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AdvertQuote



Quotation Advert

Opening Date: 2021-11-12

Closing Date: 2021-11-18

Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: St Andrews hospital

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required: ST ANDREWS HOSPITAL

Date Submitted:

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: SAH:210/21/22

Item Category: Goods

Item Description: BUY AND INSTALL AIR-CONDITIONER FOR AD:HRM AND INFORMATICS OFFICES

Quantity (if supplies): 02

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Not Applicable

Date:

Time:

Venue:

QUOTES CAN BE COLLECTED FROM: WEBSITE

QUOTES SHOULD BE DELIVERED TO: PLEASE DEPOSIT QUOTATION IN THE TENDER BOX SUITED IN THE MAIN SECURITY GATE OR SEND TO

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: MR N MBUTHUMA

Email: Nkosindiphile.Mdingi@kznhealth.gov.za

Contact Number: 039 433 1955

Finance Manager Name: MR N MDINGI

Finance Manager Signature:

No late quotes will be considered

DECLARATION OF INTEREST

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4 DECLARATION

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

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

..... Name of bidder Signature Position Date
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¹"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. |

²"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 [redacted] take place
- (ii) Date [redacted] / [redacted] / [redacted] Time [redacted] : [redacted] Place [redacted]

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

12. PATENT RIGHTS

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

13. PENALTIES

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

14. TERMINATION FOR DEFAULT

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

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

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

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

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

1. GENERAL CONDITIONS

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

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

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

1.3 Points for this quote shall be awarded for:

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

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

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

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

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

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

- 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"/>
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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 last 51% owned by:	EME	QSE
Black people	√	√
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

9. **DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 **TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

9.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....
.....

9.6 **COMPANY CLASSIFICATION [TICK APPLICABLE BOX]**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

9.7 Total number of years the company/firm has been in business:.....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

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

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



Enquiers: ----- Reference: ZNQ: ----- Date: 08 July 2021.

MINUTES OF SITE MEETING HELD ON: TWO AIR CONS HR & INF.

Date:

Venue: ST ANDREWS HOSPITAL:

Matter Discussed:

- 1.1. Signing of attendance register and site inspection briefing certificate.
- 1.2. Handing out of quotation documents.
- 1.3. Completion of quotation documents.
 - 1.3.1. SBD 4
 - 1.3.2. SBD 6.1
 - 1.3.3. Form 9
 - 1.3.4. Bill of Quantities
- 1.4. Submission of required information.
 - 1.4.1. Documents as per page 3 of the specification.
- 1.5. Site visit and deliberations on specifications and requirements.
- 1.6. Bidders are compelled to re-visit the site for one-on-one clarification of measurements and requirements. Post Site Inspection Briefing certificate to be signed on day of re-visit.
- 1.7. No part payments will be made and any stage of the project.
- 1.8. No payment will be made for incomplete or poor quality of work.
- 1.9. Material list page to be completed for all quotation documents. Failure to attach signed and completed document will render the quotation as not valid.
- 1.10. Past poor performance of contractors.
 - 1.10.1. Contractors that have performed poorly in the past will not be considered.
 - 1.10.2. Contractors that have not completed previous projects fully will not be considered.
 - 1.10.3. Contractors will be referred to National Treasury as a defaulter to be listed on the Database of Restricted Suppliers.**

I, from do hereby <div style="text-align: center;"><i>(Print Name)</i></div>	<div style="text-align: center;"><i>(Name of Business)</i></div>
acknowledge that I have read and understand the items discussed as laid out above and will ensure that the quotation price submitted will address all the requirements as stipulated.	
..... Signature / / Date

2. General matters during site visit:

2.1.

2.2.

2.3.

2.4.

2.5.

2.6.

2.7.

2.8.

2.9.

2.10.

ENQUIRIES:

REF:

CLOSING DATE:

CONTRACTOR: _____

1. On behalf of the KwaZulu-Natal Department of Health, we hereby invite you to quote for the above service
2. Your quotation must be submitted to the following address:

HAND DELIVERED	
ST ANDREWS HOSPITAL	To be Placed in the Quotation Box

In a sealed envelope, the front of the envelope being clearly endorsed with the Quotation Number **ZNQ** and the service type as stated above, not later than **11h00** on

3. The quotation shall be fully detailed as follows:
 - 3.1 Itemised list of additional Material/Spare parts required by the Contractor, showing costs and contracts mark-up.
 - 3.2 Labour hours, rate and total travelling costs.
 - 3.3 Kilometres, Rate and Total Travelling Cost (specify number of trips).
 - 3.4 Subsistence: Number of Days, Rate and Total Subsistence Costs.
4. Kindly complete the attached document and return all pages as per paragraph two above, each page being initialled by the Contractor's authorized signatory.
5. The Contractor's attention is drawn to the following, which under no circumstances will be acceptable and will result in the automatic disqualification of the quotation.
 - 5.1 Use of correcting fluid i.e. Tippex on the quotation documents.
 - 5.2 Faxed quotations
 - 5.3 Photocopies of quotations
 - 5.4 Incomplete quotation document including Bill of Quantities.
6. Only the original document, duly signed and completed in its entirety will be given any consideration.
7. **Bidder to sign and date every page in acknowledgment that he/she has read and understood all the requirements contained in this document. Failure to do so will render your offer as non-responsive.**

STAH TWO AIR CONS HR & INF: ZNQ:.....

Bidders Signature:.....

DOCUMENTATION TO BE SUBMITTED

No.	Document Details	Doc. Type	Submitted	
			Yes	No
1.	Tax Clearance Certificate	Original		
2.	CIDB Registration ME, EB,	Certified Copy of Original		
3.	Company Registration Documents (CK)	Certified Copy of Original		
4.	B-BBEE Status Verification Certificate	Certified Copy of Original		
5.	Fully Completed and Signed Quotation Document	Original		
6.	SBD 4 Document Declaration Of Interest (Fully completed and signed)	Original		
7.	Bill of Quantities (fully priced for each item as listed)	Original		
8.	Central Supplier Database (CSD) Registration			
9.	Registration with Department of Labour Letter of Good Standing.	Certified Copy of Original		
10.	Electricians, Trade test certificates. Proof of SARACCA or SAIRAC registration. Proof of qualification as Refrigerants Technician "Gas Practitioner SAQCC Gas"	Certified Copies Original on Request		

PLEASE NOTE: FAILURE TO SUBMIT ANY OF THE DOCUMENTS AS REQUIRED IN THE TABLE ABOVE WILL RESULT IN THE OFFER BEING REGARDED AS NON-RESPONSIVE.

A COVERING LETTER REFERRING TO THE DOCUMENT WHERE A SET OF THESE DOCUMENTS HAVE BEEN ATTACHED MUST BE ATTACHED TO EVERY OTHER QUOTATION DOCUMENT.

1. **NOTES TO BIDDERS**

1.1 GENERAL CONDITIONS AND PROCEDURES FOR PROCUREMENT

The KwaZulu-Natal Treasury's General Conditions and Procedures for Procurement (ZNT 6 – September 2002), copies of which are available from the offices of the Head: Works (as well as at <http://www.kzntreasury.gov.za>), will apply.

1.2 VISIT TO SITE

Bidders are advised to visit the site before quoting in order to satisfy themselves as to the nature and full extent of the work to be done and the conditions generally affecting the execution of the contract. Claims on the grounds of lack of knowledge in such respects or otherwise will not be entertained.

1.3 SUPERVISION

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

1.4 PROTECTING AND MAKING GOOD

The contractor shall allow for covering up and protecting, as necessary, from time to time, throughout the performance of the contract, all work liable to suffer damage and on completion clear away and make good any damage caused to the works by his negligence and shall be liable for all costs incurred in making good any such damage, to the satisfaction of the Head: Works.

The contractor shall allow for making good in all surrounding trades, which have been disturbed during alterations, repairs and renovations.

1.5 RECLAIMABLE MATERIAL

Reclaimable material will become the property of the contractor and who must allow for any credit in the quotation.

1.6 COMPLIANCE

All work must comply with the Local Authority regulations and National Building Regulations, as well as SABS specifications applicable to the work to be executed.

1.7 LEAVE PERFECT

The contractor shall at all times keep the site in a clean and tidy condition and on completion, remove all superfluous materials, debris, etc. and leave the premises in a thoroughly clean and perfect state, fit for occupation.

1.8 ARRANGEMENT WITH OCCUPANTS

The contractor shall arrange with the occupants of the buildings for access to the site/building to render the service and put the work in hand within twenty four (24) hours after being notified, telephonically or otherwise, of acceptance of the contractor's quotation.

1.9 PRECAUTIONS TO PROTECT

The contractor shall take all necessary precautions and steps to protect furniture and fittings in the building and on the site against damage and/or contamination.

1.10 INDEMNITIES

- (a) The contractor shall indemnify the Head: Works against any claims of whatever nature arising from the contractor's activities and accept responsibility for all damage caused to property and persons as a result of such activities.
- (b) The contractor shall indemnify his workers in terms of the Compensation for Occupational Injuries and Diseases Act.

1.11 OCCUPATIONAL HEALTH AND SAFETY ACT NO. 85 OF 1993

By the submission of a quotation, any Tenderer will, if awarded the contract to which this quotation document relates, be deemed to be a mandatory as envisaged by Section 37(2) of the Act. As a mandatory the successful Tenderer will be deemed to be an employer in his/her/their own right with duties as prescribed in the Act and accordingly will be deemed to have agreed to be solely responsible for ensuring that in connection with the project to which this quotation document relates, all work will be performed and machinery and plant used in accordance with the Act. Should the successful Tenderer, for whatever reason be unable to perform as required by the Act, the successful Tenderer undertakes to inform the Employer accordingly.

1.12 ESCALATION

Bidders are advised that the contract with the successful tenderer will not be subject to the Contract Price Adjustment Provisions (CPAP) or any other escalation formula, and they are therefore to allow for any increases in the costs of labor, material, transport, etc. However, any statutory increase or decrease in Value-Added Tax will be for the account of the Province.

1.13 GUARANTEE

The successful tenderer shall guarantee that no faulty material or workmanship was used in the execution of services. Should the guarantee not be complied with, the State may, without prejudice to any other rights it may have, demand that the services be repaired without cost to the State.

1.14 PENALTIES

If the contractor fails to render the service within the period stipulated in the contract, the State shall have the right, in its sole discretion either to deduct as a penalty from the value of the contract sum an amount of one-fourteenth percent thereof per calendar day for the period of delay or to claim any damages or loss suffered in lieu of such penalty: provided that where beneficial use of the completed portion is enjoyed, penalty shall be applied to the value of the outstanding portion only.

1.15 ALTERATIONS TO QUOTATION DOCUMENTS

Any amendment or correction in the quotation document of a quoted amount/sum/rate or other entry must be effected only by deleting the incorrect entry and writing the correct amount/sum/rate entry just above it in **INK**. Each and every amendment/correction must be initialed by the signatory to the quotation.

The use of "TIPPEX" or any other similar substances to make corrections and/or alterations **ANYWHERE** in the quotation is **NOT** permitted and any quotation altered/amended in such a manner may be declared invalid or be disregarded.

1.16 REGISTRATION ON THE PROVINCIAL SUPPLIERS DATABASE

1. In terms of the KwaZulu-Natal Procurement Regulations promulgated in terms of Section 47 of the KwaZulu-Natal Procurement Act, all suppliers of goods and services to the Province of KwaZulu-Natal are required to register on the Provincial Suppliers Database.
2. If you wish to apply for registration, forms may be downloaded from the website, <http://www.kzntreasury.gov.za> or obtained by phoning the toll free number **0800 201 049**. This number is also available for general enquiries relating to Provincial procurement.
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Province may, without prejudice to any other legal rights or remedies it may have:
 - 3.1 de-register the supplier from the Database,
 - 3.2 cancel a tender or a contract awarded to such supplier,and the supplier would become liable for any damages if a less favorable quotation is accepted or less favorable arrangements are made.
4. The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Provincial Suppliers Database, relating to changed circumstances.

1.17 VALIDITY

This quotation shall be valid for a period of sixty (60) calendar days calculated from the closing time specified.

1.18 CONTRACT PERIOD

The work shall be completed within **Thirty days (30)** from the date of the official order/letter of acceptance.

1.19 PROPRIETARY MATERIALS

Where the term "or other approved" is used in connection with proprietary materials or articles it is to be understood that approval shall at the sole discretion of the Head: Works.

Where brand or trade names are referred to in the extent of work/specification these shall indicate the quality and type of material or fitting required and no substitution of materials so specified will be permitted unless the authority of the Head: Works has been obtained *before tenders close*.

In all cases where the contractor takes delivery of, handles, stores, uses, applies and/or fixes any proprietary product he shall do so in strict accordance with the manufacturer's instructions after consultation with the manufacturer or his duly authorized representative.

1.20 DEFINITION OF APPROVED, ETC.

The term "approved" or "specified" where used in these extent of work/specifications shall mean approved or specified by the Head: Works. This term shall apply equally to the Head: Health.



ST ANDREWS HOSPITAL HEALTH AND SAFETY SPECIFICATION

OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993

EXTRACT FROM THE CONSTRUCTION REGULATIONS

1. **Scope:** This specification details the health and safety requirement with the Works.
2. **Interpretations:** Construction work is defined as: any work in connection with: -
 - a) The erection, maintenance, alteration, repair, demolition or dismantling of or addition to a building or any similar structure;
 - b) The installation, erection, dismantling or maintenance of a fixed plant where such work includes the risk of a person falling; or
 - c) The moving of earth, clearing of land, the making of an excavation, piling or any similar type of work.
3. **General:** The Employer will take reasonable steps to ensure that the contractor's health and safety plan is implemented and maintained. The steps taken will include periodic audits at intervals of at least once every month.

Should the Contractor at any stage in the execution of the work-

- a) Fail to implement or maintain contractors' health and safety plan;
- b) Execute construction work which is not in accordance with contractors' health and safety plan; or
- c) Act in any way which may poses a threat to the health and safety of any person/s, **the Employer or employers' representative/agent will stop the Contractor from executing construction work.**

4. General Requirements

- 4.1. **First Aid Equipment:** The Contractor shall provide for its employees an approved first aid box. The first aid box to be checked weekly by a responsible person, who shall be appointed by the Contractor.
- 4.2. **Reporting of incidents and /or injuries:**
 - 4.2.1. All incidents in respect of damage to Works, property or machinery or injury to persons, shall be reported by the Contractors Safety Officer or Site Representative to the Representative/agent by the quickest means possible.

- 4.2.2. A mandatory incident report form, containing full details of the incident, shall be completed and submitted to the representative/agent within (24) hours of the occurrence of the incident.
- 4.2.3. The representative/agent shall have the right to make all or any enquiries as to the cause and result of any such incident. The Contractor shall provide the representative/agent with full facilities for carrying out such enquiries.
- 4.3. **Danger Areas:** All danger areas shall be demarcated by the Contractor with appropriate tape and hazard notices to prevent unauthorized person/s entering the danger area.
- 4.4. **Hazard Notices:** The Contractor shall display hazard notices in all areas identified in the risk assessment as potentially hazardous.
- 4.5. **Personal Protective Clothing:** The Contractor shall provide the necessary personal protective clothing for his employees in hazardous areas, appropriate to the nature of the hazard identified in the risk assessment.
- a) **Hard Hats:**
All employees of the Contractor shall wear hard hats in areas where appropriate hazard notices are displayed. Hard hats shall not be painted or otherwise defaced.
- b) **Eye Protection:**
Suitable eye protection shall be worn in areas where appropriate hazard notices are displayed, or when grinding, chipping, breaking, drilling, arc welding, cutting with oxyacetylene equipment of similar activities are taking place.
- c) **Hearing Protection:**
Suitable hearing protection shall be worn in areas where appropriate hazard notices are placed.
- d) **Foot Wear:**
All employees of the Contractor shall wear undamaged, laced-up safety boots or safety shoes, suitable for the intended purpose, in prescribed areas where appropriate hazard notices are displayed.
- e) **Gloves:**
All employees of the Contractors shall wear suitable gloves in all areas where appropriate hazard notices are displayed or when handling hot or hazardous materials or chemicals.
- 4.6. **Machine Guarding:** All power tools and machinery driven by belts, gears, ropes, chains, couplings and similar drives shall be adequately guarded. The Contractor shall prohibit the use of any equipment with a damaged, missing or inadequate guard.

4.7. Ladders:

4.7.1. Every ladder shall be:

- Of good construction, sound material and adequate strength and suitable to the purpose for which it is used (e.g. electricians shall use suitable insulated ladders),
- Fitted with non-skid devices at the bottom of the stiles or with hooks or similar devices at the tops of the stiles.

4.7.2. Except for extension ladders, no ladder shall be used which is longer than 4,5m and no ladder shall have its reach extended by tying together two or more ladders.

4.7.3. All ladders shall be inspected weekly and a log shall be kept of the inspections.

4.8. Scaffold Framework:

4.8.1. Scaffold standards shall be firmly supported and secured against displacement and shall be kept vertical.

4.8.2. No Contractor shall use, or cause to be used, any scaffold unless it is inspected by a competent person at least once a week and after inclement weather.

4.9. Prevention of Uncontrolled Collapse: The Contractor shall ensure that no structure or part of a structure is loaded in a manner that would render it unsafe.

4.10. Electrical Equipment and Procedures Used by the Contractor:

4.10.1. All electrical equipment to be inspected regularly by a qualified electrician, who shall be appointed by the Contractor and inspections to be logged.

4.10.2. The Contractor shall ensure that all his electrical equipment conforms to the operational and safety requirements.

4.10.3. All earth leakage units shall be tested at intervals of not more than one month and signed for by a qualified electrician.

4.11. Indemnity of the Employer and his agents: The annexure to this Contract Document contain a "Mandatory Form of Authority and Agreement in terms of Section 37 (2) of the Occupational Health and Safety Act, No, 85 of 1993 which agreement shall be entered into and duly signed by both the Employer and Contractor prior to the commencement with work. A copy of the signed agreement shall be included in the Contractors health and safety plan.

4.12. Minimum Requirements of a Safety File

1. Health & Safety specifications.
2. Baseline risk assessment
3. Task based Risk Assessment
4. Approved SHE plan

5. Letter of good standing
6. Contractors OHS Policy
7. Agreements as contemplated in Section 37(2) of the OHS Act
8. Notification of construction work
9. Construction work permit (where required)
10. Contractor organogram
11. Site specific emergency plan
12. Site specific emergency numbers
13. All Legal appointments applicable to the project
14. Safe work procedures
15. Certificates of electrical installations
16. Fall protection plan where applicable
17. Scaffold inspection records
18. Drawings and designs
19. All applicable letters of appointments and CV's thereof
20. List of contractor employees on site
21. List of appointed contractors on site
22. Equipment list
23. Inspection schedule and copies of inspection reports
24. Evacuation plans and emergency contact details
25. Training records
26. Toolbox talks register
27. Medical certificates of fitness
28. Incident management procedures
29. MSDS register & Documents
30. PPE Issuing records
31. Proof of communication of all relevant OHS documents
32. Up to date version of the OHS Act & Regulations

NB: this list is not exhaustive; the contractor must ensure compliance with ALL OHS file requirements as contemplated in CR 7(b)



ST ANDREWS HOSPITAL TECHNICAL SPECIFICATION

1. GENERAL

- 1.1. This TECHNICAL SPECIFICATION shall be read in conjunction with all other sections of the SPECIFICATION, including the National Building Regulations SABS 0400 of 1990 as amended and the Occupational Health and Safety Act and Regulations, 85 of 1993.
- 1.2. Cognisance shall be taken of the clauses relevant to this particular installation, whether any specific clauses are referred to or not.

2. SCOPE

- 2.1. The work to be carried out under this contract includes the supply, delivery, installation, connecting, testing and leaving in good service condition to the satisfaction of the Head of Department or his or her designee, the building maintenance, renovations, repairs and minor new works to KwaZulu-Natal Health Institutions as specified by the Head of Department or his or her designee.
- 2.2. Work to be done as per drawing.
- 2.3. Material as specified below.
- 2.4. Work to be done according to Standard preambles of Trade of the Department of Health.
- 2.5. No jack hammers to be used unless cleared by Maintenance Manager.
- 2.6. If unsure please contact Maintenance Manager before commencing with the work.
- 2.7. No cutting off cables (electrical or network) if not cleared by Maintenance Manager. Contractor will be responsible if any cables are cut without permission.

3. REFERENCES

- 3.1. Where references have been made to specific brand names, these are read as "**OR OTHER APPROVED BY DEPARTMENT OF HEALTH, FACILITIES MANAGEMENT.**"

4. SPECIFICATION: ST ANDREWS HOSPITAL.

COMPLIANCE WITH REGULATIONS AND STANDARD SPECIFICATIONS (WHERE APPLICABLE)

- 4.1 These works are to be carried out in accordance with the KwaZulu-Natal Department of Works Standard Specification for Air conditioning and Ventilation Installations M_ACV, Issue 1, 1998.
- 4.2 All electrical work is to be carried out in accordance with the Department of Public Works and Land Affairs Standard Specification for the Electrical Equipment and Installation for Mechanical Services Issue VIII, December 1984.
- 4.3 All low voltage switchgear and control gear assemblies are to comply to SABS 1473 Part 1 - 1989 / IEC 439 - 1 1985.
- 4.4 All building works shall be in accordance with the Standard Preambles to All Trades.
- 4.5 The contractor should fully familiarise himself with these documents prior to quoting.

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

5. SCOPE OF WORKS

These works consist of: -

5.2.1 The supply, delivery, installation and commissioning of **Two (2X) mid wall Split** type air-conditioning units **2x off 12000 Btu's**, minimum cooling capacity with reverse cycle heating in rooms. Allow for inter-connecting power cables and trunking.

5.2.3 Positioning of above air-conditioning units shall be indicated on site

5.2.4 Commission and hand over in complete working order.

5.3 THE SITE

The site is the **St Andrews Hospital**, situated at Ugu District.

PROGRAM OF WORKS

The Offices are to remain in operation during these works, contractors are to plan, and allow for, the works to be performed so as to cause minimum disruption to services and or inconvenience to staff.

5.4 INSTALLATION DETAILS

Mid wall mounted split type air-conditioning units:

Supply and install mid wall, reverse cycle, split type air-conditioning unit, of the "**Samsung**" or similar and other approved by the Department of Health mid wall mounted type, mounted at high level with built in no-volt circuitry requiring manual re-set. The units shall be self-contained and set to deliver air that is filtered, dehumidified, heated and cooled. The evaporator / blower coil unit shall be mounted at a high level just below the ceiling and the condensing units mounted in the position indicated on site on the external wall.

The rates shall allow for inter-connecting refrigerant pipe work and cables. The Tenderer shall supply and install Weatherproof isolators enclosures at high level adjacent to the condensing units.

Power supply: The units shall be single phase – 220volt – 50Hz.

The air handling/evaporator section shall be of the slim line three speed fan type and be securely fixed to the wall with loose type "Rawl" bolts including drilling mortices in brickwork or concrete. The air shall discharge from the front of the unit and the airflow grille shall be adjustable so that the air stream may be directed as required.

If available controls shall be hard wired to evaporator unit, otherwise remote controls shall be contained in a pouch mounted adjacent to the air handling unit 1500 mm from floor level and screwed to and including plugs in the wall.

Condensing and air-handling units.

The condenser section, of the split type air-conditioning unit, shall be mounted on and including the manufacturer's standard galvanised support brackets "Rawl" bolted to the external wall, in the position which shall be indicated on site, by means of loose bolt type "Rawl" bolts, including drilling mortises in brickwork or concrete. Plastic wall plugs with screws will not be acceptable. The unit shall be installed 2000 mm above ground level. (Final height shall be verified on site). The unit shall be wired directly into the weatherproof isolator, which shall be provided on the external wall adjacent to the

condensing unit by others.

All visible interconnecting refrigerant piping and cables, between evaporator and condenser, within the building shall be run in suitably sized PVC trunking. All exposed interconnecting refrigerant piping, condensate drain piping and cables outside the building shall be run in suitably sized galvanised sheet metal trunking painted to match the outside walls. After and below the condensing unit the condensate from the evaporator and condensing unit, shall be piped in PVC piping saddled to the wall and terminate at ground level into the concrete surface drain, rain water down-pipe or gully.

All bolts and washers used for these purposes shall be either stainless steel or nickel coated mild steel. Cadmium coated fixings are unacceptable.

The condenser shall consist of a hermetically sealed compressor, condenser coil, condenser fan and motor. A suitable liquid line dryer shall be provided either as part of the condensing unit or as a separately supplied and installed unit.

The inside air handling section shall consist of an evaporator coil, corrosion resistant condensate drip tray, supply air fans, fan scrolls, fan motor, controls and efficient filters. The supply air louvre shall be of the adjustable range type with manual and automated air flow direction control, with horizontal and downward air sweep discharge as standard.

The condensing section and the air handling section shall each be housed in heavy gauge, easily detachable attractive steel or PVC casings.

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

Prior to the air-conditioning unit being delivered to site, the steel casing and the chassis of the condenser section shall be further treated with an anti-corrosive coating on interior and exterior surfaces.

Evaporator Coil

The evaporator coils shall consist of a multi/pass coil of heavy gauge, solid drawn copper tubing mechanically expanded into aluminium cooling fins. The coil shall be provided with an automatic defrost thermostat to prevent excessive frosting.

The evaporator coil shall be suitable mounted to the steel or PVC chassis and shall be completely sealed off to ensure that maximum supply air flows over the coil.

Condenser Fan

The condensers fan shall be of the corrosion resistant, "silent operation", dynamically balanced propeller type. The fan shall be driven by a continuously rated, totally enclosed resiliently mounted electric motor of the single phase, permanent split capacitor type with built-in resettable overload protection. The fan motor shall be fitted with self-aligning sealed bearings.

Condenser coil

The condenser coil shall be of the single pass type, of heavy gauge, solid drawn copper tubing mechanically expanded into aluminium cooling fins. The coil shall be suitably mounted directly to the steel chassis and shall be provided with a suitable fan shroud to afford maximum air movement across the entire coil.

Filters

The air filters shall be easily accessible and removable, of the dry media type, manufactured of material that may be washed with a mild detergent.

The filter media shall be of glass or synthetic fibre material at least 5 mm thick enclosed between two supporting frames. The filter media may alternatively be of inherently stiffened material and in either instance arranged so that no air bypasses the filter at edges or between frames.

Heaters

Heating shall be by reverse cycle.

Sound Level

The units shall be efficient and extremely quiet in operation and the noise level shall not exceed 33 dB on the "A" scale at a distance of three metres from the unit.

Refrigerant Piping

The interconnecting refrigerant tubing between the condenser section and the air handling section shall be of the best quality seamless, dehydrated, de-oxidised refrigeration class copper tubing, suitably sized for the unit installed.

All fittings shall be of copper or brass, refrigeration quality silfos or silver solder welding rods. Soft soldered fittings or joints will not be acceptable.

The suction and liquid lines shall be completely insulated against ambient temperatures to prevent condensation drip by using good quality insulation such as "Thermoflex", "Primaflex" or other approved. The non-drip tape type of pipe insulation will not be acceptable.

The tubing shall be in trunking as described above.

Where copper saddles are used they shall be of the same diameter of the insulation so as not to squeeze the insulation to the piping and minimising the effective cross sectional area of the insulation.

Kinked or flattened copper tubing is to be discarded, as it is not acceptable. Any length of tubing, which is damaged in this manner, shall have that section cut out of the length and suitably rejoined.

The pipe runs shall be neat and the best quality workmanship shall be employed.

Care shall be taken to ensure proper oil return to the compressor. The copper tubing shall be connected to the condensing unit and the air-handling unit by means of quick-coupler type connections fitted with "schrader" valves for testing, purging and recharging.

All refrigerant is to flow through replaceable element type drier units.

Condensate

The condensate line from the air handling and condensing section shall be of PVC set to falls and sized to suit the drain connections, however no smaller than 15 mm diameter. The condensate drainpipe from the air-conditioning unit shall be fixed to wall neatly saddled throughout the entire pipe run using saddles spaced at intervals of not more than one metre and terminate onto the concrete apron at ground level.

Controls

The air-conditioning units shall be fitted with the following controls: -

- i) A main on/off switch to control the unit.
- ii) An adjustable cooling thermostat to control room temperature as required.
- iii) A variable fan speed control switch.
- iv) An automatic de-ice thermostat shall be fitted as standard to the condensing unit.

5.5.2 Builders Work

The following builders work is required and shall form part of this specification. :

- i) Holes drilled in walls for the through the wall installation of the inter-connecting refrigeration pipework and cables, and the sealing thereafter, which shall include for plaster patching and painting.
- ii) Brick up of openings and plastering of wall where existing wall units air-conditioning is to be removed
- iii) Painting of galvanized trunking as hereinafter.

5.5.3 Electrical

Satisfactory Installation:

The whole of the installation shall be carried out in accordance with:

- i) The Code of Practice for the Wiring of Premises as issued by the South African Bureau of Standards (SABS 0142).
- ii) The Natal Provincial Administration's General Electrical Specification Part 2E.
- iii) The Machinery and Occupational Safety Act - Act 6/1983.
- iv) The Municipal By-laws and any special requirements of the Supply Authorities of the area or district concerned.
- v) Local Fire Regulations.

Inter-connecting wiring between evaporator and condensing unit, and power supply to the weatherproof isolator shall be routed in trunking as in clause 5 under condensing and air-handling units.

The Tenderer shall supply and install 60Amp Double Pole 5Ka rating isolators in the Weatherproof isolators enclosures.

Certificate of Compliance

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

5.5.4 Testing and commissioning

The units shall be tested and commissioned before handing over to the Hospital Maintenance Authorities

5.5.5 Maintenance Manuals

Two sets of maintenance and operating manuals are required which shall include all circuit diagrams, spare parts lists, operating instructions, etc.

5.5.6 Maintenance and Servicing

The unit is subject to an unrestricted 12-month free maintenance and guarantee period, after the date of issue of the Completion Certificate. This is to cover all aspects of the equipment and associated wiring, piping, controls etc.

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

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

- i) Checking and cleaning of all filters, fan blades, louvres etc. that are subject to dust and dirt accumulation.
- ii) Checking of system pressures, tightness of valves, test points etc.
- iii) Checking and testing of all controls and system operation.
- iv) Tightening of all covers, plates, coils and coil bracing.
- v) Cleaning of exterior covers and associated paint work. Any damaged paintwork is to be touched up with the correctly coloured touch up paint.

All expendable materials necessary for these services such as lubricating oils, grease, refrigerant, cleaning materials etc. shall be allowed for in the tender price.

The maintenance inspections and work shall be carried out every three months on a date to be arranged by the Contractor with the building user.

5.6 Painting

5.6.1 After repairs to openings in wall and plaster is complete paint effected area as follows:

- i) Surface preparation surround area to be sanded down lightly.
- ii) Apply one universal undercoat "Plascon" UC10
- iii) Apply two finishing coats, colour to match existing walls. "Plascon Velvaglo", VLO range or PVA depending on existing wall paint.

5.6.2 Galvanised surfaces / trunking:

- i) Surface preparation to clean with galvanise cleaner "Plascon" GIC
- ii) Remove all traces of cleaner, brush with steel brush and test for water break.
- iii) Apply one coat galvanized primer "Plascon" GIP 1
- iv) Finish with "Plascon" Nu- Roof or Wall and All.

6. CIDB Registration Rating **ME 1. EB 1.**

The Schedule of equipment offered shall be fully completed by the Tenderer.

(LIST THE SCHEDULE OF EQUIPMENT SPECIFIED IN THE PARTICULAR SPECIFICATION HERE TOGETHER WITH BLANK SPACES WHICH MUST BE COMPLETED BY THE CONTRACTORS AT TIME OF QUOTING)

SCHEDULE OF EQUIPMENT

The Schedule of equipment offered shall be fully completed by the Tenderer.

1. Mid wall split (2x) 12000 Btu's Air-conditioning unit

- 1. Manufacturer _____
- 2. Model _____
- 3. Capacity _____
- 4. Corrosion Protection _____

The contractor should fully familiarize himself with the above documents prior to quoting.



**ST ANDREWS HOSPITAL
 SCOPE OF WORK**

1. GENERAL

St Andrews Hospital: New Air conditioners for Human Resource Managers and Informatics offices.

2. SCOPE OF WORK

- a. The work to be carried out in terms of this section of the project comprises the supply and installation of all the materials necessary, as per the Bill of Quantities and Drawings.
- b. All work must be checked and approved by the Chief Works Inspector.
- c. All workmanship will be done fully in accordance of the Occupational Health and Safety Act 85/1993, as amended.
- d. All work to be carried out as per Department of Health - Standard Preambles to all trades, Rev 3- January 2009.
- e. **Contractors are advised to visit the site to acquaint themselves fully with the nature and full extent of the work involved. Claims on the grounds of insufficient information will not be entertained.**
- f. Site to be cleared daily of building rubble and work area kept clean at all times.
- g. **Lead time of 1 week allows contractor to obtain materials and spares. Lead time will officially begin only once SITE HAND OVER CERTIFICATE is awarded**
- h. SAFETY FILE: According to Occupational Health and Safety Act. (85/1993) as amended.

PLEASE NOTE THAT THIS CONTRACT PERIOD IS FOR FOUR (4) WEEKS. CONTRACTOR IS TO ENSURE THAT THEY HAVE STAFF IN PLACE TO COMPLETE THIS CONTRACT WITHIN THE STATED PERIOD.

Time required for completion of this contract as specified from receipt of Site Handover Certificate: -

Lead Time: **One (1) Week**
 Site Time: **Three (3) Weeks**
 Total Time: **Four (4) Weeks**

 Signature of Contractor

 Name of Contractors

 Contractor Name in block letters

 Date

Contractors Stamp

**WORK WILL NOT COMMENCE UNTIL ISSUE OF:
SITE HANDOVER CERTIFICATE!!**

**TIME REQUIRED FOR COMPLETION OF THIS CONTRACT AS SPECIFIED FROM RECEIPT OF SITE
HANDOVER CERTIFICATE: -**


PLEASE NOTE THAT THIS CONTRACT PERIOD IS FOR **Four (4) WEEKS.**

**CONTRACTOR IS TO ENSURE THAT THEY HAVE STAFF IN PLACE TO COMPLETE
THIS CONTRACT WITHIN THE STATED PERIOD.**

**BILLS OF QUANTITIES
ST ANDREWS HOSPITAL**

Notes to Bidders: All items to be priced fully inclusive of all charges, e.g. labour, scaffolding, materials,

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		TOTAL	
				R	c	R	c
	NOTE: All rates for items contained in this Schedule of Prices must be computed excluding the applicable Value Added Tax.						
	ZNQ Reference No.: ZNQ: INSTITUTION: St Andrews Hospital: New Air conditioners for Human Resource Managers and Informatics offices. All rates quoted shall be inclusive of transport, labour and profit.						
	PROPRIETARY ARTICLES: All equipment and material used in this contract shall be that which is specified or other approved by the Department of Health.						
1	NEW AIR CONDITIONERS FOR THE HUMAN RESOURCE MANAGER OFFICE AND INFORMATICS OFFICE.						
1.1	Supply, deliver and install on site a new 12000 Btu's 230v/50Hz <u>Mid wall mounted split</u> type air-conditioning unit " Samsung " or similar approved by the Department of Health. With reverse cycle heating, complete with remote control complete with new batteries handed over at Final Site Hand over meeting and register signed off. inter-connecting cables and insulated refrigerant pipework, including connecting supply power cable to weather proof isolator, hot dipped galvanised mounting brackets, and 22mm diameter PVC condensate drain piping to the nearest gully and accessories inclusive of testing commissioning and handing over ready for use. Note: Position of outside and inside units will be indicated on site.	Unit	2				
2	All below is applicable to the new units above Items 1.1						
3	Allow for maintenance two services: One minor Service and one Major services for the guarantee period of 12 months.	Units	2				
4	Allow wiring diagrams and operators manuals for all new equipment installed.	Units	2				
5	Patching holes that are required to be drilled on wall including plastering, paint and making good on holes and brick up where is required and fit window panes 6mm safety glass.	Units	2				

6	Units are not back-to-Back, 2 meters/Units extra copper tubing trunking and insulation, cable ties, all fasteners. Contractor to re measure to satisfy themselves, "SABS Approved"	M	12				
7	Power supply and install 2.5mm² , red, black, green, wiring wires in PVC Conduit and Galvanised brackets with nail-in screws on every bend and 1m. For connection of the 12000 Btu's split type air-conditioning units to weather proof isolators mounted adjacent to condensing unit, Contractor to re measure to satisfy themselves. "SABS Approved"	M	46				
8	Install and supply Two (2x) new Weather proof isolators IP65, mounted adjacent to condensing unit, outside.	Units	2				
9	Supply and install correct rating 20 Amp , single pole 6ka rating new Main Circuit breaker in existing Distribution Board. "SABS Approved" Note: Load Test: is to be tested by Contractors Electrician to see if Distribution Board is not over loaded and unit KW rating is correct?	Units	2				
10	Supply and install 22mm diameter PVC drain pipe for both indoor and outdoor units into the nearest gully. Galvanised brackets with nail-in screws on every bend and 1m.	Units	2				
11	Bluchem Units compete and with Bluchem Certificates for each unit issued on completion of works with Invoice. Including a Bluchem label on the outside unit. 	Unit	2				
12	Testing of installation and new points including providing TWO (2X) new electrical compliance certificate. For new two 12000 BTUs wiring from Distribution board to Isolators. C.O.C. Certificate of Compliance to be issued for all electrical work signed off by certified Electrician doing the work. Proof of Wireman's and Electrician Qualifications to be attached. All copies to be certified. Originals to be shown on request.	Unit	2				

13	All units to clearly label on the Distribution board, e.g., circuit breaker no.12. A/C NO. 1. HR MANGERS OFFICE. The outside Isolator, outside unit and inside unit e.g., Marked FED from circuit breaker. FED from C/B12. A/C NO. 1. HR MANGERS OFFICE.....cont.	Unit	2				
14	Provide a new Certificate of Conformity for refrigeration and Air Conditioning Installations is in terms of Occupational Health and Safety Act No. 85 of 1993 and regulations.	Unit	2				
15	All Operators manuals of all new equipment installed, The Original and two clear colour copies.	Unit	2				
16	The following Documents must be submitted together with quotation: <ul style="list-style-type: none"> • Proof of CIDB registration ME1 & EB1 • Proof of SARACCA or SAIRAC registration. • Proof of qualification as Refrigerants Technician "Gas Practitioner SAQCC Gas" 	Unit	2				
17	SAFETY PLAN Only once the Order number is issued to the contractor a Health and Safety Plan to be drawn up by independent registered Qualified Safety officer, NOTE: Safety Risk Transporting and lifting from onto site. Note protective. P.P.E. Daily screening and all regulations to be adhered to. Safety plan is to be approved by the St Andrews Hospital institution Health Safety officer, as per the Occupational Health and Safety Act. (85/1993) as amended. <i>See attached Minimum Requirements of a Safety File.</i>	Unit	1				
18	N.B. Contractor to re-measure to satisfy themselves on all above Items, that they have correctly quantified all materials to complete the work.	Note:					
Carried To Collection Summary PS 1				R			

COLLECTION SUMMARY

INSTITUTION: *St Andrews Hospital:*
ADDRESS:
PROJECT DESCRIPTION: *ZNQ:*
**New Air conditioners for
Human Resource Managers
and Informatics offices**

NOTE:

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

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

1. SPECIFICATIONS

a. Notes to Bidders:

- i. All work to be priced fully inclusive of all charges: VAT, labour, plant, profit, etc...
- ii. The Department reserves the right to negotiate prices in the Bill of Quantities.
- iii. All materials used in this contract shall be that which is specified. All material must be SABS approved. All material must be cleared by maintenance supervisor before installation.
- iv. Contractors are advised to visit site to acquaint themselves with the site and the layout of the Institution as no claims on the grounds of ignorance of the locality/siting of the Institution will be entertained later. Measurements given must be treated as a guide.
- v. Final measurements are the responsibility of the contractor and any discrepancy must be addressed with the Facility Manager prior to the submission of the quotation.
- vi. Contractors are informed that living on the Institutions premises during the contract is not allowed and arrangements for accommodation will have to be allowed for by the contractor.
- vii. Site will be kept clean at all times. Building rubble must be removed from site daily.
- viii. Removal of redundant items must be done by the contractor and removal thereof must be approved by the Facility Manager.

CONTRACTORS STAFF AND SUPPLIERS' INFORMATION

FORM

Supplier information

<u>Company name</u>	<u>Contact person</u>	<u>Telephone No.</u>	<u>Supplier of</u>

Sub-contractor information

<u>Company name</u>	<u>Contact person</u>	<u>Telephone No.</u>	<u>Sub contract for</u>	<u>Name of responsible person on site</u>

Contractor staff information as per registration with Department of Labour

<u>Name</u>	<u>ID Number</u>	<u>Salary number</u>	<u>Rank</u>	<u>Qualification</u>