

AdvertQuote



KWAZULU-NATAL PROVINCE  
HEALTH  
REPUBLIC OF SOUTH AFRICA

Quotation Advert

Opening Date: 2021-10-26

Closing Date: 2021-11-02

Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: Head Office Quotations

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required: Port Shepstone and Harding

Date Submitted: 10/25/21

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: HOH/0861/22

Item Category: Services

Item Description: 3 Year Preventative / Service Maintenance Contract for Refrigeration system at Port Shepstone and Harding

Quantity (if supplies): 01

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Compulsory Site Visit

Date: 2021-10-29

Time: 09:00am

Venue: Port Shepstone Forensic Mortuary

QUOTES CAN BE COLLECTED FROM: www.kznhealth.gov.za

QUOTES SHOULD BE DELIVERED TO: 310 Jabu ndlovu street, SCM old boys model pitermartzburg or email it on quotations.scm@kznhealth.gov.za

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: Sindisiwe Thusi

Email: sindisiwe.Thusi2@kznhealth.gov.za

Contact Number: 033 815 8416

Finance Manager Name: Mrs N Maphumulo

Finance Manager Signature:

No late quotes will be considered

STANDARD QUOTE DOCUMENTATION OVER R30 000.00

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: DEPARTMENT OF HEALTH- CENTRAL SCM  
DATE ADVERTISED: 26/10/22  
PHYSICAL ADDRESS: 310 JABU NDLOVU STREET, SCM OFFICES PIETERMARITZBURG, 3201

ZNQ NUMBER: HOH/0861/22 CLOSING DATE: 02/11/2021 CLOSING TIME: 11:00

DESCRIPTION: Preventative/ Service Maintenance Contract for Refrigeration system Port Shepstor

CONTRACT PERIOD: 3 Year VALIDITY PERIOD 60 Days

SARS PIN:

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

UNIQUE REGISTRATION REFERENCE

[Grid]

DEPOSITED IN THE QUOTE BOX SITUATED AT (STREET ADDRESS)

310 JABU NDLOVU STREET, PIETERMARITZBURG, SCM OFFICES, TENDER ADVISORY

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

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

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

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

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

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

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

IF YES, WHO WAS THE CERTIFICATE ISSUED BY? [TICK APPLICABLE BOX]

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)   
A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS);   
A REGISTERED AUDITOR.....   
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

YES NO

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

OFFICIAL PRICE PAGE FOR QUOTATIONS

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

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

Item No	Quantity	Description	Brand & model	Country of manufacture	Price	
					R	c
1	1	3 Year Preventative/ Service Maintenance Contract for Refrigeration System at Port Shepstone & Harding				
		Site visit at Port Shepstone Forensic Mortuary				
		Date:29/10/2021				
		Time:09:H00				
		NB: Specification attached				
		Original documents required in a sealed envelope with current CSD summary report reflecting banking details, certified copy of B-BBEE certificate by verified agency and accredited by SANAS , Tax Clearance certificate or SARS pin				
		Responses to be delivered:310 Jabu Ndlovu street,old boys Model,Quotation tender box or email to quotations.scmho@kznhealth.gov.za				
VALUE ADDED TAX (Only if VAT Vendor)						
TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)						

Does This Offer Comply With The Specification?	Does The Article Conform To The S.A.N.S. / S.A.B.S. Specification?
Is The Price Firm?	State Delivery Period E.G. E.G. 1day, 1week

Enquiries regarding the <u>quote</u> may be directed to: Contact Person: Sindisiwe Thusi ..... Tel: 033-815 8416	Enquiries regarding <u>technical information</u> may be directed to: Contact Person: Mr E Zulu ..... Tel:083 955 336
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SPECIAL CONTRACT CONDITIONS OF QUOTATIONS

1. AMENDMENT OF CONTRACT

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

2. CHANGE OF ADDRESS

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

3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION

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

4. SAMPLES

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

5. COMPULSORY SITE INSPECTION / BRIEFING SESSION

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

- (i) The institution has determined that a compulsory site meeting  will not  take place
- (ii) Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

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

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

## 7. SUBMISSION AND COMPLETION OF SBD 6.1

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

## 8. TAX COMPLIANCE REQUIREMENTS

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

## 9. TAX INVOICE

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

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

## 10. PATENT RIGHTS

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

## 11. PENALTIES

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

## 12. TERMINATION FOR DEFAULT

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

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

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

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

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

**1. GENERAL CONDITIONS**

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

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

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

1.3 Points for this quote shall be awarded for:

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

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

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

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

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

**2. DEFINITIONS**

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

- 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 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.....  
.....  
.....



health

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Department:

Health

**PROVINCE OF KWAZULU-NATAL**

## **INFRASTRUCTURE DEVELOPMENT**

**SITE BREIFING IS COMPULSORY**

**REFRIGERATION (COLD ROOMS AND FREEZER)  
SYSTEMS:**

**3 YEAR PREVENTATIVE MAINTENANCE  
CONTRACT REQUIREMENTS**

**UGU HEALTH DISTRICT  
PORT SHEPSTONE & HARDING FORENSIC  
MORTUARIES**

Prepared By: Mr E ZULU

AUGUST 2021

## **1. INTRODUCTION**

The refrigeration systems in the forensic mortuaries are used to keep the temperatures of the cold rooms and freezers in the forensic mortuaries at desired low levels to prevent the bodies from decomposing as that can affect the autopsy results.

### **1.1 INSTALLATIONS IN PINETOWN HEALTH DISTRICTS FORENSIC MORTUARY**

#### **1.2 Refrigeration System**

## **2. REFRIGERATION SYSTEMS' MAINTENANCE**

There are two (2) fundamental types of refrigeration System maintenance that the successful contractor must perform, namely "preventative" and "reactive/corrective" maintenance. The contractor must work more towards maximum preventative maintenance, preferable to maintain 80:20 ratio (preventative to reactive) at all times.

### **2.1 Preventative Maintenance**

This type of maintenance is best defined as: regular activities performed on the equipment to keep it functional in order to prevent failure. This involves inspection, condition monitoring, testing, cleaning etc. In order to achieve the maximum life of the refrigeration system and associated accessories, attention must be focused on preventative maintenance. Each of the prescribed inspection and test activities, services and reactive maintenance must be conducted by a competent person and records must be kept in a dedicated "file". The contractor must develop inspection and test, services and maintenance plans documents based on the following guide activities (with additions welcomed) for the approval by DoH Engineer within 14 days of the contract establishment.

The following are the recommended preventative maintenance intervals for the refrigeration system based on the current unknown condition status. The preventative maintenance scope of work is provided with the BOQ.

- Cold Room and Freezer: Monthly inspection and testing (Contractor),
- Cold Room and Freezer: Quarterly service (Contractor),
- Cold Room and Freezer: Annual service (Contractor),

### **2.2 REACTIVE MAINTENANCE/MARK-UP ON MATERIALS, SPARE PARTS, PLANT AND EQUIPMENT**

The reactive maintenance is a triggered by a failure that usually requires that repairs be affected. This type of maintenance is best defined as: that maintenance activity that has to be performed when the equipment has already failed/broken to bring it in the serviceable operational state. In case of works needing materials or spares to do repairs, for completion of the allocated work, a maximum mark-up on the supplier's nett invoiced value, before the addition of VAT of materials and spare parts is allowed.

**NB:** *Approval for specifications of the items to be used and spares shall be obtained prior to the purchase of such items.*

This type of maintenance will be conducted by a successful Contractor on a cost-proven basis where parts, travelling and labour rates will be considered. A provisional sum will be set aside per facility.

Mark up on bought out items

20% Maximum for value R0.00 to R299 999.99

### 3. MAINTENANCE SPECIFICATION

Details of the scope of work to be executed as part of preventative maintenance are provided in the BOQ.

#### 3.1 EQUIPMENT DETAILS

Port Shepstone and Harding Forensic Mortuaries has cold rooms, freezer room and body cabinet

#### 3.2 SPECIFICATION AND BOQ

##### 3.2.1 Cold Rooms and Freezers

<b>COLD ROOM AND FREEZERS: Monthly Inspection and Testing</b>	<b>Unit of measure</b>
Check that the evaporator fins are clear of dirt and comb fins if necessary	Item
Check cooling operating parameters	Item
Inspect fan motor and blades	Item
Check operation of the timer	Item
Check operation of an expansion valves. Correct, repair or replace if necessary	Item
Check for condensate drain system. Test condensate AND remove any foreign particles.	Item
Check operation of thermostat (controller). Record any abnormalities	Item
Check and record suction and discharge pressures of refrigerants (LP/HP)	Item
Remove fan guard and check alignment and correct if necessary to get free rotation	Item
Check that all bolts and screws are properly secured on fans and compressor	Item
Inspect and test HP and LP switches for correct operation.	Item
Check/inspect all electrical devices (controllers, contactors, relays) and electrical wiring connections tightness in the electrical panel and correct if necessary. Record all abnormalities and report accordingly.	Item
Examine condenser coil and comb fins if necessary	Item
Inspect refrigerant piping insulation and condensate pump	Item
Check and record any leakage of refrigerant or recovered refrigerant.	Item
<b>Other</b>	
<b>Other</b>	
<b>TOTAL</b>	<b>R</b>
<b>COLD ROOM AND FREEZERS: Quarterly Service</b>	
Perform the monthly inspection and testing scope of work. And then the following scope of work:	Item
Note down compressor amperages before and after service	Item
Eliminate any undue noise or vibration for each system. Check the entire system for loose components and tighten accordingly.	Item
Test and note down oil leaks or refrigerant leaks for each systems. Repair all found leaks.	Item
Get the refrigerant level right by refilling if level has dropped for each system. Ensure that the refrigerant is dry	Item
Bring HP up and ensure that HP cut-out trips at correct pressure, Note down the settings.	Item
Bring LP down and ensure that LP cut-out at correct pressure, Note down the setting	Item
Check and calibrate all transmitters, sensors and controllers	Item

Clean out the panel (blow dry and wipe) and test operation of all power isolator, circuit breakers and contactors. Ensure that all electrical terminals are tightened.	Item
Ensure that all protections are operational.	Item
Correctly set the defrost intervals for the system.	Item
Set defrost elements, door and drain heaters timers to correct operational (Freezer rooms only). Also check element amperage and resistance.	Item
During normal cold room and freezer operation, check the electrical panel of hot spots (by performing thermography)	Item
Set TX valve for correct operation and superheat setting. Re set if necessary	Item
Adjust all system temperatures to correct operational range.	Item
Clean condenser and evaporator coil with proprietary coil cleaner	Item
Scrape, treat and paint rust on the evaporator and condenser	Item
Calibrate dial thermometers.	Item
Test (vibration analysis and temperature) bearings for condenser fan and evaporator fans for each system.	Item
Leak test on both lines (suction and discharge) for the whole system and repair any leak	Item
Clean evaporator drainage system.	Item
Check drainage system on the condenser.	Item
Check the solenoid valve operation on defrost and ensure correct functionality.	Item
Check and calibrate all transmitters, gauges, sensors and controllers	Item
Ensure that cold and freezer room walls, floors, ceiling for deterioration all clear from ice build up	Item
Clean and remove loose paint and scale and repaint as required.	Item
Clean plant room area	Item
Ensure that cold and freezer room walls, floors, ceiling are all clear from ice build-up.	Item
Other	
Other	
<b>TOTAL</b>	<b>R</b>
<b>COLD ROOM AND FREEZERS: Annual (12 monthly) service</b>	
<b>ANNUAL (12 MONTHLY) SERVICE - Carry out annual service as per original equipment manufacturer (OEM)</b>	
<b>TOTAL</b>	<b>R</b>

### 3.3 Technical Evaluation Criteria

*This must be read in conjunction with the Technical evaluation (Functionality Criteria), Annexure A*

The company organogram:

- a. Technical Manager, Foreman/Supervisor, Artisans
  - Proof of Refrigeration Trade test certificates.
  - Registration with the relevant body (SAIRAC or SARACCA)
  - Schedule of resources at all levels
  - Schedule of experience on projects of similar value and duration (Past 3 years)
- b. CIDB Category: 1 ME or above
- c. Locality: distance in km from contractors premises to site
- d. OHS plan – related to refrigeration services / maintenance and repairs

### 4. PURPOSE, SCOPE AND DEFINITIONS OF CONTRACT WORK CATEGORIES

The purpose of this three (3) year contract is to procure the services of a reputable, competent and accredited Service Provider to be able to execute maintenance and repair works on refrigeration systems' at Port Shepstone and Harding Forensic Mortuaries.

### 5. DEFINITIONS OF WORK CATEGORIES

The work categories are as under:

**Maintenance:** (including preventive maintenance) defined as work required for the upkeep any existing electrical works, which is presently functioning, in operational order.

**Repairs:** defined as that work required to be executed on any existing electrical work, which is at present not functioning and must be returned to its original state of functioning by replacing it with new equipment of the same capacity/capability and technological features.

### 6. SERVICE LEVEL AGREEMENT

A successful bidder shall enter into a service level agreement (SLA) with the Department upon being awarded the Contract. The service level agreement shall be entered and agreed upon within five (5) days after awarding of the Contract. The successful bidder must arrange a meeting with the Department's Engineer two (2) days after being awarded the Contract to discuss the SLA.

### 7. SITE SPECIFIC REQUIREMENTS

- Upon arrival, the service provider shall provide the relevant certification for skilled personnel, together with ID or clear copy of ID. Semi-skilled and unskilled are required to produce clear ID.
- For all scheduled work, prior arrangements (2 days before the start date) to visit site shall be made with the Facility Manager.
- The work areas must be properly demarcated when work in progress and there must be no disruptions and no health and safety risks to people visiting and occupying the facility.

### 8. IMPLEMENTING WORK AND REPORTING ON SITE

- All contractor employees are required to report to the Facility Manager or his delegated official upon arrival and prior to departure/upon completion of work.
- Upon arrival and departure (completion of work), all contractor employees must sign the *Contractors Site Visit Register* which will be kept in the facility by the Facility Manager.

- A job sheet must be completed on site by the service provider indicating the time worked for a job allocated. The job sheet is to be signed and stamped with a dated facility stamp by the facility manager or his/her delegated official on site. This will be issued to the awarded contractor.

The document required to effect invoice pay-out is as follows:

- ✓ Instruction issued to carry out works on a particular scope.
- ✓ Job sheet, stamped (or signed) and dated by facility manager or his/her designated official.
- ✓ Service provider's invoice.

The work will be paid on the basis of time in job sheet and in accordance with the agreed contract rates.

## **9. EQUIPMENT TO BE PROVIDED BY THE SERVICE PROVIDER**

The service provider shall supply all plant, material, consumables and tools required to carry out the scope of work related to refrigeration maintenance and repairs in the Forensic Mortuaries

Where a service provider is required to hire plant or equipment which does not form part of their normal refrigeration scope of work, prior approval shall be obtained from the Department's Representative. The name of Department's Representative will be communicated to the appointed contractor.

## **10. MEANS OF COMMUNICATION**

The contractor will be notified by phone call and of any fault by the Facility Manager or delegated Official. The phone call shall be made to both the Contractor and the designated Engineer. The phone call will be followed up by an email from the Facility Manager or delegated Official to the contact person of the contractor available 24/7. The contractor shall provide an alternative contact number and email address. The contractor employee(s) shall notify the engineer upon arrival on site by means of a SMS.

## **11. TERMINATION CLAUSE**

The Department of Health reserves the right to terminate the contract if the contractor breaches any of the agreements. All applicable conditions will be on the SLA.

If the Contractor, during the contract term, is suspected to be misinforming or misleading the department with regards to the plant status, or is supplying replacement parts that are not necessary, or supplying at a price way above the market price, or is suspected of sabotaging the plant all with the intention of making money from the Department, the Contractor will be subjected to investigation and disciplinary hearing which can lead to termination of Contract as well as deletion from the Government database which will prevent the contractor from conducting any form of business/work for Government.

The contract will be deemed as expired at end of 36 months from the date of agreeing and signing SLA or exhaustion of funding allocated to the contract.

## **12. REDUNDANT MATERIALS, SPARE PARTS, PLANT AND EQUIPMENT**

Redundant material(s) which arise from repairs, stripping and work carried out must be removed from site and disposed of by the service provider. Such redundant material(s) parts are to be inspected, by the Department's representative to confirm that such parts are indeed defective. The contractor takes full responsibility of safe disposal of redundant materials. Upon disposal of redundant material(s), a disposal certificate/note shall be issued by the contractor to the facility for record keeping and proof that disposal was safely and correctly done.

All repair works shall be approved by the Engineer before being carried out by the Service Provider and the following shall apply;

- Upon inspections, service and (or) call out, should any equipment/component/plant/system found to be in need of repairs, the service provider shall immediately notify the Engineer and the Facility manager of all necessary repairs that need to be carried out.
- The service provider shall NOT commence with the repairs until instructed to do so by the Engineer through formal (sms, email, and whatsapp) communications is issued.
- The service provider will quote for all necessary repairs following submission of the report of findings and recommended scope of work.
- The service provider will be instructed by the Engineer or his designated official to proceed with all repairs below R50 000.
- All repairs above R50 000 will be subject to verification of the quote to be within the market price. In this case, other service providers will be given a chance to quote on the same scope of work and the cheaper quoted service provider will be instructed to proceed with the repairs work.
- All repairs above R100 000 will be subject to open bidding process. The work request will be assessed by the Engineer and will depend on the level of urgency of the work (whether it's emergency work or urgent).

### **13. INVESTIGATION, TESTING AND COMPLETION OF THE WORKS**

The service provider shall conduct a root-cause analysis for incidents reported and produce a report with recommendations to prevent the same issue from reoccurring. The service provide shall rectify and satisfy him/herself that the works completed are tested, completed and to specification in all respects, and to the satisfaction of the responsible official before handing over to the Department. The traded artisan is deemed as a competent supervisor for the supervision of the works. It is not the responsibility of the Department, or it's duly appointed representatives, to perform such functions on behalf of the service provider.

### **14. AVAILABILITY AND RESPONSE TIME TO BREAKDOWNS**

The service provider is required to be available twenty-four (24) hours per day, seven (7) days per week, including public holidays, to respond to breakdowns as and when instructed to do so.

#### **Normal cases**

The service provider's response time must be 4 hours maximum from the time a fault is reported for normal cases or not life threatening cases.

#### **Emergencies**

When a service provider is appointed as the responsible service provider at a specific institution/building/facility for a specific period, the service provider's response time must be 2 hours maximum from the time a fault is reported for emergencies.

If an emergency fault or matter reported is not attended to within a particular time of the time of reporting, a penalty shall be imposed, to be detailed on the SLA. A contact number and an email address shall be provided by the service provider for 24 hour contact to report faults.

### **15. COMPLIANCE TO OHS ACT**

The works shall be carried out in full compliance to Occupational Health and Safety Act and Regulations and all relevant Acts and Standards. All safety precautions required for working on electrical systems shall be taken into account and a risk assessment shall be conducted by the service provider. Suitable personal protective equipment shall be worn at the time of duty. The contractor is fully liable for safety and security of his personnel and shall indemnify the Department of Health for all incidents



## 16. APPLICABLE RATES

### *Labour*

The standard applicable labour rates are included in the line items the contractor quotes for. The labour rates will only apply during repairs. These labour rates are taken to cover all of the service provider's supervision, administration and overhead costs, printing of standard service schedules, consumables, insurance, sundries and preliminaries and profit. The labour rates will remain firm for the 36 months of the contract period.

### *Travel and Transport*

The Contractor will be reimbursed for any travelling and transportation of employees or provision of normal tools, etc. required for carrying out the agreed scope of work as per the latest departmental fuel rates for repair works.

Contractor's hourly rate will not be applicable when travelling to and from site during repairs. Hourly rates are applicable when employees are on site busy carrying out work as per the callout instructions.

In the case of call-outs, the contractor's applicable fuel shall be as per the Department of Transport fuel rates which are capped at 2 litre engine capacity. The service provider shall provide proof of engine swept volume for the department to effect payment.

### *Schedule of rates for call outs and repairs*

<b>YEAR 1</b>	<b>Labour Rates including VAT</b>	<b>Rates</b>		
ITEM	DESCRIPTION	NORMAL RATE TIME	OVERTIME x 1.5	OVERTIME x 2
1	Artisan/Technician rate per hour, normal time			
2	Semi-skilled rate per hour			
3	Unskilled rate per hour			
<b>YEAR 2</b>	<b>Labour Rates including VAT</b>	<b>Rates</b>		
ITEM	DESCRIPTION	NORMAL RATE TIME	OVERTIME x 1.5	OVERTIME x 2
1	Artisan/Technician rate per hour, normal time			
2	Semi-skilled rate per hour			
3	Unskilled rate per hour			

YEAR 3	Labour Rates including VAT	Rates		
		ITEM	DESCRIPTION	NORMAL RATE TIME
1	Artisan/Technician rate per hour, normal time			
2	Semi-skilled rate per hour			
3	Unskilled rate per hour			

### 17. SUMMARY PRICE PAGE

DESCRIPTION				
<b>Labour:</b> Supply the services of a reputable, competent and accredited Service Provider for carrying out refrigeration preventative maintenance including all Health and Safety compliance.				
Preventative maintenance		Qty	Item Price	Total Cost
1	Conduct a conditional <b>once-off</b> assessment of all the refrigeration units and provide a report highlighting the status quo, interventions required, etc. (The cost includes time to be spent on site, and producing report)	1		
2	Perform <b>monthly</b> inspections on the refrigeration system as per the scope of work (including labour, consumables, spares, material and tools cost)	36		
3	Perform <b>quarterly service</b> on the refrigeration system as per the scope of work (including labour, consumables, spares, material and tools cost)	12		
4	Perform <b>major (annual)</b> service on the refrigeration system as per the scope of work (including labour, consumables, spares, material and tools cost)	3		
5	Travelling from contractors premises to Port Shepstone and Harding Forensic Mortuaries	64		
6	Provisional sum for reactive maintenance ( <b>Repairs</b> )	1	<b>R200 000.00</b>	<b>R200 000.00</b>
<b>Total Amount (Including VAT)</b>				

## 18. TENDER EVALUATION CRITERIA AND SCORING

The Bidders needs to score a minimum of 75 points functionality and quality criteria to be considered for this Bid/ Quotation.

Evaluation Criteria	Deliverables	Points	Sub-Points	Sub-Criteria	Sub-Points Scoring	
1. Financial Standing	The submission of all financial requirements stipulated in the quotation	10	10	Stamped letter from the bank confirming availability of working capital	10	Proof of working capital equal to or greater than R5 000.00 or Available bank credit in the form of a stamped letter from the bank.
					5	Proof of working capital less than R5 000 or available bank credit in the form a stamped letter from the bank.
					0	No submission
2.Competency, Experience and Resource Capacity	Tenderer to demonstrate their technical competency, human resource capacity and relevant project experience	20	20	Detailed schedule of key resources	20	<b>Key technical Resources:</b> Technical Manager, Foreman or Supervisor must be Refrigeration Trade Tested Artisan with SARRACCA or SAIRAC in the refrigeration industry. Attach proof of Trade test certificate and proof of registration with SARRACCA / SAIRAC. (Registration in Category B)
					10	<b>Key technical Resources:</b> Technical Manager, Foreman or Supervisor must be Refrigeration Trade Tested Artisan with SARRACCA or SAIRAC in the refrigeration industry. Attach proof of Trade test certificate or proof of registration with SARRACCA / SAIRAC. (Registration in Category B)
					0	No submission
3. CIDB Registration (IME or Above)	Submit a proof of CIDB registration	10	10	Submission of a proof of CIDB registration	10	Submission of a proof of CIDB registration (IME or above)
					0	No submission
4.Tenderer's Project Management Structure and Organogram and Experience of Resources Proposed for the Project	Submits a detailed project organogram that sets out the roles and responsibilities of each proposed team member, which is backed up By their curriculum vitae that demonstrate extensive experience, together with a project implementation structure shall be allocated maximum sub-points.	25	15	Submission of a detailed organogram	15	Submission of a detailed project organogram showing all project resources including key technical resources. The organogram must indicate the roles and responsibilities of each key project team members that will be allocated to this project.
					10	Detailed CV of each key project resources have more than (3) years' experience in projects of a similar value and nature and traceable references to be detailed
					5	Key technical resources on the project organogram has a minimum of 3 years' experience on REFRIGERATION maintenance and repairs. (Attach CV)
					0	Key technical resources on the project organogram has a less than 3 years' experience on REFRIGERATION maintenance and repairs. (Attach CV)
					0	No submission

<b>5. Locality</b>	Submission of proof of location (Physical Address of the tenderer's premises) and the distance away from both Forensic Mortuaries (this must be shown on google map printout)	15	15	Submission of proof of location (Physical Address of the tenderer's premises) and the distance away from both Forensic Mortuaries (this must be shown on google map printout)	5	Distance away from Port Shepstone or Harding MLM is 30km or less.
	Submission of proof of location (Physical Address of the tenderer's premises) and the distance away from both Forensic Mortuaries (this must be shown on google map printout)	15	15	Submission of proof of location (Physical Address of the tenderer's premises) and the distance away from both Forensic Mortuaries (this must be shown on google map printout)	0	No submission or distance greater than 50km.
<b>6. Safety</b>	Submission of the tenderer's Safety Policy or equivalent, demonstrating full coverage of all 7 (or more) safety aspects as per the list on the deliverables.	20	20	Submission of the tenderer's Safety Policy or equivalent, demonstrating full coverage of all 7 (or more) safety aspects as per the list on the deliverables.	20	Submission of the tenderer's Safety Policy or equivalent, demonstrating full coverage of all 7 (or more) safety aspects as per the list on the deliverables.
	Submission of the tenderer's Safety Policy or equivalent, demonstrating full coverage of 4 – 6 safety aspects as per the list on the deliverables.	10	10	Submission of the tenderer's Safety Policy or equivalent, demonstrating full coverage of 4 – 6 safety aspects as per the list on the deliverables.	10	Submission of the tenderer's Safety Policy or equivalent, demonstrating full coverage of 4 – 6 safety aspects as per the list on the deliverables.
	Submission of the tenderer's Safety Policy or equivalent, demonstrating full coverage of 0 – 4 safety aspects as per the list on the deliverables.	0	0	Submission of the tenderer's Safety Policy or equivalent, demonstrating full coverage of 0 – 4 safety aspects as per the list on the deliverables.	0	Submission of the tenderer's Safety Policy or equivalent, demonstrating full coverage of 0 – 4 safety aspects as per the list on the deliverables.

**TENDER EVALUATION CRITERIA AND SCORING PRICE AND BBBEE**

Evaluation Criteria	Deliverables	Points	
Price	The lowest responsive and responsible priced offer shall be allocated 80 points. All other responsive and responsible offers shall be allocated a prorated point value based on the lowest responsive and responsible priced offer.	80	Points
Broad Based Black Economic Empowerment (BBBEE)	The points allocated to each tenderer for Broad Based Black Economic Empowerment shall be based on the Broad Based Black Economic Empowerment Scorecard. In this regard, the points score for this criteria for each tenderer, shall be determined as follows:	20	Points
	· Level 1 Contributor	20	Points
	· Level 2 Contributor	18	Points
	· Level 3 Contributor	14	Points
	· Level 4 Contributor	12	Points
	· Level 5 Contributor	8	Points
	· Level 6 Contributor	6	Points
	· Level 7 Contributor	4	Points
	· Level 8 Contributor	2	Points
	· Non-Compliant Contributor	0	Points