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AdvertQuote



### Quotation Advert

Opening Date: 2021-06-17

Closing Date: 2021-06-29

Closing Time: 11:00

#### INSTITUTION DETAILS

Institution Name: Head Office Quotations

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required:

Date Submitted:

#### ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: HOH/0026/22

Item Category: Services

Item Description: SERVICE AND REPAIRS TO DIESEL GENERATORS INSTALLED  
AMAJUBA DISTRICT DISTRICT  
(NEWCASTLE, MADADENI)

Quantity (if supplies) 02

#### COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Compulsory Site Visit

Date: 2021-06-23

Time: 11:30 AM

Venue: MADADENI AND MADADENI MORTUARY

QUOTES CAN BE COLLECTED FROM: [www.kznhealth.gov.za](http://www.kznhealth.gov.za)

QUOTES SHOULD BE DELIVERED TO: [Quotations.scmho@kznhealth.gov.za](mailto:Quotations.scmho@kznhealth.gov.za)

#### ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: Kwazikwakhe Cele

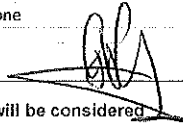
Email: [Kwazikwakhe.Cele@kznhealth.gov.za](mailto:Kwazikwakhe.Cele@kznhealth.gov.za)

Contact Number: 033 815 8392

Finance Manager Name:

Ashby Tyrone

Finance Manager Signature:



No late quotes will be considered

Print this page



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

OFFICIAL PRICE PAGE FOR QUOTATIONS

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

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

Item No	Quantity	Description	Brand & model	Country of manufacture	Price	
					R	c
1	02	Service and repairs to Diesel generators installed at Amajuba District Mortuary Newcastle and Madadeni Mortuary				
		Compulsory Site Visit Date: 23 June 2021 Venue: Madadeni Mortuary @ 11:30 AM Venue: Newcastle Mortuary @ 12:30 PM				
		CIDB: 1ME				
		NB: Specification Attached				
		Original documents required in a sealed envelope with current CSD summary report reflecting banking details, certified copy of B-BBEE certificate by verified agency and accredited by SANAS , Tax Clearance certificate or SARS pin				
		Responses to be delivered:310 Jabu Ndlovu street,old boys Model,Quotation tender box Or Quotations.scmho@kznhealth.gov.za				
VALUE ADDED TAX (Only if VAT Vendor)						
TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)						

Does This Offer Comply With The Specification? Is The Price Firm?	Does The Article Conform To The S.A.N.S. / S.A.B.S. Specification? State Delivery Period E.G. E.G. 1day, 1week
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Enquiries regarding the <u>quote</u> may be directed to: Contact Person: Kwazikwakhe Cele .....Tel: 033-815 8392 .....	Enquiries regarding <u>technical information</u> may be directed to: Contact Person: Sandile Ngema .....Tel:076 235 3442 .....
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**DECLARATION OF INTEREST**

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

- |  |   |
|--|---|
| 2.1. Full Name of bidder/representative.....   | 2.4. Company Registration Number: ..... |
| 2.2. Identity Number: .....  | 2.5. Tax Reference Number: .....        |
| 2.3. Position occupied in the Company (director, trustee, shareholder <sup>2</sup> ):..... | 2.6. VAT Registration Number: .....     |

- 2.7. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below. [TICK APPLICABLE]
- 2.8. Are you or any person connected with the bidder presently employed by the state? YES  NO
- 2.8.1. If so, furnish the following particulars:
  - Name of person / director / trustee / shareholder/ member: .....
  - Name of state institution at which you or the person connected to the bidder is employed:.....
  - Position occupied in the state institution: .....Any other particulars:.....
- 2.8.2. If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES  NO
- 2.8.2.1. If yes, did you attach proof of such authority to the quote document?

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

- 2.8.2.2. If no, furnish reasons for non-submission of such proof: .....
- 2.9. Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES  NO
- 2.9.1. If so, furnish particulars:.....
- 2.10. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this quote? YES  NO
- 2.10.1. If so, furnish particulars:.....
- 2.11. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this quote? YES  NO
- 2.11.1. If so, furnish particulars:.....
- 2.12. Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES  NO
- 2.12.1. If so, furnish particulars:.....

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

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

**4 DECLARATION**

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

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

..... Name of bidder	..... Signature	..... Position	..... Date
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"State" means –

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

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

SPECIAL CONTRACT CONDITIONS OF QUOTATIONS

1. AMENDMENT OF CONTRACT

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

2. CHANGE OF ADDRESS

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

3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION

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

4. SAMPLES

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

5. COMPULSORY SITE INSPECTION / BRIEFING SESSION

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

- (i) The institution has determined that a compulsory site meeting  will take place
- (ii) Date 23 /06 /2021 Time 11 :30 Place Newcastle and Madadeni Mortuary

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

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

## 7. SUBMISSION AND COMPLETION OF SBD 6.1

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

## 8. TAX COMPLIANCE REQUIREMENTS

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

## 9. TAX INVOICE

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

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

## 10. PATENT RIGHTS

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

## 11. PENALTIES

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

## 12. TERMINATION FOR DEFAULT

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

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

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

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

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

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all quotes:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 The value of this quote is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.

1.3 Points for this quote shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

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

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

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

**2. DEFINITIONS**

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



**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:

$$Ps = 80 \left( 1 - \frac{Pt - P \min}{P \min} \right) \text{ Where}$$

- Ps = Points scored for price of bid under consideration
- Pt = Price of bid under consideration
- Pmin = 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**

**SERVICING AND AFTER SERVICE REPAIRS TO DIESEL GENERATORS INSTALLED IN KWAZULU-NATAL DEPARTMENT OF HEALTH: MADADENI AND NEWCASTLE FORENSIC MORTUARIES**

**QUOTATION NUMBER:**

**REQUIRED CIDB GRADING: 1ME**

**FACILITY NAME: NEWCASTLE AND MADADENI FORENSIC MORTUARIES**

**PROJECT DESCRIPTION: GENERATOR MAJOR SERVICE AND FUEL TANK DIESEL CLEANING**

**QUOTATION DOCUMENT**

**DEPARTMENT OF HEALTH**

**Newcastle and Madadeni Forensic Mortuaries**

**Project Leader: Sandile Ngema**

**Telephone No: 033 940 2520/076 235 3442**

**Email: Sandile.ngema2@kznhealth.gov.za**

# TECHNICAL SPECIFICATION

## 1. GENERAL TECHNICAL SPECIFICATION

- This Technical Specification is provided as a guideline for bid purposes. The final scope will be discussed during the site briefing.
- After service detailed report to be submitted upon completion of work.
- The scope of work/ specifications is specific to Newcastle and Madadeni Forensic mortuaries hence the importance that all bidders attend the site briefing.
- The work must be followed by a post service report which will detail the scope of work rendered, the material and tools used in executing the service scope of work, the findings and recommendations and then the conclusion.
- No work can commence without prior authorisation by the Facility manager.
- A kick off meeting is compulsory and the bidder who will be awarded the job must notify the facility and the Engineer in charge of the start date so that a kick off meeting can be scheduled and conducted before the work start date.

## 2. STANDARDS

- The operation, construction, material and components of the cold room and freezers and its associated equipment specified, must comply with the latest requirements of:
  - i) The Occupational Health and Safety Act (Act 85, 1993) as amended.
  - ii) SANS 10142: Code of Practice for Wiring of Premises.

## 3. PROGRAMMING OF WORKS

- The contractor shall notify the institution two (2) days prior to carrying out any site work. As the mortuary 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. Contractor shall finish this work within three (3) days counting from the date of issuing of order, unless other strong and valid reason is stated.

## 4. TESTING AND COMMISSIONING

- The units shall be tested and commissioned before handing over to Department of Health: Provincial Infrastructure Engineer. There shall be a commissioning program submitted to the DoH Engineer by the service provider prior to the commissioning and the commissioning shall be witnessed by the Department of Health: Provincial Infrastructure Engineer or his/her representatives.

# PARTICULAR SPECIFICATION

## 1. PARTICULAR SPECIFICATION

### 1.1 SPECIFICATIONS

#### GENERAL REQUIREMENTS

Tenderers are to make special note of the following:

- This particular specification must be read with, and shall form part of the 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 *Particular Specification*.
- The whole installation shall be in accordance with the Occupational Health and Safety Act 85/1993 as amended 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 supervision of a skilled and competent representative of the Service Provider, who will be able and authorized to receive and carry out instructions on behalf of the of the Service Provider. 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 as specified in this particular specification after acceptance in writing by the Department of Health.
- The complete installation must be guaranteed against defective parts and workmanship for the period specified 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 bid. 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/her 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.

## **2.2 THE SITE**

The site is Newcastle Forensic Mortuary and Madadeni Forensic Mortuary in the Majuba District.

## **2.3 THE SCOPE OF WORK**

The scope of work is as follows;

- Perform annual major service of the diesel generator at Madadeni and Newcastle MLM as per the scope of work in Annexure D.
- Perform diesel cleaning of the generator diesel for both Madadeni and Newcastle MLM generators
- Perform diesel cleaning and tank cleaning of the diesel bulk tank at Madadeni MLM
- Perform after service repairs of the diesel generator. The Contractor cannot commence with the repairs before he/she submits the after service report and quote to the department Engineer for approval and work authorisation. The after service repairs work will be authorised through the issue of the Work order by SCM
- Submit the after service report.

## 2.4 CONTRACT PERIOD

- This is a once of contract and is a period of 3 weeks

## 2.5 DESCRIPTION OF THE WORKS

### 2.5.1 Equipment

The equipment is the whole of back up diesel generators and its associated electrical and mechanical equipment for both Madadeni and Newcastle Mortuaries

### 2.5.2 Quoted Service Price

The quoted service price shall be inclusive of all, materials, labour, consumables, corrosion treatment, lubricants, filters, supervision, administration, overhead costs, insurance, profit, printing of service schedules, travel, transport, attendance at (enter number) site meetings etc. See Annexure C for the Price Schedule.

The bidder must also furnish the schedule of rates to be used for any necessary after service repairs. See annexure C for the schedule of rates template.

### 2.5.3 Service Schedules

This is a major service that is performed annually.

### 2.5.4 Service Program

The Contractor to submit the service program to the project leader 2 days before works commence.

### 2.5.5 Program of Works

The successful tenderer shall confirm his/her program of works to the Department's Representative seven (7) days prior to commencing each planned service.

### 2.5.6 Access to Site

Access for servicing shall be by arrangement with the official in charge on site. No claims arising from the contractor failing to make prior arrangement for access to the site will be entertained. In particular the service provider shall ensure that plant room keys are available.

### 2.5.7 Commencement of Work and Official Order

Work shall only commence on receipt, by the service provider, of an official order.

### 2.5.8 Ad-Hoc Repairs

All ad-hoc work shall be carried out on a proven cost and time basis and in accordance with the contract rates. The Contractor may not perform any repairs before approval of the repairs quotation by the Department representative (Engineer: Infrastructure Development Unit)

### 2.5.9 Health and Safety Requirements

It is required that a project specific Health and Safety Plan, for the work to be executed under this project, shall be submitted for approval, by the Department's Representative, before any work commences.

### 2.5.10 Plant Shut Down

Prior approval shall be obtained from the responsible official on site for the shutdown of any plant for service and repair work.

#### 2.5.11 Notice of Testing and Commissioning

The Department's Representative: works shall receive not less than one weeks advance notice of any tests requiring to be witnessed by him/her.

#### 2.5.12 Familiarization with the Site

Tenderers are required to familiarize themselves with the site. Claims on the grounds of lack of acknowledge, in such respect, or otherwise, will not be entertained.

#### 2.5.13 Co-Ordination

The contractor shall co-ordinate the works in liaison with the Department's Representative.

#### 2.5.14 Disruptions on Site

The minimum of disruption to the functioning of the site facilities is required.

#### 2.5.15 Cleanliness on Site

Due diligence is to be exercised, at all times, in respect of cleanliness in the work area.

#### 2.5.16 Guarantee Period

- a) The Service Provider shall unconditionally guarantee all servicing and repair work performed together with all materials and spare parts (inclusive of electrical components) supplied by him/her for a minimum period of six (6) months from the date of acceptance of the Works.
- b) The Service Provider shall unconditionally guarantee all new, replacement or additional equipment, and installations (inclusive of all electrical components) for a minimum period of twelve (12) months from the date of the First Delivery Certificate.
- c) The guarantee shall cover the performance of the Works and any defects due to inferior materials and/or workmanship of the Service Provider, or any of his/her Sub-Contractors, fair wear and tear excepted, and the Service Provider shall repair any such defects without delay and at his/her own cost. This guarantee shall include malfunction, and water exhaust, oil, or air leaks etc. and adjustments.
- d) Should any part of the complete Works perform unsatisfactorily so as to become detrimental to its functional use the service provider shall replace any such part of the complete Works with equipment as prescribed by the Employer without delay and at his/her own cost.
- e) If any defects are not remedied within the period specified by the Employer, the Employer shall have such defect repaired at the risk and cost of the Service Provider, by another service provider whom the employer deems to be proficient in the work, without prejudice to any rights the employer has against the defaulting service provider. The Employer will give written notice to the service provider of such instances where he/she appoints another Service Provider to remedy defects in the Works.

# RETURNABLE DOCUMENTS

**These documents are to be used for quality evaluation. No submitting the below document will lead to elimination from the bid.**

1. Proof of personnel with Diesel Mechanic trade test. Certificate to be attached.
2. Proof of personnel with relevant Electrical competency. Certificate/Qualification to be attached.
3. Detailed CV of personnel to be involved with Diesel generator service and fuel remedial process showing prior experience (IF AVAILABLE).
4. Details of Fuel remedial method to be used and experience with diesel cleaning.
5. Organization experience on Diesel generators' design, maintenance and (or) repairs. List of Past completed jobs/ project regarding Diesel generator maintenance and repairs in the form of award letter/completion certificate. References to be furnished.

## ANNEXURE A:

### SERVICING OF GENERATOR PREVENTATIVE MAINTENANCE SERVICE PROGRAMME.

Procedure to follow before starting generator.		Checked:		Comments	
Items		Yes	No		
1	Check fan belt, condition and tension.				
2	Check fan for any visible damage.				
3	Check radiator hoses and clamps.				
4	Check radiator for any visible damage.				
5	Check all hoses for dust ingress.				
6	Check that water jacket heater is functional.				
7	Check all guards are in position and secure.				
8	Check battery charger.				
9	Check date of installation of replacement of battery.				
10	Check battery condition:	Casing			
		Leads			
		Box			
		Lugs			
		Battery terminals			
	Clean and tighten connections.				
11	Check oil level.				
12	Check radiator coolant level.				
13	Check day tank fuel level.				
14	Draw sample of diesel fuel and check clarity of sample.	Clear			
		Cloudy			
		Dirty (dark in colour)			
15	Check air vents on alternator for any obstructions.				
16	Check starter motor mountings for tightness.				
17	Check engine alternator mountings for tightness.				



18	Check generator base and anti-vibrations mounts for signs of deterioration.			
19	Drain water trap.			
20	Check the condition of the filters and clean/ replace all clogged/dirty filters			
<b>Procedure to follow after starting and running generator on NO LOAD for 5 minutes.</b>				
<b>Items</b>				
21	Check for any leaks - oil, fuel, coolant, exhaust gases.			
22	Check alternator charge operation.			
23	Log engine temperature gauge reading.		°C	
24	Log engine oil pressure reading.		bar	
25	Log generator running hours		Hours	
26	Log engine battery voltage		volts	
27	Check low radiator coolant level.			
28	Check all hoses, pipes, fittings and clamps for damage or leaks.			
29	Check exhausts manifold, silencer and pipes.			
30	Shut down generator using the Emergency stop push button.			
31	Shut down generator and check the following: Engine Oil Level Radiator Coolant Level			
<b>Procedure to follow after starting and running generator ON LOAD for 30 minutes.</b>				
<b>Items</b>				
32	Log electrical load on the generator		kVA	
33	Change over mechanism functional.			
34	Check MDI meters for functionality.			
35	Check Voltage selector for functionality.			
36	Check Phase selector for functionality.			

## ANNEXURE B

# TECHNICAL REQUIREMENTS AND SCOPE OF WORK FOR IN-SITU DIESEL FUEL STORAGE TANK CLEANING AND DIESEL FUEL REMEDIATION

## Index

- Notes to Contractors – Page 2
- Schedule of Prices – Page 3
- Technical requirements – Page 4
- Scope of Work – Page 5-6
- Confirmation of Compliance – Page 6
- Work Method Statement – 7-8
- Permission to Commence Work / Control Sheet Checklist – Page 9
- Fuel Analysis Report – Page 10-11

### NOTE TO CONTRACTORS

- This Annexure shall be read in conjunction with the Generator Preventative Maintenance Service Programme.
- Failure to complete all the relevant documentation in its entirety shall result in the disqualification of this bid. Please note documents marked as *RETURNABLE* must be submitted with all other relevant documentation.
- The KwaZulu-Natal Department of Health Infrastructure Development Directorate reserves the right to inspect the Contractors diesel fuel cleaning equipment and associated material, staff accreditation documents and valid Safety File at the Contractors premises prior to the awarding of any bids or BEFORE the commencement with any services.

**RETURNABLE**

**SCHEDULE OF PRICES**

Institution to strike through sections that are not applicable

<b>To be completed by the relevant institution prior to the bid being issued for pricing.</b>						<b>To be completed by the Bidder</b>
	<b>Diesel Tank Location</b>	<b>Bulk Fuel Tank Capacity (In Litres)</b>	<b>Current fuel level of Bulk Fuel Tank (In Litres)</b>	<b>Day Tank Fuel Capacity (In Litres)</b>	<b>Current fuel level of Day Tank (In Litres)</b>	<b>Total Price</b>
1	Generator – Newcastle Forensic mortuary	Nil	Nil			
2	Generator – Madadeni Forensic mortuary					
3						
<b>Carry over to quotation page</b>					<b>R</b>	

**TECHNICAL REQUIREMENTS AND SCOPE OF WORK**

**FOR IN-SITU DIESEL FUEL STORAGE TANK CLEANING**

**AND DIESEL FUEL REMEDIATION**

**TECHNICAL REQUIREMENTS:**

- 1) Compliance with all legislated safety requirements pertaining to in situ sampling, diesel tank cleaning, fuel remediation and DOH site specific requirements.

These safety requirements shall comply with SANAS 10089 for in-situ underground bulk diesel fuel tanks and SANAS 11089/1 for in-situ aboveground bulk diesel fuel tanks.

- 2) Only proven accredited tank cleaning and fuel remediation equipment and technology to be utilised that has:
  - A processing flow rate of no less than 1:8 to tank volume ratio.
  - Full spectrum water extraction capability (free, entrained and emulsified).
  - BV accredited or similar Induction Conditioning fuel remediation technology.
  - Three phase filtration and separation filtration down to 3 micron.

- Metallic particulate extraction.
- 3) Service personnel shall be trained, experienced and accredited tank cleaning operators suitably skilled in system operation, fuel remediation procedures and safety requirements.  
Certified copies of all training documentation shall be provided at time of tender.
  - 4) A process that results in minimal waste/disposal of fuel of less than 1% of tank capacity (excluding water sludge and inorganic debris).
  - 5) All contaminated disposable fuels and materials shall be disposed of at an accredited site. Original documentation shall be provided to the KwaZulu-Natal Department of Health at the time of invoicing for work done. Failure to comply shall result in the delay of these payments.

### **SCOPE OF WORK:**

**Upon commencement of the service the appointed Contractor shall do the following:**

- 1 Draw two bottom diesel tank samples of the diesel fuel prior to the commencement of the cleaning of the tanks. Samples shall be drawn utilising recognised diesel tank sampling equipment as per the DN10/07 procedure.
2. Samples shall be drawn from the tanks and sealed in the presence of the KwaZulu-Natal Departments District Chief Artisan/ The Engineer or his/her authorized designee.  
*The drawn samples shall be signed off by the relevant KZN Department of Health Institutions Chief Artisan or his/her authorised designee.*
3. Samples shall be clearly labeled detailing, date, location and tank type and volume.
4. One sample to be supplied to the KwaZulu-Natal Departments Institutions Chief Artisan or his/her authorised designee.
5. Provide tank cleaning and fuel remediation services to the diesel tanks which will remove/remediate the following:
  - a) Tank bottom debris
  - b) Free, Entrained and Emulsified water
  - c) Solid contaminants
  - d) Bio-film build-up / accumulation on tank walls and if applicable on baffles, supports
  - e) Remediation of the fuel to comply with SANS 342 (excluding Sulphur content compliance and raising of flashpoint levels)
  - f) The Contractor shall provide specification sheets of tank cleaning equipment to be utilised.
  - g) The Contractor shall provide a list of chemicals and dosage ratios to be used in the tank cleaning and fuel remediation process utilising the MSDS sheets.

**Upon completion of the service:**

- 1) Draw samples again as per items 1 to 4 above and provide a sample to KwaZulu-Natal Departments Institutions Chief Artisan or his/her authorised designee. The other to be sent for SANS 342 laboratory analysis from a recognized laboratory.
- 2) The Contractor shall provide the name of the independently recognised test laboratory that shall be testing the diesel fuel samples.
- 3) Provide written confirmation of completion and successful remediation and cleaning per tank.
- 4) Record the volume of waste generated from each tank, remove from site and arrange for disposal at an accredited waste disposal facility.

Page 5

- 5) Obtain departments duly appointed site representative signature on an appropriate document confirming the above per tank.
- 6) Provide an Independent SANS 342 laboratory analysis from a recognized accredited laboratory confirming fuels remediation status per tank (excluding Sulphur content compliance and raising of flashpoint levels).
- 7) Provide a waste disposal certificate confirming waste has been received from an accredited waste disposal facility for such waste.

**Confirmation of Compliance**

I (full name) \_\_\_\_\_

Identity No. \_\_\_\_\_

duly authorised to sign on behalf of (Company Name) \_\_\_\_\_

Company Reg. No. \_\_\_\_\_

Hereby confirm that I/we have read the requirements of this specification and will fully comply with this specification. I/We further confirm that I/We have the required technology and skills to perform the tasks.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_

Signature: \_\_\_\_\_

Witness:

Name \_\_\_\_\_ Signature \_\_\_\_\_



**RETURNABLE**

**After completion of diesel fuel cleaning process:** Explain the procedure to be followed.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Signature of Contractor: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

Contractors Company Stamp:

## Permission to Commence Work / Control Sheet Checklist

### Items to confirm prior to issuing authorisation to commence with service

- 1) Tank cleaning equipment to be utilised conforms to the DOH Specification, Copies of Tank Cleaning Equipment Specification Sheets to be provided
- 2) Service personnel's accreditation documentation
- 3) Health & Safety File
- 4) Material Safety Data Sheets of Chemicals to be utilized.

#### Confirmation of Compliance

I (full name) \_\_\_\_\_ hereby

Confirm I have inspected the abovementioned equipment and documentation and confirm that it in compliance with the specification. The Contractor is hereby permitted to commence with the Scope of Work as per Order No.: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_

Signature: \_\_\_\_\_



## Emergency Power Generator Diesel Fuel Analysis Report

**SANS 17025: 2005**

Institution: \_\_\_\_\_

Tank Type and Capacity: \_\_\_\_\_  
(One report per tank)

Tank Serial / Reference Number: \_\_\_\_\_

Name of Company conducting cleaning regime and collecting of samples: \_\_\_\_\_

Name of Technician: \_\_\_\_\_

Sample Date: \_\_\_\_\_

Received Date: \_\_\_\_\_

Reported Date: \_\_\_\_\_

Type of Sample Container used: \_\_\_\_\_

Volume of sample taken in ml: \_\_\_\_\_

Fuel Sample ID Code: \_\_\_\_\_

Name of Laboratory conducting testing regime: \_\_\_\_\_

SANAS Accreditation Number: \_\_\_\_\_

Name of Technician: \_\_\_\_\_

Sample Date: \_\_\_\_\_

Received Date: \_\_\_\_\_

Reported Date: \_\_\_\_\_

**NOTE: One test analysis sheet to accompany each individual fuel sample.**

**Each test analysis sheet and fuel sample to have the same ID code.**

**Test results shall be returned to the relevant institution and a copy thereof supplied to the office of the Manager - KZN DoH Infrastructure Development prior to payment being made to the Service Provider.**

**Provide a certificate stipulating volumes of waste contaminant removed from each tank and a safe disposal certificate from an accredited waste disposal facility for such waste. A copy thereof supplied to the Office of the Director - KZN Department of Health: Infrastructure Development – Maintenance and Engineering sub-directorate.**

**Test Results**

Tests	Sample No:		SANS 342:2006 Specification	
	Results	Units	Limits	Comments
Density @ 20oC (ASTM D 7042)*		Kg/L	0.800min	
Viscosity @ 40°C (ASTM D7042)*		cST	2.2-5.3	
Flashpoint (ASTM D 93)*		oC	55 min	
Water Content (ASTM D604)		%	0.05 max	
90% Recovery Temp. (ASTM D86)*		oC	362 max	
Total Contamination (IP40)*		Mg/Kg	24 max	
Sulphur (ASTM D4294)*		ppm	500 max	
Residue (ASTM D86)*		%		
Cetane Index (ASTM D976)*				
* Not an Accredited SANAS Method				

**Visual Inspection / Additional Tests**

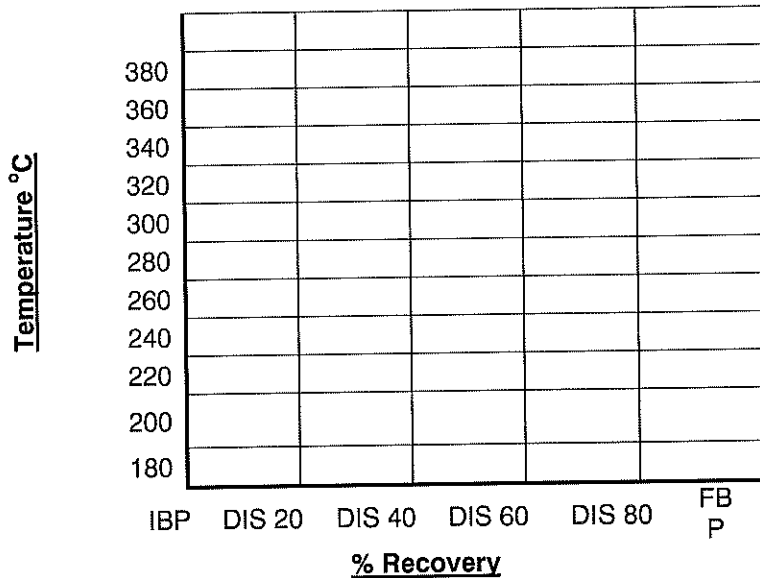
	Unit	Result	Comments
Free Water			
Colour			
Appearance			
Bacteria Content			
Total Acid Number	mgKOH/g		
IP Contamination			

**Distillation & Graph**

**Insert reading in relevant column on left and project values onto the graph on right**

**Distillation Data**

IBP	
10	
20	
30	
40	
50	
60	
70	
80	
90	
FBP	
Rec %	



**Diagnosis / Remarks**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RESULT: PASS / FAIL (circle relevant item)**

Name & Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 Laboratory Technician

\_\_\_\_\_  
 Company Stamp

# Annexure C: Price Schedule

PROVINCE OF KWAZULU-NATAL - DEPARTMENT OF HEALTH	
<b>ESTIMATE FORM:</b>	
SUBMIT TO:	FOR ATTENTION:
INSTITUTION:	REF NO.:
SCOPE OF WORK: GENERATOR MAJOR SERVICE AND FUEL TANK DIESEL CLEANING AT NEWCASTLE AND MADADENI MLM	
I/We hereby quote for the above work in accordance with the conditions as specified in Contract Document. Materials, component/ancillary parts: Firm Price. When applicable a detailed list of materials etc. showing unit costs shall be provided.	
A.	Quoted for Bought Out Items (Excluding VAT)(Carried forward) <span style="float: right;">R</span>
	Mark Up @ ..... % (Maximum Mark Up = 20% for values R0.00 to R299 999.99) <span style="float: right;">R</span>
	Mark Up @ ..... % (Maximum Mark Up = 15% for values R300 000.00 to R500 000.00) <span style="float: right;">R</span>
	Mark Up @ ..... % (Maximum Mark Up = 13% for values over R500 000.00) <span style="float: right;">R</span>
B.	Quoted for Proprietary Items (Excluding VAT)(Carried forward) <span style="float: right;">R</span>
C.	Quote for Sub-Contract Items (Excluding VAT)(Carried forward) <span style="float: right;">R</span>
	Mark Up @ ..... % <span style="float: right;">R</span>
D.	Labour, Travelling, Subsistence and Transport. This price shall be firm in respect of materials etc. quoted for. (Excluding VAT) (Brought forward) <span style="float: right;">R</span>
E.	Less credit for redundant materials, parts and equipment if applicable <span style="float: right;">R (            )</span>
	SUBTOTAL <span style="float: right;">R</span>
	VAT @ ..... % <span style="float: right;">R</span>
F.	This Price in SA Currency firm for 90 days from date of the estimate quotation and shall not be exceeded. To be measured on completion. <span style="float: right;">R</span>
Time required for completion ..... weeks from receipt of official order.	
NAME OF SERVICE PROVIDER: .....	
CIDB REGISTRATION NUMBER .....	CIDB CATEGORY.....
PROVINCIAL SUPPLIERS DATABASE REGISTRATION NUMBER: .....	
SERVICE PROVIDER'S AUTHORISED SIGNATURE: .....	QUOTE REF No.....
NAME IN BLOCK LETTERS: .....	
COMPANY STAMP:	DATE:

**SCHEDULE OF PRICES: MATERIALS, COMPONENT/ANCILLARY PARTS  
AND SUB CONTRACT WORK**

The service provider shall add here, ALL materials, components/ancillary parts which are required for the completion of the work quoted for.

In the event that more pages are required, this page may be copied.

ITEM	DESCRIPTION	MANU-FACTURER	FIGURE /MODEL NO.	QUANTITY	UNIT COST	TOTAL COST (Excluding VAT)		
						BOUGHT OUT	PRO-PRIETARY	SUB CONTRACT
01	Engine and Generator service			02				
02	Cooling systems service			02				
03	Lube oil systems service			02				
04	Batteries, Starters, Alternators & Engine Management service			02				
05	Gauges service			Item				
06	Control panel service			Item				
07	Commissioning and checks as per Section 7, 8 and Section 9 of Annexure D: Scope of Work - Annual Major Maintenance and Servicing			Item				
08	Generator Diesel sampling and oil analysis			02				
09	Generator Diesel oil cleaning							
09	Cleaning of diesel in the bulk tank and tank cleaning at Madadeni MLM			Item				
TOTAL COST BOUGHT OUT ITEMS (A)								
TOTAL COST PROPRIETARY ITEMS (B)								
TOTAL COST SUB CONTRACT ITEMS (C) (Attach copy of sub contractors quote)								

TOTAL AMOUNT (A) (B) (C) TO BE CARRIED FORWARD TO PAGE 1

D.1 **SCHEDULE OF PRICES  
LABOUR, SUBSISTENCE, TRAVEL AND TRANSPORT REPLACEMENT AND  
ADDITIONAL EQUIPMENT**

D.1.1 LABOUR		No. of	TOTAL HOURS	RATE/HR		AMOUNT
a)	Artisans	.....	.....			R.....
b)	Apprentice	.....	.....			R.....
	1 <sup>st</sup> Year	.....	.....			R.....
	2 <sup>nd</sup> Year	.....	.....			R.....
	3 <sup>rd</sup> Year	.....	.....			R.....
	4 <sup>th</sup> Year	.....	.....			R.....
c)	Semi-skilled	.....	.....			R.....
d)	Unskilled	.....	.....			R.....
D.1.2 SUBSISTENCE		No. of	TOTAL DAYS	RATE/24HR DAY		
a)	Artisans	.....	.....			R.....
b)	Apprentice	.....	.....			R.....
c)	Semi-skilled	.....	.....			R.....
d)	Unskilled	.....	.....			R.....
D.1.3 HOTEL/ACCOMMODATION			No. of Persons	No. of Nights	Cost per Night as per Suppliers Invoice	
.....			.....	.....	R.....	
NOTE: When applicable you may only claim for Accommodation <b>OR</b> Subsistence <b>NOT</b> both						
D.1.4 TRAVEL			TOTAL Km	RATE/Km		
D.1.4.1 From service provider's premises to site .....				Petrol	Diesel	
a)	trips (skilled)		.....	Delete as applicable		R.....
b)	@ ..... km per trip		.....			R.....
	.....trips (Semi-skilled)		.....			R.....
	@.....km per trip		.....			R.....
D.1.4.2 From accommodation to site						
a)	..... trips (skilled)		.....			R.....
b)	@ .....km per trip		.....			R.....
	.....trips (semi-skilled)		.....			R.....
	@ ..... km per trip		.....			R.....
D.1.5 ADDITIONAL LABOUR TRAVELLING WITH DRIVER			TOTAL HOURS	RATE/HR		AMOUNT
a)	..... x Additional Artisan/s ..... trips (skilled) @ ..... km per trip ÷ 80km/hr		.....			R.....
b)	..... x Additional Semi-Skilled ..... trips (semi) @ ..... km per trip ÷ 80km/hr		.....			R.....
c)	..... x Additional Unskilled ..... trips (unskilled) @ ..... km per trip ÷ 80km/hr		.....			R.....
d)	..... x Additional Apprentice/s ..... trips (semi) @ ..... km per trip ÷ 80km/hr		.....			R.....
<b>SUBTOTAL CARRIED FORWARD TO PAGE 4</b>						R.....

SUBTOTAL BROUGHT FORWARD FROM PAGE 3				R.....
D.1.6	TRANSPORT		TOTAL Km	RATE
a)	Haulage to site ..... trips			
	@ .....km per trip		2.5 tone	R.....
	@ .....km per trip		3 tone	R.....
	@ .....km per trip		5 tone	R.....
	@ .....km per trip		7 tone	R.....
	@ .....km per trip		10 tone	R.....
b)	Cranage to and on site @ sub contract rate		R.....	R.....

TOTAL AMOUNT CARRIED FORWARD TO PAGE 1 ITEM (D) **R** \_\_\_\_\_

## **Annexure D: Scope of Work - Annual Major Maintenance and Servicing**

### **1. Engine and Generator**

- Replace engine lubricating oil, remove and dispose used oil from the site in a regulatory compliant manner.
- Replace oil, fuel and coolant filters and add corrosion inhibitor, as needed.
- Replace lube oil in hydraulic governors (where applicable)
- Check all spark plugs, ignition condenser, cap, rotor, wires and points, clean and adjust.
- Clean the generator, its components and the generator room, as necessary.
- Grease and oil moving parts, as necessary
- Check generator set and transfer switch for loose, bare, broken wiring or connections
- Test transfer switches operation and time delays, where applicable.
- Check unit for proper frequency/speed, voltage and amperage.

### **2. Cooling Systems**

- Radiator/ heating exchanger checks and servicing
- Coolant – Add corrosion inhibitor checks and servicing
- Hose and connections checks and servicing
- Fan belts checks and servicing
- Jacket water heater checks and servicing
- Water pump checks and servicing
- Thermostat checks and servicing
- Check Fuel Systems
- Inspect Fuel Tank
- Check Fuel lines connections
- Inspect Governor and Controls
- Supply and install new fuel filters – Primary/ Secondary
- Check fuel pressure pump

- Check Air Intake and Exhaust System
- Check, air filters, and replace when required
- Check and service air filter service indicator
- Check and service air inlet system
- Check and service turbocharger
- Check and service exhaust manifold
- Check and service exhaust system valves & valve rotators

### **3. Lube Oil System**

- Oil must be topped up to the prescribed level
- Engine oil to be changed when indicated to be necessary by result of oil, Report of oil analysis to be approved before work can commence
- Analysis or when specified by engine manufacturer, which ever period occurs first.

### **4. Batteries, Starters, Alternators & Engine Management**

- Batteries – specific gravity
- Check, and service Battery charger
- Check, and service Starter motor
- Check, and service Alternator
- Check, and service engine monitor & safety controls

### **5. Gauges**

- Check, and service Safety controls
- Check, and service Remote annunciators/Alarms
- Check and Service Bearings, Space Heaters and Vibration Isolators
- Check and service bearings
- Check and service space heater
- Check and service vibration Isolators

### **6. Control panel**

- Check and service start control – manual/ Auto
- Check and service voltmeter



- Check and service ammeter
- Check and service frequency meter
- Check and service circuit breaker
- Check and service auto transfer switch
- Check for loose wiring and tighten accordingly
- Clean the electrical panels using a blow dryer.

**7. Procedure to follow before switching of the generator; check the following;**

- Check fan belt, condition and tension.
- Check fan belt, condition and tension.
- Check radiator hoses and clamps.
- Check all hoses for dust ingress.
- Check that water jacket heater is functional.
- Check all guards are in position and secure.
- Check battery charger.
- Check date of installation of the battery and record against battery life time.
- Check battery condition
- Check oil level.
- Check and note down radiator coolant level and report accordingly.
- Check day tank fuel level.
- Draw sample of diesel fuel and check clarity of sample.
- Check air vents on alternator for any obstructions.
- Check starter motor mountings for tightness.
- Check engine alternator mountings for tightness.
- Check generator base and anti-vibrations mounts for signs of deterioration.
- Drain water trap.

## **8. Procedure to follow after starting and running generator on no-load for 5minutes;**

- Check for any leaks - oil, fuel, coolant, exhaust gases.
- Check alternator charge operation. Report any abnormalities
- Log engine temperature gauge reading. Report any abnormal readings
- Log engine oil pressure reading. Report any abnormal readings
- Log generator running hours
- Log engine battery voltage. Report any abnormal readings
- Check low radiator coolant level. Report any abnormal readings
- Check all hoses, pipes, fittings and clamps for damage or leaks.
- Check exhausts manifold, silencer and pipes. Report any abnormal readings
- 10. Shut down generator using the Emergency stop push button.

## **9. Shut down Generator and check the following**

- Engine Oil Level
- Radiator Coolant Level
- Log electrical load on the generator
- Change over mechanism functional.
- Check MDI meters for functionality. Report any abnormal readings
- Check Voltage selector for functionality. Report any abnormal readings
- Check Phase selector for functionality.
- Cleaning/purification of generators' diesel
- Cleaning of diesel tank at Madadeni MLM
- Changing of filters