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HEALTH
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health
Department:
Health
PROVINCE OF KWAZULU-NATAL

Quotation Advert

Opening Date: 2020-11-23

Closing Date: 2020-12-07

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 MAINTENANCE

Date Submitted: 2020-11-17

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ:
KEH 639 \ 20

Item Category: Services

Item Description: DIESEL FUEL REMEDIATION AND TANK CLEANING

* QUOTATION IS ATTACHED TO ADVERT PLEASE PRINT IT AND BRING IT WITH YOU FOR SITE INSPECTION SO IT CAN BE STAMPED AND SIGNED FAILING TO DO SO WILL RESULT IN DISQUALIFICATION. ALL QUOTES SHOULD BE HAND DELIVERED AND DROPPED OFF AT THE TENDOR BOX IN A SEALED ENVELOPE, NO EMAILS WILL BE ALLOWED. PLEASE WEAR YOUR PPE GEAR. BRING YOUR OWN PEN

Quantity (if supplies) 09

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Compulsory Briefing Session

Date : 2020-12-01

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 TENDOR BOX

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: KHULANI MTHEMBU

Email:

Contact Number: 031 360 3446

Finance Manager Name: MRS N. MAPHUMULO

Finance Manager Signature:



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

DIRECTORATE:

Physical Address: 191 Peter Kerchhoff Street Pietermaritzburg 3201
Postal Address: Private Bag X 9051
Tel: 033 341 7042 Fax: 033 345 4370 Email: vaughn.stevens@kznhealth.gov.za
www.kznhealth.gov.za

Infrastructure Development
Maintenance and Engineering

Reference: 4/6/3/1
Enquiries: Mr. V. Stevens
Telephone: 033 341 7042

To:
All District Managers
All Hospital CEO's
All CHC Managers
All Institutional Heads

Circular No. G103/2016

RE: INSTITUTIONAL EMERGENCY POWER GENERATION – REVISED SPECIFICATION FOR THE REMEDIAL ACTION FOR DIESEL FUEL AND DIESEL FUEL TANKS.

In order to minimise the occurrence of emergency power generators failing to operate due to contaminated diesel fuel during times of Eskom / Municipal power failures / outages the affected institutions shall on an ANNUAL basis introduce a regime of fuel tank cleaning and in situ diesel fuel reconditioning using the revised specification when calling for Bids.

It has come to the attention of this office that institutions are failing to adequately care for the diesel fuel that is stored on site in bulk tanks and generator day tanks holding 200 litres or more for use by the emergency power generators.

It is also noted that the Institutions are utilising service providers that are sub-contracting the work in most instances to entities that do not have the correct equipment that adequately comply with the specification.

This office has revised the specification for the remedial action for diesel fuel and diesel fuel tanks which shall become effective as of the date of signature by the Director – Maintenance and Engineering

The institutions shall henceforth issue the bids in accordance with Supply Chain Management practices and upon receipt of bids shall call for a Technical Evaluation Committee meeting that shall consist of technical staff from the office of Infrastructure Development who shall in turn scrutinise the bid documentation for compliance with the requirements of the specification. This office shall reserve the right to visit the premises of service providers to satisfy itself that the terms of the specification are being met.

All costs for the above-mentioned service must be claimed against the institutional maintenance budget.

Failure to adhere to this annual procedure could destroy the generator motor due to water and dirt entering the motor from the fuel tanks. The current average cost to replace generators is in the region of R 600 000.00 inclusive. The institutions shall be held accountable for any losses incurred.

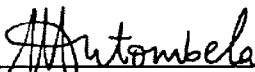
The specification is also located on the Intranet home page under the heading: Head Office Components - Infrastructure Development - Circulars.

Please pay special attention to the following circular **G57/2015: ZNB 5625/2015-H**: The supply and delivery of petrol, automotive fuel, illuminating paraffin, heavy/low furnace oil and polar oil for various institutions:

Contract period: 28 April 2015 – 27 April 2018 (3 years)

Fighting Disease, Fighting Poverty, Giving Hope

Institutions are requested to place their orders directly with Enviroshore Trade and Logistics (Pty) Ltd.
If delivery does not take place as specified in Section I (Pricing Schedule), non-delivery must be reported
to SCM: Contract Management in writing.



MR. M. NTOMBELA
DIRECTOR – MAINTENACE AND ENGINEERING
INFRASTRUCTURE DEVELOPMENT

22 June 2016

DATE:

-
- KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

King Edward VIII Hospital
Private Bag X 02
CNR of Rich Toner & Sydney Rd
Tel. (031) 360 3468; Fax. (031) 205 0207

SPECIFICATION

FOR

DIESEL FUEL REMEDIATION AND TANK CLEANING 2020/2021

Enquiries for technical related matters:

Enquiries: Mr. S. Gaxa
Tel. (031) 360 3468
Fax. (031) 205 0207

1. WORK TO BE DONE: -

Cleaning of Underground diesel tanks X 4, plus 5 small tanks inside the plant rooms as per the attached specification,

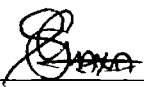
Boiler house 500KVA-200KVA = 9500LTS

Casualty & Trauma 300KVA = 4760LTS

Path Lab 300KVA = 4760LTS

New Kitchen 300KVA = 3000LTS

NB: Company Sticker clearly showing date of the next service
Please find the attached Circular & Specification


Mr. S. Gaxa
Electrical Foreman


Mr. G.S. Dladla
Engineering Service Manager

-
- KEH Maintenance: Specification for cleaning of Diesel Tanks 2020/2021

ANNEXURE B

Diesel Fuel Remediation and Tank Cleaning Specification

RETURNABLE

ANNEXURE B

Diesel Fuel Remediation and Tank Cleaning

Scope of Work

Technical requirements

Certificate of Compliance by sub-Contractor

Scope of Work required:

The Contractor shall address the following services and disciplines:

- i. Submit Certificate of Compliance by Contractor with completed Bid documents.
- ii. Fuel Sample Extraction and Risk Analysis at an Independent Laboratory to determine compliance to SANS 342 minimum specifications.
- iii. Fuel Quality Monitoring and Risk Assessment Audit.
- iv. Fuel Tank Cleaning and Decontamination.
- v. Fuel Maintenance and Remediation to comply with SANS 342 standards.
- vi. Fuel Spill Prevention, Response and Rehabilitation.
- vii. Fuel Tank Maintenance as per SANS 10089 and SANS 10131, incorporating:
 - a. Fuel Tank and related plumbing integrity testing (Vacusonic and Pressure)
 - b. Observation Well Maintenance, Sampling, Monitoring and Certification.
- viii. Site specific compliance to Health, Safety and Environmental Legislation.

Technical Requirements/Compliance (Contractor to ensure the following):

- Compliance with all legislated safety requirements pertaining to in-situ sampling, diesel fuel tank cleaning, fuel remediation, fuel tank maintenance and site specific requirements.
- Only proven accredited tank cleaning and fuel remediation equipment and technology shall be used that has the following:
 - i. A processing flow rate of not less than 1:8 to tank volume ratio.
 - ii. Full spectrum water extraction capability (free, entrained and emulsified water)
 - iii. BV accredited or similar Induction Conditioning fuel remediation technology.
 - iv. Filtration and Separation filtration down to 3 micron.
 - v. Metallic particulate extraction.
 - vi. Bacterial control and diesel fuel algae elimination.
- Service personnel shall be trained, experienced and accredited tank cleaning operators suitably skilled in system operation, fuel remediation procedures and safety requirements

- The Contractor shall have a proven track record of at least five (5) years – (Contactable references to be supplied).
- A process that results in minimal waste/disposal of fuel of less than 1% of tank capacity (excluding water sludge and inorganic debris).
- All contaminated disposable fuels and materials shall be disposed of at an accredited dump site.
 - i. Original documentation shall be provided.
 - ii. Proof of Safe Disposal with accredited Certificate of Compliance to be provided.
 - iii. The Sub-Contractor shall be registered with the Institute of Waste Management of Southern Africa (IWMSA) for the transportation and disposal of contaminated diesel fuel.
- Provide tank cleaning and fuel remediation services to the diesel tanks which will remove/remediate the following:
 - i. Tank bottom debris and sludge.
 - ii. Free, Entrained and Emulsified water extraction.
 - iii. Solid contaminants.
 - iv. Bio-film build-up / accumulation on tank walls and baffles.
 - v. Remediation of the Diesel fuel to comply with SANS 342 specifications.
 - vi. The Contractor shall provide specification sheets of tank cleaning equipment to be utilised.
 - vii. The Contractor shall provide a list of chemicals and dosage ratio's to be used in the tank cleaning and fuel remediation process utilising the **MATERIAL SAFETY DATA SHEET (MSDS)**. Use of additives and chemicals must be limited to extreme contamination only and as such additives / chemicals must be accepted / approved by the diesel engine manufacturer / diesel fuel supplier.
 - viii. Treatment and elimination of algae and bacteria in the fuel and fuel tank.
 - ix. Optic Camera Inspection (Video recording) of fuel tank interior bottom to validate efficiency of tank cleaning service.
- **Upon completion of the service the following procedure shall occur:**
 - i. Draw samples again as per procedure and provide a sample to the institutions authorised designee.
 - ii. Provide written confirmation of completion and successful remediation and cleaning per tank.
 - iii. Record the volume of waste generated from each tank, remove from site and arrange for disposal at an accredited waste disposal facility.
 - iv. Obtain the institutions authorised designee signature on an appropriate document confirming the above.
 - v. Provide a waste disposal certificate confirming that the waste has been received from an accredited waste disposal facility for such waste.
 - vi. Transportation of waste generated on site shall be in accordance with AARTO / IWMSA regulations and proof of registration thereof shall be provided.

- **Tank Integrity Testing**

According to SANS specifications, all above ground diesel fuel tanks shall undergo a pressure tank integrity test. All underground tanks and their related plumbing must undergo a Vacusonic tank integrity test. This must be done once every two (2) years.

The Standard Operating Procedure (SOP) shall incorporate the following:

- i. Before and after readings of diesel fuel levels must be taken for each tank.
- ii. The tanks and all related plumbing must be subjected to a pressure (Negative on underground tanks and Positive on above ground tanks) of least 0.5 Bar for a time duration of not less than 30 minutes.
- iii. During this testing, ultrasonic leak detection equipment shall be utilised.
- iv. A report for each tank shall be provided detailing the result and a certificate issued.

- **Liability**

- i. The sub-Contractor shall accept liability of poor craftsmanship, incorrect work procedures, insufficient training and product knowledge, incorrect equipment and technologies applied and shall provide proof of sufficient liability cover.

- **Health & Safety**

- i. The sub-Contractor shall provide a comprehensive and audited Health and Safety file relating to all disciplines of work described in the Scope of Work above.
- ii. A Baseline Risk Assessment shall be provided with the Bid Documentation.
- iii. A Pre-task Risk Assessment with a Work Method Statement shall be provided before work shall commence on site.
- iv. A Site Specific Working File shall accompany any Contractor whilst on site.

- **Area of operation**

- i. The sub-Contractor shall have sufficient representation throughout the KwaZulu-Natal Province to ensure timely service and emergency response at all KZN Department of Health institutions where diesel fuels are being stored for use by diesel generators.
- ii. The sub-Contractor shall be held responsible for cleaning up any pollution, spillage or damaged caused through negligence by sub-Contractors employees within the perimeter of the health institution involved.

- **Additional Bid Information**

Visit to site: It is required that the Contractor / sub-Contractor or his/her representative visit the sites prior to Bidding in order to familiarise themselves to ascertain the total scope of the work entails. In order to visit the sites the Contractor / sub-Contractor shall at their own expense arrange with the various institutions to visit the sites during normal working hours to obtain further details.

- **Additional Terms and Conditions for Tank Cleaning**

The sub-Contractor shall supply the following:

- i. A letter of good standing from the Office of the Compensation Commissioner.

- ii. A Disposal Certificate by an accredited toxic waste disposal company.
- iii. A Department of Labour Letter of Appointment of a Responsible person.
- iv. A Baseline Risk Assessment.
- v. As required by the OHS Act, at least one person shall have a minimum Level 1 First Aid Certification.
- vi. Testing equipment complete with valid calibration certification.
- vii. Additional equipment such as fibre optic camera of pipes and tanks.

RETURNABLE

CERTIFICATE OF COMPLIANCE BY CONTRACTOR

THIS CERTIFICATE SHALL BE SUBMITTED WITH THE COMPLETED BID DOCUMENTS

CONTRACTORS NAME: _____

Delete whichever is not applicable

I/we am/are fully aware of the Bid requirements and am/are capable of supplying the required service/s strictly in accordance with the Bid Conditions, Special Conditions and Specifications supplied by the KZN Department of Health.

I/we hereby certify that:

(Company): _____ obtained a quote from me/us to supply the service of diesel fuel remediation and tank cleaning listed in Bid No: _____

I/we further certify that i/we have the necessary infrastructure at my/our disposal to execute the service.

I/we, the Sub-Contractor/s am/are willing to allow the KZN Department of Health Officials access to my/our premises for inspection purposes if required to do so.

Sub-Contractor Contact Person: _____

Address of Sub-Contractor: _____

Telephone No. _____

Cell No. _____

Email Address: _____

Signature of Sub- Contractor

Witness

1. _____ Date: _____

2. _____ Date: _____

Please note: A false declaration shall result in the probable disqualification of the prospective Contractor.

STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT OVER R30 000.00

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: KING EDWARD VIII HOSPITAL
 DATE ADVERTISED: 2020-11-23 CLOSING DATE: 2020-12-07 CLOSING TIME: 11:00
 FACSIMILE NUMBER: 031 205 3629 E-MAIL ADDRESS: KHULANI.MTHEMBU@KZNHEALTH.GOV.ZA
 PHYSICAL ADDRESS: GATE 2 FRANCIOS ROAD CONGELLA 4013

ZNQ NUMBER: KEH 639 \ 20

DESCRIPTION: DIESEL FUEL REMEDATION AND TANK CLEANING

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

CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO.

UNIQUE REGISTRATION REFERENCE

DEPOSITED IN THE QUOTE BOX SITUATED AT (STREET ADDRESS)

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
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[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]

ZNO NUMBER: KEH 639 \ 20

SIGNATURE OF BIDDER DATE.....
 [By signing this document I hereby agree to all terms and conditions]

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

[illegible]

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

Contact Person: **KHULANI** Tel: **031 360 3444**
E-Mail Address: **KHULANI.MTHEMBU@KZNHEA**

Contact Person: **SIZWE GAXA**.....Tel:031.3603465.

DECLARATION OF INTEREST

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

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the quote.

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

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

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

2.8.1. If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed:

Position occupied in the state institution: Any other particulars:

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

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

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

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

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

2.9.1. If so, furnish particulars:

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

2.10.1. If so, furnish particulars:

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

2.11.1. If so, furnish particulars:

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

2.12.1. If so, furnish particulars:

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

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

4 DECLARATION

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

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

..... Name of bidder Signature Position Date
-------------------------	--------------------	-------------------	---------------

"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. |

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
Total points for Price and B-BBEE must not exceed	100

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

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

Ps = Points scored for price of bid under consideration
 Pt = Price of bid under consideration
 Pmin = Price of lowest acceptable bid

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

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

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

5. BID DECLARATION

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

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

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

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

7. SUB-CONTRACTING

(Tick applicable box)

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

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

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.....
.....
.....

PROVINCE OF KWAZULU-NATAL - DEPARTMENT OF HEALTH	
ESTIMATE FORM FOR : THE MAINTENANCE, REPAIR OR REPLACEMENT OF FIXED PLANT, EQUIPMENT AND INSTALLATIONS INSTALLED IN KWAZULU-NATAL PROVINCIAL HOSPITAL AND BUILDINGS	
SUBMIT TO:	FOR ATTENTION:
INSTITUTION:	ZNQ NO.:
SCOPE OF WORK: (A description of the work quoted for is required).	
I/We hereby quote for the above work in accordance with the conditions as specified in Tender document.	
Materials, component/ancillary parts: Firm Price. 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 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.....
(Item reserved for specialist task only and may not exceed 25% of primary contractor total amount)	
All subcontractor work/materials shall be broken down the same manner as the primary contractor.	
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: ZNQ...../20....	
CIDB UNIQUE NUMBER CIDB CATEGORY.....	
PROVINCIAL SUPPLIERS DATABASE REGISTRATION NUMBER:	
SERVICE PROVIDER'S AUTHORISED SIGNATURE: ZNQ 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.

[illegible]

D.1 **SCHEDULE OF PRICES**
LABOUR, SUBSISTENCE, TRAVEL AND TRANSPORT REPLACEMENT AND
ADDITIONAL EQUIPMENT

ADDITIONAL EQUIPMENT						
D.1.1	LABOUR	No. of	TOTAL HOURS	RATE/HR		AMOUNT
a)	Artisans	R.....		R.....
b)	Apprentice	R		R.....
	1 st Year	R		R.....
	2 nd Year	R		R.....
	3 rd Year	R		R.....
	4 th Year	R		R.....
c)	Semi-skilled	R		R
d)	Unskilled	R 75.00		R.....
D.1.2	TRAVEL		TOTAL Km	RATE/Km		
D.1.2.1	From service provider's premises to site			Petrol	Diesel	
a) trips(Driver) (skilled)		Delete as applicable		R.....
	@ km per trip		R 7.78	R 7.58	
b)trips (Semi-skilled)(Driver)		R 5.80	R 5.60	R.....
	@.....km per trip					
D.1.3	ADDITIONAL LABOUR TRAVELLING WITH DRIVER		TOTAL HOURS	RATE/HR		AMOUNT
a) x Additional Artisan/s trips (skilled) @ km per trip ÷ 80km/hr		R		R.....
b) x Additional Semi-Skilled trips (semi) @ km per trip ÷ 80km/hr		R.....		R.....
c) x Additional Unskilled trips (unskilled) @ km per trip ÷ 80km/hr		R		R.....
d) x Additional Apprentice/s trips (semi) @ km per trip ÷ 80km/hr		R.....		R.....
SUBTOTAL CARRIED FORWARD TO PAGE 4						R.....

SUBTOTAL BROUGHT FORWARD FROM PAGE 3					R.....
D.1.4	TRANSPORT		TOTAL Km	RATE	
a)	Haulage to site trips				
	@km per trip		2.5 tone	R 9.31	R.....
	@km per trip		3 tone	R10.80	R.....
	@km per trip		5 tone	R12.50	R.....
	@km per trip		7 tone	R14.50	R.....
	@km per trip		10 tone	R16.80	R.....
b)	Craneage to and on site @ sub contract rate		R.....	x 1.10	R.....

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