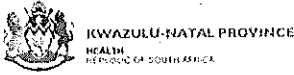


SharePoint

Zaca Thandiwe ▾ ?



KZN Health Intranet

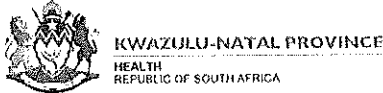
KZN HEALTH

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KZN Health > Components > Supply Chain Management

AdvertQuote



Quotation Advert

Opening Date: 2021-01-05

Closing Date: 2021-01-13

Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: Richmond hospital

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required: Richmond Hospital Maintenance Section

Date Submitted: 2021-01-04

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: 3.20.21

Item Category: Goods

Item Description: Supply and install water Heat pump

Quantity (if supplies) 01 unit

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Not Applicable

Date:

Time:

Venue:

QUOTES CAN BE COLLECTED FROM: Richmond Hospital security Building

QUOTES SHOULD BE DELIVERED TO: Richmond hospital wooden tender box near pharmacy Department

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: Mr S.E Nxumalo

Email: Siyabonga.Nxumalo2@kznhealth.gov.za

Contact Number: 033 212 2170

Finance Manager Name: Mr M.Mhlungu

Finance Manager Signature:

No late quotes will be considered

DECLARATION OF INTEREST

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4 DECLARATION

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

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

.....
 Name of bidder Signature Position Date

"State" means -

- a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- b) any municipally 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 institution is under no obligation to accept the lowest or any quote.
- 3.2. The price quoted must include VAT (if VAT vendor). However, it must be noted that the department reserves the right to evaluate all quotations excluding VAT as some bidders may not be VAT vendors.
- 3.3. The bidder must ensure the correctness & validity of quote:
- (i) *that the price(s), rate(s) & preference quoted cover all for the work/item (s) & accept that any mistakes regarding the price (s) & calculations will be at the bidder's risk*
- 3.4. The bidder must accept full responsibility for the proper execution & fulfilment of all obligations conditions devolving on under this agreement, as the Principal (s) liable for the due fulfilment of this contract.
- 3.5. This quotation will be evaluated based on the 80/20 points system, specification & correctness of information. All required documentation must be completed in full and submitted.
- 3.6. Offers must comply strictly with the specification.
- 3.7. Only offers that meet or are greater than the specification will be considered.
- 3.8. Late quotes will not be considered.
- 3.9. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
- 3.10. A bidder not registered on the Central Suppliers Database or verification has failed will not be considered.
- 3.11. All delivery costs must be included in the quote price, for delivery at the prescribed destination.
- 3.12. Only firm prices will be accepted. Such prices must remain firm for the contract period. Non-firm prices (including rates of exchange variations) will not be considered.
- 3.13. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.14. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered. Furthermore a verification will be done to identify if bidders have multiple companies and are quoting (cover-quoting) for this bid. In such instances only the cheapest bid according to specification will be considered.

4. SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF THIS QUOTATION.

- 4.1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
- 4.2. Under no circumstances whatsoever may the quotation/bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
- 4.3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
- 4.4. Quotation submitted must be complete in all respects.
- 4.5. Any alteration made by the bidder must be initialled.
- 4.6. Use of correcting fluid is prohibited
- 4.7. Quotation will be opened in public as soon as practicable after the closing time of quotation.
- 4.8. Where practical, prices are made public at the time of opening quotations.
- 4.9. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.

5. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS

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

- 5.5. No quotation/bid sent through the post will be considered if it is received after the closing date and time stipulated in the quotation documentation, and proof of posting will not be accepted as proof of delivery.
- 5.6. Quotation documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.

6. SAMPLES

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

7. COMPULSORY SITE INSPECTION / BRIEFING SESSION

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

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

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

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

(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.....

DEPARTMENT OF HEALTH

PROVINCE OF KWAZULU-NATAL

ZNB 5730/2013-H

SERVICING, REPAIR, MAINTENANCE, UPGRADING AND REPLACEMENT FOR FIXED MECHANICAL PLANT EQUIPMENT AND INSTALLATIONS FOR KZN DEPARTMENT OF HEALTH, CLINICS AND BUILDINGS:

QUOTATION NUMBER:

REQUIRED CIDB GRADING: 6ME

REQUIRED QUALITY MANAGEMENT SYSTEM CERTIFICATE: ISO 9001:2015

RICHMOND HOSPITAL: HEAT PUMP AND HOT WATER TANKS INSTALLATIONS

QUOTATION DOCUMENT

DEPARTMENT OF HEALTH
Project Leader : MR NXUMALO SIYABONGA
Telephone No : 033 2122170
Fax No : 033 2122171

QUOTATION DOCUMENT CONTENTS

NUMBER OF PAGES: 25

- PART ONE : INVITATION TO QUOTE AND QUOTATION CONDITIONS
- PART TWO : QUOTATION FORM AND ALTERNATIVE QUOTES
- PART THREE : CONDITIONS OF CONTRACT
- PART FOUR : TECHNICAL SPECIFICATION
- PART FIVE : PARTICULAR SPECIFICATION
- PART SIX : SCHEDULE OF PRICES

The Contractor is required to check these documents and drawings and the number of pages listed above which together form the Contract Agreement Document of the project. The Contractor's shall satisfy himself that this document is complete in accordance with the above schedule and if any pages or drawings are found to be missing, or duplicated, shall immediately request to rectify the discrepancy. No liability will be admitted by the Employer in respect of errors in the Contractors quote due to the foregoing.

PART 1

INVITATION TO QUOTE AND QUOTATION CONDITIONS



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

Dear Sir

RICHMOND HOSPITAL: HEAT PUMP INSTALLATIONS

1. We hereby invite you to quote for the above service, in accordance with the terms and conditions of the ZNB 5730/2013-H Period Contract.
- 2.1. Your quotation must be submitted in a sealed envelope, the front of the envelope being clearly endorsed with the Contract No, and the project description as stated above, and delivered to the hospital at **1 Durban Road, Richmond** and must reach the mentioned address on or before but not later than 12h00 of the closing date.
- 2.2. The use of correcting fluid, e.g. "Tippex" etc will lead to the automatic disqualification of the Quotation.
- 2.3. Only the original quotation document duly signed and completed in its entirety, will be given consideration.
- 2.4. Suppliers quotations may be facsimile or photocopied.
- 2.5. The total quotation amount shall be fixed for ninety (90) days from date of quotation.

Only additions or omissions arising from approved written authorized variations will be accepted as a valid variation in cost.

3.THE QUOTATION SHALL BE FULLY DETAILED AS FOLLOWS:

- 3.1 Itemised list of Materials/Spare Parts/Equipment, showing unit costs, contractors mark-up and subtotal
- 3.2 Labour hours, Unit Rate and Sub-Total
- 3.3 Kilometres, Unit Rate and Sub-Total (Specify number of trips)
- 3.4 Subsistence: Number of Nights Out, Unit Rate and Sub-Total.
- 3.5 VAT and Grand Total
4. A compulsory site inspection is **NOT** required.
5. Kindly complete the attached document and return all pages as per paragraph 2.3 above, each page being initialled by the Contractor's authorized signatory.

Yours faithfully

HEAD: DEPARTMENT OF HEALTH

PART 2

QUOTATION FORM AND ALTERNATIVE QUOTES

PART 2

QUOTATION FORM

TO BE COMPLETED BY THE CONTRACTOR:

I/We hereby quote for the following project in accordance with the conditions as specified in Contract ZNB 5730/2013-H.

CONTRACT ZNB 5730/2013-H: RICHMOND HOSPITAL: HEAT PUMP INSTALLATIONS

A: Equipment and Material including mark-up and VAT R _____

B: Labour, Travelling, Subsistence and Transport including VAT R _____

A+B Fixed Price for the scope of the works quoted for, valid for 90 days from date of quotation. Including 14% VAT

The offered total of the prices is R _____

Only additions or omissions arising from approved written authorized variations will be accepted as a valid variation in cost.

I/We agree that if we are awarded these works, the relevant preventive maintenance servicing, as per the Provincial Government KwaZulu-Natal: Department of Health Standard Service Schedules, may be done by others if so required, and that this would not invalidate my/our guarantee.

The total contract period for completion of this project (.....calendar months) and is inclusive of all statutory holidays.

The service provider is:

NAME :

ADDRESS.....

TEL NO:.....

FAX NO.....

E-MAIL ADDRESS:.....

CIDB REGISTRATION NUMBER AND GRADE:.....

Signed on behalf of the Contractor:

NAME:.....

POSITION:.....

SIGNATURE:..... DATE.....

Signed on behalf of the Employer:

NAME

POSITION.....

SIGNATURE..... DATE.....

**QUOTATION FORM
ALTERNATIVES**

It is required that the Contractor's main offer be in accordance with the specification. However, should Contractors wish to make alternative offers these must only be made on this form or copies thereof as necessary.

Note that all of the information required in this document must be supplied for all alternative offers as well.

Where the Contractor does not wish to submit alternatives, the word "NIL" shall be inserted against each section and the page signed by the Contractor.

ALTERNATIVE _____

ALTERNATIVE PRICE
(IN WORDS) _____

DETAIL VARIATIONS FROM SPECIFICATION _____

DETAIL BENEFITS TO OWNER IN TERMS OF THE ALTERNATIVE OFFER _____

REMARKS _____

CONTRACTORS'S AUTHORISED SIGNATURE / FULL NAME AND ADDRESS OF FIRM

NAME IN BLOCK LETTERS _____

DATE _____

FORT NAPIER HOSPITAL: HEAT PUMP INSTALLATIONS

SUMMARY B

LABOUR, SUBSISTENCE, TRAVEL AND TRANSPORT

6.3.1 LABOUR	TOTAL HOURS	RATE/HR	AMOUNT
a) Artisans	R
b) Apprentices	R/hr
1 st year	R...../hr
2 nd year	R...../hr
3 rd year	R...../hr
4 th year	R...../hr
c) Semi-skilled	R/hr
d) Unskilled	R/hr
6.3.2 SUBSISTENCE	TOTAL DAYS	RATE	
a) Artisans/Apprentices	R /day
b) Semi-skilled	R /day
c) Unskilled	R /day
6.3.3 TRAVEL	TOTAL KM	RATE	
6.3.3.1 From contractor's premises to site			
a)..... trips (skilled)	R...../km
@..... km per trip		
b)..... trips (semi- skilled)	R...../km
@..... km per trip		
6.3.3.2 From accommodation to site			
a)..... (skilled)	R...../km
@..... km per trip		
b)..... trips (semi skilled)	R...../km
@ km per trip		
6.3.4 TRANSPORT	TOTAL KM	RATE	
Haulage to sitetrips			
@ km per trip	2.5 tone	R...../km
@ km per trip	3 tone	R...../km
@ km per trip	5 tone	R...../km
@ km per trip	7 tone	R...../km
@ km per trip	10 tone	R...../km
b) Cranage to and on site		
@ sub contract rate	X.....

NOTE: Quoted rates shall not exceed the maximum rates as allowed in contract ZNB5730/2013-H

SUB TOTAL R _____
ADD 14% VAT R _____

GRAND TOTAL (Including VAT) R _____
 Labour, subsistence, travel and transport =====
 (Carried forward to Item B on Quotation Form)

PART 3

CONDITIONS OF CONTRACT

These works shall be carried out in accordance
With the Contract for Servicing, Repair, Maintenance, Upgrading,
Replacement and Minor New Works for fixed Mechanical Plant,
Equipment And Installations installed in KwaZulu-Natal Provincial
Administration Buildings and Institutions for the
Department of Health, Provincial Administration of KwaZulu-Natal
(Contract ZNB 5730/2013-H)

PART FOUR

TECHNICAL SPECIFICATION

FORT NAPIER HOSPITAL: HEAT PUMP INSTALLATIONS

4 TECHNICAL SPECIFICATION

4.1 COMPLIANCE WITH REGULATIONS AND STANDARD SPECIFICATIONS

These works are to be carried out in accordance with the KwaZulu-Natal Province Standard Specification for Refrigeration Services reference M-RCFM Issue 1 1998 and the KZN Standard specification for Air-conditioning and ventilation Services 127 pages

The operation, construction, material and components of the equipment, as specified, shall comply with the latest requirements of:

The Occupational Health and Safety Act (Act 85, 1993) as amended

The control panel, associated components and wiring shall be installed in compliance with the Department of Public Works and Land Affairs Standard Specification for the Electrical equipment and Installation for Mechanical Services Issue VIII September 1984.

SANS 10142: Code of Practice for Wiring of Premises

SANS 60947-1: 2005/IEC 60947-1: 2004 to SANS 60947-8: 2004/IEC 60947-8: 2004: Low voltage switch gear and control gear.

An Electrical Certificate of Compliance, in accordance with the OHS Act as amended, will be required for all Electrical Works.

The Machinery and Occupational Safety Act - Act 6/1983

The Municipal By-laws and any special requirements of the Supply Authorities of the area or district concerned.

Local Fire Regulations.

All building works shall be in accordance with the Standard Preambles to All Trades.

The contractor should fully familiarise himself with these documents prior to quoting.

PART 5

PARTICULAR SPECIFICATION

5. PARTICULAR SPECIFICATION

5.1. TECHNICAL SPECIFICATION

5.1.1 GENERAL

This Technical Specification shall be read in conjunction with all other sections of the Specification and cognisance shall be taken of the clauses relevant to this particular installation, whether any specific clauses are referred to or not.

5.1.2 GENERAL REQUIREMENTS

Tenderers are to make special note of the following:

This particular specification must be read with, and shall form part of, Part 4 of this document (Technical Specification).

In so far as the conditions contained herein are at variance with any obtained in the Technical Specifications, the contract shall be interpreted in terms of this Part 5 (Particular Specification).

The whole installation 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.

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.

The work shall at all times, for the duration of the contract, be carried out under the supervision of a skilled and competent representative of the Contractor, who will be able and authorized to receive and carry out instructions on behalf of the Contractor. A sufficient number of workmen shall be employed at all times to ensure satisfactory progress of the work.

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.

The complete installation shall be maintained for a period of twelve months after acceptance in writing by the Department of Health and shall allow for routine inspections not less frequently than two times a year.

The complete installation must be guaranteed against defective parts and workmanship for a period of twelve months after the date of issue of the Completion Certificate. This period shall run concurrently with the maintenance period.

Rates are to include for commissioning and testing of the complete installation and handing over in working order ready for use.

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.

The Department of Health reserves the right to make emergency repairs to keep the equipment in operation without voiding the Contractor's Guarantee, nor relieving the Contractor of his

responsibility during the guarantee period when, after proper notice, the Contractor fails to attend to such emergency repairs. All costs incurred by the Administration under these circumstances will be for the account of the Contractor.

NOTE: All electrical equipment shall comply with NER Regulation of voltage.

5.2 SCOPE OF CONTRACT

The specification calls for:

- 5.2.1 Supply and install one (01) 93 kW high temperature heat pump including in-line circulating pumps, electrical power supplies, interconnecting power cabling and wiring and insulated interconnecting piping and fittings all as specified.
- 5.2.2 Supply and erect lockable gated fencing around the heat pump (provisional sum).
- 5.2.3 Supply and Install hot water tank.
- 5.2.4 Cast suitably sized concrete plinth for the mounting of the heat pump.

5.3 THE SITE

The site is at the RICHMOND HOSPITAL, Kwazulu-Natal.

Tenderers are encouraged to visit the site to ensure successful installation of the work required. **Arrangements in this regard can be made with Artisan (0844610770)**

5.4 PROGRAM OF WORKS

It is imperative that the installation be achieved with minimum interruption to the existing facility.

The contractor shall notify the institution seven (7) days prior to carrying out any site work. As the Centre 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 inconvenience to staff and visitors.

A program shall be submitted prior to the commencement of any work.

5.5 INSTALLATION DETAILS.

5.5.1. HEAT PUMPS

The Heat Pump unit shall be mounted on concrete slabs outside the relevant plant rooms in the positions indicated on site by the Project Leader.

Alterations to the existing pipework and electrical cabling shall be required.

The unit is to be complete with in-line circulating pumps to circulate between the units and the storage vessels. A strainer and isolating valve is required before pump.

The unit is to be fitted with a manufacturer's plate giving working pressure, kW rating, date of manufacture, manufacturer's name, etc.

The water heating unit shall be supplied as standard with the following features:

- (1) Be all weather running: Temperature range (ambient – temperature – 15°C to 43°C) (with maximum outlet temperature of 75°C).
- (2) Have microcomputer controller with time function.

- (3) Be able to automatically start up and stop according to water temperature and other running conditions.
- (4) Have compressor delay protection.
- (5) Have high pressure protection.
- (6) Have low pressure protection.
- (7) Have overheating protection.
- (8) Have phase failure protection and open-circuit protection.
- (9) Have over / under voltage protection of not more or less than 10% nominal voltage (230 / 400 volts).
- (9) Have auto – antifreeze.
- (10) Have high temperature protection.
- (11) Have a minimum hot water output of 1000 litres per hour.
- (12) Compressor motor overload protection
- (13) Control transformer
- (14) Head pressure control – Low Ambient
- (15) Weather resistant baked enamel finish

Construction

All parts of the chassis and cabinets shall be suitably treated against corrosion and the exterior of the casings shall be finished in high quality stove enamel. The casings shall be thermally and acoustically insulated, and be easily removable to allow access to all components.

Prior to the Heat Pump unit being delivered to site, the steel casing and the chassis of the condenser section shall be further treated with an anti-corrosive coating on interior and exterior surfaces which shall be guaranteed for at least five years.

Hot Water Piping

Interconnecting piping shall be copper to SANS 460 Class 0 with capillary soldered fittings.

All hot water piping shall be insulated with preformed resin bonded glass fiber or mineral wool insulation, having a density of not less than 60 kg/m³.

Unexposed piping shall be painted with two coats of bitumen aluminium paint to SANS 082.

Exposed piping shall be further covered with galvanized sheet metal cladding of 0.7mm thickness.

All piping shall be colour coded to SANS 1091, specifically as follows:

- Hot water – brilliant green (H10) and crimson (A03)
- Cold water – brilliant green (H10) and cornflower (F26)

The piping shall be arranged that normal servicing of the equipment is not obstructed.

Water strainers shall be of the angle type with bronze or stainless steel screens. Perforation size shall not be larger than 0.8mm.

Isolating valves shall comply with SANS 664 and SANS 776.

Insulation

The hot water piping shall be insulated with pre-formed mineral wool insulation with a suitable water proof wrapping, and shall have a density of not less than 60 kg/m³. This insulation shall be at least 25mm thick.

All exposed insulation shall further be covered with painted galvanised sheet metal or aluminium cladding, at least 0.7mm thick.

Valves and controls are not to be insulated.

5.5.2 ELECTRICAL

Satisfactory Installation:

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

Supply and install electrical power supplies from the existing control panel to the new heat pumps of 4mm x 4 core, 380 volt, three phase 50Hz fed from a new 25 amp circuit breaker installed in the existing MDB situated in the plant room.

Certificate of Compliance

The contractor shall submit the mandatory Certificate of Compliance. First delivery of this contract will not be taken until such time as this certificate is submitted to the Department of Health.

All necessary electrical power wiring and tubing between the distribution board and chiller and pumps shall be the responsibility of the Contractor.

All electrical work carried out will be neat and best class materials must be used. All wiring to conform to the S.A.B.S Code of Practice 10142 and will be subject to prior inspection and approval before acceptance. Refer to the Standard Electrical Specification, inasfar as it applies, which is available for inspection at the 191 Medical Chambers Building, 191 Peter Kercchoff Street, Sixth floor.

5.5.3 STORAGE VESSEL

Hot water cylinder shall be of the vertical type. The tank shall be manufactured of 6mm mild steel, and the dish ends of 8mm mild steel.

The vessel shall be internally treated with at least three coats of epoxy.

The vessel shall be insulated with 50mm thick mineral wool lagging and covered with 0.8mm thick stainless steel cladding.

The working pressure shall be 600 kPa, and the vessel shall be tested to 2.5 times the working pressure. The manufacturer shall issue a test certificate in this regard.

5.6 TESTING AND COMMISSIONING

All new equipment shall be tested over 24 hours, commissioned, ready for use and be maintained and guaranteed for a period of twelve (12) months.

5.7 MAINTENANCE MANUALS

Three sets of maintenance and operating manuals are required which shall include all circuit diagrams, spare parts lists, operating instructions, etc. one set of laminated wiring diagrams shall be fixed to the wall in the plant room

5.8 MAINTENANCE AND SERVICING

The entire installation including all new equipment manufactured or bought is subject to an unrestricted 12-month free maintenance and guarantee period, after the date of issue of the Completion Certificate. This also includes cover pertaining to all aspects of the equipment and associated wiring, piping, controls etc.

During the 12-month maintenance and servicing period any defects shall be made good and all plant and equipment maintained in perfect operating condition.

Maintenance and servicing during the 12-month guarantee shall be provided as follows:

- i) Check and clean, fan blades, louvers etc. that is subject to dust and dirt accumulation.
- ii) Check system pressures, tightness of valves, test points etc.
- iii) Check and test all controls and system operation.
- iv) Tighten all covers, plates, coils and coil bracings.
- v) Clean exterior covers. Any damaged paintwork is to be touched up with the correctly coloured touch up paint.

PART 6

SCHEDULE OF PRICES

PART 6

SCHEDULE OF PRICES

PREAMBLE TO THE SCHEDULE OF PRICES

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.
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.
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.**
4. The prices quoted for the supply 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.
5. The prices quoted for erection and installation shall include for all handling, loading, transporting and off-loading, to take plant and equipment to place on site where required, erection, installation, painting, commissioning, operating, testing, adjusting, handing over in proper working order and guarantee for a period of 12 months, all as specified.
6. 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.
7. Amounts allowed for contingencies will be spent in part or as a whole at the sole discretion of the Department of Health's "Representative".
8. 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.
9. Electrical and Mechanical work is not measured according to the Standard Procedures of Building Work.

6.1 EQUIPMENT AND MATERIAL

ITEM	DESCRIPTION	UNIT	QTY	ITEM COST			TOTAL MATERIAL COST (QTY X TOTAL ITEM COST)			LABOUR SKILLED		LABOUR SEMI SKILLED		LABOUR ADDITIONAL	
				FIXED COST (a)	IMPORTED CONTENT (b)	TOTAL COST (a) + (b)	BOUGHT OUT	PROPRIETARY	SUB-CONTRACT	UNIT (Hrs)	UNIT (Hrs)	UNIT (Hrs)	UNIT (Hrs)	UNIT (Hrs)	
	EQUIPMENT AND MATERIALS Equipment and materials required to complete the HEAT PUMP installations as specified:														
6.1.1	Supply and install hot water tank 1000Lt	No	2												
6.1.2	Supply and install on concrete plinth (measured elsewhere) a high temperature direct heating heat pump, 93 kW heating capacity at 1000 l/hr	No.	1												
6.1.3	Supply and install an in-line circulating pump, 6000 l/hr at 200 kPa capacity	No.	1												
6.1.4	Supply and install insulated copper piping sized to suit the unit including fittings, bends, brackets and supports (provisional)	m													
6.1.5	Supply and install isolating valve to suit the unit	No.	2												
6.1.6	Supply and install an in-line strainer	No.	1												
6.1.7	Allow for anti-corrosion treatment prior to delivery of the unit to site as specified	No.													
6.1.8	Allow for a concrete plinth, 1200mm x 1200mm x 150mm thick	No.													
6.1.9	Provisional sum for the erection of a lockable gated fence around the heat pump site	Item													
6.1.10	Supply and install 2500 l hot water calorifier complete with all fittings and accessories . .	No.													

Totals carried forward to Summary. Totals to be carried forward to Summary A1

FOR IMPORTED ITEMS:

STATE ITEM NUMBER/S:

State the applicable rate 14 days prior to closing date of quotation here

6.2 ELECTRICAL

ITEM	DESCRIPTION	UNIT	QTY	ITEM COST			TOTAL MATERIAL COST (QTY X TOTAL ITEM COST)			LABOUR SKILLED		LABOUR SEMI SKILLED		LABOUR ADDITIONAL	
				FIXED COST (a)	IMPORTED CONTENT (b)	TOTAL COST (a) + (b)	BOUGHT OUT	PROPRIETARY	SUB-CONTRACT	UNIT (Hrs)	TOTAL LABOUR (Hrs X UNIT)	UNIT (Hrs)	TOTAL LABOUR (Hrs X UNIT)	UNIT (Hrs)	TOTAL LABOUR (Hrs X UNIT)
6.2.1	Supply and install new 30 Amp rating three phase circuit breaker to suit existing MDB in the plant room as specified	No													
6.2.2	Supply and install new 15 Amp rating single phase circuit breaker to suit existing MDB in the plant room as specified	No													
6.2.3	Supply and install 6mm ² x 4 core cable (provisional)	m													
6.2.4	Supply and install triple pole weather proof isolator adjacent to the heat pump, 30 Amp including termination.	No													
6.2.5	Galvanised metal cable tray 100mm wide fixed to external walls as specified (provisional)	m													
6.2.6	Compliance Certificate as specified	Item													

Totals carried forward to Summary. Totals to be carried forward to Summary A1

FORT NAPIER HOSPITAL: HEAT PUMP INSTALLATIONS

SCHEDULE OF PRICES

SUMMARY A

EQUIPMENT AND MATERIAL

ITEM NO	PAGE NO	DESCRIPTION	BOUGHT OUT	PROPRIETARY	SUB-CONTRACT
Item number	Page number	Insert Heading of Schedule of Prices here	R	R	R
6.1	20		R	R	R
6.2	21		R	R	R
SUB TOTAL			R	R	R
ADD MARK-UP BOUGHT OUT EQUIPMENT					
.....%(From R0.00- R 99 999.99) (Maximum 20%)			R		
.....%(From R 100 000.00-R 199 999.99) (Maximum 15%)			R		
.....%(From R 200 000.00 and up) (Maximum 10%)			R		
NO MARK-UP ON PROPRIETARY EQUIPMENT				R 0.00	
ADD MARK-UP FOR SUB-CONTRACT WORK %(Maximum 10 %)					R
SUB TOTALS			R	R	R

TOTAL
(Bought out + Proprietary + Sub Contract) R.....

ADD 14% VAT R.....

GRAND TOTAL R.....
(to be carried forward to Item A on Quotation Form)

FORT NAPIER HOSPITAL: HEAT PUMP INSTALLATIONS

SCHEDULES OF PRICES

SUMMARY A1

LABOUR HOURS

ITEM NO	PAGE NO	DESCRIPTION	SKILLED LABOUR	APPRENTICE LABOUR	SEMI SKILLED LABOUR	UNSKILLED LABOUR
Insert Item numbers here	Insert page no here	Insert Heading of Schedule of Prices here	HOURS	HOURS	HOURS	HOURS
SUB TOTAL						

(To be carried forward to Summary B (Labour, Subsistence, Travel and Transport))