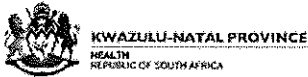


SharePoint

Zuma Ntombikayise ▾ ?



KZN HEALTH

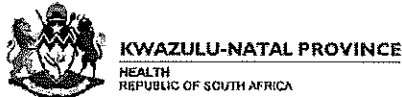
## KZN Health Intranet

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AdvertQuote



## Quotation Advert

Opening Date: 2021-11-24

Closing Date: 2021-12-03

Closing Time: 11:00

## INSTITUTION DETAILS

Institution Name: St Aidans Mission hospital

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required: 33 Ml Sultan road durban 4000

Date Submitted: 2021-11-23

## ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: STA 00191/21

Item Category: Services

Item Description: 1 year contract for the servicing of fire fighting equipment with 1x annual major service with compulsory compliance certification by law as per attached specification

Quantity (if supplies):

## COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Compulsory Site Visit

Date: 2021-11-30

Time: 11:00

Venue: St Aidans hospital

QUOTES CAN BE COLLECTED FROM: st aidans hospital

QUOTES SHOULD BE DELIVERED TO: St aidans hospital

## ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: Mrs N.P Zuma

Email: ntombikayise.zuma@kznhealth.gov.za

Contact Number: 0313142376/333

Finance Manager Name:

Miss P Adonis

Finance Manager Signature:

No late quotes will be considered







## 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 Department is under no obligation to accept the lowest or any quote.
- 3.2. The Department reserves the right to communicate in writing with vendors in cases where information is incomplete or where there are obscurities regarding technical aspects of the offer, to obtain confirmation of prices or preference claims in cases where it is evident that a typing, written, transfer or unit error has been made, to investigate the vendor's standing and ability to complete the supply/service satisfactorily.
- 3.3. **ALL DECISIONS TAKEN BY THE DEPARTMENT ARE FINAL, INCLUDING THE AWARD OF THIS QUOTATION.**
- 3.4. 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.
- 3.5. The bidder must ensure the correctness & validity of the quotation:
- (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*
  - (ii) *it is the responsibility of the bidder to confirm receipt of their quotation and to keep proof thereof.*
- 3.6. 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.
- 3.7. This quotation will be evaluated based on the 80/20 points system, specification, correctness of information and/or functionality criteria. All required documentation must be completed in full and submitted.
- 3.8. Offers must comply strictly with the specification.
- 3.9. Only offers that meet or are greater than the specification will be considered.
- 3.10. Late offers will not be considered.
- 3.11. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
- 3.12. Used/ second-hand products will not be accepted.
- 3.13. A bidder not registered on the Central Suppliers Database or whose verification has failed will not be considered.
- 3.14. All delivery costs must be included in the quoted price for delivery at the prescribed destination.
- 3.15. 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.
- 3.16. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.17. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered.
- 3.18. Verification will be conducted to identify if bidders have multiple companies and are cover-quoting for this bid.
- 3.19. In such instances, the Department reserves the right to immediately disqualify such bidders as cover-quoting is an offence that represents both corruption and acquisition fraud.

### 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. Quotations submitted must be complete in all respects. However, where it is identified that information in a bidder's response is incomplete in any respect, the said supplier meets all specification requirements and is lowest to quote, the Department reserves the right to request the bidder to complete/submit such information.
- 4.5. Any alteration made by the bidder must be initialed; failure to do so may render the response invalid.
- 4.6. Use of correcting fluid is prohibited and may render the response invalid.
- 4.7. Quotations 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.
- 4.10. The Department is under no obligation to pay suppliers in part for work done if the supplier can no longer for fulfill their obligation.

**5. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS**

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

**6. SAMPLES**

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

**7. COMPULSORY SITE INSPECTION / BRIEFING SESSION**

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

- (i) The institution has determined that a compulsory site meeting  take place
- (ii) Date 30 / 11 / 2021 Time 11 : 00 Place ST AIDANS HOSPITAL

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

**8. STATEMENT OF SUPPLIES AND SERVICES**

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

**9. SUBMISSION AND COMPLETION OF SBD 6.1**

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

**10. TAX COMPLIANCE REQUIREMENTS**

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

## 11. TAX INVOICE

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

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

## 12. PATENT RIGHTS

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

## 13. PENALTIES

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

## 14. TERMINATION FOR DEFAULT

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

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



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

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

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

**1. GENERAL CONDITIONS**

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

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

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

1.3 Points for this quote shall be awarded for:

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

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

	<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:

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

- P<sub>s</sub> = Points scored for price of bid under consideration
- P<sub>t</sub> = Price of bid under consideration
- P<sub>min</sub> = 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 applicable box)**

(Tick

YES		NO	
-----	--	----	--

7.1 Will any portion of the contract be sub-contracted?

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		NO	
-----	--	----	--

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		

Any QSE		
---------	--	--

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

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

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

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

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
 .....

9.6 COMPANY CLASSIFICATION (TICK APPLICABLE BOX)

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

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

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

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

WITNESSES	
1.	.....
2.	.....

..... SIGNATURE(S) OF BIDDERS(S)
DATE: .....
ADDRESS..... ..... .....



# END-USER SPECIFICATION FORM

Quote Number: \_\_\_\_\_

**Item Description:** 1 Year Contract: Service and Repairs of the Fire Fighting Equipment.X1 Annual Major service with compulsory compliance certification. 2. Repairs identified during the service are to be quoted for, and St Aidan's reserves the right to advertise any repairs. Any call out during the twelve month period to be quoted for, and St Aidan's once again reserves the right to advertise any repairs.

**Department/Section:** Hospital General. **Purpose of Item:** Hospital General Maintenance.

1. Pre-qualification criteria if any:  
**SUBMISSION OF SAFETY PLAN/SAFETY FILE.**
  - 1.1. Is the item required to have a regulatory body certification (e.g. SABS, SANS, SANAS, ISO, CIDB, etc.)? Yes / No:  
 Regulatory Body / certification required if Yes: CIDB:SF.
  - 1.2. Is a compulsory site inspection / briefing session required? Yes / No  
 if Yes, specify: Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_:\_\_\_\_ Place: ST AIDANS HOSPITAL.
  - 1.3. Is local production and content part of the quote? Yes / No  
 if Yes, specify: Yes-Available local spares.
  - 1.4. Provisions of section 4(1)(a) of the PPPFA Regulations,2017 if applicable? Yes / No  
 if Yes, specify: \_\_\_\_\_
  - 1.5. Liability Cover insurance? Yes / No  
 Yes: All materials used and workmanship related items must carry a one year Guarantee.

2. What is the specification of the required item?

		Comment: yes/no.
1.	1. Bidders must note that answers must be provided to every technical (technical specification) requirement in this Quotation Specification example YES or NO and where there are deviations, these deviations must be clearly specified. The space provided under "Bidder's Comments" for each clause must be used for this purpose. Bidders who neglect to provide answers to every technical (technical specification) requirement in this Quotation Specification will be disqualified. Bidders must note that abbreviated answers e.g. N/A etc. will not be accepted.  Bidders must also note that no part of any technical (technical specification) in this Bid Specification may be altered. Where there are traces of alterations found to the technical specification in this document during the evaluation, the Evaluation Committee will reserve the right to disqualify the bidder. The use of correcting fluid/tippex will disqualify the quotation. THIS DOCUMENT CANNOT BE RE-TYPED.	
2.	Compulsory Site Meeting: <b>YES-ONLY QUOTATION DOCUMENTS AND REGISTERS STAMPED AND SIGNED ON THE DAY OF THE SITE MEETING WILL BE CONSIDERED.</b>	
3.	<b>COMPULSORY: CIDB RATING:SF</b>	
4.	Only businesses in the required industrial sector relevant to the quote will be considered. Awards will be made in terms of companies core business operations.	
5.	<b>TECHNICAL SPECIFICATION:</b> 6. Submission of Safety plan/safety files to the health and Safety Officer for approval before coming on site. 7. Before commencing work onsite Health and Safety induction and signing of Vicarious Liability or Contractor Agreement Form is to be done with the Health and Safety Officer. 8. Contractors must make sure that daily cleaning, tidying and effective removal of generated waste is undertaken the satisfaction of the hospital management. 9. Contractor to provide their employees with personal protective clothing and equipment as required By the OHS act 85:93 10. Contractors must be aware that any damages to Government property caused through negligence would be rectified at contractor's expense. 11. Consumption of alcohol or intoxicating substances is not allowed in the premises. 1 Year Contract: Service and Repairs of the Fire Fighting Equipment. X1 Annual Major service with compulsory compliance certification. 6.1. X1 Annual Major service-including the inspection of, testing of, recharging of and compliance certification of all the fire equipment on the attached list. 6.2 Provision of: the service of correct identification and addressing of the type of	

Name of End-user (in full)	W. M. MAM-GD	Name of SCM Rep (in full)	
Designation / Rank (in full)	CHIEF ADMIN	Designation/ Rank (in full)	
Signature		Signature	
Date	25/10/21	Date	



	<p>The service provider is to provide all compulsory guarantee, certificates, user manuals, and service and maintenance requirements on completion of the installation to the maintenance Manager.</p> <p>5.2. All work must be carried out during normal working hours. Qualified Technicians will perform all work and reasonable care will be taken by the contractor as per the OHS Act 85 of 1993 and the terms and conditions of this contract.</p> <p>5.3. Complete services with Safety certification, labelling etc. and service guarantees. To include all inspection reports as per the Occupational Health and Safety Act 85 of 1993 and the terms and conditions of the contract.</p> <p>5.4. To perform the work required in terms of this contract during normal working hours except in the case of an emergency.</p> <p>5.5. To allow for Contractor inspections by an inspector from the Department of Labour, workmen, lights, tools, instruments and other equipment required by the inspector for the purpose of the inspection.</p> <p>5.6. To allow for any additional inspections called for by DOH and OHSA. (Occupational Health and Safety Act) 85, of 1993 - this mandatory requirement will form part of this contract. State if your company offers random OHSA. inspections as part of your service offer to the Department at no charge.</p> <p>5.7. AFTER SERVICE REMEDIAL WORK / REPAIRS / REPLACEMENTS Contractor is required to submit a detailed report to the Maintenance Manager on completion of service. Repairs are undertaken through formal authority (order number). No repairs to be under taken without prior authority. All after service remedial work follows the process listed in Point 5.9, 5.10, 5.11, 5.12. below.</p> <p>5.8. CALL OUT FOR BREAKDOWN/S and REPAIR/S - To have available within business hours and all repair work to be under taken by a qualified technician at all times..</p> <p>5.9. Unforeseen or Emergency Breakdown/s and Repair/s:        To repair and replace any part of the existing components, when such replacement or repair has been occasioned by fair wear and tear and in the Contractor' s opinion is essential for the safe functioning of the installed and overhauled components. All identified replacement/s or repair/s and down time to be detailed in a report and handed to the maintenance manager. The following compulsory documentation will be required for all repairs before commencing with such repair/s:        - Detailed Report        - Compulsory Bill of Quantities Form        - Job card, safety certification and completion certificate        - Proof of guarantees pertaining to workmanship, materials and parts</p> <p>5.10. Contractor must supply all user manuals and service manuals or guides on in house maintenance if required and all relevant information with regard to service intervals to be handed to maintenance manager.</p> <p>5.11. Quoted Price must be held firm for the duration of the contract. It is the Contractor's responsibility to take a forward cover for any future increase in charges, taxes, duty etc. that maybe imposed on the Contractor in respect of servicing, materials and parts.</p> <p>5.12. NO SUB CONTRACTING WILL BE ALLOWED FOR THIS CONTRACT. ONLY COMPANIES SPECIALISING IN THIS FIELD WILL BE CONSIDERED.        ONLY OFFICIALLY AUTHORIZED PERSON/S RELATED TO THE ABOVE SERVICE WILL BE GRANTED ACCESS INTO THE INSTITUTION, FOR THE DURATION OF THE CONTRACT.</p>	
12.	<p><b>6. GENERAL TERMS AND CONDITIONS.</b></p> <p>6.1 The Contractor to commence work on receipt of order or prior arrangement. Contractor to ensure he/she informs the Maintenance Manager of planned services to be provided, with approximate down time. There after fixed dates and times must be communicated to the Maintenance Manager. Only the authorised person/s will be permitted on site for the duration of this contract.</p> <p>6.2 Contractors to work within normal working hour' s i.e. 07H00 to 15H30, unless prior arrangements have been agreed on and authorized for afterhours work on site. Entrance and exit for authorized afterhours work - the Contractor must at all times' report to and sign in and out with the Security Supervisor on site.</p> <p>6.3 The contractor and contractor' s employees are required to report to the Maintenance Supervisor or Official in Charge upon arrival and prior to departure from the institution.</p> <p>6.4 Compulsory: Signing in and out in the Contractors Register. The Register must be signed by all contractors' staff on site, individually. (Company name, Contractor personnel/staff with title/designation as per page 3 of the BILL OF QUANTITIES Document).</p> <p>6.5 Compulsory compliance to the OHS ACT 85 of 1993, National Building Regulations &amp; the institution agreed on terms for the duration of the contract.</p> <p>6.6 The Contractor will ensure the area/s where the contract is under way, the area/s closest to and within this area is always kept clean and safe for all persons. Ensure proper visible signage is in place indicating restricted</p>	



# END-USER SPECIFICATION FORM

areas is in place for the duration of the work in progress and removed on completion of the contract.

6.7 Handing over certificate, Safety Certificates, invoice/s, and job card will ONLY be accepted, once the site is cleared of all rubble/debris/unwanted scrap, under the supervision of the maintenance manager. No scrap metal or redundant parts, materials, equipment or plant to be removed off site without prior written authority from the Systems Manager.

6.8 The contractor shall make timeous arrangements with the maintenance manager to inspect all work carried out on the project prior to departure off site.

6.9 Should any part of the complete works perform unsatisfactorily, so as to become detrimental to its functional use, the contractor shall replace any such part, or the complete works, with equipment as prescribed by the institution without delay at his/her own cost. Any damages caused to the building, plant or working area due to contractor negligence, will be repaired at the contractor's cost before the end of the contract or the costs will be deducted from the final invoice of the current work in progress,

6.10 Failure to comply with the contract will result in penalties being levied as per the general conditions on the quotation price page - FORM 8.

6.11 The contractor shall submit his/her final invoice only after all work is satisfied as per the technical specification of the contract, together with all written guarantees not less than 12 months, safety & completion certificates, written reports if required and signed off job card. Together with the required instruction manuals, service intervals and written maintenance advice on the internal up keep of the equipment.

6.12 All work carried out must be to the satisfaction of the Maintenance Manager / Systems Manager or an Engineer requested by the Department's to endorse such work carried out. The Department reserves the right to consult or confirm all work undertaken by the awarded Contractor.

**3. Does a sample need to be submitted? Yes / No(select option 3.1 or 3.2)**

3.1. Deadline for submission if Yes: Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_:\_\_\_\_ Place \_\_\_\_\_

or  
3.2. Specify that samples must be made available when requested in writing. Yes  or No

**4. Penalties to be noted by the suppliers:**

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

**5. What is the evaluation criteria / special terms and conditions to be advertised?**

List evaluation criteria / special terms and conditions to be advertised (if applicable)	
1. Pre-qualification criteria	Does the offer meet the pre-qualification criteria?
2. Administrative	Does the offer comply to stipulated administrative requirements?
3. Conformance:	Was the product made or service performed to specifications?
4. Performance:	Will/does the product/service fulfil its performance obligation, in a manner that releases the supplier from all liabilities under the contract?
5. Features:	What characteristics does the product or service have?
6. Reliability:	How long can a product go between failures and the need for maintenance? (guarantee)
7. Durability:	What is the useful life for the product? How will the product hold up under extended use?
8. Serviceability:	How easy is it to repair, maintain or support the product or service? (customer support)
9. Ability & Capacity	The ability and capacity of the vendor to execute the contract
10. Preference points	Preferential Procurement System (80/20) if applicable

Name of End User(in Full)	N. MOKHANO	Name of SCM rep(in Full)	
Designation	CHIEF AGENT	Designation/rank(in Full)	
Signature		Signature	
Date	25/10/21.	Date	

## CHECKLIST OF FIRE FIGHTING EQUIPMENT

Old Number	LOCATION	TYPE				
1	Security Exit Gate	Dry Powder				
2	Security Entrance Gate	Dry Powder				
3	Admin Reception	Foam 2.5 kg				
4	Admin Office Entrance	Dry Powder				
5	Admin Registry Office	Dry powder				
6	Admin Open Plan Area	Dry Powder				
7	X - Ray Department	CO 2				
8	X - Ray Department	CO 2				
9	Duty Room Ground Floor	Foam				
10	Uro Clinic (O P D.)	Foam				
11	Visual Fields	Dry Powder				
12	V. A. Room	Dry Powder				
13	Plastic Clinic	Dry Powder				
14	Eye Clinic	Dry Powder				
15	Pharmacy	Dry Powder				
16	Stores SCM - Surgical	Foam				
17	West Side (Outside)	Foam				
18	E C	Foam				
19	Paeds	Dry Powder 2.5 kg				
20	Ward - M6	CO 2				
21	Duty Room (Private Ward)	Dry Powder				
22	Ward - M 1	Dry Powder 2.5 kg				
23	S-1 Stock Room	Dry Powder				
24	CSSD	Dry Powder				
25	Ward - S1	Dry Powder 1.5 kg				
26	Kitchen	Foam 2.5 kg				
27	Kitchen	Dry Powder 2.5 kg				
28	Kitchen	Foam 2.5 kg				
29	Ward - S 2	CO2 - 2.5 kg				
30	Theatre	CO2 - 2.5 kg				
31	Theatre	CO2 - 2.5 kg				
32	Theatre	CO2 - 2.5 kg				
33	Ward - S 3	Dry Powder 2.5 kg				
34	Ward - M 7	Dry Powder				
35	ICU	Dry Powder 2.5 kg				
36	Chiller Plant Room	CO 2				
37	Chiller Plant Room	CO 2 - 4.5 kg				
38	Filing Room 3rd. Floor	Dry Powder				
39	Fire Hose Cupboard- 3rd floor	Water - 9 L				
40	Pats office	Dry Powder 4.5 kg				
41	Class Room 3	Dry Powder 2.5 kg				
Old Number	LOCATION	TYPE				
42	College Corridor 2nd Floor	Dry Powder 2.5 kg				
43	Workshop Courtyard	CO 2 - 6.8 kg				
44	Workshop Courtyard	Dry Powder				
45	Stores S.C.M.	Foam 2.5 kg				
46	Workshop	Dry Powder 2.5 kg				
47	Lift Room (Kitchen)	CO2 - 2.5 kg				

48	Lift Room (ICU)	CO2 - 3.85 kg				
49	Lift Room (Theatre)	CO2 - 3.85 kg				
50	Corridor 3rd Floor	Water - 9 L				
51	Path Lab	Dry Powder 2.5 kg				
52	HR Corridor	Dry Powder 2.5 kg				
53	HR Corridor	Dry Powder 2.5 kg				
54	Laundry	Dry Powder				
55	M4 & M5	Dry Powder				
56	Medical Managers Office	Dry Powder				
57	Pharmacy Bulk Stores	Dry Powder				
58	Compressed Air Plant	CO 2				
59	Vacuum Plant	CO 2				
60	M2 Duty Room	Dry Powder 2.5 kg				
61	Theatre entrance	CO2				
	Spare at Workshop	X6				

### NURSES HOME

Old Number	LOCATION	TYPE				
NG 1	Ground Floor	Dry Powder 2.5 kg				
NG 2	Ground Floor	Dry Powder 2.5 kg				
NG 3	Ground Floor	Dry Powder 2.5 kg				
NG 4	Ground Floor	Dry Powder 2.5 kg				
NG 5	Ground Floor	Dry Powder 2.5 kg				
NG 6	Ground Floor	Dry Powder 2.5 kg				
NG 7	Ground Floor	Dry Powder 2.5 kg				
NG 8	Ground Floor	Dry Powder 2.5 kg				
NF 1	First Floor	Dry Powder 2.5 kg				
NF 2	First Floor	Dry Powder 2.5 kg				
NF 3	First Floor	Dry Powder 2.5 kg				
NF 4	First Floor	Dry Powder 2.5 kg				
NF 5	First Floor	Dry Powder 2.5 kg				
NF 6	First Floor	Dry Powder 2.5 kg				
NF 7	First Floor	Dry Powder 2.5 kg				
NF 8	First Floor	Dry Powder 2.5 kg				

### FIRE HOSES

Old Number	LOCATION	TYPE				
	<b>HOSPITAL GROUND FLOOR</b>					
1	Opposite X-Ray. Opp. Pharmacy	Fire Hose				
2	Inside Uro Clinic	Fire Hose				
3	Outside V A Room	Fire Hose				
4	Opposite Eye Clinic	Fire Hose				
Old Number	LOCATION	TYPE				
	<b>HOSPITAL FIRST FLOOR</b>					
5	Outside Ward M 1	Fire Hose				
6	Opposite Ward S 1 Duty	Fire Hose				



	<b>Room</b>					
7	Inside O T. Opp. Matrons Office	Fire Hose				
8	Inside OT> Next to Surgical Stores.	Fire Hose				
9	Opposite Private ward Linen Room	Fire Hose				
10	Next to ward 110 & 111 Entrance	Fire Hose				
	<b>HOSPITAL 2nd. FLOOR</b>					
11	Opposite Ward 208	Fire Hose				
12	Opposite Ward 202	Fire Hose				
	<b>COLLEGE</b>					
13	Outside College Office	Fire Hose				
14	Outside Canteen	Fire Hose				
	<b>NURSES RESIDENCE</b>					
15	Outside residence	Fire Hose				
16	Between Room 106 & TV Lounge	Fire Hose				
17	Outside Laundry	Fire Hose				
18	Between rooms 227&221	Fire Hose				
19	Between rooms 206&Flat 2	Fire Hose				
	<b>PLANT ROOM 2nd Floor</b>					
20	Chiller Plant Room	Fire Hose				
	<b>Fire blankets</b>					
1	Kitchen	Fire Blanket				
	<b>Fire hydrants</b>	X5				
	<b>Booster connection</b>	X1				