

Quotation Advert

Opening Date:

27/01/2023

Closing Date:

03/02/2023

Closing Time:

11:00

INSTITUTION DETAILS

Institution Name:

St Marys Marianhill Hospital

Province:

KwaZulu-Natal

Department of entity:

Department of Health

Division or section:

Central Supply Chain Management

Place where goods/ service is required:

No.1 Hospital Road, Abbot Francis Monastry, Marianhill 3610

Date Submitted:

27/01/2023

ITEM CATEGORY AND DETAILS

Quotation number:

ZNQ: SMM/297/23

Item Category:

Services

Item Description:

SERVICE OF TELEPHONE LINES

Quantity (if supplies):

SEE SPECIFICATION

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type:

Compulsory Site Meeting

Date:

31/01/2023

Time:

10:00AM

Venue:

ST MARY'S DISTRICT HOSPITAL MARIANHILL - MAIN GATE

QUOTES CAN BE COLLECTED FROM:

PLEASE DOWNLOAD QUOTES AND PLEASE BRING YOUR

OWN COPY TO THE SITE VISIT

QUOTES SHOULD BE DELIVERED TO: ST MARY'S DISTRICT HOSPITAL MARIANHILL - TENDER

BOX OR EMAIL

ENQUIRIES REGARDING ADVERT MAY BE DIRECTED TO:

Name:

Mr. S Kweyama

Email:

Sanele.Kweyama@kznhealth.gov.za

Contact number: 031 717 1025

Finance Manager Name:

Mr. S Mthethwa Finance Manager Signature

STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT UNDER R30 000.00 incl vat

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QUOTATION.	quoting is at 2. SPECIAL II	n offence that re NSTRUCTIONS	presents both corruption and acquisition fraud.	4.	THE DEPA	RIMENT RESERVES THE	E RIGHT	TO PASS	OVER ANY	QUOTATIO	ON WHICH	FAILS TO

BIDDER'S DISCLOSURE

1.	PURP	OSE	OF	THE	FORM
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Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2.	BIDDER'S	DEC	ARATION

- 2.1. Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

 YES/NO
- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State Institution

2.2.	Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution YES/NO
2.2.1.	If so, furnish particulars:
2.3.	Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES/NO
2.3.1.	If so, furnish particulars:
3.	DECLARATION
	I, the undersigned,(name)

- 3.1. I have read and I understand the contents of this disclosure;
- 3.2. I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
 3.3. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6. There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

Name of Bidder	Signature	Position	Date

¹ The power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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 Take place					

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

8. STATEMENT OF SUPPLIES AND SERVICES

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

9. SUBMISSION AND COMPLETION OF SBD 6.1

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

10. TAX COMPLIANCE REQUIREMENTS

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



Institution name:

ST MARY'S DISTRICT HOSPITAL MARIANHILL

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 shoul	d be directed to:	
Responsibility Manager:	Mr. S Mthethwa	
Email Address:	Sifiso.Mthethwa@kznhealth.gov.za	

3.

Quote Number:	Smn	1997	123
		7.	

item Description: SERV	ICE OF TELEPHONE LINES	
Department/Section:	SYSTEMS (MAINTENANCE)	Purpose of Item: To maintain telephone line

net	partmenusection: 5	YSTEMS (MAINTENANCE)Purpose	or item. To	mamam telephone inte	
1.	Pre-qualification crite	ria if any:			
		ed to have a regulatory body certification (e.gcation required if Yes:SABSCIDB	_		
	1.2. Is a compulsory s if Yes, specify: Date 3	ite inspection / briefing session required? /	No nanys	District Hopital	
	•	n and content part of the quote? Yes / No			
		tion 4(1)(a) of the PPPFA Regulations,2017 il elegation ビューフロン	fapplicable?	? Yeş / No	
	1.5. Liability Cover ins	surance? Yes			
	if Yes, specify:				
2.	What is the specificat	on of the required item?			
Lis	st specifications to be adv	rertised	,,,	Comment	1
1.	Repair loose cable x 5)			1
2.	Repair faulty port/ jack				1
3.	Repair none indication	07			ł
4.	5 x existing dead lines		1		1
5.	o x existing dead intes		1		-
					İ
3.	Does a sample need to	be submitted? Yes / No(select option 3.1 or	3.2)		
		ssion if Yes: Date/ Time		e	
or					
	3.2. Specify that sample	es must be made available when requested in w	riting. Yes	or No	
4.	Penalties to be noted by	y the suppliers:		·	
	4.1. If the supplier fails	to deliver any or all of the goods or to perform th	ne services w	rithin the period(s) specified in the contract	
		I, without prejudice to its other remedies unde			
	2,1	culated on the delivered price of the delayed gated for each day of the delay until actual delive	•	-	;
Lis	t evaluation criteria / spe	cial terms and conditions to be advertised (if ap	plicable)		
1.	Pre-qualification criteria	Does the offer meet the pre-qualification crite	eria?		

List evaluation criteria / special terms and conditions to be advertised (if applicable)					
1.	Pre-qualification criteria	Does the offer meet the pre-qualification criteria?			
2.	Administrative	Does the offer comply to stipulated administrative requirements?			
3.	Conformance:	Was the product made or service performed to specifications?			
4.	Performance:	Will/does the product/service fulfil its performance obligation, in a manner that releases the supplier from all liabilities under the contract?			
5.	Features:	What characteristics does the product or service have?			
6.	Reliability:	How long can a product go between failures and the need for maintenance? (guarantee)			
7.	Durability:	What is the useful life for the product? How will the product hold up under extended use?			
8.	Serviceability:	How easy is it to repair, maintain or support the product or service? (customer support)			
9.	Ability & Capacity	Ability & Capacity The ability and capacity of the vendor to execute the contract			
10.	Preference points	Preferential Procurement System (80/20) if applicable			

Name of End-user (in full)	G.P. Noleba	Name of SCM Rep (in full)	5 Makhomya
Designation / Rank (in full)	SSMO	Designation/ Rank (in full)	BCM Supervisor
Signature	Cadolo.	Signature	AB)
Date		Date	25.11.2022

Standard End-User Specification Form

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- 6.2 All work must be carried out during normal working hours. Qualified Technicians will perform all work and reasonable care will be taken by the contractor as per the OHS Act 85 of 1993 and the terms and conditions of this contract.
- 6.3 Complete services with Safety certification, labelling etc. and service guarantees. To include all inspection reports as per the Occupational Health and Safety Act 85 of 1993 and the terms and conditions of the contract.
- 6.4 The service will only be signed off as completed on receipt of a comprehensive after service report on all findings and a bill of quantities document for any identified repairs.
- 6.5 To perform the work required in terms of this contract during normal working hours except in the case of an emergency.
- To allow for Contractor inspections by an Inspector from the Department of Labour, workmen, lights, tools, instruments and other equipment required by the inspector for the purpose of the inspection.
- 6.7 To allow for any additional inspections called for by the OHSA (Occupational Health and Safety Act) 85, of 1993 – this mandatory requirement will form part of this contract. State if your company offers random OHSA inspections for the purpose of the inspection.

6.8

- Contractor must supply all user manuals and service manuals or guides on in house maintenance if required and all relevant information with regard to service intervals both major and minor services to be handed to maintenance manager.
- 6.9 Quoted Price must be held firm for the duration of the contract. It is the Contractor's responsibility to take a forward cover for any future increase in charges, taxes, duty etc. that maybe imposed on the Contractor in respect of servicing, materials and parts.

GENERAL TERMS AND CONDITIONS

- 7
- 7.1 The Contractor to commence work on receipt of order or prior arrangement. Contractor to ensure he/she informs the Maintenance Manager of repairs with approximate down time. Only the authorised person/s will permitted on site for the repairing.
- 7.2 Contractors to work within normal working hour's i.e. 07H00 to 15H30, unless prior arrangements have been agreed on and authorized for afterhours work on site. Entrance and exit for authorized afterhours work the Contractor must at all-time report to and sign in and out with the Security Supervisor on site.
- 7.3 The contractor and contractor employees are required to report to the Maintenance Supervisor or Official in Charge upon arrival and prior to departure from the institution.
- 7.4 Compulsory: Signing in and out in the Contractors Register. The Register must be signed by all contract staff on site (Company name, Contractor personnel/staff with title/designation as per page 3 of 5 of the BILL OF QUANTITIES Document).
- 7.5 Compulsory compliance to the OHS ACT 85 of 1993, National Building Regulations & the institution agreed on terms for the duration of the contract.
- 7.6 The Contractor will ensure the area/s where the contract is under way, the area/s closest to and within this area is always kept clean and safe for all persons. Ensure proper visible signage is in place indicating restricted areas is in place for the duration of the work in progress and removed on completion of the contract.
- 7.7 Handing over certificate, Safety Certificates, invoice/s, and job card will ONLY be accepted, once the site is cleared of all rubble/debris/unwanted scrap, under the supervision of the maintenance manager. No scrap metal or redundant parts, materials, equipment or plant to be removed off site without prior written authority from the Systems Manager.

 Departure off site.
- 7.8 The contractor shall make timeous arrangements with the maintenance manager to inspect all work carried out prior to departure off site.
- 7.9 Should any part of the complete works perform unsatisfactorily, so as to become detrimental to its functional use, the contractor shall replace any such part, or the complete works, with equipment as prescribed by the institution without delay at his/her own cost. Any damages caused to the building, plant or working area due to contractor negligence, will be repaired at the contractor's cost before the end of the contract or the costs will be deducted from the final invoice of the current work in progress,
- 7.10 The contractor shall submit his/her final invoice only after all work is satisfied as per the technical specification, together with all written guarantees not less than 12 months, safety & completion certificates, written reports if required

and signed off job card. Together with the required instruction manuals, service intervals and written maintenance advice on the internal up keep.

GENERAL NOTES:

- Contractor to report to the maintenance artisan for the site briefing.
- > All material to be SABS approved.
- > Any damages to hospital property will be repaired by the contractor at his/ her cost.
- Contractor is advised to visit the site prior to submitting quotes.
- > All workmanship to be guaranteed for six months
- > Contractor to remove rubble and make well to site before handover.
- > All work carried out to be of satisfaction to hospital management
- No storage will be provided for materials and equipment
- > All contractor staff must be identifiable on site
- > Submit after service report.

G.P. NDABA	DATE:

SENIOR SYSTEMS MANAGEMENT OFFICER