

Quotation Advert

Opening Date: 2020 / 10 / 30

Closing Date: 2020 / 11 / 17

Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: RK Khan Hospital

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or Section: Supply Chain Management

Place where goods / Services is required R.K KHAN HOSPITAL

Date Submitted 2020 / 10 / 27

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: 181 / 20-21

Item Category: Services

Item Description: RENOVATIONS TO
DOCTOR'S QUARTERS &
PATIENT TRANSPORT
AREA
RE-ADVERTISED
**Suppliers to come with
their own Mask & Hand
Sanitiser.**

Quantity (if supplies) AS PER SPEC.

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Briefing Session

Date : 2020 / 11 / 04

Time: 11:00

Venue: R.K Khan Hospital – MAINTENANCE DEPT.

QUOTES CAN BE COLLECTED FROM:

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

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

QUOTES SHOULD BE DELIVERED TO:

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

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name:

Mrs M Khumalo

Email:

maud.khumalo@kznhealth.gov.za

Contact Number:

031 459 6300

Finance Manager Name:

MRIDMYEZA

Finance Manager Signature:



No late quotes will be considered

STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT OVER R30 000.00

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: **R.K KHAN HOSPITAL**
 DATE ADVERTISED: **30 OCTOBER 2020** CLOSING DATE: **17 NOVEMBER 2020** CLOSING TIME: 11:00
 FACSIMILE NUMBER: **031 403 7333** E-MAIL ADDRESS: **maud.khumalo@kznhealth.gov.za**
 PHYSICAL ADDRESS: **336 R.K KHAN CIRCLE, WESTCLIFF, CHATSWORTH - 4092**

ZNQ NUMBER: 181 / 20-21

DESCRIPTION: RENOVATIONS TO DOCTOR'S QUATERS & PATIENT TRANSPORT AREA

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

CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO.

UNIQUE REGISTRATION REFERENCE

[illegible]

DEPOSITED IN THE QUOTE BOX SITUATED AT (STREET ADDRESS)

336 R.K KHAN CIRCLE,WESTCLIFF,CHATSWORTH - 4092

Bidders should ensure that quotes are delivered timeously to the correct address. If the quote is late, it will not be accepted for consideration.

The quote box is open from 08:00 to 15:30.

ALL QUOTES MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS QUOTE IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO WILL RESULT IN YOUR QUOTE BEING DISQUALIFIED)

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER CODE.....NUMBER..... FACSIMILE NUMBER CODE.....NUMBER.....

CELLPHONE NUMBER

E-MAIL ADDRESS _____

VAT REGISTRATION NUMBER (If VAT vendor)

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1)

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

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ZNQ NUMBER:

DESCRIPTION:

SIGNATURE OF BIDDER

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

CAPACITY UNDER WHICH THIS QUOTE IS SIGNED

VALUE ADDED TAX @ 15% (Only if VAT Vendor)

TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)

Does This Offer Comply With The Specification?

Is The Price Firm?

Does The Article Conform To The S.A.N.S. / S.A.B.S. Specification?

State Delivery Period E.G. E.G. 1day, 1week

Enquiries regarding the quote may be directed to:

Contact Person: **MNP MTHETHWA** Tel: 0314596391

E-Mail Address: mngobi.mthethwa@kznhealth.gov.za

Enquiries regarding technical information may be directed to:

Contact Person: **K. PILLAY** Tel: **0314596145**



health

Department:
Health

PROVINCE OF KWAZULU-NATAL

PROJECT: RENOVATIONS TO DOCTORS' QUARTERS AND TRANSPORT

LOCATION: R.K. KHAN HOSPITAL

1. SCOPE OF CONTRACT

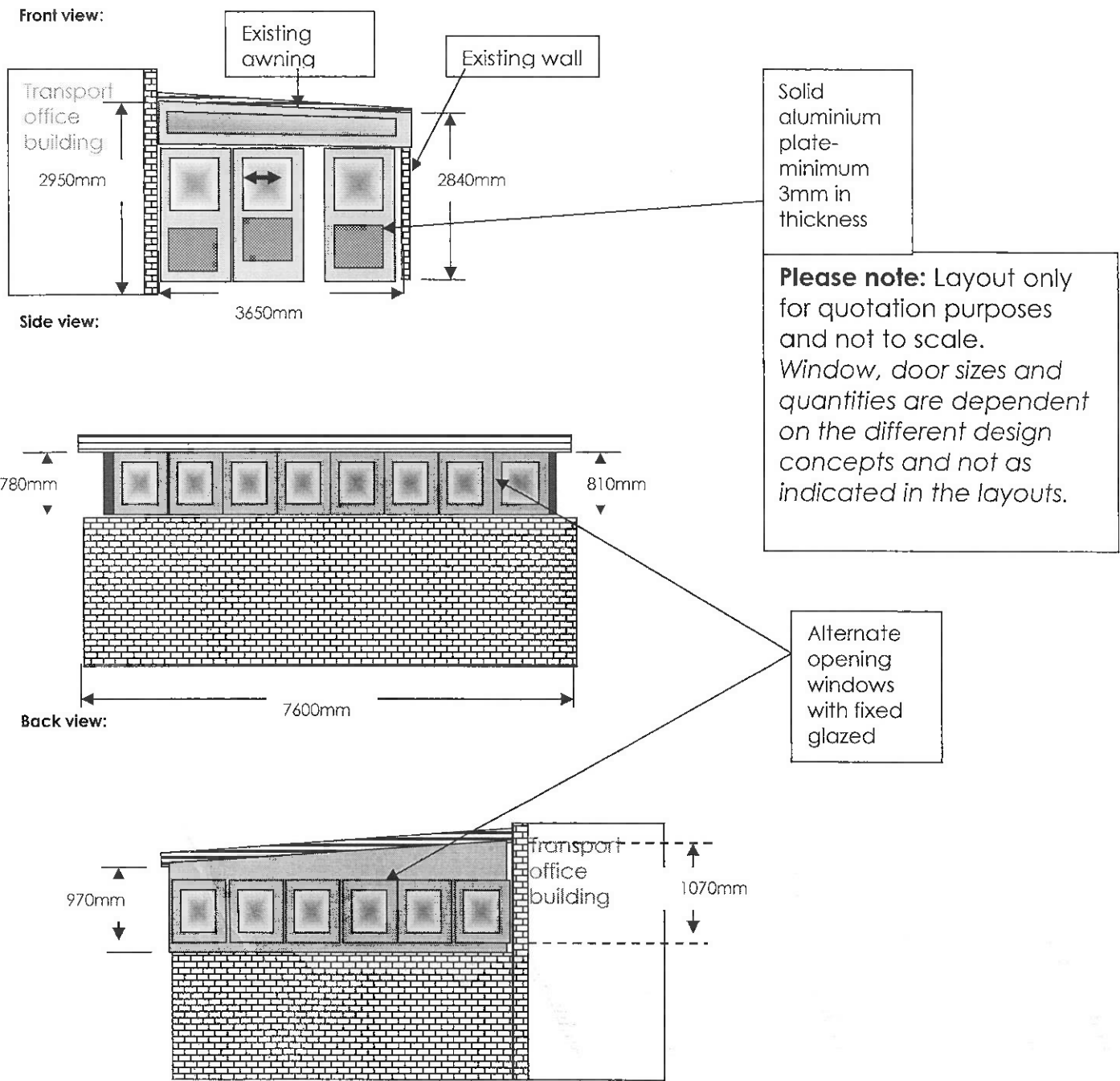
This specification is for the renovation of Doctors' Quarters and patient transport area.

2. DETAILED SPECIFICATION AND SCOPE OF WORKS.

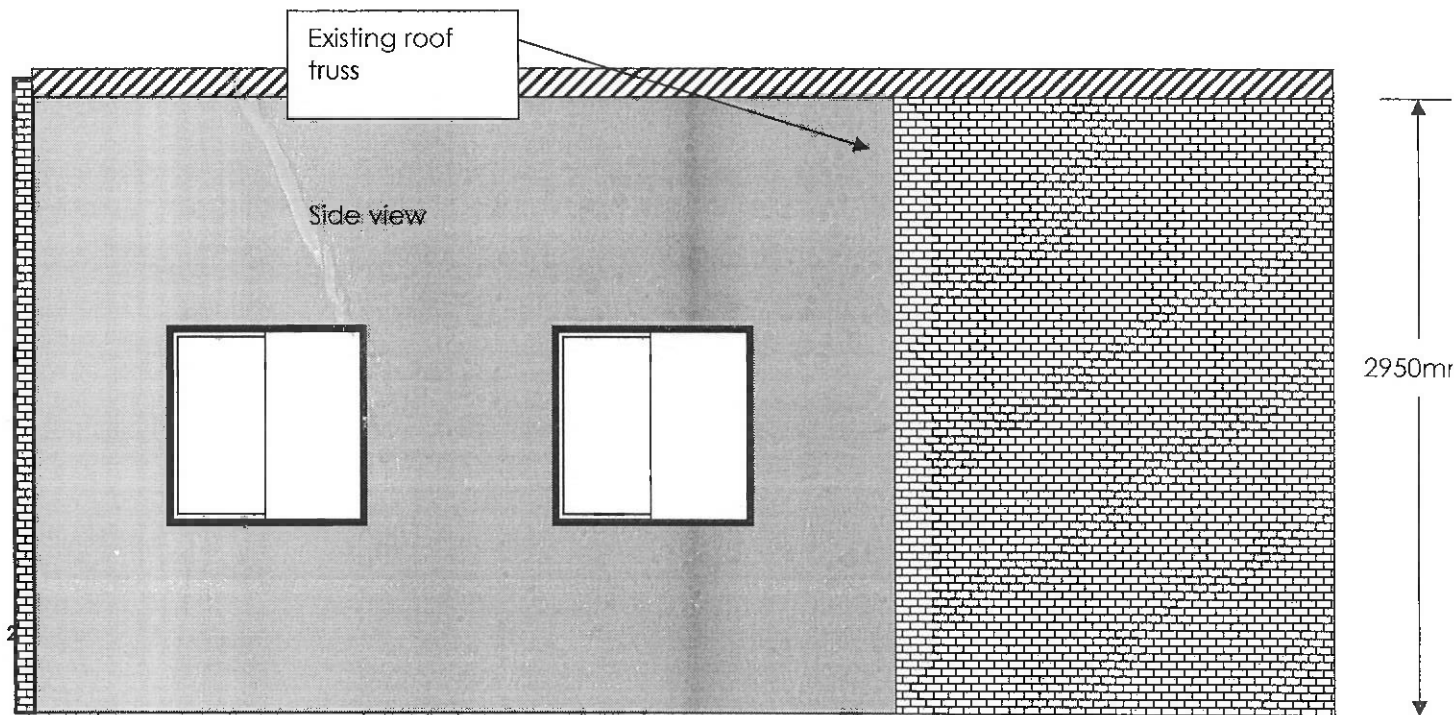
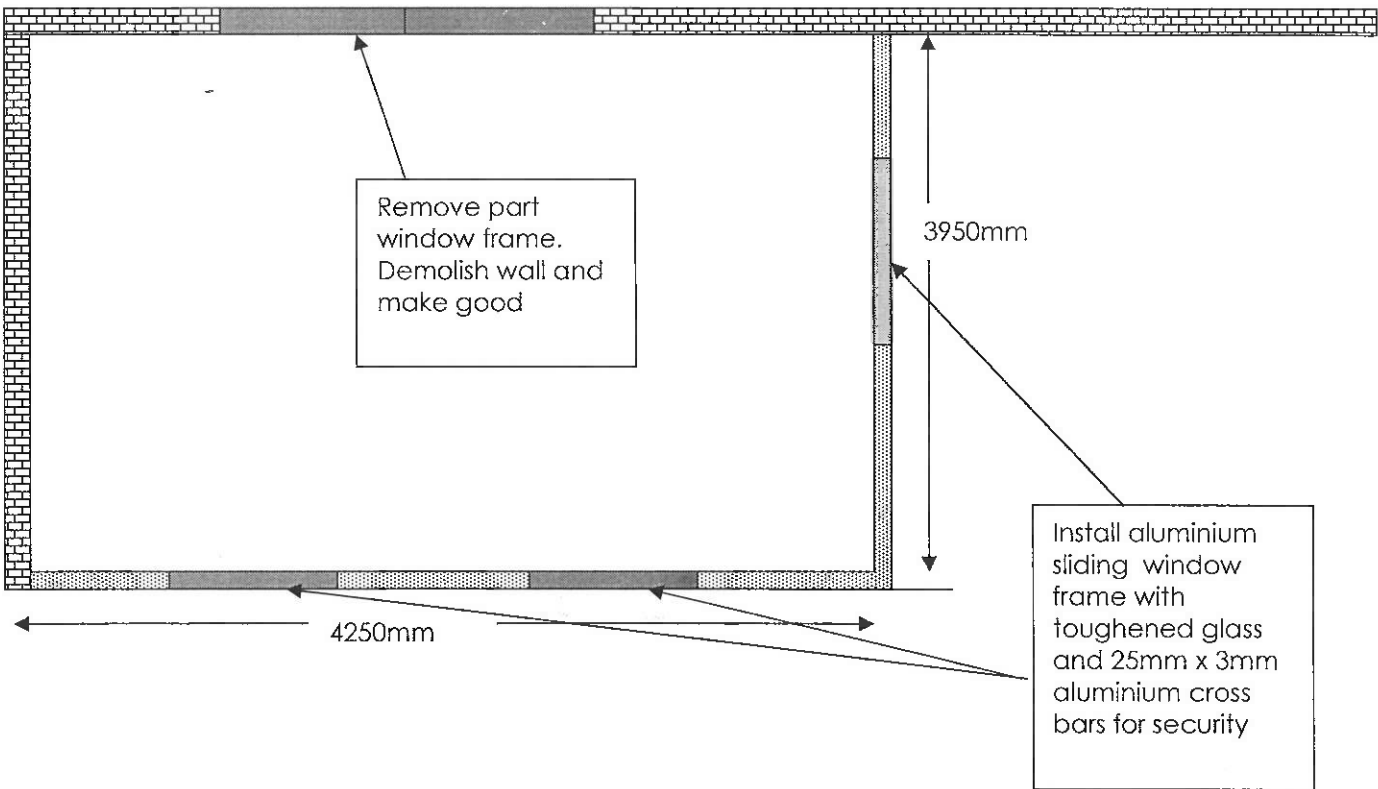
2.1. Patient transport area

- 2.1.1.** To design, manufacture and install aluminium framed doors and window frames to enclose the waiting area as per dimensions and supplied.
- 2.1.2.** All glass shall be double-glazed toughened or "shatterprufe" and shall bare markings indicating such.
- 2.1.3.** All window hinges shall be type 304 stainless steel and window handles shall be die-cast aluminium.
- 2.1.4.** Any supplier / manufacturer / subcontractor shall be registered with AAAMSA (Association of Architectural Aluminium Manufacturers of South Africa).
- 2.1.5.** Repair floor screed with a polysulphide sealing compound to smooth out all cracks and inconsistencies.
- 2.1.6.** Paint waiting area floor with a non-slip self-levelling epoxy "Flowcrete Deckshield ID" or similar approved minimum 2mm in thickness.
- 2.1.7.** Supply and install awning sheeting to provide shelter over the entrance to the waiting area.

2.1.8. Patient transport layout



Transport Office Partition cubicle:



2.1.9.1. To paint the interior inclusive doors and window frames of the transport offices as per the Schedule of rates.

2.1.9.1.1. Doors and window frames shall be primed and painted with SANS approved primers and enamel paints.

2.1.9.1.2. Walls and ceilings shall be painted with a SANS approved durable PVA paint.

2.1.9.2. To remove existing toilet systems and sinks, supply and install new:

2.1.9.2.1. All wash hand basins shall be wall mounted type 600mm in width Vaal Concorde or approved equivalent.

2.1.9.2.2. All tap fixtures shall be single operated star pattern pillar-type single units

2.1.9.2.3. All toilets shall be fitted with W/C suite as "Vaal Aquasave" - or other approved.

2.1.9.2.4. All waste outlets shall be Cobra 340 chrome plated bottle trap or approved equivalent.

2.1.9.2.5. Flush Valves shall be "Flushmaster Junior" or approved equivalent.

2.1.9.2.6. To supply and install wash hand basin complete with single elbow action tap for triage area.

2.1.9.3. To tile floors and walls as per department of health tile specifications:

2.1.9.3.1. Floor Tiles to be used shall be 300 x 300x 8,3 -8,5 full bodied Porcelain Tiles in compliance with UPEC specifications with joints varying from 3mm -5mm (Colour to be uniform light colour Salt and Pepper range) similar to that manufactured by Johnson.

2.1.9.3.2. Wall tiles shall be 200 x 200 white gloss finish first grade with joints varying from 3mm – Johnson or equivalent.

2.1.9.3.3. All wall tile mortar shall consist of part bonding liquid as prescribed by manufacturer.

2.1.9.3.4. All floor tile mortar shall consist of part key cote liquid as prescribed by manufacture.

2.1.9.4. Supply and install cubicle partition as per layout and dimensions. 12mm Moisture resistant Plaster Board tapered edge dry wall partitioning is to be used, the base is to be sealed with sound insulation under the floor track for infection control with cavity batt insulation. All butt joints on plaster board to be covered with 50mm fibre tape and made good with quick dry skimming compound ready for painting.

2.1.9.5. Finish to be painted with a good quality acrylic paint. Recommend a fine stipple coat to avoid seeing skimming of junctions.

2.1.9.6. Insulation in cavities to conform to Class 1 fire index with a minimum of 50mm thick.

2.1.9.7. Studding and tracks for partitioning to be galvanized steel and wall thickness to be 76mm finished product. All 90 degree open corners to be finished with 90 degree galvanized.

2.1.9.8. Aluminium skirting shall be fixed at the base of the partition cubicle, minimum 75mm in height both inside and outside. The skirting shall be fixed with a contact adhesive directly to the unpainted gypsum surface and additionally be riveted to the supporting frame.

2.1.9.9. The cubicle shall be fitted with 3 aluminium sliding type lockable windows with minimum opening sizes of 750mm x 750mm. All windows shall be 6mm toughened or armour-plated glass.

2.1.9.10. The cubicle floor area shall be tiled to match office area.

2.1.10. Security Office.

2.1.10.1. Supply and install partition wall with sliding door and mechanism.

- 2.1.10.1.1.** 12mm Plaster Board tapered edge dry wall partitioning is to be used, the base is to be sealed with sound insulation under the floor track for infection control with cavity batt insulation. All butt joints on plaster board to be covered with 50mm fibre tape and made good with quick dry skimming compound ready for painting.
- 2.1.10.1.2.** Finish to be painted with a good quality acrylic paint. Recommend a fine stipple coat to avoid seeing skimming of junctions.
- 2.1.10.1.3.** Insulation in cavities to conform to Class 1 fire index with a minimum of 50mm thick.
- 2.1.10.1.4.** Studding and tracks for partitioning to be galvanized steel and wall thickness to be 76mm finished product. All 90 degree open corners to be finished with 90 degree galvanized or aluminium angle profiles.
- 2.1.10.1.5.** Aluminium skirting shall be fixed at the base of the partition cubicle, minimum 75mm in height both inside and outside. The skirting shall be fixed with a contact adhesive directly to the unpainted gypsum surface and additionally be riveted to the supporting frame.
- 2.1.10.1.6.** The cubicle partition walls shall be fixed and boarded up to the existing ceiling level.

2.1.10.2. Prepare and Paint existing walls and ceilings.

2.1.10.3. Remove existing glass and install 22mm ply-board panels, primer and paint.

2.1.10.4. Supply and install Burglar guard as per schedule of rates.

- 2.1.10.4.1.** Burglar guards shall be hot-dipped galvanized steel (**no welding is permitted on site**). Burglar guards and gates shall be fabricated with the lattice type pattern or similar approved design. Anodised or epoxy powder coating conforming to Class 2, 25 year guarantee, 60-80 µm dry-film thickness and SANS 1796 certified applicator. Sample design to be provided. The burglar guards shall be manufactured with the use of minimum **10mm** round or square solid steel bars with a minimum spacing of **100mm** between bars. The burglar guards shall be manufactured and installed in a manner which allows for ease of access for cleaning and opening. The burglar guards shall be **fixed on a minimum of 6 points** with "snap-off" styled tamper-proof bolts, minimum size of **10mm**.

2.1.10.5. Air conditioning and lighting installation as per schedule

- 2.1.10.5.1.** Replace and relocate light fittings.
- 2.1.10.5.2.** Supply and install split type air conditioning with power supply, 12000 BTU. All equipment offered must be of a make and type freely available in South Africa for which local agents carry adequate stocks of spares. All equipment such as fans, compressors, etc, shall be operated well within the manufacturer's ratings. Equipment offered for use beyond these limits will not be considered.
- 2.1.10.5.3.** To repair and paint asbestos roofing, supply and replace gutters and downpipes
- 2.1.10.5.4.** Asbestos roof to be pressure cleaned and painted with a SABS approved roof sealant and paint.
- 2.1.10.5.5.** Gutters to be extruded aluminium with aluminium downpipes.

2.1.11. Doctors' Quarters:

- 2.1.12.** To tile floors as per the bill of quantities and technical specifications.
- 2.1.13.** To paint walls and window frames as per the bill of quantities and technical specifications.
- 2.1.14.** To paint exterior screen wall air bricks with exterior weather resistant paint roof paint.
- 2.1.15.** To supply and install 2 x 250 litre pressurized geysers as per specifications:
 - 2.1.15.1.** The 250 litre geyser must be SANS 151 400kPa approved. The inner cylinder is manufactured from 1.6mm steel and thermos-fused porcelain enamelled for cylinder. The geyser must consist of a polyurethane insulation between the inner cylinder and the outer galvanised casement

3. Schedule of Rates

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		TOTAL	
				R	c	R	c
	<p><u>NOTE:</u></p> <p>All rates for items contained in this Schedule of Prices must be computed excluding the applicable Sales Tax.</p> <p>The Administration reserves the right to Negotiate prices in the Bill of Quantities.</p>						
	<p><u>INSTITUTION:</u></p> <p>SERVICE: RENOVATIONS TO DOCTORS' QUARTERS AND TRANSPORT</p> <p>All rates quoted shall be inclusive of transport, labour and profit.</p> <p>The Tenderer is advised that the buildings are Occupied.</p>						
	<p><u>PROPRIETARY ARTICLES:</u></p> <p>All equipment and material used in this contract shall be that which is specified or other approved.</p>						

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		TOTAL	
				R	c	R	c
	<u>Doctors' Quarters</u>						
a)	Tiling of floors as per specifications	M ²	720				
b)	Painting of walls as per specifications	M ²	700				
c)	Painting of Ceilings	M ²	900				
d)	Painting of Windows and Door frames	M ²	30				
e)	Painting of doors and cupboards	M ²	225				
f)	Paint screen wall	M ²	40				
g)	To supply and install SABS approved 250 litre geysers complete with electrical connection	Item	2				
Carried To Collection Summary		PS 1		R			

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		TOTAL	
				R	c	R	c
	Patient Transport area						
a)	Design, manufacture and install aluminium framed partition with sliding door. Dimension 2950mm x 3650mm, sliding door 1200mm (width) x 2000mm (height)	Item	1				
b)	Install side window frame structure with alternate open sash windows Height approx. 780mm to 810mm x 7600mm (width)	item	1				
c)	Install back window frame structure with alternate open sash windows Height approx. 970mm to 1070mm x 3700mm (width)	item	1				
d)	To epoxy coat floors with a self-levelling epoxy. Epoxy flooring to be "Flowcrete Deckshield ID" or equal approved	M ²	30				
Carried To Collection Summary		PS 2		R			

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		TOTAL	
				R	c	R	c
	Transport offices						
a)	Tiling of floors as per technical specifications	M ²	50				
b)	Tiling of ablution walls	M ²	20				
c)	Tiling above sink areas	M ²	10				
d)	Supply and install 1200mm x 535mm single bowl sink with outlet and single pillar star tap	item	1 ea				
e)	Replace existing toilet systems with new closed coupled units	Item	2				
f)	Supply and install cupboard sink unit 1200mm (w) x 900mm (h) with 2 doors and single shelf	Item	1				
g)	Painting of office walls	M ²	60				
h)	Painting of ceilings	M ²	45				
i)	To supply and install wash hand basin complete with single elbow action tap for triage area.	item	1				
Carried To Collection Summary		PS 3		R			

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		TOTAL	
				R	c	R	c
	Transport office partition						
a)	Supply and install partition cubicle 3950mm(w) x 4250mm (L) x 3500mm (H)	M ²	30				
b)	Supply and install aluminium sliding type lockable windows with minimum opening sizes of 750mm x 750mm with 6mm toughened or armour-plated glass and 25mm aluminium burglar bars	item	3				
c)	Supply and install flush plaster ceiling board with 38mm x 38mm batons and paint	M ²	17				
d)	Paint cubicle with 1 coat undercoat and 2 coats final coat	M ²	50				
e)	Tile floors with 300 x 300x 8,3 -8,5 full bodied Porcelain Tiles	M ²	17				
f)	Supply and install light fittings 4 foot double LED fittings with diffuser	Item	2				
Carried To Collection Summary		PS 4		R			

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		TOTAL	
				R	c	R	c
	Security office renovations						
a)	Supply and install partition wall Dimensions: 4000mm (w) x 3315mm (h)	M ²	14				
b)	Supply and install aluminium frame for sliding type lockable door with mechanism to partition. Door width = 1000mm	item	1				
c)	Supply and install burglar bars 1280mm (h) x 1410mm(w)	Item	1				
d)	Paint partition wall and cubicle and offices	M ²	80				
e)	Remove tender box and reinstall, create pigeon hole and use existing fittings.	item	1				
f)	Supply and install light fittings 4 foot double LED fittings with diffuser	Item	2				
g)	Supply and install 12000 BTU split type air conditioner	Item	1				
h)	Repairs to asbestos roofs with sika flex membrane	M ²	10				
i)	Prepare and Paint asbestos roof to security, transport and entrance	M ²	200				
j)	Supply and install aluminium extruded gutters with aluminium brackets at 1 metre intervals	M	150				
k)	Supply and install aluminium downpipes x 3 metre lengths	Item	30				
Carried To Collection Summary		PS5		R			

INSTITUTION: R K KHAN HOSPITAL

PROJECT: RENOVATIONS TO DOCTORS' QUARTERS AND TRANSPORT

NOTE:

THIS COLLECTION SUMMARY MUST BE COMPLETED IN FULL BY THE CONTRACTOR
AND RETURNED TOGETHER WITH THE TENDER FORM.

Collection SummaryPS 1	R		
Collection SummaryPS 2	R		
Collection SummaryPS 3	R		
Collection SummaryPS 4	R		
Collection SummaryPS 5	R		
Safety file	R		
Subtotal	R		
ADD Provision for Value Added Tax Allow 15%			
<u>TOTAL: CARRIED TO TENDER FORM</u>	R		

4. CONDITIONS OF CONTRACT

- 4.1. Contractors are advised to visit the site and take specific measurements to confirm specifications prior submitting quotes.
- 4.2. Storage of all materials will be at contractors' risk.
- 4.3. Contractors must comply with the Occupational Health and Safety Act. **The cost of a safety file must be included in the quotation and must be produced by the successful tenderer before commencement.**
- 4.4. The commencement of the works is to be 2 weeks from the date of the official order and completion within 4 weeks.
- 4.5. All works is to be guaranteed for 12 months from date of completion.
- 4.6. All materials is to be S.A.B.S. approved.
- 4.7. All works carried out is to be to the entire satisfaction of the CEO or his appointed representative.
- 4.8. Contractors are advised that the buildings are occupied.
- 4.9. Contractors are advised to provide professional tradesmen.
- 4.10. All redundant material are to be removed from the site as it accumulates.
- 4.11. Contractors are advised to be registered with the C.I.D.B.
- 4.12. Quotations are to be deposited at the Hospital Main Entrance, Security.
- 4.13. The closing date shall be _____ 11:00.
- 4.14. A compulsory site meeting will be held on _____ at 10:30.
- 4.15. Tender document will be handed out during the site meeting.

Technical queries- K.S.Pillay on (031) 4596145

Name : _____

Company: _____

Signature: _____

COMPANY STAMP

COMPULSORY: This schedule of rates collection summary must be completed in full by the contractor and returned together with the tender form.

Failure to comply with the above will result in disqualification.

Please keep copies of all documents for reference.

DECLARATION OF INTEREST

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

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

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

- 2.8. Are you or any person connected with the bidder presently employed by the state?

YES	NO
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- 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
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- 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
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- 2.12.1. If so, furnish particulars:

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

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

4 DECLARATION

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

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

.....
Name of bidder	Signature	Position	Date

¹"State" means –

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

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

SPECIAL CONTRACT CONDITIONS OF QUOTATIONS

1. AMENDMENT OF CONTRACT

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

2. CHANGE OF ADDRESS

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

3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION

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

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

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

5. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS

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

13. PENALTIES

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

14. TERMINATION FOR DEFAULT

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

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

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

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

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

1. GENERAL CONDITIONS

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

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

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

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

P_s = Points scored for price of bid under consideration
 P_t = Price of bid under consideration
 P_{\min} = Price of lowest acceptable bid

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

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

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

5. BID DECLARATION

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

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

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

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

7. SUB-CONTRACTING

(Tick applicable box)

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

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

- 7.1.1 If yes, indicate:

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

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

(Tick applicable box)

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

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

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

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

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

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

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

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

9.6 COMPANY CLASSIFICATION [TICK APPLICABLE BOX]

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

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

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

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

WITNESSES

1.

2.

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

DATE:

ADDRESS:.....
.....
.....