SharePoint Mthembu Khulani - ?



KZN HEALTH

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AdvertQuote

- \&e_		
KWAZULU-NATAL PROVIN HEALTH REPUBLIC OF SOUTH AFRICA	с <u>е</u> Quotation Advert	
Opening Date:	2021-06-21	===
Closing Date:	2021-07-05	20
Closing Time:	11:00	==1
INSTITUTION DETAILS		
Institution Name:	Select. K. r. Educard May bassital	₹
Province:	Select King Edward um hospital KwaZulu-Natal	
Department or Entity:	Department of Health	
Division or section:	Central Supply Chain Management	
Place where goods / services is required	King Edward Viii Hospital Maintenance	
Date Submitted	2021-06-18	Б
ITEM CATEGORY AND DETAILS		
Quotation Number:	ZNQ: KEV 259-21	
Item Category:	Select	▼
Item Description:	SERVICE MAIN AC PLANT IN MEDICAL PHYSICS, ROOM 50, SOPD, PR PER SPECIFICATION. QUOTATION IS ATTACHED TO ADVERT PLEASE I IT AND BRING IT WITH YOU FOR BRIEFING SESSION SO IT CAN BE STAMPED AND SIGNED YOU WILL NOT PARTICIPATE IF YOU DO NOT HAVE A COPY. WEAR YOUR PPE GEAR, NO EMAILS ARE ALLOWED	PRINT
Quantity (if supplies)	04	
COMPULSORY BRIEFING SESSION	SITE VISIT	
Select Type:	select Site meeting	•
Date :	2021-06-24	a
Time:	11H00	
Venue:	King Edward Viil Hospital outside maintenance	
QUOTES CAN BE COLLECTED FROM:	Attached to advert	
QUOTES SHOULD BE DELIVERED TO:	King Edward Vili Hospital tendor box	
ENQUIRIES REGARDING THE ADVE	RT MAY BE DIRECTED TO:	
Name:	Khulani Mthembu \ Eugene Allerston	
Email:		
Contact Number:	031 360 3446 \ 031 360 3467	
Finance Manager Name:	Mrs V. Meantate	
Finance Manager Signature:	At	_

No late quotes will be considered

STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT OVER R30 000.00				
YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: KING EDWARD VIII HOSPITAL				
DATE ADVERTISED: 2021-06-21 CLOSING DATE: 2021-07-05 CLOSING TIME: 11:00				
FACSIMILE NUMBER: 031 205 6722 E-MAIL ADDRESS:				
PHYSICAL ADDRESS: GATE 2 FRANCIOS ROAD CONGELLA 4013				
KEV 259\ 21				
ZNQ NUMBER: KEV 259\ 21				
DESCRIPTION: SERVICE MAIN AC PLANT IN MEDICAL PHYSICS, ROOM 50, SOPD, PRU				
CONTRACT PERIOD				
CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO.				
UNIQUE REGISTRATION REFERENCE				
DEPOSITED IN THE QUOTE BOX SITUATED AT (STREET ADDRESS)				
Bidders should ensure that quotes are delivered timeously to the correct address. If the quote is late, it will not be accepted for consideration.				
The quote box is open from 08:00 to 15:30.				
ALL QUOTES MUST BE SUBMITTED ON THE OFFICIAL FORMS - (NOT TO BE RE-TYPED)				
THIS QUOTE IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.				
THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO WILL RESULT IN YOUR QUOTE BEING DISQUALIFIED)				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER CODENUMBER				
CELLPHONE NUMBER				
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER (If VAT vendor)				
HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1)				

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMES& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

GNATURE	OF BIDDER	t	anditional	DATE			
		CH THIS QUOTE IS SIGNED					
tem No	Quantity			Brand &	Country of	Price	
	- Canalinary			model	manufacture	R	I
1.	04	SERVICE MAIN AC PLANT IN MEDICAL	PHYSICS, ROOM 50, SOPD, PRU				+
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		15% (Only if VAT Vendor)			ili		
OTAL QU	OTATION P	RICE (VALIDITY PERIOD 60 D	ays)				_
es This O	ffer Comply	With The Specification?	Does The Article Confe	orm To The S./	A.N.S. / S.A.B.S. Specif	ication?	
The Price	Firm?		State Delivery Period I	E.G. <i>E.G. 1da</i>)	, 1week		

E-Mail Address:

DECLARATION OF INTEREST

- 1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to quote (includes a price quotation, advertised competitive quote, limited quote or proposal). In view of possible allegations of favouritism, should the resulting quote, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare 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 persons/a person who are/is involved in the evaluation and or adjudication of the quote(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the quote.

	2. In order to give effect to the above, t	the following questionnaire must be	completed and submitted with the o	quote.
	2.1. Full Name of bidder/representative.2.2. Identity Number:		Company Registration Number: Tax Reference Number: VAT Registration Number:	
	2.7. The names of all directors / trustee employee / persal numbers must be 2.8. Are you or any person connected w 2.8.1.If so, furnish the following particular Name of person / director / trustee / Name of state institution at which yo	es / shareholders / members, their in e indicated in paragraph 3 below. with the bidder presently employed by rs: shareholder/ member:	y the state?	[TICK APPLICABLE] YES NO
<u>(1</u>	Position occupied in the state institu 2.8.2. If you are presently employed by in the public sector? 2.8.2.1. If yes, did you attach proof of su (Note: Failure to submit proof of such autho.)	tion:the state, did you obtain the appropute authority to the quote document	Any other particulars:nriate authority to undertake remund ? the disqualification of the quote.)	erative work outside employment YES NO
	2.9. Did you or your spouse, or any of t state in the previous twelve months 2.9.1. If so, furnish particulars:	he company's directors / trustees / s	shareholders / members or their sp	ouses conduct business with the YES NO
	may be involved with the evaluation 2.10.1. If so, furnish particulars:	n and or adjudication of this quote? with the bidder, aware of any relation involved with the evaluation and or tees / shareholders / members of the	ship (family, friend, other) between adjudication of this quote?	YES NO any other bidder and any person YES NO
	 2.12.1. If so, furnish particulars:	/ members / shareholders.	members / shareholders on CSE Department cannot validate the info	D. It is the suppliers' responsibility formation on CSD, the quote will
	4 DECLARATION I, THE UNDERSIGNED (NAME)		CERTIFY	THAT THE INFORMATION
	FURNISHED IN PARAGRAPHS 2. I ACCEPT THAT THE STATE MA PROVE TO BE FALSE.			
	Name of bidder Sig		osition	Date
	1*State* means			

Act, 1999 (Act No. 1 of 1999); any municipality or municipal entity;

any national or provincial department, national or provincial public entity or

constitutional institution within the meaning of the Public Finance Management

provincial legislature;

Parliament.

national Assembly or the national Council of provinces; or

[&]quot;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.

SPECIAL CONTRACT CONDITIONS OF QUOTATIONS

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 institution is under no obligation to accept the lowest or any quote.
- 3.2. The price quoted must include VAT (if VAT vendor). However, it must be noted that the department reserves the right to evaluate all quotations excluding VAT as some bidders may not be VAT vendors.
- 3.3. The bidder must ensure the correctness & validity of quote:
 - (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
- 3.4. 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.
- 3.5. This quotation will be evaluated based on the 80/20 points system, specification & correctness of information. All required documentation must be completed in full and submitted.
- 3.6. Offers must comply strictly with the specification.
- 3.7. Only offers that meet or are greater than the specification will be considered.
- 3.8. Late quotes will not be considered.
- 3.9. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
- 3.10. A bidder not registered on the Central Suppliers Database or verification has failed will not be considered.
- 3.11. All delivery costs must be included in the quote price, for delivery at the prescribed destination.
- 3.12. 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.
- 3.13. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.14. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered. Furthermore a verification will be done to identify if bidders have multiple companies and are quoting (cover-quoting) for this bid. In such instances only the cheapest bid according to specification will be considered.

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

- 4.1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
- 4.2. Under no circumstances whatsoever may the quotation/bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
- 4.3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
- 4.4. Quotation submitted must be complete in all respects.
- 4.5. Any alteration made by the bidder must be initialled.
- 4.6. Use of correcting fluid is prohibited
- 4.7. Quotation will be opened in public as soon as practicable after the closing time of quotation.
- 4.8. Where practical, prices are made public at the time of opening quotations.
- 4.9. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.

5. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS

- 5.1. Quotation shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the quotation documents.
- 5.2. Each quotation shall be addressed in accordance with the directives in the quotation documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the quotation number and closing date indicated on the envelope. The envelope shall not contain documents relating to any quotation other than that shown on the envelope. If this provision is not complied with, such quotations/bids may be rejected as being invalid.
- 5.3. All quotations received in sealed envelopes with the relevant quotation numbers on the envelopes are kept unopened in safe custody until the closing time of the quotation/bids. Where, however, a quotation is received open, it shall be sealed. If it is received without a quotation/bid number on the envelope, it shall be opened, the quotation number ascertained, the envelope sealed and the quotation number written on the envelope.
- 5.4. A specific box is provided for the receipt of quotations, and no quotation found in any other box or elsewhere subsequent to the closing date and time of quotation will be considered.

- 5.5. No quotation/bid sent through the post will be considered if it is received after the closing date and time stipulated in the quotation documentation, and proof of posting will not be accepted as proof of delivery.
- 5.6. Quotation documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.

6. SAMPLES

- 6.1. In the case of the quote document stipulating that samples are required, the supplier will be informed in due course when samples should be provided to the institution. (This decreases the time of safety and storage risk that may be incurred by the respective institution). The bidders sample will be retained if such bidder wins the contract.
- (i) If a company/s who has not won the quote requires their samples, they must advise the institution in writing of such.
- (ii) If samples are not collected within three months of close of quote the institution reserves the right to dispose of them at their discretion.
- 6.2. Samples must be made available when requested in writing or if stipulated on the document.
- (i) If a Bidder fails to provide a sample of their product on offer for scrutiny against the set specification when requested, their offer will be rejected. All testing will be for the account of the bidder.

7. COMPULSORY SITE INSPECTION / BRIEFING SESSION

Bidders who fail to attend the compulsory meeting will be disqua	lified from the evaluation process.
The institution has determined that a compulsory site meeting Date Place	take place
tion Stamp:	Institution Site Inspection / briefing session Official
	Full Name:
	Signature:
	Date:
	Date/ Time: Place

8. STATEMENT OF SUPPLIES AND SERVICES

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

9. SUBMISSION AND COMPLETION OF SBD 6.1

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

10. TAX COMPLIANCE REQUIREMENTS

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

11. TAX INVOICE

- 11.1. A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:
- (i) the name, address and registration number of the supplier;
- (ii) the name and address of the recipient;
- (iii) an individual serialized number and the date upon which the tax invoice is issued,
- (iv) a description and quantity or volume of the goods or services supplied:
- (v) the official department order number issued to the supplier;
- (vi) the value of the supply-the amount of tax charged
- (vii) the words tax invoice in a prominent place.

12. PATENT RIGHTS

The supplier shall indemnify the KZN Department of Health (hear after known as the purchaser) against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

13. PENALTIES

- 13.1. If at any time during the contract period, the service provider is unable to perform in a timely manner, the service provider must notify the institution in writing/email of the cause of and the duration of the delay. Upon receipt of the notification, the institution should evaluate the circumstances and, if deemed necessary, the institution may extend the service provider's time for performance.
- 13.2. In the event of delayed performance that extends beyond the delivery period, the institution is entitled to purchase commodities of a similar quantity and quality as a substitution for the outstanding commodities, without terminating the contract, as well as return commodities delivered at a later stage at the service provider's expense.
- 13.3. Alternatively, the institution may elect to terminate the contract and procure the necessary commodities in order to complete the contract. In the event that the contract is terminated the institution may claim damages from the service provider in the form of a penalty. The service provider's performance should be captured on the service provider database in order to determine whether or not the service provider should be awarded any contracts in the future.
- 13.4. If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance.

14. TERMINATION FOR DEFAULT

- 14.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (i) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract,
- (ii) if the supplier fails to perform any other obligation(s) under the contract; or
- (iii) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 14.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services.
- 14.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 15. FAILURE TO COMPLY WITH ABOVE WILL RESULT IN YOUR QUOTE BEING PASSED OVER.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all quotes invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all quotes:
 - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.2 The value of this quote is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.
- 1.3 Points for this quote shall be awarded for:
 - (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this quote is allocated as follows:

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

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the quote, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a quote is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration
Pmin = Price of lowest acceptable bid

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

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

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

5	RID DECL	ARATION

8.

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:
- 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1
- 6.1 B-BBEE Status Level of Contributor: =(maximum of 20 points)

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

7.	SUB-CONTRACTING	(Tick applicable box)	
7.1	Will any portion of the contract be sub-contracted?	YES NO	
7.1.1	If yes, indicate:		
	i) What percentage of the contract will be subcontracted		

Whether the sub-contractor is an EME or QSE (Tick applicable box)

∠	√ V
	V

9.	DECLAR	ATION WITH REGARD TO COMPANY/FIRM			
9.1	Name	of company/firm:			
9.2	VAT re	gistration number:			
9.3	Company registration number:				
9.4	TYPE (OF COMPANY/ FIRM [TICK APPLICABLE BOX]		
	0 0 0	Partnership/Joint Venture / Consortium One person business/sole propriety Close corporation Company (Pty) Limited			
9.5		RIBE PRINCIPAL BUSINESS ACTIVITIES			
9.6	COMP	ANY CLASSIFICATION [TICK APPLICABLE BC	DX]		
		Manufacturer Supplier Professional service provider Other service providers, e.g. transporter, etc.			
9.7	Total n	number of years the company/firm has been in bu	usiness:		
9.8					
	i) T	he information furnished is true and correct;			
	ii) T	he preference points claimed are in accordance	with the General Conditions as indicated in paragraph 1 of this form;		
			ult of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may atisfaction of the purchaser that the claims are correct;		
		the B-BBEE status level of contributor has been ave not been fulfilled, the purchaser may, in add	claimed or obtained on a fraudulent basis or any of the conditions of contract ition to any other remedy it may have –		
	(a)	disqualify the person from the bidding process	S;		
	(b)	recover costs, losses or damages it has incurr	red or suffered as a result of that person's conduct;		
	(c)	cancel the contract and claim any damages warrangements due to such cancellation;	which it has suffered as a result of having to make less favourable		
	(d)	who acted on a fraudulent basis, be restricted	shareholders and directors, or only the shareholders and directors if by the National Treasury from obtaining business from any organ after the audi alteram partem (hear the other side) rule has been		
	(e)	forward the matter for criminal prosecution.			
	WITN	NESSES	SIGNATURE(S) OF BIDDERS(S)		
	1		DATE:		
	2		ADDRESS		

END-USER SPECIFICATION FORM

uote Number:	
em Description: Service Main AC plant in Medical physics, Room 50, SOPD, PRL	J (NSI 025 A MNT 21.22)
epartment/Section: Service Main AC plant in Medical physics, Room 50, SOPD, F	PRU Purpose of Item: Servicing
Pre-qualification criteria if any:	
1.1. Is the works required to have a regulatory body certification (e.g. SABS, 1.1.1.1. Must be advertised on CIDB web site 1.1.2. CIDB ME2 Registered	SANS, SANAS, ISO, CIDB, etc.)? Yes :
1.1.1.3. Repairer person to be SARACCA B6 registered/Authorised	
1.2. Is a compulsory site inspection / briefing session required? Yes / No	35.
if Yes, specify: Date// Time: Place	
1.3. Is local production and content part of the quote? Yes / No if Yes, specify:	

if Yes, specify:

1.5. Liability Cover insurance? Yes No

2. What is the specification of the required item?

if Yes, specify: Yes; 3rd party liability cover/insurance

List sp	pecifications to be advertised
2.1	Works required: Attend service schedules no attached to tender in the following areas : MEDICAL PHYSICAL:
2.1.1	Codes: ACA4-003A (Water cooled chiller), ACA4-002B (Water cooled chiller), ACA10-002A (Chilled water coils), ACA10-002B (Chilled water coils), ACA14-002 (Controls) x2, ACA15-001 (Dosing Cooling towers); ACA 8-003A (Water cooling towers) x2; ACA 8-003B (Water cooling towers) x2;
2.2	Works required: Attend service schedules no attached to tender in the following areas: ROOM 50:
2.2.1	Codes: ACA 11-002A (Package unit) x1 – inside buildings, ACA 11-002B (Package unit) x1, ACA 15-001 (Dosing Cooling towers); ACA 14-002 (Controls);
2.3	Works required: Attend service schedules no attached to tender in the following areas : SOPD:
2.3.1	Codes: ACA 11-002A (Package unit) x1 – inside buildings, ACA 11-002B (Package unit) x1, ACA 15-001 (Dosing Cooling towers); ACA 14-002 (Controls);
2.4	Works required: Attend service schedules no attached to tender in the following areas : PRU:
2.4.1	Codes:, ACA9-002A; ACA9-002B ACA 1-002A (Air cooled condenser units) x2, ACA 1-002B (Air cooled condenser units) x2, ACA9-002A (DX coil evaporator AHU) x3, ACA9-002B (DX coil evaporator AHU) x3, ACA14-002 (Controls) x3 Inside units fan coil units - ACA10-002A (Chilled water coils) x16, ACA10-002B (Chilled water coils) x16, ACA14-002 (Controls) x16

- 3. Does a sample need to be submitted? No(select option 3.1 or 3.2)
 - 3.1. Deadline for submission if Yes: Date ____/ ___ Time11:00 Place: Maintenance Department
 - 3.2. Specify that samples must be made available when requested in writing. 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 panalty, 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.

END-USER SPECIFICATION FORM

7

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

List	evaluation criteria / speci	al terms and conditions to be advertised (if applicable)	Points	Comment
1.	CIDB Rating	CIDB ME2 company registration in Air conditioning Installation and maintenance (Must be core business of the company)	/5	
2.	SARACCA certification	Certified copy of SARACCA registered person (Class B6) that will be carrying out the work/s to be attached to tender document.(Front and back copy).	/5	
3.	Staff qualification	Staff qualification - Refrigeration artisan Qualification trade test certificate (SARACCA B6 or higher SARACCA classification)	/5	
4.	Company employed staff experience	Company employed staff experience - Artisan 1 - 2 year = 1 point, 3 - 4 year = 3 points, 5 year and above = 5 points Experience(after trade test) (Company Human Resource department staff employment certified letter/s required)	/5	
5.	Functionality	Functionality - (Annexure B) - Compile complete bill of material (This is to be done per unit to be serviced on BOQ Quote for all material needed to complete the works on quote form attached to tender.(Example: Tender required installation of item to be installed or sealed or painted — The BOQ do not reflect the required material [will result in 0 points and disqualification of tender].	/50	
6.	Works planning	Works planning – (Annexure C) - Submit execution plan of each consecutive day of what work will be done and in which area.	/5	
7.	Previous work experience	Previous work references – 10 x Previous work record references (with dated company stamps and signed by relevant reference company) in the last 2 years.	/5	
		Total	/80	

Name of End-user	E. Allerston	Name of Maintenance	G.S. Dladla
		Manager	
Designation / Rank (in full)	Mechanical Supervisor	Designation/ Rank (in full)	Maintance Manager
Signature		Signature ,	
Date		Date	

ğ. U	8. SI C	7. C	6. C	5. C	4. C	3. Те	2. C	1. ≦ <u>C</u>	ITEM IN	P.M. SERVICE	SERVIC	INSTALI	TYPE OF SERVIO SCHEDULE FOR SCHEDULE FRE
Check condenser fan drives (if belt driven). Replace belts	Check and note compressor suction/ discharge pressures	Check by touch that the motors are not overheating	Check that the refrigerant is dry	Check refrigerant level	Check compressor oil level	Test for oil/refrigerant leaks	Check for loose components	Check for undue noise or vibration	INSTRUCTION : CHECK, ADJUST, CLEAN AS REQUIRED	RVICE	SERVICE PROVIDER :	INSTALLATION NAME :	TYPE OF SERVICE : SCHEDULE FOR :
									IN ORDER				AIR CO AIR CO
									OTHER NON-SPECIFIED RUNNING REPAIRS DONE	RUNNING REPAIRS (Apply for V.O. as Applicable)			AIR CONDITIONING AIR COOLED CONDENSING UNITS - MAJOR SERVICE
									TIME TAKEN	plicable			UNITS -
									DESCRIPTION OF SPARES USED)			MAJOR SERVICE
									QTY. EX SITE STOCK				
									QTY. EX FIRMS STOCK	OTHER			
									DESCRIPTION OF OTHER REPAIRS REQUIRED	OTHER REPAIRS REQUIRED SUBMIT QUOTATION	ORDER No.	REF	REF :
									EST. TIME REQ.	JIRED			ACA ACA1-002A
									DESCRIPTION OF SPARES REQUIRED				002A
									QTY REQ.				

P.M. S	ITEM	10.	11.	12.	13.	14.	15.	16.	17.	18.	19.	20.	21.	}
P.M. SERVICE	INSTRUCTION : CHECK, ADJUST, CLEAN AS REQUIRED	Check all operating controls and note settings	Check and note motor amperages	Clean plant and plant room area	Check operation of all safety inter-locks	Check for loose wiring	Check all solenoid valves for correct operation	Check unloader operation	Clean out control board	Check operation of switchgear	Clean and touch up rust spots	Check operation of crankcase heater	Check and note DX valve superheat setting and sub-cooling	Bring HP up and check that HP
	IN ORDER													
RUNNING REPAIRS (Apply for V.O. as Applicable)	OTHER NON-SPECIFIED RUNNING REPAIRS DONE													
plicable	TIME													
)	DESCRIPTION OF SPARES USED													
	QTY. EX SITE STOCK													
OTHE	QTY. EX FIRMS STOCK													
OTHER REPAIRS REQUIRED SUBMIT QUOTATION	DESCRIPTION OF OTHER REPAIRS REQUIRED													
JIRED	EST. TIME REQ.				_				-					
	DESCRIPTION OF SPARES REQUIRED													
	QTY REQ.													

ACA1-002A PAGE 3 OF 4

P.M.	P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)	olicable)			OTHER SUBMI	OTHER REPAIRS REQUIRED SUBMIT QUOTATION	IRED		
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
23.	Bring LP down and check that LP cut out trips at correct pressure. Note setting										
24.	Check oil pressure switch for correct operation										
25.	Do meg-ohm test of motor windings and note readings										
26.	Clean condenser coil										
27.	Take oil sample for analysis								_		
28.	Tighten all electrical terminals								_		
29.	Check calibration of all pressure gauges. Re-calibrate if necessary										
30.	Clean and remove loose paint, scale and repaint as required										
NOTE	NOTE THE FOLLOWING:										
a)	Compressor suction/discharge pressures	ןe pressנ	1								
<u>b</u>)	Operating control settings										
c	Motor amperages (i) com	(i) compressor									
	(ii) con	denser f	(ii) condenser fan/s								
<u>o</u>	DX valve superheat valve setting	ing									

ZNT2234-55G: 2011-2013

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FROM:	TIME IN:	COMPANY NAME	NAME/S OF ASSI	NAME/S OF ASSI	NAME OF SERVICE	I CERTIFY THAT I		I) Ambient temp		h) Meg-ohm readings	g) Oil safety pressure setting	f) LP cut-out pr	e) HP cut-out pr	
10:	TIME OUT:	COMPANY NAME (BLOCK LETTERS):	NAME/S OF ASSISTANT/S: UNSKILLED:	NAME/S OF ASSISTANT/S: SEMI SKILLED:	NAME OF SERVICEMAN (BLOCK LETTERS):	THE SPECIFIED SERV	(ii) wet bulb	Ambient temperature (i) dry bulb	(ii) condenser	dings (i) compressor	ssure setting	LP cut-out pressure setting	HP cut-out pressure setting	
KM: TO:	TIME ON SITE:		5:	.ED:	ERS):	I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT			(ii) condenser fan/s					
KM: TOTAL KM:	DATE:				SIGNATURE:									
SIGNATURE:		NAME OF RESPONSIBLE OFFICIAL ON SITE:				OFFICIAL STAMP:								
		E OFFICIAL ON SITE:												

TYPE OF SERVICE SCHEDULE FOR SCHEDULE FREQUENCY	: AIR C	AIR CONDITIONING AIR COOLED CONDENSING UNITS - MINOR SERVICE	UNITS -	MINOR SERVICE			REF :	ACA ACA1-002B)02B
INSTALLATION NAME							REF		
SERVICE PROVIDER	••		•				ORDER No.		
P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as applicable)	plicable)		3	OTHE	OTHER REPAIRS REQUIRED SUBMIT QUOTATION	JIRED	
INSTRUCTION : CHECK, ADJUST, CLEAN AS REQUIRED	UST, IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED
Check for undue noise or vibration									
2. Check for loose components									
3. Test for oil/refrigerant leaks									
4. Check compressor oil level								_	
5. Check refrigerant level								-	
6. Check that the refrigerant is dry	dry								
7. Check by touch that the motors are not overheating	ors								
8. Check condenser fan drives (if belt driven). Replace belts	(îf								
9. Check all operating controls									
10. Clean plant and plant room area	rea								
11. Check operation of all safety inter-locks									

ZNT2234-55G: 2011-2013

P.M. S	ITEM	12.	13.	14.	15.	16.	17.	18.	19.	20.	I CERTIF	NAME O	NAME/S	NAME/S	COMPA	TIME IN:	FROM:
P.M. SERVICE	INSTRUCTION : CHECK, ADJUST, CLEAN AS REQUIRED	Check for loose wiring	Check all solenoid valves for correct operation	Check unloader operation	Clean out control board	Check operation of switchgear	Clean and touch up rust spots	Check operation of crankcase heater	Check oil pressure switch for correct operation	Clean condenser coil	I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT	NAME OF SERVICEMAN (BLOCK LETTERS):	NAME/S OF ASSISTANT/S; SEMI SKILLED:	NAME/S OF ASSISTANT/S: UNSKILLED:	COMPANY NAME (BLOCK LETTERS):	тіме оит:	Т0:
	IN ORDER										VAS CARRI						
RUNNING REPAIRS (Apply for V.O. as Applicable)	OTHER NON-SPECIFIED RUNNING REPAIRS DONE										ED OUT					TIME ON SITE:	км: то:
pplicable	TIME																
	DESCRIPTION OF SPARES USED											SIGNATURE:				DATE:	км: тота
	QTY. EX SITE STOCK																L KM:
SUBM	QTY. EX FIRMS STOCK																
OTHER REPAIRS REQUIRED SUBMIT QUOTATION	DESCRIPTION OF OTHER REPAIRS REQUIRED										OFFICIAL STAMP:		1		NAME OF RESPONSIBLE OFFICIAL ON SITE:		SIGNATURE:
JRED	EST. TIME REQ.														ILE OFFICI		-
	DESCRIPTION OF SPARES REQUIRED														AL ON SITE:		
	QTY REQ.																

TYPE SCHI SCHI	TYPE OF SERVICE : SCHEDULE FOR : SCHEDULE FREQUENCY :	CHEM	CHEMICAL DOSING COOLING TOWER WATER					REF :	ACA ACA15-001	001
INS	INSTALLATION NAME :							REF		
SET	SERVICE PROVIDER :							ORDER No.		
P.M	P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)	plicable			OTHER	OTHER REPAIRS REQUIRED SUBMIT QUOTATION	IRED	
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	SPARES REQUIRED
	Check operation of dosing pump and adjust settings as necessary									
Ń	Check that pipes are free of airlocks. Bleed if necessary									
μ	Check feed tanks for sufficient chemical levels									
4.	Check suction line strainer and foot valve are free of obstruction									
ည်	Test condenser water TDS and re-calibrate controller if necessary									
6.	Check that bleed solenoid									

QTY REQ.

functioning at correct TDS level

FROM:	TIME IN:	COMPANY NAN	NAME/S OF ASS	NAME/S OF ASS	NAME OF SERV	I CERTIFY THAT
ТО:	TIME OUT:	COMPANY NAME (BLOCK LETTERS):	NAME/S OF ASSISTANT/S: UNSKILLED:	NAME/S OF ASSISTANT/S: SEMI SKILLED:	NAME OF SERVICEMAN (BLOCK LETTERS):	THE SPECIFIED S
км: то:	TIME ON SITE:	(S):	.LED:	KILLED:	ETTERS):	I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT
KM: TOTAL KM:	DATE:			_	SIGNATURE:	
SIGNATURE:		NAME OF RESPONSIBLE OFFICIAL ON SITE:				OFFICIAL STAMP:
		OFFICIAL ON SITE:				

ACA15-001 PAGE 2 OF 2

ACA9-002A PAGE 1 OF 4

PROVINCE OF KWAZULU-NATAL DEPARTMENT OF PUBLIC WORKS PREVENTIVE MAINTENANCE SCHEDULE

TYP SCH SCH	TYPE OF SERVICE : SCHEDULE FOR : SCHEDULE FREQUENCY : INSTALLATION NAME :	AIR CO	AIR CONDITIONING AIR HANDLING UNITS (DX COILS) - MAJOR SERVICE	OILS) - M	MAJOR SERVICE			REF : ACA CODE : ACA9-002A REF :
ZS	TALLATION NAME :							REF
SEI	SERVICE PROVIDER :							ORDER No.
P.N	P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)	plicable)			OTHEI	OTHER REPAIRS REQUIRED SUBMIT QUOTATION
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. QTY. EX EX SITE FIRMS STOCK STOCK	
	Check for undue noise or vibration							
'n	Check for loose components							
μ	Check for refrigerant and steam leaks							
4	Replace fan drive belts							
Ċ	Check that the belt guard is in place and secure							
က်	Check and clean primary filters							
7.	Check secondary and tertiary filters Note manometer readings as applicable.							
œ	Check all filter seals							
ဖ်	Check operation of and clean humidifiers							

P.M.	P.M. SERVICE ITEM INSTRUCTION: CHECK, ADJUST,	Z	RUNNING REPAIRS (Apply for V.O. as Applicable) OTHER NON-SPECIFIED TIME	plicable)		QTY.	ာရ ဟဝ	THEI	OTHER REPAIRS REQU SUBMIT QUOTATION QTY. DESCRIPTION OF EX OTHER REPAIRS	HER REPAIRS REQUI	HER REPAIRS REQUIRED BUT QUOTATION DESCRIPTION OF EST. OTHER REPAIRS TIME
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	1	QTY. EX SITE STOCK	ATY. ATY. EX SITE FIRMS STOCK STOCK	QTY. EX FIRMS STOCK	QTY. EX FIRMS STOCK	ATY. DESCRIPTION OF EST. EX OTHER REPAIRS TIME FIRMS REQUIRED REQ.
10.	Check by touch that the motors are not overheating										
11.	Check and note outdoor db/wb temps					1					
12.	Check and note indoor db/wb temps					1					
13.	Check and note thermostat settings. Adjust if necessary					1					
14.	Check and note humidistat settings where applicable. Adjust if necessary										
15.	Check and note heating coil amperages. Adjust if necessary										
16.	Check and note fan motor amperages			2.5							
17.	Check operation of sail/pressure switch/overheat stat										
18.	Clean plant and plant room area										
19.	Check and lubricate fan bearings										
20.	Clean fan mountings and flexible connections					1					
21.	Check and clean cooling coil and condensate drain pan					1					
22.	Check and clean heating coil/s										

P.M. SERVICE	ITEM CLE	23. Che darr app	24. Che	25. Cles	26 Clea	27. Rem	28. Che bea	29. Che Tres	30. Tigh	31. Tigh	alls	all s 32. Lub spir	
VICE	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	Check and observe control damper operation, where applicable	Check operation of all operating controls, valves	Clean rust spots and touch up with paint	Clean out fan and coil compartments, fan scroll and Impeller	Remove motor end covers and clean out air ways	Check motor mountings and bearings. Lubricate grub screws	Check for rust and corrosion. Treat as necessary	Tighten impelier, fan and motor pulley grub screws	Tighten all electrical terminals. Check and adjust as necessary all switchgear	Lubricate all valve and damper spindles	Check condition of insulation	
	IN ORDER												
RUNNING REPAIRS (Apply for V.O. as Applicable)	OTHER NON-SPECIFIED RUNNING REPAIRS DONE												
plicable	TIME TAKEN												
	DESCRIPTION OF SPARES USED												
	QTY. EX SITE STOCK												
OTHE	QTY. EX FIRMS STOCK												
OTHER REPAIRS REQUIRED SUBMIT QUOTATION	DESCRIPTION OF OTHER REPAIRS REQUIRED												
JIRED	EST. TIME REQ.												
	DESCRIPTION OF SPARES REQUIRED												
	QTY REQ.												

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Indoor db/wb temperatures

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Outdoor db/wb temperatures

NOTE THE FOLLOWING:

Filter manometer readings as applicable

<u>e</u>

Humidistat setting/s

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Thermostat settings

g)

Fan motor amperage

Heating coil amperages (if applicable)

SIGNATURE:	TOTAL KM:	KM:	Т0:	KM:	Т0:	FROM:
	•	DATE:	N SITE:	TIME ON SITE:	TIME OUT:	TIME IN:
NAME OF RESPONSIBLE OFFICIAL ON SITE:):	COMPANY NAME (BLOCK LEITERS):	OMPANY NAM
				ED:	NAME/S OF ASSISTANT/S: UNSKILLED:	ME/S OF ASS
		=		LLED:	NAME/S OF ASSISTANT/S: SEMI SKILLED:	ME/S OF ASS
	TURE:	SIGNATURE:		TTERS):	NAME OF SERVICEMAN (BLOCK LETTERS):	ME OF SERVI
OFFICIAL STAMP:			ARRIED OUT	RVICE WAS C	I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT	ERTIFY THAT

TYPE OF SERVICE SCHEDULE FOR SCHEDULE FOR AIR CONDITIONING AIR HANDLING UNITS (DX COILS) - MINOR SERVICE REF CODE

ACA ACA9-002B

P.M. SERVICE P.M. SERVICE RUNNING REPAIRS (Apply for V.O. as Applicable) TIME CLEAN AS REQUIRED CLEAN AS REQUIRED Check for undue noise or vibration Check for loose components Check for loose components Check for refrigerant and steam leaks Check that the belt guard is in Check that the belt guard is in	USTAI	SERVI	P.M. S	ITEM		22	3.	4.	Ċυ		6.	6.	6. 7. 8.
RUNNING REPAIRS (Apply for V.O. as Applicable) OTHER NON-SPECIFIED TIME RUNNING REPAIRS DONE TAKEN	INSTALLATION NAME :	SERVICE PROVIDER :	ERVICE	NSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	Check for undue noise or vibration	Check for loose components	Check for refrigerant and steam leaks	Check fan drive belts condition and tension	Check that the belt guard is in place and secure	Check and clean primary filters	Check secondary and tertiary filters	Check all filter seals	Cliecy an inter sears
pplicable) TIME TAKEN				IN ORDER									
			RUNNING REPAIRS (Apply for V.O. as Ap	OTHER NON-SPECIFIED RUNNING REPAIRS DONE									
			plicable	TIME									
)										
ATY. SITE STOCK				QTY. EX SITE STOCK									
			OTHE										
OTHER REPAIRS REQUIRED SUBMIT QUOTATION OTY. EX PIRMS REQUIRED REQUIRED REQUIRED REQUIRED REQUIRED REQUIRED	REF	ORDER No.	R REPAIRS REQUIT QUOTATION	DESCRIPTION OF OTHER REPAIRS REQUIRED									
JIRED EST. TIME REQ.	••		JIRED	EST. TIME REQ.									
DESCRIPTION OF SPARES REQUIRED				DESCRIPTION OF SPARES REQUIRED									
QTY REQ.				QTY REQ.								1	

P.M. SERVICE	RVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)	plicable)			OTHER	OTHER REPAIRS REQUIRED SUBMIT QUOTATION	JIRED		
ITEM INS	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.		DESCRIPTION OF SPARES REQUIRED
10. Ch	Check by touch that the motors are not overheating										
11. Ch	Check and note outdoor db/wb temperatures										
12. Ch	Check and note indoor db/wb temperatures									_	
13. Ch	Check and note thermostat settings. Adjust if necessary										
14. Ch	Check and note humidistat setting/s Adjust if necessary										
15. Ch	Check operation of sall/pressure switch/overheat stat										
16. CI	Clean plant and plant room area										
17. Ch	Check fan bearings								_		
18. CI	Clean fan mountings and flexible connections										
19. CI	Clean condensate drain pan										
20. CH da ap	Check and observe control damper operation, where applicable										
21. CH	Check operation of all operating controls, valves etc.										
22. CI	Clean rust spots and touch up with paint										

P.M. SERVICE ITEM INSTRUCTION: CHECK CLEAN AS REQUIRED	ERVICE INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	RUNNING REPAIRS (Apply for V.O. as Applicable) OTHER NON-SPECIFIED RUNNING REPAIRS DONE TAKEN	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK			OTHER REPAIRS REQUESUBMIT QUOTATION OTY. DESCRIPTION OF EX FIRMS FIRMS REQUIRED STOCK	OTHER REPAIRS REQUIRED SUBMIT QUOTATION QTY. DESCRIPTION OF EST. EX OTHER REPAIRS REQUIRED STOCK REQUIRED REQ.	EPAIRS REQUIRED UOTATION SCRIPTION OF HER REPAIRS TIME SPARES REQUIRED QUIRED REQ.
23. Clean out fan and coil compartments	nd cail										
24. Check condition of insulation	n of Insulation										
NOTE THE FOLLOWING	/ING:										
a) Filter manom	Filter manometer readings as applicable	s applica	ble			i					
b) Outdoor db/w	Outdoor db/wb temperatures	u,									
c) Indoor db/wb tempe	Indoor db/wb temperatures			-			į				
e) Humidistat settings	ettings						•				
I CERTIFY THAT TH	HE SPECIFIED S	SERVICE	I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT						OFFICIAL STAMP:	OFFICIAL STAMP:	OFFICIAL STAMP:
NAME OF SERVICEMAN (BLOCK LETTERS):	EMAN (BLOCK L	ETTERS):		SIGNATURE:	ñ					
NAME/S OF ASSISTANT/S: SEMI SKILLED:	TANT/S: SEMI S	KILLED:				- 1					
NAME/S OF ASSISTANT/S: UNSKILLED:	TANT/S: UNSKII	LLED:									
COMPANY NAME (BLOCK LETTERS):	BLOCK LETTER	રડ):							NAME OF RESPO	NAME OF RESPONSIBLE	NAME OF RESPONSIBLE OFFICIAL ON SITE:
TIME IN:	TIME OUT:		TIME ON SITE:		DATE:						
FROM:	Т0:		KM: TO:		KM:	TOTAL KM:	Ĭ.	M:	M: SIGNATURE:		

TYPE OF SERVICE : AIR CONDITIONING
SCHEDULE FOR : CONTROL SYSTEMS
SCHEDULE FREQUENCY :

REF CODE

ACA ACA14-002

INST	INSTALLATION NAME :							REF			
P.M.	P.M. SERVICE		RUNNING REPAIRS	nlicable			OTHER	REP/	OTHER REPAIRS REQU	OTHER REPAIRS REQUIRED	AIRS REQUIRED
Mati	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCR OTHER REQUII	DESCRIPTION OF OTHER REPAIRS REQUIRED	IPTION OF EST. REPAIRS TIME REQ.	"
1.	Check for any abnormalities										
'n	Check and note time indication on time switches. Adjust as required										
μ	Check condition of temperature, humidity, pressure controller and associated solenoid valves as required. Clean contacts and reed valves as required										
4.	Check calibration of sensor and controllers										
Ċv.	Check and note controller settings. Adjust as required										
6.	Check and note indoor dry bulb and wet bulb temperatures										

P.M. SERVICE			RUNNING REPAIRS (Apply for V.O. as Applicable)	pplicable				THER	OTHER REPAIRS REQUIRED SUBMIT QUOTATION	8
ITEM INSTRUCTION: CHECH	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME	DESCRIPTION OF SPARES USED		OCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.
7. Check for correct operation o control valves, dampers, over their full range	Check for correct operation of all control valves, dampers, over their full range									
8. Lubricate valve/spindles as required	spindles as									
9. Check condition of pneumatic tubing where applicable and correct any leaks	n of pneumatic pplicable and									
I CERTIFY THAT T	HE SPECIFIED	SERVI	CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT	UT					OFFICIAL STAMP:	
NAME OF SERVICEMAN (BLOCK LETTERS):	EMAN (BLOCK	LETTE	RS):		SIGNATURE:	JRE:				_
NAME/S OF ASSISTANT/S: SEMI SKILLED:	STANT/S: SEMI	SKILLE	Đ:							
NAME/S OF ASSISTANT/S: UNSKILLED:	STANT/S: UNSK	(ILLED:								
COMPANY NAME (BLOCK LETTERS):	(ВГОСК ГЕТТЕ	RS):						- -	NAME OF RESPONSIBLE OFFICIAL ON SITE:	NSIBL
TIME IN:	TIME OUT:		TIME ON SITE:		DATE:					
FROM:	Т0:		KM: TO:		KM:	TOTAL KM:		(0	SIGNATURE:	

SCHEDULE FOR SCHEDULE FREQUENCY TYPE OF SERVICE SERVICE PROVIDER ဖှ 8 7. 6 Ģ ω 'n TEM P.M. SERVICE INSTALLATION NAME INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED Check that cooling towers are in operation Check for loose components Check for undue noise or vibration Check and note water inlet/outlet Check operation of ball valve and water level Check for water leaks. Adjust or repair as necessary control/bypass valves as applicable. Lubricate spindles Check operation of Check fill Check for clogged nozzles ORDER AIR CONDITIONING
COOLING TOWERS - MAJOR SERVICE OTHER NON-SPECIFIED RUNNING REPAIRS DONE RUNNING REPAIRS (Apply for V.O. as Applicable) TIME TAKEN DESCRIPTION OF SPARES USED QTY. EX FIRMS STOCK SUBMIT QUOTATION OTHER REPAIRS REQUIRED DESCRIPTION OF OTHER REPAIRS REQUIRED REF : REF ORDER No. ACA ACA8-003A EST. TIME REQ. DESCRIPTION OF SPARES REQUIRED

P.M.	P.M. SERVICE ITEM INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	RUNNING REPAIRS (Apply for V.O. as Applicable) OTHER NON-SPECIFIED RUNNING REPAIRS DONE TAKEN	15° 00	Applicable	Applicable) TIME DESCRIPTION OF SPARES USED	pplicable) TIME TAKEN	pplicable) TIME DESCRIPTION OF EX SPARES USED SITE STOCK	pplicable) TIME DESCRIPTION OF EX SPARES USED SITE STOCK
10.	Check drive belt condition and tension			1					
1	Lubricate fan/motor bearings								
12.	Check and note motor amperages			-					
13.	Clean and paint plant enclosure								
14.	Check for rust and corrosion								
15.	Check and clean sump strainers								
16.	Clean rust spots and touch up with paint								
17.	Tighten fan Impeller, pulley grub screws								
18.	Drain tower/s and clean thoroughly. Treat for internal rust and corrosion. Repaint interior								
19.	Remove motor end cover and clean out air ways								
20.	Tighten all electrical terminals. Check all switchgear.								
21.	Clean and remove loose paint and scale and repaint as required								
22.	Check operation of chemical dosing equipment, report any faults and note in site log book		-			_			

TYPE OF SERVICE SCHEDULE FOR SCHEDULE FREQUENCY AIR CONDITIONING
COOLING TOWERS - MINOR SERVICE REF CODE

ACA ACA8-003B

INST	INSTALLATION NAME :							REF			
SER	SERVICE PROVIDER :							ORDER No.	•••		
P.M.	P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)	plicable)			OTHER	OTHER REPAIRS REQUIRED SUBMIT QUOTATION	RED		
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
.*	Check that cooling towers are in operation										
'n	Check for undue noise or vibration										
μ	Check for loose components										
4.	Check for water leaks. Adjust or repair as necessary										
Ċυ	Check for clogged nozzles										
60	Check fill										
7.	Check operation of ball valve and water level										
œ	Check operation of control/bypass valves as applicable. Lubricate spindles										
è	Check and note water inlet/outlet temperature								_		

	TIME OIT.	COMPANY NAME (BLOCK LETTERS):	NAME/S OF ASSISTANT/S: UNSKILLED:	NAME/S OF ASSISTANT/S: SEMI SKILLED:	NAME OF SERVICEMAN (BLOCK LETTERS):	I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT	14. Drain tower/s and clean thoroughly.	13. Clean rust spots and touch up with paint	12. Check and clean sump strainers	11. Clean plant and plant enclosures	10. Check drive belt condition and tension	ITEM INSTRUCTION: CHECK, ADJUST, IN OTHER N CLEAN AS REQUIRED ORDER RUNNING	P.M. SERVICE RUNNI (Apply	
TO:	TIME ON SITE:					CARRIED OUT						OTHER NON-SPECIFIED RUNNING REPAIRS DONE	RUNNING REPAIRS (Apply for V.O. as Applicable)	
												TIME	olicable)	
VM. TOTAL	DATE:				SIGNATURE:							DESCRIPTION OF SPARES USED		
K K												QTY. EX SITE STOCK		
												QTY. EX FIRMS STOCK	OTHE	
SIGNATURE:		NAME OF RESPONSIBLE OFFICIAL ON SITE:				OFFICIAL STAMP:						DESCRIPTION OF OTHER REPAIRS REQUIRED	OTHER REPAIRS REQUIRED SUBMIT QUOTATION	
		NSIBL				۲.						EST. TIME REQ.	IRED	
		E OFFICIAL ON S										DESCRIPTION OF SPARES REQUIRED		
		ÎTE:										REQ.		

SCHEDULE FREQUENCY SCHEDULE FOR TYPE OF SERVICE TEM œ 7 ō Ģ ω ы P.M. SERVICE SERVICE PROVIDER **INSTALLATION NAME** Check for undue noise or vibration INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED Check and note compressor suction/discharge pressures Check that belt guard is in place and secure Check and clean filters and seals Check suction line insulation Check sight glasses for refrigeration condition and correct level Check that condensate flows through drain piping Replace drive belts Test for oil/refrigerant leaks IN ORDER AIR CONDITIONING
SPLIT AND PACKAGED UNITS - MAJOR SERVICE OTHER NON-SPECIFIED RUNNING REPAIRS DONE RUNNING REPAIRS (Apply for V.O. as Applicable) TIME TAKEN DESCRIPTION OF SPARES USED QTY. EX SITE STOCK QTY. FIRMS SUBMIT QUOTATION OTHER REPAIRS REQUIRED DESCRIPTION OF OTHER REPAIRS REQUIRED REF : ORDER No. : ACA11 002A ACA EST. TIME REQ. DESCRIPTION OF SPARES REQUIRED

P.M. SERVICE	ITEM INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	10. Check and note compressor and fan motor amperages	11. Check and note outdoor db/wb temperatures	12. Check and note indoor db/wb temperatures		13. Check and note thermostat setting/s. Adjust if necessary						
	UST, IN ORDER	and	ν̈́b	6	У	oils	irea	coil	end	end	end end	end ser !/s
RUNNING REPAIRS (Apply for V.O. as Applicable)	OTHER NON-SPECIFIED RUNNING REPAIRS DONE											
	TIME TAKEN											
	DESCRIPTION OF SPARES USED											
	QTY. EX SITE STOCK											
OTHER REPAIRS REQUIRED SUBMIT QUOTATION	QTY. EX FIRMS STOCK											
	DESCRIPTION OF OTHER REPAIRS REQUIRED											
	EST. TIME REQ.											
	DESCRIPTION OF SPARES REQUIRED											
	QTY REQ.							П				

P.M. SERVICE	ITEM II	23. T	24.	25. F	26. (27.	_				
	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	Tighten all electrical terminals and check all switchgear and inter-locks	Clean out fan and coil compartments, fan scroll and Impeller	Remove motor end covers and clean out air ways	Check drive motor bearings	Tighten impeller, fan and motor pulley grub screws	Check DX valve superheat setting. Adjust if required	Check for rust and corrosion.	Treat as necessary	Treat as necessary Clean and remove loose paint, scale and repaint as required	Treat as necessary Clean and remove loose paint, scale and repaint as required Check and not HP and LP cut-out settings. Adjust as necessary
	IN ORDER										
RUNNING REPAIRS (Apply for V.O. as Applicable) OTHER REPAIRS REQUIRED SUBMIT QUOTATION	OTHER NON-SPECIFIED RUNNING REPAIRS DONE										
	TIME										
	DESCRIPTION OF SPARES USED										
	QTY. EX SITE STOCK										_
	QTY. EX FIRMS STOCK										
	DESCRIPTION OF OTHER REPAIRS REQUIRED										
	EST. TIME REQ.										
	DESCRIPTION OF SPARES REQUIRED										
	QTY REQ.										

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Supply fan motor amperages

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Compressor motor amperages

a

Compressor suction/discharge pressures.....

NOTE THE FOLLOWING:

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Outdoor db/wb temperatures

<u>e</u>

Indoor db/wb temperatures

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HP and LP cut-out settings

<u>g</u>)

DX valve superheat setting

Thermostat settings

SIGNATURE:	TOTAL KM:	KM:	KM: TO:	TO:	FROM:
		DATE:	TIME ON SITE:	TIME OUT:	TIME IN:
NAME OF RESPONSIBLE OFFICIAL ON SITE					
				COMPANY NAME (BLOCK LETTERS):	COMPANY NAM
				NAME/S OF ASSISTANT/S: UNSKILLED:	NAME/S OF AS
			Ď:	NAME/S OF ASSISTANT/S: SEMI SKILLED:	NAME/S OF AS
	SIGNATURE:	SIGNJ	RS):	NAME OF SERVICEMAN (BLOCK LETTERS):	NAME OF SERV
OFFICIAL STAMP:			CE WAS CARRIED OUT	I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT	I CERTIFY THA

PROVINCE OF KWAZULU-NATAL DEPARTMENT OF PUBLIC WORKS PREVENTIVE MAINTENANCE SCHEDULE

11.	8.	7.	, o	Ċu	4.	μ	Ь		ITEM	P.,	SE	IN (S	SCH SCH SCH
Check and note outdoor db/wb temperatures	Check that condensate flows through drain piping	Check that belt guard is in place and secure	Check belt tension and condition and adjust	Check and clean filters and seals	Check suction line insulation	Test for oil/refrigerant leaks	Check sight glasses for refrigeration condition and correct level	Check for undue noise or vibration	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	P.M. SERVICE	SERVICE PROVIDER :	INSTALLATION NAME :	TYPE OF SERVICE SCHEDULE FOR SCHEDULE FREQUENCY
									ORDER				AIR CO
									OTHER NON-SPECIFIED RUNNING REPAIRS DONE	RUNNING REPAIRS (Apply for V.O. as Applicable)			AIR CONDITIONING SPLIT AND PACKAGED UNITS - MINOR SERVICE
									TIME	plicable			TS - MIN
									DESCRIPTION OF SPARES USED)			OR SERVICE
									QTY. EX SITE STOCK				
									QTY. EX FIRMS STOCK	OTHE			
									DESCRIPTION OF OTHER REPAIRS REQUIRED	OTHER REPAIRS REQUIRED SUBMIT QUOTATION	ORDER No.	REF	REF :
				j		-			EST. TIME REQ.	UIRED			ACA ACA11-002B
									DESCRIPTION OF SPARES REQUIRED				002B
									QTY REQ.				

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T	12
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NOTE THE FOLLOWING:

Outdoor db/wb temperatures

b)	Indoor db/wb temperatures	emperatures						
c)	Thermostat settings	tings						
I CE	RTIFY THAT TH	I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT	E WAS CAR	RRIED OUT			OFFICIAL STAMP:	
NAN	ME OF SERVICE	NAME OF SERVICEMAN (BLOCK LETTERS):	S):		SIGNATURE:	RE:		
NAN	ME/S OF ASSIST	NAME/S OF ASSISTANT/S: SEMI SKILLED:						
NAN	ME/S OF ASSIST	NAME/S OF ASSISTANT/S: UNSKILLED:						
CON	MPANY NAME (E	COMPANY NAME (BLOCK LETTERS):						
T							NAME OF RESPONSIBLE OFFICIAL ON SITE:	OFFICIAL ON SITE:
IME	TIME IN:	TIME OUT:	TIME ON SITE:	SITE:	DATE:			
FROM:	M:	TO:	KM:	TO:	KM:	TOTAL KM:	SIGNATURE:	

ACA4-002B PAGE 1 OF 3

PROVINCE OF KWAZULU-NATAL DEPARTMENT OF PUBLIC WORKS PREVENTIVE MAINTENANCE SCHEDULE

TYPE OF SERVICE : SCHEDULE FOR : SCHEDULE FREQUENCY : AIR CONDITIONING WATER CHILLERS - MINOR SERVICE REF :

ACA ACA4-002B

(CCTTCCTT - TTGCTTC										
INSTA	INSTALLATION NAME :							REF :			
SERVI	SERVICE PROVIDER :							ORDER No. :			
P.M. S	P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)	olicable)			OTHER I	OTHER REPAIRS REQUIRED SUBMIT QUOTATION			
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	REQ
-	Check for undue noise or vibration										
μ	Check for oil/refrigerant leaks										
μ	Check for water leaks										
4	Check compressor oil level										
Çī	Check for loose components										
6.	Check for correct refrigerant level										
7.	Check that the refrigerant is dry										
œ	Check by touch that the motors are not overheating										
ò	Check for burn or heat marks in control panel										
10.	Check and note operation of control thermostat										

	20.	19.	18	17.	16.	15.	14.	13.	12.	11.	ITEM	P.M. SERVICE
Check operation of crankcase	Check oil pressure switch for correct operation	Clean and touch up rust spots	Check operation of switchgear	Clean out control board	Check unloader operation	Check all solenoid valves for correct operation	Check all safety inter-locks, water flow switches, low temp cut-outs and operating controls	Check for loose wiring	Clean plant and plant room area	Check thermometer and pressure gauges	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	RVICE
											IN ORDER	
											OTHER NON-SPECIFIED RUNNING REPAIRS DONE	RUNNING REPAIRS (Apply for V.O. as Applicable)
											TIME	plicable
											DESCRIPTION OF SPARES USED)
											QTY. EX SITE STOCK	
											QTY. EX FIRMS STOCK	OTHER
											DESCRIPTION OF OTHER REPAIRS REQUIRED	OTHER REPAIRS REQUIRED SUBMIT QUOTATION
											EST. TIME REQ.	0
											DESCRIPTION OF SPARES REQUIRED	
											QTY REQ	

a) Chilled water inlet/outlet temps

NOTE THE FOLLOWING:

	SIGNATURE:	KM: TOTAL KM:	KM: TO:	TO:	FROM:
		DATE:	TIME ON SITE:	TIME OUT:	TIME IN:
E OFFICIAL ON SITE	NAME OF RESPONSIBLE OFFICIAL ON SITE:	*			
				COMPANY NAME (BLOCK LETTERS):	COMPANY NAME
				NAME/S OF ASSISTANT/S: UNSKILLED:	NAME/S OF ASSI
				NAME/S OF ASSISTANT/S: SEMI SKILLED:	NAME/S OF ASSI
		SIGNATURE:		NAME OF SERVICEMAN (BLOCK LETTERS):	NAME OF SERVICE
	OFFICIAL STAMP:		WAS CARRIED OUT	I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT	I CERTIFY THAT
				(ii) wet bulb	
				(i) dry bulb	e) Ambient temperature
			Condenser water entering/leaving pressures	/ater entering/leaving pressur	d) Condenser w
			Condenser water entering/leaving temps	ater entering/leaving temps	c) Condenser w
				Chilled water inlet/outlet pressures	b) Chilled water

PROVINCE OF KWAZULU-NATAL DEPARTMENT OF PUBLIC WORKS PREVENTIVE MAINTENANCE SCHEDULE

TYPE OF SERVICE : SCHEDULE FOR : SCHEDULE FREQUENCY : AIR CONDITIONING WATER CHILLERS - MAJOR SERVICE

REF CODE ACA ACA4-003A

RUNNING REPAIRS (Apply for V.O. as Applicable) (Apply for V.O. as Applicable) OTHER NON-SPECIFIED TIME RUNNING REPAIRS DONE TAKEN Isse or Int leaks Int leaks	INST	INSTALLATION NAME :							REF ORD	REF ORDER No.	ER No
Check for undue noise or vibration Test for oil/refrigerant leaks Check for water leaks Check for loose components Check for correct refrigerant level Check to by touch that the motors are not overheating Check and note operation of control thermostat	_ <u></u> _	SERVICE		RUNNING REPAIRS (Apply for V.O. as Ap	plicable)				OTHER	OTHER REPAIRS REQUIRED SUBMIT QUOTATION	OTHER REPAIRS REQUIRED SUBMIT QUOTATION
	ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME	DESCRIPTION OF SPARES USED	(0 (0 TL O	QTY. EX SITE STOCK	TY. QTY. EX SITE FIRMS STOCK STOCK		QTY. EX FIRMS STOCK
	: 1	Check for undue noise or vibration					-				
	12	Test for oil/refrigerant leaks					-				
	μ	Check for water leaks					_				
9	4.	Check compressor oil level					-				
9	55	Check for loose components					╁				
P	Ġ.	Check for correct refrigerant level					\vdash				
,	7.	Check that the refrigerant is dry					H				
,	œ	Check by touch that the motors are not overheating									
	'n	Check for burn and heat marks in control panel wiring					-				
	10.	Check and note operation of control thermostat									

P.M. G	P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)	plicable)			OTHER	OTHER REPAIRS REQUIRED SUBMIT QUOTATION			
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ
11.	Check thermometers and gauges. Note readings										
12.	Check and note motor amperages										
13.	Clean plant and plant room area										
14.	Check for loose wiring										
15.	Check all safety inter-locks, water flow switches, low temp cut-outs and operating controls. Note down settings										.11
16.	Check all solenoid valves for correct position										
17.	Check unloader operation										
18.	Acid was and brush condenser tubes										
19.	Clean out control board										
20.	Check operation of switchgear										
21.	Clean and touch up rust spots										
22.	Do meg-ohm test of motor windings and note readings										
23.	Bring HP up and check that HP cut out trips at correct pressure. Note setting										

P.M. S	P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)	olicable)			OTHER I	OTHER REPAIRS REQUIRED SUBMIT QUOTATION			
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ	DESCRIPTION OF SPARES REQUIRED	QTY REQ
24.	Bring LP down and check that LP cut out trips at correct pressure. Note setting										
25.	Check oil pressure switch for correct operation. Re-calibrate if necessary. Note settings										
26.	Check operation of crankcase heater										
27.	Check and adjust if necessary DX valves superheat setting and sub cooling. Note setting										
28.	Take compressor oil sample for analysis										
29.	Tighten all electrical terminals										
30.	Check calibration of all pressure gauges. Re-calibrate if necessary										
31.	Clean and remove loose paint, scale and repaint as required										
32.	Check all safety inter-locks including anti-recycle timer, phase failure relay and voltage window comparitor										

NOTE THE FOLLOWING:

a	Compressor suction/discharge pressures	Compressor suction/discharge pressures
9	b) Compressor oil pressure	
္	Chilled water entering/leaving temps	
<u>a</u>	Chilled water entering/leaving pressures	
e)	Condenser water entering/leaving temps	Condenser water entering/leaving temps
.	Condenser water entering/leaving pressu	Condenser water entering/leaving pressures
g)	Compressor motor amperages	
<u>)</u>	Low temp cut-out setting	
Ü	Compressor motor meg-ohm readings	
ij	HP cut-out pressure setting	
<u> </u>	LP cut-out pressure setting	
_	DX valve superheat valve setting	
∄	m) Ambient temperature (i) dry bulb	
	(ii) wet bulb	

FROM: TO:	TIME IN: TIME OUT:	COMPANY NAME (BLOCK LETTERS):	NAME/S OF ASSISTANT/S: UNSKILLED:	NAME/S OF ASSISTANT/S: SEMI SKILLED:	NAME OF SERVICEMAN (BLOCK LETTERS):	ERTIFY THAT THE SPECI	
KM: TO:	UT: TIME ON SITE:	LETTERS):	UNSKILLED:	SEMI SKILLED:	LOCK LETTERS):	I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT	
KM: TOTAL KM:	DATE:				SIGNATURE:	Л	
SIGNATURE:		NAME OF RESPONSIBLE OFFICIAL ON SITE:				OFFICIAL STAMP:	
		LE OFFICIAL ON SITE:					ACA4-003A PAGE 5 OF 5

PROVINCE OF KWAZULU-NATAL DEPARTMENT OF PUBLIC WORKS PREVENTIVE MAINTENANCE SCHEDULE

TYPE OF SERVICE SCHEDULE FOR SCHEDULE FREQUENCY AIR CONDITIONING AIR HANDLING UNITS (CHILLED WATER COILS) - MAJOR SERVICE REF : ACA ACA10-002A

P.M. SERVICE PROVIDER	INCTA	ALL ATION NAME .							RET	
INSTRUCTION. CHECK, ADJUST, IN CITER NON-SPECIFIED TAKEN DESCRIPTION OF CLEAN AS REQUIRED OTHER NON-SPECIFIED TAKEN DESCRIPTION OF CLEAN AS REQUIRED OTHER NON-SPECIFIED TAKEN DESCRIPTION OF CLEAN AS REQUIRED OTHER NON-SPECIFIED TAKEN DESCRIPTION OF TAKEN OTHER REPAIRS DONE TAKEN SPARES USED STOCK STOCK OTHER REPAIRS DESCRIPTION OF TAKEN DESCRIPTIO	SERV	ICE PROVIDER :							ORDER No.	
TIME CLEAN AS REQUIRED Check for undue noise or vibration Check for loose components Check for water/steam leaks. Check for water/steam leaks. Check for water/steam leaks. Check and clean primary filters Check operation of and clean Check	P.M. 9	SERVICE		RUNNING REPAIRS (Apply for V.O. as App	olicable)			OTHER	REPAIRS REQUIT QUOTATION	IRED
	ITEM	(, ADJUST,	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.
	1.	Check for undue noise or vibration								
	'n	Check for loose components								
	'n	Check for water/steam leaks. Repair as necessary								
	.4	Replace fan drive belts								
	ρ̈	Check that the belt guard is in place and secure								
	6.	Check and clean primary filters								
	7.	Check secondary and tertiary filters. Note manometer readings as applicable								
	òo	Check all filter seals and repair as necessary								
	é	Check operation of and clean humidifiers								

ZNT2234-55G: 2011-2013

17EM INS CL Ch are 11. Ch 12. Ch 13. Ch 14. Ch 15. Sel 17. Ch 20. Ch 21. Ch 21. Ch 21. Ch 22. Ch 22. Ch	P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)	plicable				OTHER	OTHER REPAIRS REQU	OTHER REPAIRS REQUIRED SUBMIT QUOTATION	OTHER REPAIRS REQUIRED SUBMIT QUOTATION
	M INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	×	QTY. EX FIRMS CK STOCK	-	QTY. EX FIRMS STOCK	QTY. DESCRIPTION OF EX OTHER REPAIRS FIRMS REQUIRED STOCK
	Check by touch that the motors are not overheating										
	Check and note chilled water entering/leaving temperatures										
	Check and note chilled water entering/leaving pressures										
	Check and note outdoor db/wb temperatures										
	Check and note indoor db/wb temperatures										
	Check and note thermostat setting/s. Adjust if necessary										
	Check and note humidistat setting/s where applicable. Adjust if necessary										
	Check and note heating coil amperages										
	Check and note fan motor amperage										
	Check operation of sail switch										
-	Clean plant and plant room area										
	Check and lubricate fan bearings					-					
22. Cle	Clean fan mountings and flexible connections					-					

₽.≊	P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)	plicable)			OTHER	OTHER REPAIRS REQUIRED SUBMIT QUOTATION	RED		
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
23.	Check and clean cooling coil and condensate drain pan										
24.	Check and clean heating coil/s										
25.	Check and observe control damper operation										
26.	Check operation of all operating controls, valves										
27.	Clean rust spots and touch up with paint										
28.	Clean out fan and coil compartments, fan scroll and impeller										
29.	Remove motor end covers and clean out air ways										
30.	Check motor mountings and bearings. Lubricate as required										
31.	Check for rust and corrosion. Treat as necessary										
32.	Tighten impeller, fan and motor bearings										
33	Tighten all electrical terminals. Check and adjust as necessary all switchgear										
34.	Lubricate all valve and damper spindles										

о В	P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)	plicable)			OTHER	OTHER REPAIRS REQUIRED SUBMIT QUOTATION	IIRED		
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
35.	Check condition of insulation										
36.	Clean and remove loose paint, scale and repaint as required										
37.	Check calibration of all gauges etc. Re-calibrate as necessary										

NOTE THE FOLLOWING:

a) c)	Filter manometer readings as applicable Chilled water entering/leaving temperatur Chilled water entering/leaving pressures	Filter manometer readings as applicable
င		
<u>a</u>	Outdoor db/wb temperatures	
e)	Indoor db/wb temperatures	
.	Thermostat settings	
g)	Humidistat setting/s	
<u>)</u>	Heating coil amperages (if applicable)	
<u>=</u> ;	Fan motor amperage	

	SIGNATURE:	TOTAL KM:	KM:	10:	KM:	ТО:	FROM:
			DATE:	TIME ON SITE:	TIME	TIME OUT:	TIME IN:
E OFFICIAL ON SITE:	NAME OF RESPONSIBLE OFFICIAL ON SITE:				\S):	COMPANY NAME (BLOCK LETTERS):	COMPANY NA
					LED:	NAME/S OF ASSISTANT/S: UNSKILLED:	NAME/S OF AS
					KILLED:	NAME/S OF ASSISTANT/S: SEMI SKILLED:	NAME/S OF AS
		URE:	SIGNATURE:		ETTERS):	NAME OF SERVICEMAN (BLOCK LETTERS):	NAME OF SER
	OFFICIAL STAMP:			S CARRIED OUT	ERVICE WA	I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT	I CERTIFY THA

PROVINCE OF KWAZULU-NATAL DEPARTMENT OF PUBLIC WORKS PREVENTIVE MAINTENANCE SCHEDULE

TYPE SCHE SCHE	TYPE OF SERVICE SCHEDULE FOR SCHEDULE FREQUENCY	AIR CO	AIR CONDITIONING AIR HANDLING UNITS (CHILLED WATER COILS) - MINOR SERVICE	ED WA	TER COILS) - MINO	R SERVIC	H	REF :	ACA ACA10-002B	-002B
INSI	INSTALLATION NAME :							REF		
SER	SERVICE PROVIDER :							ORDER No.		
P.M.	P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)	olicable)		OTHER	OTHER REPAIRS REQUIRED SUBMIT QUOTATION	IRED	
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED
-	Check for undue noise or vibration									
ы	Check for loase components								-	
μ	Check for water/steam leaks.									
4.	Replace fan drive belt condition and tension									
57	Check that the belt guard is in place and secure									
50	Check and clean primary filters									
7.	Check secondary and tertiary filters.									
œ.	Check all filter seals.									

QTY REQ.

9

Check operation of humidifiers

P.M. S	ITEM	10.	11.	12.	13.	14.	15.	16.	17.		18.		
P.M. SERVICE	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	Check by touch that the motors are not overheating	Check and note chilled water entering/leaving temperatures	Check and note chilled water entering/leaving pressures	Check and note outdoor db/wb temperatures	Check and note indoor db/wb temperatures	Check and note thermostat setting/s. Adjust If necessary	Check and note humidistat setting/s where applicable. Adjust if necessary	Check operation of sail switch	Clean plant and plant room area	Check fan bearings	Clean fan mountings and flexible connections	Clean fan mountings and flexible connections Clean condensate drain pan
	IN ORDER												
RUNNING REPAIRS (Apply for V.O. as Applicable)	OTHER NON-SPECIFIED RUNNING REPAIRS DONE											n,	
plicable)	TIME TAKEN												
	DESCRIPTION OF SPARES USED												
	QTY. EX SITE STOCK												
OTHE	QTY. EX FIRMS STOCK												
OTHER REPAIRS REQUIRED SUBMIT QUOTATION	DESCRIPTION OF OTHER REPAIRS REQUIRED												
JIRED	EST. TIME REQ.												
	DESCRIPTION OF SPARES REQUIRED												
	QTY REQ.												

P.M	P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)	plicable			OTHER	OTHER REPAIRS REQUIRED	JIRED		
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TAKEN	DESCRIPTION OF SPARES USED	QTV. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
23.	Check operation of all operating controls, valves										
24.	Clean rust spots and touch up with paint										
25.	Clean out fan and coil compartments										
26.	Check motor mountings and bearings										
27.	Check for rust and corrosion.										
28.	Check condition of insulation										
NOTE	NOTE THE FOLLOWING:										
a)	Filter manometer readings as applicable	applicab	ole								
b)	Chilled water entering/leaving temperatures	y tempera	atures								
င	Chilled water entering/leaving pressures	g pressur	ės								
d)	Outdoor db/wb temperatures										
e)	Indoor db/wb temperatures										

g)

Humidistat setting/s

Thermostat settings

I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT		OFFICIAL STAMP:
NAME OF SERVICEMAN (BLOCK LETTERS):	SIGNATURE:	
NAME/S OF ASSISTANT/S: SEMI SKILLED:		
NAME/S OF ASSISTANT/S: UNSKILLED:		
COMPANY NAME (BLOCK LETTERS):		
		NAME OF RESPONSIBLE OFFICIAL ON SITE:
TIME IN: TIME OUT: TIME ON SITE:	DATE:	
FROM: TO: KM: TO:	KM: TOTAL KM:	SIGNATURE:

ACA10-002B PAGE 4 OF 4

Annexure B

PROVINCE OF KWAZULU-NATAL - DEPA	RTMENT OF HEALTH	·
ESTIMATE FORM FOR : THE MAINTENANCE, REPAIR OR REPLACINSTALLATIONS INSTALLED IN KWAZULU-NATAL PROVINCIAL F	EMENT OF FIXED PLANT, EQ OSPITAL AND BUILDINGS	UIPMENT AND
SUBMIT TO:	FOR ATTENTION:	
INSTITUTION:	ZNQ NO.:	
SCOPE OF WORK: (A description of the work quoted for is required	1).	
	Mr. Li T. L. L.	
I/We hereby quote for the above work in accordance with the conditions		
Materials, component/ancillary parts: Firm Price. A detailed list of mate		R
A. Quoted for Bought Out Items (Excluding VAT)(Car		R .
Mark Up @ (Maximum Mark Up = 20% for values B. Quoted for Proprietary Items (Excluding VAT)(Car		R
		R
O, addition our comments	neu ioiwaiu)	R
Mark Up @ % (Item reserved for specialist task only and may not exceed 25% of prim	ary contractor total amount)	
All subcontractor work/materials shall be broken down the same manner		
D. Labour, Travelling, Subsistence and Transport. This price sha		R
materials etc. quoted for. (Excluding VAT) (Bro	ought forward)	
E. Less credit for redundant materials, parts and equipment if app	licable	R()
	SUBTOTAL	R
	VAT @ %	R
F. This Price in SA Currency firm for 90 days from date of the shall not be exceeded. To be measured on completion.	e estimate quotation and	R
Time required for completion weeks from receipt of o	fficial order.	
NAME OF SERVICE PROVIDER:	ZNQ)/20
CIDB UNIQUE NUMBER	CIDB CATEGORY	′
PROVINCIAL SUPPLIERS DATABASE REGISTRATION NUMBER:		
SERVICE PROVIDER'S AUTHORISED SIGNATURE:	ZNQ No	
NAME IN BLOCK LETTERS:		
COMPANY STAMP:	DATE	

Annexure B

SCHEDULE OF PRICES: MATERIALS, COMPONENT/ANCILLARY PARTS AND SUB CONTRACT WORK

The service provider shall add here, <u>ALL</u> materials, components/ancillary parts which are required for the completion of the work quoted for.

In the event that more pages are required, this page may be copied.

ITEM	DESCRIPTION	MANU- FACTURER	FIGURE /MODEL NO.	QUANTITY	UNIT COST		TOTAL COST	Г Т)
						BOUGHT OUT	PRO- PRIETARY	SUB CONTRAC
								-
								-
								1
				-				
		TOTAL	COST BO	UGHT OUT I	TEMS (A)			
		TOTAL				ITEMS (B)		
			IOIAL	COST PROP			T 1751 10 (5)	
				TOTAL C	OST SUE	CONTRAC	CT ITEMS (C) actors quote)	

TOTAL AMOUNT (A) (B) (C) TO BE CARRIED FORWARD TO PAGE 1

D.1 SCHEDULE OF PRICES LABOUR, SUBSISTENCE, TRAVEL AND TRANSPORT REPLACEMENT AND ADDITIONAL FOURMENT

D.1.1	LABOUR	No. of	TOTAL HOURS	RATE/HR		AMOUNT
a)	Artisans			R 365.00		R
b)	Apprentice					
	1 st Year			R		R
	2 nd Year			R		R
	3 rd Year			R		R
	4 th Year			R		R
c)	Semi-skilled			R 175.00		R
d)	Unskilled			R 110.00		R
D.1.2	TRAVEL		TOTAL Km	RATE/Km		
D.1.2.1	From service provider's			Petrol	Diesel	
a)	premises to site			Delete as applicable		
/	trips(Driver)			R 7.78	R 7.58	R
	(skilled)			,		
b)	@ km per trip			R 5.80	R 5.60	R
	trips (Semi-skilled)(Driver)			110.00	11.0.00	
	@km per trip					
D.1.3	ADDITIONAL LABOUR			RATE/HR		AMOUNT
TRAVELLING WIT		UVER	TOTAL HOURS			
a)	x Additional Artisan/s			R 365.00		
,		trips (skilled) @ km per				R
	trip ÷ 80km/hr	1				-
b)		x Additional Semi-Skilled		R 175.00		_R
	trips (semi) @ km per trip ÷ 80km/hr			K I	75.00	N
c)		x Additional Unskilled trips (unskilled) @ km per		R 110.00		
						R
	trip ÷ 80km/hr					
d)	x Additional Apprentice/s trips (semi) @ km			R		
						R
	per trip ÷ 80km/hr	OUDT	OTAL CARRIER!		TO BAGE 4	D
		SUBT	OTAL CARRIED I	FORWARD	TO PAGE 4	R

Annexure B

	R			
D.1.4	TRANSPORT	TOTAL Km	RATE	
a)	Haulage to site trips			
	@km per trip	2.5 tone	R 9.31	R
	@km per trip	3 tone	R10.80	R
	@km per trip	5 tone	R12.50	R
	@km per trip	7 tone	R14.50	R
	@km per trip	10 tone	R16.80	R
b)	Cranage to and on site @ sub contract rate	R	x 1.10	R

TOTAL AMOUNT CARRIED FORWARD TO PAGE 1 ITEM (D) R