


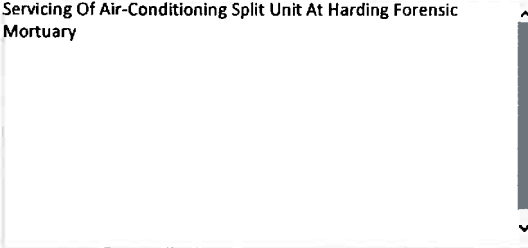


Opening Date: 2019-07-15 
Closing Date: 2019-07-22 
Closing Time: 11:00

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: Harding Forensic Mortuary
Date Submitted: 2019-07-12 

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ:
441/19/20-H
Item Category: Services 
Item Description: Servicing Of Air-Conditioning Split Unit At Harding Forensic Mortuary

Quantity (if supplies): 3

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Compulsory Site Visit 
Date: 2019-07-18 
Time: 10:30
Venue: Harding Forensic Mortuary
Harding Forensic Mortuary 

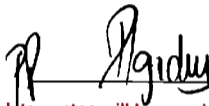
QUOTES CAN BE COLLECTED FROM: www.kznhealth.gov.za

QUOTES SHOULD BE DELIVERED TO: 310 Jabu Ndlovu Street Pietermaritzburg 3201

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: Nomonde Ngidi
Email: nomonde.ngidi@kznhealth.gov.za
Contact Number: 033-815-8379
Finance Manager Name: LT Khumalo

Finance Manager Signature:

A handwritten signature in black ink, appearing to read "P. Rigidity", is written over a horizontal line.

No late quotes will be considered

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

Print this page

STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT UNDER R30 000.00

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: DEPARTMENT OF HEALTH- CENTRAL SCM
 DATE ADVERTISED: 15/07/2019 FACSIMILE NUMBER: _____
 ENQUIRIES MAY BE DIRECTED TO: Siboniso Dlamini CONTACT NUMBER: 0748241232
 PHYSICAL ADDRESS: 310 JABU NDLOVU STREET, SCM OFFICES, PIETERMARITZBURG, 3201

ZNQ NUMBER: 441/19/20-H CLOSING DATE: 22/07/2019 CLOSING TIME: 11:00

DESCRIPTION: Servicing Of Air-Conditioning Split Unit At Harding Forensic Mortuary

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

NAME & ADDRESS OF BIDDER (FIRM)	
NAME OF BIDDER	
PHYSICAL ADDRESS	DATE
CONTACT NUMBER	FACSIMILE NUMBER
SIGNATURE OF BIDDER	SARS PIN
[By signing this document I hereby agree to all terms and conditions]	CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO.:
UNIQUE REGISTRATION REFERENCE: ↓	

Item No	Quantity	Description	Brand & model	Country of manufacture	Price	
					R	c
1	03	Servicing Of Air-Conditioning Split Unit At Harding Forensic Mortuary				
		NB: Specification attached				
		Compulsory Site Visit: Venue: Harding Mortuary Date: 18 July 2019 Time: 10:30 am				
		Hand Deliver : 310 Jabu Ndlovu street, SCM Offices, Quotation Tender				
		Box. Proof of CSD summary with banking details, Tax Clearance				
		Certificate must be attached OR email to Nomonde.Ngidi@kznhealth.gov.za or Hayden.Cupido@kznhealth.gov.za or Rachel.Phiri@kznhealth.gov.za				
VALUE ADDED TAX (Only if VAT Vendor)						
TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)						

Does this offer comply with the specification?		State delivery period e.g. E.g. 1day, 1week	
Is the price firm?		All delivery costs must be included in the quote price	

SPECIAL CONTRACT CONDITIONS OF QUOTATIONS

- The institution is under no obligation to accept the lowest or any quote.
- The price quoted must include VAT (if VAT vendor).
- The department reserves the right to evaluate all quotations excluding VAT as some Bidders may not be VAT vendors.
- The Bidder must ensure the correctness & validity of quote: 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
- 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.
- This quotation will be evaluated specification & correctness of information.
- Only offers that comply with or greater than specification will be considered.
- Late quotes will not be considered.
- All products supplied must be valid for a minimum period of six months.
- A Bidder not registered on the Central Suppliers Database or verification has failed will not be considered.
- All delivery costs must be included in the quote price, for delivery at the prescribed destination.
- 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.
- In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- If samples / compulsory site inspection / briefing session are required, the supplier will be informed in due course.
- The supplier shall furnish any information, when requested.
- 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.
- The supplier shall indemnify the KZN Department of Health (aka 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.
- If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract.
- The purchaser, may terminate this contract in whole or in part if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract fails to perform any other obligation(s) under the contract; or has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 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.
- 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.
- 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.

DEPARTMENT OF HEALTH

PROVINCE OF KWAZULU-NATAL

QUOTATION NUMBER:

REQUIRED CIDB GRADING: 1ME

FACILITY NAME: HARDING FORENSIC MORTUARY

PROJECT DESCRIPTION: MAJOR SERVICING OF SPLIT UNITS AT HARDING MORTUARY

QUOTATION DOCUMENT

DEPARTMENT OF HEALTH

Harding Forensic Mortuary

Project Leader: Siboniso Dlamini

Telephone: 074 824 1232

Email: Siboniso.Dlamini@kznhealth.gov.za

PART 1

TECHNICAL SPECIFICATION

1. GENERAL TECHNICAL SPECIFICATION

- This Technical Specification is provided as a guideline for bid purposes. The final scope will be discussed during the site briefing.
- After service detailed report to be submitted upon completion of work.
- The scope of work/ specifications will be customised during site brief for cold room and freezer hence the importance that all bidders attend the site briefing.

Split Units for the facility must have its own post service report which will detail the scope of work rendered, the material and tools used in executing the service scope of work, the findings and recommendations and then the conclusion.

- No work can commence without prior authorisation by the Facility manager.
- A kick off meeting is compulsory and the bidder who will be awarded the job must notify the facility and the Engineer in charge of the start date so that a kick off meeting can be scheduled and conducted before the work start date.

2. STANDARDS

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

3. PROGRAMMING OF WORKS

- The contractor shall notify the institution one (1) day 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 one week counting from the date when the order number has been issued, unless other strong and valid reason.

4. TESTING AND COMMISSIONING

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

PART 2

PARTICULAR SPECIFICATION

2. PARTICULAR SPECIFICATION

2.1 SPECIFICATIONS

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

2.1.2 GENERAL REQUIREMENTS

Tenderers must have a minimum of 3 years' experience on the work of similar nature with proven references. Tenderers to submit supporting documents information when they bidding .

Tenderers are to make special note of the following:

This particular specification must be read with, and shall form part 2 of this document (Technical Specification).

In so far as the conditions contained herein are at variance with any obtained in the Technical Specifications, the contract shall be interpreted in terms of this Part 2 (Particular Specification).

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

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

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

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

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

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

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

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

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

2.2 THE SITE

The site is Harding Forensic Mortuary (SAPS) situated or located at UGU DISTRICT

2.3 SCOPE OF WORK

Handing over the Plant

Switch on the equipment, allow the system to run 24 hours and ensure that the system is working correctly before handing it over to the facility

ITEM	DISCRIPTION	CHECKS	COMMENTS
1	<u>SPLIT UNITS (3)</u>		
1.	Check for undue noise or vibration		
2.	Check sight glasses for refrigeration condition and correct level		
3.	Test for oil/refrigerant leaks		
4.	Check suction line insulation		
5	Check and clean filters and seals		
6.	Replace drive belts		
7.	Check that belt guard is in place and secure		
8.	Check that condensate flows through drain piping		
9.	Check and note compressor suction/discharge pressures		
10.	Check and not fan motor amperages		
11.	Check and note outdoor db/wb temperature		
12.	Check and note indoor db/wb temperature		
13.	Check and note thermostat settings. Adjust if necessary.		
14.	Check for loose components		
15.	Clean plant and plant room area		
16.	Check and clean condenser coil		
17.	Check condenser fan/motor bearings for undue noise or end play		
18.	Check compressor, condenser fan mounting		
19.	Check operation of a heat coil as applicable		
20.	Check and clean cooling coils and drain pan		
21.	Lubricate supply fan bearings as required		
22.	Clean rust spots and touch up with paint		
23.	Tighten all electrical terminals and check all switchgear and interlocks		

24.	Clean out fan and coil compartments, fan scroll and impeller		
25.	Remove motor end covers and clean out air ways		
26.	Check drive moto bearings		
27.	Tighten impeller, fan and motor pulley grub screws		
28.	Check DX, valve superheat setting. Adjust if required		
29.	Check for rust and corrosion. Treat as necessary		
30.	Clean and remove loose paint, scale and repaint as required		
31.	Check and not HP and LP cut-out settings. Adjust as necessary		
32.	Check control thermostat calibration. Adjust if necessary		
33.	Give service report for all the work done		

2.4 **CONTRACT PERIOD**

The contract period is 1 week from the awarding of the job.

2.5 **DESCRIPTION OF THE WORKS**

2.5.1 Equipment

The equipment is the whole of the cold room and freezer including their electrical panels. The list equipment will further be discussed and agreed upon with the Contractors during the site briefing.

2.5.2 Quoted Service Price

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

2.5.3 Service Schedules

This is a major service that is performed annually.

2.5.4 Service Program

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

2.5.5 Program of Works

The successful tenderer shall confirm his/her program of works to the Department's Representative one (1) day prior to commencing each planned service.

2.5.6 Access to Site

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

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

2.5.7 Commencement of Work and Official Order

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

2.5.8 Ad-Hoc Repairs

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

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

2.5.9 Response to Breakdowns

Not applicable

2.5.10 Health and Safety Requirements

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

2.5.11 Plant Shut Down

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

2.5.12 Notice of Testing and Commissioning

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

2.5.13 Familiarization with the Site

Tenderers are required to familiarize themselves with the site.

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

2.5.14 Co-Ordination

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

2.5.15 Disruptions on Site

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

2.5.16 Cleanliness on Site

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

2.5.17 Guarantee Period

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

PART 3

SCHEDULE OF EQUIPMENT

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

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

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.
- 2.8. Are you or any person connected with the bidder presently employed by the state? [TICK APPLICABLE]

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? [TICK APPLICABLE]

YES	NO
-----	----
- 2.8.2.1. If yes, did you attach proof of such authority to the quote document? [TICK APPLICABLE]

YES	NO
-----	----

(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? [TICK APPLICABLE]

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? [TICK APPLICABLE]

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? [TICK APPLICABLE]

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? [TICK APPLICABLE]

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

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.