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AdvertQuote

KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

Quotation Advert

Opening Date: 2021-04-08

Closing Date: 2021-04-19

Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: Head Office Quotations

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required: KwaDukuza Forensic Mortuary

Date Submitted: 2021-04-07

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: 1358/20/21-H

Item Category: Services

Item Description: 3 year maintenance contract for Mechanical works @ KwaDukuza forensic Mortuary

Quantity (if supplies)

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Both

Date: 2021-04-13

Time: 11:00

Venue: KwaDukuza forensic Mortuary

QUOTES CAN BE COLLECTED FROM:

QUOTES SHOULD BE DELIVERED TO:

310 Jabu Ndlovu street, PMB, 3201 (Old Boys Model School)

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: Jabulani Hlongwane

Email: jabulani.hlongwane@kznhealth.gov.za

Contact Number: 033 815 8345

Finance Manager Name: Mr T Ashby

Finance Manager Signature:

No late quotes will be considered

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	1	Three (03) year maintenance contract for Mechanical work @ KwaDukuza forensic Mortuary CIDB Grading: 1ME or Higher Specification attached Site inspection date & time: 13/04/2021 @11:00 Venue:KwaDukuza forensic Mortuary 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?	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

Enquiries regarding the <u>quote</u> may be directed to: Contact Person: Jabulani HlongwaneTel:033-815 8345	Enquiries regarding <u>technical information</u> may be directed to: Contact Person: Lunga DlaminiTel033 940 2600
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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):..... | 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. 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 13 /04 /2021 Time 11 :00 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
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the quote, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a quote is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

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

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

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

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

5. BID DECLARATION

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

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

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

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

7. SUB-CONTRACTING

(Tick applicable box)

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

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

7.1.1 If yes, indicate:

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

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

(Tick applicable box)

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

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

Designated Group: An EME or QSE which is at last 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**

SERVICING, REPAIR, MAINTENANCE, UPGRADING INSTALLATION AND REPLACEMENT WORKS FOR FIXED MECHANICAL PLANT EQUIPMENT IN KWADUKUZA MEDICO LEGAL MORTUARY, FOR THE DEPARTMENT OF HEALTH

QUOTATION NUMBER:

REQUIRED CIDB GRADING	1ME OR HIGHER
FACILITY NAME	KWADUKUZA MEDICO LEGAL MORTUARY
PROJECT DESCRIPTION	KWADUKUZA MEDICO LEGAL MORTUARY 3 YEAR MAINTENANCE CONTRACT FOR MECHANICAL WORKS AND RELATED ANCILLARIES

QUOTATION DOCUMENT

**DEPARTMENT OF HEALTH
KWADUKUZA MEDICO LEGAL MORTUARY**

Project Leader: Lunga Dlamini

Telephone No: 033 940 2600

Email: lunga.dlamini@kznhealth.gov.za

KWADUKUZA MEDICO LEGAL MORTUARY 3 YEAR MAINTENANCE CONTRACT FOR MECHANICAL WORKS AND RELATED ANCILLARIES

1 PURPOSE, SCOPE AND DEFINITIONS OF CONTRACT WORK CATEGORIES

The purpose of this contract specification is to procure the services of a reputable, competent and accredited contractor to execute maintenance and repair works on the Mechanical Equipment and related ancillaries at the KwaDukuza Medico Legal Mortuary as and when required for a period of three (3) years.

2 DEFINITIONS OF WORK CATEGORIES

The work categories are as defined under:

- Maintenance: (Preventive maintenance) defined in as work required for the upkeep of any existing equipment, which is presently in functioning and in operational order.
- Repairs:(Reactive maintenance) defined as that work required to be executed on any existing equipment, which is at present not functioning and must be returned to its original state of functioning by replacing it with new equipment of the same capacity/capability and technological features or by replacing components.

2.1. SCOPE OF WORK

- Conduct a once off condition assessment on the status quo of the mechanical equipment and provide a comprehensive report outlining the findings with pictures, cost and recommendations.
 - The 36th monthly report will be compared to the above report in order to determine the success of the contract.
 - The condition assessment will be expected to be conducted in the second week of the contract commencement date.
- Conduct Repairs, as and when required
- Conduct Preventative Maintenance
 - Six (6) monthly inspection on all mechanical equipment and related ancillaries and lubricate as necessary.
 - Provide report with findings, recommendations, pictures and cost.
 - Annual servicing of mechanical equipment.
- Six (6) monthly meetings at KwaDukuza Medico Legal Mortuary.

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 for isolations that may be 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 The Schedule of equipment shall be read in conjunction with the Scope of Work.
- 3.1.6 Any discrepancies or omissions shall be brought to the attention of the Project Leader immediately.
- 3.1.7 Preference will be given to Bidders who have registered offices / workshops within the borders of the ILembe District and surroundings. This is in an effort to reduce response times to call outs for breakdowns in the more remote areas of the Province.
- 3.1.8 The Contractor must be registered with CIDB and must have minimum grading of 1ME or higher.
- 3.1.9 The Contractor must be competent with proven experience in Mechanical works and related ancillaries with traceable references.

4 EXECUTION PERIOD

The contract is for three (3) years on a "as and when required" basis.

5 TECHNICAL SPECIFICATION

5.1 COMPLIANCE WITH REGULATIONS AND STANDARD SPECIFICATIONS

- a) The Contractor shall only use genuine OEM parts should replacement of parts be necessary.
- b) 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.
- c) The Contractor shall observe the Machinery and Occupational Safety Act - Act 6/1983 while conducting maintenance.
- d) The Contractor shall observe Municipal By-laws and any special requirements of the Supply Authorities of the area or district concerned while conducting maintenance.
- e) The Contractor shall observe Local Fire Regulations while conducting maintenance.
- f) All building works shall be in accordance with the Standard Preambles to All Trades.
- g) 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) 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.
- b) 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.
- c) 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 two workmen shall be employed at all times to ensure satisfactory progress of the work.
- d) 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.
- e) 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.
- f) Tenderers are advised to visit the site and acquaint themselves fully with the site conditions and nature and full extent of work involved prior to submitting their tender. Claims on the grounds of insufficient information in such respects or otherwise will not be entertained by the Administration.
- g) The contractor shall provide all necessary tools and equipment. No payment will be made for hired tools.
- h) Payment of spares/parts/components used will be on sliding mark-up scale as per table below.

(Excluding VAT)(Carried forward
(Maximum Mark Up = 20% for values R0.00 to R299 999.99)
(Maximum Mark Up = 15% for values R300 000.00 to R500 000.00)
(Maximum Mark Up = 13% for values over R500 000.00)

7 SCOPE OF CONTRACT

The specification calls for the inspection, repair and servicing of the following equipment, inter alia at KwaDukuza Medico Legal Mortuary

7.1 Hydraulic Lift Trolley List

Equipment	Quantity	Make	Capacity	Remarks
Hydraulic lift trolley	2	TBC	TBC	The trolleys are used for lifting body trays and transporting bodies

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7.2 Extractor Fans

Equipment	Quantity	Make	Capacity	Remarks
Extractor Fans	2	TBC	TBC	

The Contractor is to service equipment and complete the sheet below in addition to the service report to be submitted after works have been completed

7.1 Extractor Fans Checklist

Description	Yes or No or N/A	Reading	Comments
Monthly Checks			
Clean fan assembly			
Check for undue noise or vibration			
Check for loose components			
Check and lubricate fan bearings			
Clean rusted spots and touch up with paint			
Check for impeller play			
Check and note condition of hydraulic pump			
Tighten Impeller, fan and motor bearings			
Remove motor end covers and clean out air ways			
Check motor mountings and bearings, lubricate as and when required			
Annual Checks			
All of above checks			
Remove unit to workshop for service where applicable			

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7.2 Hydraulic Body Lifting Trolleys

Description	Yes or No or N/A	Reading	Comments
Monthly Checks			
Note condition of swiveling castors and replace as when required.			
Lubricate castors			
Ensure that there are no loose components			
Refill hydraulic oil			
Ensure that lockable castors having locking brakes and brakes are still effective.			
Note condition of body tray locking mechanism and repair/replace as necessary			
Check and note condition of hydraulic pump			
Annual Checks			
All of above checks			
Remove unit to workshop for service where applicable			

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7.3 Scope of work for Mechanical related works

Description	Yes or No or N/A	Reading	Comments
Three (3) monthly inspection			
Report on inspection			
Repair as and when required			
Technical advisory			
Annual Checks			
All of above checks			
Remove unit to workshop for service where applicable			

The Contractor shall inform the Mortuary Manager/Project Leader 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 Equipment
- 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
- h) Cost
- i) Job Sheet

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- 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 6.3 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 the KwaDukuza Medico Legal Mortuary KwaZulu-Natal.

- Street address: 106 Chief Albert Luthuli Street, KwaDukuza 4450
- Postal address: Private Bag X10620 KwaDukuza 4450

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.

9.2 DOCUMENT

Required before signing the contract. Some will be outlined by SCM and Contracts Management

DOCUMENT
Health and Safety Plan/File
Contractor Organogram
Emergency Contact Numbers

10 SCHEDULE OF PRICES

PREAMBLE TO THE SCHEDULE OF PRICES

- 10.1 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.
- 10.2 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.
- 10.3 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.
- 10.4 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.
- 10.5 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.
- 10.6 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.

PRICE PAGE

DESCRIPTION			
Labour:			
Supply the services of a reputable, competent and accredited Plumbing Contractor for carrying out mechanical maintenance, troubleshooting and repair works including all Health and Safety compliance.			
Supply the services of semi-skilled and skilled personnel.			
ITEM	Skill required	Quantity	Rate/hour
1	Traded tested artisan (Plumber).	1	
3	Unskilled labour	1	
Subtotal for labour per hour (in Rands)		2 (Artisan and Unskilled)	
NOTE: 100 hours is allocated for this contract for 36 months.		300 hrs	
Subtotal for 100 hours worth of labour in 36 months (in Rands), which will also be used as repairs.			
Other items to quote for:			Price
4	Carry out 3 monthly inspection and testing on mechanical equipment, provide a report with maintenance recommendation replacement/repairs/upgrade recommendations, etc	24	
5	Annual servicing of equipment (Hydraulic body lift trollies and extractor fans)	3	
6	Six (6) monthly meetings with Artisan	6	
7	Status quo assessment and report	1	
8	Safety file	1	
Total Amount (excl. VAT)			
(VAT 15%)			
Total Amount (incl. VAT)			
Amount In Words:			

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13. EVALUATION CRITERIA AND SCORING

The threshold score, below which tenderers are eliminated from further consideration, should be 80%

The weighting for Quality and functionality out of 100 sub-points is as follows:

Evaluation Criteria	Deliverables	Points		Sub-Points	Sub-Criteria	Sub-Points Scoring	
		20	Points			20	
Availability of vehicle (Bakkie)	Submission of proof of vehicle (Bakkie) ownership or vehicle financier letter/Leased	20	Points	20	Proof of ownership of car (Bakkie)or vehicle financier/Leased	20	Submission of vehicle ownership document or letter for the financial institution financing the vehicle or lease agreement
Locality	Submission of proof of location (Physical Address of the tenderer's premises) and the distance away from site	20	Points	20	Contractor should provide proof of business physical address, and should be within a 40 Km vicinity from site	20	Submission of proof of location (Physical Address of the tenderer's premises) and the distance away from site, must not be more than 40km.
Availability of certificated and qualified Mechanical Fitter	Certificate of trade and a minimum of 3 years of experience.	20	Points	20	Submission of trade certificate and curriculum vitae to prove experience	0	No Submission of proof of location (Physical Address of the tenderer's premises) and location beyond 40Km radius.
						20	Trade Test Certificate (Mechanical Fitting)
						20	Minimum of 3 years of experience.
						0	No trade and insufficient experience

KWADUKUZA MEDICO LEGAL MORTUARY 3 YEAR MAINTENANCE CONTRACT FOR MECHANICAL WORK AND RELATED ANCILLARIES

Evaluation Criteria	Deliverables	Points	Sub-Points	Sub-Criteria	Sub-Points Scoring								
Safety	Submission of the tenderer's 1.) Health and Safety Plan 2.) Basic First Aid Training Certificate that will give confidence to the Department that safety will be prioritised. 3) Company Organogram showing roles/responsibilities.	20	20	Submission of the tenderer's 1.) Basic Health and Safety Plan 2.) Basic First Aid Training Certificate	<table border="1"> <tr> <td data-bbox="236 465 564 757">10</td> <td data-bbox="236 116 564 465">Submission of the tenderer's Health and Safety Plan</td> </tr> <tr> <td data-bbox="236 331 564 465">10</td> <td data-bbox="236 116 564 331">Submission of the tenderer's First Aid Training Certificate for either Artisan or Unskilled Labourer</td> </tr> <tr> <td data-bbox="236 241 564 331">0</td> <td data-bbox="236 116 564 241">No submission</td> </tr> <tr> <td data-bbox="236 116 564 241">0</td> <td data-bbox="236 116 564 116">No submission or irrelevant qualifications</td> </tr> </table>	10	Submission of the tenderer's Health and Safety Plan	10	Submission of the tenderer's First Aid Training Certificate for either Artisan or Unskilled Labourer	0	No submission	0	No submission or irrelevant qualifications
10	Submission of the tenderer's Health and Safety Plan												
10	Submission of the tenderer's First Aid Training Certificate for either Artisan or Unskilled Labourer												
0	No submission												
0	No submission or irrelevant qualifications												

TENDER EVALUATION CRITERIA AND SCORING PRICE AND BBEE

KWADUKUZA MEDICO LEGAL MORTUARY 3 YEAR MAINTENANCE CONTRACT FOR MECHANICAL WORK AND RELATED ANCILLARIES

Evaluation Criteria	Deliverables	Points
Price	<p>The lowest responsive and responsible priced offer shall be allocated 80 points.</p> <p>All other responsive and responsible offers shall be allocated a prorated point value based on the lowest responsive and responsible priced offer.</p>	80 Points
Broad Based Black Economic Empowerment (BBBEE)	<p>The points allocated to each tenderer for Broad Based Black Economic Empowerment shall be based on the Broad Based Black Economic Empowerment Scorecard. In this regard, the points score for this criteria for each tenderer, shall be determined as follows:</p>	20 Points
	· Level 1 Contributor	20 Points
	· Level 2 Contributor	18 Points
	· Level 3 Contributor	14 Points
	· Level 4 Contributor	12 Points
	· Level 5 Contributor	8 Points
	· Level 6 Contributor	6 Points
	· Level 7 Contributor	4 Points
	· Level 8 Contributor	2 Points
	· Non-Compliant Contributor	0 Points

KWADUKUZA MEDICO LEGAL MORTUARY 3 YEAR MAINTENANCE CONTRACT FOR MECHANICAL WORK AND RELATED ANCILLARIES