



**KWAZULU-NATAL PROVINCE**  
HEALTH  
REPUBLIC OF SOUTH AFRICA

## Quotation Advert

Opening Date: 08/11/2024  
Closing Date: 15/11/2024  
Closing Time: 11:00

### INSTITUTION DETAILS

Institution Name: Dr Pixley Ka Isaka Seme Memorial Hospital  
Province: KwaZulu-Natal  
Department of entity: Department of Health  
Division or section: Supply Chain Management  
Place of Service: **DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL**  
Date Submitted: 08/11/2024

### ITEM CATEGORY AND DETAILS

Quotation number: DPM377/24-25  
Item Category: Goods  
Item Description: **ONE YEAR HOT WATER SYSTEM MAINTENANCE PROJECT**  
Quantity: 1 UNIT

### COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Compulsory Site Meeting  
DATE: 13/11/2024  
Time: 11:00  
Venue: Dr Pixley Ka Isaka Seme Memorial Hospital

QUOTES CAN BE COLLECTED FROM: KZN Health Website

QUOTES SHOULD BE DELIVERED TO: 310 BHEJANE STREET .GATE 3, KWAMASHU 4360 or  
email to: [pixley.quotations@kznhealth.gov.za](mailto:pixley.quotations@kznhealth.gov.za)

DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL

ENQUIRIES REGARDING ADVERT MAY BE DIRECTED TO:

Name: ZAMA DLADLA  
Email: [pixley.quotations@kznhealth.gov.za](mailto:pixley.quotations@kznhealth.gov.za)  
Contact number: 031 530 1457

Finance Manager Name: Ms XL Ntuli

Finance Manage signature: 







**CLARITY ON DECLARATION OF INTEREST SBD 4 (a)**

<b>BIDDER NAME</b>	
<b>LEGISLATION ON DISCLOSURE OF INTEREST</b>	
<p>The Public Service Act 103 of 1994 indicates in section 30(1) that "No employee shall perform or engage himself or herself to perform remunerative work outside his or her employment in the relevant department, except with the written permission of the executive authority of the department."</p> <p>Furthermore, in terms of the Public Service Regulations paragraph 13(c), "An employee shall not conduct business with any organ of state or be a director of a public or private company conducting business with an organ of state, unless such employee is in an official capacity a director of a company listed in schedule 2 and 3 of the Public Finance Management Act"</p> <p>Treasury Regulations 16A8.4 further indicates that "If a supply chain management official or other role player, or any close family member, partner or associate of such official or other role player, has any private or business interest in any contract to be awarded, that official or other role player must-(a) disclose that interest; and (b) withdraw from participating in any manner whatsoever in the process relating to that contract."</p>	
<b>CLARITY ON HOW TO DISCLOSE</b>	
<p>Clause 2.2 of the Bidders Disclosure (SBD4), require the bidder to disclose a relationship with any person employed by the entire KZN Department of Health, even if that person is not employed by the procuring institution. The Department may use other Computer Assisted Techniques to verify possible interest, should you be found to have failed to disclose correctly, your bid/quotation will be treated as a false declaration, treated as non-responsive and disqualified.</p> <p>For example, if the tender is advertised or invited by Addington Hospital, yet the person with interest is employed by Manguzi Hospital, as long as that official is employed by the Department of Health, the bidder is required to disclose interest. Therefore the question is, do you, or any person connected with the bidder, have a relationship with any person who is employed by the KZN Department of Health? If so, please furnish particulars on Bidders Disclosure (SBD4) section 2.2.1, as attached below,</p>	

I read the above clarity on disclosure of interest and I commit to disclose as directed, should I fail to disclose correctly, I am aware of the consequences, which may include disqualification of my offer.

\_\_\_\_\_

BIDDER SURNAME AND INITIALS

\_\_\_\_\_

SIGNATURE

\_\_\_\_\_

DATE



**GENERAL CONDITIONS OF CONTRACT**

**NOTES**

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid/quotation documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

**1. Definitions**

The following terms shall be interpreted as indicated:

- 1.1. "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2. "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3. "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4. "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5. "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6. "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7. "Day" means calendar day.
- 1.8. "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9. "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10. "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11. "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA
- 1.12. "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14. "GCC" means the General Conditions of Contract.
- 1.15. "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16. "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17. "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18. "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20. "Project site," where applicable, means the place indicated in bidding documents.
- 1.21. "Purchaser" means the organization purchasing the goods.
- 1.22. "Republic" means the Republic of South Africa.
- 1.23. "SCC" means the Special Conditions of Contract.
- 1.24. "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25. "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

**2. Application**

- 2.1. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

**3. General**

- 3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2. With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

**4. Standards**

- 4.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

**5. Use of contract documents and information; inspection.**

- 5.1. The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

**6. Patent rights**

- 6.1. The supplier shall indemnify 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.

**7. Performance security**

- 7.1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3. The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
  - (b) a cashier's or certified cheque
- 7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

**8. Inspections, tests and analyses**

- 8.1. All pre-bidding testing will be for the account of the bidder.
- 8.2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5. Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7. Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

**9. Packing**

- 9.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

**10. Delivery and documents**

- 10.1. Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2. Documents to be submitted by the supplier are specified in SCC.

**11. Insurance**

- 11.1. The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

**12. Transportation**

- 12.1. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

**13. Incidental services**

- 13.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
  - (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the
- 13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

**14. Spare parts**

- As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- 14.1.
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
  - (b) in the event of termination of production of the spare parts:
    - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
    - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

**15. Warranty**

- 15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

**16. Payment**

- 16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4. Payment will be made in Rand unless otherwise stipulated in SCC.

**17. Prices**

- 17.1. Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

**18. Contract amendments**

- 18.1. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

**19. Assignment**

- 19.1. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

**20. Subcontracts**

- 20.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

**21. Delays in the supplier's performance**

- 21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.



- 21.5. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.
- 22. Penalties**
- 22.1. Subject to GCC Clause 25, 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. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.
- 23. Termination for default**
- 23.1. 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:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2. 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. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3. 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.
- 23.4. If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5. Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.
- 23.7. These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.
- 24. Anti-dumping and countervailing duties and rights**
- 24.1. When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.
- 25. Force Majeure**
- 25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
- 26. Termination for insolvency**
- 26.1. The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
- 27. Settlement of Disputes**
- 27.1. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

- 27.2. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4. Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5. Notwithstanding any reference to mediation and/or court proceedings herein,  
(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and  
(b) the purchaser shall pay the supplier any monies due the supplier.
- 28. Limitation of liability**
- 28.1. Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;  
(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and  
(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language**
- 29.1. The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law**
- 30.1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices**
- 31.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties**
- 32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation (NIP) Programme**
- 33.1. The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34. Prohibition of Restrictive practices**
- 34.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2. If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3. If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

**SPECIAL 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 preferential procurement 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.
- 3.21. Should there be a variation in price and such variation is above the order amount, the Department will reserve the right to place a new order.

**4. NEGOTIATIONS**

- 4.1. The Department reserves the right to negotiate with the shortlisted bidder/s prior or post award. The terms and conditions for negotiations will be communicated to the shortlisted bidder/s prior to invitation to negotiations. This will be done to ensure value for money and where the bidder/s price is deemed to be exorbitant, uneconomical or not market related.

**5. SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF THIS QUOTATION.**

- 5.1. 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.
- 5.2. 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.
- 5.3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
- 5.4. 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.
- 5.5. Any alteration made by the bidder must be initialled; failure to do so may render the response invalid.
- 5.6. Use of correcting fluid is prohibited and may render the response invalid.
- 5.7. Quotations will be opened in public as soon as practicable after the closing time of quotation.
- 5.8. Where practical, prices are made public at the time of opening quotations.
- 5.9. 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.
- 5.10. The Department is under no obligation to pay suppliers in part for work done if the supplier can no longer fulfil their obligation.

**6. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS**

- 6.1. 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.



- 6.2. 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.
- 6.3. 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.
- 6.4. 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.
- 6.5. Quotation documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.

**7. SAMPLES**

- 7.1. 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.
- 7.2. **Samples must be made available when requested in writing or if stipulated on the document.**
  - 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 (i) testing will be for the account of the bidder.

**8. COMPULSORY SITE INSPECTION / BRIEFING SESSION**

8.1. 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 take place.

(ii) Date: 13 / 11 / 2024 Time: 11 : 00 Place: DPKISMH

Institution Stamp:	Institution Site Inspection / briefing session Official:  Full Name: _____  Signature: _____  Date: _____
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**9. STATEMENT OF SUPPLIES AND SERVICES**

9.1. 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.

**10. SUBMISSION AND COMPLETION OF SBD 6.1**

10.1. 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.

**11. TAX COMPLIANCE REQUIREMENTS**

- 11.1. 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.
- 11.2. 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.

**12. TAX INVOICE**

12.1. 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
- (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.

**13. PATENT RIGHTS**

13.1. 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.

**14. PENALTIES**

14.1. 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.



- 14.2. 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.
- 14.3. 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.
- 14.4. 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.
- 15. TERMINATION FOR DEFAULT**
- 15.1. 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.
- 15.2. 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.
- 15.3. 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.
- 16. 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 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

- 1.1. The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2. The applicable preference point system for this tender is the 80/20 preference point system.

1.3. Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4. The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific Goals	100

1.5. Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

**2. DEFINITIONS**

- (a) "tender" means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) "price" means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) "tender for income-generating contracts" means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) "the Act" means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

**3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

**3.1. POINTS AWARDED FOR PRICE**

**3.1.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \text{80/20} & & \text{90/10} \\
 \left[ \text{Ps} = 80 \left( 1 - \frac{\text{Pt} - \text{Pmin}}{\text{Pmin}} \right) \right] & \text{OR} & \left[ \text{Ps} = 90 \left( 1 - \frac{\text{Pt} - \text{Pmin}}{\text{Pmin}} \right) \right]
 \end{array}$$

Where

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

**3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**

**3.2.1. POINTS AWARDED FOR PRICE**

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \text{80/20} & & \text{90/10} \\
 \left[ \text{Ps} = 80 \left( 1 + \frac{\text{Pt} - \text{Pmax}}{\text{Pmax}} \right) \right] & \text{OR} & \left[ \text{Ps} = 90 \left( 1 + \frac{\text{Pt} - \text{Pmax}}{\text{Pmax}} \right) \right]
 \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

**4. POINTS AWARDED FOR SPECIFIC GOALS**

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.**

The specific goal/s allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system)
Race: Full points allocated to companies who are at least 100% Owned by Black Africans	20	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm: \_\_\_\_\_

4.4. Company registration number: \_\_\_\_\_

4.5. TYPE OF COMPANY/ FIRM [tick applicable box]

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

_____ <b>SIGNATURE(S) OF TENDERER(S)</b>
<b>SURNAME AND NAME:</b> _____
<b>DATE:</b> _____
<b>ADDRESS:</b> _____ _____ _____

# END-USER SPECIFICATION FORM

Quote Number: \_\_\_\_\_

Item Description: ONE YEAR HOT WATER SYSTEM MAINTENANCE CONTRACT

Department/Section: Maintenance

Purpose of Item:

Pre-qualification criteria if any:

Is the item required to have a regulatory body certification (e.g. SABS, SANS, SANAS, ISO, CIDB, etc.)? Yes / No:

Regulatory Body / certification required if Yes: IME OR ABOVE

1.1. Is a compulsory site inspection / briefing session required? Yes / No:

if Yes, specify: Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_:\_\_\_\_ Place \_\_\_\_\_

1.2. Is local production and content part of the quote? Yes / No:

if Yes, specify: \_\_\_\_\_

1.3. Provisions of section 4(1)(a) of the PPPFA Regulations, 2017 if applicable? Yes / No:

if Yes, specify: \_\_\_\_\_

1.4. Liability Cover insurance? Yes / No:

if Yes, specify: \_\_\_\_\_

**2. What is the specification of the required item?**

List specifications to be advertised	Comment
ONE YEAR HOT WATER SYSTEM MAINTENANCE CONTRACT (as attached)	

**3. Does a sample need to be submitted? No**

3.1. Deadline for submission if Yes: Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_:\_\_\_\_ Place \_\_\_\_\_

or

3.2. Specify that samples must be made available when requested in writing. Yes  or No

**4. Penalties to be noted by the suppliers:**

4.1. 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.

**5. What is the evaluation criteria / special terms and conditions to be advertised?**

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	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)	Kamendren Govender	Name of SCM Rep (in full)	<u>S. Moko</u>
Designation / Rank (in full)	Engineer	Designation/ Rank (in full)	<u>SCMP</u>
Signature		Signature	
Date	<u>21/08/2024</u>	Date	<u>22/08/2024</u>





<b>Quotation No.</b>	<b>DPM377/24-25</b>
<b>+ Quotation Description</b>	<b>ONE YEAR HOT WATER SYSTEM MAINTENANCE CONTRACT</b>

**EVALUATION CRITERIA**

This institution intends to evaluate valid quotations using **five (5) evaluation stages**. These are peremptory requirements, should the bidder/tenderer fail to comply with any of the stages as stated below, the quotation will be regarded as non-responsive, and will not progress to the final stage of evaluation:

Stage 1: Administrative Compliance, Compulsory and Mandatory Requirements

Stage 2: Capacity to Deliver

Stage 3: Compliance with Specification

Stage 4: Price and Preference Points System (Specific Goals)

Bidder Initial here: \_\_\_\_\_



**STAGE 1: ADMINISTRATIVE, COMPULSORY COMPLIANCE AND MANDATORY REQUIREMENTS**

NO.	REQUIREMENTS	INCLUDED IN THE PUBLISHED DOCUMENT?	TO BE RETURNED BY BIDDER/ TENDERER?
<b>Administrative Compliance</b>			
1.	PARTICULARS OF QUOTATION	YES	YES
2.	OFFICIAL PRICE PAGE FOR QUOTATIONS OVER R2 000.01	YES	YES
3.	BIDDER'S DISCLOSURE (SBD4)	YES	YES
4.	GENERAL CONDITIONS OF CONTRACT (GCC)	YES	YES
5.	SPECIAL CONDITIONS OF CONTRACT (SCC)	YES	YES
6.	PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 (SBD 6.1)	YES	YES
<b>Compulsory Compliance</b>			
7.	SUPPLIER UPDATED CIPC REGISTRATION DOCUMENTS	NO	YES
8.	A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (For EMEs& QSEs)	NO	YES
9.	CIDB1 ME OR ABOVE	NO	YES
<b>Mandatory Requirements</b>			
09.	THE BIDDER MUST PROVIDE PROOF THAT THE ITEMS TO BE SUPPLIED ARE SABS OR SANS APPROVED	NO	NO
10.	VALID COPY OF LICENCE ISSUED BY SOUTH AFRICAN HEALTH PRODUCTS REGULATORY AUTHORITY (SAHPRA), AUTHORIZING YOUR COMPANY TO MANUFACTURE/WHOLESALE/DISTRIBUTE MEDICAL DEVICES	NO	NO

Note: This relates to administrative, compulsory and mandatory returnable documents which must be fully completed, and submitted, should you fail to submit any of the above returnable documents, your offer will be treated as non-responsive and will not proceed to the next stage of evaluation. The department reserve a right to verify validity of the documents submitted, should it be discovered that the information submitted is misrepresented or falsified the quotation will be disqualified or contract maybe be terminated.

Bidder Initial here: \_\_\_\_\_



**STAGE 2: CAPACITY TO DELIVER**

1.	Valid copy of at least one order and delivery note of the same/ similar item which will serve as proof that you have delivered the order either in private or public health facility. Note: Should you fail to submit any of the above returnable documents, your offer will be treated as non-responsive and will not proceed to the next stage of evaluation OR  Bidder to provide proof of financial capability/statement balance at a value of not less than 40% of the original quote not older than one month
2.	As part of risk management, if there is valid proof that the bidder was previously issued with an order and thereafter failed to deliver without acceptable reasons, the bidder will be treated as a defaulter and will not progress to the next stage of evaluation.

**STAGE 3: COMPLIANCE WITH SPECIFICATION**

Requirement	Complies with Specification Yes /No
The bidder / Tenderer to confirm that the product supplied complies with attached specification document, should you fail to indicate compliance your quotation will not progress to the next stage of evaluation.	

**STAGE 4: PRICE AND PREFERENCE POINTS**

The value of this quotation is estimated not to exceed R 50 000 000 (inclusive of all applicable taxes), therefore the 80/20 preference point system shall be applicable. Points for this quotation will be awarded for:

CATEGORY	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and must not exceed	100

The Department has identified the following specific goal:

Specific Goal	Number of Points allocated	Proof To Claim Specific Goal (Returnable Documents)
RDP Goal: Full points allocated to promote enterprises owned who are at least 100% owned by Black Africans	20	1. Id copy 2. BBBEE/Sworn Affidavit
<b>NOTE:</b> Should a responsive bidder fail to submit proof to claim points, as stated above this will not result in disqualification; however, the bidder will not be awarded points for specific goals.		

Bidder Initial here: \_\_\_\_\_



## EVALUATION CRITERIA

EVALUATION CRITERIA APPROVED BY					
Official Designation	Title (Ms/ Miss/ Mrs/ Mr/Dr)	Surname	Initials	Date	Signature
AD: SCM	MR	NGUBANE	SL		

Bidder Initial here: \_\_\_\_\_



DEPARTMENT OF HEALTH  
PROVINCE OF KWAZULU-NATAL  
DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL  
(DPKISMH)

**ONE YEAR HOT WATER SYSTEM MAINTENANCE  
CONTRACT  
QUOTATION DOCUMENT**

Quotation No:

**REQUIRED CIDB GRADING: 1ME or above.**

## **QUOTATION DOCUMENT CONTENTS**

**NUMBER OF PAGES: 26**

- PART ONE : INVITATION TO QUOTE AND QUOTATION CONDITIONS**
- PART TWO : QUOTATION FORM AND ALTERNATIVE QUOTES**
- PART THREE : CONDITIONS OF CONTRACT**
- PART FOUR : TECHNICAL SPECIFICATION**
- PART FIVE : PARTICULAR SPECIFICATION**
- PART SIX : SCHEDULE OF PRICES**
- PART SEVEN : RETURNABLE DOCUMENTS**

The Contractor is required to check these documents and the number of pages listed above. The Contractor shall satisfy himself/herself that this document is complete in accordance with the above schedule and if any pages are found to be missing, or duplicated, shall immediately request to rectify the discrepancy. No liability will be admitted by the Employer in respect of errors in the Contractors quote due to the foregoing.

## PART 1

# INVITATION TO QUOTE AND QUOTATION CONDITIONS

**Enquiries:** Zakhele Madonsel

**Quotation No:**

**Date:** 11/02/2022

**TO:**

**ATTENTION:**

Dear Sir

**ONE YEAR HOT WATER SYSTEM MAINTENANCE CONTRACT AT DR PIXLEY KA ISAKA  
SEME MEMORIAL HOSPITAL**

We hereby invite you to quote for the above service, using the quotation form template from department of health.

1. Your quotation must be submitted in a sealed envelope, the front of the envelope being clearly endorsed with the Quotation number and the project description as stated above to
2. The use of correcting fluid, e.g. "Tippex" etc will lead to the automatic disqualification of the Quotation.
3. Only the original quotation document, duly signed and completed in its entirety, will be given consideration.
4. Suppliers quotations may be facsimile or photocopied.
5. The total quotation amount shall be fixed for ninety (90) days from date of quotation.
6. Only additions or omissions arising from approved written authorized variations, will be accepted as a valid variation in cost.
7. The quotation shall be fully detailed as follows:
  - 7.1 Itemised list of Materials/Spare Parts/Equipment, showing unit costs, contractors mark-up and subtotal
  - 7.2 Labour hours, Unit Rate and Sub-Total
  - 7.3 Kilometres, Unit Rate and Sub-Total (Specify number of trips)
  - 7.4 Subsistence: Number of Nights Out, Unit Rate and Sub-Total, VAT and Grand Total
  - 7.5 A compulsory site inspection is required

Kindly complete the attached document and return all pages as per paragraph 3 above, each page being initialled by the Contractor's authorized signatory.

Yours faithfully

SCM LEADER: MZOLO SIYABONGA

DPKMISH



**IMPORTANT**

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

**COMPULSORY BRIEFING SESSION/SITE INSPECTION CERTIFICATE**

**Site/building/institution involved: DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL**

**Quotation no: XXXXX**

**Service: ONE YEAR HOT WATER SYSTEM MAINTENANCE CONTRACT AT DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL**

**Date: XXXXX**

**Time: 11h00**

**Venue: DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL**

**Contact Person:**

.....

**THIS IS TO CERTIFY THAT (NAME) \_\_\_\_\_**

\_\_\_\_\_ **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 BIDDER OR AUTHORISED REPRESENTATIVE**

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

\_\_\_\_\_  
**SIGNATURE OF DEPARTMENTAL REPRESENTATIVE**

**DEPARTMENTAL STAMP**

**DATE:**

## **PART 2**

# **QUOTATION FORM AND ALTERNATIVE QUOTES**

**PART 2**

**QUOTATION FORM**

TO BE COMPLETED BY THE CONTRACTOR:

I/We hereby quote for the following project in accordance with the conditions specified in this document.

**ONE YEAR HOT WATER SYSTEM MAINTENANCE CONTRACT AT DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL.**

A. Servicing of plant, Labour, Travelling, Subsistence and Transport including VAT R \_\_\_\_\_

B. Provisional sum R \_\_\_\_\_

A+B Fixed Price for the scope of the works quoted for, valid for 90 days from date of quotation. Including 15% VAT  
**The offered total of the prices is** R \_\_\_\_\_

Only additions or omissions arising from approved written authorized variations will be accepted as a valid variation in cost.

I/We agree that if we are awarded these works, the relevant preventive maintenance servicing, as per the Provincial Government KwaZulu-Natal: Department of Health Standard Service Schedules, may be done by others if so required, and that this would not invalidate my/our guarantee.

The total contract period for completion of this project (.....12.....calendar months) and is inclusive of all statutory holidays.

THE SERVICE PROVIDER IS:

NAME:

ADDRESS.....

TEL NO:

FAX NO.....

E-MAIL ADDRESS:

CIDB REGISTRATION NUMBER AND GRADE:

**Signed on behalf of the Contractor:**

NAME:

POSITION:

SIGNATURE:.....DATE.....

**Signed on behalf of the Employer:**

NAME .....

POSITION.....

SIGNATURE.....DATE.....

**QUOTATION FORM  
ALTERNATIVES**

It is required that the Contractor's main offer be in accordance with the specification. However, should Contractors wish to make alternative offers these must only be made on this form or copies thereof as necessary.

Note that all of the information required in this document must be supplied for all alternative offers as well.

Where the Contractor does not wish to submit alternatives, the word "NIL" shall be inserted against each section and the page signed by the Contractor.

ALTERNATIVE \_\_\_\_\_

ALTERNATIVE PRICE  
(IN WORDS) \_\_\_\_\_

DETAIL VARIATIONS FROM SPECIFICATION \_\_\_\_\_

DETAIL BENEFITS TO OWNER IN TERMS OF THE ALTERNATIVE OFFER \_\_\_\_\_

REMARKS \_\_\_\_\_

CONTRACTORS'S AUTHORISED SIGNATURE / FULL NAME AND ADDRESS OF FIRM

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME IN BLOCK LETTERS  
\_\_\_\_\_

DATE  
\_\_\_\_\_

## **PART 3**

### **CONDITIONS OF CONTRACT**

These works shall be carried out in accordance with this document and the Service Level Agreement (SLA).

# PART 4

## TECHNICAL SPECIFICATION

### ONE YEAR HOT WATER SYSTEM MAINTENANCE CONTRACT AT DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL.

#### 4 TECHNICAL SPECIFICATION

##### 4.1 COMPLIANCE WITH REGULATIONS AND STANDARD SPECIFICATIONS

The operation, construction, material and components of the equipment, as specified, shall comply with the latest requirements of:

The Occupational Health and Safety Act (Act 85, 1993) as amended

The control panel, associated components and wiring shall be installed in compliance with the Department of health Specification for the Electrical equipment and Installation for Mechanical Services.

KwaZulu-Natal Department of Health, Policy on Design of Mechanical Installations, Date January 2013, Rev 7.

KwaZulu-Natal Department of Health, Policy on Design of Electrical Installations, Date January 2013, Rev 7.

KwaZulu-Natal Department of Health, Policy on Design of Structural Installations, Date January 2013, Rev 7.

SANS 10142: Code of Practice for Wiring of Premises.

SANS 347: Categorization and conformity assessment criteria for all pressure equipment.

SANS 10400: The application of the National Building Regulations.

SANS 60947-1: 2005/IEC 60947-1: 2004 to SANS 60947-8: 2004/IEC 60947-8: 2004: Low voltage switch gear and control gear.

An Electrical Certificate of Compliance, in accordance with the OHS Act as amended, will be required for all Electrical Works.

The Machinery and Occupational Safety Act - Act 6/1983

The Pressure Equipment Regulations (PER)

The Municipal By-laws and any special requirements of the Supply Authorities of the area or district concerned.

Local Fire Regulations.

All building works shall be in accordance with the Standard Preambles to All Trades.

The contractor should fully familiarise and understand these documents prior to quoting.

# **PART 5**

## **PARTICULAR SPECIFICATION**

### **5. PARTICULAR SPECIFICATION**

#### **5.1. TECHNICAL SPECIFICATION**

##### **5.1.1 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 installation, whether any specific clauses are referred to or not. A service level agreement (SLA) shall be entered into between the successful bidder and the department of health of which detail condition of contract shall apply.

##### **5.1.2 GENERAL REQUIREMENTS**

Tenderers are to make special note of the following:

This particular specification must be read with, and shall form part of, Part 4 of this document (Technical Specification).

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 5 (Particular Specification).

The whole installation/servicing/ maintenance 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.

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.

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 workmen shall be employed at all times to ensure satisfactory progress of the work.

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.

The system shall be maintained for a period of twelve months after acceptance of the SLA in writing by the successful bidder and shall allow for routine inspections not less frequently than two times a year.

The complete or new installation must be guaranteed against defective parts and workmanship for a period of twelve months after the date of issue of the Completion Certificate. This period shall run concurrently with the maintenance period.

Rates are to include for commissioning and testing of the complete installation and handing over in working order ready for use.

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. Claims on the grounds of insufficient information in such respects or otherwise will not be entertained by the Administration.

NOTE: All electrical equipment shall comply with NER Regulation of voltage

## 5.2 SCOPE OF CONTRACT;

The scope of the document calls for:

*The preventative and reactive maintenance to the hot water system at DPKISMH.*

## 5.3 THE SITE

The Contractor will be required to conform to such Acts (e.g. Act 53 of 1985: Control of Access to Public Premises and Vehicles), regulations and restrictions affecting access to and use of the site as laid down by the Head: Health or his/her designee. Bidders should also note that the buildings are occupied and that permission for access should be obtained from the authoritative person on site. This contract shall apply to the following site locations/facilities:

Facility Name	CIDB Grading Required
Dr Pixley Ka Seme Memorial Hospital	1 ME

## 5.4 PROGRAM OF WORKS

It is imperative that the maintenance be achieved without any unscheduled interruption of the hot water supply to the hospital therefore minimum downtime is crucial and shall be carefully planned prior to execution of the maintenance works.

Throughout the duration of the works, the works are to be planned and executed so as to cause minimum inconvenience to all staff.

## 5.6 PROOF OF QUALIFICATIONS

- ALL copies of qualifications are to be certified by a Commissioner of Oaths.
- The Bidder shall provide proof by means of Certified Copies of Artisan(s)/ Technician(s)/ Coded Welder(s)/ Apprentice(s)/ Learners qualifications and internship papers. Failure to provide the required proof will result in either: such employees being listed as semi-skilled in which case the semi-skilled rate will apply accordingly or; the Bid may be disregarded.
- Should the appropriate proof of qualification not be submitted with the tender submission, the corresponding items tendered for will not be approved for the Tenderer.
- Successful Service Providers shall during the period of validity of this Contract supply to the Employer proof of qualifications and/or experience in respect of any additional/replacement employees or changed qualifications of employees. SAQCC Registration
- Certified proof of registration of permanent members of staff are required to qualify for the following categories of works:
- Air Conditioning and Refrigeration - Category B (Greater than 18 kW cooling capacity)
- Certified proof of active registration with SAQCC Gas under the Category B: Air Conditioning & Refrigeration Practitioner.



## **5.7 CERTIFICATE OF COMPLIANCE**

- The contractor shall submit the mandatory Certificate of Compliance for any modification on the Electrical Distribution boards i.e. addition of load etc.

## **5.8 PROGRAM OF WORKS**

The contractor shall notify the Department of Health seven (7) days prior to carrying out any site work. As the Centre is to remain in full operation for the duration of the works, the works are to be planned and executed so as to cause minimum inconvenience to staff.

## **5.9 TESTING AND COMMISSIONING**

The units shall be tested and commissioned before handing over to the department of health. The test shall be witnessed by the Department of health Engineer/project leader/hospital representative.

## **PART 6**

### **SCHEDULE OF PRICES**

## PART 6

# SCHEDULE OF PRICES

### PREAMBLE TO THE SCHEDULE OF PRICES

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.

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.

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.

The prices quoted for the supply 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.

The prices quoted for erection and installation shall include for all handling, loading, transporting and off-loading, to take plant and equipment to place on site where required, erection, installation, painting, commissioning, operating, testing, adjusting, handing over in proper working order and guarantee for a period of 12 months, all as specified.

The provisional sum amount must be added to the total quoted amount.

The tendered 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.

The labour rates, remain fixed for the duration of the contract.

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.

Electrical and Mechanical work is not measured according to the Standard Procedures of Building Work.

## PART 7

### SCHEDULE OF PRICES

#### 7.1 QUOTATION FORM

##### SCHEDULE OF LABOUR RATES

ITEM	RESOURCE	NORMAL RATE/HR
1	Traded tested artisan (Air Conditioning & Refrigeration Practitioner) rate per hour	
2	Traded tested artisan (Mechanical fitter) rate per hour	
3	Traded tested artisan (Electrician) rate per hour	
4	Semi-skilled labour rate per hour	
5	Unskilled labour rate per hour	

##### SCHEDULE OF TRAVELLING DISTANCE

ITEM	RESOURCE	NM
1	One Way Trip (km) from site (DPKISMH) to your Office/Workshop	

##### PREVENTATIVE MAINTENANCE COST BREAKDOWN

Equipment	Make	Size	Quantity	Service Frequency	Price/service	TOTAL (R)
Heat Pump	TEKNIHEAT	140 KW	3	2		
Heat Pump	TEKNIHEAT	320 KW	10	2		
Hot water Storage tank	TEKNIHEAT	15000,L	2	1		
Hot water Storage tank	Kwikot	10000,L	1	1		
Hot Water Booster Pump	Calpeda	20 L/s	2	2		
Hot Water Booster Pump	Calpeda	9 L/s	3	2		
In-line Backup heater packs	Tekniheat	36 KW	2	1		
Provisional sum (allocation for reactive maintenance work)						
TOTAL excludes VAT						
TOTAL includes VAT @15%						

**PART 8**

**RETURNABLE DOCUMENTS.**

## 8. Technical Evaluation Criteria

The Contractor must have the correct minimum CIDB of 1 ME grading to be considered for further adjudication process. The weighting for Quality and functionality out of 100 sub-points is as follows: The threshold score, below which tenderers are eliminated from further consideration, is 70%.

Evaluation Criteria	Deliverables	Points	Sub-Points	Sub-Points Scoring								
				Submission of at least three work orders	Submission of two work orders	Submission of one work order	no or irrelevant submission, does not meet requirement					
1 Experience in maintenance of heat pumps.	Submission of work orders to execute the maintenance of heat pumps.	30	30	30	20	0	0					
2 Availability of certificated and qualified trade tested refrigeration artisan, electrician, fitter and registered with SAQCC Gas Cat B.	Certificate of trade test and registration with SAQCC Cat B. Certificate of a fitter and electrician trade tests.	40	40	Submission of the proof of trade tests and SAQCC Cat B certification.	20	Certificate of trade test for Refrigeration Artisan/Technician and SAQCC registration.	10	Trade test certificate of the Electrician.	10	trade test certificate of the mechanical fitter	0	no or irrelevant submission, does not meet requirement
3 Organisational Organogram	Submission of organogram which shows the relevant trades	10	10	Submission of organogram which shows the relevant trades and how this contract will be managed	10	Submission of organogram which shows the relevant trades	0	no or irrelevant submission, does not meet requirement				
4 Safety	Submission of the tenderer's Safety Policy or equivalent, demonstrating: <ul style="list-style-type: none"> <li>• Safe working procedures/processes.</li> <li>• Controls and guidelines that will give confidence to the Department that safety will be prioritised, risk assessments, tools and site inspections will be conducted. First Aid kit will be provided.</li> <li>• Risk assessments,</li> <li>• Tools and site inspections will be conducted,</li> <li>• First Aid kit will be provided.</li> <li>• Safety Officer will be made available (or at least a foreman will act as a Safety custodian).</li> <li>• Incidents will be reported and investigated as per OHS Act and Regulations.</li> </ul>	20	20	Submission of the tenderer's Safety Policy of equivalent, demonstrating safe working procedures, processes, controls and guidelines that will give confidence to the Department that safety will be prioritised, risk assessments, tools and site inspections will be conducted. First Aid kit will be provided. Safety Officer will be made available (or at least a foreman will act as a Safety custodian). Incidents will be reported and investigated as per OSH Act and Regulations.	20	Submission of the tenderer's Safety Policy or equivalent, demonstrating full coverage of all 7 (or more) safety aspects as per the list on the deliverables.	10	Inadequate submission covering 5 or less safety aspects as per the list on the deliverables.	0	No submission covering safety aspects as per the list on the deliverables.		

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

## ANNEXURE A

EQUIPMENT	SERVICE SCOPE OF WORK
1. Heat Pumps - Aquazest AQH140	Record heat pump serial numbers on job card
Quantity: 3	Do full service on the heat pump
(Service interval of 6 months)	Clean electric components with a blower
	Check all electrical connections and tighten
	Check for any water leaks
	Check gas in compressors
	Inspect under compressors for any sign of oil
	Record suction pressure
	Compressor 1
	Compressor 2
	Record head pressure
	Compressor 1
	Compressor 2
	Check pump phase rotation
	Check compressor oil level
	Record leaving hot water temp
	Refrigerant circuit 1
	Refrigerant circuit 2
	Check and record settings on all thermostats in heat pump
	Clean heat pump
	Tighten all panel screws to avoid rattles
	Check compressor timers set correctly
	Record incoming volts per phase
	Blue phase
	White phase
	Red phase
	Record running currents per phase
	Refrigerant circuit 1 Blue phase
	Refrigerant circuit 1 White phase
	Refrigerant circuit 1 Red phase
	Refrigerant circuit 2 Blue phase
	Refrigerant circuit 2 White phase
	Refrigerant circuit 2 Red phase
	Set HP / LP switches
	Clean dust from electrical circuitry
	Inspect all equipment for unusually high wear
	Check contactors and overloads
	Check for any oil leaks
	Check that all covers and fixing screws are in place



## ANNEXURE A (continued)

<b>2. Heat Pumps - Aquazest AQH320</b>	<b>SERVICE SCOPE OF WORK</b>
<b>Quantity: 10</b>	Do full service on the heat pump
(Service interval of 6 months)	Record heat pump serial number
	Clean electric components with a blower
	Check all electrical connections and tighten
	Check for any water leaks
	Check gas in compressors
	Inspect under compressors for any sign of oil
	Record suction pressure
	Compressor 1
	Compressor 2
	Record head pressure
	Compressor 1
	Compressor 2
	Check pump phase rotation
	Check compressor oil level
	Record leaving hot water temp
	Refrigerant circuit 1
	Refrigerant circuit 2
	Check and record settings on all thermostats in heat pump
	Clean heat pump
	Tighten all panel screws to avoid rattles
	Check compressor timers set correctly
	Record incoming volts per phase
	Blue phase
	White phase
	Red phase
	Record running currents per phase
	Refrigerant circuit 1 Blue phase
	Refrigerant circuit 1 White phase
	Refrigerant circuit 1 Red phase
	Refrigerant circuit 2 Blue phase
	Refrigerant circuit 2 White phase
	Refrigerant circuit 2 Red phase
	Set HP / LP switches
	Clean dust from electrical circuitry
	Inspect all equipment for unusually high wear
	Check contactors and overloads
	Check for any oil leaks
	Check that all covers and fixing screws are in place

### ANNEXURE A (continued)

3. Water Pumps	SERVICE SCOPE OF WORK
Quantity: 5	Do full service on the water booster pump
(Service interval of 6 months)	Record pump serial number
	Check base and flanges to make sure pump and fittings properly secured
	Inspect pump casing for any cracks
	Compare pressure sensor readings to actual to make sure sensors are functioning correctly
	Lubricate as required
	Listen for any unusual noises from bearings or cavitation
	Clean strainers or filters in front of pumps
	Inspect and clean pumps
	Ensure that pumps run as appropriate and are not overheating
	Check mechanical seals
	Bleed air from pumps if necessary
	Record incoming volts per phase
	Blue phase
	White phase
	Red phase
	Record running currents per phase
	Blue phase
	White phase
	Red phase

### ANNEXURE A (continued)

4. Standby Heaters – Element	SERVICE SCOPE OF WORK
Quantity: 2	Do full service on the electrical heater elements
(Service interval of 12 months)	Record standby heater serial numbers
	Clean electric components with a blower
	Check all electrical connections and tighten
	Check for any water leaks
	Clean standby heater
	Check AVTA20 setting
	Test all elements and thermostats
	Check for corrosion
	Record incoming volts per phase
	Blue phase
	White phase
	Red phase
	Record running currents per phase
	Blue phase
	White phase
	Red phase
	Clean dust from electrical circuitry
	Inspect all equipment for unusually high wear
	Check contactors and overloads
	Check TP safety valve operation
	Check that all covers and fixing screws are in place

## ANNEXURE A (continued)

<b>5. Hot Water Tanks - Tekni-Tank</b>	<b>SERVICE SCOPE OF WORK</b>
<b>Quantity: 2</b>	Do full service inspection on the tank, cladding, insulation and ancillaries.
(Service interval of 12 months)	Check under cladding for any dripping water that may indicate a leak
	Check for any cracks on tank fittings or around tank fittings
	Ensure insulation and cladding all attached firmly and all pop rivets are in place
	Check float level operation to make sure equipment turns on / off as required
<b>6. Hot Water Tanks – Pressurized</b>	<b>SERVICE SCOPE OF WORK</b>
<b>Quantity: 1</b>	Do full service inspection on the tank, cladding, insulation and ancillaries.
(Service interval of 12 months)	Check under cladding for any dripping water that may indicate a leak
	Check for any cracks on tank fittings or around tank fittings
	Ensure insulation and cladding all attached firmly and all pop rivets are in place
	Check electrical anode and replace if necessary
<b>7. Controls</b>	<b>SERVICE SCOPE OF WORK</b>
(Service interval of 6 months)	Check all electrical connections and tighten
	Check AVTA20 settings and return temp
	Check T1A,T2A,T1B and T2B settings (35, 35, 45, 45)
	Record incoming volts per phase
	Blue phase
	White phase
	Red phase
	Check and set running hours timer
	Ensure all Probes are secure in pockets / on pipes
	Check labels and stickers and replace if necessary
	Check that all valves are in the correct position
	Clean inside and outside of control panel
	Test remote alarm buzzer and LED light
	Check all indicator lights