


## Quotation Advert

Opening Date: 2020-05-14   
Closing Date: 2020-05-20   
Closing Time: 11:00

### INSTITUTION DETAILS

Institution Name: King Edward VIII hospital   
Province: KwaZulu-Natal  
Department or Entity: Department of Health  
Division or section: Central Supply Chain Management  
Place where goods / services is required: KING EDWARD VIII HOSPITAL IBLOCK  
Date Submitted: 2020-05-13 



### ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ:  
KM 59 \ 20  
Item Category: Services   
Item Description: URGENTLY INSTALLATION OF EXTRACTOR FANS & LOUVER AT KEH COVID  
-19 ISOLATION ROOMS IN I2A AND I2B.

\*QUOTATION IS ATTACHED TO ADVERT PLEASE PRINT IT AND BRING IT WITH YOU FOR BRIEFING SESSION, WEAR YOUR PPE GEAR INCLUDING FACE MUSK, ALL QUOTATIONS SHOULD BE HAND DELIVERED AND DROPPED OFF AT THE TENDER BOX DO NOT EMAIL THEM AS I AM NOT ALLOWED TO SEE YOUR PRICES.

Quantity (If supplies) 02

### COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Compulsory Briefing Session   
Date : 2020-05-18   
Time: 11H00  
Venue: KING EDWARD VIII HOSPITAL OUTSIDE MAINTENANCE DEPT

QUOTES CAN BE COLLECTED FROM: ATTACHED TO ADVERT

QUOTES SHOULD BE DELIVERED TO: KING EDWARD VIII HOSPITAL TENDER BOX

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

Name: KHULANI MTHEMBU  
Email: khulani.mthembu@kznhealth.gov.za  
Contact Number: 031 360 3446  
Finance Manager Name: MISS NOMONDE NCOMI

Finance Manager Signature: \_\_\_\_\_

No late quotes will be considered





**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, 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 <sup>2</sup> ):..... | 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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<sup>1</sup>"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.  |

<sup>2</sup>"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

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
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

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

**2. DEFINITIONS**

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

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

- P<sub>s</sub> = Points scored for price of bid under consideration
- P<sub>t</sub> = Price of bid under consideration
- P<sub>min</sub> = Price of lowest acceptable bid

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

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

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

**5. BID DECLARATION**

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

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

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

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

**7. SUB-CONTRACTING**

(Tick applicable box)

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

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

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

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

(Tick applicable box)

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

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
Black people	√	√
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any 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>
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<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE: .....</p> <p>ADDRESS.....</p> <p>.....</p> <p>.....</p>
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**DEPARTMENT OF HEALTH**

**PROVINCE OF KWAZULU-NATAL**

**SPECIFICATION**

**FACILITY NAME: KING EDWARD HOSPITAL**

**PROJECT DESCRIPTION: INSTALLATION OF EXTRACTOR FANS AND LOUVRES AT  
KING EDWARD HOSPITAL ISOLATION ROOM**

**Compiled by: Bonginkosi Mathe**

**Telephone No: 033 940 2535**

**Email: [Bonginkosi.Mathe@kznhealth.gov.za](mailto:Bonginkosi.Mathe@kznhealth.gov.za)**

## 1 DESCRIPTION OF TECHNICAL SPECIFICATION

The technical specification makes provision for the installation of an extractor fan, ducting and louvres at King Edward Hospital Isolation Room.

### 1.1 BACKGROUND

A request was received from the King Edward hospital senior management to the office of Infrastructure Development, Engineering and Technical Services division to urgently assist with a specification for the provision of negative pressure in one of the rooms as per infection prevention control. This is for Ebola patient isolation room as per email request dated 24<sup>th</sup> February 2020.

### 1.2 ACRONYMS/ABBREVIATIONS

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

### 1.3 DEFINITIONS

#### 1.3.1 Access

- Official contractual permission to a Contractor to proceed with construction of a plant or installation of equipment in a section of the plant constructed by other.

#### 1.3.2 Installation

- Installing of equipment or parts of equipment or plant as per design.

#### 1.3.3 Commissioning

- Energising of equipment for the purpose of testing and ensuring that the systems operate as designed.

#### 1.3.4 Energising

- Applying electrical power to systems.

#### 1.3.5 Operational

- Running systems as per design.

#### 1.3.6 Storage

- Placing equipment in building or rooms for protection awaiting installation or energising.

#### 1.3.7 Servicing

- Performing maintenance and/or repair work.

## Room

- 5) Openings on doors for mounting on the door grilles shall be done by qualified personnel using approved techniques for making openings.
- 6) Noting that aluminium door frames and glass doors are installed in the building, wall mounted weather louvres of the same specification, material and dimensions can be installed on the walls of the isolation room and main building.
- 7) Low grade filter G1 or G2 (60 to 70% arrestance) is to be installed behind the weather louvre into the main building. This is to minimize dust ingress to the building as created by the extraction fan.
- 8) The transfer grilles or wall louvres must be installed preferably at high level to support extracting at bottom level.

### 2.3 EXTRACTOR FAN SIZE

Table 3: Extractor Fan Sizes

Description	Flow	Flow	Pressure	Power Supply	Quantity	Comments
	m <sup>3</sup> /s	m <sup>3</sup> /h	Pa	V/Ph/Hz		
Isolation Room	0,250	900	326	220V-240/1/50	1	

#### Notes:

- 1) The fan shall be supplied with separate on/off switch
- 2) The fan shall be supplied complete with a speed controller
- 3) The fan shall be suitable for extracting purposes
- 4) The fan shall be suitable for 220V – 240 V, 50 Hz power supply.
- 5) The fan shall be suitable for installation in coastal areas or be suitable coated to render them suitable for installation in coastal areas.
- 6) The fan shall be suitable for operating in ambient temperatures of up to 40 °C.
- 7) Fan shall be connected to essential power.
- 8) An additional fan shall be procured and be preserved in case the running fan fails. This fan shall be kept in the hospital.

### 2.4 DUCTING

The following notes apply to the ducting to be installed in the isolation room at King Edward Hospital.

- 1) All ducting used to be made of stainless steel at least 0.8 mm thick.
- 2) Duct size to be 500 mm (width) x 150 mm (depth)
- 3) Ducting inside the room must installed very close to the wall to not encroach too much into the room.
- 4) All ducts pieces to have flanges.
- 5) Mastic or gasket to be used for sealing between flanges. Ducting to be adequately sealed and pressure tested unless otherwise approved by the engineer.
- 6) Flanges to be bolted at the corners and G-clamps used in the middle for fastening. Clamps to be spaced at maximum 150 mm from centres.
- 7) All bends to have turning vanes, unless otherwise approved by the engineer or standards to deviate.
- 8) UV resistance canvas collar to be installed between the extraction fan and inlet and outlet ducting.

- 9) Duct to be installed plumb and square.
- 10) All ducts lengths to be measured on site. Dimensions given on schedule are provisional subject to verification on site.
- 11) Duct to be adequately supported as per SANS 1238 requirements. Both vertical and horizontal supports.
- 12) Vertical section of duct on discharge of a fan to extend 1.8 m above the roof level.
- 13) Refers to SANS 1238 and SANS 10173 for more ducting requirements

## 2.5 FILTERS

- 1) Filter frame to be suitable for standard commercial range of filter elements and filter media available.
- 2) Provide air filter gauge - type Magnehelic or equal approved - for each filter bank.
- 3) The filter elements and filter frame are to be corrosion protected.
- 4) Ensure construction of filter frame and method of holding down filter elements allows no passage of unfiltered air through filter bank.
- 5) There shall be no by-pass of unfiltered air.
- 6) Primary filter shall be installed on the extract air ducting. Refer to schedule.
  - a) Panel filters shall be of the pleated type and not less than 50 mm thick.
  - b) The filter shall be of the disposable type.
  - c) Synthetic media shall ensure no air bypass.
  - d) The frame shall be a distortion and corrosion free moulding.
  - e) Initial synthetic dust arrestance shall be not less than 70 % with dust holding capacity needed in excess of 300 g per square metre nominal face area.
  - f) Initial dust spot efficiency shall be not less than 20%.
  - g) Nominal filter face velocity shall not exceed 1,5 m/s with initial clean filter resistance 60 Pa or less and recommended resistance at specified arrestance not more than 250 Pa.
- 7) HEPA filters shall be installed on the extract air ducting. Refer to schedule.
- 8) High Efficiency Particulate Air Filters (HEPA)
  - a. Filter media shall be self-supporting leak-free and stable under all airflow conditions.
  - b. The media shall be bonded in to a pressed and sealed particle board housing.
  - c. Unless otherwise specified in the Supplementary Specification filters shall be provided with silicone filled channel seals.
  - d. "Slide-in" type of arrangements will not be accepted for filters in this class.
  - e. Filters shall be arranged in two or three stage configuration with the primary filters complying with clauses above.
  - f. Filter depths less than 300 mm will not be accepted.
  - g. Each filter shall be individually tested in the factory for leakage with a DOP aerosol and supplied to site in completely sealed protection containers.
  - h. Corrugated media separators shall be of aluminium or kraft paper.
  - i. Filter efficiency shall be not less than 99,9% when tested with 0,3 micrometre Dioctylphthalate smoke.
  - j. Dust holding capacity shall not be less than 2 000 g per square metre nominal face area.
  - k. Nominal filter face velocity shall not exceed 1,5m/s with initial clean filter resistance to be 250 Pa or less and final resistance not to exceed 500 Pa.
  - l. Pressure monitoring across the HEPA filters is required with warning light and/or alarm as specified.

### 3 FAN TECHNICAL RESTRAINTS

#### A. FUNCTIONAL PERFORMANCE

##### Operating Range

- The operation point is to be in the stable part of the curve.

##### Safety

- Fan motor is to be non-overloading at any operating point.
- Safety protection is to be provided for the motors as follows, unless otherwise specified:
  - Single phase motors - Thermal overload protection.
  - Three phase motors - Combined thermal overload and phase failure protection.

#### B. RELIABILITY AND AVAILABILITY

##### Down Time

- Fans are to be so installed that replacement is not to take longer than 2 hours when executed by qualified building maintenance staff.

##### Documentation

- The Contractor is to submit service, maintenance, trouble shooting, testing, installation and start-up instructions in order to obtain acceptance approval.

#### C. TECHNICAL RESTRAINTS

- Fan is to be complete with standard flanges on both sides for rectangular type duct fans, and to be suitable for standard size flexibles for round type duct fans.
- Bearings are to be of the permanently lubricated type.
- Air flow arrow to be installed.
- Fan to be direct driven, suitable for mounting at any angle and mounted on vibration isolation mountings.
- Motor rating is not to be less than the maximum power required by the fan at any operating point between zero and break-off capacity.
- Fan casing is to be insulated with high density acoustic insulation to limit break out noise to the occupied space.
- The fan motor is to be provided with manually adjustable speed controller to deliver the specified air quantity.

#### D. INSTALLATION RESTRAINTS

- Install fan assembly in accordance with manufacturer's recommendations.

#### E. MEASUREMENT TO CONFIRM EQUIPMENT COMPLIANCE WITH SPECIFICATION

- Contractor is to supply the necessary field testing instruments and detailed description of field testing arrangement to prove a capacity/performance measurement accuracy of  $\pm 5\%$  for the Fan Acceptance Testing.

- Certified test results are to be plotted on the official published and certified equipment performance graph/table to confirm that claimed performance is achieved.
- The various tests as required by the Quality Management System shall be demonstrated and accessible to the Engineer at all times for monitoring.

#### F. SCHEDULE

- All figures given are for an altitude of 8 m above sea level.

### 4 CONDITIONS OF CONTRACT

#### 4.1 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.

#### 4.2 EXECUTION PERIOD

Two (2) weeks is the specified completion period for the construction stage from the date of award.

### 5 PARTICULAR SPECIFICATION

#### 5.1 TECHNICAL SPECIFICATION

This Technical Specification shall be read in conjunction with all other sections of the Specification and cognisance shall be taken of the clauses relevant to this particular installation, whether any specific clauses are referred to or not.

##### 5.1.1 GENERAL REQUIREMENTS



Tenderers are to make special note of the following:

This particular specification must be read with, and shall form part of, section 3 of this document (Technical Specification). In so far as the conditions contained herein are at variance with any obtained in the Technical Specifications, the contract shall be interpreted in terms of this section 5 (Particular 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.

## 5.2 SCOPE OF CONTRACT

The specification calls for the installation of door grilles, extraction fan and ducting at King Edward Hospital Isolation Ward. The on/off switch and speed controller are to be installed at 1200 AFFL.

### 5.3 THE SITE

The site is at the King Edward Hospital Isolation Room. 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:

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

### 5.4 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.

### 5.5 DOCUMENT RECEIVED (YES/NO)

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

### 5.6 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.

PROVINCE OF KWAZULU-NATAL - DEPARTMENT OF HEALTH	
<b>ESTIMATE FORM FOR: Installation of Extractor Fans and Louvres at King Edward Hospital Isolation Room</b>	
SUBMIT TO: <u>Department of Health</u>	FOR ATTENTION: <u>Khulani Mthombu</u>
INSTITUTION: <u>King Edward III hospital</u>	REF NO.: <u>KM 59/20</u>
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	Grilles, complete with OBDs		450 x 350	2				
2	Stainless Steel Ducting		500 x 150	MOS				
3	90° Bend		500 x 150	3				
4	Transformation Piece (refer to sketch)		MOS	2				
5	HEPA Filters and Filter box		610x610x292	2				
6	Extractor Fan		0.25 m <sup>3</sup> /s @ 326 Pa	2				
7	Stainless steel or hot deep galvanised unistrut duct and fan supports		MOS	MOS				
8	Fan discharge cowl		MOS	1				
9	Weather Louvre		600 x 600	1				
10	Primary Filter		600 x 600	2				
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					
1 <sup>st</sup> Year	.....	.....	R 118.00	R.....	
2 <sup>nd</sup> Year	.....	.....	R 150.00	R.....	
3 <sup>rd</sup> Year	.....	.....	R 180.00	R.....	
4 <sup>th</sup> Year	.....	.....	R 265.00	R.....	
c) Semi-skilled	.....	.....	R 142.00	R.....	
d) Unskilled	.....	.....	R 75.00	R.....	
6.2. SUBSISTENCE	No. of	TOTAL DAYS	RATE/24HR DAY		
2					
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. HOTEL/ACCOMMODATION	No. of	No. of Nights	Cost per Night as per Suppliers Invoice		
3	Persons				
.....	.....	.....	R.....		
NOTE: When applicable you may only claim for Accommodation <b>OR</b> Subsistence <b>NOT</b> both					
6.2. TRAVEL		TOTAL Km	RATE/Km		
5					
6.2. From service provider's premises to site			Petrol	Diesel	
5.1			Delete as applicable		
a) trips (skilled)	.....	.....	R 7.78	R 7.58	R.....
@ ..... km per trip					
b) .....trips (Semi-skilled)	.....	.....	R 5.80	R 5.60	R.....
@ ..... km per trip					
6.2. From accommodation to site					
5.2					
a) ..... trips (skilled)	.....	.....	R 7.78	R 7.58	R.....
@ ..... km per trip					
b) .....trips (semi-skilled)	.....	.....	R 5.80	R 5.60	R.....
@ ..... km per trip					
6.2. ADDITIONAL LABOUR TRAVELLING WITH DRIVER		TOTAL HOURS	RATE/HR	AMOUNT	
6					
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.....	