

## STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT UNDER R30 000.00

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: DEPARTMENT OF HEALTH- CENTRAL SCM  
DATE ADVERTISED: 20/09/2021 FACSIMILE NUMBER:  
ENQUIRIES MAY BE DIRECTED TO: Mr. Ernest Zulu CONTACT NUMBER: 033 940 2526  
PHYSICAL ADDRESS: 310 JABU NDLOVU STREET, SCM OFFICES, PIETERMARITZBURG, 3201

ZNQ NUMBER: ZNQ/HOH/0742/22 CLOSING DATE: 28/08/2021 CLOSING TIME: 11:00

<b>DESCRIPTION:</b>	Once off heat pump repairs & services: Phoenix MLM
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THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO WILL RESULT IN YOUR OFFER BEING DISQUALIFIED)

NAME & ADDRESS OF BIDDER (FIRM)	
NAME OF BIDDER	
PHYSICAL ADDRESS	DATE
CONTACT NUMBER	FACSIMILE NUMBER
SIGNATURE OF BIDDER	SARS PIN
[By signing this document I hereby agree to all terms and conditions]	CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO.:
UNIQUE REGISTRATION REFERENCE: ↓	

Item No	Quantity	Description	Brand & model	Country of manufacture	Price	
					R	c
1	01	Once off heat pump repairs & services: Phoenix MLM				
		NB:Specification Attached				
		Compulsory Site Briefing				
		Venue: Phoenix Mortuary Boardroom				
		Date: 21/09/2021				
		Time: 09:00am				
		CIDB grading required: ME				
		Hand Deliver : 310 Jabu Ndlovu street, SCM Offices, Quotation Tender				
		Box. Proof of CSD summary with banking details, Tax Clearance				
		Certificate must be attached OR email to				
		Quotations.scmho@kznhealth.gov.za				
VALUE ADDED TAX (Only if VAT Vendor)						
TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)						

Does this offer comply with the specification?		State delivery period e.g. <i>E.g. 1day, 1week</i>	
Is the price firm?		All delivery costs must be included in the quote price	

### SPECIAL CONTRACT CONDITIONS OF QUOTATIONS

- |   |   |
|---|---|
| 1. The institution is under no obligation to accept the lowest or any quote.  | 16. In the event that the tax compliance status has failed on CSD, <i>it is the suppliers' responsibility to provide a SARS pin in order for the institution to validate the tax compliance status of the supplier.</i>   |
| 2. The price quoted must include VAT (if VAT vendor).   |   |
| 3. The department reserves the right to evaluate all quotations excluding VAT as some Bidders may not be VAT vendors.   | 17. The supplier shall indemnify the KZN Department of Health (aka 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.  |
| 4. The Bidder must ensure the correctness & validity of quote: <i>that the price(s), rate(s) &amp; preference quoted cover all for the work/item (s) &amp; accept that any mistakes regarding the price (s) &amp; calculations will be at the Bidder's risk</i> | 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 price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract. |
| 5. 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.                                       | 19. The purchaser, may terminate this contract in whole or in part if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract fails to perform any other obligation(s) under the contract; or has engaged in corrupt or fraudulent practices in competing for or in executing the contract.  |
| 6. This quotation will be evaluated specification & correctness of information.   | 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 such similar goods, works or services.   |
| 7. Only offers that comply with or greater than specification will be considered.   | 21. 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.  |
| 8. Late quotes will not be considered.  | 22. 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.   |
| 9. All products supplied must be valid for a minimum period of six months.  |   |
| 10. A Bidder not registered on the Central Suppliers Database or verification has failed will not be considered.  |   |
| 11. All delivery costs must be included in the quote price, for delivery at the prescribed destination.   |   |
| 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.   |   |
| 13. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.  |   |
| 14. If samples / compulsory site inspection / briefing session are required, the supplier will be informed in due course.   |   |
| 15. The supplier shall furnish any information, when requested.   |   |

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, 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, the following questionnaire must be completed and submitted with the quote.

- 2.1. Full Name of bidder/representative..... 2.4. Company Registration Number: .....  
 2.2. Identity Number: ..... 2.5. Tax Reference Number: .....  
 2.3. Position occupied in the Company (director, trustee, shareholder?): 2.6. VAT Registration Number: .....

2.7. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below. [TICK APPLICABLE]

2.8. Are you or any person connected with the bidder presently employed by the state? YES ☐ NO ☐

2.8.1. If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....  
 Name of state institution at which you or the person connected to the bidder is employed: .....  
 Position occupied in the state institution: ..... Any other particulars: .....

2.8.2. If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES ☐ NO ☐

2.8.2.1. If yes, did you attach proof of such authority to the quote document?

*(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the quote.)*

2.8.2.2. If no, furnish reasons for non-submission of such proof: .....

2.9. Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES ☐ NO ☐

2.9.1. If so, furnish particulars: .....

2.10. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this quote? YES ☐ NO ☐

2.10.1. If so, furnish particulars: .....

2.11. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this quote? YES ☐ NO ☐

2.11.1. If so, furnish particulars: .....

2.12. Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES ☐ NO ☐

2.12.1. If so, furnish particulars: .....

### 3. Full details of directors / trustees / members / shareholders.

NB: The Department Of Health will validate details of directors / trustees / members / shareholders on CSD. It is the suppliers' responsibility to ensure that their details are up-to-date and verified on CSD. If the Department cannot validate the information on CSD, the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.

## 4 DECLARATION

I, THE UNDERSIGNED (NAME)..... CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.

I ACCEPT THAT THE STATE MAY REJECT THE QUOTE OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Name of bidder	..... Signature	..... Position	..... Date
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<sup>1</sup>"State" means --

- |  |  |
|--|--|
| <p>a) 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);</p> <p>b) any municipality or municipal entity;</p> | <p>c) provincial legislature;</p> <p>d) national Assembly or the national Council of provinces; or</p> <p>e) Parliament.</p> |
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<sup>2</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.



health

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Department:

Health

PROVINCE OF KWAZULU-NATAL

# **INFRASTRUCTURE DEVELOPMENT**

**SITE BREIFING IS COMPULSORY**

***ONCE OFF  
HEAT PUMP REPAIRS AND SERVICES***

**ETHEKWINI HEALTH DISTRICT**

**PHOENIX FORENSIC**

**MORTUARY**

# PHOENIX FORENSIC MORTUARY

## SPECIFICATION FOR HEAT PUMP REPAIRS AND SERVICES

### PROJECT SPECIFICATION

#### **1. NOTES TO BIDDERS**

- 1.1 The institutions will remain open and operational at all times therefore the Contractor shall make the necessary arrangements with the Institutional Management and maintenance staff for any power outages that are required. **This may necessitate weekend work**
- 1.2 All items to be priced fully inclusive of all charges e.g. labour, transport, scaffolding, materials, profit, etc., but excluding Value Added Tax.
- 1.3 The Administration reserves the right to negotiate prices in the Schedule of Prices.
- 1.4 All redundant material and rubble shall to be removed from the institution's property immediately.
- 1.5 All equipment and materials used in this project shall be that which is specified or **other approved prior to submission and closure of the bid.**
- 1.6 The Contractor is advised to examine all the drawings (if any) and to visit the site prior to tendering to acquaint him/herself with the nature of the work to be done and access to the siting of the existing buildings etc., as no claim will be allowed on the grounds of ignorance of the conditions.
- 1.7 All items in the Schedule of Prices are **PROVISIONAL** and subject to re-measure after installation.
- 1.8 The Schedule of Prices shall be read in conjunction with the Scope of Work. Any discrepancies or omissions shall be brought to the attention of the Project Leader immediately.
- 1.9 **Preference will be given to Bidders who have registered offices / workshops within the borders of the Province of KwaZulu-Natal. This is in an effort to reduce response times to call outs for breakdowns in the more remote areas of the Province.**

#### **1.10 SCOPE OF CONTRACT**

- Repair the faulty heat pump that supplies mortuary building with hot water.
- The propeller is broken, ensure that this is replaced.
- Service and replace all the seals where there are leaks.
- Empty and clean the water heat pump water tank

#### **1.11 PERIOD OF CONTRACT**

**Two weeks** is allowed duration for this Contract from the date of site handover/Order number issued.

#### **1.12 SITE AND MODE OF PROCEDURE**

The work contained in this contract will be carried out at Phoenix Forensic Mortuary.  
Bidders to note that any damages done or occurring to any of the buildings will be repaired at the expense of the contractor/ Bidder. The work undertaken shall be to the satisfaction of the KwaZulu-Natal Department of Health.

**1.13 SATISFACTORY INSTALLATION**

All work shall be carried out in according to the Department of Health's Standard Preambles to all Trades, the OHS Act, National Building Code of Practices and Regulations, the KZN DOH Policy Document for the Design of Electrical Installations and the SANS 10142-1 or latest Wiring Code.

**1.14 THE FOLLOWING DOCUMENTS MUST BE SUBMITTED TOGETHER WITH THE QUOTATION AS PER EVALUATION CRITERIA BELOW:**

1. Proof of CIDB registration (1ME or more)	The registration must be older than 3 months	20 points
	The registration less than 3 months	5 points
2. Mechanical Trade tested with the certificate	Proof of trade Certificate	30 points
	No Submission	5 points
3. Proof of address (Company) and google map showing the distances	0-100 km away from Phoenix Forensic mortuary	20 points
	Above 100 km away from Phoenix Forensic mortuary	5 points
4. Submission of OHS Policy covering the following topics: (1. First aid kit; 2. Risk assessment; 3. Controls and guidelines; 4. Safe working procedures; 5. Tools and site inspection; 6. Incident investigation and reporting; 7. Safety officer or Foreman will at as custodian)	Covering all topics (7)	30 points
	Covering less topics (1-5)	10 points

**NB:** No quotation will be considered without the above mentioned required documents.

*The Bidder needs to score a minimum of 90 points to be considered for this quotation:*

# PHOENIX FORENSIC MORTUARY

## SPECIFICATION FOR HEAT PUMP REPAIRS AND SERVICES

### TECHNICAL SPECIFICATION

#### 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 installation, whether any specific clauses are referred to or not.

The Distribution Boards and Kiosks shall be manufactured and installed as per SANS specification.

All cables shall be terminated using approved cable glands and waterproof shrouds.

The cable glands shall be bolted to a galvanised mild steel plate, which shall be built horizontally into the Distribution Boards and Kiosks. All Distribution Boards shall allow for minimum of **30 % spare capacity** for any future expansion.

All Distribution Boards shall allow for cascading discrimination of MCCB's and MCB's and shall be labelled in accordance with the SANS 10142-1:2012 or latest Wiring Code.

**Infrastructure Development representative or his/her designee** shall approve the details of the proposed construction and all equipment of switchboards and kiosks prior to the manufacture of such switchboards and kiosks.

# PHOENIX FORENSIC MORTUARY

## SPECIFICATION FOR HEAT PUMP REPAIRS AND SERVICES

### SCHEDULE OF PRICES

#### 3. PREAMBLE TO SCHEDULE OF PRICES

##### 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 tendering as to the correctness and sufficiency of his tender for the contract and of the rates and prices stated in the Schedule of Rates.

##### 3.2 Tax and Duties

Prices, tendered 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.

# PHOENIX FORENSIC MORTUARY

## SPECIFICATION FOR HEAT PUMP REPAIRS AND SERVICES

### 4. WORK TO DONE AND SCHEDULE OF PRICES

Item	Description	Qty	Rate / Unit	Total ®
	<p><b>Note:</b></p> <p>All rates for items contained in this Schedule of prices must be computed including the applicable Value Added Tax (VAT).</p> <p>All equipment and materials used in this project shall be that which is specified or approve prior to submission and closure of this quotation.</p> <p>All rates quoted shall be inclusive of transport, labour and profit. All items in the Bill of Quantities are provisional and shall be re-measured after installation. The Bidder shall provide sufficient proof of all materials installed via invoices and other acceptable means of verification.</p>			
4.1.	Repair faulty heat pump.	1		
4.2.	Service this repaired heat pump	1		
4.4.	Labour (Skilled person + Assistant)	2		
4.5.	Transport	1		
4.6.	Consumables	1		
<b>Subtotal: Carried to Quotation Form (Including VAT)</b>			<b>R</b>	<b>20 000.00</b>