



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

## Quotation Advert

Opening Date: 17/05/2024  
Closing Date: 23/05/2024  
Closing Time: 11:00

### INSTITUTION DETAILS

Institution Name: Catherine Booth Hospital  
Province: KwaZulu-Natal  
Department of entity: Department of Health  
Division or section: Supply Chain Management  
Place where goods/  
service is required: CATHERINE BOOTH HOSPITAL  
Date Submitted: 17/05/2024

### ITEM CATEGORY AND DETAILS

Quotation number: CBH33/24-25  
Item Category: Services  
Item Description: SUPPLY OF MATERIALS AND REPLACE ALL OLD DILAPIDATED  
WINDON FRAMES, GLASS AND BURGLAR DOOR AT GINGINDLOVU CLINIC  
Quantity (if supplies): 59

### COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Compulsory Site Meeting  
Date: 20/05/2024  
Time: 12:00  
Venue: GINGINDLOVU CLINIC


QUOTES CAN BE COLLECTED FROM: SITE - BRIEFING MEETING

QUOTES SHOULD BE DELIVERED TO: CBH TENDER-BOX NEAR ADMIN OFFICE/ email –  
nompelelo.zulu@kznhealth.gov.za

### ENQUIRIES REGARDING ADVERT MAY BE DIRECTED TO:

Name: MR B.C MAJOLA  
Email: bandile.majola@kznhealth.gov.za  
Contact number: 035 474 8403 EXT 1044

Finance Manager Name: MR O.N. DLUDLA

Finance Manager signature: 



## KWAZULU-NATAL PROVINCE

HEALTH  
REPUBLIC OF SOUTH AFRICA

### CATHERINE BOOTH HOSPITAL

**SUPPLY MATERIALS AND REPLACE ALL OLD DILAPIDATED WINDOW FRAMES, GLASS AND BURGLAR DOORS AT GINGINDLOVU CLINIC.**

#### Purpose

The purposes of this specification are to get a suitable service provider appointed to replace all window frames, glass and burglar doors at Gingindlovu clinic under Catherine Booth hospital KZN Department of Health.

#### Project implementation table

Project description	Project period
Replace window frames, glass and galvanized treat burglar doors to re-install at Gingindlovu clinic.	2 weeks/30 days calendar period
Guarantee period on the complete Installation. Contractor to negotiate the guarantee period the supplier.	12 months/1 year

#### Background

The scope of work is summarised as follows:

Gingindlovu clinic was sourced from the local municipality. The building is manufactured with asbestos outer walls and rhino board inner walls. All window frames are wooden and is dilapidate. Window frames are falling down and has become a safety risk to staff working at the clinic and to visitors to the clinic. The existing burglar doors are also a safety risk. The security of all equipment and medicine are at risk.

#### General provisions applying to the system and standard specifications

Although not bound in nor issued with this document, the latest issues of the following standards and specifications listed hereunder shall form part of the installation compliance of this Contract:  
Occupational Health and Safety Act, ACT 85 OF 1993

SANS NUMBER	TITLE	ABSTRACT
SANS 0142	National electrical installation regulations	Adhere to all electrical regulations
SANS 10400	The application of the National Building Regulations	To provide guidelines and compliance with the building regulations

#### Guarantee

The Contractor shall fully guarantee and provide fully comprehensive guarantee list per each components from the date of notice of the completion of installations.

The guarantee shall cover all costs for Warranty Service, e.g. including parts which are readily available in South Africa and delivery etc.

#### Conditions of the work:

NB: The clinic is operating during normal working hours.

The safety of staff, patients and visitors shall be a priority and all tools and materials shall be stored in a way to ensure no obstructions.

#### Services, repairs or installation instructions to appointed contractors.

The Appointed contractors shall report to the Maintenance department for instructions, before starting with the requested work. Site hand over and work completion certificates to be completed before leaving the hospital.

Read, understood and signed by: ..... Date: .....

**Installed and repaired equipment and spares.**

All Items installed shall have a 12 months guarantee, and it is the contractor's responsibility to negotiate the required terms with his/ hers suppliers. The contractor shall make good on all defects due to inferior products/ materials or workmanship.

All repaired items shall have a 6 months guaranteed, and it is the contractor's responsibility to negotiate the required terms with his suppliers. The contractor shall make good on all defects due to inferior products/ materials or workmanship.

**Uneconomical repairs or broken equipment**

Where requested and discussed with the contractor, a detailed report for condemning shall be issued to the hospital.

**Qualifications of contractors and staff.**

Only qualified and certified artisans and technicians to do work.

Electrical companies to provide proof of registration with Dept. of Labour.

SAQCC registration and certification to be included in the quotation.

Proof of qualifications to be attached to quotations.

Only persons with training or experience to work on requested equipment.

Qualification documents to be attached to service schedules, before payments will be done.

Contractors working on medical gasses and plants shall have certified copy of a valid certification card from Department of Labour authorizing to work on medical gasses.

**Measurements**

The appointed contractor shall do own measurements. Estimated measurements are provided on specification. Correct measurements is the responsibility of the contractor

**CIDB certification**

All contractors quoting on services and repairs shall have a CIDB rating as requested on the NSI  
Prove of registration to be included on quotation documents.

**OCHASA**

The occupational health and safety act 85 off 1993 shall be adhered to at all times while working on Government property

Contractors working on the hospital premises shall adhere to all national building regulations at all times.

The contractor shall have a competent person on site at all times.

Contractor to have an up to date safety file onsite during working period.

Contractor to ensure all staff have the required safety equipment on site.

Contractor staff shall wear PPE at all times.

The Hospital Safety officer will do inspections while the contractor is onsite.

**Local Labour.**

All unskilled work shall be done by local labour. The appointed contractor shall contact the hospital and request the number of unskilled labour required. The hospital shall request the local community councilor with the request.

**Injuries on the hospital/ clinic premises.**

Contractors are responsible for accounts of staff that are/ were treated by the hospital, while working on state premises.

Contractor shall include to quotations, certified proof of registration to the workman's compensating commissioner.

**Quality of materials**

All materials and equipment shall be SABS approved.

All materials shall be approved by the registered manufacturer of equipment.

The hospital reserves the right to approve or reject all materials supplied or used at the hospital and clinics.

Inferior materials will not be accepted and the contractor shall replace at his own cost.

**Regulations./ SANS**

All building regulations and preambles to all trades shall have reference to work.  
An Electrical COC shall be issued on all electrical installations or repairs.

**Measurements & payments****Guarantee**

The Supplier shall fully guarantee all installed or replaced products for a minimum period of one year.  
The supplier shall fully guarantee all repaired products for a minimum period of 6 months.

**Pricing of repairs or maintenance**

Contractor to provide a detailed list of materials and spares with market related prices, on quotations and invoices.  
*Markup on pricing to be at  $\pm 20\%$  at market related value*

**Payment for services rendered.**

The hospital reserves the right to do a final inspection of the service, repair or installation, and after accepting the work, payments will be processed.

**Payment reduction and penalties due to exceeding of maximum allowable down-time**

The unit of measurement shall be the number of hours or days, in excess of permitted downtime, during which a component of an installation was in a dysfunctional condition.

The negative fixed rate shall include full compensation for the User Client's loss in productivity and, multiplied by the number of hours or days measured, shall be deducted from the certified amount due to the Contractor.

Penalties of 0.3% per day, shall be deducted by the hospital for slow or poor performance from the total amount stated on the official order and quoted by the contractor

**Special conditions of contract( by the end-user)**

The General Conditions of Contract issued by National Treasury as part of Supply Chain Practice Note 1 of 2003 will apply. No amendment to the General Conditions of Contract is allowed. The successful bidder (s) contracts will, in addition, enter into a Service Level Agreement, which will include the following conditions:

Monthly assessment of the performance;

Penalties for poor performance;

Provisions for Penalties;

Communication with the appointed **KZN Health** contract officer;

The Department reserves the right not to award the bid.

Staffing requirements will be identified at the onset of the project and shall remain unchanged for the duration of the project, unless prior written consent has been granted by the **KZN Health**.

No material or information derived from the provision of the services under the contract may be used for any other purposed except for those of the, except where duly authorized to do so in writing by the **KZN Health**.

Copyright in respect of all documents and data prepared or developed for the purpose of the project by the Service Provider shall be vested in **KZN Health**.

The successful Service Provider agrees to keep confidential all records and information of, or related to the project and not disclose such records or information to any third party without the prior written consent of **KZN Health**.

The contractor is responsible to provide a shed to store all his equipment and tools. The KZN Health will not be held liable to safeguard the property of the contractor while such property is on KZN Health premises.

Registration on the KZN Suppliers' Database.

CIDB certification.

Over and above the awarding of preference points, the following activities will be regarded as a contribution towards achieving the goals of the Reconstruction and Development Program. (Published in the Government Gazette No 16085 dated 23 November 1994) and will be taken into consideration during the evaluation and awarding process. the promotion of enterprises located in the Province of KZN; or the promotion of companies located in the District the bid, or the promotion of companies located in a municipal area for services to be rendered in that municipal area

**WORK TO BE DONE AND SCHEDULE OF PRICES: GINGINDLOVU CLINIC.**

Building	Description required.	Qty	Materials	Rate	Total
Clinic	Measure all the frames before starting with the requested work	10			
	Remove the frames only when the new frames are onsite. The clinic is operating every day and the safety of equipment and medicine is a priority.	10			
	Remove the wooden window frames and replace with anodized aluminium window frames. Same as the existing style. Specification below.	18			
	Install side hung sash windows. Specification below.				
	Remove all burglar bars from the old windows, clean to metal, repaint and re-install onto the frames.	40			
	Repair all the damaged walls with fibre cement, inside and outside where wooden frames were removed.	10			
	Repaint the repaired walls.	10			
	Remove the burglar doors at entrance doors, clean and galvanize.	3			
	Install the burglar doors to ensure safety of the clinic.	3			
	All sizes of window frames are listed below.				
	Adhere to all building regulations				
	Adhere to asbestos regulations as the building is build with asbestos materials.				
	Clean the work area and dispose of asbestos materials as stipulated in the OCHASA act 85 of 1993. And the building regulations of 2003 (Health and safety standards).				
Travel cost.					
Labour cost					
Total price.					

**General equipment's requirements**

All equipment and components shall be brand new, of highest quality, the most recent models and suitable for the application. Special attention shall be given to the availability of spare parts and support for at least 5 years, after delivery, installation and commissioning.

Plug-top power supplies will only be allowed if it is not possible to feed a unit from a fixed power supply. Plug adaptors, however, are to be disallowed.

**Environment**

Ensure that all components are properly protected against possible environmental conditions.

All galvanising shall be heavy, hot dipped galvanising suitable for high corrosive areas. Painting and finishes, similarly shall also be suitable for high corrosive areas.

All screws, bolts, supports and other components shall be galvanised, stainless steel or shall be protected by another suitable method against the corrosive environments.

**Competent persons**

It is definite requirements that competent technicians be used to test, service, maintain and repair the systems. A competent person shall inspect the systems and shall attend to any problems requiring his attention. A second person (as a standby) with similar qualifications and experience shall be identified in case the preferred person

cannot attend to a problem. The names, qualifications and experience of the persons shall be submitted to the Department for approval.

#### **Operating and maintenance manuals**

An existing operation and maintenance manual is available and shall be extended if the type of equipment and functioning of any component or system is changed. All additions to the manual shall be provided in printed.

#### **Design and operating information**

##### **Builder's work**

If required, builder's work, holes, painting, making good, etc. is required for this work it will form part of this specification and must be allowed for, in the rates.

#### **Conditions for exceeding the contractor's liability due to operational damage breakdowns**

Operational damage shall be defined for the purpose of this clause as being any damage caused on purpose, by accident or through negligence by the User Client's employees, associates (where applicable), suppliers, subcontractors, etc for any reason whatsoever. Where repair work is necessitated during the contract as a result of operational damage caused by User Clients or their associates, the Contractor will be requested to: perform the work, using rates bid for the supply, delivery and installation of material forming part of the bills of quantities, within the maximum down-time allowed for operational damage, where the Department rules that the damage has been caused by incorrect operation; submit one (1) quotation for repair and/or replacement of the damaged unit, where rates bid are not available and where the Department rules that the damage caused is operational; perform the work on receipt of an official order from the Department, within the time offered as part of the quotation, notify the Department well in advance of completion of the repair work [in order to] enable inspection, and refrain from claiming additional establishment costs for such work. The responsibility of determining whether damage to the installation was caused by people, other than employees or associates of the Contractor, shall rest with the Department.

Operational damage caused by the employees, associates, suppliers, subcontractors, etc of the Contractor, shall be repaired by the Contractor at his own cost.

#### **Conditions for exceeding the contractor's liability above marginal breakdown cost**

The defective parts/components/subassemblies must be identifiable as the result of a single breakdown. The Contractor shall submit a written report to the Department for approval. This report shall contain the following information

- The make and model number of the item serviced/inspected/ repaired/replaced;
  - A description or name and part number of the defective part/component or subassembly;
  - A statement on whether the component could be repaired, together with a cost estimate;
  - A quotation valid for a minimum period of 90 calendar days if the component/part/subassembly has to be replaced or repaired by an outside firm. If the sub-assembly/machine is to be repaired or replaced by an outside company, the Contractor shall supply one (1) quotation for such parts/repairs or a quotation from any sole supplier. Only an original quotation will be accepted.
  - The expected urgency for the replacement or repairs, and
  - The delivery time of a new component/subassembly/machine or delivery times on spares required to repair the defective component/ subassembly.
- A written approval to proceed with the work must be issued by the Department. Copies of the original VAT invoices from outside companies for all repairs or spare parts supplied must be attached to the Contractor's invoice.

#### **Site maintenance record keeping**

The Contractor shall provide and maintain hard-cover A4 maintenance files for each installation for the duration of the Contract. All schedules, checklists, breakdown reports, preventative maintenance records, component replacement records and inspection reports shall be filed, together with information regarding repairs exceeding the Contractor's liability.

NB: Contractor to ensure signing the access control register at the security entrance and the operational managers log book upon each entry to ensure safety and security

### **Supply of labour, equipment and material**

#### **Labour**

Competent personnel shall execute all maintenance work.

Local unskilled labour to be employed to perform all unskilled work. Communicate with traditional leaders to employ labour.

#### **Equipment**

All tools and equipment and consumables required for maintenance work shall be supplied by the Contractor at his cost.

#### **Material**

All material, spare parts, components, equipment and appurtenances necessary for the complete maintenance of each installation shall be supplied and installed by the Contractor at his cost.

The Contractor shall cede any supplier's or factory guarantee of repaired or replaced components to the Employer to ensure that such guarantees are not jeopardised in any way. All workmanship, materials and components used for breakdown replacements shall be guaranteed for 12 months and Repairs shall be guaranteed for 6 months.

#### **Special testing of an installation**

The Department may at any time inspect any part of the entire installation. During the project work, the Department may at his discretion order special tests to be carried out on complete installations, to verify the satisfactory functional condition of the installation.

The Department reserves the right to select at random equipment and trade practices to be tested for compliance with specifications as specified in this Contract document.

The Contractor shall provide all equipment, tools and instruments required for testing.

#### **Aluminium window specification**

**ANODISED ALUMINIUM WELDED WINDOWS AND DOORS:** — are to be of an approved manufacture and design. Windows and doors are to be fabricated from Medium Universal equal leg sections, unless otherwise specified, measuring 33mm over one opening section and not less than 4mm thick through the flanges and not less than 4.75mm through the web, unless otherwise stated. The aluminium sections are to be of approved manufacture and of 6063-TF or equivalent quality and temper and are to be anodised after manufacture to the approval of the Department. Welds are to be electrically flash butt resistance welded, properly ground and cleaned off to give a uniform appearance. Anodising, etc. is to be carried out as before described. All windows and doors are to be suitable for internal glazing and are to be fitted with approved anodised aluminium glazing beads of the "clip on" type. Drilling for the fixing of glazing beads is to be done to suit the thickness of the glass used. The frames are to be perfectly flat, square, butt-welded at joints (mechanical joints will not be permitted) and all opening sashes must fit perfectly on all faces and open or close freely without binding at any point. The glazing bars must be continuous with continuous intersections (mitred intersections will not be permitted) with ends scribed and fitted to the frames with shouldered ends passed through and riveted over. The sight lines of the main frame, whether consisting of all fixed lights, all opening sashes or portions of both and the glass plane must be the same throughout each window. Weathering on sections is to be solid extruded with the sections (screwed or riveted on strips will not be permitted) except weather bars to sills of inward opening sashes which must be welded on and not screwed or riveted except in the approved designs of built-up transoms. No steel is to be used in the manufacture of the windows unless it is stainless steel of quality to A.I.S.I. Type 316. All fittings, butt hinges, screws, nuts, bolts, etc. are to be of high quality aluminium or other approved non-corrosive material compatible with aluminium and of sufficient strength to perform the functions for which they are used. The handles, sliding stays and peg stays are to have nylon washers, bushes and pressure pads and are to be secured to the frames with screws having riveted ends. Pop rivet fixings will not be permitted. The transoms and mullions of all purpose-made windows and doors are to be equally spaced between the outer frames to form openings of equal size. Where this is not the case, either the width or the height of the opening is stated. Unless otherwise stated, the fixed lights and sashes of all purpose-made windows and doors are to be in one square and the sashes and doors are to

open out. Frames must be provided with suitable fixing lugs bolted on to frame with aluminium alloy bolts or are to be holed for screwing as required with lugs or holes spaced one near top, one near bottom and not more than 750mm apart intermediately each side of frame. Frames more than 900mm wide are to be provided with similar fixings to top and bottom and not more than 750mm apart. All composite windows, doors, etc. are to be supplied with suitable and approved coupling mullions or transoms. Rectangular hollow section transoms where specified are to be 25mm x 115mm in section manufactured from 3mm thick aluminium. The Contractor must submit drawings showing details of sections he proposes to use and these drawings are to be approved by the Department before manufacture is commenced, and when requested, specimen windows and doors complete with all fittings as well as specimen coupling mullions, transoms etc. must be submitted for approval and all windows, doors, etc. supplied must conform to the approved samples. The manufacturer of the windows and doors must supply a dimensioned set of drawings with the windows and doors, for use on the site, including clearance and strict fixing methods and details. Windows and doors are to be delivered to the site in suitable protective wrappings or crates and are to be stacked on end and carefully handled at all times to prevent any marking or staining of surfaces. Immediately the windows and doors have been delivered on the site, they are to be thoroughly overhauled and all necessary adjustments or repairs are to be made before they are fixed in position. A further inspection is to be made after fixing and any further servicing required must be carried out in order to leave the windows and doors in a satisfactory condition and waterproof after glazing is completed. Side Hung Sashes: — are to open out on a pair of aluminium hinges complete with antifriction weatherproof bushings fixed pin and nylon washers and fitted with anodised aluminium alloy sliding stay with friction fastener and an approved anodised aluminium two point handle and striking plate.

**Side Hung Sashes:** — are to open out on a pair of aluminium hinges complete with antifriction weatherproof bushings fixed pin and nylon washers and fitted with anodised aluminium alloy sliding stay with friction fastener and an approved anodised aluminium two point handle and striking plate

Room description	Window frame size	Glass sizes
Consulting room 1	1600 x 1560 mm	740 x 90 mm (2)
		740 x 90 mm (2)
		220 x 420 mm (2)
Consulting room 2	1600 x 1560 mm	740 x 90 mm (2)
		740 x 90 mm (2)
		220 x 420 mm (2)
Waiting area left hand window	1600 x 1560 mm	740 x 90 mm (2)
		740 x 90 mm (2)
		220 x 420 mm (2)
Waiting area right hand window	1600 x 1560 mm	740 x 90 mm (2)
		740 x 90 mm (2)
		220 x 420 mm (2)
Consulting room 3	1600 x 1560 mm	740 x 90 mm (2)
		740 x 90 mm (2)
		220 x 420 mm (2)
Consulting room 4	1600 x 1560 mm	740 x 90 mm (2)
		740 x 90 mm (2)
		220 x 420 mm (2)
Pharmacy	950 x 960 mm	820 x 340 mm (2)
Staff toilet	950 x 960 mm	820 x 340 mm (2)
Patient records room	1600 x 1560 mm	740 x 90 mm (2)

		740 x 90 mm (2)
		220 x 420 mm (2)
Visitors / patients toilet	970 x 950 mm (3)	385 x 875 mm (3)
Burglar door 1 main entrance	2014 mm high x 1801 mm wide	
Burglar door 2 left side entrance	2014 mm high x 1802 mm wide	
Burglar door 3 right side entrance	2012 mm high x 8120 mm wide.	

**To be completed by the quoting contractor.**

This is to certify that (Name) .....representing company .....

Visited the site/ site meeting on (date) ..... and is familiar with the circumstances and the scope of the work to be done.

.....  
Signature of tenderer or representative

.....  
Catherine Booth representative

Date: .....



**KWAZULU-NATAL PROVINCE**

**HEALTH  
REPUBLIC OF SOUTH AFRICA**

## **MAINTENANCE QUOTATIONS**

### **EVALUATION CRITERIA FOR QUOTATIONS ABOVE R2000.00**

**ZNQ: CBH 33/24-25**

**DESCRIPTION: Supply of materials and replace all old Dilapidated Window Frames, Glasses and Burglar Door at Gingindlovu Clinic.**

All offers received shall be evaluated on the following:

**1. Specifications:**

- a) Only offers that meet the specification and Special Terms and Conditions in all aspects as stipulated in the bid document shall be considered.
- b) Offers better or higher than our specification are considered to be compliant with the specification.
- c) The attached specification form must be properly completed and stamped.

**2. Correctness of information and other imperative areas to be considered:**

- a) All information required in the bid document must be accurate and duly completed including all the appropriate signatures.
- b) None compliance with any requirements from this document and terms and conditions attached may result to elimination from further evaluation process.
- c) The institution is under no obligation to accept the lowest or any quotation.
- d) The price quoted must include VAT and remain firm for the contract period.
- e) The bidder must ensure the correctness and validity of quote.
- f) Registration on Central Suppliers Database.
- g) Registration on CIDB.
- h) Previous service rendered (Quality, Duration and record of offers declined)
- i) Database of tender defaulters
- j) Availability of Directors on PERSAL system.
- k) Late quotations will not be considered.

- l) All pages of the tender document must be initialed or signed.
- m) The bidder/tenderer that was issued two (2) orders or more by the hospital and failed to deliver will be disqualified.

### 3. Compulsory administrative compliance requirements that must be submitted with the bid

Where certified copies are requested, bidders must not submit copies of certified copies. Original certification should not be older than three (3) months.

- a. Proof CIDB grading – 1GB
- b. Proof of past similar jobs
- c. Certificate of Completion
- d. Signed Declaration of interest forms
- e. Central Supplier Database number

Failure to comply with this requirement shall invalidate the bid submitted.

***Where certified copies are requested, bidders must not submit copies of certified copies. Original certification should not be older than three (3) months. Failure to comply with this requirement shall invalidate the bid submitted.***

### 4. Preferential Point System:

The 80/20 Preference Point System will be applicable to this bid and the points will be allocated as follows:

PRICE	80
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SPECIFIC GOALS IN TERMS OF PPR 2022	20
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(Promotion of Enterprises located in a specific District for work to be done or services to be rendered in that District)

TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100
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### 5. CIDB Grading

Quotations will be evaluated in terms of CIDB grading relevant for the project which quotations were invited for.

### 6. Compulsory Site Briefing

- a) Bidders **are required** to attend the site briefing meeting and sign the attendance register.
- b) The site briefing certificate must be properly completed and stamped on site by Departmental Official.
- c) Failure of bidders to attend the site briefing meeting will lead to disqualification.

**7. Bidder's Disclosure on SBD 4 Form**

- a) Bidders must properly complete and sign the bidder's disclosure form SBD 4.
- b) Bidders must disclose all companies where they have a controlling interest or directorship whether or not used to bid for this tender.

**8. Execution plan**

The bidder is required to submit proof that he/she has the required plan to execute the contract. The bidder must submit a project execution plan that the company will utilise to successfully execute the contract in terms of manpower, machinery, process control, infrastructure, Delivery Period, Company Experience, risk management plan and safety plan.

**9. Contract duration or Delivery period**

This project is anticipated to be completed in a period of **Three Weeks** unless unforeseen circumstances may arise.

It is imperative to complete the delivery period field on the quotation form. All quotations returned with blank field on delivery period will be disqualified.

Note: For purposes of fair comparison and in order to ensure a meaningful evaluation, bidders must submit detailed information in substantiation of compliance to the evaluation criteria mentioned. Should the space provided not be adequate, bidders are kindly requested to add extra pages.