






## Quotation Advert

**Opening Date:** 2019-11-07   
**Closing Date:** 2019-11-14   
**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** Phoenix Mortuary  
**Date Submitted** 2019-11-07 

### ITEM CATEGORY AND DETAILS

**Quotation Number:** ZNQ:  
1123/19/20-H  
**Item Category:** Services   
**Item Description:** Maintenance & repairs to A/C & refrigeration (cold rooms and freezers) system at Phoenix MLM

Quantity (if supplies)

### COMPULSORY BRIEFING SESSION / SITE VISIT

**Select Type:** Compulsory Site Visit   
**Date :** 2019-11-08   
**Time:** 12:00  
**Venue:** Phoenix Mortuary

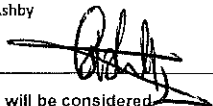
**QUOTES CAN BE COLLECTED FROM:** 310 Jabu Ndlovu Street, Pietermaritzburg or on website

**QUOTES SHOULD BE DELIVERED TO:** 310 Jabu Ndlovu Street, Pietermaritzburg or to email address attached

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

**Name:** K.Cele  
**Email:** tyrone.ashby@kznhealth.gov.za  
**Contact Number:** 033-8158392  
**Finance Manager Name:** Tyrone Ashby

**Finance Manager Signature:** \_\_\_\_\_



No late quotes will be considered







**SPECIAL CONTRACT CONDITIONS OF QUOTATIONS**

**1. AMENDMENT OF CONTRACT**

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

**2. CHANGE OF ADDRESS**

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

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

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

**4. SAMPLES**

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

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

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

- (i) The institution has determined that a compulsory site meeting  take place
- (ii) Date 08 / 11 / 2019 Time 12 : 00 Place Phoenix 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:

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

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

### 2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

- 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"/>
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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..... ..... .....

## **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      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.

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

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

<b>KZN DOH Phoenix 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	R _____  AMOUNT IN WORDS..... ..... ..... .....
<b>TOTAL BID PRICE IN RSA CURRENCY:</b>  > (TOTAL BID PRICE FOR QOUTATION) > (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.	10		
2	Blower Coils	No.	20		
3	Autopsy A/C – Under ceilings	No.	4		
4	Mortuary Admin A/C – Ducted Dx-Units	No.	2		
5	Main Admin A/C – Ducted Dx-Units	No.	1		
6	Extraction System (Carbon&Hepa)	No.	2		
7	Pumps	No.	2		
8	VSDs	No.	2		
				<b>Total</b>	

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:
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INSTITUTION:	REF NO.:
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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	R.....
	@ ..... km per trip			R 7.78   R 7.58	
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. Note setting</li> <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. Adjust as necessary</li> <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 (Freezer rooms only)</li> <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**

Package Unit - Air Cooled Type		
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	