub-Points	Sub-Criteria	Sub-Points Scoring
1. Financial Standing	The submission of all financial requirements stipulated in the quotation	20	20	Stamped letter from the bank confirming availability of working capital	20 Proof of working capital equal to or greater than R100 000.00 or Available bank credit in the form of a stamped letter from the bank or Bank Code Report A, B or C.
			5		Proof of working capital less than R100 000 or available bank credit in the form of a stamped letter from the bank.
2. Competency, Experience and Resource Capacity	Tenderer to demonstrate their technical competency, human resource capacity and relevant project experience	40	0		No submission
			20		Key technical Resources: Technical Manager, Foreman or Supervisor must be air conditioning Trade Tested Artisan with SARRACCA or SAIRAC in the air condition industry. Attach proof of Trade test certificate and proof of registration with SARRACCA / SAIRAC.
			10		Key technical Resources: Technical Manager, Foreman or Supervisor must be air conditioning Trade Tested Artisan with SARRACCA or SAIRAC in the air condition industry. Attach proof of Trade test certificate or proof of registration with SARRACCA / SAIRAC.
			0		No submission
			20	Schedule of organisation years of experience on similar projects. Bidder must submit a schedule of projects completed which shall include period	More than or equal to 5 projects submitted with award letters/orders/completion certificates not older than 5 years.

					(start date/month to end date/month) over which completed and value of project.	5	Between 1-3 projects submitted with award letters/orders/completion certificates.
					Company to submit completion certificates as proof of work/maintenance contracts completed+	0	Less than 1 project or no submission
3. CIDB				Submit a proof of CIDB registration	5	5	Submission of a proof of CIDB registration.
						0	No submission
					Submission of a detailed organogram	10	Submission of a detailed project organogram showing all project resources including key technical resources. The organogram must indicate the roles and responsibilities of each key project team members that will be allocated to this project.
4. Tenderer's Project Management Structure and Organogram and Experience of Resources Proposed for the Project				Submits a detailed project organogram that sets out the roles and responsibilities of each proposed team member, which is backed up by their curriculum vitae that demonstrate extensive experience, together with a project implementation structure shall be allocated maximum sub-points.	20	10	Key technical resources on the project organogram has a minimum of 3 years' experience on air condition maintenance and repairs. (Attach CV)
						5	Key technical resources on the project organogram has a less than 3 years' experience on air condition maintenance and repairs. (Attach CV)
						0	No submission
5. Locality				Submission of proof of location (Physical address of the tenderer's premises) and the distance away from site (or various sites in the event of various facilities)	10	10	Distance away from Kwadukuza MLM is 100km or less.
						0	No submission or distance greater than 100km.
6. Safety				Submission of the tenderer's Safety Policy or equivalent, demonstrating 1. Safe working procedures/processes, 2. controls and guidelines that will give confidence to the Department that safety will be prioritised, 3. Risk assessments, 4. tools and site inspections will be conducted, 5. First Aid kit will be provided, 6. Safety Officer will be made available (or at least a foreman will act as a Safety custodian), 7. Incidents will be reported and investigated as per OHS Act and Regulations.	5	5	Submission of the tenderer's Safety Policy or equivalent, demonstrating full coverage of all 6 (or more) safety aspects as per the list on the deliverables.
						0	Submission of the tenderer's Safety Policy or equivalent, demonstrating full coverage of 0 - 5 safety aspects as per the list on the deliverables.

26 SPECIFICATION AND BOQ

26.1 HVAC SYSTEM

CHILLERS: MONTHLY INSPECTION AND TESTING	Unit of measure
Check and record operating voltage	Item
Check and record operating current (Amps)	Item
Check and record the loading set point (%)	Item
Check and record oil level from sight glass	Item
Check and record oil temperatures	Item
Check and record condenser water flow rate	Item
Check and record differential oil pressure	Item
Check and record compressor running time (hours)	Item
Check and record compressor suction temperature / pressure (°C / kPa)	Item
Check and record compressor discharge temperature (°C)	Item
Check and record condenser temperature (°C)	Item
Check and record inlet / exit water temperature - (Air or Water) (°C)	Item
Check and record inlet and outlet condensing water pressure (kPa)	Item
Check and record inlet / outlet chilled water temperatures (°C)	Item
Check and record chilled water flow rate	Item
Check condition of air cooled condenser coil and clean if necessary	Item
Pressure clean air cooled condenser coil with chemicals	Item
Check gasket and tighten all bolts if necessary	Item
Inspect oil cooler condition and performance	Item
Check control centre and module operation	Item
Check pump bearing grease/oil level and adjust as required	Item
Adjust gland packing for slight drip	Item
Inspect coupling and check adjustment	Item
Check and lubricate motor bearings	Item

Check for tightness and security of pump and motor hold down bolts	Item
Check bearing temperature	Item
Lubricate isolating valve stems and operate valves	Item
Clean pump drain and pipe work	Item
Check, clean and adjust valve glands and repack if required	Item
Replace the gland packing and check for wear on pump shaft sleeves	Item
Clean strainers	Item
Record supply and return temperatures	Item
Clean the entire unit	Item
Check tightness of all securing/mounting bolts	Item
Check condition of the coupling	Item
Check operation of water flow switch	Item
Check oil level of a pump	Item
Check for noise and vibration	Item
Other	Item
Other	Item
CHILLERS: QUARTERLY (THREE MONTHLY) SERVICE	
Perform the monthly inspection and testing	Item
Take oil samples for analysis and check reports	Item
Check and clean the condensing unit/coil with chemicals	Item
Clean the electrical terminals for any dirt	Item
Check condition of condenser fan motors and rectify	Item
Check and lubricate chilled water pump bearings	Item
Replace any burnt wires if necessary	Item
Check for any vibration of compressors and fans and rectify if necessary	Item
Take readings on all terminals and check for the balance of phases	Item
Check refrigerant charge	Item
Replace any faulty water flow switches	Item

Service and clean all VSD	Item
Clean primary and secondary water strainers	Item
Ensure the tightness of the motor electrical terminals	Item
Ensure the operation of the emergency stop on local isolator	Item
De-rust any rust on the equipment and paint where necessary	Item
Check for condition of electrical terminals by megger. Perform Insulation resistance (IR) and polarisation index (PI) tests	Item
Other	
Other	

26.2 PLANT ROOM, AUTOPSY AND RECEIVING AREA

Monthly Inspection and Testing (Includes AHU)	
Check and ensure the filters are secure accordingly by clamps	Item
Check for condensate carry-over and that drains are clear	Item
Check tension, alignment and condition of fan drive belts	Item
Ensure that safety guards are properly secured on a fan	Item
Check and record chilled water temp entering	Item
Check and record chilled water temp leaving	Item
Check and record supply air temperature heat/cool	Item
Check and record return air temperature heat/cool	Item
Check the operation of unit and controls	Item
Check for vibrations and noises. Record and report any abnormalities	Item
Check and record running current of a supply air fan	Item
Inspect condition of washable filter elements	Item
Record reading on gauges	Item
Clean and examine pressure gauges, thermometers, etc. Note down any gauges and thermometers that are faulty/out of calibration. Report any abnormalities to the DoH Engineer	Item
Check for operation and condition of controls and electrical connections	Item
Other	
Other	

QUARTERLY (THREE MONTHLY) SERVICE (Includes AHU)

Perform monthly inspection and testing	Item
Inspection, cleaning and calibration of all sensors, transmitters, gauges, thermometers, actuators, solenoid valves. This includes all chiller instrumentation and control devices (capacity, oil pressure, oil level), refrigerant High/ Low pressure, freezer protection etc.)	Item
The list of all these instrumentation to be compiled by the Contractor and reported against.	
Inspect, clean and pressure test all pressure relief valves	Item
Clean primary washable filters and the unit	Item
Clean filter chamber and ensure its free of dust and other contaminants	Item
Check condition (rust, damage etc.) and clean the condenser and evaporator coils. Report any abnormalities to the DoH Engineer.	Item
Inspect and clean the condensate trap	Item
Check air and water pressure drops across coils (cooling and heating)	Item
Thoroughly clean interior and check for corrosion of an AHU including ducting. Seal all openings/leaking areas	Item
Check condition of anti-vibration mountings and canvas collar	Item
Inspect and test the air fan bearings and motor bearings for temperature rise and vibrations. Note down the values and report accordingly to the DoH Engineer.	Item
Inspect bearing wear and replace lubricant in the air inlet/extraction fan motor bearings	Item
Check, clean and test air fan motor windings(IR and P1) if accessible	Item
Tighten all terminals of the air inlet/extraction fan motor	Item
Check and record full load current of the air inlet/extraction fan motor	Item
Remove motor end covers and clean out air ways	Item
Inspect bearing wear and replace lubricant/grease in the air inlet/extraction fan motor bearings	Item
Tighten all other electrical connections related to the air handling unit	Item
Tension all V belts and ensure mountings are tight. Ensure the belt guard is tight, secure and in place.	Item
Check alignment of the drive pulley and ensure its proper	Item
Service and clean and all VSDs.	Item
Check and Lubricate all SAF and EAF motor bearings	Item
Clean all the diffusers and test	Item
Clean out fan blades and treat with anti-corrosion paint. Note any corrosion	Item

Lubricate damper pivot and linkages and also Perform damper stroke check	Item
Pressure test the damper seals	Item
Calibrate the pressure regulators	Item
Inspection and functional test of all switches	Item
Perform air flow test in the whole system	Item
Clean the whole plant and put back into operation	Item

ANNUAL (12 MONTHLY) SERVICE - Carry out annual service as per original equipment manufacturer (OEM)

26.3 SPLIT AIR-CONDITIONING UNITS

QUARTERLY (THREE MONTHLY) SERVICE	
Clean air filter and grilles	Item
Check that the evaporator fins are clear of dirt and clean fins if necessary	Item
Check cooling operating	Item
Check heating operation. Check operation of resistance heater and overheat stats	Item
Inspect fan motor and blades	Item
Inspect PC Board (circuit board)	Item
Check operation of an expansion valves. Correct, repair or replace if necessary	Item
Check for condensate drain system and ensure it is free of blockages. Test condensate pump and remove any foreign particles.	Item
Ensure that there is water inside the trap and fill up if necessary	Item
Record supply and return air temperatures (off coil / on coil)	Item
Check operation of thermostat (controller)	Item
Check and record suction and discharge pressures of refrigerants (LP/HP)	Item
Remove fan guard and check alignment and correct if necessary to get free rotation	Item
Check that all bolts and screws are properly secured on fans and compressor	Item
Inspect HP and LP switches and replace if necessary and check operation of the switches	Item
Check all electrical devices and connections and correct if necessary	Item
Examine condenser coil and clean fins if necessary	Item
Inspect refrigerant piping insulation and condensate pump	Item
Check correct operation of LCD screen	Item
Calibrate the temperature as per LCD display	Item

Check time clock is correctly set on a controller and that start and stop time is correctly set	Item
Record any leakage of refrigerant or recovered refrigerant	Item
Clean equipment thoroughly	Item
Inform the Engineer of all defects found, especially those that need urgent attention. Submit the after service report no later than 5 days after service and inspection. No invoice will be paid without a comprehensive report.	
SPLIT AIR CONDITIONING UNIT: ANNUAL SERVICE	
Perform the Quarterly inspection and testing scope of work	Item
Examine flexible cables for wear, frying braid and brittle insulation	Item
Examine connections	Item
Test insulation resistance	Item
Test refrigerant system for leaks	Item
Check and record High Pressure readings	Item
Check selector switch operation, all modes	Item
Check filters media. Clean all filters	Item
Check and observe operation of the reverse solenoid	Item
Check compressor termination and overload operation	Item
Lubricate fan motor bearings	Item
Check all "start" and/or "run capacitors"	Item
Inform the Engineer of all defects found, especially those that need urgent attention. Submit the after service report no later than 5 days after service and inspection. No invoice will be paid without a comprehensive report.	