





Quotation Advert


Opening Date: 2019-11-13 
Closing Date: 2019-11-26 

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 Umgungundlovu Health District Forensic Mortuaries
Date Submitted 2019-11-12 



ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ:
1154/19/20-H
Item Category: Services 

Item Description:
One Year Preventative/Reactive Maintenance Contract For HVAC System

Quantity (if supplies)

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Compulsory Site Visit 
Date : 2019-11-19 
Time: 10:00am
Venue: Fortnappier Forensic Mortuary

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

QUOTES SHOULD BE DELIVERED TO: quotations.scmho@kznhealth.gov.za

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: Londiwe Makhathini
Email: londiwe.makhathini@kznhealth.gov.za
Contact Number:

Finance Manager Name:

033 815 8407

Mr Ashby Tyrone

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	1	One year Preventative /Reactive Maintenance Contract for HVAC System Umgungundlovu District Forensic Mortuary				
		NB: Specification Attached CIBD grading 2 ME Compulsory Site Inspection Venue:Fortnappier Mortuary Date:19 November 2019@10:00am				
		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 quotations.scmho@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: Londiwe Makhathini Tel: 033-8158407	Enquiries regarding <u>technical information</u> may be directed to: Contact Person: Ernest Zulu Tel: 083 955 3364
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DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to quote (includes a price quotation, advertised competitive quote, limited quote or proposal). In view of possible allegations of favouritism, should the resulting quote, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the quote(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the quote.
2. In order to give effect to the above, the following questionnaire must be completed and submitted with the quote.

- | | |
|--|---|
| 2.1. Full Name of bidder/representative..... | 2.4. Company Registration Number: |
| 2.2. Identity Number: | 2.5. Tax Reference Number: |
| 2.3. Position occupied in the Company (director, trustee, shareholder ²):..... | 2.6. VAT Registration Number: |

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

- 2.8.2.1. If yes, did you attach proof of such authority to the quote document? [YES] [NO] []
- (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the quote.)
- 2.8.2.2. If no, furnish reasons for non-submission of such proof:
- 2.9. Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? [YES] [NO] []
- 2.9.1. If so, furnish particulars:.....
- 2.10. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this quote? [YES] [NO] []
- 2.10.1. If so, furnish particulars:.....
- 2.11. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this quote? [YES] [NO] []
- 2.11.1. If so, furnish particulars:.....
- 2.12. Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? [YES] [NO] []
- 2.12.1. If so, furnish particulars:.....

3. Full details of directors / trustees / members / shareholders.
 NB: The Department Of Health will validate details of directors / trustees / members / shareholders on CSD. It is the suppliers' responsibility to ensure that their details are up-to-date and verified on CSD. If the Department cannot validate the information on CSD, the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.

4 DECLARATION
 I, THE UNDERSIGNED (NAME).....CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.

I ACCEPT THAT THE STATE MAY REJECT THE QUOTE OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Name of bidder	Signature	Position	Date

¹"State" means –

a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);	c) provincial legislature;
b) any municipally or municipal entity;	d) national Assembly or the national Council of provinces; or
	e) Parliament.

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

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 19 / 11 / 2019 Time 10 :00 Place Fortnappier 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:

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

- 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"/>
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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 least 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.....



health

Department:

Health

PROVINCE OF KWAZULU-NATAL

INFRASTRUCTURE DEVELOPMENT

HVAC SYSTEMS:

**1 YEAR PREVENTATIVE MAINTENANCE CONTRACT
REQUIREMENTS**

**UMGUNGUNDLOVU HEALTH DISTRICT –
Pietermaritzburg, Richmond, New Hanover, Howick and Mooi
River Forensic Mortuaries**

1. INTRODUCTION

HVAC system refers to the Heating and Ventilation Air Conditioning (HVAC) System. The goal of the heating, ventilating, and air conditioning system is to create and maintain a comfortable environment within a building. A comfortable environment, however, is not just limited to temperature and humidity but also includes the air movement, fresh air and cleanliness. An air-conditioning system, must accomplish four objectives simultaneously which are to: control air temperature; control air humidity; control air circulation; and control air quality.

A heating system ("H" in HVAC) is designed to add thermal energy to a space or building in order to maintain some selected air temperature that would otherwise not be achieved due to heat flows (heat loss) to the exterior environment. A ventilating system ("V") is intended to introduce air to or remove air from a space -- to move air without changing its temperature. Ventilating systems may be used to improve indoor air quality or to improve thermal comfort. A cooling system ("C" is not explicitly included in the HVAC acronym) is designed to remove thermal energy from a space or building to maintain some selected air temperature that would otherwise not be achieved due to heat flows (heat gain) from interior heat sources and the exterior environment. Cooling systems are normally considered as part of the "AC" in HVAC; AC stands for air-conditioning.

A typical HVAC system consists of the main components being the compressor, the condenser, the evaporator, the air filters, and liquid drier. These components are shown in figure 1 below.-

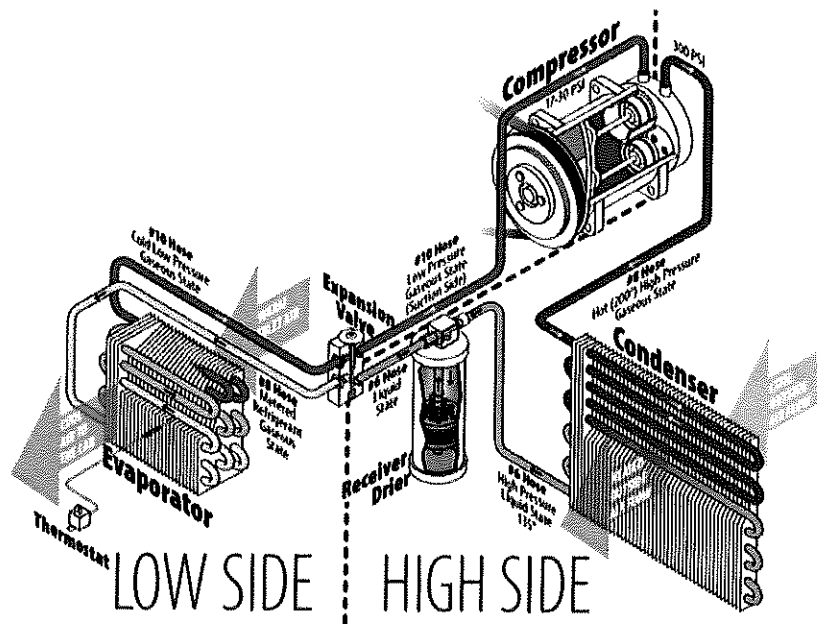


Figure 1: Components of the HVAC System

To ensure proper operation, reliability, availability and long term in-service health of the HVAC system, it is very crucial that the system be properly maintained as per the manufacturers' recommendations.

1.1 INSTALLATIONS IN UMGUNGUNDLOVU HEALTH DISTRICT FORENSIC MORTUARIES

UMGUNGUNDLOVU HEALTH DISTRICT has Pietermaritzburg MLM as the biggest MLM in the district. This mortuary has an HVAC System and 22 split units installed. The 22 split air-conditioning units are supplying conditioned air to the offices. The air handling unit at this facility is the air cooled type, has a chiller plant and supplies conditioned air to the autopsy room. There is a VRV system as well (Admin block).

2. MAINTENANCE SPECIFICATION

Details of the scope of work to be executed as part of preventative maintenance are provided in the BOQ.

2.1 SPECIFICATION AND BOQ

2.1.1 HVAC SYSTEM

CHILLERS: MONTHLY INSPECTION AND TESTING	Unit of measure
Check and record operating voltage	Item
Check and record operating current (Amps)	Item
Check and record the loading set point (%)	Item
Check and record oil level from sight glass	Item
Check and record oil temperatures	Item
Check and record condenser water flow rate	Item
Check and record differential oil pressure	Item
Check and record compressor running time (hours)	Item
Check and record compressor suction temperature / pressure (°C / kPa)	Item
Check and record compressor discharge temperature (°C)	Item
Check and record condenser temperature (°C)	Item
Check and record inlet / exit water temperature - (Air or Water) (°C)	Item
Check and record inlet and outlet condensing water pressure (kPa)	Item
Check and record inlet / outlet chilled water temperatures (°C)	Item
Check and record chilled water flow rate	Item
Check condition of air cooled condenser coil and clean if necessary	Item
Pressure clean air cooled condenser coil with chemicals	Item
Check gasket and tighten all bolts if necessary	Item
Inspect oil cooler condition and performance	Item
Check control centre and module operation	Item
Check pump bearing grease/oil level and adjust as required	Item
Adjust gland packing for slight drip	Item
Inspect coupling and check adjustment	Item
Check and lubricate motor bearings	Item
Check for tightness and security of pump and motor hold down bolts	Item
Check bearing temperature	Item
Lubricate isolating valve stems and operate valves	Item
Clean pump drain and pipe work	Item
Check, clean and adjust valve glands and repack if required	Item
Replace the gland packing and check for wear on pump shaft sleeves	Item
Clean strainers	Item
Record supply and return temperatures	Item
Clean the entire unit	Item
Check tightness of all securing/mounting bolts	Item
Check condition of the coupling	Item

Check for vibrations and noises. Record and report any abnormalities	Item
Check and record running current of a supply air fan	Item
Inspect condition of washable filter elements	Item
Record reading on gauges	Item
Clean and examine pressure gauges, thermometers, etc. Note down any gauges and thermometers that are faulty/out of calibration. Report any abnormalities to the DoH Engineer	Item
Check for operation and condition of controls and electrical connections	Item
Other	
Other	
QUARTERLY (THREE MONTHLY) SERVICE (Includes AHU1 and AHU2)	
Perform monthly inspection and testing	Item
Inspection, cleaning and calibration of all sensors, transmitters, gauges, thermometers, actuators, solenoid valves. This includes all chiller instrumentation and control devices (capacity, oil pressure, oil level, refrigerant High/ Low pressure, freezer protection etc.) The list of all these instrumentation to be compiled by the Contractor and reported against.	Item
Inspect, clean and pressure test all pressure relief valves	Item
Clean primary washable filters and the unit	Item
Clean filter chamber and ensure its free of dust and other contaminants	Item
Check condition (rust, damage etc.) and clean the condenser and evaporator coils. Report any abnormalities to the DoH Engineer.	Item
Inspect and clean the condensate trap	Item
Check air and water pressure drops across coils (cooling and heating)	Item
Thoroughly clean interior and check for corrosion of an AHU including ducting. Seal all openings/leaking areas	Item
Check condition of anti-vibration mountings and canvas collar	Item
Inspect and test the air fan bearings and motor bearings for temperature rise and vibrations. Note down the values and report accordingly to the DoH Engineer.	Item
Inspect bearing wear and replace lubricant in the air inlet/extraction fan motor bearings	Item
Check, clean and test air fan motor windings(IR and PI) if accessible	Item
Tighten all terminals of the air inlet/extraction fan motor	Item
Check and record full load current of the air inlet/extraction fan motor	Item
Remove motor end covers and clean out air ways	Item
Inspect bearing wear and replace lubricant/grease in the air inlet/extraction fan motor bearings	Item
Tighten all other electrical connections related to the air handling unit	Item
Tension all V belts and ensure mountings are tight. Ensure the belt guard is tight, secure and in place.	Item
Check alignment of the drive pulley and ensure its proper	Item
Service and clean and all VSDs.	Item
Check and Lubricate all SAF and EAF motor bearings	Item
Clean all the diffusers and test	Item

Clean out fan blades and treat with anti-corrosion paint. Note any corrosion	Item
Lubricate damper pivot and linkages and also Perform damper stroke check	Item
Pressure test the damper seals	Item
Calibrate the pressure regulators	Item
Inspection and functional test of all switches	Item
Perform air flow test in the whole system	Item
Clean the whole plant and put back into operation	Item

ANNUAL (12 MONTHLY) SERVICE - Carry out annual service as per original equipment manufacturer (OEM)

2.1.2 SPLIT AIR-CONDITIONING UNITS

QUARTERLY (THREE MONTHLY) SERVICE	
Clean air filter and grilles	Item
Check that the evaporator fins are clear of dirt and clean fins if necessary	Item
Check cooling operating	Item
Check heating operation. Check operation of resistance heater and overheat stats	Item
Inspect fan motor and blades	Item
Inspect PC Board (circuit board)	Item
Check operation of an expansion valves. Correct, repair or replace if necessary	Item
Check for condensate drain system and ensure it is free of blockages. Test condensate pump and remove any foreign particles.	Item
Ensure that there is water inside the trap and fill up if necessary	Item
Record supply and return air temperatures (off coil / on coil)	Item
Check operation of thermostat (controller)	Item
Check and record suction and discharge pressures of refrigerants (LP/HP)	Item
Remove fan guard and check alignment and correct if necessary to get free rotation	Item
Check that all bolts and screws are properly secured on fans and compressor	Item
Inspect HP and LP switches and replace if necessary and check operation of the switches	Item
Check all electrical devices and connections and correct if necessary	Item
Examine condenser coil and clean fins if necessary	Item
Inspect refrigerant piping insulation and condensate pump	Item
Check correct operation of LCD screen	Item
Calibrate the temperature as per LCD display	Item
Check time clock is correctly set on a controller and that start and stop time is correctly set	Item
Record any leakage of refrigerant or recovered refrigerant	Item
Clean equipment thoroughly	Item
Other	Item
Other	Item
Inform the Engineer of all defects found, especially those that need urgent attention. Submit the after service report no later than 5 days after service and inspection. No invoice will be paid without a comprehensive report.	

SPLIT AIR CONDITIONING UNIT: ANNUAL SERVICE	
Perform the Quarterly inspection and testing scope of work	Item
Examine flexible cables for wear, fraying braid and brittle insulation	Item
Examine connections	Item
Test insulation resistance	Item
Test refrigerant system for leaks	Item
Check and record High Pressure readings	Item
Check selector switch operation, all modes	Item
Check filters media. Clean all filters	Item
Check and observe operation of the reverse solenoid	Item
Check compressor termination and overload operation	Item
Lubricate fan motor bearings	Item
Check all "start" and/or "run capacitors"	Item
Other	Item
Other	Item
Inform the Engineer of all defects found, especially those that need urgent attention. Submit the after service report no later than 5 days after service and inspection. No invoice will be paid without a comprehensive report.	

17. SUMMARY PRICE PAGE

DESCRIPTION				
Labour: Supply the services of a reputable, competent and accredited Service Provider for carrying out HVAC preventative maintenance including all Health and Safety compliance.				
Preventative maintenance and Reactive maintenance		Qty	Item Price	Total Cost (Quantity x Item Price)
1	Umgungundlovu Forensic mortuaries - Conduct a conditional once-off assessment of all HVAC units and provide a report highlighting the status quo, interventions required, etc. (The cost includes time to be spent on site, travelling, producing report)	5		
2	Perform monthly inspections on the HVAC system at Umgungundlovu Forensic mortuaries as per the scope of work (including labour, consumables, spares, material, tools, transport cost)	60		
3	Perform quarterly service on the HVAC system at Umgungundlovu Forensic mortuaries as per the scope of work (including labour, consumables, spares, material, tools, transport cost)	20		
4	Perform major service on the HVAC system at Umgungundlovu Forensic mortuaries as per the scope of work (including labour, consumables, spares, material, tools, transport cost)	5		
5	Provisional sum for reactive maintenance (Repairs)	1	R100 000.00	R100 000.00
Total Amount				

18. TENDER EVALUATION CRITERIA AND SCORING

The Bidders needs to score a minimum of 70 points functionality and quality criteria to be considered for this Bid/ Quotation. The weighting for Quality and functionality out of 100 sub-points is as follows:

Evaluation Criteria	Deliverables	Points	Sub-Points	Sub-Criteria	Sub-Points Scoring
Financial Standing	The submission of all financial requirements stipulated in the tender	20 Points	10 Sub-points	Stamped letter from the bank confirming availability of working capital	10 Proof of working capital equal to or greater than R100 000.00 in the form of a stamped letter from the bank.
					5 Proof of working capital less than R100 000 in the form of a stamped letter from the bank.
					0 Proof of working capital less than R50 000 or no submission.
Competency, Experience and Resource Capacity	Tenderer to demonstrate their technical competency, human resource capacity and relevant project experience	30 Points	10 Sub-points	Stamped proof of available credit limit from the bank.	10 Proof of available credit limit equal to or greater than R100 000.00 in the form of a stamped letter from the registered and approved financial services providers.
					5 Proof of available credit limit equal to or less than R100 000 in the form of a stamped letter from the registered and approved financial services providers.
					0 Proofs of credit limit less than R50 000 or no submission.
Competency, Experience and Resource Capacity	Tenderer to demonstrate their technical competency, human resource capacity and relevant project experience	30 Points	20 Sub-points	Detailed schedule of resources at all levels Please note that per key technical role, only one resource per role	20 Key technical Resources: Technical Manager, Foreman or Supervisor, HVAC Trade Tested Artisan, Technical Assistants (semi-skilled) with at least two registered with SARRACCA or SAIRAC in the refrigeration and air conditioning industry.

·Evaluation Criteria	Deliverables	Points	Sub-Points	Sub-Criteria	Sub-Points Scoring				
Tenderer's Project Management Structure and Experience of Resources Proposed for the Project	A tenderer that submits a detailed project organogram that sets out the roles and responsibilities of each proposed team member, which is backed up By their curriculum vitae that demonstrate extensive experience, together with a project implementation structure shall be allocated maximum sub-points. In	25 Points	5 Sub-points	Submission of a detailed organogram	15	Key technical Resources: Technical Manager, Foreman or Supervisor, HVAC Trade Tested Artisan, Technical Assistants (semi-skilled) with one person registered with SARRACCA or SAIRAC in the refrigeration and air conditioning industry.			
					0	None of the key technical resources are registered with SARRACCA or SAIRAC in the refrigeration and air conditioning industry.			
					10	Sub-points	Schedule of organisation years of experience on similar projects (Project includes servicing of equipment such as split airconditioners, chillers and AHUs. Bidder must submit a schedule of projects completed which shall include period (start date/month to end date/month) over which completed and value of project.	10	More than or equal to 3 years with award letters/orders/completion certificates not older than 10 years.
					7		Greater than or equal to 2 years but less than 3 years with award letters/orders/completion certificates.	7	Greater than or equal to 2 years but less than 3 years with award letters/orders/completion certificates.
					4		Greater than or equal to 1 year but less than 2 years with award letters/orders/completion certificates.	4	Greater than or equal to 1 year but less than 2 years with award letters/orders/completion certificates.
					0		Less than 1 year.	0	Less than 1 year.
					5		Submission of a detailed project organogram showing all project resources including key technical resources. The organogram must indicate the roles and responsibilities of each key project team members that will be allocated to this project.	5	Submission of a detailed project organogram showing all project resources including key technical resources. The organogram must indicate the roles and responsibilities of each key project team members that will be allocated to this project.
			0	No or submission is not project specific, does not meet requirement	0	No or submission is not project specific, does not meet requirement			
			20	Detailed CV of each key project resources have more than (3) years' experience in projects of a similar value and nature and traceable references to be detailed	20	100% of Key technical resources on the project organogram has a minimum of 3 years' experience on HVAC maintenance and repairs. Key technical Resources: Technical Manager, Foreman or Supervisor, HVAC Trade Tested Artisan, Technical Assistants (semi-skilled)			

·Evaluation Criteria	Deliverables	Points	Sub-Points	Sub-Criteria	Sub-Points Scoring
	all other instances zero (0) sub-points shall be allocated.				10
					75 - 99% of Technical resources on the project organogram has a minimum of 3 years' experience on HVAC maintenance and repairs. Key technical Resources: Technical Manager, Foreman or Supervisor, HVAC Trade Tested Artisan, Technical Assistants (semi-skilled)
					5
					50 - 74% of Technical resources on the project organogram has a minimum of 3 years' experience on HVAC maintenance and repairs. Key technical Resources: Technical Manager, Foreman or Supervisor, HVAC Trade Tested Artisan, Technical Assistants (semi-skilled)
					0
					less than 50% of Technical resources on the project organogram has a minimum of 3 years' experience on HVAC maintenance and repairs.
Locality	Submission of proof of location (Physical Address) of the tenderer's premises) and the distance away from site (or various sites in the event of various facilities)	20 Points	20 Sub-points	Submission of proof of location (Physical Address) of the tenderer's premises) and the distance away from the furthest site (or various sites in the event of various facilities)	20 Distance away from Pietermaritzburg MLM is less than 100km. 10 Distance away from Pietermaritzburg MLM is between 100km and 200km. 0 No submission or distance greater than 200km.
Safety	Submission of the tenderer's Safety Policy or equivalent, demonstrating safe working procedures/ processes, 2. controls and guidelines that will give confidence to the Department that safety will be prioritised, 3. risk assessments, 4. tools and site inspections will be conducted, 5. First Aid kit will be provided, 6.	5 Points	5 Sub-points	Submission of the tenderer's Safety Policy of equivalent, demonstrating safe working procedures, processes, controls and guidelines that will give confidence to the Department that safety will be prioritised, risk assessments, tools and site inspections will be conducted. First Aid kit will be provided, Safety Officer will be made available (or at least a foreman will act as a Safety custodian).	5 Submission of the tenderer's Safety Policy or equivalent, demonstrating full coverage of all 7 (or more) safety aspects as per the list on the deliverables.

Evaluation Criteria	Deliverables	Points	Sub-Points	Sub-Criteria	Sub-Points Scoring
	<p>Safety Officer will be made available (or at least a foreman will act as a Safety custodian). 7. Incidents will be reported and investigated as per OHS Act and Regulations.</p>			<p>Incidents will be reported and investigated as per Osh Act and Regulations.</p>	<p>0</p> <p>No submission covering safety aspects as per the list on the deliverables.</p>

TENDER EVALUATION CRITERIA AND SCORING PRICE AND BBBEE

Evaluation Criteria	Deliverables	Points	
Price	The lowest responsive and responsible priced offer shall be allocated 80 points. All other responsive and responsible offers shall be allocated a prorated point value based on the lowest responsive and responsible priced offer.	80	Points
Broad Based Black Economic Empowerment (BBBEE)	The points allocated to each tenderer for Broad Based Black Economic Empowerment shall be based on the Broad Based Black Economic Empowerment Scorecard. In this regard, the points score for this criteria for each tenderer, shall be determined as follows:	20	Points
	· Level 1 Contributor	20	Points
	· Level 2 Contributor	18	Points
	· Level 3 Contributor	14	Points
	· Level 4 Contributor	12	Points
	· Level 5 Contributor	8	Points
	· Level 6 Contributor	6	Points
	· Level 7 Contributor	4	Points
	· Level 8 Contributor	2	Points
	· Non-Compliant Contributor	0	Points