




## Quotation Advert

Opening Date: 2019-07-16 

Closing Date: 2019-07-23 

Closing Time: 11:00

### INSTITUTION DETAILS


Institution Name: East Boom CHC 

Province: KwaZulu-Natal

Department or Entity: Department of Health


Division or section: Central Supply Chain Management

Place where goods / services is required: East Boom CHC

Date Submitted: 2019-07-15 

### ITEM CATEGORY AND DETAILS


Quotation Number: ZNQ: 49/19

Item Category: Services 

Item Description: Annual planned servicing to the medical gas plant at East Boom CHC.

Quantity (if supplies)

### COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Both 

Date: 2019-07-19 

Time: 11:00

Venue: East Boom CHC, Waiting area big shelter (Boom street side)

QUOTES CAN BE COLLECTED FROM: Quotation documents and specification attached with advert

QUOTES SHOULD BE DELIVERED TO: 541 Boom street, Pietermaritzburg, 3200

### ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

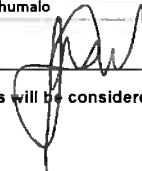
Name: L.Nxumalo

Email: lindelwa.nxumalo@kznhealth.gov.za

Contact Number: 033 264 4936

Finance Manager Name: Mr JD Khumalo

Finance Manager Signature:

PP 

No late quotes will be considered

STANDARD QUOTE DOCUMENTATION OVER R30 000.00

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: East Boom community health centre
DATE ADVERTISED: 16/07/2019
PHYSICAL ADDRESS: 541 Boom street, Pietermaritzburg, 3200

ZNQ NUMBER: 49/19 CLOSING DATE: 23/07/2019 CLOSING TIME: 11:00

DESCRIPTION: Annual planned servicing to the medical gas plant at East Boom CHC

CONTRACT PERIOD: VALIDITY PERIOD 60 Days

SARS PIN:

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

UNIQUE REGISTRATION REFERENCE [Grid]

DEPOSITED IN THE QUOTE BOX SITUATED AT (STREET ADDRESS)
541 Boom street, Pietermaritzburg, 3200

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]

IF YES, WHO WAS THE CERTIFICATE ISSUED BY? [TICK APPLICABLE BOX]

- AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)
A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS);
A REGISTERED AUDITOR.

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

EZEMPILO OFFICIAL
2019 -07- 16
DEPARTMENT OF HEALTH
EAST BOOM COMMUNITY
HEALTH CENTRE
PROVINCE OF KWAZULU-NATAL

[YES] [NO]

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

OFFICIAL PRICE PAGE FOR QUOTATIONS

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

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

Item No	Quantity	Description	Brand & model	Country of manufacture	Price	
					R	c
	01 unit	Carry out planned annual servicing to medical gas plant in Labour ward at East Boom CHC				
		Minimum CIDB grading: 1ME, 1EB, 1EP Proof must be attached with bid.				
		Only service providers whose core function is relevant to the bid shall be considered, sub-contracting shall be strictly limited to only 20% of the scope.				
		Registration with the labour department proof must be attached.				
		Failure to adhere to the conditions listed above may lead to disqualification of the bid.				
VALUE ADDED TAX (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?
Is The Price Firm?	State Delivery Period E.G. E.G. 1day, 1week

Enquiries regarding the <u>quote</u> may be directed to: Contact Person: <u>L. Nxumalo</u> ..... Tel: <u>033 264 4936</u> .....	Enquiries regarding <u>technical information</u> may be directed to: Contact Person: <u>Mr T. Mkhize</u> ..... Tel: <u>033 264 4933</u> .....
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**DECLARATION OF INTEREST**

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

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the quote.

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

- 2.7. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below. [TICK APPLICABLE]
- 2.8. Are you or any person connected with the bidder presently employed by the state? YES  NO
- 2.8.1. If so, furnish the following particulars:
  - Name of person / director / trustee / shareholder/ member: .....
  - Name of state institution at which you or the person connected to the bidder is employed:.....
  - Position occupied in the state institution: .....Any other particulars:.....
- 2.8.2. If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES  NO

2.8.2.1. If yes, did you attach proof of such authority to the quote document? 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? 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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<sup>1</sup>"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.  |

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

**SPECIAL CONTRACT CONDITIONS OF QUOTATIONS**

**1. AMENDMENT OF CONTRACT**

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

**2. CHANGE OF ADDRESS**

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

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

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

**4. SAMPLES**

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

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

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

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

(ii) Date  Time  Place

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

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

**7. SUBMISSION AND COMPLETION OF SBD 6.1**

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

**8. TAX COMPLIANCE REQUIREMENTS**

8.1. In the event that the tax compliance status has failed on CSD, ***it is the suppliers' responsibility to provide a SARS pin in order for the institution to validate the tax compliance status of the supplier.***

8.2. In the event that the institution cannot validate the suppliers' tax clearance on SARS as well as the Central Suppliers Database, ***the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.***

**9. TAX INVOICE**

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

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

**10. PATENT RIGHTS**

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

**11. PENALTIES**

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

**12. TERMINATION FOR DEFAULT**

12.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (i) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract,
- (ii) if the supplier fails to perform any other obligation(s) under the contract; or
- (iii) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

12.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services.

12.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

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

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

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

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

### 1. GENERAL CONDITIONS

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

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

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

### 2. DEFINITIONS

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

**3. POINTS AWARDED FOR PRICE**

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

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

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

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

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

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

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

**5. BID DECLARATION**

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

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

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

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

**7. SUB-CONTRACTING**

(Tick applicable box)

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

YES		NO	
-----	--	----	--

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		NO	
-----	--	----	--

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



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

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

9.2 VAT registration number:.....

9.3 Company registration number:.....

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

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

9.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
.....

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

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

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

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

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

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

**CARRY OUT ANNUAL SERVICING TO THE FIXED MEDICAL GAS BANK AT LABOUR  
WARD**

**DEPARTMENT OF HEALTH**

**PROVINCE OF KWAZULU-NATAL**

**ZNQ 49/19**

**REQUIRED CIDB GRADING: 1ME/EB/EP**

**EAST BOOM CHC: CARRY OUT ANNUAL SERVICING TO THE FIXED MEDICAL GAS  
PLANT AT LABOUR WARD**

**QUOTATION DOCUMENT**

**DEPARTMENT OF HEALTH  
EAST BOOM CHC  
Project Leader: T MKHIZE  
Telephone No: 033 2644933  
Fax No: 033 3426024**

**CARRY OUT ANNUAL SERVICING TO THE FIXED MEDICAL GAS BANK AT LABOUR  
WARD**

**QUOTATION DOCUMENT CONTENTS**

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The Contractor is required to check these documents and drawings and the number of pages listed above which together form the Contract Agreement Document of the project. The Contractor's shall satisfy himself that this document is complete in accordance with the above schedule and if any pages or drawings are found to be missing, or duplicated, shall immediately request to rectify the discrepancy. No liability will be admitted by the Employer in respect of errors in the Contractors quote due to the foregoing.

**CARRY OUT ANNUAL SERVICING TO THE FIXED MEDICAL GAS BANK AT LABOUR  
WARD**

**PART 1**

**INVITATION TO QUOTE AND QUOTATION CONDITIONS**

**CARRY OUT ANNUAL SERVICING TO THE FIXED MEDICAL GAS BANK AT LABOUR  
WARD**

**Enquiries:**

**Date:**

**TO:**

**ATTENTION :**

Dear Sir

**EAST BOOM CHC: CARRY OUT ANNUAL SERVICING TO THE FIXED MEDICAL GAS  
PLANT AT LABOUR WARD**

1. We hereby invite you to quote for the above service, in accordance with the terms and conditions of the ZNT 2234/55G 2011 – 2013 Contract.
- 2.1. Your quotation must be submitted in a sealed envelope, the front of the envelope being clearly endorsed with the Contract No, WCS Reference No, the ZNQ No and the project description as stated above, and marked for the attention of \_\_\_\_\_ and be placed in the **Tender Box B situated at East Boom CHC 541 Boom street, Pietermaritzburg** and must reach the mentioned address on or before but not later than **11h00 on .....** **Compulsory Site Briefing is on**
- 2.2 The use of correcting fluid, e.g. "Tippex" etc will lead to the automatic disqualification of the Quotation.
- 2.3 Only the original quotation document, duly signed and completed in its entirety, will be given consideration.
- 2.4 Suppliers quotations may be facsimile or photocopied.
- 2.5 The total quotation amount shall be fixed for ninety (90) days from date of quotation.

Only additions or omissions arising from approved written authorized variations, will be accepted as a valid variation in cost.

**CARRY OUT ANNUAL SERVICING TO THE FIXED MEDICAL GAS BANK AT LABOUR  
WARD**

**3. THE QUOTATION SHALL BE FULLY DETAILED AS FOLLOWS:**

- 3.1 Itemised list of Materials/Spare Parts/Equipment, showing unit costs, contractors mark-up and subtotal
  - 3.2 Labour hours, Unit Rate and Sub-Total
  - 3.3 Kilometres, Unit Rate and Sub-Total (Specify number of trips)
  - 3.4 Subsistence: Number of Nights Out, Unit Rate and Sub-Total.
  - 3.5 VAT and Grand Total
4. A compulsory site inspection **is required**.
5. Kindly complete the attached document and return all pages as per paragraph 2.3 above, each page being initialed by the Contractor's authorized signatory.

Yours faithfully

**HEAD: HEALTH  
DEPARTMENT OF HEALTH**

**CARRY OUT ANNUAL SERVICING TO THE FIXED MEDICAL GAS BANK AT LABOUR  
WARD**

**PART 2**

**QUOTATION FORM AND ALTERNATIVE QUOTES**

**CARRY OUT ANNUAL SERVICING TO THE FIXED MEDICAL GAS BANK AT LABOUR WARD**

**PART 2**

**QUOTATION FORM**

TO BE COMPLETED BY THE CONTRACTOR:

I/We hereby quote for the following project in accordance with the conditions as specified in Contract.

**EAST BOOM CHC: CARRY OUT ANNUAL SERVICING TO THE FIXED MEDICAL GAS BANK AT LABOUR WARD**

- A: Equipment and Material including mark-up and VAT R \_\_\_\_\_
- B. Labour, Traveling, Subsistence and Transport including VAT R \_\_\_\_\_
- C. Credit for redundant equipment including VAT (as detailed in the particular Specification -R ( \_\_\_\_\_ ))
- A+B-C Fixed Price for the scope of the works quoted for, valid for 90 days from date of quotation. Including 14% VAT  
**The offered total of the prices is** R \_\_\_\_\_

Only additions or omissions arising from approved written authorized variations will be accepted as a valid variation in cost.

I/We agree that if we are awarded these works, the relevant preventive maintenance servicing, as per the Provincial Government KwaZulu-Natal: Department of Health Standard Service Schedules, may be done by others if so required, and that this would not invalidate my/our guarantee.

The total contract period for completion of this project (.....calendar months) and is inclusive of all statutory holidays.

The service provider is:

NAME : .....

ADDRESS.....

TEL NO:.....

FAX NO.....

E-MAIL ADDRESS:.....

CIDB REGISTRATION NUMBER AND GRADE:.....

**Signed on behalf of the Contractor:**

NAME:.....

POSITION:.....

SIGNATURE:.....DATE.....

**Signed on behalf of the Employer:**

NAME .....

POSITION.....

SIGNATURE.....DATE.....



**CARRY OUT ANNUAL SERVICING TO THE FIXED MEDICAL GAS BANK AT LABOUR  
WARD**

**PART 3**

**CONDITIONS OF CONTRACT**

**CARRY OUT ANNUAL SERVICING TO THE FIXED MEDICAL GAS BANK AT LABOUR  
WARD**

**PART 4**

**TECHNICAL SPECIFICATION**

**CARRY OUT ANNUAL SERVICING TO THE FIXED MEDICAL GAS BANK AT LABOUR  
WARD**

**PART FOUR**

**TECHNICAL SPECIFICATION**

**EAST BOOM CHC: CARRY OUT ANNUAL SERVICING TO THE FIXED  
MEDICAL GAS BANK AT LABOUR WARD**

**4 TECHNICAL SPECIFICATION**

- 4.1 These works are to be carried out in accordance with the KwaZulu-Natal Province Standard Specification for Medical Gas Services.
- 4.2 All electrical work is to be carried out in accordance with the Department of Health Standard Specification for the Electrical Equipment and Installation for Electrical Services Issue VIII, December 1984.
- 4.3 All low voltage switchgear and control gear assemblies are to comply to SABS 1473 Part 1 - 1989 / IEC 439 - 1 1985.
- 4.4 All building works shall be in accordance with the Standard Preambles to All Trades.
- 4.5 The contractor should fully familiarize himself with these documents prior to quoting.

**CARRY OUT ANNUAL SERVICING TO THE FIXED MEDICAL GAS BANK AT LABOUR  
WARD**

**PART 5**

**PARTICULAR SPECIFICATION**

# **CARRY OUT ANNUAL SERVICING TO THE FIXED MEDICAL GAS BANK AT LABOUR WARD**

## **5. PARTICULAR SPECIFICATION**

### **5.1 GENERAL REQUIREMENTS**

Tenderers are to make special note of the following:

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

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

The whole installation shall be in accordance with the Occupational Health and Safety Act 85/1993 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 the supervision of a skilled and competent representative of the Contractor, who will be able and authorized to receive and carry out instructions on behalf of the Contractor. A sufficient number of workmen shall be employed at all times to ensure satisfactory progress of the work.

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

The complete installation shall be maintained for a period of twelve months after acceptance in writing by the Department of Health and shall allow for routine inspections not less frequently than two times a year.

The complete installation must be guaranteed against defective parts and workmanship for a period of twelve months 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 tender. Claims on the grounds of insufficient information in such respects or otherwise will not be entertained by the Administration.

**NOTE:** All electrical equipment shall comply with NER Regulation of voltage

**CARRY OUT ANNUAL SERVICING TO THE FIXED MEDICAL GAS BANK AT LABOUR  
WARD**

**TECHNICAL SPECIFICATION**

**A) GENERAL**

Tenderers are to include for the annual major service to the medical gas plant as per attached check list.

The Tenderer shall provide a full detailed post service report handed to the project leader.

**K) GENERAL**

The service must be guaranteed against faulty workmanship and mechanical defects for a period of 12 months.

# **CARRY OUT ANNUAL SERVICING TO THE FIXED MEDICAL GAS BANK AT LABOUR WARD**

## **5.2 SCOPE OF WORKS**

1. Carry out the planned annual major service to the medical gas plant as per attached checklist.
2. Provider a full detailed post service report.

**CARRY OUT ANNUAL SERVICING TO THE FIXED MEDICAL GAS BANK AT LABOUR  
WARD**

**PART 6**

**BILL OF QUANTITIES**



# CARRY OUT ANNUAL SERVICING TO THE FIXED MEDICAL GAS BANK AT LABOUR WARD

## PART 6

### BILL OF QUANTITIES

#### PREAMBLE TO THE BILL OF QUANTITIES

1. All prices shall be quoted in the currency of the Republic of South Africa and will be held to be firm. Only where exchange rates have been stated in the quotation document, as at two weeks (14 days) prior to closing date of this quotation, will such exchange rate fluctuation be taken into account in the variation of the cost of the imported items/equipment.
2. The Tenderer shall enter a price against each item in the schedule of prices. If the Tenderer fails to enter a price against any item in the schedule of prices the relevant cost of such item shall be regarded as being covered by other prices in the schedule of prices.
3. **The prices quoted against each item of these schedules shall cover the full inclusive cost of everything required for the execution of the work under the item plus an apportionment of any cost involved in meeting the obligations and liabilities imposed by the conditions of contract and in complying with the specifications.**
4. The prices quoted for the supply of plant and equipment shall include for all handling, loading, transporting and off-loading required for the delivery of the plant and equipment to the site, including in the case of off-site storage for double handling at the store.
5. The prices quoted for erection and installation shall include for all handling, loading, transporting and off-loading, to take plant and equipment to place on site where required, erection, installation, painting, commissioning, operating, testing, adjusting, handing over in proper working order and guarantee for a period of 12 months, all as specified.
6. The tendered rates and amounts must exclude Value Added Tax (VAT) but must include all levies, other taxes and duties on items to which they apply. Separate provision has been made in the Summary of Schedule of Prices for the purpose of VAT.
7. The Schedule of Prices shall be completed and signed in **black ink**. Corrections must be done by deleting, re-writing and initialing next to the amendment.
8. Electrical and Mechanical work is not measured according to the Standard Procedures of Building Work.

**CARRY OUT ANNUAL SERVICING TO THE FIXED MEDICAL GAS BANK AT LABOUR  
WARD**

**PART 7**

**SCHEDULE OF PRICES**

# CARRY OUT ANNUAL SERVICING TO THE FIXED MEDICAL GAS BANK AT LABOUR WARD

## PART 7

### SCHEDULE OF PRICES

#### PREAMBLE TO THE SCHEDULE OF PRICES

1. All prices shall be quoted in the currency of the Republic of South Africa and will be fixed. Only where exchange rates have been stated in the quotation document, as at two weeks (14 days) prior to closing date of this quotation, will such exchange rate fluctuation be taken into account in the variation of the cost of the imported items/equipment.
2. The Bidder shall enter a price against each item in the schedule of prices. If the Tenderer fails to enter a price against any item in the schedule of prices the relevant cost of such item shall be regarded as being covered by other prices in the schedule of prices.
3. **The prices quoted against each item of these schedules shall cover the full inclusive cost of everything required for the execution of the work under the item plus an apportionment of any cost involved in meeting the obligations and liabilities imposed by the conditions of contract and in complying with the specifications.**
4. The prices quoted for the supply of plant and equipment shall include for all handling, loading, transporting and off-loading required for the delivery of the plant and equipment to the site, including in the case of off-site storage for double handling at the store.
5. The prices quoted for erection and installation shall include for all handling, loading, transporting and off-loading, to take plant and equipment to place on site where required, erection, installation, painting, commissioning, operating, testing, adjusting, handing over in proper working order and guarantee for a period of 12 months, all as specified.
6. The tendered rates and amounts must exclude Value Added Tax (VAT) but must include all levies, other taxes and duties on items to which they apply. Separate provision has been made in the Summary of Schedule of Prices for the purpose of VAT.
7. Amounts allowed for contingencies will be spent in part or as a whole at the sole discretion of the Department of Health's "Representative".
8. The Schedule of Prices shall be completed and signed in **black ink**. Corrections must be done by deleting, re-writing and initialing next to the amendment.

**CARRY OUT ANNUAL SERVICING TO THE FIXED MEDICAL GAS BANK AT LABOUR WARD**

7.1 ITEM	EQUIPMENT AND MATERIAL DESCRIPTION	UNIT	QTY	ITEM COST			TOTAL MATERIAL COST (QTY X TOTAL ITEM COST)	LABOUR SKILLED		LABOUR SEMI SKILLED		LABOUR ADDITIONAL	
				FIXED COST (a)	IMPORTED CONTENT (b)	TOTAL COST (a) + (b)		BOUGHT OUT	PROPRIETAR Y	SUB-	UNIT (Hrs)	LABOUR (Hrs) TOTAL	UNIT (Hrs)
7.1.1	<b>EQUIPMENT AND MATERIALS</b> Equipment and materials specified required to complete as per specified: Carry the planned annual major service to the medical gas plant as per attached checklist including providing a full detailed post service report.	No	1										

Totals carried forward to Summary A

Totals to be carried forward to Summary A1

**FOR IMPORTED ITEMS:**

**STATE ITEM NUMBER/S:** \_\_\_\_\_

State the applicable rate 14 days prior to closing date of quotation here

**PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF HEALTH – EAST BOOM COMMUNITY HEALTH CENTRE  
PREVENTIVE MAINTENANCE SCHEDULE**

TYPE OF SERVICE : MEDICAL GAS  
 SCHEDULE FOR : GENERAL  
 SCHEDULE FREQUENCY : ANNUAL

INSTALLATION NAME :		REF :					
SERVICE PROVIDER :		ORDER No.:					
P.M. SERVICE		OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	RUNNING REPAIRS (Apply for V.O. as Applicable)		DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	QTY REQ
			OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN			
1.	Check and note system pressures						
2.	Clean bank/s thoroughly before servicing						
3.	Check operation of change-over system						
4.	Check all warning panel pilot lights						
5.	Check all pigtailis and fittings						
6.	Check for leaks in gas bank						
7.	Check all wall outlet points for leaks. Replace seals as required						
8.	Clean plantroom						
9.	Check operation of pressure reducing valves						
10.	Check operation of safety valves						
11.	Check operation of automatic solenoid						
12.	Strip and clean all needle valves						
13.	Check settings of pressure reducing valves. Adjust if necessary and note settings						
14.	Check settings of safety valves, adjust settings if necessary and note settings						
P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)		OTHER REPAIRS REQUIRED SUBMIT QUOTATION			

ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QUANTITY		DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ
						EX SITE STOCK	EX FIRMS STOCK				
15.	Check settings of warning light pressure switches. Adjust if necessary and note settings										
16.	Check change-over control pressure settings. Adjust if necessary and note settings										
17.	Check calibration of all pressure gauges, etc. Re-calibrate if necessary										
18.	Tighten all electrical terminals										
19.	Complete plant log book										

**NOTE THE FOLLOWING:**

- a) Manifold pressures (i) LH Bank .....  
(ii) RH Bank .....
- b) Distribution System pressure .....
- c) Pressure reducing valve setting (annually) .....
- d) Safety valve settings (annually) .....
- e) Warning light pressure settings (annually) .....
- f) Change-over control pressure settings (annually) .....

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