

Quotation Advert

Opening Date:

2019-07-08

Closing Date:

2019-07-15

Closing Time:

11:00

INSTITUTION DETAILS

Institution Name:

Head Office Quotations

Province:

KwaZulu-Natal

Department or Entity:

Department of Health

Division or section:

Central Supply Chain Management

Place where goods / services is required

Maintenance

Date Submitted

2019-07-05

ITEM CATEGORY AND DETAILS

Quotation Number:

ZNQ:

ZNQ356/19/20-H1

Item Category:

Services

Item Description:

Major Service of motorized gate and major service and repairs to the motorized garage door

Quantity (if supplies)

02

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type:

Compulsory Site Visit

Date :

2019-07-10

Time:

11H00

Venue:

Kokstad Mortuary

QUOTES CAN BE COLLECTED FROM:

www.kznhealth.gov.za

QUOTES SHOULD BE DELIVERED TO:

hayden.cupido@kznhealth.gov.za or nomonde.nqidi@kznhealth.gov.za

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name:

Nolwazi Mthembu

Email:

nolwazi.mthembu1@kznhealth.gov.za

Contact Number:

Finance Manager Name:

033-8158407

Mr A. Memela

Finance Manager Signature:



No late quotes will be considered

**PROVINCE OF KWAZULU-NATAL
DEPARTMENT OF HEALTH
KOKSTAD MORTUARY**

**REPAIRS OF MOTORISED GATE AND MOTORISED GARAGE DOOR AT KOKSTAD FORENSIC
MORTUARY**

PART 1

1. GENERAL

1.1 SCOPE OF WORK

- Repair the motorised gate
- Repair the motorised garage door

1.2 SITE AND MODE OF PROCEDURE

- The site is at Kokstad Forensic Pathology Services at Kokstad in KwaZulu-Natal.
- Bidders are advised that all the existing premises will be occupied throughout the period of any contract.
- Damage to the existing buildings - Bidders to note that any damages done or occurring to any of the buildings will be repaired at the expense of the contractor.
- The repairs must be done to the satisfaction of the KwaZulu-Natal Department of Health Infrastructure Engineering and Technical Services

1.3 CONTRACT DRAWINGS

- There are no contract drawings issued together with this document.

PART 2**a) 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.

b) STANDARDS

- The operation, construction, material and components of the motorized gate and motorized garage 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.

c) 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 two days or if it cannot be done within the specified days, such shall be communicated with the facility, counting from the date when the order number has been issued, unless other strong and valid reason is stated.

d) TESTING AND COMMISSIONING

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

e) SCHEDULE OF EQUIPMENT

- Motorised gate
- Motorised garage door

PART 3**a) SCHEDULE OF RATES****- ITEMS AND PRICING**

The Department reserves the right to place an order for any quantities of items included in the Schedules. The Schedule of Rates must also not be assumed to include and describe every detail of the supply requirement, but must be taken and read in conjunction with the other parts of the document. Thus the supplier shall not have claim for further payment in respect of any order which may be described or implied in the contract, although apparently no corresponding items are given in the Schedule of Rates. The supplier shall be deemed to have satisfied himself before quoting as to the correctness and sufficiency of his / her quote for the contract and of the rates and prices stated in the Schedule of Rates.

- TAX AND DUTIES

Prices, quoted and paid, must include all customs, excise and import duties, and any other tariffs or taxes levied by the government or statutory body having jurisdiction on the goods provided under this contract, **including Value Added Tax (applicable to the current rate).**

- RATES

The rates, prices inserted shall be the full rates and prices for the service delivered described under the respective items and shall cover all labour, transport and profits.

No payment will be made for abortive work.

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		Total
				R	C	
	NOTE: 1) All rates for items contained in this Schedule of Rates must have company stamped 2) The Department of Health reserves the right to Negotiate rates in the Bill of Quantities. 3) Remove rubble from site and disposed of accordingly. 4) The work carried out is guaranteed for 6 months.					
	INSTITUTIONS: KOKSTAD MORTUARY 1) All rates quoted shall be inclusive of transport, labour and profit. All relevant mark-ups for specialist shall be included. 2) The Bidder is advised that the facilities are fully functional and Occupied and disruptions to services are to be kept to the bare minimum. 3) No work can commence without prior authorisation by the Facility manager. 4) Isolate the plant before and ensure its safe before commencing with service and Service.					
1	Fit end stop to avoid dislocation of gate, ensure alignment of gate, test operation of pedestrian switches.	1				
2	Assess anti-lift brackets and ensure they are well positioned. Replace anti-lift rollers with that of similar specification.	1				
3	Lubricate the gearbox with the correct lubricant.	1				
4	Secure rack to gate properly and ensure rack flushes on pinion.	1				
5	Set the gate motor limits	1				
6	Repair motorised garage door and ensure correct operation.	1				
Carried To Collection Summary			PS1	R		

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		Total
2.	Labour, Travelling and Accommodation			R	c	
2.1	Labour	hours				
2.2	Travelling	km				
Carried To Collection Summary		PS2		R		

COLLECTION SUMMARY

INSTITUTION: KOKSTAD MORTUARY

Repairs to motorised gate and motorised garage door.

NOTE:
THIS COLLECTION SUMMARY MUST BE COMPLETED IN FULL BY THE CONTRACTOR AND RETURNED TOGETHER WITH THE TENDER/QUOTATION FORM.

Collection Summary PS 1	R		
Collection Summary PS 2	R		
SUB-TOTAL	R		
ADD Provision for Value Added Tax of SUB-TOTAL	R		
<u>TOTAL:</u> CARRIED TO TENDER FORM	R		

PART 4

SPECIAL TERMS AND CONDITIONS

1. INTRODUCTION

- a) Bidder/s must ensure that they are fully aware of the Conditions contained in this bid document as they shall become the Conditions of Contract once the bid is awarded.
- b) Only bidders that fully meet the specifications shall be accepted.

2. AMENDMENT OF CONTRACT

- a) 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 subject to Bid Adjudication Committee approval.

3. CHANGE OF ADDRESS

- a) Bidders must advise Supply Chain Management should their address details change from the time of bidding to the expiry of the contract.

4. CIDB RATING/SERVICE PROVIDER REQUIRED

- a) The required service provider must be a specialist on installation and maintenance of motorised gates.
- b) Must be a service provider with proven experience on installation and maintenance of motorised systems.

5. COMPLIANCE WITH SPECIFICATION REGULATIONS AND STANDARD REGULATIONS (INCLUDING SABS SPECIFICATIONS)

- a) Offers must comply strictly with the specification. Offers exceeding specification requirements are deemed to comply with the specification. The quality of products must not be less than what is specified.
- b) The operation, construction, material and components of the equipment specified, must comply with the latest requirements of: The Occupational Health and Safety Act (Act 85, 1993) as amended.
- c) The contractor should fully familiarize himself with this document and the site prior to quoting. No negotiations shall be entered into shall the service provide not be able to finish because he/she was not familiar with the sites. Even when a site briefing is not compulsory in some cases, the expectation from DoH is that the service provider is experienced and will be able to finish the scope of work based on the quoted rates.

6. EQUAL BIDS

In the event that two or more bids have equal total points, the successful bid will be the one scoring the highest number of preference points for specified goals. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

7. EXECUTION PLAN

The bidder will be required to provide an efficient and effective service. Therefore, the bidder is required to submit proof that he/she has the required capacity to execute the contract tendered for successfully.

8. EXECUTION PERIOD

The work shall be completed within two (2) days from the date of the official order/letter of acceptance or a written explanation shall be provided, failure to meet the time frame the Department reserves the right to cancel the order.

9. EXTENSION OF CONTRACT

An extension of contract may only be considered if the Department alters a scope of the original contract.

10. FIRM PRICES

This bid requires that all prices offered are firm. If a non-firm price is offered then the bidder may be disqualified for not complying with the Conditions of the Bid.

11. GENERAL REQUIREMENTS

Bidders are to make special note of the following:

- 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 3 (Particular Specification).
- The whole installation shall be in accordance with the Occupational Health and Safety Act 85/1993 and all regulations framed therein shall be carried out to the satisfaction of.
- 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 work shall at all times (where necessary), for the duration of the contract, be carried out under the supervision of a skilled and competent representative of the Contractor, who will be able and authorized to receive and carry out instructions on behalf of the Contractor. 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.
- Rates are to include for commissioning and testing of the complete installation and handing over in working order ready for use.
- Bidders 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 tender. Claims on the grounds of insufficient information in such respects or otherwise will not be entertained by the Mortuary.
- The Mortuary 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 responsibility during the guarantee period when, after proper notice, the Contractor fails to attend to such emergency repairs. All costs incurred by the Mortuary under these circumstances will be for the account of the Contractor.

12. GUARANTEE

All equipment, material, mechanical work and workmanship provided under the Contract must be guaranteed for a minimum period of six (6) months from the date of handing over. The Successful bidder must arrange with the both before installing and commissioning the equipment. The bidder to note that the Guarantee period must only take effect upon successful handing over and successful test and acceptance by the Department of Health.

13. INJURIES TO STAFF

If equipment or any other object within the servicing/repairing causes injury to staff, the contractor will, under the supervision of the mortuary, execute the required safety plan performance. The contractor will subsequently be required to draft a detailed report incorporating inter alia, reasons for such injury/injuries.

14. LATE BIDS

Bids are late if they are received at the address indicated in the bid documents after the closing date and time.

A late bid shall not be considered and, where practical, shall be returned unopened to the Bidder, accompanied by an explanation.

15. NOTES TO BIDDERS

Contractors are urged to ensure that safety measures as per the Occupational Health and Safety (OHS) Act are in place before any work is undertaken.

All dimensions and sizes shall be checked and confirmed before any work is undertaken or materials ordered.

All work is to be carried out as per the specification issued with this document, no alterations will be allowed unless the project leader grants prior authority during the site meeting.

Contractors are advised to visit site to acquaint themselves with the site and the layout of the institution as no claims on the grounds of ignorance of the locality/sitting or access to the institution will be entertained later.

Contractors are informed that living on the institutions premises during the contract is not allowed and arrangements or accommodation will have to be made.

All rates quoted shall be inclusive of transport, labour and profit but exclude VAT.

16. NOTIFICATION OF AWARD OF BID

- a) Notification of the award of bid shall be in writing by a duly authorized official of Department of Health, Supply Chain Management. The written acceptance of an offer constitutes a legal and binding contract if no appeals are lodged.
- b) The award shall be in the form of a works order.

17. PAYMENT FOR SUPPLIES AND SERVICES

- a) A contractor shall be paid by the Department of Health – Infrastructure Unit in accordance with supplies delivered and services rendered.
- b) Should a contractor indicate a special discount on his/her account provided payment is made within a certain time, every effort shall be made to take advantage of such discount.
- c) Any query concerning the non-payment of accounts must be directed to the Department of Health. The following protocol will apply if accounts are queried:
 - (i) Contact must be made with the officer-in-charge of the department;
 - (ii) If there is no response from facility, the Department of Health Infrastructure responsible Engineer must be contacted;

18. PENALTY CLAUSE

In the event that the contract is not completed on scheduled completion date, penalty amount of 0.04% of contract sum will be charged per day for extra days taken after scheduled completion date. The amount shall be deducted from outstanding payments.

19. PROVINCIAL SUPPLIERS DATABASE

A bidder submitting an offer must be registered on the Provincial Suppliers Database. A bidder who has submitted an offer and is not registered on the Provincial Suppliers Database will not be considered.

20. SPECIAL CONDITIONS OF CONTRACT

The bid is issued in accordance with the provisions of the Public Financial Management Act (PFMA), Chapter 16 A of the Treasury Regulations and shall be subject to the provisions of the General Conditions of Contract. The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.

21. TAX AND DUTIES

Prices, offered and paid, must include all customs, excise and import duties, and any other tariffs or taxes levied by the government or statutory body having jurisdiction on the goods provided under this contract, including Value Added Tax (applicable to the current rate).

22. UNSATISFACTORY PERFORMANCE

Unsatisfactory performance occurs when performance is not in accordance with the contract conditions.

- (a) Before any action is taken, the mortuary shall warn the contractor by registered/certified mail that action will be taken in accordance with the contract conditions unless the contractor complies with the contract conditions and delivers satisfactory supplies or services within a specified reasonable time (7 days minimum). If the contractor does not perform satisfactorily despite the warning the institution will:
- take action in terms of its delegated powers
 - make a recommendation to its Head Office for cancellation of the contract concerned.
- (b) When correspondence is addressed to the contractor, reference will be made to the contract number/item number/s and an explanation of the complaint.

23. VALIDITY PERIOD OF BID AND EXTENSION THEREOF

The validity (binding) period for the bid must be 90 days from close of bid. However, circumstances may arise whereby this mortuary may request the bidders to extend the validity (binding) period. Should this occur, the mortuary will request bidders to extend the validity (binding) period under the same terms and conditions as originally tendered for by bidders. This request will be done before the expiry of the original validity (binding) period.

24. VAT

- a) Bid prices must be inclusive of VAT.
- b) A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:
- The name, address and registration number of the supplier;

- The name and address of the recipient;
- An individual serialized number and the date upon which the tax invoice is issued;
- A description of the goods or services supplied;
- The quantity or volume of the goods or services supplied;

Either –

- the value of the supply, the amount of tax charged and the consideration for the supply; or
- where the amount of tax charged is calculated by applying the tax fraction to the consideration, the consideration for the supply and either the amount of the tax charged, or a statement that it includes a charge in respect of the tax and the rate at which the tax was charged.

NOTE:

The Department of Heath reserves the right to verify the veracity of all information submitted.

DECLARATION OF INTEREST

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

2. In order to give effect to the above, 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):..... | 2.6. VAT Registration Number: |

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4 DECLARATION

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

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

..... Name of bidder Signature Position Date
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"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. |

²Shareholder" 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.