

SharePoint

Sikithi Sipho - ?



KZN HEALTH

KZN Health Intranet

Search this site


[HOME](#) [CORPORATE INFORMATION](#) [COMPONENTS](#) [DIRECTORY](#) [DISTRICT OFFICES](#) [HEALTH FACILITIES](#)

KZN Health > Components > Supply Chain Management

AdvertQuote


KWAZULU-NATAL PROVINCE
 HEALTH
 REPUBLIC OF SOUTH AFRICA

Quotation Advert

Opening Date: 2021-12-07

Closing Date: 2021-12-14

Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: Grey's hospital

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required: Grey's Hospital

Date Submitted: 2021-12-07

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: GRS 3458/11/21

Item Category: Services

Item Description: Curtains and Curtain Rails Individually Around each Cubicle NB: Company To Install Rails and Curtains, PROVIDE SAMPLE OF MATERIAL with Quotes And Also to Come Measure in 4 WARDS
(AS PER SPECIFICATION ATTACHED)

Quantity (if supplies): As Per Specification Attached

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Compulsory Site Visit

Date: 2021-12-09

Time: 11:00

Venue: Maintenance Department

QUOTES CAN BE COLLECTED FROM: Departmental Website

QUOTES SHOULD BE DELIVERED TO: Grey's Hospital Tender Box / Fax: 033 897 3006

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: Sipho Sikithi

Email: No Email / Fax: 033 897 3006

Contact Number: 033 897 3492

Finance Manager Name: Mrs. B.G Anderson

Finance Manager Signature:

No late quotes will be considered



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

GRS: 3458/11/21

201 Townbush Road, Northern park, Pietermaritzburg, 3201
Private bag X9001, Pietermaritzburg, 3200
Tel: 033 897 3476 Fax: 033 897 3716 Email: EUGENE.MADIBA@KZNHEALTH.GOV.ZA
www.kznhealth.gov.za

DIRECTORATE:

GREY'S HOSPITAL
FACILITIES
MANAGEMENT

SUPPLY AND INSTALL CURTAINS & RAILS WITH HOOKS AT WARD M1, M2, M3, M4 & ~~D1~~ ^{S.LD} AT GREY'S HOSPITAL

GRS 5257/03/21

PROJECT SPECIFICATIONS

1. NOTES TO TENDERERS

1.1. SCOPE OF CONTRACT

This Contract is for the complete execution of the project indicated above.

1.2. CONTRACT DRAWINGS

This quotation document is to be read in conjunction with the drawings listed below which is issued together with this document.

Drawing No.: Nil

1.3. CONDITIONS OF CONTRACT AND PRELIMINARIES

1.3.1 PERIOD OF CONTRACT

Once off

1.3.2 CONTRACT GUARANTEE:

The successful Tenderer will be required to submit a contract guarantee.

1.3.3 GUARANTEE PERIOD

The guarantee period for the **Structural Work** and all materials must be for a minimum of **Three (3) months** from the date of first delivery.

1.3.4 SITE AND MODE OF PROCEDURE

The work contained in this contract will be carried out on the site of the existing Institution.

The Contractor is advised that the existing premises will be occupied throughout the period of the contract.

Damage to existing buildings - Tenderers to note that any damages done or occurring to any of the buildings will be repaired at the expense of the contractor/ Tenderer.

NB: *Tenderers are advised to examine the drawings and visit the site prior to quoting and to acquaint themselves 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.*

1.3.5 SATISFACTORY INSTALLATION

The whole of the installation shall be carried out in accordance with the South African Bureau of Standards Code of Practice for the application of National Building Regulations, the KZNPA Standard Preambles to all Trades, the KZNPA General Electrical Specification, the South African Bureau of Standards Code of Practice for the Wiring of Premises and the Occupational Health and Safety Act 85 of 1993 as amended.

The supply to present Samples of material to hospital management along with bid.
Supplier to measure the sizes of windows and cubicles before installation.

2.. SCOPE OF WORK

SUPPLY AND INSTALL CURTAINS AT GREY'S HOSPITAL

Window Curtains

Fabric/material: SABS 1401 Part 3. Type P48. 60/40% polyester/cotton, bleached and fully pre-shrunk

Threadcount: 180 or better

Colour: See measurement specification for different ward colour

Weight: 180grams or better

Dimensions: Finished – 200 cm x 500cm

Height: Must not touch floor by approximately 30cm

Stitching: Thread m80 mercerised, stitches 5 per 10mm.

Seams: Bottom seam doubled 3cm wide, all other raw seams hemmed 1,5cm wide. Double stitched

Rails: Empre rails to be installed

Hooks: Company to provide all necessary rufflette hooks to match rails

Size Tab: Mercerized and singed dye fast size tab to be sewn on each item indicating item no, dimensions, manufacturer name & month and year of manufacture (e.g. JUN 2022)

Additional: Each curtain to be provided with 80% Block out lining. 2,5cm wide rufflette tape to be stitched along entire top length on reverse side of the curtain approximately 2 millimeters from finished edge.

Each curtain to be supplied with one "tie back" of the same material – tie back to be 120cm long and doubled to finish 10cm wide. All raw seams folded in and hemmed. Tie back to be center stitched at midpoint to curtain drop. All curtains to be sewn with washing instructions.

(N.B. These curtains are hung on an overhead rail which is why the rufflette tape is sewn so close to the top of the curtain.)

Cubicle Curtains

The fabric should free of heavy metals, such as lead, chromiun, molybdenum, cadmium, etc.

Curtains must be strong ,durable and tear resistant. The curtains should not only prevent and control pathogens and germs, but can also help minimize hospital acquired infections.

Curtains must be anti-static to prevent static electricity from interfering with sensitive medical equipment.

Curtains must be hypoallergenic to protect patients from having allergic reactions.

Must be strong and durable.

Must contain an antimicrobial addictive that will slowly release to the surface over time, as antimicrobial curtains not only prevent and control pathogens and germs but also help minimize hospital acquired infections.

They should be long lasting

The fabric must be 60/40% polyester/cotton.

Each curtain to be supplied with one "tie back" of the same material – tie back to be 120cm long and doubled to finish 10cm wide. All raw seams folded in and hemmed. Tie back to be center stitched at midpoint to curtain drop. All curtains to be sewn with washing instructions.

Curtains must be machine washable, they must wash extremely well but do not fade out when washing.

Curtains are fabricated with grommets on top so the hooks used to hang them will last a lifetime, cubicle curtains made with grommets also falls most beautiful and straight.

Successful bidder to provide all necessary hooks needed.

Curtains must be thick enough not to see through.

Company to provide necessary hooks to match rails.

NOTE:

The site must be left clean and tidy at all times as it is a Hospital environment. Please adhere to this instruction.

NOTE: ALL EQUIPMENT REMOVED IS TO REMAIN ON SITE AND HANDED OVER TO THE INSITUTION.

QUOTATION FORM

DEVIATIONS FROM SPECIFICATION

If the Contractor's main offer contains any deviations from the specification these deviations must be listed below:

Where no deviations from specification occur, the word "NIL" shall be entered under Deviation, and the page signed by the Contractor.

CLAUSE NO	DEVIATION

CONTRACTOR'S

**PROVINCE OF KWAZULU-NATAL
DEPARTMENT OF HEALTH**

SUPPLY AND INSTALL CURTAINS, RAILS & HOOKS AT WARDS M1, M2, M3, M4 & D1 AT GREY'S HOSPITAL

SCHEDULE OF RATES

3.1 ITEMS AND PRICING

The Department reserves the right to place an order for any quantities of items included in the Schedules. The Schedule of Rates must also not be assumed to include and describe every detail of the supply requirement, but must be taken and read in conjunction with the other parts of the document. Thus the supplier shall not have claim for further payment in respect of any order which may be described or implied in the contract, although apparently no corresponding items are given in the Schedule of Rates. The supplier shall be deemed to have satisfied himself before quoting as to the correctness and sufficiency of his quote for the contract and of the rates and prices stated in the Schedule of Rates.

3.2 TAX AND DUTIES

Prices, quoted and paid, must include all customs, excise and import duties, and any other tariffs or taxes levied by the government or statutory body having jurisdiction on the goods provided under this contract, including Value Added Tax (applicable to the current rate).

3.3 RATES

Except where provision is made in the Schedule of Rates, the rates and prices inserted shall be the full rates and prices for the service delivered described under the respective items and shall cover all labour, transport, overhead charges and profit, etc. as well as the general liabilities, obligations and risks arising out of the Conditions of Contract, the overhead charges and profit being spread proportionately over the rates of the relative items in the Schedule of Rates.

SCHEDULE OF RATES

WORK TO BE DONE AND SCHEDULE OF PRICES:

Item	UNIT	QTY	RATE/ UNIT		TOTAL	
			R	c	R	c

• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING

	Supply and install curtains as per above scope						
5)	Labour		Sum				
6)	Consumables		Sum				
15)							
16)							
Carried To Collection Summary		PS 1		R			

COLLECTION SUMMARY

INSTITUTION: GREYS HOSPITAL

PROJECT DESCRIPTION: Supply and install curtains , rails, hooks at wards specified

NOTE:

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

Collection Summary	PS 1	R	
<u>SUB-TOTAL:</u> CARRIED TO QUOTATION FORM		R	

IMPORTANT
THIS FORM IS ONLY TO BE INCLUDED AND COMPLETED WHEN APPLICABLE TO THE QUOTATION.

OFFICIAL BRIEFING SESSION / SITE INSPECTION CERTIFICATE

Site/building/institution involved: GREY'S HOSPITAL
Quotation No.:

Service: Supply and install curtains in WARDS M1, M2, M3, M4 & ~~D1~~ ^{S.L.D} AS PER SPECIFICATION AT GREY'S HOSPITAL

THIS IS TO CERTIFY THAT..... OF (STATE NAME OF TENDERER)
..... VISITED AND INSPECTED THE SITE ON

• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING

..... (DATE) AND IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES AND THE A
SCOPE OF THE SERVICE TO BE RENDERED.

.....
SIGNATURE OF TENDERER OR AUTHORISED REPRESENTATIVE

DATE :

.....
SIGNATURE OF DEPARTMENTAL REPRESENTATIVE

DEPARTMENTAL STAMP:

DATE :



Health

Department:
Health
PROVINCE OF KWAZULU-NATAL

GREY'S HOSPITAL
OFFICE OF THE HOSPITAL LAUNDRY MANAGER
PRIVATE BAG X9001, PIETERMARITZBURG, 3200
Tel.: 033 897 3489
Fax.: 033 897 3713

MEASUREMENTS SPECIFICATIONS Ward M1

ROOMS TO COVER

➤ Ward 1

- Window curtain + Meds bay

Sides: x2

Drop = 1.85m / 1.85m

Width = 1.8m / 1.8m

Middle:(meds bay)

Drop = 0.7m

Width = 1.25m

Opposite side of ward windows

- Sides x2

Drop = 1m

Width = 1.8m

- 6 Cubicles (range measurements)
Width = 2.m – 2.62m Length = 2.5m

Drop= 1.8m (must leave at least
30cm from floor to curtain)

➤ Side ward 1 (room 5)

- Window curtain

Drop = 1.9m

Length = 2.3m

➤ Side ward 2 (room 6)

- Window curtain

Drop = 1.9m

Length = 2.45m

***All Curtain Colour: Yolk / Yellow**

➤ Side ward 3 (room 7)

- Window curtain

Drop = 1.9m

Length = 2.45m

➤ Room 8

- Window curtain

Drop = 1.9m

Length = 2.45m

➤ Nursery (Kids room)

- Window curtain

Drop = 1.9m

Length = 2.45m

- Curtain Colour: Red, Animal print

➤ Tea Lounge

- Window curtain

Drop = 1.80m

Length = 2.45m



HEALTH
KwaZulu-Natal

Health

Department:
Health
PROVINCE OF KWAZULU-NATAL

GREY'S HOSPITAL
OFFICE OF THE HOSPITAL LAUNDRY MANAGER
PRIVATE BAG X9001, PIETERMARITZBURG, 3200
Tel.: 033 897 3489
Fax.: 033 897 3713

MEASUREMENTS SPECIFICATION Ward M2

ROOMS TO COVER

➤ Room 1

- Window curtain

Drop = 1.8m

Width = 2.45m

➤ Room 2

- Window curtain

Drop = 1.8m

Width = 2.53m

➤ Room 3

- Window curtain

Drop = 1.8m

Width = 2.3m

➤ Room 4

- Window curtain

Sides: x2

Drop = 1.8m / 1.8m

Width = 2.36m / 2.36m

- 6 Cubicles (range measurements)

Width = 1.85m – 2.m

Length=2.5m

Drop= 1.8m (must leave at least
30cm from floor to curtain)

➤ Room 5

- Window curtain

Sides: x2

Drop = 1.8m / 1.8m

Width = 2.35m / 2.35m

- 6 Cubicles (range measurements)

Width = 1.81m – 2.m Length=2.43m - 2.6m

Drop= 1.8m (must leave at least 30cm from floor to curtain)

➤ Room 6

- Window curtain

Sides: x2

Drop = 1.8m / 1.85m

Width = 2.35m / 2.35m

- 6 Cubicles (range measurements)

Width = 1.9m – 2.1m Length= 2.51m

Drop= 1.8m (must leave at least 30cm from floor to curtain)

➤ Room 7

- Window curtain

Sides: x2

Drop = 1.8m / 1.8m

Width = 2.35m / 2.35m

- 6 Cubicles (range measurements)

Width = 1.8m – 2.m Length=2.51m

Drop= 1.8m (must leave at least 30cm from floor to curtain)

➤ Side Ward 12

- Window curtain

Drop = 1.8m

Width = 2.25m

➤ Side ward 14

- Window curtain

Drop = 1.8m

Width = 3.56m

- Side ward 15
 - Window curtainDrop = 1.9m
Width = 2.45m

- Nursery (kids)
 - Window curtainDrop = 1.9m
Width = 3.56m

**- Animal print curtain
Colour: Red**

- Managers Office
 - Window curtainDrop = 1.8m
Width = 3.45m

- ❖ **All window curatins colour: Purple**
- ❖ **Cubicle curtain colour: Powder blue**



Health

Department:
Health
PROVINCE OF KWAZULU-NATAL

GREY'S HOSPITAL
OFFICE OF THE HOSPITAL LAUNDRY MANAGER
PRIVATE BAG X9001, PIETERMARITZBURG, 3200
Tel.: 033 897 3489
Fax.: 033 897 3713

MEASUREMENTS SPECIFICISATION Ward M4

ROOMS TO COVER

➤ Ward 2

- Window curtain

Sides: x2

Drop = 1.8m / 1.8m

Width = 2.36m / 2.36m

- 6 Cubicles (range measurements)

Width = 1.9m – 2.m Length=2.4m - 2.45m

Drop= 1.8m (must leave at
least 30cm from floor to curtain)

➤ O.M's room

- Window curtain

Drop = 1.9m

Width = 3.46m

➤ Ward 1

- Window curtain

Sides: x2

Drop = 1.8m

Width = 2.32m

- 2 Cubicles (range measurements)

Width = 1.61m – 2.24m Length=2.4m

Drop= 1.8m (must leave at least
30cm from floor to curtain)

➤ Ward 3

- Window curtain

Sides: x2

Drop = 1.8m / 1.8m

Width = 2.38m / 2.38m

- 4 Cubicles (range measurements)

Width = 1.85m – 2.1m Length=2.4m

Drop= 1.8m (must leave at least 30cm from floor to curtain)

➤ Ward 4

- Window curtain

Sides: x2

Drop = 1.8m / 1.8m

Width = 2.36m / 2.36m

- 4 Cubicles (range measurements)

Width = 1.84m – 2.m Length= 2.41m

Drop= 1.8m (must leave at least 30cm from floor to curtain)

➤ Ward 5

- Window curtain

Sides: x2

Drop = 1.8m / 1.8m

Width = 2.34m / 2.34m

- 4 Cubicles (range measurements)

Width = 1.84m – 2.m Length= 2.41m

Drop= 1.8m (must leave at least 30cm from floor to curtain)

➤ Side ward 1

- Window curtain

Drop = 1.8m

Width = 3.56m

➤ Side ward 2

- Window curtain

Drop = 2m

Width = 3.54m

- Side ward 3
 - Window curtainDrop = 2m
Width = 3.57m

- Examination room
 - Window curtainDrop = 2m
Width = 3.54m

❖ All window curtains colour:
Cucumber

STANDARD QUOTE DOCUMENTATION OVER R30 000.00

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT:.....
DATE ADVERTISED:..... CLOSING DATE: CLOSING TIME: 11:00
FACSIMILE NUMBER: 033 897 3006 E-MAIL ADDRESS: No Email
PHYSICAL ADDRESS:

QUOTE NUMBER:

DESCRIPTION:

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

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

UNIQUE REGISTRATION REFERENCE

[grid]

DEPOSITED IN THE QUOTE BOX SITUATED AT (STREET ADDRESS)

.....
.....

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

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

QUOTATIONS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RETYPED)

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 MAY RESULT IN YOUR QUOTE BEING DISQUALIFIED)

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

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

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 TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

DECLARATION OF INTEREST

- 1. Any legal person, including persons employed by the state, 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...
- 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)...

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
2.2. Identity Number
2.3. Position occupied in the Company (director, trustee, shareholder?)
2.4. Company Registration Number
2.5. Tax Reference Number
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? YES NO
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);
b) any municipality or municipal entity;
c) provincial legislature;
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 Department is under no obligation to accept the lowest or any quote.
- 3.2. The Department reserves the right to communicate in writing with vendors in cases where information is incomplete or where there are obscurities regarding technical aspects of the offer, to obtain confirmation of prices or preference claims in cases where it is evident that a typing, written, transfer or unit error has been made, to investigate the vendor's standing and ability to complete the supply/service satisfactorily.
- 3.3. **ALL DECISIONS TAKEN BY THE DEPARTMENT ARE FINAL, INCLUDING THE AWARD OF THIS QUOTATION.**
- 3.4. 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.
- 3.5. The bidder must ensure the correctness & validity of the quotation:
- (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*
 - (ii) *it is the responsibility of the bidder to confirm receipt of their quotation and to keep proof thereof.*
- 3.6. 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.
- 3.7. This quotation will be evaluated based on the 80/20 points system, specification, correctness of information and/or functionality criteria. All required documentation must be completed in full and submitted.
- 3.8. Offers must comply strictly with the specification.
- 3.9. Only offers that meet or are greater than the specification will be considered.
- 3.10. Late offers will not be considered.
- 3.11. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
- 3.12. Used/ second-hand products will not be accepted.
- 3.13. A bidder not registered on the Central Suppliers Database or whose verification has failed will not be considered.
- 3.14. All delivery costs must be included in the quoted price for delivery at the prescribed destination.
- 3.15. 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.
- 3.16. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.17. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered.
- 3.18. Verification will be conducted to identify if bidders have multiple companies and are cover-quoting for this bid.
- 3.19. In such instances, the Department reserves the right to immediately disqualify such bidders as cover-quoting is an offence that represents both corruption and acquisition fraud.

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. Quotations submitted must be complete in all respects. However, where it is identified that information in a bidder's response is incomplete in any respect, the said supplier meets all specification requirements and is lowest to quote, the Department reserves the right to request the bidder to complete/submit such information.
- 4.5. Any alteration made by the bidder must be initialled; failure to do so may render the response invalid.
- 4.6. Use of correcting fluid is prohibited and may render the response invalid.
- 4.7. Quotations 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.
- 4.10. The Department is under no obligation to pay suppliers in part for work done if the supplier can no longer for fulfil their obligation.

5. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS

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

6. SAMPLES

- 6.1. In the case of the quote document stipulating that samples are required, the supplier will be informed in due course when samples should be provided to the institution. (This decreases the time of safety and storage risk that may be incurred by the respective institution). The bidders sample will be retained if such bidder wins the contract.
 - (i) If a company/s who has not won the quote requires their samples, they must advise the institution in writing of such.
 - (ii) If samples are not collected within three months of close of quote the institution reserves the right to dispose of them at their discretion.
- 6.2. **Samples must be made available when requested in writing or if stipulated on the document.**
 - (i) If a Bidder fails to provide a sample of their product on offer for scrutiny against the set specification when requested, their offer will be rejected. All testing will be for the account of the bidder.

7. COMPULSORY SITE INSPECTION / BRIEFING SESSION

7.1. Bidders who fail to attend the compulsory meeting will be disqualified from the evaluation process.

- (i) The institution has determined that a compulsory site meeting take place
- (ii) Date / / Time : Place

Institution Stamp:	Institution Site Inspection / briefing session Official Full Name: Signature: Date:
--------------------	--

8. STATEMENT OF SUPPLIES AND SERVICES

8.1. The contractor shall, when requested to do so, furnish particulars of supplies delivered or services executed. If he/she fails to do so, the Department may, without prejudice to any other rights which it may have, institute inquiries at the expense of the contractor to obtain the required particulars.

9. SUBMISSION AND COMPLETION OF SBD 6.1

9.1. Should a bidder wish to qualify for preference points they must complete a SBD 6.1 document. Failure by a bidder to provide all relevant information required, will result in such a bidder not being considered for preference point's allocation. The preferences applicable on the closing date will be utilized. Any changes after the closing date will not be considered for that particular quote.

10. TAX COMPLIANCE REQUIREMENTS

- 10.1. In the event that the tax compliance status has failed on CSD, **it is the suppliers' responsibility to provide a SARS pin in order for the institution to validate the tax compliance status of the supplier.**
- 10.2. In the event that the institution cannot validate the suppliers' tax clearance on SARS as well as the Central Suppliers Database, **the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.**

11. TAX INVOICE

11.1. A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:

- | | |
|--|--|
| (i) the name, address and registration number of the supplier; | (iv) a description and quantity or volume of the goods or services supplied; |
| (ii) the name and address of the recipient; | (v) the official department order number issued to the supplier; |
| (iii) an individual serialized number and the date upon which the tax invoice is issued; | (vi) the value of the supply, the amount of tax charged; |
| | (vii) the words tax invoice in a prominent place. |

12. PATENT RIGHTS

The supplier shall indemnify the **KZN Department of Health** (hereafter known as the purchaser) against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

13. PENALTIES

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

14. TERMINATION FOR DEFAULT

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

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

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

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

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

1. GENERAL CONDITIONS

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

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

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

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

- 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 applicable box)

(Tick

YES	NO
-----	----

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

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.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>
--

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS.....</p> <p>.....</p> <p>.....</p>
