



## Quotation Advert

Opening Date: 2019-09-09

Closing Date: 2019-09-16

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: Natalia Building

Date Submitted:

### ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ:  
ZNQ607/19/20-H

Item Category: Services

Item Description: Supply, deliver of Annual service to MV switchgear and transformers  
CIDB: ME?EB Graded 1 is reired

Quantity (if supplies): Various

### COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Compulsory Site Visit

Date : 2019-09-12

Time: 11:00 AM

Venue: Natalia Building

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

QUOTES SHOULD BE DELIVERED TO: [Sally.Crichton@kznhealth.gov.za](mailto:Sally.Crichton@kznhealth.gov.za) and [Melanie.Grewe@kznhealth.gov.za](mailto:Melanie.Grewe@kznhealth.gov.za)

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

Name: Kwazikwakhe Cele

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

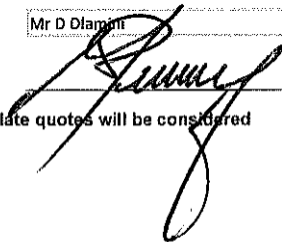
Contact Number:

**Finance Manager Name:**

0338158418

Mr D Dlamini

**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	Various	Supply, deliver of Annual service forr and Switchgea Transformers at Natalia				
		COMPULSORY SITE VISIT Date: 12 September 2019 Venue:Natalia Building Time: 11:00				
		CIDB Rating : ME/EB Grade 1 is required				
		NB: Specification attached				
		Original documents required in a sealed envelope with current CSD summary report reflecting banking details, certified copy of B-BBEE certificate by verified agency and accredited by SANAS , Tax Clearance certificate or SARS pin				
		Responses to be delivered:310 Jabu Ndlovu street,old boys Model,Quotation tender box Or Melanie.Grewe@kznhealth.gov.za and Sally.Crichton@kznhealth.gov.za				
VALUE ADDED TAX (Only if VAT Vendor)						
TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)						

Does This Offer Comply With The Specification? Is The Price Firm?	Does The Article Conform To The S.A.N.S. / S.A.B.S. Specification? State Delivery Period E.G. E.G. 1day, 1week
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Enquiries regarding the <u>quote</u> may be directed to: Contact Person: Kwazikwakhe Cele Tel: 033-815 8392	Enquiries regarding <u>technical information</u> may be directed to: Contact Person: Nompumelelo Nsele Tel:033 395 2101
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DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state, 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.....
2.2. Identity Number: .....
2.3. Position occupied in the Company (director, trustee, shareholder):.....
2.4. Company Registration Number: .....
2.5. Tax Reference Number: .....
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

\*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);
b) any municipality or municipal entity;
c) provincial legislature;
d) national Assembly or the national Council of provinces; or
e) Parliament.

\*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 12 /09 /2019 Time 11 :00 Place Natalia Building

Institution Stamp:	Institution Site Inspection / briefing session Official  Full Name: .....  Signature: .....  Date: .....
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## 6. STATEMENT OF SUPPLIES AND SERVICES

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

## 7. SUBMISSION AND COMPLETION OF SBD 6.1

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

## 8. TAX COMPLIANCE REQUIREMENTS

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

## 9. TAX INVOICE

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

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

## 10. PATENT RIGHTS

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

## 11. PENALTIES

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

## 12. TERMINATION FOR DEFAULT

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

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

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

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

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

**1. GENERAL CONDITIONS**

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

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

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

1.3 Points for this quote shall be awarded for:

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

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

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

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

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

**2. DEFINITIONS**

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



**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 last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any FMF		

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.....  
.....  
.....

**SERVICING OF MV SWITCHGEARS AND TRANSFORMERS AT NATALIA BUILDING (KZN DEPARTMENT OF HEALTH HEAD OFFICE)**

No	Description of Item	Unit	Quantity	Rate (excl VAT)	Total
1	<b><u>Compliance to OHS Act and Regulations</u></b>				
1.1	Provision for compliance to OHS Act and Regulations. Conduct a risk assessment and identification of hazards and providing written report on mitigation and safety precautions.	Job	1		
	Note: Item 1.1 is a compulsory item to be quoted for. Not quoting for the above rates will render the quote invalid.				
2	<b><u>11 kV MV switchgear (2 incomer panels, 6 feeder panels, 1 bus section and 1 bus riser)</u></b>	Item	10		
	Carrying out the annual servicing of MV switchgear 11 kV / 22 kV with the following activities:				
2.1	Before isolation, record loadings, check labels, blanks, connections, meters and indication.	Item	8		
2.2	Inspect cable boxes and terminations.	Item	10		
2.3	Inspect labels for eligibility and looseness, and verify all labels for correct identification.	Item	10		
2.4	Audio and Visual inspection before isolation and lockout.	Item	10		
2.5	Test operation of MDIs and inspect and test fuses.	Item	8		
2.6	Conduct thermographic inspection of busbar.	Job	1		

2.7	Test operation of protection circuits. Conduct the current injection testing for ensuring reliable and correct operation of the protection system and relays for overcurrent, earth fault, differential and transformer protection.	Item	8		
	protection settings in MV distribution system shall be attached with the				
<b>3</b>	<b>Battery Trip Unit</b>	<b>Item</b>	<b>1</b>		
3.1	Clean tripping batteries and terminals.	Job	1		
3.2	Inspect and top up battery cells when needed.	Job	1		
3.3	Check battery charger for loose connections and tighten if required.	Job	1		
3.4	Check amp/voltmeters for proper operation.	Job	1		
3.5	Check functioning of indication lamps	Job	1		
3.6	Do a battery discharge test.	Job	1		
3.7	Test and record nominal voltage, float voltage, boost voltage.	Job	1		
<b>4</b>	<b>Transformer 11kV/400V Dry Type</b>	<b>Item</b>	<b>6</b>		
	Carry out the annual servicing of transformer as per standard engineering practices. Note: Inspection costs only to be quoted under this item.				
	Note: Before isolation, check labels, blanks, connections, meters and indications provided.				
4.1	Visually inspect cover louvres, screens and internal coil cooling ducts for dust build-up. If dirt build up is found, clean when transformer is deenergised.	Job	1		
4.2	Carrying out audio and visual inspection of the transformer unit	Job	1		
4.3	Once deenergised, vacuum out as much dust as possible.	Item	6		

4.4	Clean the dust with a brush or lint free rag. Avoid any detergents or use of oily rags as they may result in accumulation of dirt in the future.	Job	1		
4.5	Clean ventilation fans when transformer is deenergised.	Job	1		
4.6	Inspect any insulation for any discolorization or any signs of heat damage.	Job	1		
4.7	Inspect the tap changer.	Job	1		
4.8	Ensure tap changer is locked in position	Job	1		
4.9	Use Infrared Scanner to ascertain if there are any hotspots or loose connections within the equipment and its connection and produce a report, take remedial action of retorquing nuts and bolts where necessary.	Item	6		
4.10	Provide a written inspection report before commencement of servicing for approval by Electrical Engineer and provide written after service report.	Job	1		
<b>5</b>	<b><u>Ring Main Unit (2 way RMU - with 1 isolator switch and 1 circuit breaker)</u></b>	<b>Item</b>	<b>1</b>		
	Carrying out the annual servicing of 2 Way RMU Unit with 1 breaker and 1 isolator switch 11 kV with the following activities:				
	Before isolation, record loadings, check labels, blanks, connections, meters and indication				
5.1	Inspect cable boxes/terminations for signs of leakage	Job	1		
5.2	Audio and Visual inspection before isolation and lockout	Job	1		
5.3	Inspect cable boxes/terminations for signs of leakage	Job	1		
5.4	Inspect bushings for contamination and cracking of insulation,	Job	1		

5.5	Providing written inspection report before servicing based on inspection before commencement of work for approval by Electrical Engineer	Job	1		
5.6	Check making and breaking of circuits on all contacts.	Job	1		
5.7	and operation of relay. i.e.) trip speed, saturation points, etc.	Job	1		
8	<b>TRAVEL</b>				
8.1	Up to maximum of 300 km based on DoT rates for each call out or trip authorised by the Electrical Engineer or his authorised delegated representative. The payment will be based on the least of the actual km travelled or 300 km from the declared office of the contractor.	km			
7	<b><u>NOTE (Note to quoted for on this page as it will form part of labour and shall be</u></b>				
7.1	Provide the services of a competent person with authorisation to carry out medium voltage switching up to 22 kV. Note: The certificate of competency for medium voltage switching has to be attached with the tender response. The relevant personal protective equipments of complying ATPV 51.5 cal/sq cm rating is available with the competent person for switching				
	TOTAL AMOUNT EXCL vat				
	VAT AT 15%				
	Grand total incl VAT at 15%				

**Servicing of MV Switchgears and Transformers at Natalia Building - Quality Criteria**

The threshold score, below which tenderers are eliminated from further consideration, should be 70%

**TENDER EVALUATION CRITERIA AND SCORING**

The weighting for Quality out of 100 sub-points is as follows:

Evaluation Criteria	Deliverables	Points	Sub-Points	Sub-Criteria
1. Financial Capability to start the project	Submission of proof on available capital and proof of credit limit that can be obtained from financial institutions	10 Points	5 Sub-points	Proof of capital of at least R50 000
			5 Sub-points	Proof in a form of an official letter from the financial institution stipulating the credit limit of R50 000.
2. Competency and experience of the tenderer on similar type of projects with medium voltage work and protection settings work	Tenderers to demonstrate their competency and experience by submitting proof of at least 5 similar sized projects completed in the past 5 years. Submission must include at least the projects award letters and completion certificates to determine scope, duration and value. NB: The minimum subcriteria will be used to allocate points. The lowest between value of project or years of experience will be used as the minimum.	20 Points	20 Sub-points	Proof of experience on atleast 5 MV switchgears and transformers maintenance projects successfully completed and years of experience working on MV switchgears and transformers ≥ 5 years
			15 Sub-points	Proof of experience on atleast 5 MV switchgears and transformers maintenance projects successfully completed and years of experience working on MV switchgears and transformers ≥ 3 to 5 years
			10 Sub-points	Proof of experience on atleast 5 MV switchgears and transformers maintenance projects successfully completed and years of experience working on MV switchgears and transformers ≥ 2 to 3 years
			5 Sub-points	Proof of experience on atleast 5 MV switchgears and transformers maintenance projects and years of experience working on MV switchgears and transformers ≥ 1 to 2 years
			0 Sub-points	Proof of experience on atleast 5 MV switchgears and transformers maintenance projects successfully completed and years of experience working on MV switchgears and transformers < 1 year
3. Availability of medium voltage switching authorized person	Certificate of medium voltage switching authorization.	40 Points	40 Sub-points	Availability of medium voltage switching authorized person
			0 Sub-points	No or irrelevant submission, does not meet requirement
4. 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)	10 Points	10 Sub-points	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) not more than 125km
			5	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) between 126 and 200 km
			0	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) above 200km
5. Availability of arc flash suite rated for operation of up to 22 kV, IEC 61482-2:2009	Proof of purchase or affidavit of availability or agreement with a switching service provider.	20 Points	20 Sub-points	Proof of purchase or affidavit of availability or agreement with a switching service provider.
			0 Sub-points	Inadequate submission

TENDER EVALUATION CRITERIA AND SCORING PRICE AND BBEE			
Evaluation Criteria	Dellverables	Points	
Price	The lowest responsive and responsible priced offer shall be allocated 90 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