

Quotation Advert

Opening Date: 2020 / 07 / 28
Closing Date: 2019 / 08 / 11
Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: RK Khan Hospital
Province: KwaZulu-Natal
Department or Entity: Department of Health
Division or Section: Supply Chain Management
Place where goods / Services is required R.K KHAN HOSPITAL
Date Submitted 2020 / 07 / 27

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: 262 / 20-21
Item Category: Services
Item Description: SUPPLY & INSTALLATION
OF A NEGATIVE
PRESSURE
VENTILATION SYSTEM
FOR WARD M3
**Suppliers to come with
their own Mask & Hand
Sanitiser.**

Quantity (if supplies) AS PER SPEC.

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Briefing Session
Date : 2020 / 08 / 03
Time: 11:00
Venue: R.K Khan Hospital – MAINTENANCE DEPT.

QUOTES CAN BE COLLECTED FROM:

Kindly take note the Quotation documents with the Specification is uploaded on the website. PRINT YOUR OWN QUOTATION DOCUMENTS. Only PAGE FIVE (5) of the quotation document that will be given at the site meeting, attach this page with the rest and submit. THE FULL QUOTATION DOCUMENTS WILL NOT BE GIVEN AT THE SITE MEETING. Only Suppliers attending the Site meeting that will QUALIFY.

FORMS CAN BE PRINTED ON-LINE OR PICKED UP FROM THE PRINTING ROOM, R.K. KHAN HOSPITAL

QUOTES SHOULD BE DELIVERED TO:

COMPLETED QUOTATIONS CAN BE DROPPED OFF IN THE TENDER BOX, R.K. KHAN HOSPITAL OR FAXED TO 0314037333.

Name:

Mrs M Khumalo

Email:

maud.khumalo@kznhealth.gov.za

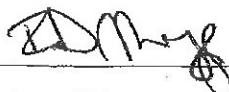
Contact Number:

031 459 6300

Finance Manager Name:

Mr ID Myeza

Finance Manager Signature:



No late quotes will be considered

262/20-21

STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT OVER R30 000.00

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: R.K KHAN HOSPITAL

DATE ADVERTISED: 28 JULY 2020 CLOSING DATE: 11 AUGUST 2020 CLOSING TIME: 11:00

FACSIMILE NUMBER: 031 403 7333 E-MAIL ADDRESS: maud.khumalo@kznhealth.gov.za

PHYSICAL ADDRESS: 336 R.K KHAN CIRCLE, WESTCLIFF, CHATSWORTH - 4092

ZNQ NUMBER: 262 / 20-21

DESCRIPTION: SUPPLY & INSTALLATIONS OF A NEGATIVE PRESSURE VENTILATION SYSTEM FOR WARD M3

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

CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO. [grid]

UNIQUE REGISTRATION REFERENCE [grid]

DEPOSITED IN THE QUOTE BOX SITUATED AT (STREET ADDRESS) 336 R.K KHAN CIRCLE, WESTCLIFF, CHATSWORTH - 4092

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]

OFFICIAL PRICE PAGE FOR QUOTATIONS

ZNQ NUMBER:

DESCRIPTION: **SUPPLY & INSTALLATIONS OF A NEGATIVE PRESSURE VENTILATION SYSTEM FOR WARD M3**

SIGNATURE OF BIDDER DATE.....

[By signing this document I hereby agree to all terms and conditions]

CAPACITY UNDER WHICH THIS QUOTE IS SIGNED.....

Item No	Quantity	Description	Brand & model	Country of manufacture	Price	
					R	c
1	AS PER SPEC.	SUPPLY & INSTALLATIONS OF A NEGATIVE PRESSURE VENTILATION SYSTEM FOR WARD M3				
		AS PER ATTACHED SPEC.				
		N.B DECLARATION FORMS,CSD NO.,UNIQUE REG., TO BE SUBMITTED,FAILER TO ADHERE WILL BE LEAD TO DISQUALIFICATION.				
VALUE ADDED TAX @ 15% (Only if VAT Vendor)						
TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)						

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

<p>Enquiries regarding the quote may be directed to:</p> <p>Contact Person: <u>MNP.MTHETHWA</u> Tel: <u>03.14596391</u></p> <p>E-Mail Address: <u>mngobi.mthethwa@kznhealth.co.za</u></p>	<p>Enquiries regarding technical information may be directed to:</p> <p>Contact Person: <u>K.PILLAY</u> Tel: <u>03.14596145</u></p>
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DEPARTMENT OF HEALTH

PROVINCE OF KWAZULU-NATAL

FACILITY NAME: RK KHAN HOSPITAL

**PROJECT DESCRIPTION: INSTALLATION OF A NEGATIVE PRESSURE VENTILATION
SYSTEM FOR WARD M3**

Compiled by: Bonginkosi Mathe

Telephone No: 033 940 2535/062 688 4329

Email: Bonginkosi.Mathe@kznhealth.gov.za

Signature:

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1 DESCRIPTION OF TECHNICAL SPECIFICATION

The technical specification makes provision for the installation of a negative pressure ventilation system for ward M3: RK Khan hospital as per requirements stipulated in this document.

1.1 BACKGROUND

RK Khan Hospital has identified one ward (M3) for the ventilation of critically ill patients. The ward (M3) will have 6 beds and is located on the third (3rd) Floor.

1.2 ACRONYMS/ABBREVIATIONS

Abbreviation	Description
Dx	Direct Expansion
HVAC	Heating Ventilation & Air Conditioning
OHS Act	Occupational Health and Safety Act 85 of 1993
SANS	South African National Standard

2 TECHNICAL REQUIREMENTS

2.1 REQUIREMENTS

The following requirements are applicable to Ward M3 at RK Khan hospital.

Extraction Ventilation and Air-conditioning Requirements:

Minimum extraction rate:	12 ACH must be compared with 80 L/s/person and the greater of the two must be used.
Filtration Requirement:	Extraction system HEPA @ 99.97% Primary @ 20% Secondary @ 65%

	Fresh Air Supply Primary @ 20% Secondary @ 65%
Temperature Requirement:	22 +/- 2 degrees @ 35% - 70% RH
Standard Equipment:	Roof Top Package Units Ducted Dx Units
Pressure Relation	Negative (min 30%)
Standards	IUSS, R158, DOH Policy, SANS

Extraction Ventilation and Air-conditioning Requirements:

Minimum extraction rate:	12 ACH must be compared with 80 L/s/person and the greater of the two must be used.
Filtration Requirement:	Extraction system HEPA @ 99.97% Primary @ 20% Secondary @ 65% Fresh Air Supply Primary @ 20% Secondary @ 65%
Temperature Requirement:	22 +/- 2 degrees @ 35% - 70% RH
Standard Equipment:	Fresh air supply inline fan Extract air inline fan Split a/c unit
Pressure relation	Negative (min 30%)
Standards	IUSS, R158, DOH Policy, SANS

The systems must be designed for negative pressure i.e. the extract air rate must be at least 30% higher than the fresh air supply rate.

2.2 GENERAL REQUIREMENTS

- a) All services rendered shall be done by professionally registered persons in their applicable trades.
- b) All services rendered shall, at the end of the project be signed off by professionally registered persons in the applicable trades declaring the installation complete and safe for use.
- c) All statutory certificates, tests or documents shall be provided by the professionally registered persons as stipulated by standards, acts, regulations, etc. governing such installations or plants.
- d) The professionally registered persons shall submit for comments all designs prior to implementation to the Department of Health Engineer. These include but not limited to: concept drawings, concept designs, commissioning documentation, etc.
- e) Where conflicted requirement exists between standards the Department of Health Engineer shall be engaged for mediation.

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. This may necessitate weekend work
- 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) All equipment and materials used in this contract shall be that which is specified or other approved prior to submission and closure of the bid.
- e) The Contractor is advised to examine all the drawings (if any) and 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.
- f) Any discrepancies or omissions shall be brought to the attention of the Project Leader immediately.
- g) 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 response times to call outs for breakdowns in the more remote areas of the Province.
- h) The Contractor must be registered with CIDB and must have minimum grading of 2 ME.
- i) The Contractor must be competent with proven experience in working with HVAC equipment with traceable references.

3.2 EXECUTION PERIOD

Three (3) weeks is the specified completion period for the construction stage from the date of award.

4 PARTICULAR SPECIFICATION

4.1 GENERAL SPECIFICATION

The whole installation 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.

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.

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.

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.

The complete installation shall be maintained for a period of twelve months (12) after acceptance in writing by the Department of Health and shall allow for routine inspections not less frequently than two times a year.

The complete installation must be guaranteed against defective parts and workmanship for a period of twelve months (12) after the date of issue of the Completion Certificate. This period shall run concurrently with the maintenance period.

Rates are to include for commissioning and testing of the complete installation and handing over in working order ready for use.

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.

The Department of Health reserves the right to make emergency repairs to keep the equipment in operation without voiding the Contractor's Guarantee, nor relieving the Contractor of his responsibility during the guarantee period when, after proper notice, the Contractor fails to attend to such emergency repairs. All costs incurred by the Administration under these circumstances will be for the account of the Contractor.

NOTE: All electrical equipment shall comply with NER Regulation of voltage.

4.2 THE SITE

The site is at the RK Khan Hospital Ward (M3). Tenderers are encouraged to visit the site to ensure successful installation of the work required. Arrangements in this regard can be made with Maintenance Chief Artisan. Electrical Supply:

- 220 - 240V \pm 10%, Single Phase, 50 Hz
- 400 \pm 10%, Three Phase, 50 Hz

4.3 PROGRAM OF WORKS

It is imperative that the installation be achieved with minimum interruption to the existing facility. The Contractor shall notify the institution seven (7) days prior to carrying out any site work.

As the institution 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 inconvenience to staff and visitors.

A program shall be submitted 7 days prior to the commencement of any work for the approval by the Project Leader.

No work shall commence without the program of works having been approved by the Project Leader.

4.4 DOCUMENT RECEIVED (YES/NO)

Document Received	Yes/No
Program of Works	
Health and Safety Plan	
Project Organogram	
Corrosion protection plan/certificate	

4.5 ELECTRICAL

Satisfactory Installation:

- The KwaZulu-Natal Department of Health General Electrical Policy.
- The Machinery and Occupational Safety Act - Act 6/1983.
- The Municipal By-laws and any special requirements of the Supply Authorities of the area or district concerned.
- Local Fire Regulations.
- Certificate of Compliance
- The Contractor shall submit the mandatory Certificate of Compliance. First delivery of this contract will not be taken until such time as this certificate is submitted to the Department of Health.
- All necessary electrical power wiring and tubing between the distribution board and extractor fans shall be the responsibility of the Contractor.
- All electrical work carried out will be neat and best class materials must be used. All wiring to conform to the SANS Code of Practice 10142 and will be subject to prior inspection and approval before acceptance.

4.6 TESTING AND COMMISSIONING

All new equipment shall be tested, commissioned, ready for use and be maintained and guaranteed for a period of twelve (12) months.

Commissioning data is to be supplied before First Delivery of this contract is taken.

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

- i. Manufacturer's name

- ii. Country of origin
- iii. Year of manufacture
- iv. Serial number
- v. Model number
- vi. Capacity

Name plates to be made of material suitable for coastal conditions.

4.7 MAINTENANCE MANUALS

Two (2) sets of maintenance and operating manuals are required which shall include all circuit diagrams, spare parts lists, operating instructions, etc.

One set of laminated wiring diagrams shall be fixed to the wall in the buildings. These sets of drawings shall be provided at the practical completion date and the Practical Completion Certificate will NOT be issued without these documents.

4.8 MAINTENANCE AND SERVICING

The entire installation including all new equipment manufactured or bought is subject to an unrestricted 12-month free maintenance and guarantee period, after the date of issue of the Completion Certificate. This also includes cover pertaining to all aspects of the equipment and associated wiring, ducting, controls etc.

During the 12-month maintenance and servicing period any defects shall be made good and all plant and equipment maintained in perfect operating condition.

5 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 supply 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 prices quoted for erection and installation shall include for all handling, loading, transporting and off-loading, to take plant and equipment to place on site where required, erection,

installation, painting, commissioning, operating, testing, adjusting, handing over in proper working order and guarantee for a period of 12 months, all as specified.

- f) 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.
- g) Amounts allowed for contingencies will be spent in part or as a whole at the sole discretion of the Department of Health's "Representative".
- h) 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.
- i) Electrical and Mechanical work is not measured according to the Standard Procedures of Building Work.

PROVINCE OF KWAZULU-NATAL - DEPARTMENT OF HEALTH	
ESTIMATE FORM FOR: Installation of Negative Ventilation System at The COVID-19 Isolation Ward (M3) At RK KHAN Hospital	
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	
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. To be measured on completion.	R
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 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	MANUFACTURER	FIGURE/MODEL NO.	QUANTITY	UNIT COST	TOTAL COST (Excluding VAT)		
						BOUGHT OUT	PROPRIETARY	SUB CONTRACT
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11	Hard copy sets of operating and maintenance manuals			2				
12	Electronic copy of operating and maintenance manuals			1				
13	Three (3) minor service			3				
14	One (1) major service			1				
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

LABOUR		No. of	TOTAL HOURS	RATE/HR	AMOUNT
a)	Artisans	R 300.00	R.....
b)	Apprentice	R 118.00	R.....
	1 st Year	R 150.00	R.....
	2 nd Year	R 180.00	R.....
	3 rd Year	R 265.00	R.....
	4 th Year	R 142.00	R.....
c)	Semi-skilled	R 75.00	R.....
d)	Unskilled		
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 <u>OR</u> Subsistence <u>NOT</u> both					
6.2. 5	TRAVEL		TOTAL Km	RATE/Km	
6.2. 5.1	From service provider's premises to site			Petrol Diesel	
a) trips (skilled)			Delete as applicable	
	@ km per trip		R 7.78	R 7.58
b) trips (Semi-skilled)		R 5.80	R 5.60
	@ km per trip				
6.2. 5.2	From accommodation to site				
a) trips (skilled)			R 7.78	R 7.58
	@ km per trip			
b) trips (semi-skilled)		R 5.80	R 5.60
	@ km per trip				
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.....

6 QUALITY REQUIREMENTS

- a) The installations shall be conducted by fully trained and certificated technicians. Certificates of technicians performing the works to be supplied.
- b) All equipment to be shall be commissioned as per the supplier's installation manual.
- c) Commissioning documentation shall be after successful commissioning.

7 SAFETY AND RISK MANAGEMENT

The Contractor shall observe all safety precautions during the installation and commissioning of the systems as required by the OHS Act 85 of 1993 and supplier's installation manual.

8 COMPLETION

On completion of the works the Contractor shall submit all construction and commissioning documentation of the systems.

9 COMPLIANCE WITH REGULATIONS AND STANDARD SPECIFICATIONS

The operation, construction, material and components of the equipment, as specified, shall comply with the latest requirements of: The Occupational Health and Safety Act (Act 85, 1993) as amended.

- a) KwaZulu Natal Provisional Administration Health Services Air-Conditioning Policy and Norms, August 2003.
 - b) KwaZulu-Natal Department of Health Standard Preambles to All Trades
 - c) KwaZulu-Natal Department of Health Policy Document for The Design of Mechanical Installations
 - d) KwaZulu-Natal Department of Health Policy Document for The Design of Electrical Installations
 - e) KwaZulu-Natal Provincial Administration Health Services General Electrical Specification
 - f) SANS1125 – Room air conditioners and heat pumps
 - g) SANS 1424 – Filters for use air-conditioning and general ventilation
 - h) SANS 10147 – Refrigerant systems including plants associated with air-conditioning
 - i) SANS 10173 – The installation, testing and balancing of air-conditioning ductwork
 - j) SANS 1238 – Air-conditioning Ductwork
 - k) SANS 14644 – Clean rooms and associated controlled environments (Part 1 and Part 2)
 - l) SANS 10400 – The application of the National Building Regulations
 - m) SANS 10142 – Code of Practice for Wiring of Premises
 - n) Local Fire Regulations.
 - o) The Municipal By-laws and any special requirements of the Supply Authorities of the area or district concerned.
 - p) An Electrical Certificate of Compliance, in accordance with the OHS Act as amended, will be required for all Electrical Works.
 - q) The Machinery and Occupational Safety Act - Act 6/1983
 - r) All building works shall be in accordance with the Standard Preambles to All Trades.
- The Contractor should fully familiarise himself with these documents prior to quoting.

10 TENDER EVALUATION CRITERIA AND SCORING

The threshold score, below which tenderers are eliminated from further consideration, should be 60%

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

Evaluation Criteria	Deliverables	Points	Sub-Points	Sub-Criteria	Sub-Points Scoring	
1. Financial Capability to start the project	Submission of proof on available capital and proof of credit limit that can be obtained from financial institutions	15	15	Letter from the bank confirming a working capital of at least 25% of the project value	15	
					Proof of working capital of greater than or equal to 25% of project value	
2. Competency, Experience and Resource Capacity	Tenderer to demonstrate their technical competency, human resource capacity and relevant project experience	30	10	Detailed schedule of resources at all levels	10	
						Working capital of less than 25% of project value
						Key members: Technical Manager, Foreman, OHS Officer, Fall Protection Planner, Rigging Planner, Trade Tested Artisans (quantity not scorable)
					0	Not adequately resourced without key members Technical Manager, Foreman, OHS Officer, Rigging Planner, and Trade Tested Artisans.
			10	Schedule of organisation years of experience on similar projects (installation of HVAC equipment) and value (equal to or greater than project	20	More than 5 years with award letter and project completion or contract close out proof not older than 10 years. Years = 10pts, Award Letter = 5pts, close out

Installation of Negative Ventilation System at The COVID-19 Isolation Ward (M3) at RK Khan Hospital

Revision 0

	proof = 5pts.		
16	Greater than 4 years and less than or equal to 5 years with award letter and project completion or contract close out not older than 10 years. Years = 8pts, Award Letter = 4pts, close out proof = 4pts.	value). Bidder must submit a schedule of projects completed which shall include period (start date/month to end date/month) over which completed and value of project.	
12	Greater than 3 years and less than or equal to 4 years with award letter and project completion or contract close out not older than 10 years. Years = 6pts, Award Letter = 3pts, close out proof = 3pts.		
8	Greater than 2 years and less than or equal to 3 years with award letter and project completion or contract close out not older than 10 years. Years = 4pts, Award Letter = 2pts, close out proof = 2pts.		
0	Between 2 years and 0 years		
10	CIDB Grading of 2 ME or above	10 Sub-points	CIDB Grading
0	CIDB Grading doesn't meet minimum requirement		
20	Full OHS Management, compliance and reporting plan relating to project (site specific)	20 Sub-points	OHS Management, compliance and reporting
10	Partial or generic OHS Management, compliance and reporting plan relating to project (site specific)	40 Points	Detailed method statement and programme to be submitted.

Installation of Negative Ventilation System at The COVID-19 Isolation

Revision 0

Ward (M3) at RK Khan Hospital					0	No or irrelevant submission, does not meet requirement
	20	Sub-Points	Procurement of outsourced resources e.g. sub-contractors and Original Equipment Manufacturer(s)[OEM]	20		Procurement of outsourced resources plan including a work/partnership agreement letter with the Original Equipment Manufacturer [OEM](s). Should a bidder indicate that all the resources to perform the work can be sourced in-house full points will be awarded. Full points will be awarded if the bidder is the OEM.
4. Locality	15	Points	Submission of proof of location (Physical Address) and the tenderer's premises) and the distance away from site	15	0	No or irrelevant submission, does not meet requirement
	15	Points	Submission of proof of location (Physical Address of the tenderer's premises) and the distance away from site	15	15	Distance away from furthest site is less than or equal to 50 km
	8			8		Distance away from furthest site is between 50km and 150 km
				0	0	No or irrelevant submission, distance exceeds 150 km or does not meet requirement

SCORING PRICE AND BBBEE

Evaluation Criteria	Deliverables	Points
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Installation of Negative Ventilation System at The COVID-19 Isolation

Revision 0

Price	Ward (M3) at RK Kinross The lowest responsive and responsible priced offer shall be allocated 80 points. All other responsive and responsible offers shall be allocated a prorated point value based on the lowest responsive and responsible priced offer.	80	Points
Broad Based Black Economic Empowerment (BBBEE)	The points allocated to each tenderer for Broad Based Black Economic Empowerment shall be based on the Broad Based Black Economic Empowerment Scorecard. In this regard, the points score for this criteria for each tenderer, shall be determined as follows:	20	Points
	Level 1 Contributor	20	Points
	Level 2 Contributor	18	Points
	Level 3 Contributor	14	Points
	Level 4 Contributor	12	Points
	Level 5 Contributor	8	Points
	Level 6 Contributor	6	Points
	Level 7 Contributor	4	Points
	Level 8 Contributor	2	Points
	Non-compliant contributor	0	Points

DECLARATION OF INTEREST

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

- | | |
|--|---|
| 2.1. Full Name of bidder/representative..... | 2.4. Company Registration Number: |
| 2.2. Identity Number: | 2.5. Tax Reference Number: |
| 2.3. Position occupied in the Company (director, trustee, shareholder?)..... | 2.6. 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
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¹“State” means –

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

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

SPECIAL CONTRACT CONDITIONS OF QUOTATIONS

1. AMENDMENT OF CONTRACT

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

2. CHANGE OF ADDRESS

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

3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION

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

4. 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.

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:

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

- 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	<input type="checkbox"/>	NO	<input type="checkbox"/>
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7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....

8. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

iv) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

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

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

9.2 VAT registration number:.....

9.3 Company registration number:.....

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

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

9.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....
.....

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

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

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

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

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

<p>WITNESSES</p> <p>1.</p> <p>2.</p>

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS.....</p> <p>.....</p> <p>.....</p>
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