



## Quotation Advert

<b>Opening Date:</b>	05/02/2019 <input type="button" value="📅"/>
<b>Closing Date:</b>	12/02/2019 <input type="button" value="📅"/>
<b>Closing Time:</b>	11:00
<b>INSTITUTION DETAILS</b>	
<b>Institution Name:</b>	Head Office Quotations <input type="button" value="📄"/>
<b>Province:</b>	KwaZulu-Natal
<b>Department or Entity:</b>	Department of Health
<b>Division or section:</b>	Central Supply Chain Management
<b>Place where goods / services is required</b>	Infrastructure Development
<b>Date Submitted</b>	04/02/2019 <input type="button" value="📅"/>
<b>ITEM CATEGORY AND DETAILS</b>	
<b>Quotation Number:</b>	ZNQ: 665/18/19-H
<b>Item Category:</b>	Goods <input type="button" value="📄"/>
<b>Item Description:</b>	Annual Service to standby Generators at Greytown Forensic Pathology Services
<b>Quantity (if supplies)</b>	02
<b>COMPULSORY BRIEFING SESSION / SITE VISIT</b>	
<b>Select Type:</b>	Compulsory Site Visit <input type="button" value="📄"/>
<b>Date :</b>	07/02/2019 <input type="button" value="📅"/>
<b>Time:</b>	13H00
<b>Venue:</b>	Greytown Forensic Pathology Services
<b>QUOTES CAN BE COLLECTED FROM:</b>	310 Jabu Ndlovu street, Old Boys Model, SCM Offices, Tender Advisory Section <input type="button" value="📄"/>
<b>QUOTES SHOULD BE DELIVERED TO:</b>	310 Jabu Ndlovu street, Old Boys Model, SCM Offices, Ground Floor, Quotation Box
<b>ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:</b>	
<b>Name:</b>	Nolwazi Mthembu
<b>Email:</b>	nolwazi.mthembu1@kznhealth.gov.za
<b>Contact Number:</b>	

## Supply Chain Management - AdvertQuote

Page 2 of 2

**Finance Manager Name:**





033-8158407

Mr R Govender

**Finance Manager Signature:**



**No late quotes will be considered**

 Submit |  Save | Save As... |  Close |  Print Preview

Print this page

**Note:**



ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? [IF YES ENCLOSE PROOF]

OFFICIAL PRICE PAGE FOR QUOTATIONS

SIGNATURE OF BIDDER ..... DATE.....  
 [By signing this document I hereby agree to all terms and conditions]

CAPACITY UNDER WHICH THIS QUOTE IS SIGNED.....

Item No	Quantity	Description	Brand & model	Country of manufacture	Price	
					R	c
1	1	Annual service to standby generators at Greytown Forensic Pathology Services				
2	1	Cleaning of diesel tank and diesel fuel remediation CIDB grade EB is compulsory  NB: Specification attached  Compulsory Site Inspection Venue: Greytown Forensic Mortuaries Date: 07/02/2019 @ 13H00    Hand deliver response: 310 Jabu Ndlovu street SCM Offices, Pietermaritzburg, 3201 with current CSD summary report reflecting banking details, certified copy of B-BBEE certificate by verified agency and accredited by SANAS, Tax Clearance certificate or SARS pin				
VALUE ADDED TAX (Only if VAT Vendor)						
TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)						

Does This Offer Comply With The Specification? Is The Price Firm?	Does The Article Conform To The S.A.N.S. / S.A.B.S. Specification? State Delivery Period E.G. E.G. 1day, 1week
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<p>Enquiries regarding the <u>quote</u> may be directed to:                  Contact Person: <u>Nolwazi Mthembu</u> ..... Tel: <u>033-8158407</u> .....</p>	<p>Enquiries regarding <u>technical information</u> may be directed to:                  Contact Person: <u>Justin Pillay</u> ..... Tel: <u>082-7082807</u> .....</p>
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**DEPARTMENT OF HEALTH**

**PROVINCE OF KWAZULU-NATAL**

**SERVICING, REPAIR, MAINTENANCE, UPGRADING AND REPLACEMENT WORKS FOR  
FIXED MECHANICAL PLANT EQUIPMENT AND INSTALLATIONS INSTALLED IN KWA-  
ZULU-NATAL PROVINCIAL HOSPITALS, CLINICS AND BUILDINGS AND INSTITUTIONS,  
FOR THE DEPARTMENT OF HEALTH**

**QUOTATION NUMBER:**

**REQUIRED CIDB GRADING: EB**

**FACILITY NAME: GREYTOWN AND DUNDEE MEDICO LEGAL MORTUARIES**

**PROJECT DESCRIPTION: ANNUAL SERVICE OF THE STANDBY GENERATOR AND DIESEL  
TANK CLEANING AND FUEL REMEDIATION**

**QUOTATION DOCUMENT**

**DEPARTMENT OF HEALTH**

**Greytown & Dundee MLM**

**Project Leader: Justin Pillay**

**Telephone No: 082 708 2807**

**Email: justin.pillay@kznhealth.gov.za**

# PART 4

## TECHNICAL SPECIFICATION

### 1. GENERAL TECHNICAL SPECIFICATION

- This Technical Specification is provided as a guideline for bid purposes. The final scope will be discussed during the site briefing.
- After service detailed report to be submitted upon completion of work.
- The scope of work/ specifications will be customised during site brief for each generator and each diesel tank of each site (Greytown and Dundee MLM) hence the importance that all bidders attend the site briefing.
- Each generator and each diesel tank of each facility must have its own post/after service report which will detail the scope of work rendered, the material and tools used in executing the service scope of work, the findings and recommendations and then the conclusion.
- No work can commence without prior authorisation by the Facility Manager and Infrastructure Engineer.
- A kick off meeting is compulsory and the bidder who will be awarded the job must notify the facility and the Engineer in charge of the start date so that a kick off meeting can be scheduled and conducted before the work start date.

### 2. STANDARDS

- The operation, construction, material and components of the standby generator and diesel tank and its associated equipment specified, must comply with the latest requirements of:
  - i) The Occupational Health and Safety Act (Act 85, 1993) as amended.
  - ii) SANS 10142: Code of Practice for Wiring of Premises.

### 3. PROGRAMMING OF WORKS

- The contractor shall notify the institution two (2) days prior to carrying out any site work. As the mortuary is to remain in full operation for the duration of the works, the works are to be planned and executed so as to cause minimum inconvenience to staff. Contractor shall finish this work within four weeks counting from the date of issuing of order, unless other strong and valid reason is stated.

### 4. TESTING AND COMMISSIONING

- The units shall be tested and commissioned before handing over to Department of Health: Provincial Infrastructure Development Engineer. There shall be a commissioning program submitted to the DoH Engineer by the service provider prior to the commissioning and the commissioning shall be witnessed by the Department of Health: Provincial Infrastructure Development Engineer or his/her representatives.

# **PART 5**

## **PARTICULAR SPECIFICATION**

### **5. PARTICULAR SPECIFICATION**

#### **5.1 SPECIFICATIONS**

5.1.1 This particular specification shall be read in conjunction with all other sections of the Specifications and cognizance shall be taken of the clauses relevant to this particular installation, whether any specific clauses are referred to or not.

#### **5.1.2 GENERAL REQUIREMENTS**

Tenderers are to make special note of the following:

This particular specification must be read with, and shall form part of, Part 4 of this document (Technical Specification).

In so far as the conditions contained herein are at variance with any obtained in the Technical Specifications, the contract shall be interpreted in terms of this Part 5 (Particular Specification).

The whole installation shall be in accordance with the Occupational Health and Safety Act 85/1993 as amended and all regulations framed therein shall be carried out to the satisfaction of the Department of Health.

Competent workmen skilled in their trade shall carry out all work. Quality shall be of the best standard practice and all workmanship will be subject to the approval of the Department of Health.

The work shall at all times, for the duration of the contract, be carried out under supervision of a skilled and competent representative of the Service Provider, who will be able and authorized to receive and carry out instructions on behalf of the of the Service Provider. A sufficient number of workmen shall be employed at all times to ensure satisfactory progress of the work.

All apparatus, component parts, fittings and materials employed in the execution of the Contract shall be new and unused and shall be the latest type or pattern of the particular manufacture employed. S.A.B.S. mark bearing items shall be used wherever possible.

The complete installation shall be maintained as specified in this particular specification after acceptance in writing by the Department of Health.

The complete installation must be guaranteed against defective parts and workmanship for the period specified after the date of issue of the Completion Certificate. This period shall run concurrently with the maintenance period.

Rates are to include for commissioning and testing of the complete installation and handing over in working order ready for use.

Tenderers are advised to visit the site and acquaint themselves fully with the site conditions and nature and full extent of work involved prior to submitting their bid. Claims on the grounds of insufficient information in such respects or otherwise will not be entertained by the Administration.

The Department of Health reserves the right to make emergency repairs to keep the equipment in operation without voiding the Contractor's Guarantee, nor relieving the Contractor of his/her responsibility during the guarantee period when, after proper notice, the Contractor fails to attend to such emergency repairs. All costs incurred by the administration under these circumstances will be for the account of the Contractor.

## 5.2 **THE SITE**

The site is Greytown MLM and Dundee MLM all situated/located in the uMzinyathi District.

## 5.3 **SCOPE OF WORK**

\*Refer to Annexure A: Preventative Maintenance Annual Service Programme

## 5.4 **CONTRACT PERIOD**

The contract period is four (3) weeks from the date of issuing of order.

## 5.5 **DESCRIPTION OF THE WORKS**

### 5.5.1 Equipment

The equipment is the entire standby plant including the electrical panels and diesel tank and pumps at both (2) MLMs. The list equipment will further be discussed and agreed upon with the Contractors during the site briefing.

### 5.5.2 Quoted Service Price

The quoted service price shall be inclusive of all, materials, labour, consumables, corrosion treatment, lubricants, filters, supervision, administration, overhead costs, insurance, profit, printing of service schedules, travel, transport, attendance at (enter number) site meetings etc.

### 5.5.3 Service Schedules

This is a major service that is performed annually.

### 5.5.4 Service Program

The Contractor to submit the service program to the project leader 2 days before works commence.

### 5.5.5 Program of Works

The successful tenderer shall confirm his/her program of works to the Department's Representative seven (7) days prior to commencing each planned service.

### 5.5.6 Access to Site

Access for servicing shall be by arrangement with the official in charge on site.

No claims arising from the contractor failing to make prior arrangement for access to the site will be entertained. In particular the service provider shall ensure that plant room keys are available.

### 5.5.7 Commencement of Work and Official Order



Work shall only commence on receipt, by the service provider, of an official order.

#### 5.5.8 Ad-Hoc Repairs

A provisional sum has been provided, in the schedule of prices, for ad-hoc repair work, which may be required from time to time, within the contract period. No work for which the provisional sum is provided may be carried out without the prior written instruction of the Department's Representative.

All ad-hoc work shall be carried out on a proven cost and time basis and in accordance with the contract rates.

#### 5.5.9 Response to Breakdowns

The service provider shall guarantee a response time to breakdowns following the service as follows:

- Response : 6 hours

#### 5.5.10 Health and Safety Requirements

It is required that a project specific Health and Safety Plan, for the work to be executed under this project, shall be submitted for approval, by the Department's Representative, before any work commences.

#### 5.5.11 Plant Shut Down

Prior approval shall be obtained from the responsible official on site for the shut down of any plant for service and repair work.

#### 5.5.12 Notice of Testing and Commissioning

The Department's Representative: works shall receive not less than one weeks advance notice of any tests requiring to be witnessed by him/her.

#### 5.5.13 Familiarization with the Site

Tenderers are required to familiarize themselves with the site.

Claims on the grounds of lack of acknowledge, in such respect, or otherwise, will not be entertained.

#### 5.5.14 Co-Ordination

The contractor shall co-ordinate the works in liaison with the Department's Representative.

#### 5.5.15 Disruptions on Site

The minimum of disruption to the functioning of the site facilities is required.

#### 5.5.16 Cleanliness on Site

Due diligence is to be exercised, at all times, in respect of cleanliness in the work area.

### 5.5.17 Guarantee Period

- a) The Service Provider shall unconditionally guarantee all servicing and repair work performed together with all materials and spare parts (inclusive of electrical components) supplied by him/her for a minimum period of six (6) months from the date of acceptance of the Works.
- b) The Service Provider shall unconditionally guarantee all new, replacement or additional equipment, and installations (inclusive of all electrical components) for a minimum period of twelve (12) months from the date of the First Delivery Certificate.
- c) The guarantee shall cover the performance of the Works and any defects due to inferior materials and/or workmanship of the Service Provider, or any of his/her Sub-Contractors, fair wear and tear excepted, and the Service Provider shall repair any such defects without delay and at his/her own cost. This guarantee shall include malfunction, and water exhaust, oil, or air leaks etc. and adjustments.
- d) Should any part of the complete Works perform unsatisfactorily so as to become detrimental to its functional use the service provider shall replace any such part of the complete Works with equipment as prescribed by the Employer without delay and at his/her own cost.
- e) If any defects are not remedied within the period specified by the Employer, the Employer shall have such defect repaired at the risk and cost of the Service Provider, by another service provider whom the employer deems to be proficient in the work, without prejudice to any rights the employer has against the defaulting service provider. The Employer will give written notice to the service provider of such instances where he/she appoints another Service Provider to remedy defects in the Works.

## PART 6

### SCHEDULE OF EQUIPMENT

The Schedule of equipment offered shall be fully completed by the Tenderer.

(LIST THE SCHEDULE OF EQUIPMENT SPECIFIED IN THE PARTICULAR SPECIFICATION HERE)

<u>Facility</u>	<u>Equipment</u>	<u>Quantity</u>
Greytown MLM	Standby Generator	1
	Diesel tank	1
Dundee MLM	Standby Generator	1
	Diesel tank	1



Generator Preventative Maintenance Service Programme  
 Monthly inspections and Annual Service

Part Two: Annual Service Including Diesel Fuel Remediation

Institution			
Date		Time	
Service carried out by:	Name	Name of Company	
	Signature	Order Number	
Generator Location	Running Hours at time of service		

Annual Service - To be carried out by an industry recognised generator service provider.  
 Proof of accreditatons and competencies required.

Procedure to follow before starting generator.

Checked:

Comments

	Items	Checked:		Comments
		Yes	No	
	Check fan belt, condition and tension.			
	Check fan for any visible damage.			
3	Check radiator hoses and clamps.			
4	Check radiator for any visible damage.			
5	Check all hoses for dust ingress.			
6	Check that water jacket heater is functional.			
7	Check all guards are in position and secure.			
8	Check battery charger.			
9	Check date of installation or replacement of battery.			
10	Drain Radiator and refill with manufacturer's specified coolant.	Make and type		
11	Supply and fit new water filters as per manufacture's specification.	Make and type		
12	Drain engine oil and refill with manufacture's specified engine oil.	Make and type		
13	Supply and fit new oil filters as per manufacture's specification.	Make and type		
14	Supply and fit new fuel filters as per manufacture's specification.	Make and type		
15	Supply and fit new air filters as per manufacture's specification.	Make and type		
	Check battery condition: (Maintenance Free type)	Casing		
		Leads		
		Box		
		Lugs		
		Battery terminals		
	Clean and tighten connections.			
	Check battery condition: (Maintained type)	Hydrometer	Casing	
		Green:	Leads	
		Black:	Box	
		Yellow:	Lugs	
		Red:	Battery terminals	
		Volts:	Clean and tighten connections.	
		Amps:		
18	Check oil level.			
19	Check radiator coolant level.			
20	Check day tank fuel level.			
21	Check air vents on alternator for any obstructions.			
22	Check starter motor mountings for tightness.			
23	Check engine alternator mountings for tightness.			
24	Check generator base and anti vibrations mounts for signs of deterioration.			
25	Drain water trap.			

Procedure to follow after starting and running generator on NO LOAD for 5 minutes.				Checked		Comments
Items				Yes	No	
28	Check for any leaks – oil, fuel, coolant, exhaust gases.					
29	Check alternator charge operation.					
30	Log engine temperature guage reading.		°C			
31	Log engine oil pressure reading.		bar			
32	Log generator running hours		Hours			
33	Log engine battery voltage		volts			
34	Check low radiator coolant level.					
35	Check all hoses, pipes, fittings and clamps for damage or leaks.					
36	Check exhaust manifold, silencer and pipes.					
37	Shut down generator and check the following: Engine Oil Level Radiator Coolant Level					
38						
Procedure to follow after starting and running generator ON LOAD for 30 minutes.				Checked		Comments
Items				Yes	No	
	Log electrical load on the generator		kVA			
	Change over mechanism functional.					
41	Check MDI meters for functionality.					
42	Check Voltage selector for functionality.					
43	Check Phase selector for functionality.					
<b>Annual Service - To be carried out by an industry recognised diesel fuel remediation service provider.</b>						
<u>Proof of competency required.</u>						
The Generator Service Provider shall engage the services of a recognised diesel fuel remediation sub-Contractor to carry out a full diesel fuel remediation programme on the generator "day tank" as well as the bulk diesel fuel tank as per the specification of the KZN Department of Health. Annexure A						
Items				Checked		Comments
				Yes	No	
45	Diesel Fuel Remediation in accordance with specification of the KZN Department of Health					
46	Pressure testing of Bulk diesel fuels tanks in accordance with statutory requirements.					
47	Disposal of contaminated diesel fuel.					
48	Supply documented proof of the following:		Diesel Fuel Remediation Laboratory Results			
			Diesel Fuel Tank Pressure Test Results			
			Contaminated Diesel Fuel Disposal Certificate			

**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to quote (includes a price quotation, advertised competitive quote, limited quote or proposal). In view of possible allegations of favouritism, should the resulting quote, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the quote(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the quote.
2. In order to give effect to the above, the following questionnaire must be completed and submitted with the quote.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**4 DECLARATION**

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

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

.....	.....	.....	.....
Name of bidder	Signature	Position	Date

"State" means -

a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);	c) provincial legislature;
b) any municipality or municipal entity;	d) national Assembly or the national Council of provinces; or
	e) Parliament.

"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

**SPECIAL CONTRACT CONDITIONS OF QUOTATIONS**

**1. AMENDMENT OF CONTRACT**

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

**2. CHANGE OF ADDRESS**

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

**3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION**

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

**4. SAMPLES**

- 4.1. 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.
- 4.2. **Samples must be made available when requested in writing or if stipulated on the document.**
  - (i) If a Bidder fails to provide a sample of their product on offer for scrutiny against the set specification when requested, their offer will be rejected. All testing will be for the account of the bidder.

**5. COMPULSORY SITE INSPECTION / BRIEFING SESSION**

5.1. 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 07 / 02 / 2019 Time 13 : 00 Place Greytown Forensic Mortuaries

Institution Stamp:	Institution Site Inspection / briefing session Official  Full Name: .....  Signature: .....  Date: .....
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## 6. STATEMENT OF SUPPLIES AND SERVICES

- 6.1. 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.

## 7. SUBMISSION AND COMPLETION OF SBD 6.1

- 7.1. 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.

## 8. TAX COMPLIANCE REQUIREMENTS

- 8.1. 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.***
- 8.2. 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.***

## 9. TAX INVOICE

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

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

## 10. PATENT RIGHTS

- 10.1. 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.

## 11. PENALTIES

- 11.1. 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. The purchaser may also consider termination of the contract.

## 12. TERMINATION FOR DEFAULT

- 12.1. 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.
- 12.2. 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.
- 12.3. 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.

**FAILURE TO COMPLY WITH ABOVE WILL RESULT IN YOUR QUOTE BEING PASSED OVER.**



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

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

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

**1. GENERAL CONDITIONS**

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

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

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

**2. DEFINITIONS**

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

**3. POINTS AWARDED FOR PRICE**

**3.1 THE 80/20 PREFERENCE POINT SYSTEMS**

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

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \text{ Where}$$

- P<sub>s</sub> = Points scored for price of bid under consideration
- P<sub>t</sub> = Price of bid under consideration
- P<sub>min</sub> = Price of lowest acceptable bid

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

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

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

**5. BID DECLARATION**

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: = .....(maximum of 20 points)

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

**7. SUB-CONTRACTING**

(Tick applicable box)

7.1 Will any portion of the contract be sub-contracted?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....

8. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

iv) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

9. **DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 **TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

9.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
.....

9.6 **COMPANY CLASSIFICATION [TICK APPLICABLE BOX]**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

9.7 Total number of years the company/firm has been in business:.....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

<b>WITNESSES</b>
1. ....
2. ....

..... <b>SIGNATURE(S) OF BIDDERS(S)</b>
DATE: .....
ADDRESS.....
.....
.....