


Quotation Advert

Opening Date: 2019-07-29 
Closing Date: 2019-08-05 
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 Infrastructure Development
Date Submitted 2019-07-26 

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ:
410/19/20-H
Item Category: Services 
Item Description: One year preventative of HVAC system and Refrigeration system at Harry Gwala MLM

Quantity (if supplies) 05

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Select... 
Date : 
Time: 
Venue: 

QUOTES CAN BE COLLECTED FROM: www.kznhealth.gov.za

QUOTES SHOULD BE DELIVERED TO: Old Boys Model, 310 Jabu Ndllovu street or email to hayden.cupido@kznhealth.gov.za or

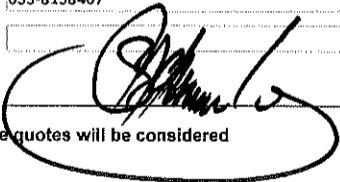
ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: Nolwazi Mthembu
Email: nolwazi.mthembu1@kznhealth.gov.za
Contact Number:

033-8158407

Finance Manager Name:

Finance Manager Signature:

A large, stylized handwritten signature in black ink is written over a horizontal line. The signature is enclosed within a hand-drawn oval.

No late quotes will be considered

STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT OVER R30 000.00

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: DEPARTMENT OF HEALTH- CENTRAL SCM

DATE ADVERTISED: 29/07/2019 CLOSING DATE: 05/08/2019 CLOSING TIME: 11:00

E-MAIL ADDRESS: rachel.phiri@kznhealth.gov.za, hayden.cupido@kznhealth.gov.za

PHYSICAL ADDRESS: 310 Jabu Ndlovu Street, Old Boys School Model Building, Pietermaritzburg

ZNQ NUMBER: 410/19/20-H

DESCRIPTION: One year preventative of HVAC system and Refrigeration system at Harry Gwala Medico Legal Mortuaries

CONTRACT PERIOD One year VALIDITY PERIOD 60 Days SARS PIN: [REDACTED]

(if applicable)

CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO. [REDACTED]

UNIQUE REGISTRATION REFERENCE [REDACTED]

DEPOSITED IN THE QUOTE BOX ON OR BEFORE THE DATE AND TIME OF CLOSING SITUATED AT *(STREET ADDRESS)*

310 JABU NDLOVU STREET,
 OLD BOYS SCHOOL MODEL BUILDING,
 PIETERMARITZBURG OR EMAIL
 TO rachel.phiri@kznhealth.gov.za, hayden.cupido@kznhealth.gov.za

Bidders should ensure that quotes are delivered timeously to the correct address. If the quote is late, it will not be accepted for consideration.

The quote box is open from 08:00 to 15:30.

ALL QUOTES MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS QUOTE IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

**THE FOLLOWING PARTICULARS MUST BE FURNISHED
 (FAILURE TO DO SO WILL RESULT IN YOUR QUOTE BEING DISQUALIFIED)**

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER CODE.....NUMBER..... FACSIMILE NUMBER CODE.....NUMBER.....

CELLPHONE NUMBER

E-MAIL ADDRESS

VAT REGISTRATION NUMBER (If VAT vendor)

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1) YES NO

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs& QEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

OFFICIAL PRICE PAGE FOR QUOTATIONS

ZNQ NUMBER: 410/19/20-H

DESCRIPTION: One year preventative contract HVAC and Refrigeration system at Harry Gwala MLM

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
		One year preventative maintenance contract of				
1	1	HVAC System and				
2	4	Refrigeration system				
		for Harry Gwala Medico Legal Mortuaries				
		Compulsory Site Inspection				
		Venue: Kokstad MLM				
		Date: 31/07/2019 @ 11H00				
		NB: Kindly complete spec attached				
VALUE ADDED TAX @ 14% (Only if VAT Vendor)						
TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)						

Does This Offer Comply With The Specification?	Does The Article Conform To The S.A.N.S. / S.A.B.S. Specification? (if applicable)
Is The Price Firm?	State Delivery Period E.G. E.G. 1day, 1week

<p>Enquiries regarding the quote may be directed to:</p> <p>Contact Person: Nolwazi Mthembu Tel 033-8158407</p> <p>E-Mail Address: Nolwazi.Mthembu1@kznhealth.gov.za</p>	<p>Enquiries regarding technical information may be directed to:</p> <p>Contact Person: Mxolisi Myeza Tel: 033-9402518</p> <p>E-Mail Address: Mxolisi.Myeza@kznhealth.gov.za</p>
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health

Department:

Health

PROVINCE OF KWAZULU-NATAL

INFRASTRUCTURE DEVELOPMENT

**REFRIGERATION (COLD ROOMS, BODY CABINETS
AND FREEZERS) SYSTEMS:**

**1 YEAR PREVENTATIVE MAINTENANCE
CONTRACT REQUIREMENTS**

**HARRY GWALA DISTRICT – Kokstad, Umzimkhulu,
Ixopo and Bulwer Forensic Mortuaries**

Prepared By: Mr ML Myeza

JUNE 2019

1. INTRODUCTION

The refrigeration systems in the forensic mortuaries are used to keep the temperatures of the cold rooms, body cabinets and freezers in the forensic mortuaries at desired low levels to prevent the bodies from decomposing as that can affect the autopsy results.

At Harry Gwala Forensic Mortuaries, the asset information for the coldrooms, freezer rooms and body holding cabinets is as per the table under item 4.1.

2. INSTALLATIONS IN HARRY GWALA HEALTH DISTRICTS FORENSIC MORTUARIES

2.1 Refrigeration System

There are four (4) forensic mortuaries at Harry Gwala District and each of these mortuaries has refrigeration system installed.

3. REFRIGERATION SYSTEMS' MAINTENANCE

There are two (2) fundamental types of refrigeration System maintenance that the successful contractor must perform, namely "preventative" and "reactive/corrective" maintenance. The contractor must work more towards maximum preventative maintenance, preferable to maintain 80:20 ratio (preventative to reactive) at all times.

3.1 Preventative Maintenance

This type of maintenance is best defined as: regular activities performed on the equipment to keep it functional in order to prevent failure. This involves inspection, condition monitoring, testing, cleaning etc.

In order to achieve the maximum life of the refrigeration system and associated accessories, attention must be focused on preventative maintenance. Each of the prescribed inspection and test activities, services and reactive maintenance must be conducted by a competent person and records must be kept in a dedicated "file".

The contractor must develop inspection and test, services and maintenance plans documents based on the following guide activities (with additions welcomed) for the approval by DoH Engineer within 14 days of the contract establishment.

The following are the recommended preventative maintenance intervals for the refrigeration system based on the current unknown condition status. The preventative maintenance scope of work are provided with the BOQ on chapter 4.2

Cold Room and Freezer: Three (3) monthly inspection and testing (Contractor),

Cold Room and Freezer: Bi-annual (twice annually) service (Contractor),

Body holding cabinets: Three (3) monthly inspection and testing (Contractor),

Body holding cabinets: Bi-annual (twice annually) service (Contractor),

3.1.1 Inspections and Testing - 3 Monthly - Preventive Maintenance

All refrigeration systems must be inspected every 3 months. All inspections and test activities must be accepted and signed off by the DOH Engineer or his designated official, for it to be deemed official.

3.1.2 Annual Service

All refrigeration systems must be serviced twice annually as per scope of work given in Chapter 4.

3.2 REACTIVE MAINTENANCE/MARK-UP ON MATERIALS, SPARE PARTS, PLANT AND EQUIPMENT

The reactive maintenance is a triggered by a failure that usually requires that repairs be effected. This type of maintenance is best defined as: that maintenance activity that has to be performed when the equipment has already failed/broken to bring it in the serviceable operational state. In case of works needing materials or spares to do repairs, for completion of the allocated work, a maximum mark-up on the supplier's nett invoiced value, before the addition of VAT of materials and spare parts is allowed.

NB: Approval for specifications of the items to be used and spares shall be obtained prior to the purchase of such items.

This type of maintenance will be conducted by a successful Contractor on a cost-proven basis where parts, travelling and labour rates will be considered. A provisional sum will be set aside per facility.

Mark up on bought out items

20% Maximum for value R0.00 to R299 999.99,

15% Maximum for value R300 000.00 to R500 000.00,

13% Maximum for value R500 000.00 and above,

4. MAINTENANCE SPECIFICATION

Details of the scope of work to be executed as part of preventative maintenance are provided in the BOQ on the next chapter (chapter 4.2).

4.1 EQUIPMENT DETAILS

Equipment	Ixopo	Bulwer	uMzimkhulu	Kokstad
Cold room plants	3	4	3	3
Freezer room plants	1			2

4.2 SPECIFICATION AND BOQ

4.2.1 Cold Rooms and Freezers

COLD ROOM AND FREEZERS: 3 Monthly Inspection and Testing (Kokstad, Umzimkhulu, Ixopo and Bulwer MLM) – Twice a year	Unit of measure
Check that the evaporator fins are clear of dirt and comb fins if necessary	Item
Check cooling operating parameters	Item
Inspect fan motor and blades	Item
Check operation of the timer	Item
Check operation of an expansion valves. Correct, repair or replace if necessary	Item
Check for condensate drain system. Test condensate AND remove any foreign particles.	Item
Check operation of thermostat (controller). Record any abnormalities	Item
Check and record suction and discharge pressures of refrigerants (LP/HP)	Item
Remove fan guard and check alignment and correct if necessary to get free rotation	Item
Check that all bolts and screws are properly secured on fans and compressor	Item
Inspect and test HP and LP switches for correct operation.	Item
Check/inspect all electrical devices (controllers, contactors, relays) and electrical wiring connections tightness in the electrical panel and correct if necessary. Record all abnormalities and report accordingly.	Item
Examine condenser coil and comb fins if necessary	Item
Inspect refrigerant piping insulation and condensate pump	Item
Check and record any leakage of refrigerant or recovered refrigerant.	Item
TOTAL - 3 Monthly Inspection and testing scope of work (Kokstad, Umzimkhulu, Ixopo and Bulwer MLM)	R

COLD ROOM AND FREEZERS: 6 Monthly Major Service (Kokstad, Umzimkhulu, Ixopo and Bulwer MLM) – Twice a year	
Perform the 3 monthly inspection and testing scope of work. And then the following scope of work:	Item
<u>Compressors, Discharge and Suction Line</u>	
Note down compressor amperages before and after service	Item
Eliminate any undue noise or vibration for each system. Check the entire system for loose components and tighten accordingly.	Item
Test and note down oil leaks or refrigerant leaks for each systems. Repair all found leaks.	Item
Get the refrigerant level right by refilling if level has dropped for each system. Ensure that the refrigerant is dry	Item
Bring HP up and ensure that HP cut-out trips at correct pressure, Note down the settings.	Item
Bring LP down and ensure that LP cut-out at correct pressure, Note down the setting	Item
Check and calibrate all transmitters, sensors and controllers	Item
<u>Electrical and Panel</u>	
Clean out the panel (blow dry and wipe) and test operation of all power isolator, circuit breakers and contactors. Ensure that all electrical terminals are tightened.	Item
Ensure that all protections are operational.	Item
Correctly set the defrost intervals for the system.	Item
Set defrost elements, door and drain heaters timers to correct operational (Freezer rooms only). Also check element amperage and resistance.	Item
During normal cold room and freezer operation, check the electrical panel of hot spots (by performing thermography)	Item
<u>Condenser and Evaporator</u>	
Set TX valve for correct operation and superheat setting. Re set if necessary	Item
Adjust all system temperatures to correct operational range.	Item
Clean condenser and evaporator coil with proprietary coil cleaner	Item
Scrape, treat and paint rust on the evaporator and condenser	Item
Calibrate dial thermometers.	Item

Test (vibration analysis and temperature) bearings for condenser fan and evaporator fans for each system.	Item
Leak test on both lines (suction and discharge) for the whole system and repair any leak	Item
Clean evaporator drainage system.	Item
Check drainage system on the condenser.	Item
Check the solenoid valve operation on defrost and ensure correct functionality.	Item
Check and calibrate all transmitters, gauges, sensors and controllers	Item
<u>Walls and Floors</u>	
Ensure that cold and freezer room walls, floors, ceiling for deterioration all clear from ice build up	Item
Clean and remove loose paint and scale and repaint as required.	Item
Clean plant room area	Item
Ensure that cold and freezer room walls, floors, ceiling are all clear from ice build-up.	Item
TOTAL - 6 Monthly Servicing and Testing scope of work (Kokstad, Umzimkhulu, Ixopo and Bulwer MLM)	R

4.3 Technical Evaluation Criteria

a. Technical Manager, Foreman/Supervisor, Artisans

- Qualifications (or other training certificates),
- Trade test certificates – refrigeration mechanic (for Artisans),
- Proof of refrigeration system Maintenance and repairs experience,
- Registration with the relevant body (SAQCC under GAS category B).

b. Semi-skilled

- Proof refrigeration system Maintenance Training received (even informal),
- Proof refrigeration system Maintenance and repairs experience,

Detailed CV covering the above (for both a and b) will be required, with traceable references.

c. Company proof of similar scope of work (*3 references per item*), in the last 3 years. Provide letter of award, completion certificate, scope of work.

- Refrigeration systems: inspection and test,
- Refrigeration systems: annual service and inspection,
- Company registration with SARACCA

For each item, indicate the supervisor and project team that was involved. Indicate personnel that have since left the organization.

d. Company Organogram:

- Schedule of resources at all levels
- Schedule of experience on projects of similar value and duration (Past 3 years) – letters of award to be attached and practical completion certificate for all work completed in the preceding 3 years

e. CIDB Category: 2 ME or above

f. Locality: distance in km from contractors premises to site

g. Refrigeration system Maintenance Health and Safety Management Plan.

5. PURPOSE, SCOPE AND DEFINITIONS OF CONTRACT WORK CATEGORIES

The purpose of this one (1) year contract is to procure the services of a reputable, competent and accredited Service Provider to be able to execute maintenance and repair works on refrigeration systems' in the Harry Gwala District Forensic Mortuaries – Kokstad, Umzimkhulu, Ixopo and Bulwer MLM.

6. DEFINITIONS OF WORK CATEGORIES

The work categories are as under:

Maintenance: (including preventive maintenance) defined as work required for the upkeep any existing electrical works, which is presently functioning, in operational order.

Repairs: defined as that work required to be executed on any existing electrical work, which is at present not functioning and must be returned to its original state of functioning by replacing it with new equipment of the same capacity/capability and technological features.

7. CIDB GRADING AND APPLICABILITY OF CONTRACT

The required CIDB grading for the service providers to be considered for this term contract is 2ME or above.

The contract is applicable to the refrigeration system and the related ancillaries within the Kokstad, UMzimkhulu, Ixopo and Bulwer MLM.

8. SERVICE LEVEL AGREEMENT

8.1. A successful bidder shall enter into a service level agreement (SLA) with the Department upon being awarded the Contract.

8.2. The service level agreement shall be entered and agreed upon within five (5) days after awarding of the Contract.

8.3. The successful bidder must arrange a meeting with the Department's Engineer two (2) days after being awarded the Contract to discuss the SLA.

9. SITE SPECIFIC REQUIREMENTS

9.1. Upon arrival, the service provider shall provide the relevant certification for skilled personnel, together with ID or clear copy of ID. Semi-skilled and unskilled are required to produce clear ID.

- 9.2. For all scheduled work, prior arrangements (2 days before the start date) to visit site shall be made with the Facility Manager.
- 9.3. The work areas must be properly demarcated when work in progress and there must be no disruptions and no health and safety risks to people visiting and occupying the facility.

10. IMPLEMENTING WORK AND REPORTING ON SITE

- 10.1. All contractor employees are required to report to the Facility Manager or his delegated official **upon arrival and prior to departure/upon completion of work.**
- 10.2. Upon arrival and departure (completion of work), all contractor employees must sign the *Contractors Site Visit Register* which will be kept in the facility by the Facility Manager.
- 10.3. A job sheet must be completed on site by the service provider indicating the time worked for a job allocated. The job sheet is to be signed and stamped with a dated facility stamp by the facility manager or his/her delegated official on site. This will be issued to the awarded contractor.
- 10.4. The document required to effect invoice pay-out is as follows:
- Instruction issued to carry out works on a particular scope.
 - Job sheet, stamped (or signed) and dated by facility manager or his/her designated official.
 - Attendance/site visit register
 - Report on scope executed.
 - Service provider's invoice.

The work will be paid on the basis of time in job sheet and in accordance with the agreed contract rates.

- 10.5. Report must be sent to the DoH Infrastructure Engineer and the copy to the Facility Manager within 5 days of the works completion.

11. EQUIPMENT TO BE PROVIDED BY THE SERVICE PROVIDER

The service provider shall supply all plant, material, consumables and tools required to carry out the scope of work related to refrigeration maintenance and repairs in the Harry Gwala Forensic Mortuary – Kokstad, UMzimkhulu, Ixopo and Bulwer MLM.

Where a service provider is required to hire plant or equipment which does not form part of their normal refrigeration scope of work, prior approval shall be obtained from the Department's Representative. The name of Department's Representative will be communicated to the appointed contractor.

12. MEANS OF COMMUNICATION

The contractor will be notified by phone call and of any fault by the Facility Manager or delegated Official. The phone call shall be made to both the Contractor and the designated Engineer. The phone call will be followed up by an email from the Facility Manager or delegated Official to the contact person of the contractor available 24/7. The contractor shall provide an alternative contact number and email address. The contractor employee(s) shall notify the engineer upon arrival on site by means of a SMS.

13. TERMINATION CLAUSE

The Department of Health reserves the right to terminate the contract if the contractor bridges any of the agreements. All applicable conditions will be on the SLA.

If the Contractor, during the contract term, is suspected to be misinforming or misleading the department with regards to the plant status, or is supplying replacement parts that are not necessary, or supplying at a price way above the market price, or is suspected of sabotaging the plant all with the intention of making money from the Department, the Contractor will be subjected to investigation and disciplinary hearing which can lead to termination of Contract as well as deletion from the Government database which will prevent the contractor from conducting any form of business/work for Government.

The contract will be deemed as expired at end of 12 months from the date of agreeing and signing SLA or exhaustion of funding allocated to the contract.

14. REDUNDANT MATERIALS, SPARE PARTS, PLANT AND EQUIPMENT

Redundant material(s) which arise from repairs, stripping and work carried out must be removed from site and disposed of by the service provider. Such redundant material(s) parts are to be inspected, by the Department's representative to confirm that such parts are indeed defective. The contractor takes full responsibility of safe disposal of redundant materials. Upon disposal of redundant material(s), a disposal certificate/note shall be issued by the contractor to the facility for record keeping and proof that disposal was safely and correctly done.

All repair works shall be approved by the Engineer before being carried out by the Service Provider and the following shall apply;

- Upon inspections, service and (or) call out to the Service Provider and an equipment/component/plant/system is found to be in need of repairs, the service provider shall immediately notify the Engineer and the Facility manager of all necessary repairs that need to be conducted in the cold rooms and freezers.
- The service provider shall NOT commence with the repairs until instructed to do so by the Engineer through formal (sms, email, whatsapp) communications.

- The service provider will quote for all necessary repairs following submission of the report of findings and recommended scope of work.
- The service provider will be instructed by the Engineer or his designated official to proceed with all repairs below R40 000.
- All repairs above R40 000 will be subject to verification of the quote to be within the market price. In this case, other service providers will be given a chance to quote on the same scope of work and the cheaper quoted service provider will be instructed to proceed with the repairs work.
- All repairs above R70 000 will be subject to open bidding process. The work request will be assessed by the Engineer and will depend on the level of urgency of the work (whether it's emergency work or urgent).

15. INVESTIGATION, TESTING AND COMPLETION OF THE WORKS

The service provider shall conduct a root-cause analysis for incidents reported and produce a report with recommendations to prevent the same issue from reoccurring. The service provide shall rectify and satisfy him/herself that the works completed are tested, completed and to specification in all respects, and to the satisfaction of the responsible official before handing over to the Department. The traded artisan is deemed as a competent supervisor for the supervision of the works. It is not the responsibility of the Department, or it's duly appointed representatives, to perform such functions on behalf of the service provider.

16. AVAILABILITY AND RESPONSE TIME TO BREAKDOWNS

The service provider is required to be available twenty-four (24) hours per day, seven (7) days per week, including public holidays, to respond to breakdowns as and when instructed to do so.

Normal cases

The service provider's response time must be 4 hours maximum from the time a fault is reported for normal cases or not life threatening cases.

Emergencies

When a service provider is appointed as the responsible service provider at a specific institution/building/facility for a specific period, the service provider's response time must be 2 hours maximum from the time a fault is reported for emergencies.

If an emergency fault or matter reported is not attended to within a particular time of the time of reporting, a penalty shall be imposed, to be detailed on the SLA. A contact number and an email address shall be provided by the service provider for 24 hour contact to report faults.

17. COMPLIANCE TO OHS ACT

The works shall be carried out in full compliance to Occupational Health and Safety Act and Regulations and all relevant Acts and Standards. All safety precautions required for working on electrical systems shall be taken into account and a risk assessment shall be conducted by the service provider. Suitable personal protective equipment shall be worn at the time of duty. The contractor is fully liable for safety and security of his personnel and shall indemnify the Department of Health for all incidents

18. APPLICABLE RATES

18.1 Labour

The standard applicable labour rates are included in the line items the contractor quotes for. The labour rates will only apply during repairs. These labour rates are taken to cover all of the service provider's supervision, administration and overhead costs, printing of standard service schedules, consumables, insurance, sundries and preliminaries and profit.

The labour rates will remain firm for the twelve (12) months of the contract period.

18.2 Travel and Transport

The Contractor will be reimbursed for any travelling and transportation of employees or provision of normal tools, etc. required for carrying out the agreed scope of work as per the latest departmental fuel rates for repair works.

Contractor's hourly rate will not be applicable when travelling to and from site during repairs. Hourly rates are applicable when employees are on site busy carrying out work as per the callout instructions.

In the case of call-outs, the contractor's applicable fuel shall be as per the Department of Transport fuel rates which are capped at 2 litre engine capacity. The service provider shall provide proof of engine swept volume for the department to effect payment.

19. SUMMARY PRICE PAGE

DESCRIPTION				
Labour: Supply the services of a reputable, competent and accredited Service Provider for carrying out refrigeration preventative maintenance including all Health and Safety compliance.				
Preventative maintenance		Quantity	Item Price	Total Cost (Quantity x Item Price)
1	Kokstad MLM - Conduct a conditional assessment of all the refrigeration units and provide a report highlighting the status quo, interventions required, etc. (The cost includes time to be spent on site, travelling, production report)	1		
2	UMzimkhulu MLM - Conduct a conditional assessment of all the refrigeration units and provide a report highlighting the status quo, interventions required, etc. (The cost includes time to be spent on site, travelling, production report)	1		
3	Ixopo MLM - Conduct a conditional assessment of all the refrigeration units and provide a report highlighting the status quo, interventions required, etc. (The cost includes time to be spent on site, travelling, production report)	1		
4	Bulwer MLM - Conduct a conditional assessment of all the refrigeration units and provide a report highlighting the status quo, interventions required, etc. (The cost includes time to be spent on site, travelling, production report)	1		
5	Perform 3 monthly inspections on the refrigeration system at Kokstad MLM as per the scope of work (including labour, consumables, spares, material, tools, transport cost)	2		
6	Perform 3 monthly inspections on the refrigeration system at UMzimkhulu MLM as per the scope of work (including labour, consumables, spares, material, tools, transport cost)	2		
7	Perform 3 monthly inspections on the refrigeration system at Ixopo MLM as per the scope of work (including labour, consumables, spares, material, tools, transport cost)	2		
8	Perform 3 monthly inspections on the refrigeration system at Bulwer MLM as per the scope of work (including labour, consumables, spares, material, tools, transport cost)	2		
9	Perform major service on the refrigeration system at Kokstad MLM as per the scope of work (including labour, consumables, spares, material, tools, transport cost)	2		

DESCRIPTION

Labour:
Supply the services of a reputable, competent and accredited Service Provider for carrying out refrigeration preventative maintenance including all Health and Safety compliance.

10	Perform major service on the refrigeration system at UMzimkhulu MLM as per the scope of work(including labour, consumables, spares, material, tools, transport cost)	2		
11	Perform major service on the refrigeration system at Ixopo MLM as per the scope of work(including labour, consumables, spares, material, tools, transport cost)	2		
12	Perform major service on the refrigeration system at Bulwer MLM as per the scope of work(including labour, consumables, spares, material, tools, transport cost)	2		
Total Amount				

20. TENDER EVALUATION CRITERIA AND SCORING

The threshold score, below which tenderers are eliminated from further consideration should be 70%. The weighting for Quality and functionality out of 100 sub-points is as follows:

Evaluation Criteria	Deliverables	Points	Sub-Points	Sub-Criteria	Sub-Points Scoring	
Financial Standing	The submission of all financial requirements stipulated in the tender	20 Points	10	Stamped letter from the bank confirming availability of working capital	10	Proof of working capital greater than or equal to R100 000.00 in the form of a stamped letter from the bank.
			5		5	Proof of working capital less than R100 000 and equal to or more than to R50 000.00 in the form of a stamped letter from the bank.
			0		0	Proof of working capital less than R50 000 or no submission.
			10	Stamped proof of available credit limit from the bank.	10	Proof of available credit limit more than or equal to R100 000.00 in the form of a stamped letter from the registered and approved financial services providers.
			5		5	Proof of available credit limit less than R100 000.00 or equal to or more than to R50 000.00 in the form of a stamped letter from the registered and approved financial services providers.
			0		0	Proof of credit limit less than R50 000 or no submission.

Evaluation Criteria	Deliverables	Points	Sub-Points	Sub-Criteria	Sub-Points Scoring
Competency, Experience and Resource Capacity	Tenderer to demonstrate their technical competency, human resource capacity and relevant project experience	35 Points	25 Sub-points	Detailed schedule of resources at all levels Please note that per key technical role, only one resource per role will be scored.	<p>25 Key technical Resources: Technical Manager, Foreman or Supervisor, Refrigeration Mechanic Trade Tested Artisan, Technical Assistants (semi-skilled) with at least two certified by SAQCC under GAS category B (air conditioning and refrigeration practitioner) in the refrigeration and air conditioning industry.</p> <p>15 Key technical Resources: Technical Manager, Foreman or Supervisor, Refrigeration Mechanic Trade Tested Artisan, Technical Assistants (semi-skilled) with one person certified by SAQCC under GAS category B (air conditioning and refrigeration practitioner) in the refrigeration and air conditioning industry</p> <p>0 None of the key technical resources are certified by SAQCC under GAS category B (air conditioning and refrigeration practitioner) in the refrigeration and air conditioning industry</p>
Tenderer's Project Management Structure and Organogram	A tenderer that submits a detailed project organogram that sets out the roles and responsibilities of each	25 Points	10 Sub-points	Schedule of organisation years of experience on similar projects (Project includes servicing of equipment such as coldrooms, freezers, etc. Bidder must submit a schedule of projects completed which shall include period (start date/month to end date/month) over which completed and value of project. Submission of a detailed organogram	<p>10 More than or equal to 5 years with award letters/orders/completion certificates not older than 10 years.</p> <p>7 Greater than or equal to 3 years but less than 5 years with award letters/orders/completion certificates.</p> <p>4 Greater than or equal to 1 year but less than 3 years with award letters/orders/completion certificates.</p> <p>0 Less than 1 year.</p> <p>5 Submission of a detailed project organogram showing all project resources including key technical resources. The organogram must indicate the roles and responsibilities of each key project team members that will be allocated to this project.</p>

Evaluation Criteria	Deliverables	Points	Sub-Points	Sub-Criteria	Sub-Points Scoring
Resources Proposed for the Project	proposed team member, which is backed up By their curriculum vitae that demonstrate extensive experience, together with a project implementation structure shall be allocated maximum sub-points. In all other instances zero (0) sub-points shall be allocated.	15	20	Detailed CV of each key project resources have more than (3) years' experience in projects of a similar value and nature and traceable references to be detailed	<p>0 No or submission is not project specific, does not meet requirement</p> <p>20 100% of Key technical resources on the project organogram has a minimum of 3 years' experience on REFRIGERATION maintenance and repairs. Key technical Resources: Technical Manager, Foreman or Supervisor, REFRIGERATION Trade Tested Artisan, Technical Assistants (semi skilled)</p> <p>10 75 - 99% of Technical resources on the project organogram has a minimum of 3 years' experience on REFRIGERATION maintenance and repairs. Key technical Resources: Technical Manager, Foreman or Supervisor, REFRIGERATION Trade Tested Artisan, Technical Assistants (semi skilled)</p> <p>5 50 - 74% of Technical resources on the project organogram has a minimum of 3 years' experience on REFRIGERATION maintenance and repairs. Key technical Resources: Technical Manager, Foreman or Supervisor, REFRIGERATION Trade Tested Artisan, Technical Assistants (semi skilled)</p> <p>0 less than 50% of Technical resources on the project organogram has a minimum of 3 years' experience on REFRIGERATION maintenance and repairs.</p>
Locality	Submission of proof of location (Physical Address) of the tenderer's premises) and the distance away from site (or various sites in the event of various facilities)	15	15	Submission of proof of location (Physical Address) of the tenderer's premises) and the distance away from the furthest site (or various sites in the event of various facilities)	<p>15 Distance away from furthest site is less than or equal to 120km.</p> <p>10 Distance away from furthest site is between 120km and 300km.</p> <p>0 No submission or distance greater than 300km.</p>

Evaluation Criteria	Deliverables	Points	Sub-Points	Sub-Criteria	Sub-Points Scoring
Safety	<p>Submission of the tenderer's Safety Policy or equivalent, demonstrating safe working procedures/ processes, 2. controls and guidelines that will give confidence to the Department that safety will be prioritised, 3. risk assessments, 4. tools and site inspections will be conducted, 5. First Aid kit will be provided, 6. Safety Officer will be made available (or at least a foreman will act as a Safety custodian). 7. Incidents will be reported and investigated as per OHS Act and Regulations.</p>	5	5	<p>Submission of the tenderer's Safety Policy of equivalent, demonstrating safe working procedures, processes, controls and guidelines that will give confidence to the Department that safety will be prioritised, risk assessments, tools and site inspections will be conducted. First Aid kit will be provided, Safety Officer will be made available (or at least a foreman will act as a Safety custodian). Incidents will be reported and investigated as per Osh Act and Regulations.</p>	<p>5</p> <p>Submission of the tenderer's Safety Policy or equivalent, demonstrating full coverage of all 7 (or more) safety aspects as per the list on the deliverables.</p> <p>0</p> <p>No submission covering safety aspects as per the list on the deliverables.</p>



health

Department:
Health

PROVINCE OF KWAZULU-NATAL

INFRASTRUCTURE DEVELOPMENT

HVAC SYSTEMS:

1 YEAR PREVENTATIVE MAINTENANCE CONTRACT REQUIREMENTS

HARRY GWALA DISTRICT – Kokstad and UMzimkhulu Forensic Mortuary

Prepared By: Mr ML Myeza

JULY 2019

To ensure proper operation, reliability, availability and long term in-service health of the HVAC system, it is very crucial that the system be properly maintained as per the manufacturers' recommendations.

2. INSTALLATIONS IN HARRY GWALA HEALTH DISTRICTS FORENSIC MORTUARIES

Harry District has Kokstad MLM as the biggest MLM in the district. This mortuary has an HVAC System and 4 split units installed. The 4 split air-conditioning units are supplying conditioned air to the offices. The air handling unit at this facility is the air cooled type, has a chiller plant and supplies conditioned air to the autopsy room.

The UMzimkhulu MLM, on one hand, has four (4) split air conditioned unit supplying conditioned air to the Park Home that is used as administrative block.

2.1 HVAC System

3. HVAC SYSTEMS MAINTENANCE

There are two (2) fundamental types of HVAC System maintenance that the successful contractor must perform, namely "preventative" and "reactive/corrective" maintenance. The contractor must work more towards maximum preventative maintenance, preferable to maintain 80:20 ratio (preventative to reactive) at all times.

3.1 Preventative Maintenance

This type of maintenance is best defined as: regular activities performed on the equipment to keep it functional in order to prevent failure. This involves inspection, condition monitoring, testing, cleaning etc.

In order to achieve the maximum life of the HVAC system and associated accessories, attention must be focused on preventative maintenance. Each of the prescribed inspection and test activities, services and reactive maintenance must be conducted by a competent person and records must be kept in a dedicated "file".

The contractor must develop inspection and test, services and maintenance plans documents based on the following guide activities (with additions welcomed) for the approval by DoH Engineer within 14 days of the contract establishment.

The following are the recommended preventative maintenance intervals for the HVAC system based on the current unknown condition status. The preventative maintenance scope of work are provided with the BOQ on chapter 4.2

Chiller: Two (2) monthly inspection and testing (Contractor),

Chiller: Annual service (Contractor),

a) Trox Air Handling Unit – Zone 1



b) Trox Air Handling Unit – Zone 2



4.2 SPECIFICATION AND BOQ

4.2.1 HVAC System

	Unit of measure
CHILLER: 2 Monthly Inspection and Testing	
Check and record operating voltage	item
Check and record operating current (Amps)	item
Check and record the loading set point (%)	item
Check and record oil level from sight glass	item
Check and record oil temperatures	item
Check and record condenser water flow rate	item
Check and record differential oil pressure	item
Check and record compressor running time (hours)	item
Check and record compressor suction temperature / pressure (°C / kPa)	item
Check and record compressor discharge temperature (°C)	item
Check and record condenser temperature (°C)	item
Check and record inlet / exit water temperature - (Air or Water) (°C)	item
Check and record inlet and outlet condensing water pressure (kPa)	item
Check and record inlet / outlet chilled water temperatures (°C)	item
Check and record chilled water flow rate	item
Check condition of air cooled condenser coil and clean if necessary	item
Pressure clean air cooled condenser coil with chemicals	item
Check gasket and tighten all bolts if necessary	item
Inspect oil cooler condition and performance	item
Check control centre and module operation	item

Tighten up all electrics on Electrical Distribution Boards	Item
Replace any burnt wires if necessary	Item
Check for any vibration of compressors and fans and rectify if necessary	Item
Take readings on all terminals and check for the balance of phases	Item
Replace any faulty water flow switches	Item
CHILLER PUMP: Annual Service	!
Perform the 2 monthly inspection and testing scope of work	Item
Ensure the tightness of the motor electrical terminals	Item
Ensure the operation of the emergency stop on local isolator	Item
De-rust any rust on the equipment and paint where necessary	Item
Check for condition of electrical terminals by megger. Perform insulation resistance (IR) and polarisation index (PI) tests	Item
Inform the Chief Artisan/Engineer of all defects found, especially those that need urgent attention. Submit the after service report no later than 3 days after service and inspection. No invoice will be paid without a comprehensive report.	

AIR HANDLING UNIT: Annual Service		
Perform the 2 monthly inspection and testing scope of work	Item	
Inspection, cleaning and calibration of all sensors, transmitters, gauges, thermometers, actuators, solenoid valves. This includes all chiller instrumentation and control devices (capacity, oil pressure, oil level, refrigerant High/ Low pressure, freezer protection etc.) The list of all these instrumentation to be compiled by the Contractor and reported against.	Item	
Inspect, clean and pressure test all pressure relief valves	Item	
Clean primary washable filters and the unit	Item	
Clean filter chamber and ensure its free of dust and other contaminants	Item	
Change the filters (where applicable) and dispose old ones. The filters are to be Replaced ONLY after Consultation with and approval by DoH Engineer)	(To be done under repairs)	
Check condition (rust, damage etc.) and clean the condenser and evaporator coils. Report any abnormalities to the DoH Engineer.	Item	
Inspect and clean the condensate trap	Item	
Check air and water pressure drops across coils (cooling and heating)	Item	
Thoroughly clean interior and check for corrosion of an AHU including ducting. Seal all openings/leaking areas	Item	
Check condition of anti-vibration mountings and canvas collar	Item	
Inspect and test the air fan bearings and motor bearings for temperature rise and vibrations. Note down the values and report accordingly to the DoH Engineer.	Item	
Inspect bearing wear and replace lubricant in the air inlet/extraction fan motor bearings	Item	
Check, clean and test air fan motor windings(IR and PI) if accessible	Item	
Tighten all terminals of the air inlet/extraction fan motor	Item	
Check and record full load current of the air inlet/extraction fan motor	Item	
Remove motor end covers and clean out air ways	Item	
Inspect bearing wear and replace lubricant/grease in the air inlet/extraction fan motor bearings	Item	
Tighten all other electrical connections related to the air handling unit	Item	
Tension all V belts and ensure mountings are tight. Ensure the belt guard is tight, secure and in place.	Item	
Check alignment of the drive pulley and ensure its proper	Item	
Clean out fan blades and treat with anti-corrosion paint. Note any corrosion	Item	
Lubricate damper pivot and linkages and also Perform damper stroke check	Item	

4.2.3 Split Air-Conditioning Units

SPLIT AIR CONDITIONING UNIT: Two (2) Monthly Inspection and Testing	
Clean air filter and grilles	Item
Check that the evaporator fins are clear of dirt and clean fins if necessary	Item
Check cooling operating	Item
Check heating operation. Check operation of resistance heater and overheat stats	Item
Inspect fan motor and blades	Item
Inspect PC Board (circuit board)	Item
Check operation of an expansion valves. Correct, repair or replace if necessary	Item
Check for condensate drain system and ensure it is free of blockages. Test condensate pump and remove any foreign particles.	Item
Ensure that there is water inside the trap and fill up if necessary	Item
Record supply and return air temperatures (off coil / on coil)	Item
Check operation of thermostat (controller)	Item
Check and record suction and discharge pressures of refrigerants (LP/HP)	Item
Remove fan guard and check alignment and correct if necessary to get free rotation	Item
Check that all bolts and screws are properly secured on fans and compressor	Item
Inspect HP and LP switches and replace if necessary and check operation of the switches	Item
Check all electrical devices and connections and correct if necessary	Item
Examine condenser coil and clean fins if necessary	Item
Inspect refrigerant piping insulation and condensate pump	Item
Check correct operation of LCD screen	Item
Calibrate the temperature as per LCD display	Item
Check time clock is correctly set on a controller and that start and stop time is correctly set	Item
Record any leakage of refrigerant or recovered refrigerant	Item
Clean equipment thoroughly	Item
<p>Inform the Chief Artisan/Engineer of all defects found, especially those that need urgent attention. Submit the after service report no later than 3 days after service and inspection. No invoice will be paid without a comprehensive report.</p>	

4.3 Technical Evaluation Criteria

- a. Technical Manager, Foreman/Supervisor, Artisans
 - Qualifications (or other training certificates),
 - Trade test certificates (for Artisans),
 - Proof of HVAC system maintenance and repairs experience,
 - Registration with the relevant body (SAQCC under GAS category B).
- b. Semi-skilled
 - Proof HVAC system Maintenance Training received (even informal),
 - Proof HVAC system Maintenance and repairs experience,

Detailed CV covering the above (for both a and b) will be required, with traceable references.
- c. Company proof of similar scope of work (*3 references per item*), in the last 3 years. Provide letter of award, completion certificate, scope of work.
 - HVAC systems: inspection and test,
 - HVAC systems: annual service and inspection,
 - Company registration with SARACCA

For each item, indicate the supervisor and project team that was involved. Indicate personnel that have since left the organization.
- d. Company Organogram:
 - Schedule of resources at all levels
 - Schedule of experience on projects of similar value and duration (Past 3 years) – letters of award to be attached and practical completion certificate for all work completed in the preceding 3 years
- e. CIDB Category: 2 ME or above
- f. Locality: distance in km from contractors premises to site
- g. HVAC system Maintenance Health and Safety Management Plan.

9. SITE SPECIFIC REQUIREMENTS

- 9.1. Upon arrival, the service provider shall provide the relevant certification for skilled personnel, together with ID or clear copy of ID. Semi-skilled and unskilled are required to produce clear ID.
- 9.2. For all scheduled work, prior arrangements (2 days before the start date) to visit site shall be made with the Facility Manager.
- 9.3. The work areas must be properly demarcated when work in progress and there must be no disruptions and no health and safety risks to people visiting and occupying the facility.

10. IMPLEMENTING WORK AND REPORTING ON SITE

- 10.1. All contractor employees are required to report to the Facility Manager or his delegated official **upon arrival and prior to departure/upon completion of work.**
- 10.2. Upon arrival and departure (completion of work), all contractor employees must sign the *Contractors Site Visit Register* which will be kept in the facility by the Facility Manager.
- 10.3. A job sheet must be completed on site by the service provider indicating the time worked for a job allocated. The job sheet is to be signed and stamped with a dated facility stamp by the facility manager or his/her delegated official on site. This will be issued to the awarded contractor.
- 10.4. The document required to effect invoice pay-out is as follows:
 - Instruction issued to carry out works on a particular scope.
 - Job sheet, stamped (or signed) and dated by facility manager or his/her designated official.
 - Attendance/site visit register
 - Report on scope executed.
 - Service provider's invoice.

The work will be paid on the basis of time in job sheet and in accordance with the agreed contract rates.

- 10.5. Report must be sent to the DoH Infrastructure Engineer and the copy to the Facility Manager within 5 days of the works completion.

11. EQUIPMENT TO BE PROVIDED BY THE SERVICE PROVIDER

The service provider shall supply all plant, material, consumables and tools required to carry out the scope of work related to HVAC maintenance and repairs in the Harry Gwala Forensic Mortuary – Kokstad and UMzimkhulu MLM.

Where a service provider is required to hire plant or equipment which does not form part of their normal HVAC scope of work, prior approval shall be obtained from the Department's Representative. The name of Department's Representative will be communicated to the appointed contractor.

- The service provider shall NOT commence with the repairs until instructed to do so by the Engineer through formal (sms, email, whatsapp) communications.
- The service provider will quote for all necessary repairs following submission of the report of findings and recommended scope of work.
- The service provider will be instructed by the Engineer or his designated official to proceed with all repairs below R40 000.
- All repairs above R40 000 will be subject to verification of the quote to be within the market price. In this case, other service providers will be given a chance to quote on the same scope of work and the cheaper quoted service provider will be instructed to proceed with the repairs work.
- All repairs above R70 000 will be subject to open bidding process. The work request will be assessed by the Engineer and will depend on the level of urgency of the work (whether it's emergency work or urgent).

15. INVESTIGATION, TESTING AND COMPLETION OF THE WORKS

The service provider shall conduct a root-cause analysis for incidents reported and produce a report with recommendations to prevent the same issue from reoccurring. The service provide shall rectify and satisfy him/herself that the works completed are tested, completed and to specification in all respects, and to the satisfaction of the responsible official before handing over to the Department. The traded artisan is deemed as a competent supervisor for the supervision of the works. It is not the responsibility of the Department, or it's duly appointed representatives, to perform such functions on behalf of the service provider.

16. AVAILABILITY AND RESPONSE TIME TO BREAKDOWNS

The service provider is required to be available twenty-four (24) hours per day, seven (7) days per week, including public holidays, to respond to breakdowns as and when instructed to do so.

Normal cases

The service provider's response time must be 4 hours maximum from the time a fault is reported for normal cases or not life threatening cases.

Emergencies

When a service provider is appointed as the responsible service provider at a specific institution/building/facility for a specific period, the service provider's response time must be 2 hours maximum from the time a fault is reported for emergencies.

If an emergency fault or matter reported is not attended to within a particular time of the time of reporting, a penalty shall be imposed, to be detailed on the SLA. A contact number and an email address shall be provided by the service provider for 24 hour contact to report faults.

19. SUMMARY PRICE PAGE

DESCRIPTION					
Labour: Supply the services of a reputable, competent and accredited Service Provider for carrying out HVAC preventative maintenance including all Health and Safety compliance.					
Preventative maintenance		Quantity	Item Price	Total Cost (Quantity x Item Price)	
1	Kokstad MLM - Conduct a conditional assessment of all the HVAC units and provide a report highlighting the status quo, interventions required, etc. (The cost includes time to be spent on site, travelling, production report)	1			
2	Perform 2 monthly inspections on the HVAC system at Kokstad MLM as per the scope of work (including labour, consumables, spares, material, tools, transport cost)	5			
3	Perform major service on the HVAC system at Kokstad MLM as per the scope of work (including labour, consumables, spares, material, tools, transport cost)	1			
4	Perform 2 monthly inspections on the split units ACs system at UMzimkhulu MLM as per the scope of work (including labour, consumables, spares, material, tools, transport cost)	5			
5	Perform major service on the split units ACs system at UMzimkhulu MLM as per the scope of work (including labour, consumables, spares, material, tools, transport cost)	1			
Total Amount					

Evaluation Criteria	Deliverables	Points	Sub-Points	Sub-Criteria	Sub-Points Scoring
Competency, Experience and Resource Capacity	Tenderer to demonstrate their technical competency, human resource capacity and relevant project experience	35 Points	25 Sub-points	Detailed schedule of resources at all levels Please note that per key technical role, only one resource per role will be scored.	<p>25 Key technical Resources: Technical Manager, Foreman or Supervisor, HVAC Trade Tested Artisan, Technical Assistants (semi-skilled) with at least two certified by SAQCC under GAS category B (air conditioning and refrigeration practitioner) in the refrigeration and air conditioning industry.</p> <p>15 Key technical Resources: Technical Manager, Foreman or Supervisor, HVAC Trade Tested Artisan, Technical Assistants (semi-skilled) with one person certified by SAQCC under GAS category B (air conditioning and refrigeration practitioner) in the refrigeration and air conditioning industry</p> <p>0 None of the key technical resources are certified by SAQCC under GAS category B (air conditioning and refrigeration practitioner) in the refrigeration and air conditioning industry</p>
Tenderer's Project Management Structure and Organogram	A tenderer that submits a detailed project organogram that sets out the roles and	25 Points	5 Sub-points	Submission of a detailed organogram	<p>10 More than or equal to 5 years with award letters/orders/completion certificates not older than 10 years.</p> <p>7 Greater than or equal to 3 years but less than 5 years with award letters/orders/completion certificates.</p> <p>4 Greater than or equal to 1 year but less than 3 years with award letters/orders/completion certificates.</p> <p>0 Less than 1 year.</p> <p>5 Submission of a detailed project organogram showing all project resources including key technical resources. The organogram must indicate the roles and responsibilities of each key project team members that will be allocated to</p>

Evaluation Criteria	Deliverables	Points	Sub-Points	Sub-Criteria	Sub-Points Scoring
Safety	<p>Submission of the tenderer's Safety Policy or equivalent, demonstrating safe working procedures/ processes, 2. controls and guidelines that will give confidence to the Department that safety will be prioritised, 3. risk assessments, 4. tools and site inspections will be conducted, 5. First Aid kit will be provided, 6. Safety Officer will be made available (or at least a foreman will act as a Safety custodian). 7. Incidents will be reported and investigated as per OHS Act and Regulations.</p>	5	5	<p>Submission of the tenderer's Safety Policy of equivalent, demonstrating safe working procedures, processes, controls and guidelines that will give confidence to the Department that safety will be prioritised, risk assessments, tools and site inspections will be conducted. First Aid kit will be provided, Safety Officer will be made available (or at least a foreman will act as a Safety custodian). Incidents will be reported and investigated as per Osh Act and Regulations.</p>	<p>5</p> <p>Submission of the tenderer's Safety Policy or equivalent, demonstrating full coverage of all 7 (or more) safety aspects as per the list on the deliverables.</p> <p>0</p> <p>No submission covering safety aspects as per the list on the deliverables.</p>

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.....
- 2.2. Identity Number:
- 2.3. Position occupied in the Company (director, trustee, shareholder²):
- 2.4. Company Registration Number:
- 2.5. Tax Reference Number:
- 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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¹"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. |

²"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. SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF THIS QUOTATION.

- 4.1. 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.
- 4.2. 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.
- 4.3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
- 4.4. Quotation submitted must be complete in all respects.
- 4.5. Any alteration made by the bidder must be initialled.
- 4.6. Use of correcting fluid is prohibited
- 4.7. Quotation will be opened in public as soon as practicable after the closing time of quotation.
- 4.8. Where practical, prices are made public at the time of opening quotations.
- 4.9. 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. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS

- 5.1. 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.
- 5.2. 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.
- 5.3. 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.

- 5.4. 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.
- 5.5. No quotation/bid sent through the post will be considered if it is received after the closing date and time stipulated in the quotation documentation, and proof of posting will not be accepted as proof of delivery.
- 5.6. Quotation documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.

6. SAMPLES

- 6.1. 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.
- 6.2. **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.

7. COMPULSORY SITE INSPECTION / BRIEFING SESSION

7.1. 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: 31/07/2019 Time: 11H00 Place: Kokstad MLM

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

8.1. 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.

9. SUBMISSION AND COMPLETION OF SBD 6.1

9.1. 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.

10. TAX COMPLIANCE REQUIREMENTS

- 10.1. 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.**
- 10.2. 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.**

11. TAX INVOICE

11.1. 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.

12. PATENT RIGHTS

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.

13. PENALTIES

- 13.1. 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.
- 13.2. 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.
- 13.3. 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.
- 13.4. 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.

14. TERMINATION FOR DEFAULT

- 14.1. 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.
- 14.2. 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.
- 14.3. 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.

15. COMPULSORY ADMINISTRATIVE REQUIREMENTS

- 15.1 Service Providers must be fully registered with National Treasury Central Supplies Database (CSD).
- 15.2 The declaration of Interest (SBD 4) forms must be fully completed and attached with quotation document.
- 15.3 The prospective bidder/s to fill all particulars given in the official price page.
- 15.4 The prospective bidder/s is required to fill Sworn Affidavit Forms as promulgated by DTI or alternatively submit original BBBEE certificate accredited by SANAS or certified copy.
- 15.5 Valid Tax Clearance Certificate and pin code for verification with South African Revenue Services (SARS).

N.B: 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:

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

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:

$$Ps = 80 \left(1 - \frac{Pt - P \text{ min}}{P \text{ min}} \right) \text{ Where}$$

- Ps = Points scored for price of bid under consideration
- Pt = Price of bid under consideration
- Pmin = 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 applicable box)

(Tick

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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7.1 Will any portion of the contract be sub-contracted?

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"/>
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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		

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.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>
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<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS.....</p> <p>.....</p> <p>.....</p>
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