




## Quotation Advert

Opening Date: 2019-11-19 

Closing Date: 2019-11-29 

Closing Time: 11:00

### INSTITUTION DETAILS


Institution Name: Amajuba district office 

Province: KwaZulu-Natal

Department or Entity: Department of Health


Division or section: Central Supply Chain Management

Place where goods / services is required Amajuba Forensic Mortuary

Date Submitted: 2019-11-19 

### ITEM CATEGORY AND DETAILS


Quotation Number: ZNQ:  
1121/19/20-H


Item Category: Services 

Item Description: Annual Service of Body Hydraulic Trolleys

Quantity (if supplies)

### COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Compulsory Site Visit 

Date : 2019-11-21 

Time: 12:30pm

Venue: Newcastle Forensic Mortuary

QUOTES CAN BE COLLECTED FROM: [www.kznhealth.gov.za](http://www.kznhealth.gov.za)

QUOTES SHOULD BE DELIVERED TO: Melanie  
[Grewe@kznhealth.gov.za](mailto:Grewe@kznhealth.gov.za)/[musawenkosi.sokhela@kznhealth.gov.za](mailto:musawenkosi.sokhela@kznhealth.gov.za)

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

Name: Londiwe Makhathini

Email: [londiwe.makhathini@kznhealth.gov.za](mailto:londiwe.makhathini@kznhealth.gov.za)

Contact Number:

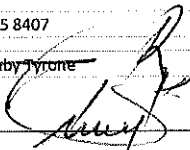
Finance Manager Name:

033 815 8407

Mr Ashby Tyrone

SIBIYA

Finance Manager Signature:



No late quotes will be considered



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	7	Annual Service of the Body Hydraulic Trolleys for Amajuba Forensic Mortuary				
		NB: Specification Attached				
		CIBD Rating 2 ME				
		Compulsory Site Inspection				
		Venue:Newcastle Forensic Mortuary				
		Date:21 November 2019@12:30pm				
		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 email to Melanie.Grewe@kznhealth.gov.za or 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 quote may be directed to: Contact Person: Londiwe Makhathini Tel: 033-8158407	Enquiries regarding technical information may be directed to: Contact Person: Sandile Ngema Tel:033 940 2520
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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?  
*(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 –

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>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);</li> <li>b) any municipality or municipal entity;</li> </ul> | <ul style="list-style-type: none"> <li>c) provincial legislature;</li> <li>d) national Assembly or the national Council of provinces; or</li> <li>e) Parliament.</li> </ul> |
|---|---|

<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 take place
- (ii) Date 21 / 11 / 2019 Time 12 : 30 Place Newcastle Forensic Mortuary

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:

	<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:

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

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

WITNESSES	
1.	.....
2.	.....

..... SIGNATURE(S) OF BIDDERS(S)
DATE: .....
ADDRESS..... ..... .....

## PART 1

# GENERAL CONDITIONS OF CONTRACT

### 1.1 GENERAL TECHNICAL SPECIFICATION

- This Technical Specification is the final scope that was discussed during the site briefing.
- After service detailed report to be submitted upon completion of work by the successful bidder.
- The scope of work/ specifications will be customised during site brief for hydraulic trolley unit of each site (Madadeni and Newcastle MLM) hence the importance that all bidders attend the site briefing.
- Each Facility must have its own post service report which will detail the scope of work rendered, the material and tools used in executing the service scope of work, the findings and recommendations and then the conclusion.
- No work can commence without prior authorisation by the Facility manager.
- A kick off meeting is compulsory and the bidder who will be awarded the job must notify the facility and the Engineer in charge of the start date so that a kick off meeting can be scheduled and conducted before the work start date.

### 1.2 STANDARDS

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

### 1.3 PROGRAMMING OF WORKS

- The contractor shall notify the institution two (2) days prior to carrying out any site work. As the mortuary is to remain in full operation for the duration of the works, the works are to be planned and executed so as to cause minimum inconvenience to staff. Contractor shall finish this work within two weeks counting from the date when the order number has been issued, unless other strong and valid reason.

### 1.4 TESTING AND COMMISSIONING

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

## PART 2

# SPECIFIC CONDITIONS OF CONTRACT (SCC)

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

### 2.1 GENERAL REQUIREMENTS

Tenderers are to make special note of the following:

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

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

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

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

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

The complete installation must be guaranteed against defective parts and workmanship for the period specified after the date of issue of the Completion Certificate.

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

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

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

# NEWCASTLE and MADADENI MEDICO LEGAL MORTUARY

## 2.2 THE SITE

The site is Newcastle Forensic Mortuary situated/located in the Newcastle Central, 23 York Street, Newcastle as well as Madadeni Forensic mortuary situated at madadeno Township at Newcastle

## 2.3 TECHNICAL SPECIFICATIONS

### ***WORK DISCIPLINE:***

The minimum CIDB grading requirement for these works is 1ME.

Bidders shall, in the Schedule of Information and by way of supplementary information, satisfy the Head of Department or his or her designee that sufficient equipment is possessed to execute the work, or an indication shall be given as to the manner in which such equipment would be sourced. Should the bidder not be able to prove possession of, or ability to access, or sufficient equipment, the bidder will be wholly disqualified. The Head of Department or his or her designee reserves the right to investigate the existence and/or proposed sourcing of equipment.

The Bidders will also be required to satisfy the Head of Department or his or her designee that a sufficient/qualified and experienced labour force is employed, or that sufficient experienced labour can be acquired, to complete the services and produce a fair quality of workmanship. The Bidders will be required to produce adequate and sufficient references to enable the Head of Department or his or her designee to inspect previously completed work and assess the capacity of the Bidders.

The Head of Department or his or her designee reserves the right to recommend that bidders execute work of only certain types and up to certain capacities due to the limitations of experience and skills of the Bidders. Any limitations to such work tendered for will be recommended to the Central Procurement Committee for approval and will be applied strictly during the contract period.

The successful Bidders shall supply all materials, labour, tools and plant etc., necessary to carry out the new works to the buildings.

### **SCOPE:**

- Inspect the 7 Hydraulic trolleys for damage and defects. Straighten 1 trolley that is bent (full details to be shared during the compulsory Site briefing)
- Check and replace all wheels that are defective/worn-out or that have no free (restricted) movement. Wheels condition to be assessed discussed and agreed upon by all bidders (for uniformity) during site briefings and then bidders to quote accordingly.
- Recharge the fluid of the hydraulic unit
- Ensure there are no leaks on the hydraulic system
- Lubricate all joints and moving parts as necessary
- Clean and polish the trolleys

### **Notes**

- *All material used in the scope of this project shall be S.A.B.S. approved.*
- *All bidders to compulsory visit site, assess the site and quote accordingly*
- *Successful service provider to visit site and do measurements before fabrication of the materials to be used.*
- *All enquiries will be handled within normal working hours, Monday to Friday between 7H30 to 16H00 and supervision will be carried out by a representative of the Department of Health Infrastructure Development.*

NEWCASTLE and MADADENI MEDICO LEGAL MORTUARY

**DEPARTMENT OF KWAZULU-NATAL**

**Service of Bodies' Hydraulic Trolleys at Majuba District Medico Legal Mortuaries**

**NONE SCHEDULE LIST OF PRICES:**

- ALL ITEMS and QUANTITIES TO BE DISCUSSED, MEASURED, AGREED AND AMENDED AFTER SITE BRIEFING WITH ALL BIDDERS PRESENT.
- THE PRICE QUOTED SHALL INCLUDE LABOUR, MATERIAL, PARTS, TOOLS, SERVICES AND MARK UP

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	Price
	<b>Newcastle Forensic Mortuary :</b>				
1	Inspect the 7 Hydraulic trolleys for damage and defects. Straighten 1 trolley that is bent (full details to be shared during the compulsory Site briefing)	Item	7		
2	Check and replace all wheels that are defective/ worn out or that have no free (restricted) movement.  Wheels condition to be assessed, discussed and agreed upon by all bidders and DoH representative (for uniformity) during site briefings and then bidders to quote accordingly.	Item	1		
4	Recharge the fluid of the hydraulic unit	Item	7		
5	Ensure there are no leaks on the hydraulic system/unit. Ensure the whole trolley has no leaks	Item	7		
6	Lubricate all joints and moving parts as necessary	Item	7		
7	Clean and polish the trolleys. Apply corrosion treatment on the trolleys.	item	7		
9	<b>TRANSPORT COST:</b>				
10	15% Vat				
	<b>Total</b>				

## NEWCASTLE and MADADENI MEDICO LEGAL MORTUARY

### 2.4 CONTRACT PERIOD

The contract period is 2 weeks from the awarding of the job.

### 2.5 DESCRIPTION OF THE WORKS

#### 2.5.1 Equipment

7 Body hydraulic trolley at Madadeni and Newcastle MLM. There are four trolleys at madadeni MLM and 3 at Newcastle MLM

#### 2.5.2 Quoted Service Price

The quoted service price shall be inclusive of all, preamble and generals, materials, labor, consumables, corrosion treatment, paint work, supervision, administration, overhead costs, insurance, profit, printing of service schedules, travel, transport, attendance at (enter number) site meetings etc.

#### 2.5.3 Service Schedules

To be discussed during kick off meeting with the successful bidder.

#### 2.5.4 Service Program

The service program will be discussed during site briefing and again during kick off meeting with the successful bidder

#### 2.5.5 Program of Works

The successful bidders shall submit his/her program of works, for review and acceptance, to the Department's Representative 2 days prior to commencement of the works.

#### 2.5.6 Access to Site

Access to facility to commence with Works shall be by arrangement with the official in charge (Facility Manager) on site. No claims arising from the contractor failing to make prior arrangement for access to the site will be entertained.

#### 2.5.7 Commencement of Work and Official Order

Work shall only commence on receipt, by the service provider, of an official order and after program of works has been discussed with the Departments representative and site handover performed accordingly from Facility to Service provider

#### 2.5.8 Ad-Hoc Repairs

N/A

#### 2.5.9 Response to Breakdowns

N/A

## NEWCASTLE and MADADENI MEDICO LEGAL MORTUARY

### 2.5.10 Health and Safety Requirements

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

### 2.5.11 Plant Shut Down

N/A

### 2.5.12 Notice of Testing and Commissioning

The Department's Representative: works shall receive not less than 3 days advance notice of any tests/milestones requiring to be witnessed by him/her.

### 2.5.13 Familiarization with the Site

Bidders are required to familiarize themselves with the site. Claims on the grounds of lack of knowledge, in such respect, or otherwise, will not be entertained.

### 2.5.14 Co-Ordination

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

### 2.5.15 Disruptions on Site

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

### 2.5.16 Cleanliness on Site

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

### 2.5.17 Guarantee Period

- a) The Service Provider shall unconditionally guarantee all servicing and repair work performed together with all materials and spare parts (inclusive of electrical components) supplied by him/her for a minimum period of three (3) months from the date of acceptance of the Works.
- b) The Service Provider shall unconditionally guarantee all new, replacement or additional equipment, and installations (inclusive of all electrical components) for a minimum period of six (6) months from the date of the First Delivery Certificate.
- c) The guarantee shall cover the performance of the Works and any defects due to inferior materials and/or workmanship of the Service Provider, or any of his/her Sub-Contractors, fair wear and tear excepted, and the Service Provider shall repair any such defects without delay and at his/her own cost. This guarantee shall include, structural integrity compromised, leaks, cracks, loose joints etc.
- d) Should any part of the complete Works perform unsatisfactorily so as to become detrimental to its functional use the service provider shall replace any such part of the complete Works with equipment as prescribed by the Employer without delay and at his/her own cost.



## NEWCASTLE and MADADENI MEDICO LEGAL MORTUARY

- e) If any defects are not remedied within the period specified by the Employer, the Employer shall have such defect repaired at the risk and cost of the Service Provider, by another service provider whom the employer deems to be proficient in the work, without prejudice to any rights the employer has against the defaulting service provider. The Employer will give written notice to the service provider of such instances where he/she appoints another Service Provider to remedy defects in the Works.

### 2.6 COMPETENCY REQUIREMENTS AND RETURNABLE DOCUMENTS

- The bidders must have a CIDB grading of 1ME minimum.
- The bidders must submit detailed CV of the skilled personnel that will be part of the service and repair works and have experience in service and repair of mobile equipment (hospital trolleys, cabinets, drip stands, beds and cots, bed pan, bin, bowl, bucket and mop stands, material handling equipment/carts, bedside lockers, bassinet stands, cylinder carriers, bed screens linen carriers, operating theatre stools etc.).
- Only bidders with proven experience or have persons who have proven (more than 3 years) experience with similar works within the last 3 years and with proven references (contact details of references to be provided) will be considered for adjudication.
- Bidders to submit the list of projects completed in Mobile Equipment within the last 3 years (if any)

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

**ESTIMATE FORM:**

SUBMIT TO:

FOR ATTENTION:

INSTITUTION:

REF NO.:

SCOPE OF WORK: Hydraulic Trolleys Service

I/We hereby quote for the above work in accordance with the conditions as specified in Contract Document.

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	<b>(Excluding VAT)(Carried forward)</b>	<b>R</b>
	Mark Up @ ..... %	<b>(Maximum Mark Up = 20% for values R0.00 to R299 999.99)</b>	<b>R</b>
	Mark Up @ ..... %	<b>(Maximum Mark Up = 15% for values R300 000.00 to R500 000.00)</b>	<b>R</b>
	Mark Up @ ..... %	<b>(Maximum Mark Up = 13% for values over R500 000.00)</b>	
B.	Quoted for Proprietary Items	<b>(Excluding VAT)(Carried forward)</b>	<b>R</b>
C.	Quote for Sub-Contract Items	<b>(Excluding VAT)(Carried forward)</b>	<b>R</b>
	Mark Up @ ..... %		<b>R</b>
D.	Labour, Travelling, Subsistence and Transport. This price shall be firm in respect of materials etc. quoted for.	<b>(Excluding VAT) (Brought forward)</b>	<b>R</b>
E.	Less credit for redundant materials, parts and equipment if applicable		<b>R (        )</b>
		SUBTOTAL	<b>R</b>
		VAT @ ..... %	<b>R</b>
F.	<b>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.</b>		<b>R</b>

**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: .....

D.1 **SCHEDULE OF PRICES  
LABOUR, SUBSISTENCE, TRAVEL AND TRANSPORT REPLACEMENT AND  
ADDITIONAL EQUIPMENT**

D.1.1 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	.....	.....			
D.1.2 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.....	
D.1.3 HOTEL/ACCOMMODATION			No. of Persons	No. of Nights	Cost per Night as per Suppliers Invoice	
.....			.....	.....	R.....	
<b>NOTE: When applicable you may only claim for Accommodation <u>OR</u> Subsistence <u>NOT</u> both</b>						
D.1.4 TRAVEL			TOTAL Km	RATE/Km		
D.1.4.1 From service provider's premises to site .....				Petrol	Diesel	
a)	trips (skilled)	.....	.....	Delete as applicable		R.....
	@ ..... km per trip	.....	.....	R 7.78	R 7.58	R.....
b)	.....trips (Semi-skilled)	.....	.....	R 5.80	R 5.60	R.....
	@.....km per trip	.....	.....			
D.1.4.2 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	.....	.....			
D.1.5 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.....	
<b>SUBTOTAL CARRIED FORWARD TO PAGE 4</b>					R.....	

SUBTOTAL BROUGHT FORWARD FROM PAGE 3					R.....
D.1.6	TRANSPORT		TOTAL Km	RATE	
a)	Haulage to site ..... trips				
	@ .....km per trip		2.5 tone	R 9.31	R.....
	@ .....km per trip		3 tone	R10.80	R.....
	@ .....km per trip		5 tone	R12.50	R.....
	@ .....km per trip		7 tone	R14.50	R.....
	@ .....km per trip		10 tone	R16.80	R.....
b)	Cranage to and on site @ sub contract rate		R.....	x 1.10	R.....

TOTAL AMOUNT CARRIED FORWARD TO PAGE 1 ITEM (D) R.....