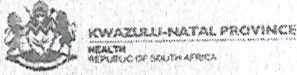


SharePoint

Kekana Maria - ?



## KZN Health Intranet

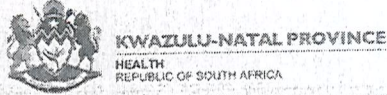
Search this site

KZN HEALTH

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

KZN Health &gt; Components &gt; Supply Chain Management

## AdvertQuote



## Quotation Advert

Opening Date: 2021-06-25

Closing Date: 2021-07-05

Closing Time: 11:00

## INSTITUTION DETAILS

Institution Name: Ndwedwe CHC

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required: Ndwedwe CHC

Date Submitted: 2021-06-25

## ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ:  
ZNQ/NDW/46-21/22

Item Category: Services

Item Description: Service to Laundry Machines @ Ndwedwe CHC

Quantity (if supplies)

## COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Not Applicable

Date:

Time:

Venue:

QUOTES CAN BE COLLECTED FROM: Ndwedwe CHC - SGM Office

QUOTES SHOULD BE DELIVERED TO: Tender box - Ndwedwe CHC Rehabilitation centre veranda

## ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: Maria Kekana

Email: maria.kekana@kznhealth.gov.za

Contact Number: 032 - 532 3044

Finance Manager Name: Mr SG Hlongwane

Finance Manager Signature:

No late quotes will be considered

# STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT UNDER R30 000.00

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: NDWEDWE COMMUNITY HEALTH CENTRE  
 DATE ADVERTISED: 25 / 06 / 2021 FACSIMILE NUMBER: 032 - 532 3628 EMAIL: ndwedwehc.scmquotations@kznhealth.gov.za  
 ENQUIRIES MAY BE DIRECTED TO: MARIA KEKANA CONTACT NUMBER: 032 - 532 3044  
 PHYSICAL ADDRESS: P100 CANELANDS ROAD, NEXT TO BOXER SUPERSTORES

ZNQ NUMBER: ZNQ/NDW/46-21/22 CLOSING DATE: 05 / 07 / 2021 CLOSING TIME: 11:00

DESCRIPTION: SERVICE TO LAUNDRY MACHINES

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO WILL RESULT IN YOUR OFFER BEING DISQUALIFIED)

### NAME & ADDRESS OF BIDDER (FIRM)

NAME OF BIDDER:	DATE:
PHYSICAL ADDRESS:	EMAIL ADDRESS:
CONTACT NUMBER:	FACSIMILE NUMBER:
SIGNATURE OF BIDDER:	SARS PIN:
[By signing this document I hereby agree to all terms and conditions]	CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO.: ↓
UNIQUE REGISTRATION REFERENCE: ↓	

Does this offer comply with the specification?	State delivery period e.g. E.g. 1day, 1week
Is the price firm?	All delivery costs must be included in the quote price

Item No	Quantity	Description	Brand & model	Country of manufacture	Price	
					R	c
01	01 UNIT	SERVICE TO LAUNDRY WASHING MACHINE				
02	01 UNIT	SERVICE TO TUMBLE DRYER				
03	01 UNIT	SERVICE TO LAUNDRY IRON				
		(AS PER SPECIFICATION ATTACHED)				
		PLEASE ATTACH CSD COPY WITH CSD REG NO AND UNIQUE SUPPLIER NO				
		SBD4 FORMS MUST BE FULLY COMPLETED, SIGNED & ATTACHED PER EACH				
		QUOTATION , SAMPLE FOR RELEVANT PROOF OF ACCREDITED SA CERTIFICATE				
		FOR PROVIDING THE SERVICE MAY BE REQUIRED FOR PATIENT'S SAFETY				
VALUE ADDED TAX @ 15% (Only if VAT Vendor)						
TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)						

1. SPECIAL CONTRACT CONDITIONS OF QUOTATIONS
  - 1.1 The institution is under no obligation to accept the lowest or any quote.
  - 1.2 The price quoted must include VAT (if VAT vendor).
  - 1.3 The department reserves the right to evaluate all quotations excluding VAT as some bidders may not be VAT vendors.
  - 1.4 The bidder must ensure the correctness & validity of quote: 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.
  - 1.5 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.
  - 1.6 This quotation will be evaluated specification & correctness of information.
  - 1.7 Only offers that comply with or greater than specification will be considered.
  - 1.8 Late quotes will not be considered.
  - 1.9 All products supplied must be valid for a minimum period of six months.
  - 1.10 A bidder not registered on the Central Suppliers Database or verification has failed will not be considered.
  - 1.11 All delivery costs must be included in the quote price, for delivery at the prescribed destination.
  - 1.12 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.
  - 1.13 In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
  - 1.14 If samples / compulsory site inspection / briefing session are required, the supplier will be informed in due course.
  - 1.15 The supplier shall furnish any information, when requested.
  - 1.16 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.
  - 1.17 The supplier shall indemnify the KZN Department of Health (aka 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.
  - 1.18 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.
  - 1.19 The purchaser, may terminate this contract in whole or in part if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract fails to perform any other obligation(s) under the contract; or has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
  - 1.20 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.
  - 1.21 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.
- 1.22 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 having multiple companies and are quoting (cover-quoting) for this bid. In such instances only the cheapest bid according to specification will be considered
  2. SPECIAL INSTRUCTIONS AND NOTICES TO SUPPLIERS REGARDING THE COMPLETION OF THIS QUOTATION.
    - 2.1 Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words imporing the masculine gender shall include the feminine and the neuter.
    - 2.2 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.
    - 2.3 The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
    - 2.4 Quotation submitted must be complete in all respects.
    - 2.5 Any alteration made by the bidder must be initialled.
    - 2.6 Use of correcting fluid is prohibited
    - 2.7 Quotation will be opened in public as soon as practicable after the closing time of quotation.
    - 2.8 Where practical, prices are made public at the time of opening quotations.
    - 2.9 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.
  3. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS
    - 3.1 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.
    - 3.2 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.
    - 3.3 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. 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.
    - 3.4 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.
    - 3.5 Quotation documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.

**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

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

<sup>2</sup>"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.



**health**

Department:  
Health  
PROVINCE OF KWAZULU-NATAL

**DIRECTORATE: NDWEDWE CHC**

Physical Address: P100 Main road, Ndwedwe Central, 4342  
Postal Address: Private Bag X 528, Ndwedwe, 4342  
Tel: 032 532 3048 Fax: 032 532 3628 Email: Xolani.Dlamini2@kznhealth.gov.za

MAINTENANCE DEPARTMENT

PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF HEALTH

ZNQ –  
NDWEDWE CHC -

Service to laundry machines & ironer

### SCHEDULE OF RATES

#### 4.1 ITEMS AND PRICING

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

#### 4.2 TAX AND DUTIES

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

#### 3.3 RATES

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

For all floor coverings are to include for laying as described, for cleaning down backing surfaces before laying and for all square and ranking cutting and waste and fitting, fair edges where no skirting occur, protection from injury and for cleaning down etc. as described at completion.

Rates for all finings are to include for lying as described, cleaning down backing surfaces before laying, sizing backing surfaces if necessary to ensure proper adhesion, all square and raking cutting and waste and fitting, fair etc. as described at completion.

Rates for skirting, stair nosing, edging strips, etc. are to include for fixing as described, cutting to lengths, and fitting at intersections, miters, ends, etc. and for cleaning down at company

NO		IT		R	c	R	c
	<p>All items to be priced fully inclusive of all charges e.g. labour, plan, profit etc. but excluding Value added tax</p> <p>Contractors are advised to visit site to acquire them with site and lay out of the institution premises during the contract is not allowed &amp; arrangements for accommodation will have to be allowed for. all items are subjected to re-measure</p> <p>Tenders are referred to the project specifications for full description of materials, etc. to be used .all works shall be done strictly accordance with the specification &amp; leave in perfect working order after completion</p>	No					
1	<p>Allow to hire or employ a local residential citizen. That will help to open up job opportunities for a community of the area it's a mandatory (while you are conducting service)</p>						
2	<p>Twice a year service</p> <p>Dates of services will be improvised by an artisan maintenance supervisor</p>						
3	<p>Service to laundry machines &amp; ironer NB!!!! Twice a year</p> <p><u>Allow for fault finding &amp; report formally including Coast for repairs required, to be done</u> <u>By a skulled service provider artisan or technician.</u></p> <p><b><u>M,B!!!</u></b> <b><u>Qualification to be attached to a tender documents</u></b> <b><u>For evaluation purpose</u></b></p> <p>Attach valid tax clearance certificate BEE certificate proof of registration to CSD CIDB Letter of good standing Attach a company grade regarding mechanical &amp; electrical A company must improvise profile of a previous work in health department if not attached an approved certificate Or a letter that comes from a manufacture/ a service or provider of a machine That authorised you to do service</p>						
		No	item				

ITEM NO	DESCRIPTION: <b>Service to laundry machine &amp; ironer</b>	UNIT	QTY	RATE/UNIT		TOTAL	
				R	c	R	c
12	allocated at <b>NDWEDWE CHC</b> <u>WASHIND speed queenx2, tumble drier &amp; iron</u> Allow for a replacement of the following mechanical fittings That needs to be replaces when Service is conducted  <ol style="list-style-type: none"> <li>1. Remove covers &amp; clean ( also air blow steam coil)</li> <li>2. Check for steam water, air &amp; coil leaks</li> <li>3. Clean motor airways</li> <li>4. Clean lint drawer</li> <li>5. Grease main bearings &amp; lubricate drive</li> <li>6. Check &amp; tension drive belt</li> <li>7. Check &amp; clean steam strainers, steam traps &amp; safety valve</li> <li>8. Check all electrical connection &amp; tightens (annual)</li> <li>9. Check overload setting</li> <li>10. Meg-ohm test all motors (annual)</li> <li>11. Check indicator lamps &amp; electrical controls</li> <li>12. Check all safety devices, door switches &amp; electrical isolator</li> <li>13. Check machine under load &amp; note temperature after 15 minutes (laundry must come from hydo or washer extractor)</li> <li>14. On electric heat machine check air flap switch &amp; note total current draw (amps).</li> <li>15. Check machine for corrosion degrease de-rust treat &amp; touch up with paint</li> <li>16. Check/clean strainers, steam traps, PRV,S VS etc.</li> <li>17. Remove/ clean any lubricant spillage</li> <li>18. Ensure all guards &amp; cover panels are in place &amp; secure</li> <li>19. Check drum door catches</li> <li>20. Check &amp; report any excessive noise</li> <li>21. Clean the machines</li> <li>22. Check mounting bolt</li> </ol>	No	04				
	Allow 12 months guarantee	No	Item				
17		No	item				
18	Tenderer must allow improvising in connection with acquiring the services of the accredited Safety, Health and environment Consultant to prepare safety plan, risk assessment schedule and do regular inspections for the duration of the contract in compliance with Occupational and Safety act. (Assessment to be forwarded to Department of Health Occupational Health and Safety in Natalia.) Tenderer will not be allowed to start work without submission of Safety Plan	No	item				
19			Item				
20	R 1 500.00 (ONE THOUSAND FIVE HUNDRED RANDS) PER DAY WILL BE CHARGED, FROM DAY 1 (ONE) AFTER CONTRACT EXPIRED		Item				
21	TENDERES ARE ADVISED THAT ANY WORK DONE NOT UP SATISFACTORY OF THE DEPARTMENT, TENDERER MUST RE-DO WORK AT OWNNER'S EXPENSE.		Item				
	<b>CARRIED TO COLLECTION SUMMARY</b> PS 2			R		R	



**health**

Department:  
Health  
PROVINCE OF KWAZULU-NATAL

**DIRECTORATE: NDWEDWE CHC**

Physical Address: P100 Main road, Ndwedwe Central, 4342  
Postal Address: Private Bag X 528, Ndwedwe, 4342  
Tel: 032 532 3048 Fax: 032 532 3628 Email: Xolani.Dlamini2@kznhealth.gov.za

MAINTENANCE DEPARTMENT

**COLLECTION SUMMARY**

**Institution Ndwedwe chc**

**Project description: service  
to laundry machines &  
ironer**

**NOTE:**

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

<b>BILL</b>	<b><u>FINAL SUMMARY</u></b>	<b>PAGE NO.</b>	<b>AMOUNT</b>
1	Service to laundry machines & ironer		
2	Contingencies@10%		
	Sub Total		
	Value Added Tax@15%		
	<b>Carried to Form of Tender</b>		