

Quotation Advert

Opening Date: 2020 / 09 / 17
Closing Date: 2020 / 09 / 29
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 / 09 / 16

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: 369 / 20-21

Item Category: Services

Item Description: RENOVATION OF EXISTING SPACE TO CONVERT INTO PSYCHAITRIC WARD
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 / 09 / 23
Time: 11:00
Venue: R.K Khan Hospital – NURSES DINING HALL

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.

Name:

Mrs M Khumalo

Email:

maud.khumalo@kznhealth.gov.za

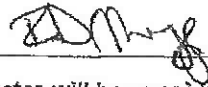
Contact Number:

031 459 6300

Finance Manager Name:

Mr ID Myeza

Finance Manager Signature:



No late quotes will be considered

369/20-21

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: 17 SEPTEMBER 2020 CLOSING DATE: 29 SEPTEMBER 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: 369 / 20-21

DESCRIPTION: RENOVATION OF EXISTING SPACE TO CONVERT INTO PSYCHIATRIC WARD

CONTRACT PERIOD: ONCE OFF (if applicable) 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) 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]

SPECIFICATION



RENOVATION OF EXISTING SPACE TO CONVERT INTO PSYCHIATRIC WARD

AT R.K. KHAN HOSPITAL

1. SCOPE OF CONTRACT

- a) Design, supply and installation of high density fence panels to windows, doors and seclusion openings as per the schedule of rates.
- b) To renovate bathrooms and ablutions as per the schedule of rates.
- c) Install partitions for consultation rooms at the compound building.
- d) Demolition of internal walls to create ablutions.

2. SPECIFICATION SUMMARY

2.1. Fencing panels, gates and window guards:

- 2.1.1. The type of fencing to be used for the balcony area must be designed and manufactured with 75mm x 12mm (approximately) apertures made from 4mm thick wires and must include all necessary posts, angles, fixings to complete the installation.
- 2.1.2. The high density product must be installed as per the manufacturer's instructions.
- 2.1.3. The product must have a Zinc-Aluminium anti-corrosion coating and additional PVC coating for corrosion resistance and carry a minimum 10 year guarantee Colour: Anthracite. Bidder is to provide a specification sheet from the manufacturer/supplier stating the technical specifications of the offered product to ensure that it matches the specification. **Failure to submit a specification sheet will result in the bid being disqualified.**
- 2.1.4. Fencing to be fixed between concrete slabs with height as shown on site and indicated on the Schedule of Rates
- 2.1.5. The design of the window guards and gates must match the design of the fencing with regards to apertures, material and colour.
- 2.1.6. All units must be pre-manufactured and ready to install (**no welding is permitted on site**).
- 2.1.7. All window guards and gates shall be fabricated with the same design as the fencing, sample to be approved.
- 2.1.8. Anodised or epoxy powder coating must conform to Class 2, 25 year guarantee, 60-80 µm dry-film thickness and SANS 1796 certified applicator. Sample design to be provided.
- 2.1.9. The gates and window guards shall be manufactured with frames, minimum width of 30mm tubular square steel, with wall thickness of 2mm (minimum)
- 2.1.10. The window guards shall be manufactured and installed in a manner which allows for ease of access for cleaning and opening. The meshed frame shall be hinged with a locking facility. Hinges are to be mounted on the steel frame, no hinges to be fixed directly to the walls.
- 2.1.11. The burglar guards shall be **fixed on a minimum of 6 points** with "snap-off" styled tamper-proof bolts, minimum size of **10mm**.
- 2.1.12. Gates must have framework designed from minimum 38mm to 40mm x 1.6mm thickness square tubing.
- 2.1.13. Gates must be designed with horizontal lockable latches and have a minimum of 2 custom designed hinges per sash.
- 2.1.14. The gate hinge shall be custom made with a minimum of 20 mm outside diameter 1.6mm thick walled sleeves with 14mm steel shafts.

2.1.15. Where gates are double sashed, dual lockable latching bolts must be provided and located/ drilled into floors. Metal pipe sleeves shall be secured flush with finished floor level to locate the latches.

2.1.16. The existing glass balcony doors shall be removed and replace with brick and mortar, plastered and painted.

2.2. Renovations to bathrooms and ablutions:

2.2.1. Seclusion Room:

2.2.1.1. Supply and install Vandal Proof W/C pan with integrated seat; fitted with 'prison type' Flush Masters

2.2.1.2. Seclusion room bed to be bricked up platform 500mm high, 2000mm in length and 1000mm in width with reinforced concrete slab with rounded edges.

2.2.1.3. Floors shall be tiled with Ceramic Tiles, Johnson Granito GN 573 (330mm x 330mm) or approved equivalent.

2.2.1.4. The doors, window frames and walls shall be painted with SABS approved acrylics and enamel paints.

2.2.1.5. The light fitting shall be replaced with 280 mm vandal proof bulkhead type fittings with LED illumination.

2.2.1.6. Light switches shall be relocated to the corridor walls.

2.2.2. Staff ablution:

2.2.2.1. The existing W/C pan shall be removed and replaced with new complete closed coupled unit.

2.2.2.2. The walls shall be tiled with Glazed tiles, to be 1st Grade 200mm x 200mm matt white code MW4 with PVC edge trim or "Supply Works SW 350 Matte white forma slim branco AC 200mm x200mm ."

2.2.2.3. The walls shall be tiled with Ceramic Tiles, Johnson Granito GN 573 (330mm x 330mm) or approved equivalent.

2.2.2.4. The doors and walls shall be painted with SABS approved acrylics and enamel paints.

2.2.2.5. The light fitting shall be replaced with 280mm bulkhead type fittings.

2.2.3. Patient ablutions:

2.2.3.1. Construct brickwork to create ablution and shower cubicles. Cubicles must be a minimum of 1 metre wide,

2.2.3.2. Ablutions to be a minimum of 1800 mm in length with 2 solid core doors, 900mm (w) x 2 metre (h) with thumb lock system.

2.2.3.3. Supply and install 2 Vandal Proof W/C pan with integrated seat; fitted with 'prison type' Flush Masters

2.2.3.4. Supply and install 2 x shower cubicles complete with shower mixers, shower curtain rods and mosaic tiles.

2.2.3.5. All tile to be as per the department specifications.

2.2.3.6. Supply and install stainless steel wash hand basin with single pillar tap complete with waste trap.

3. Renovations at the Compound Building

3.1. Partitions:

3.1.1. The dimensions of the cubicle to be installed as per the bill of quantities.

3.1.2. 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.

3.1.3. Finish to be painted with a SABS approved acrylic paint. Recommend a fine stipple coat to avoid seeing skimming of junctions.

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

3.1.5. Studding and tracks for partitioning to be galvanized steel and wall thickness to be 76mm finished product.

3.1.6. 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.

3.1.7. The cubicle partition walls in the consulting rooms shall be fixed and boarded up to the existing ceiling level.

3.1.8. The partition section, to be fixed to ceiling level, consists of 1 single door opening.

3.1.9. Each door leaf shall be fitted with 1 aluminium-framed glass with minimum opening sizes of 400mm (height) x

600mm (width), 1.5 metre above floor level. All glass shall be 6mm toughened or armour-plated glass.

3.1.10. All doors shall be solid core timber, 40mm in thickness, and 900mm width.

3.2. Brickwork and demolition:

3.2.1. Public ablution area:

3.2.1.1. The existing change room is identified as the new waiting area. The front facing wall is required to be demolished to create a larger opening to the waiting area.

3.2.1.2. The walls are required to be supported with a concrete Lintel 3000mm x 140mm x 75mm.

3.2.1.3. All demolition work must be finished with a smooth plaster finish and painted.

3.2.1.4. The existing showers and ablutions must be demolished and floors made good to existing floor levels.

3.2.1.5. The area shall be tiled with 300mm x 300mm porcelain tiles.

3.2.1.6. New toilet cubicles shall be designed and installed with the use "Vitraflex" ablution facilities or other approved "Solid Core" material with formica finish and framework partitioning, fixed with Stainless steel steel Anchors

3.2.1.7. Vitraflex "Classic" Change room Cubicle system consisting of partitions, doors and stiles of waterproof laminated construction with outer skins of vitreous enamel steel sheets bonded to wood particle board, with overall wall thickness not exceeding 20 mm.

3.2.1.8. The units shall be designed in a manner that provides privacy between male and female as well as the waiting area.

3.2.1.9. The cubicles shall have 2 closed coupled W/C porcelain units.

3.2.1.10. Supply and replace 1 a wash hand basin in the existing location and tile around the basin

3.2.2. Staff ablutions: Ground floor

3.2.2.1. The existing hot water tank shall be dismantled and removed to location identified by the maintenance department.

3.2.2.2. A new doorway shall be created with opening size 900mm x 2000mm (h). The door shall be fitted as solid core complete with door lockset and hung with 3 recessed hinges.

3.2.2.3. A new closed couple porcelain W/C unit shall be installed, with a hand wash basin.

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

3.2.2.5. Wash hand basins shall be Vaal Sola 510 type (or similar approved) with pillar type single elbow action type taps, cobra or similar approved.

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

3.2.3. Staff ablutions: 1st floor

3.2.3.1. North wing: Demolish all shower and bath tub cubicles and make good floor surfaces.

3.2.3.2. Tile all floor and wall surfaces, specification of tiles apply to all ablutions.

3.2.3.3. Replace W/C suites x 3.

3.2.3.4. Replace doors, the doors shall be fitted as solid core complete with thumb lock lockset and hung with 3 recessed hinges.

3.2.3.5. Replace wash hand basins as per above specifications.

3.2.3.6. South wing: Demolish walls and remove all sanware, make good all surfaces

3.2.3.7. Tile all floor surfaces, specification of floor tiles applies to all areas.

3.2.3.8. Repair ceiling boards and paint with all wall and ceiling surfaces with an SABS approved emulsion type paint.

3.3. Consulting Rooms:

3.3.1. Demolish counter top and make good floor surfaces to match existing.

3.3.2. Remove stainless steel sink unit and replace with a single hand wash basin.

3.4. Duty station:

3.4.1. Demolish window opening and install counter top with aluminium and glass sliding window.

R K Khan Hospital - Renovation of existing space to convert into Psychiatric ward

ITEM NO	DESCRIPTION- RENOVATION OF EXISTING SPACE TO CONVERT INTO PSYCHIATRIC WARD		QUANTITY	RATE	AMOUNT
PART A WARD AB1					
2.1. Fencing panels, gates and window guards:					
1	Supply and install Fencing for the balcony area , designed and manufactured with 75mm x 12.mm (approximately) apertures made from 4mm thick wires and must include all necessary posts, angles, fixings to complete the installation.	m2	24		
2	Supply and install window guards as per specification 1500mm (w) x 2000mm (h)	item	14		
3	Supply and install window guards as per specification 800mm (w) x 1300mm (h)	item	1		
4	Supply and install gates as per specification 1280mm (w) x 2950 mm (h)	item	5		
5	Supply and install gates as per specification 975 mm (w) x 2950mm (h)	item	3		
6	Supply and install gates as per specification 1560mm (w) x 2950 mm (h)	m2	1		
7	Brick up door openings as per specifications, include plaster and paint	m2	14		
8	Supply and install Vandal Proof W/C pan with integrated seat; fitted with 'prison type' Flush Masters	item	3		
9	Supply and install shower cubicles complete with wall tiles and floor mosaic	m2	10		
10	supply and install toilet cubicle walls- brick and mortar complete with wall tiles	m2	4		
11	Supply and install floor tiles to seclusion room and ablutions	m2	18		
12	Supply and install stainless steel wash hand basin with single pillar tap complete with waste trap.	item	2		
13	Seclusion room bed to be bricked up platform 500mm high, 2000mm in length and 1000mm in width with reinforced concrete slab with rounded edges.	item	1		
14	Staff abluion: The existing W/C pan shall be removed and replaced with new complete closed coupled unit.	m2	1		
15	Tiling of staff abluion	m2	15		
PART A				subtotal	

R K Khan Hospital - Renovation of existing space to convert into Psychiatric ward

ITEM NO	DESCRIPTION- RENOVATION OF EXISTING SPACE TO CONVERT INTO PSYCHIATRIC WARD		QUANTITY	RATE	AMOUNT
	PART B - Compound building				
1	Supply and install partitions: 12mm Moisture resistant Plaster Board tapered edge dry wall partitioning as per the technical specifications	m2	90		
2	Supply and install doors to partitions as per specification- complete with door lock set	item	6		
3	Remove existing stainless steel sink and install single hand wash basin complete with bottle trap and single elbow operated tap	item	3		
4	Demolish counter top and make good floors to existing floor surfaces	m2	4		
5	Painting of walls, ceilings and partitions- ground floor	m2	500		
6	Supply and install W/C suite as "Vaal Aquasave" - or other approved	item	3		
7	Remove existing aluminium door and brick up opening	m2	6		
8	Demolish wall to create door opening- included door frame 2000mm (h) x 900 (w)	item	1		
9	Painting of windows and door frames- SABS approved enamel coat, include primer	m2	40		
10	Supply and install Vitraflex "Classic" Cubicle or other approved system for ablution stalls and privacy screens	m2	10		
11	Demolish wall to widen door opening- include plaster and lintel as per specifications, includes demolition to shower cubicles	m2	15		
12	Tiling of floors, use 300 x 300 porcelain tile, salt and pepper range	item	30		
13	Tiling of walls, use 200 x 200 Johnson tile, gloss white	item	10		
14	Demolish wall to create opening for counter top, includes aluminium frame sliding glass 2000mm (h) x 1500mm (w)	m2	3		
15	Demolish walls in North and South wing bathrooms- 1st Floor- include removal of sanware and disposal	m2	25		
16	Replace W/C suite as "Vaal Aquasave" - or other approved	item	3		
17	Replace Wash hand basins shall be Vaal Sola 510 type (or similar approved) with pillar type single elbow action type taps, cobra or similar approved.	item	2		
	PART B			subtotal	

SCHEDULE OF RATES

INSTITUTION: R K KHAN HOSPITAL

PROJECT: RENOVATION OF EXISTING SPACE TO CONVERT INTO PSYCHIATRIC WARD


Part A	R		
Part B	R		
Safety file	R		
ADD Provision for Value Added Tax Allow 15% of SUB-TOTAL	R		
<u>TOTAL: CARRIED TO TENDER FORM</u>	R		

WORK TO BE DONE AND SCHEDULE OF PRICES:

COMPULSORY NOTE:

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

3. CONDITIONS OF CONTRACT


- 3.1. Contractors are advised to visit the site and take specific measurements before submitting quotes.
- 3.2. Storage of all materials will be at contractors risk.
- 3.3. All necessary safety precautions are to be observed.
- 3.4. The commencement of the works is to be 2 weeks from the date of the official order and duration, 2 weeks from the commencement date.
- 3.5. All works is to be guaranteed for 12 months from date of completion.
- 3.6. All materials is to be S.A.B.S. approved.
- 3.7. All works carried out is to be to the entire satisfaction of the CEO or his appointed representative.
- 3.8. All contractors from within the borough of Durban will be considered.
- 3.9. All material removed to be handed over to the maintenance department.
- 3.10. Contractors are advised to be registered with the C.I.D.B. and CSD.
- 3.12. Only contractors from within the borough of Durban will be considered.
- 3.13. Quotations are to be deposited at the Hospital Main Entrance, Security.
- 3.14. The closing date shall be 29/09/2020 11:00.
- 3.15. A compulsory site meeting will be held on 23/09/2020 at 10:00. 
- 3.16. Tender document will be handed out during the site meeting,
Technical – Mr. K.S. Pillay on (031) 4596145

Name: _____

Company: _____

Signature: _____

COMPANY STAMP



Compulsory:

- 1) Kindly complete all sections in full.
- 2) Attach proof or recommendations of work done of a similar scope at other government institutes.

Failure to comply with the above will result in disqualification

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
-------------------------	--------------------	-------------------	---------------

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

7.1.1 If yes, indicate:

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

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

(Tick applicable box)

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

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

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

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

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

9.2 VAT registration number:.....

9.3 Company registration number:.....

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

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

9.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....
.....

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

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

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

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

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

WITNESSES
1.
2.

..... SIGNATURE(S) OF BIDDERS(S)
DATE:
ADDRESS.....