



# Quotation Advert

Opening Date: 2019-11-29

Closing Date: ~~2019-12-02~~ 06-12-2019

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

Date Submitted

## ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: 1091/19/20-H

Item Category: Select...

Item Description: Repair to A/C Refrigeration system at Gale Street Mortuary  
  
Companies are free to visit the site but this is not COMPULSORY

Quantity (if supplies)

## COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Select...

Date :

Time:

Venue:

QUOTES CAN BE COLLECTED FROM: [www.kznhealth.gov.za](http://www.kznhealth.gov.za) and 310 Jabu Ndlovu Street

QUOTES SHOULD BE DELIVERED TO: [Quotations.scmho@kznhealth.gov.za](mailto:Quotations.scmho@kznhealth.gov.za)

## ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: Kwazikwakhe Cele

Email: [Kwazikwakhe.Cele@kznhealth.gov.za](mailto:Kwazikwakhe.Cele@kznhealth.gov.za)

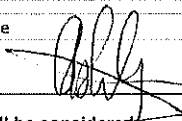
Contact Number:

033 815 8392

Finance Manager Name:

Ashby Tyrone

Finance Manager Signature:

A handwritten signature in black ink, appearing to read 'Ashby Tyrone', written over a solid horizontal line. The signature is stylized and somewhat cursive.

No late quotes will be considered

STANDARD QUOTE DOCUMENTATION OVER R30 000.00

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: DEPARTMENT OF HEALTH- CENTRAL SCM  
DATE ADVERTISED: 29/11/2019  
PHYSICAL ADDRESS: 310 JABU NDLOVU STREET, SCM OFFICES, PIETERMARITZBURG, 3201

ZNQ NUMBER: 1091/19/20H CLOSING DATE: 06/12/2019 CLOSING TIME: 11:00

DESCRIPTION: Repairs to A/C & Refrigeration (cold rooms & Freezers) System (Gale Str.Mortuary)

CONTRACT PERIOD: ONCE OFF 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)  
310 JABU NDLOVU STREET, PIETERMARITZBURG, SCM OFFICES, TENDER ADVISORY

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]

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
1		Repairs to A/C & Refrigeration (cold rooms & Freezers) System (Gale Str.Mortuary) AS PER ATTACHED LIST				
		Original documents required in a sealed envelope with current CSD summary report reflecting banking details, certified copy of B-BBEE certificate by verified agency and accredited by SANAS , Tax Clearance certificate or SARS pin				
		Responses to be delivered:310 Jabu Ndlovu street,old boys Model,Quotation tender box Or Melanie.Grewe@kznhealth.gov.za Musawenkosi.Sokhela@kznhealth.gov.za				
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>Mr L.Makhathini</u> .....Tel: <u>033-815 8392</u>	Enquiries regarding <u>technical information</u> may be directed to: Contact Person: <u>Mr S.Cele</u> .....Tel <u>033-9402513</u>
--	--

**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 <sup>2</sup> ):..... | 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
----------------	-----------	----------	------

<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 will NOT take place
- (ii) Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_:\_\_\_\_ Place \_\_\_\_\_

Institution Stamp:	Institution Site Inspection / briefing session Official  Full Name: .....  Signature: .....  Date: .....
--------------------	--

## 6. STATEMENT OF SUPPLIES AND SERVICES

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

## 7. SUBMISSION AND COMPLETION OF SBD 6.1

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

## 8. TAX COMPLIANCE REQUIREMENTS

- 8.1. In the event that the tax compliance status has failed on CSD, ***it is the suppliers' responsibility to provide a SARS pin in order for the institution to validate the tax compliance status of the supplier.***
- 8.2. In the event that the institution cannot validate the suppliers' tax clearance on SARS as well as the Central Suppliers Database, ***the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.***

## 9. TAX INVOICE

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

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

## 10. PATENT RIGHTS

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

## 11. PENALTIES

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

## 12. TERMINATION FOR DEFAULT

- 12.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (i) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract,
  - (ii) if the supplier fails to perform any other obligation(s) under the contract; or
  - (iii) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 12.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services.
- 12.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

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

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

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

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

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all quotes:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 The value of this quote is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.

1.3 Points for this quote shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this quote is allocated as follows:

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

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the quote, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a quote is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

**2. DEFINITIONS**

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



3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

- 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

(Tick applicable box)

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

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

7.1.1 If yes, indicate:

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

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

(Tick applicable box)

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

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

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

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

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

9.2 VAT registration number:.....

9.3 Company registration number:.....

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

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

9.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
.....

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

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

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

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

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

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

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

# **1 CONDITIONS OF CONTRACT**

## **1.1 NOTICE TO BIDDERS**

- 1.1.1 The institutions will remain open and operational at all times therefore the Contractor shall make the necessary arrangements with the Institutional Management and maintenance staff for any power outages that are required. **This may necessitate weekend work**
- 1.1.2 3.1.3 All rubble shall to be removed from the institution's property immediately.
- 1.1.3 All equipment and materials used in this contract shall be that which is specified or **other approved prior to submission and closure of the bid.**
- 1.1.4 The Contractor is advised to examine all the drawings (if any) and to visit the site prior to tendering to acquaint him/herself with the nature of the work to be done and access to the siting of the existing buildings etc., as no claim will be allowed on the grounds of ignorance of the conditions under which the work will be executed.
- 1.1.5 All items quantities in the Schedule of Prices are **PROVISIONAL** and subject to re-measure after installation.
- 1.1.6 The Schedule of Prices shall be read in conjunction with the Scope of Work. Any discrepancies or omissions shall be brought to the attention of the Project Leader immediately.
- 1.1.7 Preference will be given to Bidders who have registered offices / workshops within the borders of the Province of KwaZulu-Natal. This is in an effort to reduce response times to call outs for breakdowns in the more remote areas of the Province.
- 1.1.8 The Contractor must be registered with CIDB and must have minimum grading of 2ME.
- 1.1.9 The Contractor must be competent with proven experience in working with air-conditioning equipment with traceable references.

## **1.2 EXECUTION PERIOD**

Three (3) days is the specified completion period for the service from the date of award. Any repair work that shall result from after service report shall be quoted against and shall only proceed upon approval in writing from the project leader or designated official.

**PART 2****TECHNICAL SPECIFICATION****2 TECHNICAL SPECIFICATION****2.1 COMPLIANCE WITH REGULATIONS AND STANDARD SPECIFICATIONS**

These works are to be carried out in accordance with the KwaZulu-Natal Province Standard Specification for Refrigeration Services Reference M-RCFM Issue 1 1998 and the KZN Standard specification for Air-conditioning and ventilation Services 127 pages

The operation, construction, material and components of the equipment, as specified, shall comply with the latest requirements of:

The Occupational Health and Safety Act (Act 85, 1993) as amended

The control panel, associated components and wiring shall be installed in compliance with the Department of Public Works and Land Affairs Standard Specification for the Electrical equipment and Installation for Mechanical Services Issue VIII September 1984.

SANS 1125: Room air-conditioners and heat pumps

SANS 1238: Air-conditioning ductwork

SANS 10142: Code of Practice for Wiring of Premises

SANS 10147: Refrigeration systems including plants associated with air-conditioning systems

SANS 10173: The installation, testing and balancing of air-conditioning ductwork

SANS 10400: The application of the National Building Regulations

SANS 14644: Clean rooms and associated controlled environments (Part 1 and Part 2)

An Electrical Certificate of Compliance, in accordance with the OHS Act as amended, will be required for all Electrical Works.

The Machinery and Occupational Safety Act - Act 6/1983

The Municipal By-laws and any special requirements of the Supply Authorities of the area or district concerned.

Local Fire Regulations.

All building works shall be in accordance with the Standard Preambles to All Trades.

The contractor should fully familiarise himself with these documents prior to quoting.

**PART 3**

**PARTICULAR SPECIFICATION**

### **3. PARTICULAR SPECIFICATION**

#### **3.1. TECHNICAL SPECIFICATION**

##### **3.1.1 GENERAL**

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

##### **3.1.2 GENERAL REQUIREMENTS**

Tenderers are to make special note of the following:

This particular specification must be read with, and shall form part of, Part 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 3 (Particular Specification).

The whole installation shall be in accordance with the Occupational Health and Safety Act 85/1993 and all regulations framed therein shall be carried out to the satisfaction of 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 (12) 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 (12) 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.

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

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.

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

### 3.2 SCOPE OF CONTRACT

The specification calls for Assessment and Service of Galestreet Autopsy Air-conditioning System and Cold room and Freezer Room Refrigeration Units as below:

#### *Duty Refrigeration Equipment: Cold-room A, B, C & D:*

ITEM	EQUIPMENT	QUANTITY	DESCRIPTION	TECHNICAL DATA
1	Condensing Units	4	Air Cooled Type	Recoil make/R22
2	Blower Coils	4	Three Fan Type	Recam make/R22

#### *Standby Refrigeration Equipment: Cold-room A, B,C & D:*

ITEM	EQUIPMENT	QUANTITY	DESCRIPTION	TECHNICAL DATA
1	Condensing Units	4	Friga Systems Type	RECO make/R22
2	Blower Coils	4	Friga Systems Type	RECO make/R22

#### *Large Autopsy Air Conditioning Units:*

ITEM	EQUIPMENT	QUANTITY	DESCRIPTION	TECHNICAL DATA
1	Air Conditioning Unit	1	Roof Top Package Unit	<b>Make:</b> Apache <b>Model Number:</b> RTP 20 <b>Serial Number:</b> 01-A-11951 RTU 1 <b>Refrigerant:</b> R22

#### *Medium Autopsy Air Conditioning Units:*

ITEM	EQUIPMENT	QUANTITY	DESCRIPTION	TECHNICAL DATA
1	Air Conditioning Unit	1	Roof Top Package Unit	<b>Make:</b> Apache <b>Model Number:</b> RTP 12 <b>Serial Number:</b> 01-A-11952 RTU 2 <b>Refrigerant:</b> R22

#### *Small Autopsy Air Conditioning Units:*

ITEM	EQUIPMENT	QUANTITY	DESCRIPTION	TECHNICAL DATA
1	Air Conditioning Unit	1	Roof Top Package Unit	<b>Make:</b> Apache <b>Model Number:</b> RTP 7 <b>Serial Number:</b> 01-A-11953 RTU 3 <b>Refrigerant:</b> R22

Certificate of Conformity

The contractor shall supply the mandatory Certificate of Conformity as contemplated by the South African Refrigeration and Air-Conditioning Contractors Association showing the commissioning of the works and the SAQCC registration of the artisan working on the system. First practical completion of the works will not be taken without the signed certificate.

**3.3 INSTALLATION DETAILS**

Where installation of new may be required, all units are to use ozone-friendly refrigerants as per regulations.

Inverter type technology will be preferable for the installations where possible.

The outside casing of the machine and its bolting equipment shall be protected against corrosion, water and dust ingress to a minimum rating of IP66. The quote shall contain a detailed corrosion protection plan by the contractor.

**3.4 THE SITE**

The site is Gale Street Mortuary located 85 Maphalala Street in Durban.

**3.5 PROGRAM OF WORKS**

It is imperative that the installation where necessary be achieved with minimum interruption to the existing facility.

The contractor shall notify the institution a day prior to carrying out any site work. As the institution 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 and visitors.

A program **WILL BE** submitted prior to the commencement of any work for the approval by the Project Leader. No work will commence without the program of works having been approved by the Project Leader.

The lists of documents that **ARE** returnable with the Quotation Documentation are:

<b>DOCUMENT REQUIRED</b>
Program of Works
Health and Safety Plan
SAQCC GAS Category B Certificates of Artisans

**3.6 ELECTRICAL**

Satisfactory Installation:

- i) The Code of Practice for the Wiring of Premises as issued by the South African Bureau of standards (SANS 10142-1).
- ii) The KwaZulu-Natal Department of Health General Electrical Policy.
- iii) The Machinery and Occupational Safety Act - Act 6/1983.



- iv) The Municipal By-laws and any special requirements of the Supply Authorities of the area or district concerned.
- v) Local Fire Regulations.

#### Certificate of Compliance

The contractor shall submit the mandatory Certificate of Compliance. First delivery of this contract will not be taken until such time as this certificate is submitted to the Department of Health.

All necessary electrical power wiring and tubing between the distribution board and air-conditioning units shall be the responsibility of the Contractor.

All electrical work carried out will be neat and best class materials must be used. All wiring to conform to the S.A.B.S Code of Practice 10142 and will be subject to prior inspection and approval before acceptance. Refer to the Standard Electrical Specification, in as far as it applies.

### **3.7 TESTING AND COMMISSIONING**

All new and repaired equipment shall be tested, commissioned, made ready for use and be maintained and guaranteed for a period of twelve (12) and six (6) months respectively for new and repair work respectively. Commissioning data is to be supplied before First Delivery of this contract is taken.

All equipment to be supplied with nameplates showing the Technical Information as well as all the information as contemplated by the Occupational Health and Safety Act, 85 of 1993, as amended and its regulations, showing particularly the following information

- i) Name of manufacturer
- ii) Country of origin
- iii) Year of manufacture
- iv) Manufacturer's name, serial number and model number

### **3.8 MAINTENANCE MANUALS**

One (1) set of maintenance and operating manuals are required which shall include all circuit diagrams, spare parts lists, operating instructions, etc. one set of laminated wiring diagrams shall be fixed to the wall in the plant room. These sets of drawings shall be provided at the practical completion date and the Practical Completion Certificate will NOT be issued without these documents. This is in the case of new equipment.

### **3.9 MAINTENANCE AND SERVICING**

The entire installation including all new equipment manufactured or bought is subject to an unrestricted 12-month free maintenance and guarantee period, after the date of issue of the Completion Certificate. This also includes cover pertaining to all aspects of the equipment and associated wiring, piping, controls etc. During the 12-month maintenance and servicing period any defects shall be made good and all plant and equipment maintained in perfect operating condition.

The services will be carried as follows, per split unit:

- 3 x minor services. First minor service to be done three (3) months from the date of First Practical Completion Certificate. Thereafter, the services will be done on a 3-month basis

- 1 x major service to be done before Final Practical Completion Certificate. This date shall be twelve (12) months from the date of First Practical Completion Certificate.

**PART 4**

**SCHEDULE OF PRICES**

## PART 4

## 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 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. 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 initialling next to the amendment.
9. Electrical and Mechanical work is not measured according to the Standard Procedures of Building Work.

**SECTION: PRICING** (Total amount for service and repair works shall be brought forward to this section)

Name of bidder:..... Closing Time 11:00	Bid number: Closing Date:
--	------------------------------

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

**ITEM DESCRIPTION:** KZN DOH Galestreet Forensic Mortuary: Assessment and Service Autopsy A/Cs and Cold & Freezer Rooms Refrigeration.

<b>KZN DOH Galestreet Forensic Mortuary: Assess, Service and Repair Autopsy A/Cs and Cold &amp; Freezer Rooms Refrigeration.</b>	Total Bid Value to be brought forward:  R _____  AMOUNT IN WORDS:..... ..... .....
	VAT
<b>TOTAL BID PRICE IN RSA CURRENCY:</b>  > (TOTAL BID PRICE FOR QUOTATION) > (ALL APPLICABLE TAXES INCLUDED)	R _____  AMOUNT IN WORDS:..... ..... .....

Required by:

KZN DEPARTMENT OF HEALTH

-At:

.....

.....

.....

.....

.....

(Signature of Bidder)

Date:

(Signature of Witness)

Date:

**A.SERVICE WORKS COSTING**

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	PRICE
1	Condensing Units	No.	8		
2	Blower Coils	No.	8		
3	Small Autopsy A/C	No.	1		
4	Medium Autopsy A/C	No.	1		
5	Large Autopsy A/C	No.	1		
				Total	

Minimum scope is captured under section C and D below.

**B.REPAIR WORKS COSTING**

PROVINCE OF KWAZULU-NATAL - DEPARTMENT OF HEALTH

SUBMIT TO:	FOR ATTENTION:
------------	----------------

INSTITUTION:	REF NO.:
--------------	----------

SCOPE OF WORK: (A description of the work quoted for is required).

Materials, component/ancillary parts: Firm Price. When applicable a detailed list of materials etc. showing unit costs shall be provided.	
A. Quoted for Bought Out Items(Excluding VAT)(Carried forward)	R
Mark Up @ ..... % (Maximum Mark Up = 20% for values R0.00 to R299 999.99)	R
Mark Up @ ..... % (Maximum Mark Up = 15% for values R300 000.00 to R500 000.00)	R
Mark Up @ ..... % (Maximum Mark Up = 13% for values over R500 000.00)	R
B. Quoted for Proprietary Items(Excluding VAT)(Carried forward)	R
C. Quote for Sub-Contract Items(Excluding VAT)(Carried forward)	R
Mark Up @ ..... %	R
D. Labour, Travelling, Subsistence and Transport. This price shall be firm in respect of materials etc. quoted for. (Excluding VAT) (Brought forward)	R
E. Less credit for redundant materials, parts and equipment if applicable	R (            )
SUBTOTAL	R
VAT @ ..... %	R
F. This Price in SA Currency firm for 90 days from date of the estimate quotation and shall not be exceeded. To be measured on completion.	R

Time required for completion ..... weeks from receipt of official order.

NAME OF SERVICE PROVIDER: .....

CIDB REGISTRATION NUMBER ..... CIDB CATEGORY.....

PROVINCIAL SUPPLIERS DATABASE REGISTRATION NUMBER:.....

SERVICE PROVIDER'S AUTHORISED SIGNATURE:..... QUOTE REF No.....

NAME IN BLOCK LETTERS:.....

COMPANY STAMP:DATE:

**6.1 SCHEDULE OF PRICES: MATERIALS, COMPONENT/ANCILLARY PARTS AND SUB CONTRACT WORK**

The service provider shall add here, ALL materials, components/ancillary parts which are required for the completion of the work quoted for.

In the event that more pages are required, this page may be copied.

ITEM	DESCRIPTION	MANUFACTURER	FIGURE/MODEL NO.	QUANTITY	UNIT COST	TOTAL COST (Excluding VAT)		
						BOUGHT OUT	PROPRIETARY	SUB CONTRACT
6.1.1								
6.1.2								
6.1.3								
6.1.4								
6.1.5								
6.1.6								
6.1.7								
6.1.8								
6.1.9								
6.1.10								
6.1.11								
6.1.12								
TOTAL COST BOUGHT OUT ITEMS (A)								
TOTAL COST PROPRIETARY ITEMS (B)								
TOTAL COST SUB CONTRACT ITEMS (C) (Attach copy of sub-contractors quote)								

## 6.2 LABOUR, SUBSISTENCE, TRAVEL AND TRANSPORT REPLACEMENT AND ADDITIONAL EQUIPMENT

6.2.1	LABOUR	No. of	TOTAL HOURS	RATE/HR	AMOUNT	
a)	Artisans	.....	.....	R 300.00	R.....	
b)	Apprentice	.....	.....	R 118.00	R.....	
	1 <sup>st</sup> Year	.....	.....	R 150.00	R.....	
	2 <sup>nd</sup> Year	.....	.....	R 180.00	R.....	
	3 <sup>rd</sup> Year	.....	.....	R 265.00	R.....	
	4 <sup>th</sup> Year	.....	.....	R 142.00	R.....	
c)	Semi-skilled	.....	.....	R 75.00	R.....	
d)	Unskilled	.....	.....			
6.2.2	SUBSISTENCE	No. of	TOTAL DAYS	RATE/24HR DAY		
a)	Artisans	.....	.....	R 303.00	R.....	
b)	Apprentice	.....	.....	R 303.00	R.....	
c)	Semi-skilled	.....	.....	R 303.00	R.....	
d)	Unskilled	.....	.....	R 303.00	R.....	
6.2.3	HOTEL/ACCOMMODATION	No. of Persons	No. of Nights	Cost per Night as per Suppliers Invoice		
	.....	.....	.....	R.....		
NOTE: When applicable you may only claim for Accommodation <b>OR</b> Subsistence <b>NOT</b> both						
6.2.5	TRAVEL		TOTAL Km	RATE/Km		
6.2.5.1	From service provider's premises to site .....			Petrol	Diesel	
a)	trips (skilled)			Delete as applicable		
	@ ..... km per trip			R 7.78	R 7.58	R.....
b)	.....trips (Semi-skilled)			R 5.80	R 5.60	R.....
	@.....km per trip					
6.2.5.2	From accommodation to site					
a)	..... trips (skilled)			R 7.78	R 7.58	R.....
	@ .....km per trip					
b)	.....trips (semi-skilled)			R 5.80	R 5.60	R.....
	@ ..... km per trip					
6.2.6	ADDITIONAL LABOUR TRAVELLING WITH DRIVER		TOTAL HOURS	RATE/HR	AMOUNT	
a)	..... x Additional Artisan/s ..... trips (skilled) @ ..... km per trip ÷ 80km/hr			R 300.00	R.....	
b)	..... x Additional Semi-Skilled ..... trips (semi) @ ..... km per trip ÷ 80km/hr			R 142.00	R.....	
c)	..... x Additional Unskilled ..... trips (unskilled) @ ..... km per trip ÷ 80km/hr			R 75.00	R.....	
d)	..... x Additional Apprentice/s ..... trips (semi) @ ..... km per trip ÷ 80km/hr			R.....	R.....	
SUBTOTAL CARRIED FORWARD TO PAGE 18					R.....	



## C. WORKS SCHEDULE COLDROOM AND FREEZER ROOM

Item	DESCRIPTION	TYPE
1	<p><b>MAJOR SERVICE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check for undue noise or vibration</li> <li><input type="checkbox"/> Check for loose components</li> <li><input type="checkbox"/> Test for oil/refrigerant leaks</li> <li><input type="checkbox"/> Check compressor oil level. (Where applicable) Top up as required</li> <li><input type="checkbox"/> Check for correct refrigerant level and top up</li> <li><input type="checkbox"/> Check that the refrigerant is dry</li> <li><input type="checkbox"/> Replace belt drive, realign pulley and adjust belt tension where necessary</li> <li><input type="checkbox"/> Check condenser fan and fan motor bearing as applicable</li> <li><input type="checkbox"/> Check all operating controls for correct operation</li> <li><input type="checkbox"/> Check and note compressor suction/discharge pressure. Test compressor efficiency</li> <li><input type="checkbox"/> Check and note compressor motor amperages</li> <li><input type="checkbox"/> Check that belt guard is in place and secure</li> <li><input type="checkbox"/> Clean condenser coil with proprietary cleaner</li> <li><input type="checkbox"/> Bring HP up and check that HP cut-out trips at correct pressure. Reset if necessary.</li> </ul> <p>Note setting</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bring LP down and check that LP cut-out trips at correct pressure. Reset if necessary. Note setting</li> <li><input type="checkbox"/> Remove motor end cover and clean out air ways</li> <li><input type="checkbox"/> Clean out switchboard</li> <li><input type="checkbox"/> Clean plant and plant room area</li> <li><input type="checkbox"/> Check operation of all switchgear</li> <li><input type="checkbox"/> Tighten all electrical terminals</li> <li><input type="checkbox"/> Check evaporator, evaporator fans and motor for correct operation</li> <li><input type="checkbox"/> Check DX valve for correct operation</li> <li><input type="checkbox"/> Check door seals, door catch mechanism, and panic bolt for correct operation.</li> </ul> <p>Adjust as necessary</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check cold/freezer room lights</li> <li><input type="checkbox"/> Check defrost elements, door and drain heaters, timers for correct operation</li> </ul> <p>(Freezer rooms only)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check and note cold/freezer room temperatures. Adjust if necessary</li> <li><input type="checkbox"/> Clean evaporator coil with proprietary coli cleaner</li> <li><input type="checkbox"/> Scrape, treat and paint rust</li> <li><input type="checkbox"/> Check calibration of dial thermometer. Recalibrate if necessary</li> <li><input type="checkbox"/> Check cold/freezer room walls, floors ceiling for deterioration, ice build up</li> <li><input type="checkbox"/> Check door hinges for wear and deterioration</li> <li><input type="checkbox"/> Clean and remove loose paint and scale and repaint as required</li> <li><input type="checkbox"/> Check and clean condensate drain</li> <li><input type="checkbox"/> Check shelving, meat rails</li> </ul>	BI-ANNUAL SERVICE (MAJOR)

**D. WORKS SCHEDULE PACKAGED A/C UNITS**

<b>Package Unit - Air Cooled Type</b>		
1	Switch off the unit	
2	Inspect filter frame and wash filters	
3	Check supply fan Belt and replace if necessary	
4	Check supply fan and motor bearings	
5	Check the operation of the remote local stop start station	
6	Clean drip tray and condensate drain pipe	
7	Lubricate the plumber block bearings and dampers	
8	Check for any gas leaks and rectify if necessary	
9	Check operation of a 7 day timer	
10	Check and clean evaporator coils	
11	Check and clean condenser coils	
12	Check and state running current of a supply air fan	
13	Check and read the head pressure	
14	Check and read suction pressure	
15	Check and state oil level and pressure	
16	Check condenser fan operation and control set point	
17	Check equipment vibration level	
18	Check the supply air temperature	
19	Ensure that any damaged seals and fasteners are replaced	
20	Inspect condition of washable filter elements	
21	Clean and replace filters as per manufacturers recommendations	
22	Record reading on Dryer gauges weekly	
23	Clean and examine pressure gauges, thermometers, etc.	
24	Test against known standards and re-calibrate as necessary	
25	Examine general condition of manometers	
26	Examine fluid in manometer and re-fill if necessary	
27	Check the Head Pressure Cut Out	
28	Check the Oil Pressure Cut Out	
29	Check the suction Pressure cut out and cut in	
30	Check the compressor overload Set point	
31	Check the star deltar/part wind timer operation	
32	Check compressor unloader operation and set point	
33	Check operation of the crankcase heater	

34	Scheck supply static pressure switch operation	
35	Check the operation of an economiser	
36	De-rust any rust and paint where necessary	
37	Check for acidity in the oil and take oil samples	
38	Check the pressure drop across the driers	
39	Check the condenser efficiency	
40	Check compressor windings using the megger	