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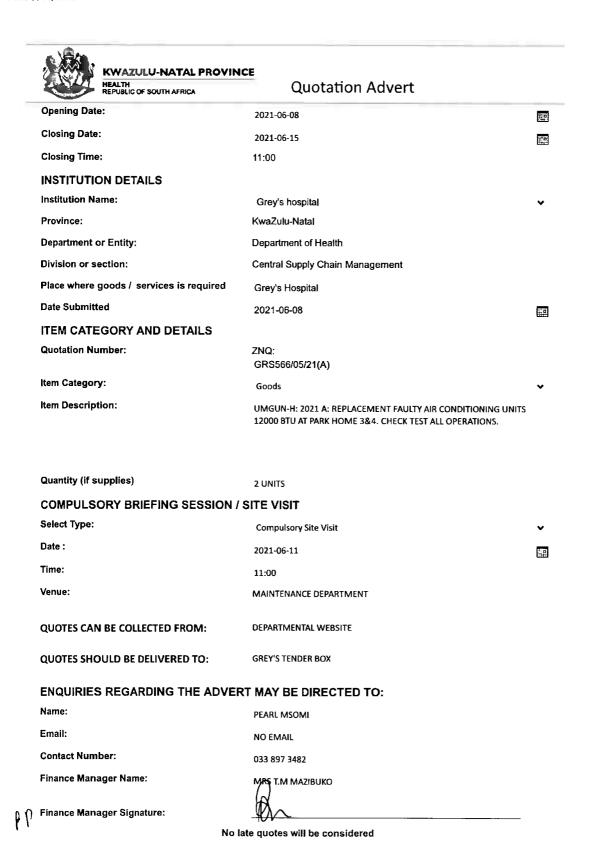
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DIRECTORATE:

201 Townbush Road. Northern park. Pietermantzburg. 3201 Private bag X9001. Pietermantzburg. 3200

GREY'S HOSPITAL MAINTENANCE DEPARTMENT

#### PROJECT SPECIFICATIONS

# SUPPLY, COMMISSION & INSTALL AIR CONDITIONER UNIT AT PARK HOME 3 AND 4 GREY'S HOSPITAL

- NOTES TO TENDERERS
- 1.1. SCOPE OF CONTRACT

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

1.2. CONTRACT DRAWINGS

This quotation document is to be read in conjunction with the drawings listed below which is issued together with this document.

Drawing No.: 1

These drawings may be updated from time to time during the course of the Contract, and the Contractor must ensure at the time of the installation that he has the latest copy of all drawings. No claim will be considered for work, which requires to be changed due to the use of outdated drawings.

- 1.3 CONDITIONS OF CONTRACT AND PRELIMINARIES
- 1.3.1 PERIOD OF CONTRACT

THREE (3) Weeks as the Contract Period for the completion of the Structural Work from date of Site handover.

1.3.2 CONTRACT GUARANTEE:

The successful Tenderer will be required to submit a contract guarantee.

1.3.3 GUARANTEE PERIOD

The guarantee period for the **Structural Work** and all materials must be for a minimum of **Twelve** (12) months from the date of first delivery.

The guarantee period for *Electrical and Mechanical Installations* shall be for a minimum of *Twelve* (12) *Months* from the date of first delivery.

1.3.4 SITE AND MODE OF PROCEDURE

The work contained in this contract will be carried out on the site of the existing Institution. The Contractor is advised that the existing premises will be occupied throughout the period of the contract.

Damage to existing buildings - Tenderers to note that any damages done or occurring to any of the buildings will be repaired at the expense of the contractor/Tenderer. The repairs must be to the satisfaction of the KwaZulu-Natal Department of Health.

NB: Tenderers are advised to examine the drawings and visit the site prior to quoting and to acquaint themselves with the nature of the work to be done and access to the siting of the

existing buildings etc., as no claim will be allowed on the grounds of ignorance of the conditions under which the work will be executed.

#### 1.3.5 SATISFACTORY INSTALLATION

The whole of the installation shall be carried out in accordance with the South African Bureau of Standards Code of Practice for the application of National Building Regulations, the KZNPA Standard Preambles to all Trades, the KZNPA General Electrical Specification, the South African Bureau of Standards Code of Practice for the Wiring of Premises and the Occupational Health and Safety Act 85 of 1993 as amended.

Copies of the KZNPA Standard Preambles to all Trades and the KZNPA General Electrical Specification are available at the office of the Superintendent – General for Health – KwaZulu-Natal and can be obtained on request.

#### 1.3.6 GENERAL

The Bidder's / Contractors will be responsible for all masonry work associated with the electrical installation and making good of all work related to the electrical installation. The patching and painting must be to the satisfaction of the KwaZulu-Natal Department of Health.

#### 2. TECHNICAL SPECIFICATION

#### 2.1 GENERAL

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

- 2.2 The bidder shall submit accreditation certificate from ECB/DOL.
- 2.3 The Bidder shall submit Letter of Good Standing from Department of Labour.
- 2.4 The Bidder shall submit directors /Technician QUALIFICATIONS and CVs
- 2.5 The Bidder shall submit DOL Electrical COC.
- 2.5 The Bidder shall submit proof and references of the previous similar project and time frame of those projects

#### SCOPE OF WORKS

SUPPLY, COMMISSION & INSTALL AIR CONDITIONER UNIT AT PARK HOME 3 AND 4 GREY'S HOSPITAL

The work to be carried out under this contract.

#### NOTE:

All measurements MUST be verified by the contractor on site.

- 1. Contractor s responsible for installing one air-conditioning unit.
- 2. Drilling and mounting of condensers, evaporators and brackets.
- 3. Installation of DB, Electrical cables and refrigeration pipe work.
- Supply all material and labour to close the hole with brick work where there was an old window wall airconditioning unit, plastering and painting to match the existing colour paint.
- 5. Submit completion Certificate and warrantees of the equipment and workmanship.

All work to be executed by a firm specializing in this type of work and all Material and equipment must comply with SABS approved.

NOTE: ALL OBSOLETE MATERIAL MUST BE REMOVED FROM SITE BY THE CONTRACTOR. THE SITE MUST BE LEFT CLEAN AND TIDY.

# 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 NO
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
NAME IN BLOCK LETTERS
DATE
•

KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING

#### **QUOTATION FORM**

### **DEVIATIONS FROM SPECIFICATION**

If the Contractor's main offer contains any deviations from the specification these deviations must be listed below:

Where no deviations from specification occur, the word "NIL" shall be entered under Deviation, and the page signed by the Contractor.

CLAUSE NO	DEVIATION
CONTRACTOR'S AUTHORISED SIGNATURE  FULL NAME AND ADDRESS OF FIRM:  NAME IN BLOCK LETTERS:	
NAME IN BLOCK LETTERS:	
DATE:	

<sup>•</sup> KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING

17)	Item	DESCRIPTION: SUPPLY, COMMISSION & INSTALL AIR CONDITIONER UNIT AT PARK HOME 3 AND 4 GREY'S HOSPITAL	UNIT	QTY	RATE	E/ UNIT	TOTAL		
NOTES: All items to be priced fully inclusive of all charges: e.g., labor, plant, profit, etc., but excluding Value Added Tax. The Administration reserves the right to negotiate prices in the Bill of Quantities. All materials used in this contract shall be that which is specified, or other approved by the Department of Health. Contractors are advised to visit site to acquaint themselves with the site and the layout of the institution as no claims on the grounds of ignorance of the locality/siting of the institution will be entertained later. Contractors are informed that living on the institutions premises during the contract is not allowed and arrangements for accommodation will have to be allowed for.  INSTITUTION: SUPPLY, COMMISSION & INSTALL AIR CONDITIONER UNIT AT PARK HOME 3 AND 4 GREY'S HOSPITAL  1) 12 000 BTU Air Conditioner at Switchboard (Samsung spit unit)  2) Supply power to the existing isolator of the window wall unit using extention box and gland.  1) Brackets  Unit 02  4) Copper pipes Unit 01  Insulation and trunking Insulation an					R	С	R	С	
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#### SCHEDULE OF RATES

#### 3.1 ITEMS AND PRICING

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

#### 3.2 TAX AND DUTIES

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

#### 3.3 RATES

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

## WORK TO BE DONE AND SCHEDULE OF PRICES:

SUPPLY, COMMISSION & INSTALL AIR CONDITIONER UNIT AT PARK HOME 3 AND 4 GREY'S HOSPITAL

INSTITUTION:

GREY'S HOSPITAL

#### **COLLECTION SUMMARY**

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

Collection Summary PS 1	R	
SUB-TOTAL: CARRIED TO QUOTATION FORM	R	

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

## OFFICIAL BRIEFING SESSION / SITE INSPECTION CERTIFICATE

**GREY'S HOSPITAL** 

Quotation No.:

Service: SUPPLY, COMMISSION & INSTALL AIR CONDITIONER UNIT AT SWITCHBOARD GREY'S HOSPITAL

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KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING

#### STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT UNDER R30 000.00

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  The bidder must ensure the correctness & validity of quote: 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
- booler's risk.

  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 lufiliment of this contract. This quotation will be evaluated specification & correctness of information.

  Only offers that comply with or greater than specification will be considered.

  Late quotes will not be considered. 1.5

- 1.8 Late quotes will not be considered.

  1.9 All products supplied must be valid for a minimum period of six months.

  1.10 A bidder not registered on the Central Suppliers Database or verification has failed will not be considered.

  1.11 All delivery costs must be included in the quote price, for delivery at the prescribed destination.

  1.12 Only Irm 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.

  1.13 In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- If samples / compulsory site inspection / briefing session are required, the supplier will be informed in due 1.14

- n.14 is samples? compusory site inspection / briefing session are required, the supplier will be informed in due course.

  1.15 The supplier shall furnish any information, when requested.

  1.16 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.

  1.17 The supplier shall indemnify the KZN Department of Health (aka the purchaser) against all third-party claims of infingement of patint trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

  1.18 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, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract, 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 at its to deliver any or all of the goods within the period(s) specified in the contract (all to perform any other obligation(s) under the contract.

  1.20 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 sent-similar goods, works or services.
- services similar to whose incremency, and see supplied shall be shallow to the purchased for any excess or such similar goods, works or services, Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a

- considered. Furthermore a verification will be done to identify if bidders having multiple companies and are quoting (cover-quoting) for this bid. In such instances only the cheapest bid according to specification will be considered.
- 2. SPECIAL INSTRUCTIONS AND NOTICES TO SUPPLIERS REGARDING THE COMPLETION OF THIS QUOTATION
- 2,1

- QUOTATION.

  Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice vers and with words importing the masculine gender shall include the feminine and the neuter. Under no circumstances whatsoever may the quotation/bid forms be retyped or refraited. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated. Quotation submitted must be complete in all respects. Any alteration made by the bidder must be initialled. Use of correcting fluid is prohibited. Quotation will be operated in public as soon as practicable after the closing time of quotation. Where practice, prices are made public at the time of opening quotations.

  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.

- SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS
  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.

  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. 3.2
- rejected as being invalid.

  All quotations received in sealed envelopes with the relevant quotation numbers on the envelopes are kept unopened in saled envelopes with the relevant quotation numbers on the envelopes are kept unopened in saled 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. 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.

- subsequent on exposing date and time of quotation will be considered if it is received after the closing date and time stipulated in the quotation documentation, and proof of posting will not be accepted as proof of definery.
   Quotation documents must not be included in packages containing samples. Such quotations may be rejected.

#### **DECLARATION OF INTEREST**

quote or proposal). In view of possible allegations of favouritism, she by the state, or to persons connected with or related to them, it is reposition in relation to the evaluating/adjudicating authority where—the bidder is employed by the state; and/or the legal person on whose behalf the bidding document is sign evaluation and or adjudication of the quote(s), or where it is know whose behalf the declarant acts and persons who are involved w	to que nould equire ned, h wn tha vith the	ote (includes a price quotate the resulting quote, or part to detect that the bidder or his/her has a relationship with pers at such a relationship exists be evaluation and or adjudica	ion, advertised con thereof, be awarde authorised represe sons/a person who between the person ation of the quote.	mpetitive quote, limited d to persons employed entative declare his/her
In order to give effect to the above, the following questionnaire must	t be c	ompleted and submitted wit	h the quote.	
Identity Number:	2.5	Tay Peterence Number:		
<ol> <li>The names of all directors / trustees / shareholders / members, t employee / persal numbers must be indicated in paragraph 3 bele</li> <li>Are you or any person connected with the bidder presently emplo</li> <li>If so, fumish the following particulars: Name of person / director / trustee / shareholder/ member:</li> </ol>	ow. oyed b	by the state?		TICK APPLICABLE
Name of state institution at which you or the person connected to	the bi	dder is employed:		
3.2. If you are presently employed by the state, did you obtain the		Any other particulars:	romunorativo wor	de outoido completivo est
in the public sector?			e remunerative wor	YES NO
5.2.1. If yes, did you attach proof of such authority to the quote doct	ument	t?		[IL3] [NO]
2. If no furnish reasons for non submission of such associated	<u>sult in</u>	the disqualification of the qu	<u>uote.)</u>	
Did you or your spouse, or any of the company's directors / truste	ees /	shareholders / members or	their enguege con-	duct husings with the
state in the previous twelve months?				YES NO
.1. If so, fumish particulars:		······································	•••	
<ul> <li>Do you, or any person connected with the bidder, have any relation</li> </ul>	onship	o (family, friend, other) with a	a person employed	by the state and who
0.1. If so, furnish particulars:	iote?			YES NO
1. Are you, or any person connected with the bidder, aware of any re	elation	ship (family, friend, other) b	 etween anv other l	hidder and any nerson
employed by the state who may be involved with the evaluation a	nd or	adjudication of this quote?		YES NO
2. Do you or any of the directors / trustops / charchelders / marsh are				<del></del>
or not they are bidding for this contract?				YES NO
Full details of directors / trustees / members / shareholders.  The Department Of Health will validate details of directors / trusto ensure that their details are up-to-date and verified on CSD. If	tees I	/ members / shareholders Department cannot validate	on CSD. It is the si	uppliers' responsibility on CSD, the quote will
DECLARATION				
HE UNDERSIGNED (NAME)RNISHED IN PARAGRAPHS 2.		CER	TIFY THAT TH	E INFORMATION
CCEPT THAT THE STATE MAY REJECT THE QUOTE O OVE TO BE FALSE.	OR A	CT AGAINST ME SHO	ULD THIS DEC	LARATION
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any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);	c) d) e)	provincial legislature; national Assembly or the national Parliament.	l Council of provinces; o	or
	readuniship, may make an other or others in terms of this invitation quote or proposal). In view of possible allegations of favouritism, st by the state, or to persons connected with or related to them, it is in position in relation to the evaluating/adjudicating authority where—the bidder is employed by the state; and/or—the legal person on whose behalf the bidding document is signevaluation and or adjudication of the quote(s), or where it is knownose behalf the declarant acts and persons who are involved with order to give effect to the above, the following questionnaire mus—leantly number—and the following questionnaire mus—leantly number—and leantly number—and leant	quote or proposal). 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If yes, did you attach proof of such authority, where applicable, may result in the public sector?  1. If yes, did you attach proof of such authority to the quote document in the public sector?  1. If yes, did you attach proof of such authority, where applicable, may result in 2.2. If you are presently employed by the state, did you obtain the appropriate to submit proof of such authority, where applicable, may result in 2.2. If you, or any person connected with the bidder, have any relationship may be involved with the evaluation and or adjudication of this quote?  1. If so, furnish particular	relaturiship, may make an other of others in terms of this invitation to quote (includes a price quotal quote or proposal). In view of possible allegations of favourism, should the resulting quote, or part by the state, or to persons connected with or related to them, it is required that the bidder or his/her position in relation to the evaluating/adjudicating authority where—the bidder is employed by the state; and/or the legal person on whose behalf the bidding document is signed, has a relationship with persual table of the declarant acts and persons who are involved with the evaluation and or adjudication of the quote(s), or where it is known that such a relationship exists whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the quote(s), or where it is known that such a relationship exists whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication in order to give effect to the above, the following questionnaire must be completed and submitted with the didder/persentative.  2.4. Company Registration Ni. 2.5. Tax Reference Number:  3. Position occupied in the Company (director, trustee, shareholder?) 2.6. VAT Registration Numbers, and a shareholder of the propertion occupied in the company (director, trustee, shareholder?) members, their individual identity numbers, employee / persal numbers must be indicated in paragraph 3 below.  3. Are you or any person connected with the bidder presently employed by the state?  3.1. If so, furnish the following particulars:  3.1. If so, furnish the following particulars:  3.2. If you care presently employed by the state, did you obtain the appropriate authority to undertake in the public sector?  3.2. If you care presently employed by the state, did you obtain the appropriate authority to undertake in the public sector?  3.2. If you care presently employed by the state, did you obtain the appropriate authority to undertake in the public sector?  4. If you care presently employe	the bidder is employed by the state; and/or the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who we valuation and or adjudication of the quote(s), or where it is known that such a relationship exists between the person-whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the quote. In order to give effect to the above, the following questionnaire must be completed and submitted with the quote. In order to give effect to the above, the following questionnaire must be completed and submitted with the quote.  1. Full Name of bidder/representative

<sup>\*</sup>Shareholder\* means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.