




Opening Date: 2020-05-29 
Closing Date: 2020-06-15 
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 SOT
Date Submitted: 2020-05-28 

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ:
KM 74 \ 20
Item Category: Services 
Item Description: SERVICE SOT THEATRE AS PER SPECIFICATION *Air-conditioning*
*** QUOTATION IS ATTACHED TO THE ADVERT PLEASE PRINT IT AND BRING IT WITH YOU FOR BRIEFING SESSION, PLEASE WEAR YOUR PPE GEAR INCLUDING, SAFETY BOOTS AND MASK.**

Quantity (if supplies)

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Compulsory Briefing Session 
Date : 2020-06-04 
Time: 11H00
Venue: OUTSIDE MAINTENANCE DEPT

QUOTES CAN BE COLLECTED FROM: ATTACHED TO ADVERTS

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

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: KHULANI MTHEMBU
Email: MTHEMBU.KHULANI@KZNHEALTH.GOV.ZA
Contact Number: 031 360 3446
Finance Manager Name: MISS NOMONDE NCOMI

Finance Manager Signature: _____


No late quotes will be considered

SPECIAL CONTRACT CONDITIONS OF QUOTATIONS

1. AMENDMENT OF CONTRACT

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

2. CHANGE OF ADDRESS

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

3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION

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

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

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

5. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS

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

13. PENALTIES

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

14. TERMINATION FOR DEFAULT

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

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

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

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all quotes:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.2 The value of this quote is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.
- 1.3 Points for this quote shall be awarded for:
- (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this quote is allocated as follows:

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

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

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

- 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	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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"/>
-----	--------------------------	----	--------------------------

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.....

PROVINCE OF KWAZULU-NATAL -

ESTIMATE FORM FOR: THE SERVICING, REPAIR AND MAINTENANCE OF FIXED MECHANICAL PLANT, EQUIPMENT AND INSTALLATIONS INSTALLED IN KWAZULU-NATAL PROVINCIAL ADMINISTRATION BUILDINGS AND INSTITUTIONS FOR THE DEPARTMENT OF HEALTH

SUBMIT TO:DEPARTMENT OF HEALTH

FOR ATTENTION:KHULANI MTHEMBU

INSTITUTION:KING EDWARD VIII HOSPITAL

REF NO.:KM 74 \ 20 KZN

CONTACT DATAILS:031 360 3446

CLOSING DATE :2020\06\15

CONTACT PERSON:KHULANI MTHEMBU

TIME: 11H00

SCOPE OF WORK: SERVICE TO SOT THEATRE AIR-CONDITIONING

SITE MEETING: 2020\06\04

I/We hereby quote for the above service in accordance with the conditions/specification as specified in specification

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
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) (Carried forward)	R
E.	Less credit for redundant materials, parts and equipment if applicable		R ()
		SUBTOTAL	R
		VAT @ %	R
F.	This Price in SA Currency firm for 90 days from date of the estimate quotation and shall not be exceeded.		R

Time required for completion weeks from receipt of official order.

NAME OF CONTRACTOR:

CIDB REGISTRATION NUMBER

CIDB CATEGORY:

PROVINCIAL SUPPLIERS DATABASE REGISTRATION NUMBER:

CONTRACTOR'S AUTHORISED SIGNATURE: QUOTE REF:
No.....

NAME IN BLOCK LETTERS:

COMPANY STAMP:

DATE:

6.3 **SCHEDULE OF PRICES LABOUR, SUBSISTENCE, TRAVEL AND TRANSPORT REPLACEMENT AND ADDITIONAL EQUIPMENT**

6.3.1	LABOUR	TOTAL HOURS	RATE/HR		AMOUNT
a)	Artisans (normal time) Artisans (normal time x1.5) Artisans (normal time x 2)	R..... R..... R.....	
b)	Apprentice 1 st Year 2 nd Year 3 rd Year 4 th Year	R..... R..... R..... R.....	
c)	Semi-skilled	R.....	
d)	Unskilled	R.....	
6.3.3	TRAVEL	TOTAL Km	RATE/Km		
6.3.3.1	From contractor's premises to site		Petrol	Diesel	
			Delete as applicable		
a) trips (skilled)(normal) @ km per trip trips (skilled)(normal x1.5) @ km per trip trips (skilled)(normal x2) @ km per trip	R..... R..... R.....	R..... R..... R.....
b)trips (Semi-skilled) @.....km per trip	R.....	R.....

-TOTAL AMOUNT CARRIED FORWARD TO PAGE 1 ITEM (D) R =====

	(Only with prior arrangement with Dr Cronle.)																		
6.	Check and note Indoor dry bulb and wet bulb temperatures and note humidity percentages on site.																		

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)					OTHER REPAIRS REQUIRED SUBMIT QUOTATION				
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
7.	Check for correct operation of all control valves, dampers, over their full range										
8.	Lubricate valve/spindles as required										
9.	Check condition of pneumatic tubing where applicable and correct any leaks										

I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT

OFFICIAL STAMP:

NAME OF SERVICEMAN (BLOCK LETTERS):

SIGNATURE:

NAME/S OF ASSISTANT/S: SEMI SKILLED:

NAME/S OF ASSISTANT/S: UNSKILLED:

COMPANY NAME (BLOCK LETTERS):

TIME IN:		TIME OUT:		TIME ON SITE:		DATE:		NAME OF RESPONSIBLE OFFICIAL ON SITE:
FROM:		TO:		KM:		TO:		SIGNATURE:
				KM:		TOTAL		
						KM:		

7.	Check secondary and hepa filters and note manometer readings. (Install manometers at filters were none is installed)				
8.	Check filter seal is sealing tight on filters (Replace all worn filter seals)				
9.	Service humidifiers to fully functional state and test and issue operation report. Check by touch that the motors are not overheating				

NOTE THE FOLLOWING:

- a) **Filter manometer readings as applicable**
- b) **Outdoor db/wb temperatures**
- c) **Indoor db./wb temperatures**
- d) **Thermostat settings**
- e) **Humidistat setting/s**
- f) **Heating coil amperages (if applicable)**
- g) **Fan motor amperage**

I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT										OFFICIAL STAMP:	
NAME OF SERVICEMAN (BLOCK LETTERS):										SIGNATURE:	
NAME/S OF ASSISTANT/S: SEMI SKILLED:											
NAME/S OF ASSISTANT/S: UNSKILLED:											
COMPANY NAME (BLOCK LETTERS):										NAME OF RESPONSIBLE OFFICIAL ON SITE:	
TIME IN:		TIME OUT:		TIME ON SITE:		DATE:					
FROM:		TO:		KM:	TO:	KM:	TOTAL	KM:			
										SIGNATURE:	

PROVINCE OF KWAZULU-NATAL
DEPARTMENT OF HEALTH
PREVENTIVE MAINTENANCE SCHEDULE

TYPE OF SERVICE : AIR CONDITIONING
 SCHEDULE FOR : THEATRE AIR HANDLING UNITS (DX COILS) - MINOR SERVICE
 SCHEDULE FREQUENCY :
 REF : ACA
 CODE : ACA9-002B

INSTALLATION NAME :
 SERVICE PROVIDER :
 ORDER No. :

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
1.	Check for undue noise or vibration										
2.	Check for loose components										
3.	Check for refrigerant and steam leaks and repair if not optimal										
4.	Check fan direction and note										
5.	Check fan guard										
6.	Check and wash clean primary filters										
7.	Check secondary and hepa filters										
8.	Check all filter seals										
9.	Check operation of humidifiers and reheaters										

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
10.	Check by touch that the motors are not overheating										
11.	Check and note humidity percentages of outdoor unit db/wb temperatures										
12.	Check and note humidity percentage of indoor db/wb temperatures										
13.	Check and note thermostat settings. Adjust if necessary										
14.	Check and note humidistat settings. Adjust if necessary										
15.	Confirm operation of sail/pressure switch/overheat stat										
16.	Clean plant and plant room area										
17.	Check fan bearings										
18.	Clean fan mountings and flexible connections										
19.	Clean condensate drain pan and drain pipes.										
20.	Check and observe control damper operation, where applicable										
21.	Third party specialist only) Carrel Check operation of all operating controls, valves etc.										
22.	Clean rust spots and touch up										

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX. SITE STOCK	QTY. EX. FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY. REQ.
23.	Clean out fan, coil compartments ; ducting, diffusers and all air grills related to system .										
24.	Check condition of insulation										

NOTE THE FOLLOWING:

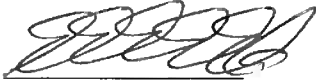
- a) Filter manometer readings as applicable
- b) Outdoor db/wb temperatures
- c) Indoor db/wb temperatures

- d) Thermostat settings
- e) Humidistat settings

I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT										OFFICIAL STAMP:			
NAME OF SERVICEMAN (BLOCK LETTERS):								SIGNATURE:					
NAME/S OF ASSISTANT/S: SEMI SKILLED:													
NAME/S OF ASSISTANT/S: UNSKILLED:													
COMPANY NAME (BLOCK LETTERS):													
TIME IN:		TIME OUT:		TIME ON SITE:		DATE:				NAME OF RESPONSIBLE OFFICIAL ON SITE:			
FROM:		TO:		KM:	TO:	KM:	TOTAL KM:						
										SIGNATURE:			

Requirement:

1. CIDB GRADE .
2. REGISTERED AIR-CON SPECIALIST TO SACC
3. COMPANY MUST HAVE MORE THAN 10 YEARS EXPERIENCE ON THEATRE AIR-CONDITIONING
4. PROVEN RECORD OF EXPERIENCE IN THEATRE A/C'S (REFERENCE LETTER FROM AN INSTITUTION OR INSTITUTIONS THAT YOU PROVIDED SERVICES PREVIOUSLY INCLUDING ORDER NUMBER OR NUMBERS)



Mr. E. Allerston
Mechanical Supervisor

Mr. S.V. Mbatha
Chief Artisan



Mr. G.S. Dladla
Engineering Service Manager



SPECIFICATION

TO

**SERVICING OF AIR-CON PLANTS: 1 MAJOR SERVICE & 3 MINOR SERVICES
 ON QUARTERLY FORM FOR 2020/2021/ PARTICLE COUNT TEST 6 MONTHLY**

Enquiries for technical related matters:

Mr. E. Allerston
 Tel. (031) 360 3463
 Fax. (031) 205 0207

1. WORK TO BE DONE: - Due July 2020

Service as per attached service schedule:

**SOT: Codes: Controls ACA 1002; AHU Major ACA 9-002A; AHU Minor ACA 9-002B;
 Filtration ACA16-001**

NB: Company Sticker clearly showing date of the next service (Minor) must be visible

	All materials used in this contract shall be that which is specified, or other approved.				
	Contractors are advised to visit site to acquaint themselves with the site and the layout of the institution as no claims on the grounds of ignorance of the locality/siting of the institution will be entertained later.				
	Contractors are informed that living on the institution premises during the contract is not allowed and arrangements for accommodation will have to be allowed for:				
NB	A detailed work-plan including a safety plan must be submitted before starting a project. Plan to be reviewed on weekly basis by the Foreman, Artisan Superintendent, Engineering Service Manager & the Responsible Contractor.				
Item	Description	Unit	Quantity	Rate	Total
1	SOT		1		
NB	ALL PRIMARY, SECONDARY & MEGA HEPA FILTERS MUST BE REPLACED ON MAJOR SERVICE: ENSURE MAKING PROVISSION FOR PARTICLE COUNT TEST (6 MONTHLY) BEFORE CHANGING OF HEPA FILTERS AND AFTER CONDUCT OIL ANALYSIS & GIVE REPORT				