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AdvertQuote



KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

Quotation Advert

Opening Date: 2020-12-09

Closing Date: 2020-12-14

Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: King Dinuzulu hospital complex

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required: CLOSED UNIT

Date Submitted: 2020-12-08

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: KDHC022/20-21

Item Category: Goods

Item Description: REPLACE AND INSTALLATION OF AIR CONDITIONING SPLIT UNITS

Quantity (if supplies): PER SPECS.

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Compulsory Site Visit

Date: 2020-12-10

Time: 11:00AM

Venue: NEW MAINTENANCE DEPARTMENT

QUOTES CAN BE COLLECTED FROM: DURING SITE MEETING

QUOTES SHOULD BE DELIVERED TO: TENDER BOX FOYER

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: DUMISANI LUTHULI

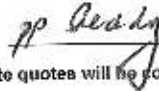
Email: dumisani.luthuli@kznhealth.gov.za

Contact Number: 031-2426063

Finance Manager Name:

JOGIAH SEELAN

Finance Manager Signature:



No late quotes will be considered

Print this page

Site Updated: 08 December, 2020, 10:55 am

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Contact the Web Administrator

STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT OVER R30 000.00

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: KING DINUZULU HOSPITAL COMPLEX-P.O. DORMERTON-4015

DATE ADVERTISED: 08 DECEMBER 2020 CLOSING DATE: 14 DECEMBER 2020 CLOSING TIME: 11:00

FACSIMILE NUMBER: 031-2099586/031-2711184 E-MAIL ADDRESS:

PHYSICAL ADDRESS: 75 R.D. NAIDU DRIVE -NERINA ROAD-ASHERVILLE-SYDENHAM-DURBAN-4001

ZNO NUMBER: KDHC 022/20-21

DESCRIPTION: REPLACE AND INSTALLATION OF AIR CONDITIONING SPLIT-UNITS PER SPECS.

CONTRACT PERIOD..... VALIDITY PERIOD 60 Days SARS PIN.....
(if applicable)

[illegible]

UNIQUE REGISTRATION REFERENCE

[illegible]

DEPOSITED IN THE QUOTE BOX SITUATED AT (STREET ADDRESS)

**KING DINUZULU HOSPITAL COMPLEX-TENDER BOX FOYER -NERINA ROAD-
ASHERVILLE-SYDENHAM -DURBAN-4001**

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]

ZNQ NUMBER: KDHC022/20-21

SIGNATURE OF BIDDER _____ DATE _____
 (By signing this document I hereby agree to all terms and conditions)

[illegible]

Does This Offer Comply With The Specification?		Does The Article Conform To The S.A.N.S. / S.A.B.S. Specification?	
Is The Price Firm?		State Delivery Period E.G. <i>E.G. 1day, 1week</i>	

<p>Enquiries regarding the <u>quote</u> may be directed to:</p> <p>Contact Person: D. LUTHULI Tel: 31-2426063</p> <p>E-Mail Address:</p>	<p>Enquiries regarding <u>technical information</u> may be directed to:</p> <p>Contact Person: F. KHOZA Tel: 031-2611688</p>
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DECLARATION OF INTEREST

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

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the quote.

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

²Shareholder² 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 ☒ YES take place
- (ii) Date 10/12/2020 Time 11:00am Place NEW MAINTENANCE DEPARTMENT

<p>Institution Stamp:</p> <p>ISIFUNDASWE SAKWASULU - NATAL</p> <p>KING DINUZULU HOSPITAL COMPLEX</p> <p>10 DEC 2020</p> <p>DEPARTMENT OF HEALTH</p> <p>PROVINCE OF KWAZULU-NATAL</p>	<p>Institution Site Inspection / briefing session Official</p> <p>Full Name: <u>S. L. L. L.</u></p> <p>Signature: <u>[Signature]</u></p> <p>Date: <u>2020/12/10</u></p>
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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 points 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; | (iv) a description and quantity or volume of the goods or services supplied; |
| (ii) the name and address of the recipient; | (v) the official department order number issued to the supplier; |
| (iii) an individual serialized number and the date upon which the tax invoice is issued; | (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:

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

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

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

Ps = Points scored for price of bid under consideration
 Pt = Price of bid under consideration
 Pmin = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: = (maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

(Tick applicable box)

7.1 Will any portion of the contract be sub-contracted?

YES		NO	
-----	--	----	--

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		NO	
-----	--	----	--

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

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

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

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

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

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

9.6 COMPANY CLASSIFICATION [TICK APPLICABLE BOX]

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

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

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

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

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS.....
.....
.....

KING DINUZULU HOSPITAL COMPLEX

INSTALLATIONS OF AIR CONDITIONERS/SPLIT UNITS

The brief calls for replacement and installation of a split air-conditioning units at King Dinuzulu Hospital Complex – Closed Unit

SCOPE OF WORKS

1. Prepare, remove existing units, supply new, install, test run and commission the split air conditioning units at P1 & P2 duty stations and Staff Kitchen, at the following specified areas/unit numbers;
 - P1 Duty Station
 - P1 Duty Station
 - Staff Kitchen
2. Design, deliver, supply, installations and commissioning of the new units is the responsibility of the Contractor as per Manufacture's recommendations or Hospital approval.
3. Electrical and other necessary installations are the responsibility of the Contractor e.g. cabling, conduit, etc. as applicable.
4. Provide maintenance service plan contract for the air-conditioning and accessories using appropriate Code ACC-(OI) worksheets, schedules, etc.
5. **Annual and bi-annual** scheduled servicing of the units, accessories, electrical control panels, isolators, guards, etc., is the responsibility of the Contractor **from** the circuit breakers to the consumption points/units, Contractor shall issue maintenance service report for **each** servicing schedule.
6. Carry out **corrosive** control and preventive measures to all units, components, associated units, surfaces and accessories, e.g. panels, brackets, fasteners, drills, louvers, etc., is the responsibility of the Contractor. The Contractor to clean and apply corrosion resisting coating and painting, servicing price shall allow for this works. The Contractor is responsible for corrosive control and preventative measures to **all** deserving components, accessories associated with the plant room/air conditioning units, etc.
7. Entire servicing, inspections, etc., internal and external **cosmetic** appearance of all units and accessories is the sole responsibility of the Contractor, shall ensure leak free units, etc. The Contractor to also to fully complete **attached** declaration document.
8. The Contractor to provide the maintenance service plan that shall **include** repair, replacement of any faulty part/s as necessary, components/s with genuine spares,

replacement kits, etc., to ensure smooth, safe, hassle-free service at all times of the **entire** refrigeration system. The entire price shall include all parts, labour, spares, transport, etc. do annual servicing **first** and then bi-annual service at the good time. The entire works shall **comply** with the KwaZulu-Natal Department of Health/Works Standard Specifications for Air Conditioning and Ventilation as amended.

9. The Contractor to carry out **all** the required oil, gas, each unit performance comprehensive surveys, inspection, analysis, samples, test, etc. as applicable.
10. Ensure sound safe, decorative, mechanical conditions of the units, accessories in **all** respects.
11. The Contractor shall provide quick response time **24/7** services at all times and shall attend adhoc and emergency call outs, meetings as and when required.
12. The Contractor to provide **innovative**, reliable and affordable entire works/services at **all** times to minimize downtime and delays.
13. Provision of notices and **any** safety signs, stickers, safety information, tags, is the responsibility of the Contractor
14. Quality, performance testing is the responsibility of the Contractor before requesting the Hospital to witness acceptance **tests** thereon.
15. Noise and vibration control and preventive measures is the responsibility of the Contractor.
16. Ensure **all** associated pipelines, brackets, clamps, joints, bolts, screws, mounting, out/inlet bores/lines, fittings, electrical components, switches, controls, all accessories are sound and firmly secured, rust free in **all** areas.
17. Annually replace the associated circuit breakers, isolation switch and carry out appropriate tests, etc. **Issue** a technical service report/certificate on completion of the entire works.
18. Bi-annually service the associated circuit breaker, isolation switch and carry out appropriate tests, etc. **Issue** a technical service report/certificate on completion of the entire works.
19. Service, maintain and commission the room air-conditioning/mid-wall units, unit's remote controls as applicable and accessories use Code: ACC-01 worksheet. The Contractor to complete, sign, dates the Department of Health and hand-over Code: ACC-01 worksheet schedules as applicable. Each worksheet shall be having the Contractor's official stamp.
20. Annually colour code pipelines and services lines as applicable.

21. On completion of the works, the plant, units, systems shall perform at maximum satisfactory **level** without any problems.
22. The Contractor to ensure **all** appropriate safety instructions labels, directional signs, type of refrigerant are made available as applicable.
23. Provide proper and adequate preparations, etc. of **site** is the responsibility of the Contractor.
24. The Contractor is responsible to ensure the unit and server rooms receive adequate air conditioning services **24/7**, etc. Use SABS approved items/materials/equipment.
25. The Contractor shall **use** accredited, trustworthy and experienced staff to carry out the entire works, shall provide sufficient proof, supporting documents to the satisfaction of the Hospital. The Contractor to provide **copy** of certified valid registration with relevant, appropriate grading of Construction Industrial Development Board (**CIDB**) registration number and grading category/level **1ME PE** or higher as amended, etc.
26. **Only** Contractors whose **core** business operations, industrial relevant sector with proven relevant **one** year' experience or more with latest **two** or more contactable traceable references are **preferred** to bid for this tender.
27. **Thoroughly** cleaning and complete housekeeping of associated units, rooms is the responsibility of the Contractor.
28. The Contractor shall issue a an Electrical Certificate of Compliance for any additional, new electrical works done by him/her in accordance with the OHSACT regulations as amended as applicable
29. The Contractor to ensure the servicing of the units complies with the OHSACT, Local by-laws requirements, our scope of works and to ensure safe operational facilities. The entire works to **comply** with good engineering practices, manufacture's recommendations.
30. New works, installations shall be guaranteed for twelve months or more and maintenance period from date of first delivery.
31. The air conditioners unit's compressors shall have **five** years or more written guarantee period.
32. The Contractor shall use accredited, trustworthy and experienced staff to carry out the entire works, may provide sufficient proof, supporting documents to the satisfaction of the Hospital. The Contractor to provide **copy** of certified valid registration with relevant, appropriate graded Construction Industrial Development Board (**CIDB**)

registration number and grading category/level **1ME-PF** or high, etc. the Contractor shall tender at reasonable margins not more than **20%** above their grade as amended.

33. The entire works shall comply with OHSACT regulations, Department of Labour Manufacturer's instructions or other approved by the Hospital and terms and conditions of this contract.

Quick response time 24/7 and emergency names and contact details

- a. Lead time offered by the Contractor..... hours
- b. After hours reliable names and **emergency** contact details.....
-
-
-

DESIGN COMPLIANCE AND QUALITY CONTROL REQUIREMENTS

34. The Contractor shall provide and carry out all necessary tests, surveys, and method statements where applicable and shall hand over proof and all relevant original certifications, test, methods in good time to the institution as applicable. Testing and issuing of compliance certificate in accordance with OHSACT, and good engineering practices and local by-laws where applicable. The design, **new installations** of air conditioning units shall include **12 months** or more servicing as per the Manufacture's recommendations.
35. The Contractor shall thoroughly clean, inspect and carry out scheduled, **preventive**, proactive, detective maintenance services to ensure reliable, firmly safely secured air conditioning units and accessories.

QUALITY CONTROL AND COMPLIANCE REQUIREMENTS

36. **The quality control** of entire works, compliance standard requirements, necessary restorations/commissioning, decorative, recoating, colour coding, numbering, labelling, fixing, securing, proper preparations, careful handling, schedule serving of each unit, adequate provision of all necessary resources, skills, competency, **daily supervision**, the timeous communication, safe, neat, professional execution of the entire works with **maximum** discomfort, nonsense free, **minimum** disruptions, ensuring compliance with the OHSACT requirements, operational standards, building regulations, Manufacturer's instructions, good engineering practices, norms, standards and local-by laws, Covid-19 South Africa Lockdown compliance requirements including PPE's, social/physical distances is the responsibility of the Contractor.

Commissioning services compliance requirements

37. **Commissioning, re-commissioning and retro commissioning** of air handling units, control panels, drives including preventative, proactive, detective maintenance, necessary adhoc services, balancing, real condition report, adjustments, compliance standard requirements, safe power supply inspections, servicing from the circuit breakers to the consumption points is the responsibility of the Contractor to with an aim of ensuring compliance with OHSACT requirements, Manufacturer's instructions, any other which is required, any innovations or other approved by the Hospital and local-by laws. The Contractor shall issue professional services, technical reports with findings and remedial actions taken and/or required in good time or assist the Hospital to meet peak performance standards, programming, sequencing, problem solving, conflict resolutions are the responsibility of the Contractor.

COVID-19 SOUTH AFRICA LOCKDOWN, DISASTE MANAGEMENT ACT AS AMENDED COMPLIACE REQUIREMENTS

38. The Contract, his/her Sub-contractor, staff member's compliance with Covid-19 SA Lockdown, Disaster Management Act as amended including social/physical **distancing**, screening, sanitization, hand washing, ventilations, PPE's like provision of cloth & surgical masks, any appropriate masks, quarantine, isolations, etc. is the responsibility of the Contractor.

Spare Parts

39. The spare parts for each mechanical and electrical unit, accessories shall be readily available in the Republic of South Africa, for a minimum period of ten years.

SPECIFICATION

40. Design, deliver, supply, install, commission and maintain Daiken or Carrier brand **inverter** type technology air conditioning units x 3 or any approved units of appropriate sizes with cooling capacity - 24 000 BTU- 220 volts and as applicable.
41. The removal of the existing unit x 3 is the responsibility of the Contractor
42. Ensure all remote controls are wall mounted and well-fixed in an appropriate area, preferably by Operational Management. The temperature settings shall range from 18°C to 24°C or other approved.
43. The Contractor to ensure units are installed **neatly** and commissioned to the satisfaction of the Hospital.
44. All fasteners and washers shall be stainless steel or nickel coated mild steel.

45. Ensure drainage pipes are in good working conditions, free from any obstructions, etc.

46. Ensure indoor and outdoor units are numbered with corresponding indelible **ink** or any other approved method accordingly for easy identifications.

47. Colour code service lines/components as applicable.

- | | |
|-------------------|---|
| - Drain lines | - black |
| - Refrigerant | - light grey (G29) |
| - Condensate | - Pastel grey (G54) |
| - Condenser water | - brilliant green (H10) salmon pink (A40) |

48. Supply and **install** appropriate signage, direction arrows, and safe operation Procedures, safety notices, etc., as needed.

49. The Contractor to **use** SABS genuine spares supplied and recommended by the Manufacture at all times.

50. The units shall be numbered per existing sequence, numbering system, e.g. closed UNIT/P-1 #1, etc, printed or etched accordingly and attached to the fascia or where appropriate or approved for easy identification, etc, to the satisfaction of the Hospital.

Drainage Systems and air filtration

51. The Contractor shall ensure effective and efficient draining system for new the units; the condensate water shall be discharged to the nearest **sewer** points or as per the Manufacture's recommendations.

Tubing and drain piping

52. All associated tubing **shall** be neat, straight and plumb or horizontal parallel to walls and be well supported at intervals not exceeding 1.5 meter. Ensure adequate **vibration** eliminators are in place as applicable.

53. Ensure where tubing passes through the walls, ceilings, etc. neat **sleeves** are provided and are in sound conditions and shall protrude **not** more than 5mm beyond the wall or ceiling finish.

54. Ensure **all** associated draining systems including deservng pumps are secured, effective and efficient.

LOAD BALANCING AND ENERGY SAVING COMPLIANCE REQUIREMENTS

55. The **necessary** load balancing and energy saving compliance for this entire works is the sole responsibility of the Contractor to the existing power supply source, etc..

New conduiting and piping

56. The Contractor **'total** tender price shall allow , include and provide necessary copper piping, insulation and conduit to ensure effective and efficient functioning of the new unit.

ELECTRICAL INSTALLATION AND ACCESSORIES

57. Concealed conduit/conduit chasing, electrical installations, wiring and balance of load is the responsibility of the Contractor and efficient, appropriate positioning of the units and accessories as requires. The power isolator switch shall be embedded in cement mortar. The Contractor shall verify the final positions of all accessories, fittings, type of wall finish, etc.
58. The Contractor is responsible to carry out the electrical installations from the **DB**/power source, installing appropriate size circuit breakers matching the existing type to ensure uniformity, safety, reliability, etc.
59. The chasing of the wall is the responsibility of the Contractor, all conduit accessories shall be steel galvanized both internally and externally, not less than 20mm diameter, push and lock type as applicable, shall comply with SABS 1065-PART II, conduit shall be secured by means of lugs, screws, etc. All shall be concealed in the wall/structural work, securely fixed to into chases, all flush switch boxes firmly embedded in the cement mortar as applicable. Conduit shall be finished flush with the finish wall surface shall **match** the existing wall finish and paintwork, shall have even and **uniform** finish to the satisfaction of the Hospital.
60. The conduit's shall be parallel or right angle to the roof truss members and shall be secured in centers **not** exceeding 1 200mm by means of suitable rust proof fasteners as applicable. No conduits shall run over trapdoors or gangplanks.
61. The cables shall be finished to required colour. Only one circuit in one conduit
62. Supply and installation of appropriate isolator switch as per Manufacturer's instructions or Hospital approval with appropriate phase power supply isolation switch with pilot/**indicator** light is the responsibility of the Contractor. Ensure isolators are compatible with the units make and type.
63. The power supply shall be connected to essential **supply** as per Department of Health set standards. Colour coding and labeling of cover plate with black engraved 3 mm letters indicating distribution board number and circuit number feeding the isolator.

64. The Contractor to conduit using the shortest **route** possible to power each unit as per scope of the entire works.
65. On completion of the entire works **shall** each **new** unit, drainage piping system including deserving pumps and accessories works effectively and efficiently.
66. Ensure the entire new installation works comply with the OHSACT requirements, Electrical Machinery and Installation Regulations, etc.
67. The unit shall be connected to existing power supply services as and shall be labeled and colour coded, match accordingly as follows;
- | | | |
|----------------------|---------|-------------------------------|
| - Cover plate colour | - White | Switch- red (Essential) |
| - Cover plate colour | - White | Switch- white (Non-essential) |
| - Cover plate colour | - White | Switch- blue (UPS) |
68. The white cover plate shall have red engraved letter size 3 mm indicating DB number, circuit number feeding the switch, etc.
69. Source of power **supply** shall be connected to the nearest **most** suitable power supply points, DB, power source, etc., DB number, and internal label shall have DB number, indication of feeder source, size of feeder cable, etc. as applicable.
70. The Contractor is responsible **for** cleaning **daily** the immediate work-areas and associated accessories, components, etc.
71. All new units and accessories shall be genuine, durable quality type, etc.
72. **All** overhead/ceiling void **neat** conduits shall be of steel galvanized internally and externally according to SABS 950 secured with **brass** screws, shall run via the roof space/ceiling and shall avoid as far as possible, the condensation of moisture, etc.
73. Essential supply cover plates shall be labeled with 3mm engraved lettering indicating DB and circuit number feeding **each** switch/isolator on a circuit must be labeled.
74. Essential supply DB face plates shall be labeled with 3mm engraved lettering on red Ivorene label, labeled of DB **6mm** as applicable.
75. Essential supply incoming and outgoing cables shall be labelled with Ivorene labels indicating the size of the cables as applicable.
76. Essential supply and DB shall be colour coded-signal red. (SANS 1091 Code A11).
77. Cover plates shall be PVC and with **3mm** engraved lettering indicating distribution board and circuit number as applicable.
78. Use Clipsal or Crabtree type or any approved accessories.
79. Audit essential supply load, confirm results with **written** supporting evidence.

80. The Contractor is responsible for ensuring **balanced** electrical load as equally as possible.
81. Issue a certificate of compliance on completion of **new** and additional electrical services, etc.

Training and demonstrations

82. Provide on the **job** training as needs arises, annually/bi-annually demonstrate and provide trouble-shooting, operating instructions, starting and stopping procedure, **maintenance**, repair and adjustments, setting of control, duty machinery, part-numbers, serial numbers and pumps and provide in-services training to our staff and **issue** training certificates to our staff attendees and on-the job training certificates/reports as needs arises.

Scheduled servicing of the new units

83. The annual and bi-annual services, maintenance, cleaning, de-rusting, renewing of fasteners, drills, air conditioning units and associated, mechanical, electrical components, accessories, etc., as per the **Manufacturer's** instructions and Department of Health worksheets schedules is the responsibility of the Contractor and shall submit the completed worksheets to the Maintenance Artisan Foremen / or designated person timely.
84. The Contractor is responsible to log daily on the Contractors logbook provided by her/him.
85. The pipelines shall be fully insulated accordingly, as applicable as per Manufacture's recommendations, good engineering practice, etc., as applicable.
86. The Contractor is responsible for cleaning, servicing and shall ensure intact, secured, effective and efficient-smooth safe operation of the air conditioning units, extraction fans, vents, etc. Ensure units are electrified and compliance.
87. Ensure all components; systems are working effectively and efficiently to all areas, etc.
88. De-rust or replace, unsound, deteriorated, worn out, corroded bolts, screws, gaskets, corroded hinges, fasteners, clamps, stopcocks and accessories. Exercise and ensure all stopcocks and services are functional and leak-free as applicable.
89. The Contractor to **renew/replace** badly corroded components, cages, casing, etc., with the same or better quality.
90. The Contractor is responsible for any required lubrication in the units, accessories, components, etc.

91. Clean and service any installed trap system/trays, component, etc. as applicable.
92. De-rust, recoat and secure drain outlet point grids and replace missing, broken, worn out ones as applicable.
93. Change, lubricates and top up oil as applicable using the appropriate grade oil and lubricants.
94. Renew unsound, deteriorated, cladding, panels, covers, grills, lagging and insulation system as applicable, etc.
95. Renew loose, missing, damaged clamps, ensure well, properly secured units, and pipe/service lines.
96. Renew unsound, deteriorated, missing any form of insulation, cladding, etc to ensure effective and efficient operations of the systems, units as applicable, etc.
97. Clean, treat, paint all rust including grills, panels, architraves, fasteners, pipes, mountings, components, accessories, etc.
98. Mark the **new** indoor and outdoor units e.g. P 1, etc, for easy identification and maintenance services.

Filtration system and coils

99. Annually replace all **filters** and accessories, clean or replace missing, worn- to ensure appropriate air filtration system.
100. Bi-annually clean thoroughly all **filters** and accessories using approved means/equipment's, chemicals, detergents as per Manufacturer's instructions
101. Annually clean thoroughly the evaporator and condenser coils using approved means/equipment's, chemicals, detergents as per Manufacturer's instructions

Lagging/Insulations

102. The pipelines shall be fully insulated accordingly, as applicable as per Manufacturer's instructions, good engineering practice, etc., as applicable.

Lubrications/Oils- Annually

103. Annual testing and topping up of **oils, lubrications**, acidity tests, signs of wear, recording of results and handing over is the responsibility of the Contractor and costs shall be included in the total price as applicable.

All applicable services

104. All mechanical, **drainage** and electrical services shall be firmly supported and anchored, reconstruct loose, damage supports/anchors to the satisfaction of the Hospital as applicable

Drain outlet systems and points as applicable

105. Annually and bi-annually ensure drip trays, drains, gradients of drip trays/pipes, are serviced, de-rusted, treated, cleared, etc., accordingly, Replace defective, missing, damaged services.

Colour coding, flow directions and labeling compliance as applicable - Annually

106. All compartment doors shall be clearly labelled with robust, waterproof material.
107. The Contractor is responsible for colour coding the services lines, directions of rotating fans, air flow directions as applicable and renew any form of deteriorations, **use** robust, waterproof arrows, signs, e.g. signage, arrows, etc as follows

- | | |
|---------------------|--------------------|
| - Drain/waste lines | - Black |
| - Refrigerant | - Light grey (G29) |

108. All piping, services shall be labelled as per SANS requirements including the direction of flow at maximum 3 meter intervals or at all changes of direction, Tee's and wall penetrations as applicable.

Wok-sheets including applicable testing compliance requirements

109. The Contractor shall provide all necessary test and compliance certificates associated with the entire works as per the Manufacturer's instructions. The Contractors total price shall allow for necessary testing, etc.
110. The Contractor shall provide maintenance signed, stamped schedules/worksheets associated with the entire works.
111. The Contractor to complete for the **new** unit test certificates including the attached worksheets **CODE: ACC – 01** of Department of Health and shall **insert**, display A4 size frame on the wall. The Contractor to **daily** log in details of work carried out on the plant logbook provided while on site.

New Lagging

112. Provide appropriate lagging by servicing, repairing, renewing lagging. Ensure applicable hot service lines e.g. discharge steam, gas lines, etc. - have and are fully insulated accordingly to ensure **safety** of operational, cleaning staff, etc.

Supply and install services

113. The Contractor to supply and install **necessary** new drainage and electrical power supply services, isolation switches, devices, appropriately connected to the existing services, **tight** connections, firmly secured using rust free fasteners as per Manufacturer's instructions to ensure maximum, effective safe operation of each new unit and accessories, this is the sole responsibility of the Contractor.
114. Necessary plumbing/piping, end points and waste/wet connections is the responsibility of the Contractor to ensure compliance with operational standards, easy, effective and efficient operations of each new unit.
115. The Contractor is responsible for ensuring effective and efficient power supply from the **main DB** to the consumption points using genuine materials, etc.

Safety Features Compliance requirements

116. The Contractor responsible to ensure all safety features are supplied and installed with the unit per Manufacturer's instructions, etc.

SERVICE & MAINTENANCE COMPLIANCE REQUIREMENTS

117. The maintenance period for this entire works is **12 months** or more, the Contractors **total** price shall allow for service schedules, preventive maintenance, routine servicing, recommended service intervals, maintenance of all equipment's, components associated with this entire works as per attached work scheduled and Manufacturer's instructions
118. The Contractor shall complete the following schedule of information, in the event that more pages/spaces are needed, this **schedule** may be copied.

Item	Type of interventions	Estimated hours for each type of services, maintenance, etc.	Name of each equipment, material, items, components, auxiliary parts, etc. to be serviced/maintained	List of authorized technicians, agents authorized to carry out the services/maintenance for each type of
1.	Routine servicing and maintenance			
2.	Recommended service intervals			
3.	Any other requirements during the maintenance period of three years or more			

BRICKWALL AND PLASTERING AS PER WORK PLAN

119. All necessary brickwork, flooring as applicable shall be done to match the existing walls/ floor surfaces and ensure uniform finish to the satisfaction of the Hospital. Care to be taken; no damages are done to walls, any structures, any services including underground services, any required test shall be taken by an independent testing Authority nominated by the Contractor; accepted by the institution at no additional costs to the institution. No unsuitable material shall be used for brick and plastering works. Walls and/or surfaces shall be skimmed feathering to existing surfaces and covered/painted with durable washable premium paint Plascon/Dulux or any approved brand as per attached Department of Health specifications.

Plant Management Compliance requirements

120. The Contractor is responsible to log daily on the Contractors logbook provided by her/him as applicable or provide lever arch file to keep records including worksheets, manuals, etc.
121. Contractor to **log and sign** all work carried in the plant logbook (A4 size hard cover). The Contractor to provide suitable all painted **wooded** logbooks x 2 and boxes x 2 acceptable to the Hospital as required or file records on the lever arch file.
122. The Contractor to supply and mount A4 size picture **frames** and insect the worksheet schedules, plant log-boxes with two compartments and three quire exercise books. Ensure plant books are **neat** and tidy. Each compartment shall have information signage written with indelible ink "**Contractor**" and the other one "**Domestic**" as applicable in the **intense** floor or provide lever arch file to keep records including worksheets, manuals, etc.

SCHEDULE OF MATERIALS, ANCILLARY PARTS, COMPONENTS, ETC

123. The Contractor shall list all materials and charge accordingly, charge for unnamed, unquantified consumables, **sundries** shall not be accepted by the Hospital.
124. For the purposes of determining when the overtime shall **commence**, it will be taken that the normal working day is between the hours of 07H30 to 16H00, Monday to Friday. This Hospital Maintenance Department normal working day is between the hours of 07H30 to 16H00, Monday to Friday.
125. The Hospital Representative, Artisan Foreman, Chief Artisan or any designated Hospital person has the **right** to visit the Contractor's work to inspect, view, clarify, familiarize, witness work being carried "off" site.

Special conditions for all Contractors

126. All Contractors shall use the appropriate attached standard quotation form to list all resources; materials, professional, Specialist sub-contractor's price required to successfully complete the entire servicing works and submitted with the tender documents. The Contractor may not use a Specialist sub-contractor at his/her costs as absolutely necessary for the entire works.
127. All **Bidder/s** shall fully complete the attached declaration by Contractor document (9 pages).
128. All Contractors/Bidders shall tender and **shall** provide proof of relevant competency, relevant **two years** or more experience and current and recent relevant **two contactable** references, etc.

129. Fully complete the schedule of relevant references and experience, indicating start and completion dates is compulsory.

Name of Hospital or commercial/industrial building	Relevant Project Name	Relevant Contract value or amount	Contract period and state relevant year – indicate start and completion dates	Size of client/s building, work area, etc.	Contact client name	Client/s Telephone, contact numbers

130. The Contractors/Bidders shall provide the following,

- The Contractor's **daily** on site Supervisor's rate per hour.....
- Skilled labour rate per hour.....
- Semi-skilled labour rate per hour.....
- Unskilled labour rate per hour.....
- Transport/travel per km per trip.....

131. All Contractors/Bidders shall tender and **shall** comply with the **objective criteria** furnished with this **project** quotation for evaluation and adjudication processes

- Price rates shall be valid for one year or more
- Shall provide method of statement that include the following,
 - a. Relevant to the tendered projects, two or more pages.
 - b. The method statement shall include the following **sub headings**, approach method, activities in annual servicing, bi-annual servicing; project sequence, quality management, Health and Safety Plan, administration, etc.
 - c. **Electrical services, conduiting, etc. time lines and man-hours**
 - d. **Drainage system, piping, etc. time lines and man-hours**
 - e. **Annual servicing time lines and man-hours or Manufacturer's instructions**
 - f. In-service training
 - g. **Bi-annual servicing time lines and man-hours or Manufacturer's instructions**
 - h. **Surveys, reports time frames and allocated man-hours, detailed resources, etc.**
 - i. **Corrosion control & preventative measures, attractive/clean uniform finish time frames and allocated man-hours, detailed resources, etc.**
 - j. **Housekeeping, access control & debris removal time frames and allocated man-hours, detailed resources, etc.**
- Construction Independent Development Board level
- Relevant competency, relevant **two years** or more experience and current and recent relevant **two contactable** references, etc.

132. Preference will be given to Bidders who show proof of competency/accreditation in the safe handling of refrigerants by the Air Conditioning and Refrigeration Council of South Africa (ACRISA).

ACCESS CONTROL

133. The Contractor to ensure or comply with access control measure in place to prevent unauthorized **entry** to plants and electrical panels shall ensure units are under lock and key at all times, shall renew/service the existing locking mechanisms (locks/keys) to the satisfaction of the Hospital Management as applicable.

COMPULSORY GOOD HOUSEKEEPING

134. Good **thorough** housekeeping shall include preparations, cleaning, recoating, restoration of plants/units and auxiliary plants with appropriate coats, etc. to uniform original finish.

135. Good **thorough** housekeeping shall include daily removal of debris, preparations, de-rusting, cleaning, recoating of units, ancillary plants with appropriate approved matching colour/s etc.

Documentation

136. A complete set of installation instructions, **manuals** shall be handed over to the Maintenance official – Artisan Chief or any designated person before, prior commencing the works or invoicing as applicable.

137. An officially, stamped warrantee/guarantee certificates, test reports, technical reports, worksheets, relevant documents shall be handed over to the Hospital on or before first delivery or invoicing the Hospital.
138. The Contractor to provide overall proposed implementation planned service itinerary in line with this brief and scope of works, will include training sessions as applicable, duties and responsibilities, service intervals, annual and bi-annual duties and responsibilities, stand-by duties, **list of Sub-Specialists Contractors services**, maintenance services, common and important genuine spares that are un-chargeable and chargeable, etc. The Bidders are **encouraged** to minimize the need to raise variation orders.
139. The Contractor to submit a **letter head comprehensive technical report**, fully completed worksheets for each plant/equipment/unit unique numbers, relevant warrantee, service certificates, any other certificates before invoicing the Hospital, shall be handed over at the date of **first delivery**, signed by **both parties** as applicable.
140. A complete set of **all tests results of the entire works**, any precautions, surveys, accreditations, support documents, certificates, inspection results done where applicable etc., shall be handed over in good time to the institution. The sets shall include the lay out plan indicating all critical points as applicable.
141. The Contractor shall submit an officially stamped compulsory **copy** of the quotation price of from the approved accredited Healthy and Safety expert with his/her **entire quotation documents for any works longer than four weeks and/or above three meter height as required and applicable**.
142. The entire works to comply with **operational unit and any patient special safety** requirements, no tools, equipment's, materials, shall be left unguarded, unsupervised during the executions of the entire works, during breaks and after hours.
143. The Contractor shall provide adequate and **keep records** of detailed **daily** signed job sheet duly signed by an Artisan Foreman, designated Artisan or Chief Artisan. The job sheets details to include date, work area, order number, staff on duty, name of the company, name of the Hospital.
144. A laminated framed copy of wired diagrams, operational instructions is to be fixed to the wall in an accessible area where applicable. (All plant room and in duty stations).
145. First delivery certificate signed by **both parties** and a **written warrantee/guarantee** certificates before the Contractor invoices the Hospital as applicable.
146. **Both parties** shall **sign** a first delivery certificate/notes/completion certificate/s as applicable.
147. An official, stamped warrantee/guarantee certificates shall be handed over to the Hospital on or before first delivery.

The variation order (VO) for any additional works/services, etc.

148. The Contractor to raise the variation order for any necessary additional works in good time, the initial and main works/services will be paid **once** the additional works/services/variation order (VO) has been successfully completed **subject** to approval/disapproval of the variation order. (VO).
149. The variation order (VO) shall have **bill** of quantities, i.e. materials, ancillary components, professional services, Specialist sub-contractors quotation/s, any compliance certificates, travelling/transport costs, total labour hours, hourly, labour rates to include supervision, overhead costs, administration, insurance, sundries, consumables, etc.
150. The **extremely** necessary variation order/s (VO) shall be treated as **part** of this entire works scope of works and specifications and very much interdependent, interrelated, etc.
151. The Bidders to try as much as **possible** to avoid variation orders (VO).

RESPONSE TIME AND SERVICE LEVELS COMPLIANCE REQUIREMENTS

152. Time is to be considered the **essence** of this works. The Contractor shall carry the entire works without delays, shall **state** the delivery period, lead time as applicable.
153. The Contractor shall carry the entire works per service level agreement, the response time shall be within the lead time, response time 24/7 as written **stated**. The response time shall be measured as the time taken from reporting the call to the Contractor emergency contact number/s to his/her staff member, technician/s arriving at the site and relevant piece of equipment, room, plant, station, etc.
154. Safety and housekeeping high standard are to be considered the **essence** of this works. The Contractor shall carry the entire works with high standard of safety, housekeeping to safeguard staff, patients, visitors, clients, Hospital employees; his/her staff members, etc. Should a safety and housekeeping infringement be committed, an appropriate penalty, costs would be the responsibility of the Contractor, shall be deducted accordingly, should a specific individual be guilty of safety and housekeeping infringement/s, the Hospital reserve the right to instruct the Contractor to remove the individual from site and the Contractor has the right to **initiate** the removal of a specific individual guilty of safety and housekeeping infringement/s and shall inform the Hospital in writing.
155. The Contractor's failure to **comply** with lead time, response time, the Hospital may either deduct as a penalty the value of the contracts sum amount of **R 250 per hour** for each our delayed or charge the contract sum which may be paid by the Hospital for arranging an alternative service provider to respond to a said call out including damages, costs occurred complete the or terminate the Contract.
156. The Contractor shall submit a **written** submission for failures to respond on time or failure to comply with service levels agreement in good time.

COMPLETION PERIOD

157. Time is to be considered the **essence** of this works. The Contractor to **state** the delivery period as applicable.
158. The Contractor's unreasonable failure to **comply** with the service schedules and delivery period/deliveries, the Hospital may either deduct as a penalty the value of the contracts sum amount of **0, 04 percent** per day of the contract sum rounded up to the nearest R 10.00, or charge the contract sum which may be paid by the Hospital to complete the works or terminate the Contract.
159. The Contractor shall submit a **written** completion period extension request in good time for consideration in good time as and when **absolute necessary**.

PRGRESS CHART

160. The Contractor shall provide a progress **chart** approved and accepted by the Hospital designated Representative for each project she/he is responsible or awarded to her/him immediately or within seven days of the site hand over, shall be in a bar chart format, shall list all activities necessary for completion of the project/works.

REPORTING TO SITE AND SHE PLAN

161. The Contractor to report to the Maintenance Artisan Foreman or Chief Artisan or duly "designated" person upon arrival and prior to departure from the Hospital. Days' work/job **sheet** shall be fully completed, signed, stamped with official order
162. The Contractor shall provide a **generic** Health and Safety Plan before commencing any work.
163. The Contractor shall provide a Project Specific Health and Safety and Environment Plan Health approved by **expert** and accepted by the Hospital for each and every project to be executed under this contract before commencing any work as required e.g. working in elevated heights of more 3 meter, works more than 4 weeks, etc.

LOCAL LABOUR COMPLIANCE REQUIREMENTS STANDARDS

164. The Bidders shall in good time neatly, fully and **accurately** complete, comply with attached employment contracts for **Local Labour** including **monthly** data collection of local labour and acknowledgement of **receipt** of payment of salaries by workers (See attached documents **13 pages**)

Specification compliance

165. The complete works shall **comply** with the requirements of this specification or brief, should any differences or contradictions exist between this specification and the

detailed requirements for the specific contradiction/s/works, and then the detailed requirements shall take precedence.

166. The complete works shall comply with the ff;

- National Building Regulations SABS 0400 as amended
- Water supply and Distribution System Component to comply with SANS 1808 as applicable
- Water Supply and Drainage System Component with SANS Code of Practice 0252 as applicable
- 1990 Code of Practice for application of the National Regulations
- SABS Code of Practice for Wiring of Premises No. 0142-1 of 2002, as amended
- The Local authority Fire Regulations
- By-laws of this particular area or District
- Standards Preambles all trades
- August 2003 air-conditioning policy and norms as amended
- KZN Health General Electrical Specification as amended
- Manufacturer's instructions
- **Local, South African Service Providers**
- Standard specification for Air Conditioning and Ventilation Installations as amended
- **OSHA Regulations as amended**
- **Covid-19 South Africa Lockdown, Disaster Management Act as Amended**
- **Compliance Requirements**

Compliance standards

167. Contractor to **log and sign** all work carried in the plant logbook (A4 size hard cover). The Contractor to provide suitable all weather **proof** plant logbooks x 2 and boxes x 2 acceptable to the Hospital as required and applicable.
168. The Contractor to supply and mount A4 size picture **frames** and insect the worksheet schedules, plant log-boxes with two compartments and three quire exercise books. Ensure plant books/lever arch file are **neat** and tidy. Each compartment shall have information signage written with indelible ink "**Contractor**" and the other one "**Domestic**" as applicable.

General and Safety compliance requirements

169. The Contractor to check any defects, malfunction and **note** down in writing and taking corrective measures as a matter of urgency.
170. Sign **on/off** Contractors attendance register at workshop at all times before and after commencing work. The safety and comfort of staff, patients and public shall be maintained at all times.

171. The Contractor is responsible for **all** damages because of his/her work, and shall be required to make good to the satisfaction of the Hospital Management.
172. The Contractor shall **liaise** with the Maintenance Department before commencing work. **All** spare parts and components **changed** shall be handed to the Artisan Foreman, Chief Artisan. A **list** of replaced and redundant items shall be submitted and signed by an Artisan Foreman/Chief Artisan or a designated person.
173. **Claims** of difficulties being experienced in obtaining spares for equipment's, plants and any other difficulties that may arise after awarding the tender to the successful Tender shall not be entertained.
174. The Contractor shall satisfy himself/herself that the works are tested and completed to the specifications in **all** respects, and to the satisfaction of the Hospital Management. The Contractor shall **apply** and make timeous arrangements for the inspection date that suites both parties. The Contractor is responsible for the **supervision** of the entire works; it is **not** the responsibility of the Hospital Management to perform such functions on behalf of the Contractor.
175. The Hospital Management or a designated person is entitled at its discretion to deduct costs of **any** fruitless inspection/s from monies owing to the Contractor in respect of the works. Outstanding works shall be rectified or attended by the Contractor at no cost to the Hospital.
176. The Contractor shall unconditionally guarantee all servicing and repair works inclusive of parts and components performed together with **all** materials and spare parts including mechanical and electrical components **supplied** by him/her for a minimum period of **six** months from date of acceptance of the works, and the Contractor shall unconditionally guarantee **all** new, additional and replacement equipment/s, installation/s including all mechanical and electrical components for a minimum of **twelve** months from date of acceptance of first delivery.
177. The guarantee covers the performance of the works and **any** defects due to inferior materials and or workmanship of the Contractor, or any of his/her sub-contractors, suppliers, fair wear and tear exempted. The Contractor shall repair and attend any defects without any delays at his/her own costs. The guarantee shall **include** malfunction, air, water, gas, oil, steam, chemical leaks and adjustments.
178. Under **no** circumstances shall the Contractor undertake service type for which she/he is not authorized to provide, should it be found that the Contractor is accepting works under cover of this contract or as amended, and has **no** resources, capacity, capability, etc. than the Contractor entire tender award may be terminated and the matter reported to Head office.
179. Should work not done to acceptable standards, work shall be **redone** at the expense of the contractor. Work to comply with good engineering practices and local by-laws at all times. The Contractor to use his/her competent staff member/s.

180. The Contractor to **acquaint** themselves fully with site conditions, measurements, relevant regulations, norms, standards and nature of works, claims of ignorance will not be entertained. The Contractor shall make themselves familiar with the positioning of all buildings, structures, etc. No extras will be entertained moving anything as a result of the Contractor's failure to verify the final position of any fittings or type wall, floor, roof, etc. finish.

181. The duration of the contract shall **not** be more than **one** year or other approved by the Hospital.

182. The total tender **price** reflected will be taken firm for the one year or more of this contract. However circumstances **may** rise where the Hospital may reduce the scope of works thus requesting the reduction in pricing accordingly.

183. Any amendments in this contract shall be done in **writing** and shall be signed by both parties subject to Hospital Management approval.

184. Schedule of information and contract price.

- a. Name of Tenderer/Firm.....
- b. Price per removing, **annual installation**, lagging, commissioning, comprehensive/technical, professional reports, certification/s, tests, documentations, method of statement, worksheets including VAT.....
- c. Price per **bi-annual/scheduled** servicing of air conditioning units rooms, reports, tests, documentations, worksheets including VAT.....
- d. Total tender price (b + c) including VAT.....
- e. Official stamp or signature of the Firm/Tenderer Representative.....

185. Failure to comply with the above will may disqualify the Contractor from evaluation and adjudication processes.

1192020 cfr 10/2021

INSTITUTION : KING DINUZULU HOSPITAL COMPLEX		CODE: ACC - 01	
TYPE OF SERVICE : Air-conditioning – Closed Unit			
SCHEDULE FOR: Room Air-conditioning unit #.....Serial Number.....			
FREQUENCY : Weekly/Bi-annual/Annual			
ITEM	INSTRUCTION	CHECK YES or NO	COMMENTS
Weekly (Hospital and Contractor) and record all findings and taken remedial actions, etc.			
1	Check unit is running and lights are working		
2	Check for undue noise and vibration, log in details in the plant book, report and record any abnormalities		
Bi-annual (Contractor)			
1	All the above plus the following check, clean, adjust and record all findings and taken remedial actions, etc.		
2	Check selector switch operation, all modes as applicable, record findings and remedies taken or required		
3	Check, test circuit breakers, isolators, thermostat operation and record findings and remedies taken or required		
4	Service and clean filter media using approved method, check conditions and record findings		
5	Test for refrigeration leaks, repair any leaks and regas		
6	Set the unit temperature to $\pm 21^{\circ}\text{C}$ or other approved, record setting		
7	Check all pipe insulation, record findings and remedies taken or required		
8	Rust, dust free and good cosmetic appearance, record findings and remedies taken or required		
9	Check that condensate drain is free of blockages, record findings and remedies taken		
10	Check, test functionality of remote controls, renew batteries as required, record findings and remedies taken or required		
11	Is the unit working and safe to use? Yes Or No		
12	Inspect and issue relevant reports per specifications, etc.		
13	Good housekeeping, clean plants/rooms, units thoroughly, ex/internal de dust, secure components. Inspect and clean interior and exterior surfaces, restore defective directional arrows, stickers, signage, mark-off plants, etc., log in in the plant books		
Annual (Contractor) and record all findings and taken remedial actions, etc.			
1	All the above plus the following test, label, check, thoroughly clean, de-rust, recoat, replace/renew, adjust and record all findings and taken remedial actions, etc.		
2	Check and observe operation of reversing solenoid where applicable – record findings and remedies taken or required		
3	Check, ensure firmly secured serial number tag, notices, record serial numbers, etc. - see specifications		
4	Check compressor termination and overload klixon		
5	Renew filter media as per the Manufacturer's instructions, all air conditioning units shall have anti-bacterial filters - see specifications		
6	Renew oil, lubrication per specifications		
7	Inspect and thoroughly check all start and/or run capacitors record findings and remedies taken or required		
8	Inspect and clean thoroughly evaporator coil, record findings and remedies taken or required		

9	Inspect and clean thoroughly condenser coil, record findings and remedies taken or required		
10	Check operation of resistance heater, overload stats, all controls, test circuit breakers, isolators, etc., record findings and remedies taken or required		
11	Check de-icing stat where applicable, ensure water, gas leak free units, recharge gas as required		
12	Testing and topping up of oils, lubrications , acidity tests, signs of wear, recording of results, record findings and remedies taken or required		
13	Checking and renewal of lagging/insulation and record findings and actions taken - see specifications		
14	Check, service operation of baffle board and air vent/exhaust control, record findings and remedies taken or required		
15	Check running current and record findings and take necessary remedial actions or actions required - see specifications		
16	Check, test and ensure all terminations, earthing , circuit breaker, isolation switches, controls, wires, cables, are tight, sound, functional, dust, dry, moisture free, free from any imperfections, etc., etc. record findings and actions taken or required - see specifications		
17	Ensure compliance with plant/unit management requirements per specifications, issue a comprehensive report		
18	Service, clean, exercise, crime barrier & locking mechanisms, door/s & locking mechanisms etc., log in in the plant books/lever arch file, ensure good cosmetic appearance of all units to original uniform finish/attractive appearance to deserving areas		
19	Cleaning, de-rusting of steelworks as per specification, record findings and taken necessary remedial actions or actions required		
20	Inspect and identify all units drain pipes that are not discharging to the nearest wastewater/sewer reticulations systems as per local by-laws, Department of Health required standards, issue written quantified findings		
21	Issue a comprehensive report/s that's include real conditions of installation, insulation, COC, lagging, casings, cages, circuit breaker, earthing, isolator, cabling, power supply, quantified with remedies necessary required or taken to extend the life of the entire units/unit and to maintain peak performance of units or each unit - see specifications		
22	Thoroughly scrape, treat and paint all rust, including outside grill and architraves, de-dust, ex/internal de dust, secure components. Inspect and clean interior and exterior surfaces, casing, casing panels, brackets, fasteners, restore defective directional arrows, stickers, signage, mark-off plants/indoor/outdoor units, etc., log in in the plant books/lever arch file ensure good cosmetic appearance of all units to original uniform finish/attractive appearance - see specifications		
Date :			
Name :		Signature:..... Firm official stamp.....	