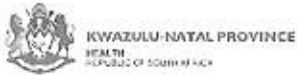


SharePoint

Tsalwayo Nkosiphendulo > ?



KZN HEALTH

KZN Health Intranet

Search this site


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

KZN Health > Components > Supply Chain Management

AdvertQuote


KWAZULU-NATAL PROVINCE
 HEALTH
 REPUBLIC OF SOUTH AFRICA

Quotation Advert

Opening Date:	2022-08-22	
Closing Date:	2022-09-12	
Closing Time:	11:00	

INSTITUTION DETAILS

Institution Name:	King Edward VIII hospital	<input checked="" type="checkbox"/>
Province:	KwaZulu-Natal	
Department or Entity:	Department of Health	
Division or section:	Central Supply Chain Management	
Place where goods / services is required	KEH Maintenance	
Date Submitted	2022-08-18	

ITEM CATEGORY AND DETAILS

Quotation Number:	ZNQ: KEV22/22 Re-Advised	
Item Category:	Services	<input checked="" type="checkbox"/>
Item Description:	Fridge dryer *4 service Quotation attached to the advert please print it and bring it with you for briefing session failer to do so will result to disqualification	

Quantity (if supplies)

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type:	Compulsory Briefing Session	<input checked="" type="checkbox"/>
Date :	2022-08-30	
Time:	11H00	
Venue:	KEH Outside Maintenance	

QUOTES CAN BE COLLECTED FROM: Quotation attached to the advert

QUOTES SHOULD BE DELIVERED TO: KEH Tender Box

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name:	Mr N Tsaulwayo/ Mr S Majozi
Email:	
Contact Number:	031 360 3707/ 031 3603463
Finance Manager Name:	Mrs V Mzanfiso
Finance Manager Signature:	

No late quotes will be considered

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

- 2.1. Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State Institution

- 2.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

- 2.2.1. If so, furnish particulars:

- 2.3. Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

- 2.3.1. If so, furnish particulars:

3. DECLARATION

I, the undersigned (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1. I have read and I understand the contents of this disclosure;
- 3.2. I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6. There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Name of Bidder

.....
Signature

.....
Position

.....
Date

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

GENERAL CONDITIONS OF CONTRACT

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, 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 OR CANCELLATION OF THIS QUOTATION.**
- 3.4. The price quoted must include VAT (if VAT vendor).
- 3.5. Should a bidder become a VAT vendor after award or during the implementation of a contract, they may not request the VAT percentage from the Department as the service provider made an offer during the period they were not registered as a VAT vendor. The Department is only liable for any VAT from registered VAT vendors as originally stated on the quotation document.
- 3.6. The bidder must ensure the correctness & validity of the quotation:
 (i) *that the price(s), rate(s) 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.*
- 3.7. 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.
- 3.8. This quotation will be evaluated based on the, specification, correctness of information and/or functionality criteria. All required documentation must be completed in full and submitted.
- 3.9. Offers must comply strictly with the specification.
- 3.10. Only offers that meet or are greater than the specification will be considered.
- 3.11. Late offers will not be considered.
- 3.12. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
- 3.13. Used/ second-hand products will not be accepted.
- 3.14. A bidder not registered on the Central Suppliers Database or whose verification has failed will not be considered.
- 3.15. All delivery costs must be included in the quoted price for delivery at the prescribed destination.
- 3.16. 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.
- 3.17. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.18. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered.
- 3.19. Verification will be conducted to identify if bidders have multiple companies and are cover-quoting for this bid.
- 3.20. 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, which does not affect the price, is incomplete in any respect, the said supplier meets all specification requirements and offers the lowest price, the Department reserves the right to request the bidder to complete/ submit such information.
- 4.5. Any alteration made by the bidder must be initialled; 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 fulfil 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 two 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 / / Time : Place

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. TAX COMPLIANCE REQUIREMENTS

- 9.1. 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.*
- 9.2. 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.*

10. TAX INVOICE

10.1. 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. |

11. 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.

12. PENALTIES

- 12.1. 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.
- 12.2. 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.
- 12.3. 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.
- 12.4. 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.

13. TERMINATION FOR DEFAULT

- 13.1. 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.
- 13.2. 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.
- 13.3. 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.

14. THE DEPARTMENT RESERVES THE RIGHT TO DISQUALIFY ANY QUOTATION WHICH FAILS TO COMPLY WITH THE ABOVE.



Quote Number:

REV 22/22

Item Description: Service Medical air fridge dryers

Department/Section: ICU x2 and new block x2
Servicing

Purpose of Item:

1. Pre-qualification criteria if any:

1.1. Is the works required to have a regulatory body certification (e.g. SABS, SANS, SANAS, ISO, CIDB, etc.)? Yes :

1.1.1.1. CIDB 1ME Registered

1.1.1.2. Repairer person to be SARACCA A4 registered/Authorised

1.2. Is a compulsory site inspection / briefing session required? Yes

if Yes, specify: Date ____/____/____ Time 11H00 Place Maintenance

1.3. Is local production and content part of the quote? Yes / No

if Yes, specify: _____

1.4. Provisions of section 4(1) (a) of the PPPFA Regulations, 2017 if applicable? Yes

if Yes, specify: Procurement Regulations

1.5. Liability Cover insurance? Yes

if Yes, specify: Yes: 3^d party liability cover/insurance

2. What is the specification of the required item?

List specifications to be advertised		Comment
	Works required.	
	General	
	General terms and conditions of contract as attached (Annexure A) shall apply to this contract and as stipulated in this document.	
	Works required: Attend service schedules attached to tender in the following areas :New block x2	
	Codes: ACA13-2A (Major service – first six months) and ACA13-2B (Minor service 6 months after major service)	
	Works required: Attend service schedules attached to tender in the following areas : ICU x2	
	Codes: ACA13-2A (Major service – first six months) and ACA13-2B (Minor service 6 months after major service)	
2.11	Waste management	
2.11.1	Attach disposable certificate of any old oil or refrigerant that was removed and certificate to also show quantity.	
2.12	After service report	
	Provide an after service report (in word format and email to KEH project leader) on completion of the service as below requirements and attach copy to invoice	
	Following items required:	
2.12.1	Date	
2.12.2	Description of works	
2.12.3	Full detailed model/part numbers and description of items to be repaired/ replaced per unit or machine or equipment.	
2.12.4	Photographic records/evidence of items to be repaired	
2.12.5	Additional works carried out (if any)	
2.12.6	Recommendations for future repair requirements	
2.12.7	Observation notes on the condition of the system/s serviced	
2.12.8	A sketch or schematic of the system repairs, indicating items needing further attention/repairs and their locations indicated on the sketch or schematic.	

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

3.1. Deadline for submission if Yes: Date ____/____/____ Time 11:00 Place: Tender box

3.2. Specify that samples must be made available when requested in writing. **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.**



END-USER SPECIFICATION FORM

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)		Comment
5.1	CIDB Rating Company must be CIDB 1ME company registered in the field of this tender	
5.2	Artisan registration SARACCA A4 or higher SARACCA registration copy, to be attached to tender (Attach all pages retrieved from SARACCA web site for this person) Note: No Person will be allowed to asses any machine or equipment if not registered with SARACCA All staff shall be working in direct supervision of SARACCA registered person	
5.3	Staff qualification Staff qualification –Electrician artisan Qualification trade test certificate & ECB registered artisan.	
5.4	Company own employed staff experience attending to the works Company employed staff experience – Artisan/s Experience(after trade test) (Company's Human Resource department/s staff employment certified letter/s required)	
5.5	Functionality Functionality - Compile complete bill of material (This is to be done per unit to be serviced on BOQ Quote for all material needed to complete the works on quote form attached to tender.(Example: <u>Tender required installation of item to be installed or sealed or painted</u> – The <u>BOQ do not reflect the required material</u> [will result in 0 points and disqualification of tender].	
5.6	Works planning Works planning - Submit execution plan of each consecutive day of what work will be done and in which area. The day 1 to day 20 (for example) will be utilized to describe each day of planed works. Failure to submit this plan will result in disqualification of tender. Please note a column must be left open on the right hand side to indicate the actual dates from start to finish, when company has the official order.	
5.7	Previous work experience Letters from three (3) contactable references (not later than 2 years) from current clients/ customers of the contractor where they rate the following four (6) aspects of the bidder and Documentation <ul style="list-style-type: none"> • Professionalism • Quality of Service • Reporting and/or Completion Certificate Issue • Overall impression (would use again) • Certificate of Completion • Service Report. 	

Specification compiled by:		Specification approved by:	
Name	E. Allerston	Name	Louise
Designation / Rank (in full)	Mechanical Supervisor	Designation/ Rank (in full)	SCO
Signature		Signature	
Date	08/04/2022	Date	8/4/22

PROVINCE OF KWAZULU-NATAL - DEPARTMENT OF HEALTH

ESTIMATE FORM FOR : THE MAINTENANCE, REPAIR OR REPLACEMENT OF FIXED PLANT, EQUIPMENT AND INSTALLATIONS INSTALLED IN KWAZULU-NATAL PROVINCIAL HOSPITAL AND BUILDINGS

SUBMIT TO:	FOR ATTENTION:
INSTITUTION:	ZNQ NO.:
SCOPE OF WORK: (A description of the work quoted for is required).	

I/We hereby quote for the above work in accordance with the conditions as specified in Tender document.
 Materials, component/ancillary parts: Firm Price. A detailed list of materials etc. showing unit costs shall be provided.

A.	Quoted for Bought Out Items (Excluding VAT)(Carried forward)	R	
	Mark Up @ % (Maximum Mark Up = 20% for values R0.00 to R500 000.00)	R	
B.	Quoted for Proprietary Items (Excluding VAT)(Carried forward)	R	
C.	Quote for Sub-Contract Items (Excluding VAT)(Carried forward)	R	
	Mark Up @ %	R.....	

Note: Subcontracting is limited to specialized testing, programming of software based applications, inspections, adjustment/s, monitoring, and drawing of manufacturing plans, verifying of materials to be used in pressure vessels and associated equipment.

Actual work shall be carried out by primary contractor

D.	Labour, Travelling, Subsistence and Transport. This price shall be firm in respect of materials etc. quoted for. (Excluding VAT) (Brought forward)	R	
E.	Less credit for redundant materials, parts and equipment if applicable	R ()	
SUBTOTAL		R	
VAT @ %		R	

F. This Price in SA Currency firm for 90 days from date of the estimate quotation and shall not be exceeded. To be measured on completion. R

Time required for completion weeks from receipt of official order.

NAME OF SERVICE PROVIDER:	ZNQ...../20....
CIDB UNIQUE NUMBER	CIDB CATEGORY.....
PROVINCIAL SUPPLIERS DATABASE REGISTRATION NUMBER:	
SERVICE PROVIDER'S AUTHORISED SIGNATURE:	ZNQ No.....
NAME IN BLOCK LETTERS:	
COMPANY STAMP:	DATE

**D.1 SCHEDULE OF PRICES
LABOUR, SUBSISTENCE, TRAVEL AND TRANSPORT REPLACEMENT AND
ADDITIONAL EQUIPMENT**

D.1.1	LABOUR	No. of	TOTAL HOURS	RATE/HR		AMOUNT
a)	Artisans	R 300.00		R.....
b)	Apprentice	R 118.00		R.....
	1 st Year	R 150.00		R.....
	2 nd Year	R 180.00		R.....
	3 rd Year	R 265.00		R.....
c)	4 th Year	R 142.00		R.....
	Semi-skilled	R 75.00		R.....
d)	Unskilled	R 75.00		R.....
D.1.2	TRAVEL		TOTAL Km	RATE/Km		
D.1.2.1	From service provider's premises to site			Petrol	Diesel	
a) trips(Driver) (skilled)	Delete as applicable		R.....
b)	@ km per trip	R 7.78	R 7.58	R.....
trips (Semi-skilled)(Driver) @.....km per trip	R 5.80	R 5.80	R.....
D.1.3	ADDITIONAL LABOUR TRAVELLING WITH DRIVER		TOTAL HOURS	RATE/HR		AMOUNT
a) x Additional Artisan/s trips (skilled) @ km per trip ÷ 80km/hr	R 300.00		R.....
b) x Additional Semi-Skilled trips (semi) @ km per trip ÷ 80km/hr	R 142.00		R.....
c) x Additional Unskilled trips (unskilled) @ km per trip ÷ 80km/hr	R 75.00		R.....
d) x Additional Apprentice/s trips (semi) @ km per trip ÷ 80km/hr	R.....		R.....
SUBTOTAL CARRIED FORWARD TO PAGE 4						R.....

SUBTOTAL BROUGHT FORWARD FROM PAGE 3					R.....
D.1.4	TRANSPORT		TOTAL Km	RATE	
a)	Haulage to site trips				
	@km per trip		2.5 tone	R 9.31	R.....
	@km per trip		3 tone	R10.80	R.....
	@km per trip		5 tone	R12.50	R.....
	@km per trip		7 tone	R14.50	R.....
	@km per trip		10 tone	R16.80	R.....
b)	Cranage to and on site @ sub contract rate		R.....	x 1.10	R.....

TOTAL AMOUNT CARRIED FORWARD TO PAGE 1 ITEM (D) R......

PROVINCE OF KWAZULU-NATAL
DEPARTMENT OF PUBLIC WORKS
PREVENTIVE MAINTENANCE SCHEDULE

TYPE OF SERVICE : AIR CONDITIONING REF : ACA
 SCHEDULE FOR : REFRIGERATED AIR DRIER - MINOR SERVICE CODE : ACA13-002B
 SCHEDULE FREQUENCY :

INSTALLATION NAME : REF :

SERVICE PROVIDER : ORDER No. :

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
1.	Check for undue noise or vibration										
2.	Check that unit does operate										
3.	Check for compressor air leaks										
4.	Check for oil/refrigerant leaks										
5.	Check condition of oil filter										
6.	Clean condenser coil										
7.	Check condenser fan motor for noisy bearings, excessive end play										
8.	Check operation of automatic moisture trap										

I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT						OFFICIAL STAMP:	
NAME OF SERVICEMAN (BLOCK LETTERS):				SIGNATURE:			
NAME/S OF ASSISTANT/S: SEMI SKILLED:							
NAME/S OF ASSISTANT/S: UNSKILLED:							
COMPANY NAME (BLOCK LETTERS):							
TIME IN:		TIME OUT:		TIME ON SITE:		DATE:	
FROM:		TO:		KM:		TO:	
				KM:		TOTAL KM:	
NAME OF RESPONSIBLE OFFICIAL ON SITE:						SIGNATURE:	

PROVINCE OF KWAZULU-NATAL
DEPARTMENT OF PUBLIC WORKS
PREVENTIVE MAINTENANCE SCHEDULE

TYPE OF SERVICE : AIR CONDITIONING REF : ACA
 SCHEDULE FOR : REFRIGERATED AIR DRIER - MAJOR SERVICE CODE : ACA13-002A
 SCHEDULE FREQUENCY :

INSTALLATION NAME : REF :

SERVICE PROVIDER : ORDER No. :

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
1.	Check for undue noise or vibration										
2.	Check that unit does operate										
3.	Check for compressor air leaks										
4.	Check for oil/refrigerant leaks										
5.	Replace oil filter										
6.	Clean condenser coil										
7.	Check condenser fan motor for noisy bearings, excessive end play										
8.	Check operation of automatic moisture trap										
9.	Treat rust or corrosion. Patch up with paint as required										
10.	Tighten all electrical terminals										

I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT										OFFICIAL STAMP:
NAME OF SERVICEMAN (BLOCK LETTERS):								SIGNATURE:		
NAME/S OF ASSISTANT/S: SEMI SKILLED:										
NAME/S OF ASSISTANT/S: UNSKILLED:										
COMPANY NAME (BLOCK LETTERS):										
TIME IN:		TIME OUT:		TIME ON SITE:		DATE:				
FROM:		TO:		KM:		TO:		KM:		
								TOTAL KM:		
NAME OF RESPONSIBLE OFFICIAL ON SITE:										SIGNATURE:

ANNEXTURE D

WORKPLAN "A"/EXECUTION PLAN "B": AS PER SPECIFICATION ON KEY/21 OFFICIAL ORDER NO:

CARRY OUT (TYPE OF WORKS).....

NOTE: WORK PLAN IS SUBJECTED TO WEATHER CONDITIONS

	Day "A"	Date "B"	Completed	Institutional project leader signature	Comments
	Planned	Actual	Yes/Partially/No		
Date official order was received.	Day 1				
Meet and handing in of safety file at safety officer	Day 2				
Safety file approval	Day 3				
File opening and pre-briefing meeting (Prior starting the works)	Day 4				
Meeting minutes signed by company director					
Department/PLANT					
Equipment No/Room No					
Description of work to be done (for each day)	Day 5				
	Day 6				
	Day 7				
Department/PLANT					
Equipment No/Room No					
	Day 8				
	Day 9				
	Day 10				
	Day 11				
Department/PLANT					
Equipment No/Room No					
	Day 12				
	Day 13				
	Day 14				
	Day 15				
	Day 16				

Department/PLANT	Equipment No/Room No.....					
		Day 17				
		Day 18				
		Day 19				
		Day 20				
		Day 21				
Department/PLANT	Equipment No/Room No.....					
		Day 22				
		Day 23				
		Day 24				
		Day 25				
		Day 26				
Department/PLANT	Equipment No/Room No.....					
		Day 27				
		Day 28				
		Day 29				
		Day 30				
		Day 31				

Company project leader (Block Letters).....

Company project leader Signature.....

Company CEO/Director (BLOCK LETTERS).....

Company CEO/Director Signature.....

Company dated stamp

**MAINTENANCE, REPAIR, UPGRADING AND REPLACEMENT WORKS FOR KWAZULU-NATAL
PROVINCIAL ADMINISTRATION HOSPITALS BUILDINGS FOR THE DEPARTMENT OF HEALTH**
JOB SHEET/DELIVERY NOTE
NAME OF SERVICE PROVIDER:
JOB No.:
INSTITUTION:
ZNO/KM
REF No.:
FROM:
START:
ORDER No.:
TO:
Km
ARRIVE:
DATE:
FROM:
DEPART:
PLANT:
TO:
Km
END:
VEHICLE: STATE PETROL OR DIESEL:
TOTAL
Km
TOTAL SITE TIME:
DETAILS OF WORK DONE:
OTHER DEFECTS NOTED FOR ATTENTION:
SPARES USED (Add pages if required)
QTY
SPARES USED (Add pages if required)
QTY
TOTALS
LABOUR
**No. DAYS
SUBSISTENCE**
NAME/S OF ARTISAN
SKILLED: NORMAL TIME
HRS
SIGNATURE:
O/TIME
1.5 x HRS
2 x HRS
-
NAME/S OF ASSISTANTS:
SEMI SKILLED: NORMAL TIME
HRS
NAME/S:
APPRENTICE: NORMAL TIME
HRS
NAME/S:
UNSKILLED: NORMAL TIME
HRS
NAME/S:
**THE SPECIFIED SERVICE HAS BEEN CARRIED
OUT TO MY SATISFACTION: (OFFICIAL ON SITE)**
OFFICIAL STAMP:
NAME: SIGN: