



AdvertQuote

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Quotation Advert

Opening Date: 13/07/2020
Closing Date: 20/07/2020
Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: Select... ST Aidans Hospital
Province: KwaZulu-Natal
Department or Entity: Department of Health
Division or section: Central Supply Chain Management

Place where goods / services is required: 33 ML Sulben Road Durban 4001

Date Submitted: 10/07/2020

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: 0050/20

Item Category: Select... Service

Item Description: Repairs to the Admin Block Roof and Identified resultant damages as per specification Attached

Quantity (if supplies)

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Select... Site visit

Date: 16/07/2020

Time: 10:00

Venue: ST Aidans Hospital

QUOTES CAN BE COLLECTED FROM: ST Aidans Hospital

QUOTES SHOULD BE DELIVERED TO: ST Aidans Hospital

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: G.P. Zungu

Email: staidanshospital@doh@gmail.com

Contact Number: 031 314 23 76 / 333

Finance Manager Name: Miss P. Adonis

Finance Manager Signature: [Signature]

No late quotes will be considered

DECLARATION OF INTEREST

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

- 2.1. Full Name of bidder/representative.....
- 2.2. Identity Number:
- 2.3. Position occupied in the Company (director, trustee, shareholder²):
- 2.4. Company Registration Number:
- 2.5. Tax Reference Number:
- 2.6. VAT Registration Number:

2.7. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below. [TICK APPLICABLE]

2.8. Are you or any person connected with the bidder presently employed by the state? YES NO

2.8.1. If so, furnish the following particulars:
 Name of person / director / trustee / shareholder/ member:
 Name of state institution at which you or the person connected to the bidder is employed:.....
 Position occupied in the state institution:Any other particulars:.....

2.8.2. If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES NO

2.8.2.1. If yes, did you attach proof of such authority to the quote document?

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the quote.)

2.8.2.2. If no, furnish reasons for non-submission of such proof:

2.9. Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES NO

2.9.1. If so, furnish particulars:.....

2.10. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this quote? YES NO

2.10.1. If so, furnish particulars:.....

2.11. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this quote? YES NO

2.11.1. If so, furnish particulars:.....

2.12. Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES NO

2.12.1. If so, furnish particulars:.....

3. Full details of directors / trustees / members / shareholders.

NB: The Department Of Health will validate details of directors / trustees / members / shareholders on CSD. It is the suppliers' responsibility to ensure that their details are up-to-date and verified on CSD. If the Department cannot validate the information on CSD, the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.

4 DECLARATION

I, THE UNDERSIGNED (NAME)..... CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.

I ACCEPT THAT THE STATE MAY REJECT THE QUOTE OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Name of bidder Signature Position Date
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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);
- b) any municipality or municipal entity;

- c) provincial legislature;
- d) national Assembly or the national Council of provinces; or
- e) Parliament.

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

SPECIAL CONTRACT CONDITIONS OF QUOTATIONS

1. AMENDMENT OF CONTRACT

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

2. CHANGE OF ADDRESS

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

3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION

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

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

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

5. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS

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

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

6. SAMPLES

- 6.1. In the case of the quote document stipulating that samples are required, the supplier will be informed in due course when samples should be provided to the institution. (This decreases the time of safety and storage risk that may be incurred by the respective institution). The bidders sample will be retained if such bidder wins the contract.
 - (i) If a company/s who has not won the quote requires their samples, they must advise the institution in writing of such.
 - (ii) If samples are not collected within three months of close of quote the institution reserves the right to dispose of them at their discretion.
- 6.2. **Samples must be made available when requested in writing or if stipulated on the document.**
 - (i) If a Bidder fails to provide a sample of their product on offer for scrutiny against the set specification when requested, their offer will be rejected. All testing will be for the account of the bidder.

7. COMPULSORY SITE INSPECTION / BRIEFING SESSION

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

- (i) The institution has determined that a compulsory site meeting take place
- (ii) Date ____/____/____ Time ____:____ Place ST AIDANS HOSPITAL

Institution Stamp:	Institution Site Inspection / briefing session Official Full Name: Signature: Date:
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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 point's allocation. The preferences applicable on the closing date will be utilized. Any changes after the closing date will not be considered for that particular quote.

10. TAX COMPLIANCE REQUIREMENTS

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

11. TAX INVOICE

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

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

12. PATENT RIGHTS

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

13. PENALTIES

- 13.1. If at any time during the contract period, the service provider is unable to perform in a timely manner, the service provider must notify the institution in writing/email of the cause of and the duration of the delay. Upon receipt of the notification, the institution should evaluate the circumstances and, if deemed necessary, the institution may extend the service provider's time for performance.
- 13.2. In the event of delayed performance that extends beyond the delivery period, the institution is entitled to purchase commodities of a similar quantity and quality as a substitution for the outstanding commodities, without terminating the contract, as well as return commodities delivered at a later stage at the service provider's expense.
- 13.3. Alternatively, the institution may elect to terminate the contract and procure the necessary commodities in order to complete the contract. In the event that the contract is terminated the institution may claim damages from the service provider in the form of a penalty. The service provider's performance should be captured on the service provider database in order to determine whether or not the service provider should be awarded any contracts in the future.
- 13.4. If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance.

14. TERMINATION FOR DEFAULT

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

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

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

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

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

1. GENERAL CONDITIONS

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

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

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

1.3 Points for this quote shall be awarded for:

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

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

	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	
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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		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.....

Quote Number: 0050/20

Item Description: **REPAIRS TO THE ADMIN BLOCK ROOF AND IDENTIFIED RESULTANT DAMAGES.**

Department/Section: Hospital General. Purpose of Item: Hospital General Maintenance.

1. Pre-qualification criteria if any:

1.1. Is the item required to have a regulatory body certification (e.g. SABS, SANS, SANAS, ISO, CIDB, etc.)? Yes / No:
Regulatory Body / certification required if Yes: CIDB: GB.

1.2. Is a compulsory site inspection / briefing session required? Yes / No
if Yes, specify: Date 20 / 03 / 2020 Time 13 : 00 Place: ST AIDANS HOSPITAL.

1.3. Is local production and content part of the quote? Yes / No
if Yes, specify: Yes-Available local spares.

1.4. Provisions of section 4(1)(a) of the PPPFA Regulations,2017 if applicable? Yes / No
if Yes, specify: _____

1.5. Liability Cover insurance? Yes / No
Yes: The materials used and workmanship must carry a minimum five year Guarantee period against degradation, weathering and stability.

2. What is the specification of the required item?

REPAIRS TO THE ADMIN BLOCK ROOF AND IDENTIFIED RESULTANT DAMAGES.		Comment: yes/no.
1.	1. Bidders must note that answers must be provided to every technical (technical specification) requirement in this Quotation Specification example YES or NO and where there are deviations, these deviations must be clearly specified. The space provided under "Bidder's Comments" for each clause must be used for this purpose. Bidders who neglect to provide answers to every technical (technical specification) requirement in this Quotation Specification will be disqualified. Bidders must note that abbreviated answers e.g. N/A etc. will not be accepted. Bidders must also note that no part of any technical (technical specification) in this Bid Specification may be altered. Where there are traces of alterations found to the technical specification in this document during the evaluation, the Evaluation Committee will reserve the right to disqualify the bidder. The use of correcting fluid/tippex will disqualify the quotation. THIS DOCUMENT CANNOT BE RE-TYPED.	
2.	Compulsory Site Meeting: YES-ONLY QUOTATION DOCUMENTS AND REGISTERS STAMPED AND SIGNED ON THE DAY OF THE SITE MEETING WILL BE CONSIDERED.	
3.	COMPULSORY: CIDB RATING:GB.	
4.	Only businesses in the required industrial sector relevant to the quote will be considered. Awards will be made in terms of companies core business operations.	
5.	TECHNICAL SPECIFICATION: 5.1. REPAIRS TO THE ADMINISTRATION BLOCK ROOF AND UNDERLYING STRUCTURE AS DETAILED BELOW. 5.1.1. Remove the existing valleys in all four corners, and replace with custom made valleys that are suitable to seal the roof. Any cut edges in the metal are to be treated and sealed with weatherproof paint. 5.1.2. Water proof and seal the veranda outside SCM and ensure that the underlying sections are sealed off against water seepage. 5.1.3. Reconstruct and repair the ceiling in the SCM department. 5.1.4. Repairs damaged ceilings and replace all fittings. The finishes on the ceilings are to match the existing. 5.1.5. Repair identified aluminium window frames and components. 5.1.6. Remove the carpet in the Human resources archive areas, make good the floors and repair as listed below: 1. Re-level entire floor with self-levelling mortar system not less than 5mm thick 2. roll on low maintenance high traffic vinyl floor sheet not less than 2,5mm thick (directional)	

Name of End-user (in full)	<u>NASHIRO MATHIWA</u>	Name of SCM Rep (in full)	<u>N. P Zump</u>
Designation / Rank (in full)	<u>CHIEF ARTISAN.</u>	Designation/ Rank (in full)	<u>Supply chain officer</u>
Signature	<u>[Signature]</u>	Signature	<u>[Signature]</u>
Date	<u>06/05/2020</u>	Date	<u>12/05/2020</u>



3. Black 100 x 50 rubber skirting to be installed where wall meets floor.
 4. Aluminum flat tread strip to be installed at all door openings.
 5. Color to be discussed and approved on day of site meeting.
 6. On completion two coats of floor sealer to be applied to floor.
 7. A minimum 1 year written guarantee and maintenance procedure on fitment and products used is to be handed over to the chief artisan.
 8. The pertinent points from the scope of work listed below is to be adhered to above all else.
- FLOOR COVERINGS, PLASTIC LININGS, ETC.
- FLOOR SHEETING: – are to be of the composition, type, size and thickness specified with colour, pattern, graining, etc, consistent throughout, all to the approval of the Department.
- Thermoplastic floor tiles: – are not to be used.
- Fully flexible vinyl floor sheeting: – are to comply with SANS Specification 786 and is to be 2.5 mm nominal thickness.
- In patient care areas, no perforations to floor covering are to be made. Eg door stops, door barrel bolt floor keeps etc.
- Where the specified sizes and/or thicknesses of floor sheeting differ from those in the SANS Specifications, such items of floor sheeting shall comply in all other respects with the relevant SANS Specifications.
- SKIRTING' S, STAIR NOSING' S, EDGING STRIPS, ETC.: –are to be of the types and sizes specified and are to be of approved manufacture.
- CARPET TILES AND SHEETING: – are to be of the types specified and of approved colours and patterns all to approval of the Department
- 3.1 Use of screed smoothing compounds should be avoided except for making minor repairs, however should a full skim be required, then the most common method in both instances is the use of a smoothing compound e.g. Pavelite in combination with Pavelite
- Bonding Liquid mixed to the correct ratio and consistency. Only recommended products, mixed strictly in accordance with manufacturers instruction should be used. Do not use smoothing compound on power floated finishes. It is recommended that in new structures the screeding should be as specified by “Tal” using “Screedmaster” , the pumped method.
- A badly undulating floor may require grinding by mechanical means to improve the overall levelness. Although smoothing compounds such as Pavelite will improve the sub-floor it will not achieve perfection.
- 3.2 In cases where old vinyl floor coverings have been uplifted, leaving a bitumen adhesive residue, it is recommended that a strict procedure relating to the “Preparation of Sub Floors with Bitumen Residue” , be complied with.
- (This method may not constitute good flooring practice, but has proved to be successful on many occasions. No guarantee is however given or implied).
4. Construction joints (saw cuts) and Expansion Joints
- 4.1. Construction joints (saw cuts) in the sub-floor should be cleaned out, and the sides of the saw cut be painted with Pavelite Bonding Liquid and allowed to dry. The joint should then be filled with a mixture of Pavelite and Pavelite Bonding Liquid. It is advisable to slightly overfill the joints, which when dry should be rubbed down with a carborundum stone.
- 4.2. Expansion joints should be filled with a suitable Sealant to prevent the ingress of dirt. It is bad flooring practice to lay flooring over such a joint. The flooring should stop at the edge of the joint and cover strips placed over the joint itself. Expansion joints and cover strips should be discussed and designed by a structural engineer.
- 4.3. TRAMEX CONCRETE MOISTURE ENCOUNTER (C.M.E.)
- Any reading on the C.M.E. of 60% or less indicates acceptable moisture content for the installation of any vinyl floor covering.
- 5 Correct setting out is critical, and consideration should be given to the squareness of the area. It is safest to set out from the longest outside wall.
- 5.1. The recommended notching for a trowel to spread adhesive is a V notch of 1,5 x 1,5 x 1,5mm at 4,00mm centres. Consideration should however be given to the porosity of the sub-floor. Ensure the use of the recommended adhesive with the appropriate flooring. Do not spread the adhesive over a larger area than can be covered within the working/open time of the adhesive.
- 5.2 All installations must be rolled with a 68kg three sectional articulated metal floor roller on completion, within the working time of the adhesive.
- 5.3 Welding of sheeting is to be done only after 24 hrs after installation.



5.3. a. Trimming While the welding rod is still warm, trim off most of the top half using a sharp spatula and spatula guide which fits over the welding rod. Carry out the final trimming using the spatula knife only, when the welding rod has cooled.

5.3.b Glazing

The trimmed welding rod will tend to soil more rapidly than the sheeting. It is therefore Important to glaze the surface of the trimmed welding rod.

6. After installation the flooring should be adequately protected, preventing damage caused by other trades working on the site.

7. The completed floor should not be washed or polished for a period of 72 hours after the installation in order to allow the adhesive to cure. This period will vary from one adhesive to another.

7.1 The vinyl floor covering must be cleaned with an approved water based floor Stripper, in order to achieve an acceptable standard of cleanliness for sealing. Avoid excessive use of water at all times

LAYING: -

Vinyl Floor covering laying procedure and polishing.

Site conditions required before the layer commences an installing of a Resilient Floor covering. Some of these conditions may appear obvious, but they are not always complied with. If any of the following recommendations are ignored, it is likely that a number of problems will arise during or after installation of the flooring.

1. All building materials and equipment, e.g. sand, scaffolding, tools, etc. should be removed. (Do not allow heaps of sand, concrete, etc., to remain on the surface of the subfloor since moisture transfer to the sub-floor takes place).
2. All resilient flooring materials require a smooth, hard, clean and level surface, not only for appearance but also for achieving a satisfactory adhesive bond and long-term durability. The Main Contractor shall ensure that the sub-floor is acceptable to receive the resilient flooring specified in respect of levelness, smoothness, soundness and cleanness. (The SANS Code of Practice 070/1991 as amended 1993 Section 9.3 details the requirements in this regard).

The flooring contractor shall ensure that the sub-floor is sufficiently dry prior to the installation of the flooring material. The floor should be tested by means of a Hygrometer or a Tramex. (Of the instruments available for determining moisture levels in sub-floors, the most practical and accurate is the hygrometer).

SHEETING:

Ensure that the following steps are followed during the installation:

1. Trim off factory leading edge before laying sheeting.
2. Align the sheet in position that there is an opening no bigger than 1mm between adjacent sheets. For the best results, the width of a credit card is an acceptable measure.
3. Apply adhesive according to the manufacturers' specifications.
4. Roll the floor during and after installation with a 68kg roller to maximize the adhesion between the sheeting and the adhesive.
5. Complete the welding 24 hours after the installation. Groove the joints open with a suitable hand or electric groover to a width of not wider than 3mm and not deeper than 1.5mm. Weld the joints with a hot air welding gun with temperature settings of between 4-6 temperature setting and use a speed nozzle that will not burn the material or damage the coating. Use a sharp spatula and guide plate and remove the excess welding in two stages.
6. All vinyl sheeting needs to be stripped and sealed 72 hours after installation. Please ensure you use a good quality product.
- 7.2 Foreign matter such as paint stains, tar, etc. which may not respond to the process must be removed by other means.
- 7.3 Three coats of a Water Based Emulsion floor dressing shall then be applied on completely dry surface in accordance with the manufacturer' s instructions, allowing one hour drying time between the first and second application of each dressing coat.

RATES: -for all floor coverings are to include for laying as described, for cleaning down backing surfaces before laying and or all square and raking cutting and waste and fitting, fair cutting at edges where no skirting occurs, protecting from injury, and for cleaning down, etc. as described, at completion.

Rates for all wall linings are to include for laying as described, cleaning down backing surfaces before laying, sizing backing surfaces if necessary to ensure proper adhesion, all square and raking cutting and waste and fitting, fair cutting at exposed edges, bending at angles and for all narrow widths and protecting from injury and cleaning down, etc. as described, at completion. Wall linings in widths not exceeding 300mm to returns, reveals and the like have not been measured separately, but have been included in the area of the general items of wall



linings and rates must include or this. Rates for skirting, stair nosing, edging strips, etc. is to include for fixing as described, cutting to lengths and fitting at intersections, mitres, ends, etc. and for cleaning down at completion.

2.1 HYGROMETER

When a hygrometer is positioned on a sub-floor surface, the reading of the relative humidity of the entrapped air space is obtained.

· A hygrometer reading of less than 70% indicates that the sub-floor is sufficiently dry for flooring to be laid upon it.

· If the hygrometer indicates a final reading of more than 70% when the initial reading of the atmosphere was less than 70% then the sub-floor is unacceptably damp and must be allowed to dry out before any flooring is installed.

· If the hygrometer indicates a final reading of more than 70% when the initial reading of the atmospheric humidity was also greater than 70%, as can occur in coastal areas, then the following applied:

1. If the final reading is significantly higher than the initial reading, then the sub-floor must be considered to be unacceptably damp.

2. If the final reading is similar to, or less than the initial reading, then the moisture content of both the atmosphere and the sub-floor are similar.

Paint and make good all areas.

Safely dispose of all items/rubble removed according to all municipal by-laws.

Maintenance of this unit for the Duration of the one year guarantee is the service provider' s responsibility.

The service provider is to provide all compulsory guarantee

Certificates, service and maintenance requirements

on completion of the installation to the maintenance Manager.

tandards.

This installation is to be done according to a certified Structural Engineers' Design Details and Certification.

The Contractor is to abide by all Municipal and Government laws and by-laws.

In addition to the above, the materials used and workmanship must carry a minimum five year Guarantee period against degradation, weathering and stability.

The general maintenance of the fitted items is the responsibility of the Contractor for the duration of the one year.

5.2. All work must be carried out during normal working hours. Qualified Technicians will perform all work and reasonable care will be taken by the contractor as per the OHS Act 85 of 1993 and the terms and conditions of this contract.

5.3. Complete services with Safety certification, labelling etc. and service guarantees. To include all inspection reports as per the Occupational Health and Safety Act 85 of 1993 and the terms and conditions of the contract.

5.4. To perform the work required in terms of this contract during normal working hours except in the case of an emergency.

5.5. To allow for Contractor inspections by an inspector from the Department of Labour, workmen, lights, tools, instruments and other equipment required by the inspector for the purpose of the inspection.

5.6. To allow for any additional inspections called for by DOH and OHSA. (Occupational Health and Safety Act) 85, of 1993 - this mandatory requirement will form part of this contract. State if your company offers random OHSA. inspections as part of your service offer to the Department at no charge.

5.7. AFTER SERVICE REMEDIAL WORK / REPAIRS / REPLACEMENTS Contractor is required to submit a detailed report to the Maintenance Manager on completion of service. Repairs are undertaken through formal authority (order number). No repairs to be under taken without prior authority. All after service remedial work follows the process listed in Point 5.11.below.

5.8. CALL OUT FOR BREAKDOWN/S and REPAIR/S - To have available within business hours and all repair work to be under taken by a qualified technician at all times..

5.9. Unforeseen or Emergency Breakdown/s and Repair/s:

To repair and replace any part of the existing components, when such replacement or repair has been occasioned by fair wear and tear and in the Contractor' s opinion is essential for the safe functioning of the installed and overhauled components. All identified replacement/s or repair/s and down time to be detailed in a report and handed to the maintenance manager. The following compulsory documentation will be required for all repairs before commencing with such repair/s:

- Detailed Report
- Compulsory Official Price Quotation Price Page - Form 8
- Compulsory SBD4 Form



	<ul style="list-style-type: none"> - Compulsory Bill of Quantities Form - Job card, safety certification and completion certificate - Proof of guarantees pertaining to workmanship, materials and parts <p>5.10. Contractor must supply all user manuals and service manuals or guides on in house maintenance if required and all relevant information with regard to service intervals to be handed to maintenance manager.</p> <p>5.11. Quoted Price must be held firm for the duration of the contract. It is the Contractor's responsibility to take a forward cover for any future increase in charges, taxes, duty etc. that maybe imposed on the Contractor in respect of servicing, materials and parts.</p> <p>5.12. NO SUB CONTRACTING WILL BE ALLOWED FOR THIS CONTRACT. ONLY COMPANIES SPECIALISING IN THIS FIELD WILL BE CONSIDERED. ONLY OFFICIALLY AUTHORIZED PERSON/S RELATED TO THE ABOVE SERVICE WILL BE GRANTED ACCESS INTO THE INSTITUTION, FOR THE DURATION OF THE CONTRACT.</p>	
6.	<p>6. GENERAL TERMS AND CONDITIONS.</p> <p>6.1 The Contractor to commence work on receipt of order or prior arrangement. Contractor to ensure he/she informs the Maintenance Manager of planned services to be provided, with approximate down time. There after fixed dates and times must be communicated to the Maintenance Manager. Only the authorised person/s will be permitted on site for the duration of this contract.</p> <p>6.2 Contractors to work within normal working hour' s i.e. 07H00 to 15H30, unless prior arrangements have been agreed on and authorized for afterhours work on site. Entrance and exit for authorized afterhours work - the Contractor must at all times' report to and sign in and out with the Security Supervisor on site.</p> <p>6.3 The contractor and contractor' s employees are required to report to the Maintenance Supervisor or Official in Charge upon arrival and prior to departure from the institution.</p> <p>6.4 Compulsory: Signing in and out in the Contractors Register. The Register must be signed by all contractors' staff on site, individually.(Company name, Contractor personnel/staff with title/designation as per page 3 of the BILL OF QUANTITIES Document).</p> <p>6.5 Compulsory compliance to the OHS ACT 85 of 1993, National Building Regulations & the institution agreed on terms for the duration of the contract.</p> <p>6.6 The Contractor will ensure the area/s where the contract is under way, the area/s closest to and within this area is always kept clean and safe for all persons. Ensure proper visible signage is in place indicating restricted areas is in place for the duration of the work in progress and removed on completion of the contract.</p> <p>6.7 Handing over certificate, Safety Certificates, invoice/s, and job card will ONLY be accepted, once the site is cleared of all rubble/debris/unwanted scrap, under the supervision of the maintenance manager. No scrap metal or redundant parts, materials, equipment or plant to be removed off site without prior written authority from the Systems Manager.</p> <p>6.8 The contractor shall make timeous arrangements with the maintenance manager to inspect all work carried out on the project prior to departure off site.</p> <p>6.9 Should any part of the complete works perform unsatisfactorily, so as to become detrimental to its functional use, the contractor shall replace any such part, or the complete works, with equipment as prescribed by the institution without delay at his/her own cost. Any damages caused to the building, plant or working area due to contractor negligence, will be repaired at the contractor' s cost before the end of the contract or the costs will be deducted from the final invoice of the current work in progress,</p> <p>6.10 Failure to comply with the contract will result in penalties being levied as per the general conditions on the quotation price page - FORM 8.</p> <p>6.11 The contractor shall submit his/her final invoice only after all work is satisfied as per the technical specification of the contract, together with all written guarantees not less than 12 months, safety & completion certificates, written reports if required and signed off job card. Together with the required instruction manuals, service intervals and written maintenance advice on the internal up keep of the equipment.</p> <p>6.12 All work carried out must be to the satisfaction of the Maintenance Manager / Systems Manager or an Engineer requested by the Department' s to endorse such work carried out. The Department reserves the right to consult or confirm all work undertaken by the awarded Contractor.</p>	

3. Does a sample need to be submitted? Yes / No(select option 3.1 or 3.2)
- 3.1. Deadline for submission if Yes: Date ____/____/____ Time____:____ Place _____
- or
- 3.2. Specify that samples must be made available when requested in writing. Yes or No



END-USER SPECIFICATION FORM

4. Penalties to be noted by the suppliers:

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

5. What is the evaluation criteria / special terms and conditions to be advertised?

List evaluation criteria / special terms and conditions to be advertised (if applicable)		
1.	Pre-qualification criteria	Does the offer meet the pre-qualification criteria?
2.	Administrative	Does the offer comply to stipulated administrative requirements?
3.	Conformance:	Was the product made or service performed to specifications?
4.	Performance:	Will/does the product/service fulfil its performance obligation, in a manner that releases the supplier from all liabilities under the contract?
5.	Features:	What characteristics does the product or service have?
6.	Reliability:	How long can a product go between failures and the need for maintenance? (guarantee)
7.	Durability:	What is the useful life for the product? How will the product hold up under extended use?
8.	Serviceability:	How easy is it to repair, maintain or support the product or service? (customer support)
9.	Ability & Capacity	The ability and capacity of the vendor to execute the contract
10.	Preference points	Preferential Procurement System (80/20) if applicable

Name of End User(in Full)	NASHIED MOHAMMED	Name of SCM rep(in Full)	N.P Zuma
Designation	CHIEF ARTISAN	Designation/rank(in Full)	Supply chain officer
Signature		Signature	
Date	06/05/2020	Date	2/05/2020