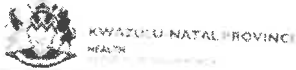


SharePoint

Mabanga Mumbindo



KZN HEALTH

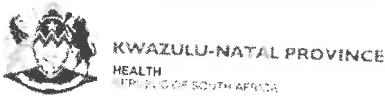
# KZN Health Intranet

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KZN Health > Components > Supply Chain Management

## AdvertQuote



### Quotation Advert

**Opening Date:** 2021-05-19

**Closing Date:** 2021-05-31

**Closing Time:** 11:00

#### INSTITUTION DETAILS

**Institution Name:** St Apollinaris hospital

**Province:** KwaZulu-Natal

**Department or Entity:** Department of Health

**Division or section:** Central Supply Chain Management

**Place where goods / services is required** ST APOLLINARIS HOSPITAL

**Date Submitted** 2021-05-19

#### ITEM CATEGORY AND DETAILS

**Quotation Number:** ZNQ: SAP23/2021/2022

**Item Category:** Services

**Item Description:** SERVICE OF MAIN GENERATOR AND CLEANING OF DIESEL TANK

#### Quantity (if supplies)

#### COMPULSORY BRIEFING SESSION / SITE VISIT

**Select Type:** Compulsory Briefing Session

**Date :** 2021-05-24

**Time:** 11:00 AM

**Venue:** ST APOLLINARIS LECTURE HALL

**QUOTES CAN BE COLLECTED FROM:** WEBSITE

**QUOTES SHOULD BE DELIVERED TO:** SECURITY TENDER BOX (EMAILED DOCUMENTS WILL NOT BE CONSIDERED )

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

**Name:** M S F SZUMA

**Email:**

**Contact Number:** 0398339001

**Finance Manager Name:** MRS M B KHESWA

**Finance Manager Signature:**

No late quotes will be considered

STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT OVER R30 000.00

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: ST APOLLINARIS HOSPITAL
DATE ADVERTISED: 19/05/2021 CLOSING DATE: 31/05/2021 CLOSING TIME: 11:00
FACSIMILE NUMBER: N/A E-MAIL ADDRESS: N/A
PHYSICAL ADDRESS: CENTOCOW MISSION CREIGHTON 3263

ZNQ NUMBER: SAP23/2021/2022

DESCRIPTION: SERVICE OF MAIN GENERATOR AND CLEANING OF DIESEL TANK

CONTRACT PERIOD: ADHOC (if applicable) VALIDITY PERIOD 60 Days SARS PIN:

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

UNIQUE REGISTRATION REFERENCE [grid]

DEPOSITED IN THE QUOTE BOX SITUATED AT (STREET ADDRESS) SECURITY TENDER BOX

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

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

ALL QUOTES MUST BE SUBMITTED ON THE OFFICIAL FORMS - (NOT TO BE RE-TYPED)

THIS QUOTE IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

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

NAME OF BIDDER
POSTAL ADDRESS
STREET ADDRESS
TELEPHONE NUMBER CODE.....NUMBER..... FACSIMILE NUMBER CODE.....NUMBER.....
CELLPHONE NUMBER
E-MAIL ADDRESS
VAT REGISTRATION NUMBER (If VAT vendor)

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1) YES NO

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]



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):..... | 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); | c) provincial legislature;                                    |
| b) any municipality or municipal entity;  | 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.

## 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  YES  take place
- (ii) Date 05/24/21 Time 11:00 Place \_\_\_\_\_

Institution Stamp:	Institution Site Inspection / briefing session Official Full Name: <u>IS GWAMANDA</u> Signature: _____ Date: <u>24/05/2021</u>
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## 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;<br>(ii) the name and address of the recipient;<br>(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;<br>(v) the official department order number issued to the supplier;<br>(vi) the value of the supply, the amount of tax charged;<br>(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:

	<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:

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

- 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.

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

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



**health**

Department:  
Health  
PROVINCE OF KWAZULU-NATAL

St. Apollinaris hospital  
Off Centocow main road, Centocow, CREIGHTON, 3263  
Private Bag 206, Creighton, 3263  
Tel.: 039 833 8085 , Fax.: 039 833 8054  
Email.: mpe.malinga@kznhealth.gov.za  
www.kznhealth.gov.za

SUPPLY CHAIN MANAGEMENT

Date: 03 May 2021

ZNQ Number: *SAP 23/2021/2021*

**TERMS OF REFERENCE**

**ITEM SPECIFICATION: Service of main generator and cleaning of Diesel Tank as per attached specification ( 3501 day to day and 2200L tank ) X 02**

Name & Surname	Designation	Signature
CS Mbanjwa	SMO	<i>[Signature]</i>
MV Mathanda	SCC	<i>[Signature]</i>
N Ntoyakhe	IPC	
N Somhlahllo	AMN	
M Mntungwana	OMN	<i>[Signature]</i>

**SPECIFICATION TERMS AND CONDITIONS**

1. Only bidders that fully meet the specification shall be considered
2. The institution is under no obligation to accept the lowest or any quote
3. The quality of products must be SABS / SANS/ CKS approved and a certificate of compliance must be submitted when required
4. The bidder must ensure the correctness and validity quote: the prices, rates & preference quoted cover all of the work and accept that any mistake regarding with the price calculations will be at the bidder's risk
5. If the information supplied is found to be incorrect or false then the KZN department of Health, in addition to the remedies it may have, may recover from the contractor all cost, losses and damages incurred by the department as a result of the award of the contract, and / or cancel the contract and claim any damages
6. Defaulting suppliers in terms of delivering, will be dealt with and will be reported at Treasury
7. The evaluation criteria for the quotation above R30 000 will be 80/20 for the price and points certified BBBEE certificates and original tax clearance
8. Incomplete declaration of interest and quotation form will not be considered
9. Orders will be cancelled if the supplier fail to meet the set standards and lead time
10. All quotations requiring registration with certain Bodies must be returned together with the following:
  - Valid tax clearance
  - Proof of registration with CSD
  - CK certificate / Cipro certificate
  - CIDB registration and grading with relevant job category
  - Reference letter (from where the supplier did the same job successfully)
  - Letter of good standing
  - Current proof of registration with relevant bodies
  - Sworn statement
11. All conditions indicated in the quotation form will be applicable upon evaluation, and should be attached to evaluation criteria
12. Quotation form must be completed and signed in full, any omissions or incomplete information and signatures will automatically disqualify the quotation
13. Bill of quantity should be fully completed and all segments must be filled per item
14. A guarantee / warrantee must be provided on appliances, services and repairs
15. All these conditions are binding and service providers must comply with
16. Samples must be provided with documents unless indicated otherwise
17. For services requiring site inspection , no late bidders will be allowed to join briefing
18. It is advisable to get all necessary information before quotation closing date

*[Signature]*  
Chairperson  
*03/05/2021*  
Date

*[Signature]*  
End user  
*04/05/2021*  
Date

*[Signature]*  
CEO  
*06/05/2021*  
Date



St Apollinaris Hospital  
Private Bag X206, CREIGHTON, 3263  
Off Main Road, Centocow Mission, 3263  
Tel: 039 8338065 Fax: 039 8338022 Email: sifundo.gwamanda@kznhealth.gov.za

Maintenance

DIRECTORATE:

Enquiries: Mr. I.S Gwamanda  
Telephone: 039 833 8065

**MAJOR SERVICE OF STANDBY GENERATOR AND CLEANING OF DIESEL STORAGE TANK**

CRITERIA	POINT ALLOCATION	CONTRACTOR POINTS OBTAINED	COMMENTS
ATTACH Three Reference's from any government departments (15 Points) Five Reference's from any government departments (40 Points)	40.		
ATTACH Mechanical Diploma or Fitter or Millwright	20.		
ATTACH Active CIDB Grade 1ME OR Above	15.		
ATTACH Active Letter of Good Standing from Department of Labor	15.		
ATTACH Liability insurance cover minimum of 2 million Rand	10.		
<b>Total Points</b>	<b>100.</b>		

Minimum points required is 60

On appointment the contractor must comply with the following:

- Signing of Site hand over certificate.
- Covid 19 compliance.
- Contractor's staff to have identifiable workwear.
- Contractor must ensure they sign the maintenance register before commencing any work
- Contractor must ensure that their job cards are signed by maintenance personnel as no invoice will be processed or signed by maintenance without a signed job card.

**CONTRACTORS DETAILS**

Contractor's name: \_\_\_\_\_

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

PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF HEALTH  
PREVENTIVE MAINTENANCE SCHEDULE

TYPE OF SERVICE : GENERATOR SETS  
 SCHEDULE FOR : DIESEL DRIVEN GENSETS  
 SCHEDULE FREQUENCY : AS SPECIFIED

REF : GS  
 CODE : GS1-006

INSTALLATION NAME :		REF :		
SERVICE PROVIDER :		ORDER No. :		
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	DESCRIPTION OF SPARES USED
	<b>240 HOUR SERVICE</b>			
1.	Oil sample #..... Hour meter reading ..... hrs Hours run since last service..... hrs Type of service carried out..... hrs			
2.	Check fan belt: a) Condition b) Tension - adjust when required c) Pulley			
3.	Clean radiator air passage and check that the coolant is at the correct level			
4.	Check that oil cooler air passages clear - clean if required			
5.	Check all radiator hoses and clamps and tighten as required			

Contractor signature: \_\_\_\_\_

PLEASE SIGN AND RETURN ALL PAGES TO ENSURE THAT YOU FULLY UNDERSTAND WHAT WORK NEEDS TO BE DONE

6.	Check oil level and take sample for analysis			
7.	Change fuel filters, primary fuel filter/water trap			
8.	Bleed fuel system			
9.	Check oil level of fuel pump cam box and governor			
10.	Check fuel pump drive shaft and couplings			
11.	Remove air filter			
12.	Check turbo for free rotation and bearing wear			
13.	Check seal faces of elements, air cleaner hoses and clamps for dust ingress			
14.	Fit new/cleaned* air filter *Washable paper air filters to be washed 3 x before discarding. Fit new air filter at 960 hr service			
15.	Check jacket water heater is operational and replace the whole heating system			
16.	Check that all guards are in position and secure			
17.	Check battery charger ..... V ..... A			
18.	Top up battery water Usage: Normal..... Excessive.....			

Contractor signature: \_\_\_\_\_

PLEASE SIGN AND RETURN ALL PAGES TO ENSURE THAT YOU FULLY UNDERSTAND WHAT WORK NEEDS TO BE DONE

19.	Check battery cable lugs, clean and tighten as required. <b>IF SUPPLY WILL BE INTERRUPTED, OBTAIN PERMISSION BEFORE PROCEEDING</b>			
20.	Start engine and run on load (where possible) for 30 minutes recording V, A, Hz at 15 minute intervals. Reprogram the starting time on the screen to 3 to 5 seconds			
21.	Oil pressure..... (Hot) Water temperature..... Oil temperature.....			
22.	Listen for unusual noises: Starting..... Running..... Stopping.....			
23.	If prime power: Change load to other engine			
24.	Let engine run for another 6 minutes on air cooled engines. 10 minutes on water cooled engines..			
25.	Drain oil, change filters, refill oil (Deutz - clean centrifugal filter in fan boss and change gaskets). Take oil sample for analysis. Hino, Mitsubishi - clean centrifugal filter			
26.	Restart and check for oil, water			

Contractor signature: \_\_\_\_\_

PLEASE SIGN AND RETURN ALL PAGES TO ENSURE THAT YOU FULLY UNDERSTAND WHAT WORK NEEDS TO BE DONE

	etc. leaks, tighten joints etc. as required			
27.	Check that the charge alternator/generator is operating			
28.	Check operation of safety shut-off a) Low oil pressure..... b) High water temperature.....			
29.	When engine has stopped, top up oil			
30.	Check alternator coupling and terminals (remove cover)			
31.	Blow dust out of alternator			
32.	Check all air vents on alternator are clear and secure			
33.	Fuel tanks: a) Drain off water; b) Check - level control switch - electric/hand pump Check for correct operation of: - Low fuel level alarm - Low fuel level - Engine cut fuel out and alarm - Covers and breathers - Pipes and fittings c) Change in-line filter element and thermostat			
34.	Change the solenoid valve and replace all fuel level sensors connect wires if they need to be and leave the auto refilling system working properly.			
35	Exhaust : Check manifolds, silencer, tail pipe, supports, etc			

Contractor signature: \_\_\_\_\_  
PLEASE SIGN AND RETURN ALL PAGES TO ENSURE THAT YOU FULLY UNDERSTAND WHAT WORK NEEDS TO BE DONE



36.	Check air ducts				
37.	Check generator set base, engine/alternator mountings etc.				
38.	Clean down engine, alternator and mounting base				
39.	Panel: Check - Circuit breaker - Voltmeter and selector - Ammeters - Hz meter - Hour meter - Spare fuse of each amperage				
40.	Plant room: a) Clean the room b) Check the lighting c) Check and position dust covers				
41.	Complete log book				

I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT

OFFICIAL STAMP:

NAME OF SERVICEMAN (BLOCK LETTERS):

SIGNATURE:

NAME/S OF ASSISTANT/S: SEMI SKILLED:

NAME/S OF ASSISTANT/S: UNSKILLED:

COMPANY NAME (BLOCK LETTERS):

NAME OF RESPONSIBLE OFFICIAL ON SITE:

TIME IN:	TIME OUT:	TIME ON SITE:	DATE:
FROM:	TO:	KM: TO:	KM: TOTAL KM:

SIGNATURE:

Contractor signature:

PLEASE SIGN AND RETURN ALL PAGES TO ENSURE THAT YOU FULLY UNDERSTAND WHAT WORK NEEDS TO BE DONE

Contractor signature: \_\_\_\_\_ PLEASE SIGN AND RETURN ALL PAGES TO ENSURE THAT YOU FULLY UNDERSTAND WHAT WORK NEEDS TO BE DONE

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

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- Notes to Contractors – Page 2
- Schedule of Prices – Page 3 *RETURNABLE*

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- Technical requirements – Page 4 *RETURNABLE*
- Scope of Work – Page 5-6 *RETURNABLE*
- Confirmation of Compliance – Page 6 *RETURNABLE*
- Work Method Statement – 7-8 *RETURNABLE*
- Permission to Commence Work / Control Sheet Checklist – Page 9
- Fuel Analysis Report – Page 10-11

## NOTE TO CONTRACTORS

- No subcontracting of this service shall be allowed. Failure to comply shall result in the disqualification of this bid.
- 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.

**RETURABLE**

**SCHEDULE OF PRICES**

Institution to strike through sections that are not applicable

To be completed by the relevant institution prior to the bid being issued for pricing.						To be completed by the Bidder
	Diesel Tank Location	Bulk Fuel Tank Capacity (In Litres)	Current fuel level of Bulk Fuel Tank (In Litres)	Day Tank Fuel Capacity (In Litres)	Current fuel level of Day Tank (In Litres)	Total Price
1	Generator No. 1					
2	Generator No. 2					
3	Generator No. 3					
4	Generator No. 4					
5	Generator No. 5					
6	Generator No. 6					
7	Generator No. 7					
8	Generator No. 8					
9						
10						
Carry over to quotation page						R

***RETURNABLE***

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

**TECHNICAL REQUIREMENTS (Contractor to ensure):**

- 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.

## **RETURNABLE**

### **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 Institutions Chief Artisan or his/her authorised 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.

**RETURNABLE**

- 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***

**DIESEL FUEL TANK AND DIESEL FUEL CLEANING REGIME FOR IN-SITU STORAGE TANKS.**

**WORK METHOD STATEMENT**

**Upon arrival on site:** Explain procedures to be followed.

**Drawing of diesel fuel sample:** Explain procedures to be followed.

**Setting up and commencement of diesel fuel cleaning process:** Explain the procedure to be followed.

**RETURNABLE**

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

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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 is 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.

Tests	Sample No:	SANS 342:2006 Specification
-------	------------	-----------------------------

	Results	Units	Limits	Comments
Density @ 20°C (ASTM D 7042)*		Kg/L	0.800min	
Viscosity @ 40°C (ASTM D7042)*		cST	2.2-5.3	
Flashpoint (ASTM D 93)*		°C	55 min	
Water Content (ASTM D604)		%	0.05 max	
90% Recovery Temp. (ASTM D86)		°C	362 max	
Total Contamination (IP40)*		Mg/Kg	24 max	
Sulphur (ASTM D4294)*		ppm	500 max	
Residue (ASTM D86)*		%		
Cetane Index (ASTM D976)*				
* All tests conducted per SAMA'S Method				

**Visual Inspection / Additional Tests**

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

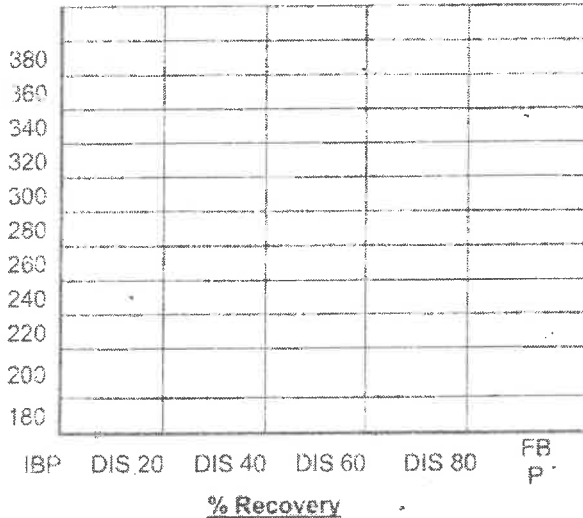
**Distillation & Graph**

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 %	

Temperature °C



**Diagnosis / Remarks**

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

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

Company Stamp