



Quotation Advert

Opening Date: 26/06/2025

Closing Date: 07/07/2025

Closing Time: 11:00 am

INSTITUTION DETAILS

Institution Name: King Edward VIII Hospital

Province: KwaZulu-Natal

Department of entity: Department of Health

Division or section: Central Supply Chain Management

**Place where goods/
service is required:** Victoria Mxenge Hospital (KEH)

Date Submitted: 25/06/2025

ITEM CATEGORY AND DETAILS

Quotation number: ZNQ: KEV174-25-26

Item Category: Services

Item Description: **ZONE 5 HVAC SERVICE:** Quotation attached to the advert please print it and bring it with you for site briefing session so it can be signed and stamped failure to do so will result to disqualification.

Quantity (if supplies): 162 unit

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Compulsory Site Meeting

Date: 01/07/2025

Time: 11h00 am

Venue: Victoria Mxenge Hospital / Outside Jubilee Hall

QUOTES CAN BE COLLECTED FROM: Quotes attached to the advert

QUOTES SHOULD BE DELIVERED TO: Tender Box Victoria Mxenge complex Hospital situated in the Admin Block Off Sydney Road

ENQUIRIES REGARDING ADVERT MAY BE DIRECTED TO:

Name: RADEBE AE

Email: N/A **Contact number:** 031 360 3869

Finance Manager Name: Mrs .V. Mtantato **Finance Manager Signature**



YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: Victoria Mxenge Hospital (KEH)

Main hospital entrance, sydney road, tender box situated in admin block

[illegible]



QUOTE NUMBER: ZNQ , KEV , 174 , 25 , 26

DESCRIPTION: ZONE 5 HVAC SERVICE

THE BELOW PREFERENCE POINTS WILL BE ALLOCATED IN COMPLIANCE WITH THE DEPARTMENTAL PREFERENCE PROCUREMENT POLICY (KNOWN AS SCM PPP):	POINTS ALLOCATED
HUP Goal: Full points allocated to promote enterprises located in a specific district for work to be done or services to be rendered in that District	20

[illegible]

DOES THIS OFFER COMPLY WITH THE SPECIFICATION?	YES / NO
IS THE PRICE FIRM?	YES / NO
DOES THE ARTICLE CONFORM TO THE S.A.N.S. / S.A.B.S. SPECIFICATION?	YES / NO

STATE DELIVERY PERIOD (E.G. 3 DAYS, 1 WEEK)

NAME OF BIDDER:

SIGNATURE OF BIDDER:

[By signing this document, I hereby agree to all terms and conditions]

CAPACITY UNDER WHICH THIS QUOTE IS SIGNED: _____ DATE: _____



CLARITY ON DECLARATION OF INTEREST SBD 4 (a)

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

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

BIDDER SURNAME AND INITIALS

SIGNATURE

DATE

BIDDER'S DISCLOSURE

1 PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2 BIDDER'S DECLARATION

2.1. Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES / NO**

2.1.1. If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

FULL NAME	IDENTITY NUMBER	NAME OF STATE INSTITUTION

2.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?² **YES / NO**

2.2.1. If so, furnish particulars: _____

2.3. Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES / NO**

2.3.1. If so, furnish particulars: _____

3 DECLARATION

I, the undersigned (name) _____ in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1. I have read and I understand the contents of this disclosure;
- 3.2. I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
- 3.4. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6. There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

NAME OF BIDDER	SIGNATURE	POSITION	DATE
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¹ The power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

² "Procuring Institution" refers to all institutions under the Accounting Officer of the Department of Health.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

GENERAL CONDITIONS OF CONTRACT

NOTES

The purpose of this document is to:

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

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

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

1. Definitions

The following terms shall be interpreted as indicated:

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

2. Application

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

3. General

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

4. Standards

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

5. Use of contract documents and information; inspection.

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

6. Patent rights

- 6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

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

8. Inspections, tests and analyses

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

9. Packing

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

10. Delivery and documents

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

11. Insurance

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

12. Transportation

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

13. Incidental services

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

14. Spare parts

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

15. Warranty

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

16. Payment

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

17. Prices

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

18. Contract amendments

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

19. Assignment

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

20. Subcontracts

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

21. Delays in the supplier's performance

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

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

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

SPECIAL CONDITIONS OF CONTRACT

1. AMENDMENT OF CONTRACT

- 1.1. Any amendment to or renunciation of the provisions of the contract shall at all times be done in writing and shall be signed by both parties.

2. CHANGE OF ADDRESS

- 2.1. Bidders must advise the Department of Health (institution where the offer was submitted) should their address (domicilium citandi et executandi) details change from the time of bidding to the expiry of the contract.

3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION

- 3.1. The Department is under no obligation to accept the lowest or any quote.
- 3.2. The Department reserves the right to communicate in writing with vendors in cases where information is incomplete or where there are obscurities regarding technical aspects of the offer, to obtain confirmation of prices or preference claims in cases where it is evident that a typing, written, transfer or unit error has been made, to investigate the vendor's standing and ability to complete the supply/service satisfactorily.
- 3.3. **ALL DECISIONS TAKEN BY THE DEPARTMENT ARE FINAL, INCLUDING THE AWARD OR CANCELLATION OF THIS QUOTATION.**
- 3.4. The price quoted must include VAT (if VAT vendor).
- 3.5. Should a bidder become a VAT vendor after award or during the implementation of a contract, they may not request the VAT percentage from the Department as the service provider made an offer during the period they were not registered as a VAT vendor. The Department is only liable for any VAT from registered VAT vendors as originally stated on the quotation document.
- 3.6. The bidder must ensure the correctness & validity of the quotation:
- (i) that the price(s), rate(s) & preference quoted cover all for the work/item (s) & accept that any mistakes regarding the price (s) & calculations will be at the bidder's risk;
 - (ii) it is the responsibility of the bidder to confirm receipt of their quotation and to keep proof thereof.
- 3.7. The bidder must accept full responsibility for the proper execution & fulfilment of all obligations conditions devolving on under this agreement, as the Principal (s) liable for the due fulfilment of this contract.
- 3.8. This quotation will be evaluated based on the preferential procurement points system, specification, correctness of information and/or functionality criteria. All required documentation must be completed in full and submitted.
- 3.9. Offers must comply strictly with the specification.
- 3.10. Only offers that meet or are greater than the specification will be considered.
- 3.11. Late offers will not be considered.
- 3.12. Expired products will not be accepted. All products supplied must be valid for a minimum period of six months.
- 3.13. Used/ second-hand products will not be accepted.
- 3.14. A bidder not registered on the Central Suppliers Database or whose verification has failed will not be considered.
- 3.15. All delivery costs must be included in the quoted price for delivery at the prescribed destination.
- 3.16. Only firm prices will be accepted. Such prices must remain firm for the contract period. Non-firm prices (including rates of exchange variations) will not be considered.
- 3.17. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.18. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered.
- 3.19. Verification will be conducted to identify if bidders have multiple companies and are cover-quoting for this bid.
- 3.20. In such instances, the Department reserves the right to immediately disqualify such bidders as cover-quoting is an offence that represents both corruption and acquisition fraud.
- 3.21. Should there be a variation in price and such variation is above the order amount, the Department will reserve the right to place a new order.

4. NEGOTIATIONS

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

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

- 5.1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
- 5.2. Under no circumstances whatsoever may the quotation/bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
- 5.3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
- 5.4. Quotations submitted must be complete in all respects. However, where it is identified that information in a bidder's response, which does not affect the preference points or price, is incomplete in any respect, the said supplier meets all specification requirements and scores the highest points in terms of preference points and price, the Department reserves the right to request the bidder to complete/ submit such information.
- 5.5. Any alteration made by the bidder must be initialled; failure to do so may render the response invalid.
- 5.6. Use of correcting fluid is prohibited and may render the response invalid.
- 5.7. Quotations will be opened in public as soon as practicable after the closing time of quotation.
- 5.8. Where practical, prices are made public at the time of opening quotations.
- 5.9. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
- 5.10. The Department is under no obligation to pay suppliers in part for work done if the supplier can no longer for fulfil their obligation.

6. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS

- 6.1. Quotation shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the quotation documents.

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

7. SAMPLES

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

8. COMPULSORY SITE INSPECTION / BRIEFING SESSION

- 8.1. Bidders who fail to attend the compulsory meeting will be disqualified from the evaluation process.

(i) The institution has determined that a compulsory site meeting will take place.

(ii) Date: 01 / 07 / 25 Time: 11 : 00 AM Place: Outside Jubilee hall / VMH

Institution Stamp:	Institution Site Inspection / briefing session Official:
	Full Name: _____
	Signature: _____
	Date: _____

9. STATEMENT OF SUPPLIES AND SERVICES

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

10. SUBMISSION AND COMPLETION OF SBD 6.1

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

11. TAX COMPLIANCE REQUIREMENTS

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

12. TAX INVOICE

- 12.1. A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:

- (i) the name, address and registration number of the supplier;
- (ii) the name and address of the recipient;
- (iii) an individual serialized number and the date upon which the tax invoice
- (iv) a description and quantity or volume of the goods or services supplied;
- (v) the official department order number issued to the supplier;
- (vi) the value of the supply, the amount of tax charged;
- (vii) the words tax invoice in a prominent place.

13. PATENT RIGHTS

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

14. PENALTIES

- 14.1. If at any time during the contract period, the service provider is unable to perform in a timely manner, the service provider must notify the institution in writing/email of the cause of and the duration of the delay. Upon receipt of the notification, the institution should evaluate the circumstances and, if deemed necessary, the institution may extend the service provider's time for performance.

- 14.2. In the event of delayed performance that extends beyond the delivery period, the institution is entitled to purchase commodities of a similar quantity and quality as a substitution for the outstanding commodities, without terminating the contract, as well as return commodities delivered at a later stage at the service provider's expense.
- 14.3. Alternatively, the institution may elect to terminate the contract and procure the necessary commodities in order to complete the contract. In the event that the contract is terminated the institution may claim damages from the service provider in the form of a penalty. The service provider's performance should be captured on the service provider database in order to determine whether or not the service provider should be awarded any contracts in the future.
- 14.4. If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance.
15. **TERMINATION FOR DEFAULT**
 - 15.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
 - (i) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract,
 - (ii) if the supplier fails to perform any other obligation(s) under the contract; or
 - (iii) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
 - 15.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services.
 - 15.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
16. **THE DEPARTMENT RESERVES THE RIGHT TO PASS OVER ANY QUOTATION WHICH FAILS TO COMPLY WITH THE ABOVE.**

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

1. GENERAL CONDITIONS

1.1. The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

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

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

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

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

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc} \text{80/20} & & \text{90/10} \\ P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) & \text{OR} & P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \end{array}$$

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \text{80/20} & & \text{90/10} \\ P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{OR} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

The specific goal/s allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system)
RDP Goal: Full points allocated to promote enterprises located in a specific district for work to be done or services to be rendered in that District	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm: _____

4.4. Company registration number: _____

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

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

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

_____ SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	_____
DATE:	_____
ADDRESS:	_____



Quotation No.	KEY 174-25-26
Quotation Description	ZONE 5 HVAC SERVICE

EVALUATION CRITERIA

This institution intends to evaluate valid quotations using **four (4) evaluation stages**. These are peremptory requirements, should the bidder/tenderer fail to comply with any of the stages as stated below, the quotation will be regarded as non-responsive, and will not progress to the final stage of evaluation:

Stage 1: Administrative Compliance, Compulsory and Mandatory Requirements

Stage 2: Capacity to Deliver

Stage 3: Compliance with Specification

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



STAGE 1: ADMINISTRATIVE, COMPULSORY AND MANDATORY COMPLIANCE REQUIREMENTS

NO.	REQUIREMENTS	INCLUDED IN THE PUBLISHED DOCUMENT?	TO BE RETURNED BY BIDDER/ TENDERER?
Administrative Compliance			
1.	PARTICULARS OF QUOTATION	YES	YES
2.	OFFICIAL PRICE PAGE	YES	YES
3.	CLARITY ON DECLARATION OF INTEREST SBD 4 (a)	YES	YES
4.	BIDDER'S DISCLOSURE (SBD4)	YES	YES
5.	GENERAL CONDITIONS OF CONTRACT (GCC)	YES	YES
6.	SPECIAL CONDITIONS OF CONTRACT (SCC)	YES	YES
7.	PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 (SBD 6.1)	YES	YES
Compulsory Compliance			
8.	CENTRAL SUPPLIER DATABASE COMPLIANCE REPORT (CSD)	NO	YES
Mandatory Requirements			
9.	THE BIDDER MUST PROVIDE 1ME CIDB REGISTERED AND 1EB CIDB	NO	YES
10.	THE BIDDER MUST PROVIDE ARTISAN B6 SARACCA REGISTERED IS TO ATTEND THE WORK AND THE SARACCA REGISTRATION AND REFRIGERATION ARTISAN PAPER TO BE ATTACHED TO THE TENDER	NO	YES
11.	THE BIDDER MUST PROVIDE 20 X GOVERNMENT HOSPITAL MAINTENANCE REFERENCE LETTER OF PREVIOUS PARTICLE COUNT TEST TO BE ATTACHED TO THE TENDER. NOTE: THIS MUST BE SIGN BY CHIEF ARTISAN (WITH CELL NO.) AND FACILITY MANAGER	NO	YES
12.	THE BIDDER MUST PROVIDE OEM ONLY CONTRACTORS ALLOWED ON ANY HAVC CONDENSER UNIT AND HVAC CONTROLS	NO	YES

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



STAGE 2: CAPACITY TO DELIVER

1.	As part of risk management, if there is valid proof that the bidder was previously issued with an order and thereafter failed to deliver without acceptable reasons, the bidder will be treated as a defaulter and will not progress to the next stage of evaluation.
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STAGE 3: COMPLIANCE WITH SPECIFICATION

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

STAGE 4: PRICE AND PREFERENCE POINTS

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

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

The Department has identified the following specific goal:

Specific Goal	Number of Points allocated	Proof To Claim Specific Goal (Returnable Documents)
RDP Goal: Full points allocated to promote enterprises located in a specific district for work to be done or services to be rendered in that District (ETHEKWINI)	20	1. CIPC Certificate showing the address of the enterprise
NOTE: Should a responsive bidder fail to submit proof to claim points, as stated above this will not result in disqualification; however, the bidder will not be awarded points for specific goals.		

NAME OF COMPANY / FIRM	BIDDER SURNAME AND INITIALS	SIGNITUTURE	DATE





ANNEXURE A: SPECIFICATION FORM

NAME OF PROCURING FACILITY		VICTORIA MXENGE HOSPITAL				
ITEM DESCRIPTION		Nursery HVAC system service				
ITEM PURPOSE		1. Maintenance				
ITEM DETAILED SPECIFICATION (INCLUDE SIZE, COLOUR, MATERIAL, ETC.)						
Equipment		NB: THIS CONTRACT WILL BE NULL AND VOID SHOULD PROVINCIAL CONTRACT COME IN TO PLACE				
Make	Model	Type service and /or actions required	Tobeserved/actione d by whom	QTY	items Quoted for in BOQ(YES/NO)	Tenderer signature
1	Clint CHA/K-EP 453-P- 4TNS	Clint Chiller OEM full comprehensive major service including all related valves and fittings to and from machine.	Original equipment manufacturer.	1		
2	Clint CHA/K-EP 453-P- 4TNS	Compile and submit after service repair report of item in need of further attention as per tender attached format	Original equipment manufacturer.	1		
3	Clint CHA/K-EP 453-P- 4TNS	This works shall be done by OEM only (OEM to give full breakdown of all material, Labour and traveling on separate quote and OEM quote to be attached to tender.	Original equipment manufacturer.	1		
4	Clint CHA/K-EP 453-P- 4TNS	Clint Chiller OEM – Repair gas leaks in and around chiller if needed	Original equipment manufacturer.	1		
5	Clint CHA/K-EP 453-P- 4TNS	Clint Chiller OEM – Repair water leaks in and around chiller if needed	Original equipment manufacturer.	1		
6	Clint CHA/K-EP 453-P- 4TNS	Clint Chiller OEM – Replace all temperature sensors on chiller	Original equipment manufacturer.			
7	Clint CHA/K-EP 453-P- 4TNS	Clint Chiller OEM – Top up with gas if needed	Original equipment manufacturer.	1		
8	Clint CHA/K-EP 453-P- 4TNS	Clint Chiller OEM – Compile and discuss with Electrical supervisor the full electrical fault report on chiller repairs needed after above work has been completed and give copy to project leader.	Original equipment manufacturer.	1		
9	Clint CHA/K-EP 453-P- 4TNS	Clint Chiller OEM – Compile and discuss with Mechanical supervisor the full mechanical fault report on chiller repairs needed after above work has been completed and give copy to project leader.	Original equipment manufacturer.	1		
10	Clint CHA/K-EP 453-P- 4TNS	Attend service schedule ACA14-2 plant controls service schedule	Original equipment manufacturer.	1		

Equipment		NB: THIS CONTRACT WILL BE NULL AND VOID SHOULD PROVINCIAL CONTRACT COME IN TO PLACE					
11							
12	Mak e	Model	Type service and /or actions required	To be serviced/actioned by whom	QTY	Service scheduled items Quoted for in BOQ (YES/NO)	Tenderer signature
13	WILO pump 1	Chilled water Pumps: Primary hot water pumps (impeller 214mm) (NL32/200B- 44)-(S/N 8021034)	Chilled water Pumps: 2 x 6 Monthly service Attend Service schedule CP1-1 Centrifugal pump and hand in by Project leader	Contractor	2		
14	WILO pump 1	Chilled water Pumps: Primary hot water pumps (impeller 214mm) (NL32/200B- 44)-(S/N 8021034)	Attend service schedule ACA14-2 plant controls service schedule	Contractor	1		
15	WILO pump 2	Chilled water Pumps: Primary hot water pumps motor (Y3 132S2-2)-(S/N 200725070)	Attend Service schedule CP1-1 Centrifugal pump and hand in by Project leader	Contractor	2		
16	WILO pump 2	Chilled water Pumps: Primary hot water pumps motor (Y3 132S2-2)-(S/N 200725070)	Attend service schedule ACA14-2 plant controls service schedule	Contractor	1		
17	WILO Pump 3	Chilled water Pumps: Primary hot water pumps (impeller 214mm) (NL32/200B- 44)-(S/N 8021034)	Attend Service schedule CP1-1 Centrifugal pump and hand in by Project leader	Contractor	2		

	Mak e	Model	Type service and /or actions required	To be serviced/actioned by whom	QTY	Service scheduled items Quoted for in BOQ (YES/NO)	Tenderer signature
18	WILO Pump 3	Chilled water Pumps: Primary hot water pumps (impeller 214mm) (NL32/200B-44)-(S/N 8021034)	Attend service schedule ACA14-2 plant controls service schedule	Contractor	1		
19	WILO Pump 4	Chilled water Pumps: Primary hot water pumps (Y3 132S2-2)-(S/N 200810059)	Service schedule CP1-1 Centrifugal pump and hand in by Project leader	Contractor	1		
20	WILO Pump 4	Chilled water Pumps: Primary hot water pumps (Y3 132S2-2)-(S/N 200810059)	Attend service schedule ACA14-2 plant controls service schedule	Contractor	1		
21	WILO	Chilled and hot water pump panel	Replace and setup 2 x water Pump VSD drives with like for like of the VSD's that is not working	Contractor	2		
22	WILO	Chilled and hot water pumps area	Replace all WILO pump electrical motor inner and outer bearings on site (suitable work table to be provide by contractor)	Contractor	8		
23	Clivet AHU 1	PU50 Unit size AQX9 (Hi care beds x 7)	Monthly service for 6 months ACA10-2A AHU chilled water coils	Contractor	6		
24	Clivet AHU 1	PU50 Unit size AQX9 (Hi care beds x 7)	Primary Filters to be replaced Size 592 x 592 x 48 (x1) and 287 x 592 x 48 (x1) <u>Specifications of filters below</u> Primary filter media with wire mesh filter media retainer on both sides- Media: Synthetic/Metallic (uncompressed).	Contractor	2		

			Filter Group: EN779:2012 filter class: G4, ASHRAE 52.2:2007 filter class: MERV 7 Arrestance efficiency: 85% - 92% for CM Temperature: 80oC - 100oC maximum in continuous service. Fire rating: DIN 53438 class F1 for CM, Filter sizes to be confirmed by contractor before buying any filters. Wrong size and type filters will be rectified by contractor in this tender NB: Special note: Attach Profoma suppliers invoice to tender (Looking for details as specified on Profoma invoice)					
25	Clivet AHU 1	Control panel	Attend service schedule ACA14-2 plant controls service schedule	Contractor	1			
	Make	Model	Type service and /or actions required	To be serviced/actioned by whom	QTY	Service scheduled items Quoted for in BOQ (YES/NO)	Tenderer signature	
26	Clivet AHU 1	PU50 Unit size AQX9 (Hi care beds x 7)	Filters to be replaced Size 592 x 592 x 48 (x1) and 287 x 592 x 48 (x1) Specifications of filters below Primary filter media with wire mesh filter media retainer on both sides - Media: Synthetic/Metallic (uncompressed), Filter Group: Coarse(G)* EN779:2012 filter class: G4, ASHRAE 52.2:2007 filter class: MERV 7 Arrestance efficiency: 85% - 92% for CM Temperature: 80oC - 100oC maximum in continuous service. Fire rating: DIN 53438 class F1 for CM, Filter sizes to be confirmed by contractor before buying any filters. Wrong size and type filters will be rectified by contractor in this tender NB: Special note: Attach Profoma suppliers invoice to tender (Looking for details as specified on Profoma invoice) Monthly service for 6 months	Contractor	2			
27	Clivet	PU50 Unit size AQX9		Contractor	6			

			Wrong size and type filters will be rectified by contractor in this tender NB: Special note: Attach Profoma suppliers invoice to tender (Looking for details as specified on Profoma invoice)				
31	Clivet AHU 2	Control pannel	Attend service schedule ACA14-2 plant controls service 6 monthly schedule	Contractor	1		
	Make	Model	Type service and /or actions required	To be serviced/actioned by whom	QTY	Service scheduled items Quoted for in BOQ (YES/NO)	Tenderer signature
32	Clivet AHU 2	PU50 Unit size AQX4	Monthly service for 6 months ACA10-2B AHU chilled water coils	Contractor	6		
33	Clivet AHU 3	PU50 Unit size AQX1	Monthly service for 6 months ACA10-2A AHU chilled water coils	Contractor	6		
34	Clivet AHU 3	PU50 Unit size AQX1	Filters to be replaced Size 592 x 287 x 48 (x1) With new filter clamps Specifications of filters below Primary filter media with wire mesh filter media retainer on both sides- Media: Synthetic/Metallic (uncompressed), Coarse(G)* Filter Group: EN779:2012 filter class: G4, ASHRAE 52.2:2007 filter class: MERV 7 Arrestance efficiency: 85% - 92% for CM Temperature: 80oC - 100oC maximum in continuous service. Fire rating: DIN 53438 class F1 for CM, Filter sizes to be confirmed by contractor before buying any filters. Wrong size and type filters will be rectified by contractor in this tender NB: Special note: Attach Profoma suppliers invoice to tender (Looking for details as specified on Profoma invoice)	Contractor	1		

	Mak e	Model	Type service and /or actions required	To be serviced/acted by whom	QTY	Service scheduled items Quoted for in BOQ (YES/NO)	Tenderer signature
35	Clivet AHU 3	Control panel	Attend service schedule ACA14-2 plant controls service 6 monthly schedule	Contractor	2		
36	Clivet AHU 3	PU50 Unit size AQX1	Filters to be replaced Size 592 x 287 x 48 (x1) Specifications of filters below Secondary filter media with wire mesh filter media retainer on both sides- NB: All details below to reflect on each filter frame sticker. Media: Synthetic Metallic Filter Group: Fine(F) EN779:2012 filter class: F7, ASHRAE 52.2:2007 filter class: MERV 13 Arrestance efficiency: 85% - 92% for CM Temperature: 80oC - 100oC maximum in continuous service. Fire rating: DIN 53438 class F1 for CM, Wrong size and type filters will be rectified by contractor in this tender NB: Special note: Attach Profoma suppliers invoice to tender (Looking for details as specified on Profoma invoice)	Contractor	1		
37	Clivet AHU 3	PU50 Unit size AQX1	Monthly service for 6 months ACA10-2B AHU chilled water coils	Contractor	6		
38	Clivet AHU 4	PU50 Unit size AQX10	Monthly service for 6 months ACA10-2A AHU chilled water coils	Contractor	6		

	Mak e	Model	Type service and /or actions required	To be serviced/actioned by whom	QTY	Service scheduled items Quoted for in BOQ (YES/NO)	Tenderer signature
39	Clivet AHU 4	PU50 Unit size AQX10	Filters to be replaced Size 490 x 592 x 48 (x2) Specifications of filters below Primary filter media with wire mesh filter media retainer on both sides- Media: Syntheloc/Metallic (uncompressed), Filter Group: Coarse(G)* EN779:2012 filter class: G4 ASHRAE 52.2:2007 filter class: MERV 7 Arrestance efficiency: 85% - 92% for CM Temperature: 80oC - 100oC maximum in continuous service. Fire rating: DIN 53438 class F1 for CM, Filter sizes to be confirmed by contractor before buying any filters. Wrong size and type filters will be rectified by contractor in this tender NB: Special note: Attach Profoma suppliers invoice to tender (Looking for details as specified on Profoma invoice)	Contractor	2		
40	Clivet AHU 4	PU50 Unit size AQX10	Filters to be replaced Size 592 x 592 x 48 (x1) and 287 x 592 x 48 (x1) Specifications of filters below Secondary filter media with wire mesh filter media retainer on both sides NB: All details below to reflect on each filter frame sticker. Media: Synthetic Metallic Filter Group: Fine(F)* EN779:2012 filter class: F7, ASHRAE 52.2:2007 filter class: MERV 13 Arrestance efficiency: 85% - 92% for CM Temperature: 80oC - 100oC maximum in continuous service. Fire rating: DIN 53438 class F1 for CM, Wrong size and type filters will be rectified by contractor in this tender NB: Special note: Attach Profoma suppliers invoice to tender (Looking for details as specified on Profoma invoice)	Contractor	2		
41	Clivet AHU 4	Control panel	Attend service schedule ACA14-2 plant controls service 6 monthly schedule	Contractor	2		

42	Clivet AHU 4	PU50 Unit size AQX10	Monthly service for 6 months ACA10-2B AHU chilled water coils	Contractor	6		
	Make	Model	Type service and /or actions required	To be serviced/actioned by whom	QTY	Service scheduled items Quoted for in BOQ (YES/NO)	Tenderer signature
43	Clivet AHU 5	PU50 Unit size AQX11	Monthly service for 6 months ACA10-2A AHU chilled water coils	Contractor	6		
44	Clivet AHU 5	PU50 Unit size AQX11	Filters to be replaced Size 592 x 592 x 48 (x2) Specifications of filters below Primary filter media with wire mesh filter media retainer on both sides - Media: Synthetic/Metallic (uncompressed), Filter Group: Coarse(G)* EN779:2012 filter class: G4, ASHRAE 52.2:2007 filter class: MERV 7 Arrestance efficiency: 85% - 92% for CM Temperature: 80oC - 100oC maximum in continuous service. Fire rating: DIN 53438 class F1 for CM, Filter sizes to be confirmed by contractor before buying any filters. Wrong size and type filters will be rectified by contractor in this tender NB: Special note: Attach Profoma suppliers invoice to tender (Looking for details as specified on Profoma invoice)	Contractor	2		
45	Clivet AHU 5	PU50 Unit size AQX11	Filters to be replaced Size 592 x 592 x 48 (x2) Specifications of filters below Secondary filter media with wire mesh filter media retainer on both sides - NB: All details below to reflect on each filter frame sticker. Media: Synthetic Metallic Filter Group: Fine(F)* EN779:2012 filter class: F7, ASHRAE 52.2:2007 filter class: MERV 13 Arrestance efficiency: 85% - 92% for CM Temperature: 80oC - 100oC maximum in continuous service. Fire rating: DIN 53438 class F1 for CM, Wrong size and type filters will be rectified by contractor in this tender	Contractor	2		

			NB: Special note: Attach Profoma suppliers invoice to tender (Looking for details as specified on Profoma invoice)			
46	Clivet AHU 5	Control panel	Attend service schedule ACA14-2 plant controls service 6 monthly schedule	Contractor	2	
47	Clivet AHU 5	PU50 Unit size AQX11	Monthly service for 6 months ACA10-2B AHU chilled water coils	Contractor	6	

	Mak e	Model	Type service and /or actions required	To be serviced/actioned by whom	QTY	Service scheduled items Quoted for in BOQ (YES/NO)	Tenderer signature
			Chill water Fan coil units - Drawing no:N-AC-06 and /or N-AC-2				
48	Sinko 1 FCU	SRC 600 HW-3R-PF - CHW) Neonatal – Day room	Monthly major x 6 months ACA10-2A AHU chilled water coils	Contractor	6		
49	Sinko 1 FCU	SRC 600 HW-3R-PF - CHW) Neonatal – Day room	Monthly minor x 6 months ACA10-2B AHU chilled water coils	Contractor	6		
50	Sinko 2 FCU	SRC 300 SW-3R-PF - CHW) Neonatal Counseling room	Monthly major x 6 months ACA10-2A AHU chilled water coils	Contractor	6		
51	Sinko 2 FCU	SRC 300 SW-3R-PF - CHW) Neonatal Counseling room	Monthly minor x 6 months ACA10-2B AHU chilled water coils	Contractor	6		
52	Sinko 3 FCU	SRC 300 HW-3R-PF - CHW) Neonatal – Sister's office/ward clerk	Monthly major x 6 months ACA10-2A AHU chilled water coils	Contractor	6		
53	Sinko 3 FCU	SRC 300 HW-3R-PF - CHW) Neonatal – Sister's office/ward clerk	Monthly minor x 6 months ACA10-2B AHU chilled water coils	Contractor	6		
54	Sinko 4 FCU	SRC 300 HW-3R-PF - CHW) Neonatal – Ultrasound room	Monthly major x 6 months ACA10-2A AHU chilled water coils	Contractor	6		
55	Sinko 4 FCU	SRC 300 HW-3R-PF - CHW) Neonatal – Ultrasound room	Monthly minor x 6 months ACA10-2B AHU chilled water coils	Contractor	6		
56	Sinko	SRC 300 HW-3R-PF - CHW)	Monthly major x 6 months	Contractor	6		

	5	Neonatal – Consumables Store	ACA10-2A AHU chilled water coils					
57	Sinko 5 FCU	SRC 300 HW-3R-PF - CHW) Neonatal – Consumables Store	Monthly minor x 6 months ACA10-2B AHU chilled water coils	Contractor	6			
58	Sinko 6 FCU	SRC 300 HW-3R-PF - CHW) Clinical Tech office/Ward Lab	Monthly major x 6 months ACA10-2A AHU chilled water coils	Contractor	6			
59	Sinko 6 FCU	SRC 300 HW-3R-PF - CHW) Clinical Tech office/Ward Lab	Monthly minor x 6 months ACA10-2B AHU chilled water coils	Contractor	6			
60	Sinko 7 FCU	SRC1000 HW-3R-PF - CHW) Neonatal – Milk bank	Monthly major x 6 months ACA10-2A AHU chilled water coils	Contractor	6			
61	Sinko 7 FCU	SRC1000 HW-3R-PF - CHW) Neonatal – Milk bank	Monthly minor x 6 months ACA10-2B AHU chilled water coils	Contractor	6			
62	Sinko 8 FCU	SRC 300 HW-3R-PF - CHW) Neonatal – Triage Area (3 beds)	Monthly major x 6 months ACA10-2A AHU chilled water coils	Contractor	6			
63	Sinko 8 FCU	SRC 300 HW-3R-PF - CHW) Neonatal – Triage Area (3 beds)	Monthly minor x 6 months ACA10-2B AHU chilled water coils	Contractor	6			
	Mak e	Model	Type service and /or actions required Chill water Fan coil units - Drawings no:N-AC-06 and N-AC-02	To be serviced/actioned by whom	QTY	Service scheduled items Quoted for in BOQ (YES/NO)	Tenderer signature	
64	Sinko 9 FCU	SRC 300 HW-3R-PF - CHW) Pharmaceutical stores Store	Monthly major x 6 months ACA10-2A AHU chilled water coils	Contractor	6			
65	Sinko 9 FCU	SRC 300 HW-3R-PF - CHW) Pharmaceutical stores Store	Monthly minor x 6 months ACA10-2B AHU chilled water coils	Contractor	6			
66	Sinko 10 FCU	SRC 300 HW-3R-PF - CHW) Seminar room	Monthly major x 6 months ACA10-2A AHU chilled water coils	Contractor	6			
67	Sinko 10 FCU	SRC 300 HW-3R-PF - CHW) Seminar room	Monthly minor x 6 months ACA10-2B AHU chilled water coils	Contractor	6			

	location on KE-AC-02 Drawing	Service below Extractor air fans				
68	EAF 01 – Lobby en-suit	Clean and report functioning and condition - Every 6 months	Contractor	2		
69	EAF 01 – Lobby en-suit	Clean and report functioning and condition - Every 6 months	Contractor	2		
70	EAF 02 - Slues room	Clean and report functioning and condition - Every 6 months	Contractor	2		
71	EAF 03 - LV room and Equipment room	Clean and report functioning and condition - Every 6 months	Contractor	2		
72	EAF 03 - Slues room	Clean and report functioning and condition - Every 6 months	Contractor	2		
73	EAF 04 - Staff tea room	Clean and report functioning and condition - Every 6 months	Contractor	2		
74	EAF 05 - Clinical tech office/ward lab	Clean and report functioning and condition - Every 6 months	Contractor	2		
75	EAF	Clean and report functioning and condition - Every 6 months	Contractor	2		
	Model	Type service and /or actions required	To be serviced/actioned by whom	QTY	Service scheduled items Quoted for in BOQ (YES/NO)	Tenderer signature
		Chill water Fan coil units - Drawings no:N-AC-06 and N-AC-02 FRESH AIR INTAKE FAN SERVICE				
76	location on KE-AC-02 Drawing FAF 01	Clean and report functioning and condition - Every 6 months	Contractor	2		
77	FAF 02	Clean and report functioning and condition - Every 6 months	Contractor	2		
78	FAF 03	Clean and report functioning and condition - Every 6 months	Contractor	2		
79	FAF 04	Clean and report functioning and condition - Every 6 months	Contractor	2		

80		FAF 05		Clean and report functioning and condition - Every 6 months	Contractor	2		
81		FAF 06		Clean and report functioning and condition - Every 6 months	Contractor	2		
82		CF (Ceiling fan) Staff tea room		Clean and report functioning and condition - Every 6 months	Contractor	2		

	Mak e	Model	Type	Ref on plan KE-AC-02	VRV equipment list location	Attend service schedules below	To be serviced/actioned by whom	QTY	Service scheduled items Quoted for in BOQ (YES/NO)	Tenderer signature
83	DAIK EN	FXFQ32B	CASETT	IAC3	SIS office	ACC1-3A Room AC Once every 6 months	Contractor	1		
84						ACC1-3B Room ac once every 6 months	Contractor	1		
85						Attend service schedule ACA14-2 plant controls service schedule	Contractor	1		
86	DAIK EN	FXFQ32B	CASETT	IAC2	Store room	ACC1-3A Room AC - Once every 6 months	Contractor	1		
87						ACC1-3B Room ac once every 6 months	Contractor	1		
88						Attend service schedule ACA14-2 plant controls service schedule	Contractor	1		
89	DAIK EN	FXDQ40A3	DUCTED	IAC5	Reception	ACC1-3A Room AC Once every 6 months	Contractor	1		
90						ACC1-3B Room ac once every 6 months	Contractor	1		
91						Attend service schedule ACA14-2 plant controls service schedule	Contractor	1		
	Mak e	Model	Type	Ref on plan KE-AC-02	VRV equipment list location	Attend service schedules below	To be serviced/actioned by whom	QTY	Service scheduled items Quoted for in BOQ (YES/NO)	Tenderer signature
92	DAIK EN	FXFQ32B	CASETT	IAC3	Counseling	ACC1-3A Room AC Once every 6 months	Contractor	1		
93						ACC1-3B Room ac once every 6 months	Contractor	1		

94								months	Attend service schedule ACA14-2 plant controls service schedule	Contractor	1		
95	DAIK EN	FXFQ20B	CASETT	IAC3	Medicine			months	ACC1-3A Room AC Once every 6 months	Contractor	1		
96								months	ACC1-3B Room ac once every 6 months	Contractor	1		
97								months	Attend service schedule ACA14-2 plant controls service schedule	Contractor	1		
98	DAIK EN	FXFQ32B	CASETT	IAC3	Duty room			months	ACC1-3A Room AC Once every 6 months	Contractor	1		
99								months	ACC1-3B Room ac once every 6 months	Contractor	1		
100								months	Attend service schedule ACA14-2 plant controls service schedule	Contractor	1		
101	DAIK EN	FXFQ20B	CASETT	IAC1	Matron			months	ACC1-3A Room AC Once every 6 months	Contractor	1		
102								months	ACC1-3B Room ac once every 6 months	Contractor	1		
103								months	Attend service schedule ACA14-2 plant controls service schedule	Contractor	1		
104	DAIK EN	FXSQ125A	DUCTED	IAC 6	Maternity			months	ACC1-3A Room AC Once every 6 months	Contractor	1		
105								months	ACC1-3B Room ac once every 6 months	Contractor	1		
106								months	Attend service schedule ACA14-2 plant controls service schedule	Contractor	1		
107	DAIK EN	FXSQ125A	DUCTED	IAC 6	Maternity			months	ACC1-3A Room AC Once every 6 months	Contractor	1		
108								months	ACC1-3B Room ac once every 6 months	Contractor	1		
109								months	Attend service schedule ACA14-2 plant controls service schedule	Contractor	1		
110	DAIK EN	FXSQ125A	DUCTED	IAC 6	Maternity			months	ACC1-3A Room AC Once every 6 months	Contractor	1		
111								months	ACC1-3B Room ac once every 6 months	Contractor	1		
112								months	Attend service schedule ACA14-2 plant controls service schedule	Contractor	1		

113	DAIK EN	FXSQ125A	DUCTED	IAC 6	Maternity	ACC1-3A Room AC months	Once every 6	Contractor	1		
114						ACC1-3B Room ac months	once every 6	Contractor	1		
115						Attend service schedule ACA14-2 plant controls service schedule		Contractor	1		
	Make	Model	Type	Ref on plan KE-AC- 02	VRV equipment list location	Attend service schedules below		To be serviced/actioned by whom	QTY	Service scheduled items Quoted for in BOQ (YES/NO)	Tenderer signature
116	DAIK EN	FXAQ32A	MIDWAL L	IAC 8	New Dr office	ACC1-3A Room AC months	Once every 6	Contractor	1		
117						ACC1-3B Room ac months	once every 6	Contractor	1		
118						Attend service schedule ACA14-2 plant controls service schedule		Contractor	1		
119	DAIK EN	FXFQ32B	CASETT	IAC 3	New discharge office	ACC1-3A Room AC months	Once every 6	Contractor	1		
120						ACC1-3B Room ac months	once every 6	Contractor	1		
121						Attend service schedule ACA14-2 plant controls service schedule		Contractor	1		
122	DAIK EN	FXFQ40B	CASETT	IAC 4	New counseling office	ACC1-3A Room AC months	Once every 6	Contractor	1		
123						ACC1-3B Room ac months	once every 6	Contractor	1		
124						Attend service schedule ACA14-2 plant controls service schedule					
125	DAIK EN	FXFQ40B	CASETT	IAC 4	Anesthetics office	ACC1-3A Room AC months	Once every 6	Contractor	1		
126						ACC1-3B Room ac months	once every 6	Contractor	1		
127						Attend service schedule ACA14-2 plant controls service schedule		Contractor	1		

128	DAIK EN	FXFQ40B	CASETT	IUAC4	Bed room 2	ACC1-3A Room AC months	Once every 6	Contractor	1	
129						ACC1-3B Room ac months	once every 6	Contractor	1	
130						Attend service schedule ACA14-2 plant controls service schedule		Contractor	1	
131	DAIK EN	FXSQ140A	DUCTED	IAC 7	Admin waiting	ACC1-3A Room AC months	Once every 6	Contractor	1	
132						ACC1-3B Room ac months	once every 6	Contractor	1	
133						Attend service schedule ACA14-2 plant controls service schedule		Contractor	1	
134	DAIK EN	FXFQ40B	CASETT	IAC 4	Bedroom	ACC1-3A Room AC months	Once every 6	Contractor	1	
135						ACC1-3B Room ac months	once every 6	Contractor	1	
136						Attend service schedule ACA14-2 plant controls service schedule		Contractor	1	
137	DAIK EN	FXFQ40B	CASETT	IAC 3	1 New am office	ACC1-3A Room AC months	Once every 6	Contractor	1	
138						ACC1-3B Room ac months	once every 6	Contractor	1	
139						Attend service schedule ACA14-2 plant controls service schedule		Contractor	1	

Tender document administrative requirements		Documents attached to tender document Yes/No	Tenderer signature
140	3 page BOQ fully completed in every respect. Note: Labour not to be included in material pricing.		
141	Copy of original tender document to be made before submission and kept for future use.		
142	Original site inspection document that was used in the site meeting will be submitted in the tender box before closing date.		
143	Consumables, sundries terminology not to be used in the BOQ material list.		
		Read and understood Yes/No	Tenderer signature
144	Contractual related documents that must be submitted within Two days of receiving official order		
145	Site hand over meeting		
146	Official order		
147	Copy of entire original tender document that was copied before original tender document was submitted to be handed it at relevant supervisor.		
148	Work plan description of each day's work and area of work with consecutive dates.		
149	NB: No works will be under taken without an official order copy presented to relevant official		
		Read and understood Yes/No	Tenderer signature
	Contract duration compliance		
150	All material installed carry one year guarantee form the date of works completion.		
151	All materials install be listed with the description as on the suppliers invoice in the daily job cards and signed off before leaving the site of each working day.		
152	Any item not mentioned that might be used in restoring the full function of the equipment, is included in the after service repair costing report.		
		Read and understood Yes/No	Tenderer signature
	Contractor invoice requirements		
153	All suppliers' invoices (items replaced on site unit) to be handed in together with invoice and daily signed job cards for payment purposes.		
154	If the actual amount is lower than the original quote, the original amount need to be invoiced and credit note to be passed for amount not used.		

155	Compulsory daily job sheets completed in full daily and signed off by relevant maintenance official each working day.		
156	Entire works will be invoiced on cost proven basis without exceeding the original estimated quoted amount.		
157	Will start work within a week of receiving the official order.		
158	Will work every consecutive working day till tender scope is fore filled.		
159	Note: Any tenderer that had previous official orders issued to them and did not honored the official order and scope of work to the fullest, will be by passed to partake in the tender processes going forward.		
160	1) Company project leader to attend safety induction and orientation with team that will be working on site		
161	2) Company project leader to attend site handover with relevant maintenance official with the following documents: a) Copy of complete tender document that was handed it at the tender box. b) Official order c) Work plan – dates with daily activities and start and completion dates.		
162	Signing the contractors register will be at 07H30 and attending to the work and Daily Jobcard signing of works will be at 15H30		
QUALITY STANDARD		Attached to tender Yes/no	
1	1ME CIDB registered and 1EB CIDB registered.		
2	Tendering company employed artisan B6 SARACCA registered is to attend the works and the SARACCA web site registration and refrigeration artisan papers to be attached to the tender.		
3	5 x government hospital maintenance reference letters of previous package unit repairs to be attached to the tender. Note: This must be signed by Chief artisan (with cell no) and facility manager.		
4	OEM only contractors allowed on any HAVC condenser unit and HVAC controls.		
UNIT OF MEASURE I.E. (UNIT/BOX/ROLL/PACK/BAIL ETC)		units	
SAMPLE REQUIRED (NO)			
ADDENDUM TO SPECIFICATION ATTACHED - NO			

Note:

Name of End-user (in full)	G. Aungmye	Name of SCM Rep (in full)	RANDOR AE
Designation / Rank (in full)	A/P.	Designation/ Rank (in full)	SCM
Signature		Signature	
Date	23-05-2025	Date	23/05/25

PROVINCE OF KWAZULU-NATAL - DEPARTMENT OF HEALTH

ESTIMATE FORM FOR : THE MAINTENANCE, REPAIR OR REPLACEMENT OF FIXED PLANT, EQUIPMENT AND INSTALLATIONS INSTALLED IN KWAZULU-NATAL PROVINCIAL HOSPITAL AND BUILDINGS

SUBMIT TO:	FOR ATTENTION:
INSTITUTION: VICTORIA MXENGE HOSPITAL	ZNQ NO.:
SCOPE OF WORK: Repairs of Room 50 package unit as per attached end user scope of works.	

I/We hereby quote for the above work in accordance with the conditions as specified in Tender document.

Materials, component/ancillary parts: Firm Price. A detailed list of materials etc. showing unit costs shall be provided.

A.	Quoted for Bought Out Items	(Excluding VAT)(Carried forward)	R
	Mark Up @ 20 %	(Maximum Mark Up = 20% for values R0.00 to R500 000.00)	R
B.	Quoted for Proprietary Items	(Excluding VAT)(Carried forward)	R
C.	Quote for Sub-Contract Items	(Excluding VAT)(Carried forward)	R
	Mark Up @ %		R

Note: Subcontracting is limited to specialized testing, programming of software based applications, inspections, adjustment/s, monitoring, and drawing of manufacturing plans, verifying of materials to be used in pressure vessels and associated equipment.

Actual work shall be carried out by primary contractor

D.	Labour, Travelling, Subsistence and Transport. This price shall be firm in respect of materials etc. quoted for.	(Excluding VAT) (Brought forward)	R
E.	Less credit for redundant materials, parts and equipment if applicable		R ()
		SUBTOTAL	R
		VAT @ 15 %	R
F.	This Price in SA Currency firm for 90 days from date of the estimate quotation and shall not be exceeded. To be measured on completion.		R

NB: 1) Time required for completion of official order is 4 week from receipt of official order.

NAME OF SERVICE PROVIDER:		ZNQ.....-25
CIDB UNIQUE NUMBER		CIDB CATEGORY:
PROVINCIAL SUPPLIERS DATABASE REGISTRATION NUMBER:		
SERVICE PROVIDER'S AUTHORISED SIGNATURE:		ZNQ No.....
NAME IN BLOCK LETTERS:		
COMPANY STAMP:	DATE:.....	

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

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Page 2

SCHEDULE OF RATES AND TARIFES: LABOUR AND SUBSISTENCE

Labour rates excluding VAT							
ITEM	DESCRIPTION	No. of	TOTAL HOURS	RATE/HR			AMOUNT
a)	Artisans/Technician rate per hour, normal time (Excluding labourer)			Normal time R 335.00	Over time x 1.5 R 502.50	Over time x 2 R 670.00	R
b)	Coded Welder rate per hour normal time (Excluding labourer)			R 335.00	R 502.50	R 670.00	R
c)	Apprentice rate per hour normal time (Excluding labourer)						
	1st Year			R 130.00	R 195.00	R 260.00	R
	2nd Year			R 170.00	R 255.00	R 340.00	R
	3rd Year			R 200.00	R 300.00	R 400.00	R
	4th Year			R 295.00	R 442.50	R 590.00	R
d)	Semi-skilled rate per hour (Excluding labourer)			R 162.00	R 240.00	R 320.00	R
e)	Unskilled rate per hour (Excluding labourer)			R 84.00	R 126.00	R 168.00	R
f)	TRAVEL		TOTAL Km	RATE/Km			
	From service provider's premises to site			Petrol	Diesel		
g)	trips(Driver) (skilled)			Delete as applicable			
	@ km per trip			R 7.78	R 7.58		R
g)	(Semi-skilled)(Driver)						
	@ km per trip			R 5.80	R 5.60		R
SUBTOTAL CARRIED FORWARD TO PAGE 4							R

SUBTOTAL BROUGHT FORWARD FROM PAGE 3					R.....
D.1.4	TRANSPORT	TOTAL Km	Vehicle Tara	RATE	
a)	Haulage to site 2 trips	100	2.5 tone	R 9.31	R
	@ 50 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)	Craneage to and on site @ sub contract rate		R.....	x 1.10	R.....

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

ANNEXTURE D

WORKPLAN "A"/EXECUTION PLAN "B": AS PER SPECIFICATION ON KEY/21 OFFICIAL ORDER NO:

CARRY OUT (TYPE OF WORKS).....

NOTE: WORK PLAN IS SUBJECTED TO WEATHER CONDITIONS

	Day "A"	Date "B"	Completed	Institutional project leader signature	Comments
	Planned	Actual	Yes/Partially/No		
Date official order was received.					
Meet and handing in of safety file at safety officer	Day 1				
Safety file approval	Day 2				
File opening and pre-briefing meeting (Prior starting the works)	Day 3				
Meeting minutes signed by company director	Day 4				
Department/PLANT					
Equipment No/Room No.....					
Description of work to be done (for each day)					
	Day 5				
	Day 6				
	Day 7				
Department/PLANT					
Equipment No/Room No.....					
	Day 8				
	Day 9				
	Day 10				
	Day 11				

Company CEO/Director (BLOCK LETTERS).....

Company project leader (Block Letters).....

Company CEO/Director Signature.....

Company project leader Signature.....

Company dated stamp

**MAINTENANCE, REPAIR, UPGRADING AND REPLACEMENT WORKS FOR KWAZULU-NATAL
PROVINCIAL ADMINISTRATION HOSPITALS BUILDINGS FOR THE DEPARTMENT OF HEALTH**

JOB SHEET/DELIVERY NOTE

NAME OF SERVICE PROVIDER: _____			JOB No.: _____
INSTITUTION: _____			ZNQ/KM _____ / _____
REF No.: _____	FROM: _____	START: _____	
ORDER No.: _____	TO: _____	Km _____	ARRIVE: _____
DATE: _____	FROM: _____	DEPART: _____	
PLANT: _____	TO: _____	Km _____	END: _____
VEHICLE: STATE PETROL OR DIESEL: _____	TOTAL	Km _____	TOTAL SITE TIME: _____

DETAILS OF WORK DONE:

OTHER DEFECTS NOTED FOR ATTENTION:

SPARES USED (Add pages if required)	QTY	SPARES USED (Add pages if required)	QTY
TOTALS			

LABOUR	No. DAYS SUBSISTENCE	NAME/S OF ARTISAN
SKILLED: NORMAL TIME _____ HRS O/TIME 1.5 x _____ HRS 2 x _____ HRS		SIGNATURE: _____
SEMI SKILLED: NORMAL TIME _____ HRS APPRENTICE: NORMAL TIME _____ HRS UNSKILLED: NORMAL TIME _____ HRS		NAME/S OF ASSISTANTS: _____
		NAME/S: _____
		NAME/S: _____
		NAME/S: _____

THE SPECIFIED SERVICE HAS BEEN CARRIED OUT TO MY SATISFACTION: (OFFICIAL ON SITE)

NAME: _____ SIGN: _____

OFFICIAL STAMP:

Item Description: King Edward Hospital Contractor requirement

Department/Section: HEALTH & SAFETY **Purpose of Item:** Occupational health and safety act of 1993 compliance

Pre-qualification criteria if any:

1.1. Is the item required to have a regulatory body certification (e.g. SABS, SANS, SANAS, ISO, CIDB, etc.)? Yes / No:
Regulatory Body / certification required if Yes: EThekweni Bylaws- Construction regulations occupational health and Safety Act

1.2. Liability Cover insurance? Yes / No
if Yes, specify: Coida Letter Of Good Standing

2. What is the specification of the required item?

List specifications	Comment
1. Safety file(which includes but not limited to : risk assessment related to the job which will be carried out ; disposal of generated waste ; housekeeping plan ; fall protection plan if applicable ; qualifications of the employees to perform the duties onsite, legal appointment letters ; up to date medical surveillances related to the functions to be performed ; emergency telephone numbers ; emergency response plan ;	
2. Signed health and safety contractor agreement	
3. SABS (or any equivalent accreditation) approved signage	
4. SABS (or any equivalent accreditation) approved personal protective equipment	
5. Signed induction attendance register.	
6. Signed registers displaying/indicating the hazard identification and mitigation strategies have communicated with the staff that will perform functions onsite	
7. Detailed work plan.	
8. Safety, Health And Environmental Policy	
9. Company Organogram	
10. Letter of Good standing (WCA \ FEM)	
11. Proof of company registration	
12. Statutory Legal Requirement.	
13. Certificate Of Competency	
14. Declaration off fitness for work (No medical information	
15. Allowed, as per POPI Act.	
16. Proof of Competency of the Supervisor	
17. List of employees working on this project with position held.	
18. List of tools and equipment (as per scope of work).	
19. 37(2) Agreement with Mandatory signed by the section 16.2 appointed person.	
20. Scope of Work	
21. Company's Health and Safety Plan (must be specific to the scope of work).	
22. Environmental Management Plan (including waste Management must be signed by the owner (if applicable).	
23. Method Statement (how you are going to do your work)	
24. Risk Assessment (based on method statement).	

END-USER SPECIFICATION FORM

25.	Registers a checklist (per scope of work).	
26.	Material Safety Data Sheet (if applicable).	
27.	Hazardous substances (if applicable).	
28.	Safe working procedure (as per scope of work).	
29.	Awareness training records (ongoing)	
30.	Toolbox talks register (ongoing)	
31.		

3. Does a sample need to be submitted? Yes / No (select option 3.1 or 3.2)

3.1. Deadline for submission if Yes: Date ____/____/____ Time ____:____ Place _____

or

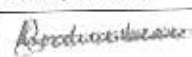
3.2. Specify that samples must be made available when requested in writing. Yes ☐ or No ☐

4. Penalties to be noted by the suppliers:

4.1. If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, **deduct from the contract price**, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance.

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

List evaluation criteria / special terms and conditions to be advertised (if applicable)		
1.	Pre-qualification criteria	Does the offer meet the pre-qualification criteria?
2.	Administrative	Does the offer comply to stipulated administrative requirements?
3.	Conformance:	Was the product made or service performed to specifications?
4.	Performance:	Will/does the product/service fulfil its performance obligation, in a manner that releases the supplier from all liabilities under the contract?
5.	Features:	What characteristics does the product or service have?
6.	Reliability:	How long can a product go between failures and the need for maintenance? (guarantee)
7.	Durability:	What is the useful life for the product? How will the product hold up under extended use?
8.	Serviceability:	How easy is it to repair, maintain or support the product or service? (customer support)
9.	Ability & Capacity	The ability and capacity of the vendor to execute the contract
10.	Preference points	Preferential Procurement System (80/20) if applicable

Name of End-user (in full)	Mr L. Zwane	Name of SCM Rep (in full)	
Designation / Rank (in full)	Safety Officer	Designation/ Rank (in full)	
Signature		Signature	
Date		Date	

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

REF : ACA
CODE : ACA3-002A

AIR CONDITIONING
AIR COOLED WATER CHILLERS - MAJOR SERVICE

TYPE OF SERVICE :
SCHEDULE FOR :
SCHEDULE FREQUENCY :

REF :

INSTALLATION NAME :

ORDER No. :

SERVICE PROVIDER :

P.M. SERVICE			RUNNING REPAIRS (Apply for V.O. as Applicable)					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.
1.	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. Carry out acid/moisture test with total test										
7.	Check by touch that the motors are not overheating										
8.	Check and note compressor suction/discharge pressures. Check efficiency of compressor valves										

P.M. SERVICE			RUNNING REPAIRS (Apply for V.O. as Applicable)						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.		
9.	Check and note condenser water inlet/outlet temperatures												
10.	Check and note condenser water inlet/outlet pressures												
11.	Check all operating controls and note settings												
12.	Check and note motor amperages												
13.	Check condenser fan drives (if belt driven). Replace belts and tighten fans and motor pulley grub screws												
14.	Clean plant and plant room area												
15.	Check all safety inter-locks												
16.	Check all solenoid valves for correct operation												
17.	Check unloader operation												
18.	Check operation of switchgear												
19.	Clean and touch up rust spots												
20.	Check operation of crankcase heater												
21.	Check and note DX valve superheat setting and sub-cooling (if applicable). Note settings												

P.M. SERVICE			RUNNING REPAIRS (Apply for V.O. as Applicable)					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.	
22.	Bring HP up and check that HP cut out trips at correct pressure. Note setting											
23.	Bring LP down and check that LP cut out trips at correct pressure. Note setting											
24.	Check low temperature cut-out for correct operation and note settings											
25.	Check low temperature cut-out for correct operation and note settings											
26.	Do meg-ohm test of motor windings and note readings. If applicable disconnect thermistors											
27.	Take oil sample for analysis.											
28.	Tighten all electrical terminals											
29.	Check calibration of all refrigerant and pressure gauges. Re-calibrate if necessary											
30.	Clean and remove loose paint, scale and repaint as required											
31.	Check - T on chilled water acid wash and brush tubes in necessary											

NOTE THE FOLLOWING:

- i) Compressor suction/discharge pressures.....
- c) Condenser water inlet/outlet temperature
- c) Condenser water inlet/outlet pressure
- d) Operating control settings
- e) Motor amperages
- f) DX valve superheat valve settings
- g) HP cut-out pressure setting
- h) LP cut-out pressure setting
- i) Oil safety pressure setting
- j) Low water temperature cut out setting
- k) Meg-ohm readings
- l) Oil safety pressure setting
- m) DX valve superheat valve setting
- n) Ambient temperature (i) dry bulb
- (ii) wet bulb

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:		KM:		TOTAL KM:	
FROM:		TO:		KM:		TO:		KM:		SIGNATURE:	

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

REF : ACA
CODE : ACA10-002B

AIR CONDITIONING
AIR HANDLING UNITS (CHILLED WATER COILS) - MINOR SERVICE

TYPE OF SERVICE :
SCHEDULE FOR :
SCHEDULE FREQUENCY :

REF :

ORDER No. :

INSTALLATION NAME :

SERVICE PROVIDER :

OTHER REPAIRS REQUIRED
SUBMIT QUOTATION

RUNNING REPAIRS
(Apply for V.O. as Applicable)

P.M. SERVICE

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.
1.	Check for undue noise or vibration										
2.	Check for loose components										
3.	Check for water/steam leaks.										
4.	Replace fan drive belt condition and tension										
5.	Check that the belt guard is in place and secure										
5.	Check and clean primary filters										
7.	Check secondary and tertiary filters.										
8.	Check all filter seals.										
9.	Check operation of humidifiers										

P.M. SERVICE			RUNNING REPAIRS (Apply for V.O. as Applicable)					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.	
10.	Check by touch that the motors are not overheating											
11.	Check and note chilled water entering/leaving temperatures											
12.	Check and note chilled water entering/leaving pressures											
13.	Check and note outdoor db/wb temperatures											
14.	Check and note indoor db/wb temperatures											
15.	Check and note thermostat setting/s. Adjust if necessary											
16.	Check and note humidistat setting/s where applicable. Adjust if necessary											
17.	Check operation of sail switch											
18.	Clean plant and plant room area											
19.	Check fan bearings											
20.	Clean fan mountings and flexible connections											
21.	Clean condensate drain pan											
22.	Check and observe control damper operation											

P.M. SERVICE			RUNNING REPAIRS (Apply for V.O. as Applicable)						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.		
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 THE FOLLOWING:

- a) Filter manometer readings as applicable
- b) Chilled water entering/leaving temperatures
- c) Chilled water entering/leaving pressures
- d) Outdoor db/wb temperatures
- e) Indoor db/wb temperatures
- f) Thermostat settings
- g) Humidistat setting/s

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):							
TIME IN:	TIME OUT:	TIME ON SITE:	DATE:	KM:	TOTAL KM:	SIGNATURE:	
FROM:	TO:	KM:	TO:	KM:			

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

REF : ACA
CODE : ACA1-002A

TYPE OF SERVICE : AIR CONDITIONING
SCHEDULE FOR : AIR COOLED CONDENSING UNITS - MAJOR SERVICE
SCHEDULE FREQUENCY :

REF :

ORDER No. :

P.M. SERVICE				RUNNING REPAIRS (Apply for V.O. as Applicable)				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.
1.	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										
7.	Check by touch that the motors are not overheating										
8.	Check and note compressor suction/ discharge pressures										
9.	Check condenser fan drives (if belt driven). Replace belts										

P.M. SERVICE			RUNNING REPAIRS (Apply for V.O. as Applicable)					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.	
10.	Check all operating controls and note settings											
11.	Check and note motor amperages											
12.	Clean plant and plant room area											
13.	Check operation of all safety inter-locks											
14.	Check for loose wiring											
15.	Check all solenoid valves for correct operation											
16.	Check unloader operation											
17.	Clean out control board											
18.	Check operation of switchgear											
19.	Clean and touch up rust spots											
20.	Check operation of crankcase heater											
21.	Check and note DX valve superheat setting and sub- cooling											
22.	Bring HP up and check that HP cut out trips at correct pressure. Note setting											

P.M. SERVICE			RUNNING REPAIRS (Apply for V.O. as Applicable)					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.	
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 THE FOLLOWING:

- a) Compressor suction/discharge pressures
- b) Operating control settings
- c) Motor amperages (i) compressor
- (ii) condenser fan/s.....
- d) DX valve superheat valve setting

- e) HP cut-out pressure setting
- f) LP cut-out pressure setting
- g) Oil safety pressure setting
- h) Meg-ohm readings (i) compressor
- (ii) condenser fan/s
- i) Ambient temperature (i) dry bulb
- (ii) wet bulb

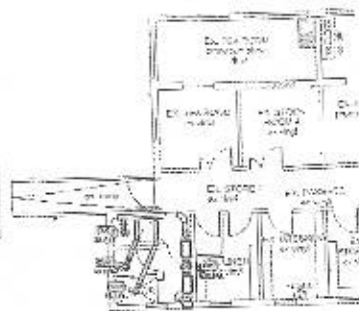
I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT				OFFICIAL STAMP:	
NAME OF SERVICEMAN (BLOCK LETTERS):				SIGNATURE:	
NAME/S OF ASSISTANT/S: SEMI SKILLED:					
NAME/S OF ASSISTANT/S: UNSKILLED:					
COMPANY NAME (BLOCK LETTERS):				NAME OF RESPONSIBLE OFFICIAL ON SITE:	
TIME IN:	TIME OUT:	TIME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

PLAN SCHEDULE		
ITEM	CT	DESCRIPTION
1	1	MAINTENANCE OF EXISTING PUMP STATION PUMP STATION PUMP STATION PUMP STATION
2	1	MAINTENANCE OF EXISTING PUMP STATION PUMP STATION PUMP STATION PUMP STATION
3	1	MAINTENANCE OF EXISTING PUMP STATION PUMP STATION PUMP STATION PUMP STATION

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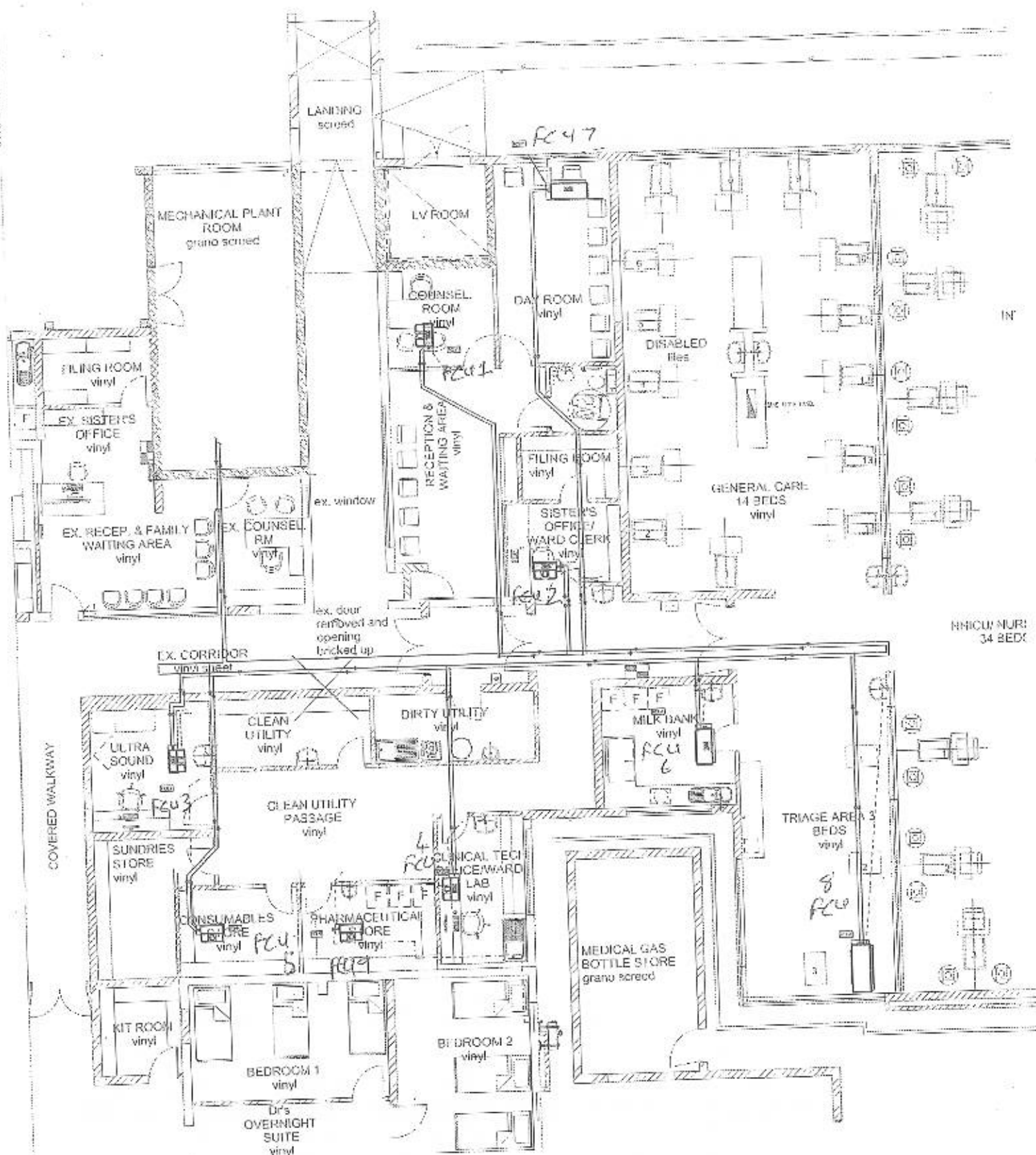
CAMPER SCHEDULE		
TRIP	DATE	LOCATION
01	5	WASH. STATE JACKSON : 10 AM 2:00 PM CITY & TO HAD BY AIR ENROUTE
02	6	ROUND CAMPER JACKSON : 7:00 8:00 CITY & HAD BY AIR ENROUTE
03	7	CAMPER JACKSON : 10 AM 12:00 PM CITY & HAD BY AIR ENROUTE

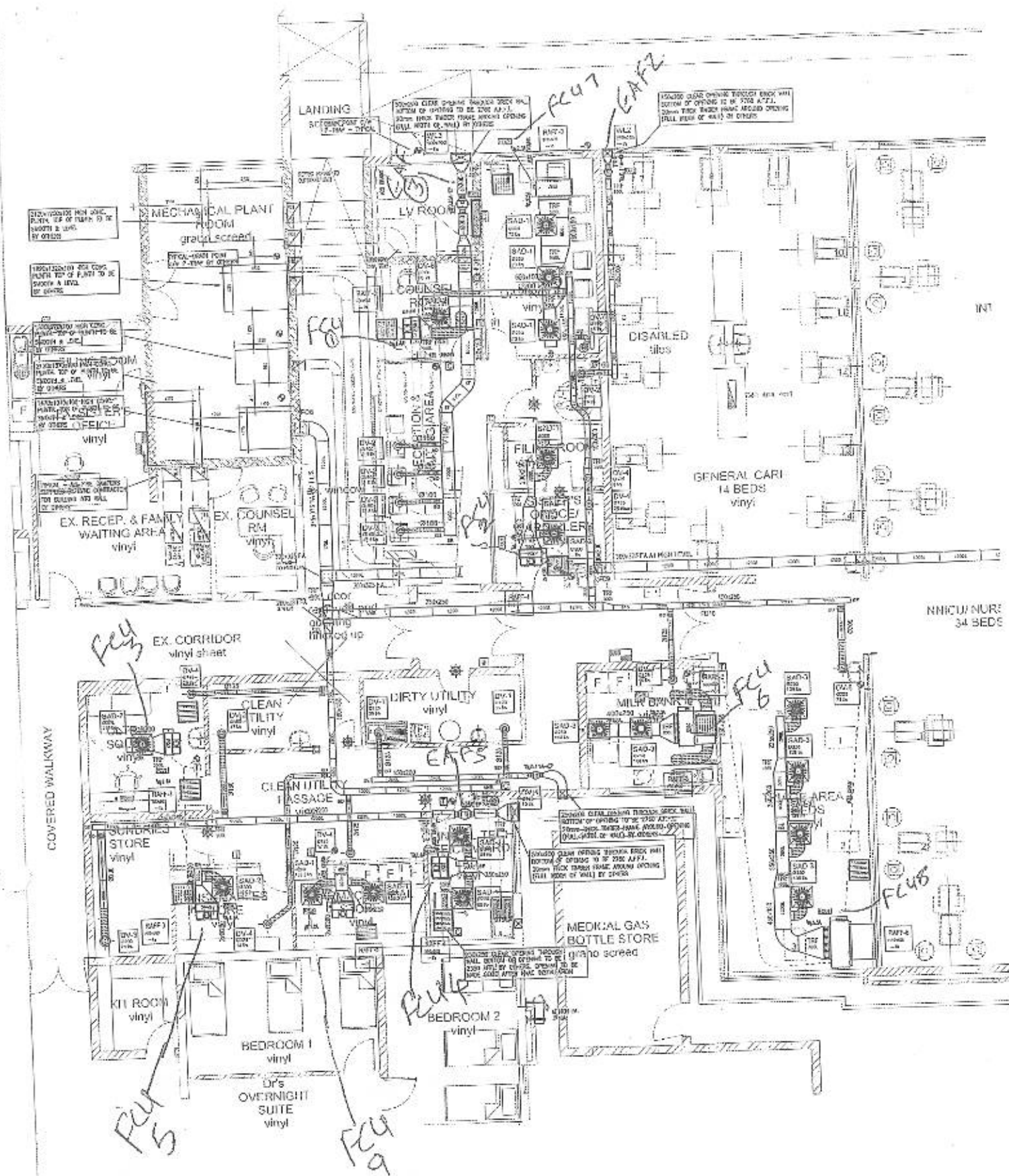
TOL		ON		TOL		ON	
ASJ SCHULF DEPARTMENT							
TOL		ON		TOL		ON	
641		1		641		1	
TO THE ASJ SCHULF							
TOL		ON		TOL		ON	
641		1		641		1	
TO THE ASJ SCHULF							
TOL		ON		TOL		ON	
641		1		641		1	
TO THE ASJ SCHULF							
TOL		ON		TOL		ON	
641		1		641		1	
TO THE ASJ SCHULF							
TOL		ON		TOL		ON	
641		1		641		1	
TO THE ASJ SCHULF							
TOL		ON		TOL		ON	
641		1		641		1	
TO THE ASJ SCHULF							
TOL		ON		TOL		ON	
641		1		641		1	
TO THE ASJ SCHULF							
TOL		ON		TOL		ON	
641		1		641		1	
TO THE ASJ SCHULF							
TOL		ON		TOL		ON	
641		1		641		1	
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TOL		ON		TOL		ON	
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TO THE ASJ SCHULF							
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641		1		641		1	
TO THE ASJ SCHULF							
TOL		ON		TOL		ON	
641		1		641		1	
TO THE ASJ SCHULF							
TOL		ON		TOL		ON	
641		1		641		1	
TO THE ASJ SCHULF							
TOL		ON		TOL		ON	
641		1		641		1	
TO THE ASJ SCHULF							
TOL		ON		TOL		ON	
641		1		641		1	
TO THE ASJ SCHULF							
TOL		ON		TOL		ON	
641		1		641		1	
TO THE ASJ SCHULF							
TOL		ON		TOL		ON	
641		1		641		1	
TO THE ASJ SCHULF							
TOL		ON		TOL		ON	
641		1		641		1	
TO THE ASJ SCHULF							
TOL		ON		TOL		ON	
641		1		641		1	
TO THE ASJ SCHULF							
TOL		ON		TOL		ON	
641		1		641		1	
TO THE ASJ SCHULF							
TOL		ON		TOL		ON	
641		1		641		1	
TO THE ASJ SCHULF							
TOL		ON		TOL		ON	
641		1		641		1	
TO THE ASJ SCHULF							
TOL		ON		TOL		ON	
641		1		641		1	
TO THE ASJ SCHULF							
TOL		ON		TOL		ON	
641		1		641		1	

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SECTION A - A
SCALE 1/8"







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

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

INSTALLATION NAME :			
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P.M. SERVICE			RUNNING REPAIRS (Apply for V.O. as Applicable)					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.	
10.	Check by touch that the motors are not overheating											
11.	Check and note chilled water entering/leaving temperatures											
12.	Check and note chilled water entering/leaving pressures											
13.	Check and note outdoor db/wb temperatures											
14.	Check and note indoor db/wb temperatures											
15.	Check and note thermostat setting/s. Adjust if necessary											
16.	Check and note humidistat setting/s where applicable. Adjust if necessary											
17.	Check and note heating coil amperages											
18.	Check and note fan motor amperage											
19.	Check operation of sail switch											
20.	Clean plant and plant room area											
21.	Check and lubricate fan bearings											
22.	Clean fan mountings and flexible connections											

P.M. SERVICE			RUNNING REPAIRS (Apply for V.O. as Applicable)					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.	
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											

P.M. SERVICE			RUNNING REPAIRS (Apply for V.O. as Applicable)				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.
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) Filter manometer readings as applicable
- b) Chilled water entering/leaving temperatures
- c) Chilled water entering/leaving pressures
- d) Outdoor db/wb temperatures
- e) Indoor db/wb temperatures
- f) Thermostat settings
- g) Humidistat setting/s
- h) Heating coil amperages (if applicable)
- i) Fan motor amperage

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):							
TIME IN:	TIME OUT:	TIME ON SITE:		DATE:			
FROM:	TO:	KM:	TO:	KM:	TOTAL KM:		
NAME OF RESPONSIBLE OFFICIAL ON SITE:						SIGNATURE:	

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

TYPE OF SERVICE : AIR CONDITIONING
SCHEDULE FOR : ROOM AIR CONDITIONERS - MINOR SERVICE
SCHEDULE FREQUENCY :

REF : ACC
CODE : ACC1-003B

SCHEDULE FREQUENCY :											
INSTALLATION NAME :				REF :							
SERVICE PROVIDER :				ORDER No. :							
P.M. SERVICE				RUNNING REPAIRS (Apply for V.O. as Applicable)					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.
1.	Check selector switch operation, all modes										
2.	Check thermostat operation										
3.	Clean filter media										
4.	Check and observe operation of reversing solenoid where applicable										
5.	Check operation of resistance heater and overheat stats										
6.	Check operation in cooling mode										
7.	Check baffle board and air vent/exhaust control										
8.	Check for vibration/undue noise										
9.	Check that condensate drain is free of blockages										

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):							
TIME IN:	TIME OUT:	TIME ON SITE:	DATE:				
FROM:	TO:	KM:	TO:	KM:	TOTAL KM:		
NAME OF RESPONSIBLE OFFICIAL ON SITE:						SIGNATURE:	

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

TYPE OF SERVICE : AIR CONDITIONING
SCHEDULE FOR : ROOM AIR CONDITIONERS - MAJOR SERVICE
SCHEDULE FREQUENCY :
REF : ACC
CODE : ACC1-003A

SCHEDULE FREQUENCY :												REF :	
INSTALLATION NAME :												ORDER No. :	
SERVICE PROVIDER :													
P.M. SERVICE			RUNNING REPAIRS (Apply for V.O. as Applicable)						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.		
1.	Check selector switch operation, all modes												
2.	Check thermostat operation												
3.	Clean filter media												
4.	Check and observe operation of reversing solenoid where applicable												
5.	Check compressor termination and overload klaxon												
6.	Lubricate fan motor bearings where applicable												
7.	Check all "start" and/or "run" capacitors												
8.	Clean evaporator												
9.	Clean condenser												
10.	Test for refrigerant leaks/restrictions												

P.M. SERVICE			RUNNING REPAIRS (Apply for V.O. as Applicable)					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.	
11.	Check operation of resistance heater and overheat stats											
12.	Check de-icing stat where applicable											
13.	Check operation of baffle board and air vent/exhaust control											
14.	Check for vibration/undue noise											
15.	Scrape, treat and paint all rust including outside grille and architraves											
16.	Replace all perished or missing pipe insulation											
17.	Check that condensate drain is free of blockages											

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):											
TIME IN:		TIME OUT:		TIME ON SITE:		DATE:		NAME OF RESPONSIBLE OFFICIAL ON SITE:			
FROM:		TO:		KM:		TO:		KM:		TOTAL KM:	
SIGNATURE:											

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

TYPE OF SERVICE : AIR CONDITIONING
SCHEDULE FOR : AIR COOLED WATER CHILLERS - MAJOR SERVICE
SCHEDULE FREQUENCY :
REF : ACA
CODE : ACA3-002A

INSTALLATION NAME :		
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P.M. SERVICE			RUNNING REPAIRS (Apply for V.O. as Applicable)					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.	
9.	Check and note condenser water inlet/outlet temperatures											
10.	Check and note condenser water inlet/outlet pressures											
11.	Check all operating controls and note settings											
12.	Check and note motor amperages											
13.	Check condenser fan drives (if belt driven). Replace belts and tighten fans and motor pulley grub screws											
14.	Clean plant and plant room area											
15.	Check all safety inter-locks											
16.	Check all solenoid valves for correct operation											
17.	Check unloader operation											
18.	Check operation of switchgear											
19.	Clean and touch up rust spots											
20.	Check operation of crankcase heater											
21.	Check and note DX valve superheat setting and sub- cooling (if applicable). Note settings											

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)					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.
22.	Bring HP up and check that HP cut out trips at correct pressure. Note setting										
23.	Bring LP down and check that LP cut out trips at correct pressure. Note setting										
24.	Check low temperature cut-out for correct operation and note settings										
25.	Check low temperature cut-out for correct operation and note settings										
26.	Do meg-ohm test of motor windings and note readings. If applicable disconnect thermistors										
27.	Take oil sample for analysis.										
28.	Tighten all electrical terminals										
29.	Check calibration of all refrigerant and pressure gauges. Re-calibrate if necessary										
30.	Clean and remove loose paint, scale and repaint as required										
31.	Check - T on chilled water acid wash and brush tubes in necessary										

NOTE THE FOLLOWING:

- a) Compressor suction/discharge pressures.....
- b) Condenser water inlet/outlet temperature
- c) Condenser water inlet/outlet pressure
- d) Operating control settings
- e) Motor amperages
- f) DX valve superheat valve settings
- g) HP cut-out pressure setting
- h) LP cut-out pressure setting
- i) Oil safety pressure setting
- j) Low water temperature cut out setting
- k) Meg-ohm readings
- l) Oil safety pressure setting
- m) DX valve superheat valve setting
- n) Ambient temperature (i) dry bulb
- (ii) wet bulb

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):											
TIME IN:		TIME OUT:		TIME ON SITE:		DATE:					
FROM:		TO:		KM:		TO:		KM:		TOTAL KM:	
										SIGNATURE:	
NAME OF RESPONSIBLE OFFICIAL ON SITE:											

PROVINCE OF KWAZULU-NATAL
VICTORIA MXENGE HOSPITAL
PREVENTIVE MAINTENANCE SCHEDULE

REF : ACA
CODE : ACA14-002

TYPE OF SERVICE : AIR CONDITIONING
SCHEDULE FOR : CONTROL SYSTEMS ACA14-002
SCHEDULE FREQUENCY :

SCHEDULE FOR SCHEDULE FREQUENCY : INSTALLATION NAME : SERVICE PROVIDER : P.M. SERVICE												REF : ORDER No. :											
P.M. SERVICE												OTHER REPAIRS REQUIRED SUBMIT QUOTATION											
INSTRUCTION: CHECK, ADJUST; CLEAN AS REQUIRED												RUNNING REPAIRS (Apply for V.O. as Applicable)											
ITEM												QTY. EX SITE STOCK											
1												QTY. EX FIRMS STOCK											
2												QTY. EX SITE STOCK											
3												QTY. EX FIRMS STOCK											
4												QTY. EX SITE STOCK											
5												QTY. EX FIRMS STOCK											
6												QTY. EX SITE STOCK											
7												QTY. EX FIRMS STOCK											
5.												QTY. EX SITE STOCK											

NAME/S OF ASSISTANT/S: SEMI SKILLED:									
NAME/S OF ASSISTANT/S: UNSKILLED:									
COMPANY NAME (BLOCK LETTERS):									
TIME IN:	TIME OUT:	TIME ON SITE:		DATE:					
FROM:	TO:	KM:	TO:	KM:	TOTAL KM:	SIGNATURE:			

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

TYPE OF SERVICE : VENTILATION
SCHEDULE FOR : FAN FILTER UNITS - MAJOR SERVICE (With or without heaters)
SCHEDULE FREQUENCY :
REF : ACV
CODE : ACV1-002A

INSTALLATION NAME		:	REF		:						
SERVICE PROVIDER		:	ORDER No.		:						
P.M. SERVICE		OTHER REPAIRS REQUIRED SUBMIT QUOTATION									
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.
1.	Check for undue noise or vibration										
2.	Check for loose components										
3.	Check for hot water or steam leaks										
4.	Replace fan driven belts										
5.	Check that the belt guard is in place and secure (where applicable)										
6.	Check and clean primary filters										
7.	Check secondary and tertiary filters. Note manometer readings as applicable										
8.	Check all filter seals										
9.	Check by touch that the motors are not overheating										

P.M. SERVICE			RUNNING REPAIRS (Apply for V.O. as Applicable)					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.	
10.	Check and note speed controller setting/s											
11.	Check and note thermostat setting/s. Adjust if necessary											
12.	Check and note heating coil amperages where applicable											
13.	Check and note fan motor amperages											
14.	Check operation of sail/pressure switch											
15.	Clean plant and plant room area											
16.	Check and lubricate fan bearings											
17.	Clean fan mountings and flexible connections											
18.	Check and clean heating coil/s											
19.	Clean condenser tubes											
20.	Check operation of all operating controls, valves etc.											
21.	Clean out fan and coil compartments, fan scroll and impellor											
22.	Remove motor end covers and clean out air ways											
23.	Check motor mountings and bearings. Lubricate as required											

P.M. SERVICE			RUNNING REPAIRS (Apply for V.O. as Applicable)					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.	Check for rust and corrosion. Treat as necessary											
25.	Tighten impellor, fan and motor pulley grub screws											
26.	Tighten all electrical terminals. Check and adjust as necessary all switchgear											
27.	Lubricate all valve and damper spindles											
28.	Check condition of insulation. Repair and repaint as required											
29.	Clean and remove loose paint, scale and repaint as required. Adjust if necessary											

NOTE THE FOLLOWING:

- a) Filter manometer readings as applicable
- b) Outdoor db/wb temperatures
- c) Indoor db/wb temperatures
- d) Thermostat setting/s
- e) Fan speed controller
- f) Heating coil amperage (if applicable)
- g) Fan motor amperages

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):											
TIME IN:		TIME OUT:		TIME ON SITE:		DATE:		NAME OF RESPONSIBLE OFFICIAL ON SITE:			
FROM:		TO:		KM:		TO:					KM:
								TOTAL KM:		SIGNATURE:	

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

TYPE OF SERVICE : VENTILATION
SCHEDULE FOR : FAN FILTER UNITS - MINOR SERVICE (With or without heaters)
SCHEDULE FREQUENCY :
INSTALLATION NAME :
REF : ACV
CODE : ACV1-002B

SERVICE PROVIDER :		ORDER No.:									
P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)					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.
1.	Check for undue noise or vibration										
2.	Check for loose components										
3.	Check for hot water or steam leaks										
4.	Check fan drive condition and belt tension. Adjust belts as required										
5.	Check that the belt guard is in place and secure (where applicable)										
6.	Check and clean primary filters										
7.	Check secondary and tertiary filters. Note manometer reading as applicable										
8.	Check all filter seals and repair as necessary										

P.M. SERVICE			RUNNING REPAIRS (Apply for V.O. as Applicable)					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.	
9.	Check by touch that the motors are not overheating											
10.	Check and note speed controller settings											
11.	Check and note thermostat setting/s. Adjust if necessary											
12.	Check operation of sail/pressure switch											
13.	Clean plant and plant room area											
14.	Check fan bearings											
15.	Check and clean heating coil/s											
16.	Check and observe control damper operation, where applicable											
17.	Check operation of all operating controls, valves etc.											
18.	Clean rust spots and touch up with paint											
19.	Clean out fan coil compartments											
20.	Check motor mountings and bearings											
21.	Check condition of insulation											

NOTE THE FOLLOWING:

- a) Filter manometer readings, as applicable
- b) Outdoor db/wb temperature
- c) Indoor db/wb temperature
- d) Thermostat setting/s
- e) Fan speed controller

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):											
TIME IN:	TIME OUT:	TIME ON SITE:		DATE:							
FROM:	TO:	KM:	TO:	KM:	TOTAL KM:	SIGNATURE:					

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

TYPE OF SERVICE : CENTRIFUGAL PUMP

REF : CP
CODE : CP1-001

SCHEDULE FOR :
SCHEDULE FREQUENCY :

INSTALLATION NAME :

REF :

SERVICE PROVIDER :

ORDER No.:

P.M. SERVICE			RUNNING REPAIRS (Apply for V.O. as Applicable)					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.	
1.	Check for abnormal vibration											
2.	Check for unusual noises											
3.	Check the gland/seals are not leaking excessively. NOTE: A slight drip from a gland is desirable. A mechanical seal must NOT leak at all											
4.	If gland has lantern ring, check service water is in order											
5.	Check pet cock/air expeller is clear (air vent)											
6.	Check holding down bolts are secure											
7.	Check alignment											
8.	Check condition of coupling/pulley											
9.	Check all keys and taper locks are secure											

P.M. SERVICE			RUNNING REPAIRS (Apply for V.O. as Applicable)						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.		
10.	Check end float of pump and motor shafts												
11.	Check flexible element of coupling												
12.	If bearings are oil lubricated, check oil level, check oil is clean												
13.	If bearings are grease lubricated, check quantity of grease, check grease is clean												
14.	If applicable, check delivery non return valve												
15.	If applicable, check foot valve is in order												
16.	Check pump motor amperage, with delivery valve closed and delivery valve open												
17.	Check coupling guard is in position and secure												
18.	Check pump is clean and corrosion free. De-rust and paint if required												
19.	If gland is leaking excessively: a) Repack gland with correct packing; b) Check shaft sleeve is not scoured; c) Check bearings axial and lateral clearance; d) If bearings are worn - replace; e) If shaft/sleeve is worn - replace												

P.M. SERVICE			RUNNING REPAIRS (Apply for V.O. as Applicable)				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.
20.	If mechanical seal is worn and leaking - replace. Check pump bearings and alignment. Strip pump and inspect. Frequency to be advised per application										
21.	Check clearance between impeller neck and efficiency ring.										
22.	Check clearance between front off impeller and casing										
23.	Check impeller for blockages and scale										
24.	Check impeller is secure on shaft with key and securing nut tight and tab washer intact										
25.	Check pump casing for wastage/wear										
26.	Check gland stuffing box follower										
27.	Check gland follower studs (stainless steel or brass)										
28.	Check impeller is in good condition with no cracks, chips etc. (balance)										
29.	Check pump suction valve is in good condition										
30.	Check pump delivery valve is in good condition										

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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.
31.	After overhauling pump i.e. new bearings, new shaft/sleeve, new impeller, new gland/mechanical seal, check pump turns freely by hand										
32.	Check for any leaks at pump joints										
33.	Check balance disc wear (if applicable)										
34.	Check balance disc discharge pressure (if applicable)										
35.	Always make sure equipment is properly isolated before commencing work (lock out)										
36.	Always make sure area is clean and tidy after completing work										
37.	Check delivery and suction pipework is not sprung - this will cause bearings and alignment problems										
38.	Check overload relay is correctly sized and set to protect pump motor										
39.	Check pump suction strainer is clean										
40.	If pump is oil lubricated, check oil seals are in good condition										
41.	If pump has stuffing box, check gland water deflector disc is in position										

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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.	
42.	If pump has stuffing box, check gland water drain pipe is fitted and clear											
43.	Check drip tray is fitted (if required)											
44.	Check electrical supply cable to motor is correctly glanded and secured											
45.	If pump is controlled by remote level controller, check operation of control											
46.	Check suction pressure and fluid temperature NOTE: Too high a temperature will cause cavitation											
47.	Check rotation director of motor (after motor overhaul)											
48.	Always ensure shimstock used for shaft alignment is correctly fitted, incorrectly fitted shimstock will cause pedestal castings to crack when holding down bolts are tightened											
49.	Check stage diffuser sections for scale and wear or other damage											
50.	Always ensure pump is correctly primed before running											

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):											
TIME IN:		TIME OUT:		TIME ON SITE:		DATE:					
FROM:		TO:		KM:		TO:		KM:		TOTAL KM:	
										SIGNATURE:	
NAME OF RESPONSIBLE OFFICIAL ON SITE:											



