





## Quotation Advert

|   |  |
|---|--|
| <b>Opening Date:</b>                                      | 2019-11-12  |
| <b>Closing Date:</b>                                      | 2019-11-19  |
| <b>Closing Time:</b>                                      | 11:00  |
| <b>INSTITUTION DETAILS</b>                                |  |
| <b>Institution Name:</b>                                  | Church of Scotland hospital <input checked="" type="checkbox"/>                                |
| <b>Province:</b>  | KwaZulu-Natal  |
| <b>Department or Entity:</b>                              | Department of Health   |
| <b>Division or section:</b>                               | Central Supply Chain Management  |
| <b>Place where goods / services is required</b>           | MAINTENANCE  |
| <b>Date Submitted</b>                                     |             |
| <b>ITEM CATEGORY AND DETAILS</b>                          |  |
| <b>Quotation Number:</b>                                  | ZNQ:<br>463/19-20  |
| <b>Item Category:</b>                                     | Goods <input checked="" type="checkbox"/>  |
| <b>Item Description:</b>                                  | SUPPLY DELIVER AND INSTALL NEW CONTAINER IN THE INSTITUTION FOR FILLING(ARCHIVES)              |
| <b>Quantity (if supplies)</b>                             | 01 UNIT  |
| <b>COMPULSORY BRIEFING SESSION / SITE VISIT</b>           |  |
| <b>Select Type:</b>                                       | Not Applicable <input checked="" type="checkbox"/>   |
| <b>Date :</b>   |           |
| <b>Time:</b>  |  |
| <b>Venue:</b>   |  |
| <b>QUOTES CAN BE COLLECTED FROM:</b>                      | REQUEST OR COLLECTING  |
| <b>QUOTES SHOULD BE DELIVERED TO:</b>                     | R33 DUNDEE MAIN ROAD TUGELA FERRY 3010   |
| <b>ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:</b> |  |
| <b>Name:</b>  | MISS NC MTSHALI  |
| <b>Email:</b>   | nondumiso.mtshali@kznhealth.gov.za   |
| <b>Contact Number:</b>                                    |  |

# Supply Chain Management - AdvertQuote

Page 2 of 2





**Finance Manager Name:**

0334931000(1013)

MR L KAULEZA

**Finance Manager Signature:**

No late quotes will be considered

 Submit |  Save | Save As... |  Close |  Print Preview

Print this page

**STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT OVER R30 000.00**

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: CHURCH OF SCOTLAND HOSPITAL  
 DATE ADVERTISED: 12/11/2019 CLOSING DATE: 19/11/2019 CLOSING TIME: 11:00  
 FACSIMILE NUMBER: 0334931124 E-MAIL ADDRESS: Noluthando.Mchunu@kznhealth.gov.za  
 PHYSICAL ADDRESS: R33 MAIN ROAD TUGELA FERRY 3010

ZNQ NUMBER: 463/19-20

DESCRIPTION: ARCHIVES

CONTRACT PERIOD: ONCE-OFF (if applicable) VALIDITY PERIOD 60 Days SARS PIN:

CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO.

UNIQUE REGISTRATION REFERENCE

DEPOSITED IN THE QUOTE BOX SITUATED AT (STREET ADDRESS)  
**TENDER IS SITUATED AT THE HOSPITAL MAIN ENTRANCE(OPD)**

**Bidders should ensure that quotes are delivered timeously to the correct address. If the quote is late, it will not be accepted for consideration.**

The quote box is open from 08:00 to 15:30.

ALL QUOTES MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS QUOTE IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

THE FOLLOWING PARTICULARS MUST BE FURNISHED  
 (FAILURE TO DO SO WILL RESULT IN YOUR QUOTE BEING DISQUALIFIED)

NAME OF BIDDER .....  
 POSTAL ADDRESS .....  
 STREET ADDRESS .....  
 TELEPHONE NUMBER CODE.....NUMBER..... FACSIMILE NUMBER CODE .....NUMBER.....  
 CELLPHONE NUMBER .....  
 E-MAIL ADDRESS .....  
 VAT REGISTRATION NUMBER (If VAT vendor) .....

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1)  YES  NO

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



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 -

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

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

## SPECIAL CONTRACT CONDITIONS OF QUOTATIONS

### 1. AMENDMENT OF CONTRACT

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

### 2. CHANGE OF ADDRESS

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

### 3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION

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

### 4. SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF THIS QUOTATION.

- 4.1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
- 4.2. Under no circumstances whatsoever may the quotation/bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
- 4.3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
- 4.4. Quotation submitted must be complete in all respects.
- 4.5. Any alteration made by the bidder must be initialled.
- 4.6. Use of correcting fluid is prohibited
- 4.7. Quotation will be opened in public as soon as practicable after the closing time of quotation.
- 4.8. Where practical, prices are made public at the time of opening quotations.
- 4.9. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.

### 5. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS

- 5.1. Quotation shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the quotation documents.
- 5.2. Each quotation shall be addressed in accordance with the directives in the quotation documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the quotation number and closing date indicated on the envelope. The envelope shall not contain documents relating to any quotation other than that shown on the envelope. If this provision is not complied with, such quotations/bids may be rejected as being invalid.
- 5.3. All quotations received in sealed envelopes with the relevant quotation numbers on the envelopes are kept unopened in safe custody until the closing time of the quotation/bids. Where, however, a quotation is received open, it shall be sealed. If it is received without a quotation/bid number on the envelope, it shall be opened, the quotation number ascertained, the envelope sealed and the quotation number written on the envelope.
- 5.4. A specific box is provided for the receipt of quotations, and no quotation found in any other box or elsewhere subsequent to the closing date and time of quotation will be considered.

- 5.5. No quotation/bid sent through the post will be considered if it is received after the closing date and time stipulated in the quotation documentation, and proof of posting will not be accepted as proof of delivery.
- 5.6. Quotation documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.

**6. SAMPLES**

- 6.1. 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.
- 6.2. **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.

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

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

- (i) The institution has determined that a compulsory site meeting  take place
- (ii) Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Time \_\_\_\_\_: \_\_\_\_\_ Place \_\_\_\_\_

|                    |  |
|--------------------|--|
| Institution Stamp: | Institution Site Inspection / briefing session Official<br><br>Full Name: .....<br><br>Signature: .....<br><br>Date: ..... |
|--------------------|--|

**8. STATEMENT OF SUPPLIES AND SERVICES**

8.1. 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.

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

9.1. 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.

**10. TAX COMPLIANCE REQUIREMENTS**

- 10.1. 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.**
- 10.2. 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.**

**11. TAX INVOICE**

11.1. 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.

**12. PATENT RIGHTS**

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.

### 13. PENALTIES

- 13.1. If at any time during the contract period, the service provider is unable to perform in a timely manner, the service provider must notify the institution in writing/email of the cause of and the duration of the delay. Upon receipt of the notification, the institution should evaluate the circumstances and, if deemed necessary, the institution may extend the service provider's time for performance.
- 13.2. In the event of delayed performance that extends beyond the delivery period, the institution is entitled to purchase commodities of a similar quantity and quality as a substitution for the outstanding commodities, without terminating the contract, as well as return commodities delivered at a later stage at the service provider's expense.
- 13.3. Alternatively, the institution may elect to terminate the contract and procure the necessary commodities in order to complete the contract. In the event that the contract is terminated the institution may claim damages from the service provider in the form of a penalty. The service provider's performance should be captured on the service provider database in order to determine whether or not the service provider should be awarded any contracts in the future.
- 13.4. 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.

### 14. TERMINATION FOR DEFAULT

- 14.1. 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.
- 14.2. 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.
- 14.3. 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.

### 15. 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"/> |
|-----|--------------------------|----|--------------------------|

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

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

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

9.2 VAT registration number:.....

9.3 Company registration number:.....

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

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

9.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
.....

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

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

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

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

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

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

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



**Supply deliver and install container in the institution Church of Scotland hospital.**

**ZNQ.:**

**Closing Date & Time** : **November 2019 @ 11:00Hrs**  
**Contract Period** : **3 weeks**  
**Validity Period For SCM** : **30 Days**  
**Technical Contact Person** : **Mr. S.W. Mkhize**  
**Contact Telephone Number** : **0334931000(4048)**  
**Site inspection date** : **07/08/2018**

**DOCUMENTS DELIVERED BY HAND MUST BE DEPOSITED IN THE QUOTATION BOX SITUATED IN:**

THE TENDER-BOX  
Church of Scotland hospital  
R33 Dundee road, t/f 3010

THE QUOTATION BOX IS AVAILABLE ON THE  
FOLLOWING DAYS AND TIMES: MONDAYS TO  
FRIDAYS 07h30 – 16h00

**DOCUMENTS POSTED SHALL BE ADDRESSED TO:**

SUPPLY CHAIN MANAGEMENT:  
Church of Scotland hospital  
PRIVATE BAG X502  
TUGELA FERRY  
3010

**N.B.: THE QUOTATION BOX WILL BE  
CLEARED AT 1100Hrs ON THE DUE DATE.**

***Name of Tenderer*** \_\_\_\_\_

**PROVINCIAL SUPPLIERS DATABASE REGISTRATION NO.:** \_\_\_\_\_

PROVINCIAL SUPPLIERS DATABASE REGISTRATION CLASSIFICATION :( Tick (✓) applicable block)

VALIDATED SUPPLIER  PROVISIONAL SUPPLIER:

**NOTICE:**

**PROVISIONALLY REGISTERED COMPANIES:**

LETTER TO BE ATTACHED FROM KWAZULU-NATAL PROVINCIAL TREASURY REFLECTING THE REASON(S) FOR NON ALLOCATION OF FULL REGISTRATION STATUS AND WHAT DOCUMENT(S) AND OR INFORMATION IS STILL OUTSTANDING.

OUTSTANDING DOCUMENTATION/ INFORMATION MUST ALSO ACCOMPANY THIS OFFER

**QUALIFICATION FOR PREFERENCE POINTS:**

**NB:** IN ORDER TO QUALIFY FOR PREFERENCE POINTS A TENDERER MUST SUBMIT TOGETHER WITH HIS/ HER/ ITS QUOTATION DOCUMENT, A FULLY COMPLETED ZNT 30 FORM (APPLICATION FOR PREFERENCE POINTS FORM) ON THE DUE DATE AND TIME OF QUOTATION, UNLESS A VALID ZNT 30 FORM IS ALREADY IN THE POSSESSION OF THE OFFICE INVITING THIS QUOTATION, WHICH ARE VALID FOR A PERIOD OF SIX MONTHS.

**3. CONSTRUCTION INDUSTRY DEVELOPMENT BOARD:** PROOF OF REGISTRATION AND GRADING TO ACCOMPANY THIS TENDER DOCUMENT, FAILURE TO COMPLY WILL LEAD TO DISQUALIFICATION.

**PROJECT SPECIFICATIONS**

1. **NOTES TO TENDERERS**

1.1. **SCOPE OF CONTRACT**

SUPPLY AND DELIVER CONTAINER FOR CHURCH OF SCOTLAND

DATE: NOVEMBER 2019

ZNQ NO:

Briefing meeting: NOVEMBER 2019@ 09:00

Closing date: NOVEMBER 2019@ 11:00



## Supply deliver and install container in the institution Church of scotland hospital.

This Contract is for the complete execution of the project indicated above.

### 1.2. CONTRACT DRAWINGS

Drawing No: Nil

### 1.3. CONDITIONS OF CONTRACT AND PRELIMINARIES

#### 1.3.1 PERIOD OF CONTRACT

**04 Weeks** as the Contract Period for the completion of the Structural Work from date of Site handover.

*All Tenderers to Note that the Electrical/ Mechanical Work shall run concurrently with the Structural contract.*

#### 1.3.2 CONTRACT GUARANTEE:

The successful Tenderer will be required to submit a job guarantee.

#### 1.3.3 GUARANTEE PERIOD

The guarantee period for the **Structural Work** and all materials must be for a minimum of **TWELVE (12) months** from the date of first delivery.

The guarantee period for **Electrical and Mechanical Installations** shall be for a minimum of **Twelve (12) Months** from the date of first delivery.



**Supply deliver and install container in the institution Church of scotland hospital.**  
**SITE AND MODE OF PROCEDURE**

1.3.4

The work contained in this contract will be carried out on the site of the existing Institution.

The Contractor is advised that the existing premises will be occupied throughout the period of the contract.

Damage to existing buildings - Tenderers to note that any damages done or occurring to any of the buildings will be repaired at the expense of the contractor/ Tenderer.

The repairs must be to the satisfaction of the KwaZulu- Natal Department of Health.

1.3.5 SATISFACTORY INSTALLATION

The whole of the installation shall be carried out in accordance with the South African Bureau of Standards Code of Practice for the application of National Building Regulations, the KZNPA Standard Preambles to all Trades, the KZNPA General Electrical Specification, the South African Bureau of Standards Code of Practice for the Wiring of Premises 0142-1 and the Occupational Health and Safety Act 85 of 1993 as amended.

Copies of the KZNPA Standard Preambles to all Trades and the KZNPA General Electrical Specification are available at the office of the Secretary for Health – KwaZulu-Natal and can be obtained on request.

1.3.6 Certificate of compliance = 01



**2. Supply deliver and install container in the institution Church of scotland hospital.  
TECHNICAL SPECIFICATION**

**2.1 GENERAL**

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

**3. SCOPE OF WORK.**

The work to be carried out under this contract includes the supply of all materials, equipment and Labour to carry out erecting new file container.

**CIVIL WORKS:**

Clear out site, remove all foreign material, level and machinery and compact the ground.  
Allow to install concrete mesh wire as per building regulation and standards, pour and screed 30mpa rating plant form and it shall 5m x 3.4 x 200mm depth,  
concrete plant shall wood floated to allow roughness surface(none slip) allow to for 5 full days before file house delivered and install to hospital.

Supply and fit new 12000btu wall split unit and all air conditioner installation procedure must be applied when installing new air conditioner.

Supply and fit new shelving in this container with require rails that will fit to the supplied area in container.

Allow to dig 600mm deep X 600mm wide trench and allow for 10mm X 2 core armoured cable  
Supply and install 1.2m IP65 double fluorescent light fitting including 36w tubes. Inclusive of double socket outlet and 2 lever switch device.

Install new metal suffix distribution board, complete with 63Amps, earth leakage protection current rating of 3kA , 20A breaker with a same rating and 10a breaker and labelling of all electrical distribution board and issue electrical compliance(CoC) X 1

**NB: The Hospital will be operational at all times and the Contractor is to ensure that accessibility by the staff, ambulances and public is not obstructed in any way.  
The work site is to be cordoned off and kept neat and tidy at all times.**

**4. PERIOD OF CONTRACT**

**02 Weeks (Two Weeks)** as the Contract Period for the completion of the Work from date of Site handover.

**SCHEDULE OF RATES**

SUPPLY AND DELIVER CONTAINER FOR CHURCH OF SCOTLAND  
DATE: NOVEMBER 2019  
ZNQ NO:  
Briefing meeting: NOVEMBER 2019@ 09:00  
Closing date: NOVEMBER 2019@ 11:00



**Supply deliver and install container in the institution Church of scotland hospital.**

**3.1 ITEMS AND PRICING**

The Department reserves the right to place an order for any quantities of items included in the Schedules. The Schedule of Rates must also not be assumed to include and describe every detail of the supply requirement, but must be taken and read in conjunction with the other parts of the document. Thus the supplier shall not have claim for further payment in respect of any order which may be described or implied in the contract, although apparently no corresponding items are given in the Schedule of Rates. The supplier shall be deemed to have satisfied himself before quoting as to the correctness and sufficiency of his quote for the contract and of the rates and prices stated in the Schedule of Rates.

**3.2 TAX AND DUTIES**

Prices, quoted and paid, must include all customs, excise and import duties, and any other tariffs or taxes levied by the government or statutory body having jurisdiction on the goods provided under this contract, including Value Added Tax (applicable to the current rate).

**3.3 RATES**

Except where provision is made in the Schedule of Rates, the rates and prices inserted shall be the full rates and prices for the service delivered described under the respective items and shall cover all labour, transport, overhead charges and profit, etc. as well as the general liabilities, obligations and risks arising out of the Conditions of Contract, the overhead charges and profit being spread proportionately over the rates of the relative items in the Schedule of Rates.

**SCOPE OF WORK**

**SCHEDULE OF RATES**

**WORK TO BE DONE AND SCHEDULE OF PRICES:**

| Item | DESCRIPTION  | UNIT           | QTY | RATE/ UNIT |   | TOTAL |   |
|------|--|----------------|-----|------------|---|-------|---|
|      |  |                |     | R          | c | R     | c |
|      | <b>NOTE:</b><br>All rates for items contained in this Schedule of Prices must be computed <b>excluding</b> the applicable Sales Tax. The Administration reserves the right to Negotiate prices in the Bill of Quantities.  |                |     |            |   |       |   |
|      | <b><u>INSTITUTION: CHURCH OF SCOTLAND HOSPITAL</u></b><br><b>SUPPLY DELIVER AND INSTALL 4m X 2.4m X 2.7m high steel container as per specification</b><br><b>All rates quoted shall be inclusive of transport and</b><br>All rates quoted shall be inclusive of transport, replacement, all the works to be done must billed on the both quotation form and specification page (BOQ) labor and profit.<br>The Tenderer is advised that the buildings are Occupied. |                |     |            |   |       |   |
|      | <b><u>PROPRIETARY ARTICLES:</u></b><br>All equipment and material used in this contract shall be that which is specified or other approved.  |                |     |            |   |       |   |
|      | <b>NOTE:</b><br><b>Contractor is to ensure that all work is carried out in accordance with the pre-ambles to all trades.</b>   |                |     |            |   |       |   |
|      | <b><u>CIVIL WORKS:</u></b><br>Clear out site, remove all foreign material, level and machinery and compact the ground.<br>Allow to install concrete mash wire as per building regulation and standards, pour and screed 30mpa rating plant form and it shall 5m x 3.4 x 200mm depth, concrete plant shall wood floated to allow roughness surface(none slip) allow to for 5 full days before file house delivered and install to hospital.                         | M <sup>2</sup> | 96  |            |   |       |   |
|      | Allow to dig 600m deep X 600mm ide trench and allow for 10mm X 2 core armoured cable   | M              | 15  |            |   |       |   |

SUPPLY AND DELIVER CONTAINER FOR CHURCH OF SCOTLAND  
DATE: NOVEMBER 2019  
ZNQ NO:  
Briefing meeting: NOVEMBER 2019@ 09:00  
Closing date: NOVEMBER 2019@ 11:00





**Supply deliver and install container in the institution Church of scotland hospital.**

|   |      |    |  |  |  |
|---|------|----|--|--|--|
| Supply and fit new 12000btu wall split unit and all air conditioner installation procedure must be applied when installing new air conditioner.   |      |    |  |  |  |
| Supply and fit new shelving in this container with require rows that will fit to the supplied area in container. 6mX1.5m  | M    | 12 |  |  |  |
| Supply and install 1.2m IP65 double fluorescent light fitting including 36w tubes. Inclusive of double socket out let and 2 leaver switch device  | Unit | 4  |  |  |  |
| Install new metal suffix distribution board, complete with 63Amps, earth leakage protection current rating of 3kA , 20A breaker with a same rating and 10A breaker and labelling of all electrical distribution board and issue electrical compliance(C oC) X 1   | Unit | 1  |  |  |  |
| Supply and install new 24 x2.4x2.7 steel container clad with 3mm polystyrene insulated plywood timber. Start prepare paint with rust repellent and finally with two grass and metal roof paint. Container shall be fitted door frames and door, window frames glazed with 4mm and tinted from outside clear from inside | UNIT | 1  |  |  |  |
| <b>TOTAL</b>  |      |    |  |  |  |

**COLLECTION SUMMARY**

**PROJECT DESCRIPTION:**

**NOTE:**

THIS COLLECTION SUMMARY MUST BE COMPLETED IN FULL BY THE CONTRACTOR AND RETURNED TOGETHER WITH THE QUOTATION FORM.

|  |   |  |
|--|---|--|
| Collection Summary PS 1                            | R |  |
| <b><u>SUB-TOTAL: CARRIED TO QUOTATION FORM</u></b> | R |  |

***IMPORTANT***

*THIS FORM IS ONLY TO BE INCLUDED AND COMPLETED WHEN APPLICABLE TO THE QUOTATION.*

**OFFICIAL BRIEFING SESSION / SITE INSPECTION CERTIFICATE**

Site/building/institution involved: **CHURCH OF SCOTLAND HOSPITAL**

Quotation No.:

Service:

SUPPLY AND DELIVER CONTAINER FOR CHURCH OF SCOTLAND  
DATE: NOVEMBER 2019  
ZNQ NO:  
Briefing meeting: NOVEMBER 2019@ 09:00  
Closing date: NOVEMBER 2019@ 11:00



**Supply deliver and install container in the institution Church of scotland hospital.**

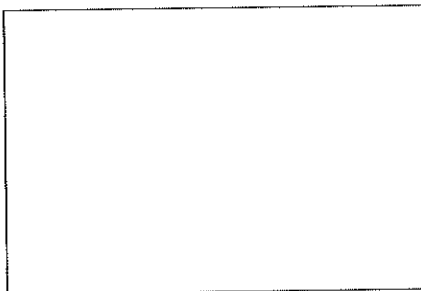
THIS IS TO CERTIFY THAT..... OF (STATE NAME OF TENDERER) VISITED AND INSPECTED THE SITE ON \_\_\_\_\_(DATE) AND IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

.....  
**SIGNATURE OF TENDERER OR AUTHORISED REPRESENTATIVE**

**DATE;**.....

.....  
**SIGNATURE OF DEPARTMENTAL REPRESENTATIVE**

**DEPARTMENTAL STAMP:**



SUPPLY AND DELIVER CONTAINER FOR CHURCH OF SCOTLAND  
DATE: NOVEMBER 2019  
ZNQ NO:  
Briefing meeting: NOVEMBER 2019@ 09:00  
Closing date: NOVEMBER 2019@ 11:00



**Supply deliver and install container in the institution Church of scotland hospital.  
SECTION K**

**SCHEDULE OF VARIATIONS FROM GOODS OR SERVICES INFORMATION**

Should the Tenderer wish to make any departure from or modifications in the Special Conditions of Contract, Specifications, Schedule list of Prices/ Quantities/ Drawings or to qualify the quotation in any way, he/she shall indicate the proposals clearly hereunder or alternatively make photocopies of the original quotation documentation.

| SECTION | PAGE | VARIATION: CLAUSE OR ITEM |
|---------|------|---------------------------|
|         |      |                           |
|         |      |                           |
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|         |      |                           |
|         |      |                           |

**SIGNATURE OF TENDERER:** .....

**DATE:**.....

SUPPLY AND DELIVER CONTAINER FOR CHURCH OF SCOTLAND  
DATE: NOVEMBER 2019  
ZNQ NO:  
Briefing meeting: NOVEMBER 2019@ 09:00  
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**Supply deliver and install container in the institution Church of scotland hospital.**

**QUESTIONNAIRE**

**REPLIES**

1. Are the prices/rates quoted firm? \_\_\_\_\_
2. Is the delivery period stated firm? \_\_\_\_\_
3. How will delivery be affected? \_\_\_\_\_
4. Is the equipment guaranteed for a minimum period of six months? \_\_\_\_\_
5. Are you the accredited agents in the RSA for the Manufacture/ supply of the goods offered by you? \_\_\_\_\_
6. What is the address in the RSA (preferably in the Province of KwaZulu-Natal) where a machine/ goods as offered by you can be inspected under working conditions? \_\_\_\_\_  
\_\_\_\_\_
7. What is the approximate value of spares carried in stock in the RSA for this particular make and model of machine? \_\_\_\_\_  
\_\_\_\_\_
8. Where are stock held? \_\_\_\_\_  
\_\_\_\_\_
9. What facilities exist for the servicing of the Machine/goods offered? \_\_\_\_\_  
\_\_\_\_\_
10. Where are these facilities available? \_\_\_\_\_
11. What are the names and addresses of the factories where the goods will be manufactured and, if required, inspected? \_\_\_\_\_  
\_\_\_\_\_
12. Is a special import permit required? \_\_\_\_\_

**SUMMARY FOR QUOTATION OPENING PURPOSES ONLY**  
(To be completed by Tenderer)

SUPPLY AND DELIVER CONTAINER FOR CHURCH OF SCOTLAND  
DATE: NOVEMBER 2019  
ZNQ NO:  
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**Supply deliver and install container in the institution Church of scotland hospital.**

PREFERENCE POINTS CLAIMED IN TERMS OF THE KWAZULU-NATAL PROCUREMENT REGULATION, 2001 (PREFERENCES ARE TO BE CLAIMED AS INDICATED IN THE GENERAL CONDITIONS AND PROCEDURES – ZNT6)

1. QUOTATION PRICE INCLUDING V.A.T. R \_\_\_\_\_

2. AMOUNT IN WORDS:

\_\_\_\_\_  
\_\_\_\_\_

3. TIME FOR COMPLETION/ DELIVERY: 02 (Two weeks)

**IMPORTANT**  
*Mark appropriate block with "X"*

4. HAVE ANY ALTERATIONS BEEN MADE? 

|     |    |
|-----|----|
| YES | NO |
|-----|----|

5. HAS AN ALTERNATIVE QUOTATION BEEN SUBMITTED? 

|     |    |
|-----|----|
| YES | NO |
|-----|----|

6. **IF APPLICABLE:** DID THE TENDERER ATTEND THE OFFICIAL BRIEFING SESSION/ COMPULSORY SITE INSPECTION? 

|     |    |
|-----|----|
| YES | NO |
|-----|----|

|                                 |                           |                      |
|---------------------------------|---------------------------|----------------------|
| _____<br><b>NAME OF COMPANY</b> | _____<br><b>SIGNATURE</b> | _____<br><b>DATE</b> |
|---------------------------------|---------------------------|----------------------|