



# Quotation Advert

Opening Date:

Closing Date:

Closing Time:

## INSTITUTION DETAILS

Institution Name:

Province:

Department or Entity:

Division or section:

Place where goods / services is required

Date Submitted

## ITEM CATEGORY AND DETAILS

Quotation Number:

Item Category:

Item Description:

Quantity (if supplies)

## COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type:

Date:

Time:

Venue:

QUOTES CAN BE COLLECTED FROM:

QUOTES SHOULD BE DELIVERED TO:

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

## Supply Chain Management - AdvertQuote

Page 2 of 2

**Name:**

Kwazikwakhe Cele

**Email:**

Kwazikwakhe.Cele@kznhealth.gov.za

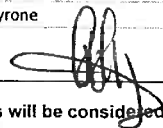
**Contact Number:**

033 815 8392

**Finance Manager Name:**

Ashby Tyrone

**Finance Manager Signature:**



No late quotes will be considered

STANDARD QUOTE DOCUMENTATION OVER R30 000.00

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: DEPARTMENT OF HEALTH- CENTRAL SCM
DATE ADVERTISED: 27/10/2020
PHYSICAL ADDRESS: 310 JABU NDLOVU STREET, SCM OFFICES, PIETERMARITZBURG, 3201

ZNQ NUMBER: 762/20/21-H CLOSING DATE: 05/11/2020 CLOSING TIME: 11:00

DESCRIPTION: Servicing of 3 body fridges at KwaDukuza Forensic Mortuary

CONTRACT PERIOD: Once Off VALIDITY PERIOD 60 Days

SARS PIN:

CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO. [Grid]

UNIQUE REGISTRATION REFERENCE [Grid]

DEPOSITED IN THE QUOTE BOX SITUATED AT (STREET ADDRESS)
310 JABU NDLOVU STREET, PIETERMARITZBURG, SCM OFFICES, TENDER ADVISORY

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

IF YES, WHO WAS THE CERTIFICATE ISSUED BY? [TICK APPLICABLE BOX]

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)
A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS);
A REGISTERED AUDITOR.
[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]

YES NO

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? [IF YES ENCLOSE PROOF]

OFFICIAL PRICE PAGE FOR QUOTATIONS

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

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

Item No	Quantity	Description	Brand & model	Country of manufacture	Price	
					R	c
1	03	Servicing of 3 body fridges at KwaDukuza Forensic Mortuary				
		Compulsory Site Visit				
		Date: 30 October 2020				
		Venue: KwaDukuza Forensic Mortuary				
		Time: 11:00 AM				
		CIDB Required: 1ME				
		NB: Specification Attached				
		Original documents required in a sealed envelope with current CSD summary report reflecting banking details, certified copy of B-BBEE certificate by verified agency and accredited by SANAS , Tax Clearance certificate or SARS pin				
		Responses to be delivered: 310 Jabu Ndlovu street, old boys Model, Quotation tender box Or Quotations.scmho@kznhealth.gov.za				
VALUE ADDED TAX (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	
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Enquiries regarding the <u>quote</u> may be directed to: Contact Person: Kwazikwakhe Cele ..... Tel: 033-815 8392	Enquiries regarding <u>technical information</u> may be directed to: Contact Person: Lunga Dlamini ..... Tel: 065 958 7870
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**DECLARATION OF INTEREST**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**4 DECLARATION**

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

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

..... Name of bidder	..... Signature	..... Position	..... Date
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<sup>1</sup>"State" means –

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

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

**SPECIAL CONTRACT CONDITIONS OF QUOTATIONS**

**1. AMENDMENT OF CONTRACT**

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

**2. CHANGE OF ADDRESS**

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

**3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION**

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

**4. SAMPLES**

- 4.1. 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.
- 4.2. **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.

**5. COMPULSORY SITE INSPECTION / BRIEFING SESSION**

5.1. 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  will  take place
- (ii) Date 30 / 10 / 2020 Time 11 : 00am Place KwaDukuza Forensic Mortuary

Institution Stamp:	Institution Site Inspection / briefing session Official  Full Name: .....  Signature: .....  Date: .....
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## 6. STATEMENT OF SUPPLIES AND SERVICES

- 6.1. 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.

## 7. SUBMISSION AND COMPLETION OF SBD 6.1

- 7.1. 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.

## 8. TAX COMPLIANCE REQUIREMENTS

- 8.1. 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.***
- 8.2. 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.***

## 9. TAX INVOICE

- 9.1. 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.

## 10. PATENT RIGHTS

- 10.1. 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.

## 11. PENALTIES

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

## 12. TERMINATION FOR DEFAULT

- 12.1. 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.
- 12.2. 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.
- 12.3. 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.

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

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

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

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

### 1. GENERAL CONDITIONS

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

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

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

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

### 2. DEFINITIONS

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



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

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

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 **TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]**

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

9.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
.....

9.6 **COMPANY CLASSIFICATION [TICK APPLICABLE BOX]**

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

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

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

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

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>
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<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE: .....</p> <p>ADDRESS.....</p> <p>.....</p> <p>.....</p>
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**PROVINCE OF KWAZULU-NATAL**

**DEPARTMENT OF HEALTH**

**SERVICING, REPAIR, MAINTENANCE, UPGRADING AND REPLACEMENT  
WORKS FOR FIXED MECHANICAL PLANT EQUIPMENT AND INSTALLATIONS  
INSTALLED IN KWAZULU-NATAL PROVINCIAL HOSPITALS, CLINICS AND  
BUILDINGS AND INSTITUTIONS, FOR THE DEPARTMENT OF HEALTH**

**QUOTATION NUMBER:**

<b>REQUIRED CIDB GRADING</b>	<b>1ME</b>
<b>FACILITY NAME</b>	<b>KWA DUKUZA FORENSIC MORTUARY</b>
<b>PROJECT DESCRIPTION</b>	<b>KWADUKUZA MEDICO LEGAL MORTUARY SERVICE SPECIFICATION</b>

**QUOTATION DOCUMENT**

**DEPARTMENT OF HEALTH  
KWA DUKUZA MLM**

**Project Leader: Lunga Dlamini**

**Telephone ; 033 940 2600**

## KWA DUKUZA MEDICO-LEGAL MORTUARY MAINTENANCE SERVICE SPECIFICATION

### 3 CONDITIONS OF CONTRACT

#### 3.1 NOTICE TO BIDDERS

- 3.1.1 The institutions will remain open and operational at all times therefore the Contractor shall make the necessary arrangements with the Institutional Management and maintenance staff for any power outages that are required.
- 3.1.2 The Administration reserves the right to negotiate prices in the Schedule of Prices.
- 3.1.3 All redundant material and rubble shall to be removed from the institution's property immediately.
- 3.1.4 The Contractor is advised to visit the site prior to tendering to acquaint him/herself with the nature of the work to be done and access to the siting of the existing buildings etc., as no claim will be allowed on the grounds of ignorance of the conditions under which the work will be executed.
- 3.1.5 All items quantities in the Schedule of equipment are PROVISIONAL and subject to re-measure after Site visit
- 3.1.6 The Schedule of equipment shall be read in conjunction with the Scope of Work.
- 3.1.7 Any discrepancies or omissions shall be brought to the attention of the Project Leader immediately.
- 3.1.8 Preference will be given to Bidders who have registered offices / workshops within the borders of the Province of KwaZulu-Natal. This is in an effort to reduce response times to call outs for breakdowns in the more remote areas of the Province.
- 3.1.9 The Contractor must be registered with CIDB and must have minimum grading of 1ME
- 3.1.10 The Contractor must be competent with proven experience in working with air-conditioning and refrigeration equipment with traceable references.

### 4 EXECUTION PERIOD

One (1) Week is the specified maximum completion period for the maintenance of the air-conditioning and refrigeration plant from the date of award.

### 5 TECHNICAL SPECIFICATION

#### 5.1 COMPLIANCE WITH REGULATIONS AND STANDARD SPECIFICATIONS

- a) These works are to be carried out in accordance with the KwaZulu-Natal Province Standard Specification for Refrigeration Services reference M-RCFM Issue 1 1998 and the KZN Standard specification for Air-conditioning and ventilation Services 127 pages
- b) The Contractor shall only use genuine OEM parts should replacement of parts be necessary.
- c) The Contractor shall observe and abide by all rules and regulations a stipulated in the Occupational Health and Safety Act (Act 85, 1993) while conducting maintenance in the facility.
- d) The control panel, associated components and wiring shall be installed and/or maintained in compliance with the Department of Public Works and Land Affairs Standard Specification for the Electrical equipment and Installation for Mechanical Services Issue VIII September 1984.

## KWA DUKUZA MEDICO-LEGAL MORTUARY MAINTENANCE SERVICE SPECIFICATION

- e) The Contractor shall take cognisance of the standards listed below while conducting maintenance.
  - i) SANS 1125: Room air-conditioners and heat pumps
  - ii) SANS 1238: Air-conditioning ductwork
  - iii) SANS 10142: Code of Practice for Wiring of Premises
  - iv) SANS 10147: Refrigeration systems including plants associated with air-conditioning systems
  - v) SANS 10173: The installation, testing and balancing of air-conditioning ductwork
  - vi) SANS 10400: The application of the National Building Regulations
  - vii) SANS 14644: Clean rooms and associated controlled environments (Part 1 and Part 2)
- f) An Electrical Certificate of Compliance, in accordance with the OHS Act as amended, will be required for all Electrical Works.
- g) The Contractor shall observe the Machinery and Occupational Safety Act - Act 6/1983 while conducting maintenance.
- h) The Contractor shall observe Municipal By-laws and any special requirements of the Supply Authorities of the area or district concerned while conducting maintenance.
- i) The Contractor shall observe Local Fire Regulations while conducting maintenance.
- j) All building works shall be in accordance with the Standard Preambles to All Trades.
- k) The contractor shall fully familiarise himself with these documents prior to quoting.

## 6 PARTICULAR SPECIFICATION

### 6.1 TECHNICAL SPECIFICATION

#### 6.1.1 GENERAL

This Technical Specification shall be read in conjunction with all other sections of the specification.

#### 6.1.2 GENERAL REQUIREMENTS

Tenderers are to make special note of the following:

- a) This particular specification must be read with, and shall form part of, Part 5 of this document (Technical Specification).
- b) In so far as the conditions contained herein are at variance with any obtained in the Technical Specifications, the contract shall be interpreted in terms of this Part 6 (Particular Specification).
- c) The whole maintenance activity shall be in accordance with the Occupational Health and Safety Act 85/1993 and all regulations framed therein shall be carried out to the satisfaction of the Department of Health.
- d) Competent workmen skilled in their trade shall carry out all work. Quality shall be of the best standard practice and all workmanship will be subject to the approval of the Department of Health.
- e) The work shall at all times, for the duration of the contract, be carried out under the supervision of a skilled and competent representative of the Contractor, who will be able and authorized to receive and carry out instructions on behalf of the Contractor. A sufficient number of workmen shall be employed at all times to ensure satisfactory progress of the work.
- f) All apparatus, component parts, fittings and materials employed in the execution of the Contract shall be new and unused and shall be the latest type or pattern of the particular manufacture employed. S.A.B.S. mark bearing items shall be used wherever possible.
- g) Rates are to include for testing of the complete system upon completion of maintenance and handing over back to the Client in working order ready for reuse.

KWA DUKUZA MEDICO-LEGAL MORTUARY MAINTENANCE SERVICE SPECIFICATION

7.3 Cold Room and Freezer Room

Description	Yes or No or N/A	Reading	Comments
<b>Work to be done</b>			
Isolate the freezer/cold room. Put up a sign at the door and plant room indicating "maintenance work in progress"			
Ensure that there is no undue noise or vibration			
Note the condition of separator and receiver			
Ensure that there are no loose components			
Test oil leaks and refrigerant leaks for all systems. Repair all found leaks in the system.			
Remove old compressor lubricant and put new lubricant to correct level, ensure that sight glass is clean and clear			
Ensure that each system is topped with refrigerant			
Ensure that refrigerant is dry			
Test bearings(wear, free rotation, noise free, looseness) for condenser fan and evaporator fans			
Ensure that all operating controls are correctly operational			
Note down compressor suction and discharge pressures and test compressor's efficiency			
Note down compressor amperages			
Clean condenser coil with propriety cleaner			
Bring HP up and ensure that HP cut-out-trips at correct pressure, note down the setting			
Bring LP down and ensure that LP cut out is at correct pressure, note down the setting			
Clean out the panel and test operation of all power isolator.			

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Ensure that all electrical terminals are tightened			
Clean plant room area, clean around all components			
Ensure that evaporator fans and motor are correctly operating			
Ensure that TX valve for correct operation and superheat setting			
Repair damaged door seals. Door catch mechanisms on body fridge 3, and panic bolt for correct operation			
Ensure that freezer room temperatures are within the correct range (0°C-5°C with operation at 3°C)			
Clean coils, condenser and evaporator coil with appropriate coil cleaner			
Ensure that freezer room lights are all working			
Ensure that defrost elements, door and drain heaters, timers are set/ adjusted for correct operation			
Scrape, treat and paint rusted areas/components			
Calibrate transmitters, gauges, sensors and controllers			
Calibrate dial thermometers. Make a red mark at 5°C and a black mark at 3°C for a fridge and -3°C to 0 for body freezer (operating temperatures)			
Replace dries and test leak on both lines(suction and discharge) for the whole system, repair any leak			
Replace damaged door hinges, catch mechanisms			
Clean and remove loose paint, scale and repaint as required			
Clean condensate drain			
Correctly set the defrost intervals for the system			
Set thermostat to 3°C			
Fix paneling outside			
Service hydraulic trolley and supply new one			
Repair lights inside the fridge and passageway and replace fluorescent tubes/ light bulbs			

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Replace 5 body trays in fridge 2			
Replace 18 body trays in fridge 1			
Replace 30 body trays in fridge 3			
Ensure that freezer room internal walls are clear from ice build up			
<b>Annual Checks</b>			
<b>NOTES</b>			

The Contractor shall inform the Chief Artisan/Engineer of all defects found, especially those that need urgent attention. Submit the after service report no later than 3 days after service and inspection. No invoice will be paid without a comprehensive report.

**8 MAINTENANCE REPORTS**

- 8.1 The Contractor shall ensure that a maintenance reports are signed by the representative of Engineering and Technical Support Services or the delegated official (Asset manager) at the institution after any work is undertaken. All maintenance service reports shall include, where applicable, and not limited to:
- a) Status quo of plant

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- b) Scope of work carried
  - c) Time spent on site
  - d) Number of personnel on site
  - e) Spares and parts replaced
  - f) Clear pictures
  - g) Recommendations for continuous improvement
- 8.2 The Contractor's general comments on the condition, performance, use and misuse of the equipment at commencement and completion of any work undertaking. A description of all faults observed, that shall require or give rise to repairs of a major nature and which he or she considers should be attended to and the recommended steps to be taken to deal with such faults.
- 8.3 The Contractor shall provide a quotation, in respect of equipment repairs and parts thereof and the costs of the recommended steps.
- 8.4 No work resulted from clause 8.3 above shall be undertaken unless the Contractor has received a written authorisation to do the work from the Department.
- 8.5 Engineering and Technical Support Services Staff may be present on occasions on site when the Service Provider is carrying out maintenance.
- 8.6 The Department shall have the right to instruct the Service Provider to remove from site any of the Service Provider's employees who at the sole and absolute discretion of the Department is found to be:
- a) Incompetent.
  - b) Not properly qualified and/or not suitably skilled to perform his/her respective tasks.
  - c) Is found to be under the influence of alcohol or drugs, or disorderly on Site.
  - d) Is unwilling to perform his respective tasks.

## 9 THE SITE

The site is at KwaDukuza Medico Legal Mortuary KwaZulu-Natal.

Tenderers are encouraged to visit the site to ensure successful installation of the work required. Arrangements in this regard can be made with the representative from the department of health.

### 9.1 PROGRAM OF WORKS

It is imperative that the servicing be executed with minimum interruption to the facility.

The contractor shall notify the facility seven (7) days prior to carrying out any servicing work. As the facility is to remain in full operation for the duration of the works, the works are to be planned and executed so as to cause minimum disturbance.

A program WILL BE submitted prior to the commencement of any work for the approval by the Project Leader. No work will commence without the program of works having been approved by the Project Leader.



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## 9.2 DOCUMENT RECEIVED (YES/NO)

DOCUMENT	RECEIVED (YES/NO)
Program of Works	
Health and Safety Plan	
Contractor Organogram	

## 10 ELECTRICAL

10.1 While maintaining electrical works, the Contractor shall take the following into account

- a) The Code of Practice for the Wiring of Premises as issued by the South African Bureau of standards (SANS 10142-1).
- b) The KwaZulu-Natal Department of Health General Electrical Policy.
- c) The Machinery and Occupational Safety Act - Act 6/1983.
- d) The Municipal By-laws and any special requirements of the Supply Authorities of the area or district concerned.
- e) Local Fire Regulations.

### 10.2 Certificate of Compliance

The contractor shall submit a mandatory Certificate of Compliance should any new electrical installation be done while conducting maintenance. All electrical work carried out will be neat and best class materials must be used. All wiring shall conform to the SANS 10142.

All equipment to be supplied with nameplates showing the Technical Information as well as all the information as contemplated by the Occupational Health and Safety Act, 85 of 1993, as amended and its regulations, showing particularly the following information

- i) Name of manufacturer
- ii) Country of origin
- iii) Year of manufacture
- iv) Manufacturer's name, serial number and model number

### 10.3 MAINTENANCE MANUALS

OEM installation and maintenance and owner's manuals are required for all new components or equipment installed during the course of maintenance.

## 11 SCHEDULE OF PRICES

### PREAMBLE TO THE SCHEDULE OF PRICES

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- 11.1 All prices shall be quoted in the currency of the Republic of South Africa and will be fixed. Only where exchange rates have been stated in the quotation document, as at two weeks (14 days) prior to closing date of this quotation, will such exchange rate fluctuation be taken into account in the variation of the cost of the imported items/equipment.
- 11.2 The Tenderer shall enter a price against each item in the schedule of prices. If the Tenderer fails to enter a price against any item in the schedule of prices the relevant cost of such item shall be regarded as being covered by other prices in the schedule of prices.
- 11.3 The prices quoted against each item of these schedules shall cover the full inclusive cost of everything required for the execution of the work under the item plus an apportionment of any cost involved in meeting the obligations and liabilities imposed by the conditions of contract and in complying with the specifications.
- 11.4 The prices quoted for the maintenance of plant and equipment shall include for all handling, loading, transporting and off-loading required for the delivery of the plant and equipment to the site, including in the case of off-site storage for double handling at the store.
- 11.5 The tendered rates and amounts must exclude Value Added Tax (VAT) but must include all levies, other taxes and duties on items to which they apply. Separate provision has been made in the Summary of Schedule of Prices for the purpose of VAT.
- 11.6 Amounts allowed for contingencies will be spent in part or as a whole at the sole discretion of the Department of Health's "Representative".

The Schedule of Prices shall be completed and signed in **black ink**. Corrections must be done by deleting, re-writing and initialling next to the amendment.

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<b>PROVINCE OF KWAZULU-NATAL - DEPARTMENT OF HEALTH</b>	
<b>ESTIMATE FORM FOR : KWADUKUZA FORENSIC MORTUARY</b>	
SUBMIT TO:	FOR ATTENTION:
INSTITUTION:	REF 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 Contract ZNQ.....	
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	<b>(Excluding VAT)(Carried forward)</b>
Mark Up @ ..... %	<b>(Maximum Mark Up = 20% for values R0.00 to R299 999.99)</b>
Mark Up @ ..... %	<b>(Maximum Mark Up = 15% for values R300 000.00 to R500 000.00)</b>
Mark Up @ ..... %	<b>(Maximum Mark Up = 13% for values over R500 000.00)</b>
B. Quoted for Proprietary Items	<b>(Excluding VAT)(Carried forward)</b>
C. Quote for Sub-Contract Items	<b>(Excluding VAT)(Carried forward)</b>
Mark Up @ ..... %	
D. Labour, Travelling, Subsistence and Transport. This price shall be firm in respect of materials etc. quoted for.	<b>(Excluding VAT) (Brought forward)</b>
E. Less credit for redundant materials, parts and equipment if applicable	
SUBTOTAL	
VAT @ ..... %	
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.	
<b>Time required for completion ..... weeks from receipt of official order.</b>	
NAME OF SERVICE PROVIDER: .....	
CIDB REGISTRATION NUMBER .....	CIDB CATEGORY.....
PROVINCIAL SUPPLIERS DATABASE REGISTRATION NUMBER: .....	
SERVICE PROVIDER'S AUTHORISED SIGNATURE: ..... QUOTE REF No.....	
NAME IN BLOCK LETTERS: .....	
COMPANY STAMP:	DATE:

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SCHEDULE OF PRICES: MATERIALS, COMPONENT/ANCILLARY PARTS

**AND SUB CONTRACT WORK**

The service provider shall add here, ALL materials, components/ancillary parts which are required for the completion of the work quoted for. In the event that more pages are required, this page may be copied.

ITEM	DESCRIPTION	MANUFACTURER	FIGURE/MODEL NO.	QUANTITY	UNIT COST	TOTAL COST (Excluding VAT)		
						BOUGHT OUT	PROPRIETARY	SUB CONTRACT
TOTAL COST BOUGHT OUT ITEMS (A)								
TOTAL COST PROPRIETARY ITEMS (B)								
TOTAL COST SUB CONTRACT ITEMS (C) (Attach copy of sub-contractors quote)								

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**6.2 LABOUR, SUBSISTENCE, TRAVEL AND TRANSPORT REPLACEMENT AND**

**ADDITIONAL EQUIPMENT**

6.2.1	LABOUR	No. of	TOTAL HOURS	RATE/HR	AMOUNT	
a)	5 ARTISANS	.....	.....	R 300.00	R.....	
b)	Apprentice					
	1 <sup>st</sup> Year	.....	.....	R 118.00	R.....	
	2 <sup>nd</sup> Year	.....	..	R 150.00	R.....	
	3 <sup>rd</sup> Year	.....	.....	R 180.00	R.....	
	4 <sup>th</sup> Year	.....	....	R 265.00	R.....	
			.....			
			.....			
c)	Semi-skilled	.....	.....	R 142.00	R.....	
d)	Unskilled	.....	.....	R 75.00	R.....	
			..			
6.2.2	SUBSISTENCE	No. of	TOTAL DAYS	RATE/24HR DAY		
a)	Artisans	.....	.....	R 303.00	R.....	
b)	Apprentice	.....	.....	R 303.00	R.....	
c)	Semi-skilled	.....	....	R 303.00	R.....	
d)	Unskilled	.....	..	R 303.00	R.....	
			..			
6.2.3	HOTEL/ACCOMMODATION	No. of Persons	of	No. of Nights	Cost per Night as per Suppliers Invoice	
	.....	.....		.....	R.....	
NOTE: When applicable you may only claim for Accommodation <b>OR</b> Subsistence <b>NOT</b> both						
6.2.5	TRAVEL		TOTAL Km	RATE/Km		
6.2.5.1	From service provider's premises to site			Petrol	Diesel	
a)	..... trips (skilled)			Delete as applicable		
	@ ..... km per trip		.....	R 7.78	R 7.58	R.....
b)	.....trips (Semi-skilled)		..			
	@.....km per trip		.....	R 5.80	R 5.60	R.....
			....			
6.2.5.2	From accommodation to site					
a)	..... trips (skilled)					
	@ .....km per trip		.....	R 7.78	R 7.58	R.....
b)	.....trips (semi-skilled)		..			
	@ .....km per trip		.....	R 5.80	R 5.60	R.....
			..			

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6.2.6	ADDITIONAL LABOUR TRAVELLING WITH DRIVER	TOTAL HOURS	RATE/HR	AMOUNT
a)	..... x Additional Artisan/s ..... trips (skilled) @ ..... km per trip ÷ 80km/hr	..... ...	R 300.00	R.....
b)	..... x Additional Semi-Skilled ..... trips (semi) @ ..... km per trip ÷ 80km/hr	..... ...	R 142.00	R.....
c)	..... x Additional Unskilled ..... trips (unskilled) @ ..... km per trip ÷ 80km/hr	..... ...	R 75.00	R.....
d)	..... x Additional Apprentice/s ..... trips (semi) @ ..... km per trip ÷ 80km/hr	..... ...	R.....	R.....
SUBTOTAL CARRIED FORWARD TO PAGE 18				R.....