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KZN Health > Components > Supply Chain Management

AdvertQuote

KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

Quotation Advert

Opening Date: 2020-12-09

Closing Date: 2020-12-17

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: Infrastructure Development

Date Submitted: 2020-12-09

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ:
414/20/21-H

Item Category: Goods

Item Description: Repair and Servicing of Platform Body Scale at Ladysmith Forensic Mortuary

Quantity (if supplies) 01

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Not Applicable

Date :

Time:

Venue:

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

QUOTES SHOULD BE DELIVERED TO: Quotations.scmho@kznhealth.gov.za or hand deliver 310 Jabu Ndlovu street, Old boys Model Building, Quotation Box

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: Nolwazi Mthembu

Email: nolwazi.mthembu1@kznhealth.gov.za

Contact Number: 033-8158411

Finance Manager Name: T. Asbhy

Finance Manager Signature:

No late quotes will be considered

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Contact the Web Administrator

STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT UNDER R30 000.00

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: DEPARTMENT OF HEALTH- CENTRAL SCM
 DATE ADVERTISED: 09/12/2020 FACSIMILE NUMBER:
 ENQUIRIES MAY BE DIRECTED TO: BONGINKOSI MATHE CONTACT NUMBER: 062-6884329
 PHYSICAL ADDRESS: 310 JABU NDLOVU STREET, SCM OFFICES, PIETERMARITZBURG, 3201

ZNQ NUMBER: 414/20/21-H CLOSING DATE: 17/12/2020 CLOSING TIME: 11:00

DESCRIPTION: REPAIR AND SERVICING OF PLATFORM BODY SCALE AT LADYSMITH FORENSIC MORTUARY

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

NAME & ADDRESS OF BIDDER (FIRM)	
NAME OF BIDDER	
PHYSICAL ADDRESS	DATE
CONTACT NUMBER	FACSIMILE NUMBER
SIGNATURE OF BIDDER	SARS PIN
[By signing this document I hereby agree to all terms and conditions]	CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO.:
UNIQUE REGISTRATION REFERENCE: ↓	

Item No	Quantity	Description	Brand & model	Country of manufacture	Price	
					R	c
1	01	Repair and Servicing of Platform Body Scale at Ladysmith Forensic Mortuary CIDB 1ME/1EB/1EP is compulsory				
		NB: Specification attached				
		Hand Deliver : 310 Jabu Ndlovu street, SCM Offices, Quotation Tender				
		Box. Proof of CSD summary with banking details, Tax Clearance				
		Certificate must be attached OR email to				
		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?	State delivery period e.g. E.g. 1day, 1week
Is the price firm?	All delivery costs must be included in the quote price

SPECIAL CONTRACT CONDITIONS OF QUOTATIONS

- The institution is under no obligation to accept the lowest or any quote.
- The price quoted must include VAT (if VAT vendor).
- The department reserves the right to evaluate all quotations excluding VAT as some Bidders may not be VAT vendors.
- The Bidder must ensure the correctness & validity of quote: *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*
- 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.
- This quotation will be evaluated specification & correctness of information.
- Only offers that comply with or greater than specification will be considered.
- Late quotes will not be considered.
- All products supplied must be valid for a minimum period of six months.
- A Bidder not registered on the Central Suppliers Database or verification has failed will not be considered.
- All delivery costs must be included in the quote price, for delivery at the prescribed destination.
- 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.
- In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- If samples / compulsory site inspection / briefing session are required, the supplier will be informed in due course.
- The supplier shall furnish any information, when requested.
- 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.
- The supplier shall indemnify the KZN Department of Health (aka 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.
- 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.
- The purchaser, may terminate this contract in whole or in part if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract fails to perform any other obligation(s) under the contract; or has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 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.
- 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.
- 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.

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, shareholder²): 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

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);
 b) any municipality or municipal entity;
 c) provincial legislature;
 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.

DEPARTMENT OF HEALTH

PROVINCE OF KWAZULU-NATAL

QUOTATION NUMBER:

REQUIRED CIDB GRADING: 1ME/1EB/1EP

FACILITY NAME: LADYSMITH FORENSIC MORTUARY

**PROJECT DESCRIPTION: LADYSMITH MEDICO LEGAL MORTUARY REPAIR AND SERVICING OF
BODY SCALE**

QUOTATION DOCUMENT

**DEPARTMENT OF HEALTH
Ladysmith MLM**

Project Leader: Bonginkosi Mathe

Telephone No: 062 688 4329

Email: Bonginkosi.Mathe@kznhealth.gov.za

1 PURPOSE, SCOPE AND DEFINITIONS OF CONTRACT WORK CATEGORIES

The purpose of this contract and/or specification is to procure the services of reputable, competent and accredited Contractor to diagnose faults, repair and service one platform body scale at Ladysmith Medico Legal Mortuary.

- Refer to section 7 for details of the platform scale.

2 DEFINITIONS OF WORK CATEGORIES

The work categories are as under:

- Maintenance: (including preventive maintenance) defined as work required for the upkeep any existing electrical works, which is presently functioning, in operational order.
- Repairs: defined as that work required to be executed on any existing electrical work, which is at present not functioning and must be returned to its original state of functioning by replacing it with new equipment of the same capacity/capability and technological features.

3 CONDITIONS OF CONTRACT

3.1 NOTICE TO BIDDERS

- a) The institutions will remain open and operational at all times therefore the Contractor shall make the necessary arrangements with the Institutional Management and maintenance staff for any power outages that are required.
- b) The Administration reserves the right to negotiate prices in the Schedule of Prices.
- c) All redundant material and rubble shall to be removed from the institution's property immediately.
- d) The Contractor is advised to visit the site prior to tendering to acquaint him/herself with the nature of the work to be done and access to the siting of the existing buildings etc., as no claim will be allowed on the grounds of ignorance of the conditions under which the work will be executed.
- e) All items quantities in the schedule of equipment are PROVISIONAL and subject to re-measure after Site visit
- f) The schedule of equipment shall be read in conjunction with the Scope of Work.
- g) Any discrepancies or omissions shall be brought to the attention of the Project Leader immediately.
- h) Preference will be given to Bidders who have registered offices / workshops within the borders of the Province of KwaZulu-Natal. This is in an effort to reduce travelling costs.
- i) The Contractor must be registered with CIDB and must have minimum grading of 1ME/1EB/1EP or proof of previous experience in servicing of scales or certification in servicing weighing equipment
- j) The Contractor must be competent with proven experience in working with body scales

4 EXECUTION PERIOD

Two (2) days is the specified maximum completion period for the repair and service of the body scale from the date of award.

5 TECHNICAL SPECIFICATION

5.1 COMPLIANCE WITH REGULATIONS AND STANDARD SPECIFICATIONS

- a) The Contractor shall only use genuine OEM parts should replacement of parts be necessary.
- b) The Contractor shall observe and abide by all rules and regulations stipulated in the Occupational Health and Safety Act (Act 85, 1993) while conducting maintenance in the facility.
- c) The Contractor shall take cognisance of the standards listed below while conducting maintenance.
 - i) SANS 10142: Code of Practice for Wiring of Premises
 - ii) SANS 10378: General requirements for the competence of verification laboratories
- d) An Electrical Certificate of Compliance, in accordance with the OHS Act as amended, will be required for all Electrical Works.
- e) The Contractor shall observe Municipal By-laws and any special requirements of the Supply Authorities of the area or district concerned while conducting maintenance.
- f) The contractor shall fully familiarise himself with these documents prior to quoting.

6 PARTICULAR SPECIFICATION

6.1 TECHNICAL SPECIFICATION

6.1.1 GENERAL

This Technical Specification shall be read in conjunction with all other sections of the specification.

6.1.2 GENERAL REQUIREMENTS

Tenderers are to make special note of the following:

- a) The whole maintenance activity shall be in accordance with the Occupational Health and Safety Act 85/1993 and all regulations framed therein shall be carried out to the satisfaction of the Department of Health.
- b) Competent workmen skilled in their trade shall carry out all work. Quality shall be of the best standard practice and all workmanship will be subject to the approval of the Department of Health.
- c) The work shall at all times, for the duration of the contract, be carried out under the supervision of a skilled and competent representative of the Contractor, who will be able and authorized to receive and carry out instructions on behalf of the Contractor. A sufficient number of workmen shall be employed at all times to ensure satisfactory progress of the work.
- d) All apparatus, component parts, fittings and materials employed in the execution of the Contract shall be new and unused and shall be the latest type or pattern of the particular manufacture employed. S.A.B.S. mark bearing items shall be used wherever possible.
- e) Rates are to include for testing of the complete system upon completion of maintenance and handing over back to the Client in working order ready for reuse.
- f) Tenderers are advised to visit the site and acquaint themselves fully with the site conditions and nature and full extent of work involved prior to submitting their tender. Claims on the grounds of insufficient information in such respects or otherwise will not be entertained by the Administration.
- g) NOTE: All electrical equipment shall comply with NER Regulation of voltage.

7 SCOPE OF REPAIRS

The specification calls for the fault finding and repair of the following equipment at Ladysmith Medico Legal Mortuary

7.1 Refrigeration Equipment List

Equipment	Quantity	Make	Capacity	Remarks
Platform Body Scale	1	Micro A12E Platform Scale	Min 2 kg Max 300 kg	

The Contractor is to service or repair the equipment and complete the sheet below in addition to the service report to be submitted after works have been completed

7.2 Micro A12E Platform Scale



Figure 1: Body Scale Display



Figure 2: Body Scale Platform

The Contractor shall inform the Chief Artisan/Engineer of all defects found, especially those that need urgent attention. Submit the after service report no later than 3 days after service and inspection. No invoice will be paid without a comprehensive report.

8 SERVICE REPORT

- a) The Contractor shall ensure that a service report is signed by the representative of Engineering and Technical Support Services or the delegated official (Asset manager) at the institution after any work is undertaken. All service reports shall include, where applicable, and not limited to:
 - Status quo of plant
 - Scope of work carried
 - Time spent on site
 - Number of personnel on site
 - Spares and parts replaced
 - Clear pictures
 - Recommendations for continuous improvement
- b) The Contractor's general comments on the condition, performance, use and misuse of the equipment at commencement and completion of any work undertaking. A description of all faults observed, that shall require or give rise to repairs of a major nature and which he or she considers should be attended to and the recommended steps to be taken to deal with such faults.
- c) The Contractor shall provide a quotation, in respect of equipment repairs and parts thereof and the costs of the recommended steps.
- d) No work resulted from clause 8.3 above shall be undertaken unless the Contractor has received a written authorisation to do the work from the Department.
- e) Engineering and Technical Support Services Staff may be present on occasions on site when the Service Provider is carrying out maintenance.
- f) The Department shall have the right to instruct the Service Provider to remove from site any of the Service Provider's employees who at the sole and absolute discretion of the Department is found to be:
 - Incompetent.
 - Not properly qualified and/or not suitably skilled to perform his/her respective tasks.
 - Is found to be under the influence of alcohol or drugs, or disorderly on Site.
 - Is unwilling to perform his respective tasks.

9 THE SITE

The site is at the Ladysmith Medico Legal Mortuary KwaZulu-Natal.

Tenderers are encouraged to visit the site to ensure successful execution of the work required. Arrangements in this regard can be made with the representative from the department of health.

9.1 PROGRAM OF WORKS

It is imperative that the servicing be executed with minimum interruption to the facility.

The contractor shall notify the facility seven (7) days prior to carrying out any servicing work. As the facility is to remain in full operation for the duration of the works, the works are to be planned and executed so as to cause minimum disturbance.

A program WILL BE submitted prior to the commencement of any work for the approval by the Project Leader. No work will commence without the program of works having been approved by the Project Leader.

10 EVALUATION CRITERIA

The following documents are mandatory and must be submitted with the bid to be considered.

DOCUMENT	RECEIVED (YES/NO)
Proof of previous completed works on servicing, maintaining and repairing of scales (2 projects)	
Valid SANAS accreditation	
Certificates of skilled technicians	
Health and Safety Plan	
Contractor Organogram	

The documents above are required for bidding purposes and failure to submit them may result in disqualification of bidder.

11 ELECTRICAL

While executing the works, the Contractor shall take the following into account

- The Code of Practice for the Wiring of Premises as issued by the South African Bureau of standards (SANS 10142-1).
- SANS 10378: General requirements for the competence of verification laboratories
- The KwaZulu-Natal Department of Health General Electrical Policy.
- The Municipal By-laws and any special requirements of the Supply Authorities of the area or district concerned.
- Local Fire Regulations.

11.1 Certificate of Compliance

The contractor shall submit a mandatory Certificate of Compliance should any new electrical installation be done while conducting maintenance. All electrical work carried out will be neat and best class materials must be used. All wiring shall conform to the SANS 10142.

All equipment to be supplied with nameplates showing the Technical Information as well as all the information as contemplated by the Occupational Health and Safety Act, 85 of 1993, as amended and its regulations, showing particularly the following information

- Name of manufacturer
- Country of origin
- Year of manufacture
- Manufacturer's name, serial number and model number
-

11.2 MAINTENANCE MANUALS

OEM installation and maintenance and owner's manuals are required for all new components or equipment installed during the course of repairs

12 SCHEDULE OF PRICES PREAMBLE TO THE SCHEDULE OF PRICES

- a) All prices shall be quoted in the currency of the Republic of South Africa and will be fixed. Only where exchange rates have been stated in the quotation document, as at two weeks (14 days) prior to closing date of this quotation, will such exchange rate fluctuation be taken into account in the variation of the cost of the imported items/equipment.
- b) The Tenderer shall enter a price against each item in the schedule of prices. If the Tenderer fails to enter a price against any item in the schedule of prices the relevant cost of such item shall be regarded as being covered by other prices in the schedule of prices.
- c) The prices quoted against each item of these schedules shall cover the full inclusive cost of everything required for the execution of the work under the item plus an apportionment of any cost involved in meeting the obligations and liabilities imposed by the conditions of contract and in complying with the specifications.
- d) The prices quoted for the maintenance of plant and equipment shall include for all handling, loading, transporting and off-loading required for the delivery of the plant and equipment to the site, including in the case of off-site storage for double handling at the store.
- e) The tendered rates and amounts must exclude Value Added Tax (VAT) but must include all levies, other taxes and duties on items to which they apply. Separate provision has been made in the Summary of Schedule of Prices for the purpose of VAT.
- f) Amounts allowed for contingencies will be spent in part or as a whole at the sole discretion of the Department of Health's "Representative".
- g) The Schedule of Prices shall be completed and signed in **black ink**. Corrections must be done by deleting, re-writing and initialling next to the amendment.

Ladysmith Medico Legal Mortuary Repair and Servicing of Body Scale

PROVINCE OF KWAZULU-NATAL - DEPARTMENT OF HEALTH	
ESTIMATE FORM FOR : Ladysmith Medico Legal Mortuary	
SUBMIT TO:	FOR ATTENTION:
INSTITUTION:	REF NO.:
SCOPE OF WORK: (A description of the work quoted for is required).	
I/We hereby quote for the above work in accordance with the conditions as specified in Contract ZNB5730/2013H.	
Materials, component/ancillary parts: Firm Price. When applicable a detailed list of materials etc. showing unit costs shall be provided.	
A.	Quoted for Bought Out Items (Excluding VAT)(Carried forward) R
	Mark Up @ % (Maximum Mark Up = 20% for values R0.00 to R299 999.99) R
	Mark Up @ % (Maximum Mark Up = 15% for values R300 000.00 to R500 000.00) R
	Mark Up @ % (Maximum Mark Up = 13% for values over R500 000.00) R
B.	Quoted for Proprietary Items (Excluding VAT)(Carried forward) R
C.	Quote for Sub-Contract Items (Excluding VAT)(Carried forward) R
	Mark Up @ % R
D.	Labour, Travelling, Subsistence and Transport. This price shall be firm in respect of materials etc. quoted for. (Excluding VAT) (Brought forward) R
E.	Less credit for redundant materials, parts and equipment if applicable R ()
	SUBTOTAL R
	VAT @ % R
F.	This Price in SA Currency firm for 90 days from date of the estimate quotation and shall not be exceeded. R
	To be measured on completion. _____
Time required for completion weeks from receipt of official order.	
NAME OF SERVICE PROVIDER:	
CIDB REGISTRATION NUMBER	CIDB CATEGORY.....
PROVINCIAL SUPPLIERS DATABASE REGISTRATION NUMBER:	
SERVICE PROVIDER'S AUTHORISED SIGNATURE: QUOTE REF No.....	
NAME IN BLOCK LETTERS:	
COMPANY STAMP:	DATE:

SCHEDULE OF PRICES: MATERIALS, COMPONENT/ANCILLARY PARTS

Ladysmith Medico Legal Mortuary Repair and Servicing of Body Scale

AND SUB CONTRACT WORK

The service provider shall add here, ALL materials, components/ancillary parts which are required for the completion of the work quoted for. In the event that more pages are required, this page may be copied.

ITEM	DESCRIPTION	MANU-FACTURER	FIGURE/ MODEL NO.	QUANTITY	UNIT COST	TOTAL COST (Excluding VAT)		
						BOUGHT OUT	PRO-PRIETARY	SUB CONTRACT
1	PLATFORM BODY SCALE	MICRO A12E	A12E	1	N/A			
TOTAL COST BOUGHT OUT ITEMS (A)								
TOTAL COST PROPRIETARY ITEMS (B)								
TOTAL COST SUB CONTRACT ITEMS (C) (Attach copy of sub-contractors quote)								

LABOUR, SUBSISTENCE, TRAVEL AND TRANSPORT REPLACEMENT AND**ADDITIONAL EQUIPMENT**

6.2.1	LABOUR	No. of	TOTAL HOURS	RATE/HR	AMOUNT
a)	5 ARTISANS	R 300.00	R.....
b)	Apprentice		
	1 st Year	R 118.00	R.....
	2 nd Year	R 150.00	R.....
	3 rd Year	R 180.00	R.....
	4 th Year	R 265.00	R.....
c)	Semi-skilled	R 142.00	R.....
d)	Unskilled	R 75.00	R.....
6.2.2	SUBSISTENCE	No. of	TOTAL DAYS	RATE/24HR DAY	
a)	Artisans	R 303.00	R.....
b)	Apprentice	R 303.00	R.....
c)	Semi-skilled	R 303.00	R.....
d)	Unskilled	R 303.00	R.....
6.2.3	HOTEL/ACCOMMODATION	No. of Persons	No. of Nights	Cost per Night as per Suppliers Invoice	
.....		R.....	
NOTE: When applicable you may only claim for Accommodation OR Subsistence NOT both					
6.2.5	TRAVEL		TOTAL Km	RATE/Km	
6.2.5	From service provider's premises to site..... trips (skilled)			Petrol	Diesel
.1				Delete as applicable	
a)	@ km per trip		R 7.78	R 7.58
trips (Semi-skilled)				
b)	@.....km per trip		R 5.80	R 5.60
6.2.5	From accommodation to site				
.2 trips (skilled)				
a)	@km per trip		R 7.78	R 7.58
b)trips (semi-skilled)				
	@km per trip		R 5.80	R 5.60
6.2.6	ADDITIONAL LABOUR TRAVELLING WITH DRIVER	TOTAL HOURS	RATE/HR	AMOUNT	
a) x Additional Artisan/s trips (skilled) @ km per trip ÷ 80km/hr	R 300.00	R.....	
b) x Additional Semi-Skilled trips (semi) @ km per trip ÷ 80km/hr	R 142.00	R.....	
c) x Additional Unskilled trips (unskilled) @ km per trip ÷ 80km/hr	R 75.00	R.....	
d) x Additional Apprentice/s trips (semi) @ km per trip ÷ 80km/hr	R.....	R.....	
SUBTOTAL CARRIED FORWARD TO PAGE 18					R.....