



KZN Health > Components > Supply Chain Management

AdvertQuote



Quotation Advert

Opening Date: 2022-02-17

Closing Date: 2022-03-01

Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: Dr Pixley ka Isaka Seme Memorial Hospital ▾

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required: DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL

Date Submitted: 2022-02-16

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ:
DPM 334/21-22

Item Category: Services ▾

Item Description: 01 YEAR MAINTENANCE CONTRACT FOR THE SERVICE AND MAINTENANCE OF THE HOT WATER SYSTEM

Quantity (if supplies): 01 YEAR CONTRACT

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Compulsory Site Visit ▾

Date: 2022-02-23

Time: 11:00

Venue: DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL
310 BHEJANE ROAD KWAMSHU DURBAN, GATE NO.3

QUOTES CAN BE COLLECTED FROM: KZN HEALTH WEBSITE (PLEASE NOTE NO DOCUMENTS WILL BE ISSUED ON SITE MEETING)

QUOTES SHOULD BE DELIVERED TO: 310 JABU NDLOVU STREET OLD BOY MODEL PMB., SCM TENDER BOX/
EMAIL: quotations.scmho@kznhealth.gov.za

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: ZAMAMPEMBE DLADLA

Email: zamampembe.dladia@kznhealth.gov.za

Contact Number: 087 131 1807

Finance Manager Name: BM NTOMBELA

Finance Manager Signature:

No late quotes will be considered

OFFICIAL PRICE PAGE FOR QUOTATIONS

QUOTE NUMBER: **DPM 334/21-22**

DESCRIPTION: **SERVICING AND MAINTENANCE OF THE HOT WATER SYSTEM**

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
	01 YEAR	SERVICING AND MAINTENANCE				
	CONTRACT	OF THE HOT WATER SYSTEM				
		REQUIRED CIBD GRADING: 1ME OR ABOVE				
		SPECIFICATION ATTACHED				
		NB:				
		1. NO DOCUMENTS WILL BE ISSUED ON SITE MEETING				
		. BIDDERS TO BRING PRINTED DOCUMENTS ON SITE MEETING				
		2. THIS IS STILL CONSTRUCTION SITE, BIDDERS				
		ARE REQUIRED TO WEAR FULL PPE TO ENTER AT				
		DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL				
		KWAMASHU GATE NO.3				
		Documents to be submitted with tax clearance				
		certificate or SARS pin,				
		result to quote being disqualified				
		responses to be delivered at: 310 Jabu Ndlovu				
		street. old boy model quotation tender box or				
		email to: quotations.scmho@kznhealth.gov.za				
VALUE ADDED TAX @ 15% (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., 1day, 1week

<p>Enquiries regarding the quote may be directed to:</p> <p>Contact Person: <u>Zama Dladla</u> Tel: <u>0871311807</u></p> <p>E-Mail Address:</p>	<p>Enquiries regarding technical information may be directed to:</p> <p>Contact Person: <u>HLOPHE NSC</u> Tel: <u>087 131 1755</u></p>
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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 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 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 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 YES take place
- (ii) Date 23 /02 /2022 Time 11 :00 Place DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL

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

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

9. SUBMISSION AND COMPLETION OF SBD 6.1

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

10. TAX COMPLIANCE REQUIREMENTS

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

11. TAX INVOICE

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

- | | |
|--|--|
| (i) the name, address and registration number of the supplier; | (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:

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

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the quote, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a quote is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

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

Any QSE		
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9. DECLARATION WITH REGARD TO COMPANY/FIRM

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

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

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

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

9.6 COMPANY CLASSIFICATION [TICK APPLICABLE BOX]

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

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

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

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

<p>WITNESSES</p> <p>1.</p> <p>2.</p>
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<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS.....</p> <p>.....</p> <p>.....</p>

DEPARTMENT OF HEALTH

PROVINCE OF KWAZULU-NATAL

DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL

ONE YEAR HOT WATER SYSTEM MAINTENANCE CONTRACT QUOTATION DOCUMENT

Quotation No:

REQUIRED CIDB GRADING: 1ME or above.

**DEPARTMENT OF HEALTH
Project Leader: Zakhele Madonsela
Email: Zakhele.Madonsela@kznhealth.gov.za**

QUOTATION DOCUMENT CONTENTS

NUMBER OF PAGES: 26

PART ONE : INVITATION TO QUOTE AND QUOTATION CONDITIONS

PART TWO : QUOTATION FORM AND ALTERNATIVE QUOTES

PART THREE : CONDITIONS OF CONTRACT

PART FOUR : TECHNICAL SPECIFICATION

PART FIVE : PARTICULAR SPECIFICATION

PART SIX : SCHEDULE OF PRICES

PART SEVEN : RETURNABLE DOCUMENTS

The Contractor is required to check these documents and the number of pages listed above. The Contractor shall satisfy himself/herself that this document is complete in accordance with the above schedule and if any pages are found to be missing, or duplicated, shall immediately request to rectify the discrepancy. No liability will be admitted by the Employer in respect of errors in the Contractors quote due to the foregoing.

PART 1

INVITATION TO QUOTE AND QUOTATION CONDITIONS

Enquiries : Zakhele Madonsela
Quotation No :
Date: 11/02/2022

TO:

ATTENTION:

Dear Sir

**ONE YEAR HOT WATER SYSTEM MAINTENANCE CONTRACT AT DR PIXLEY KA ISAKA SEME
MEMORIAL HOSPITAL**

1. We hereby invite you to quote for the above service, using the quotation form template from department of health.
- 2.1. Your quotation must be submitted in a sealed envelope, the front of the envelope being clearly endorsed with the Quotation number and the project description as stated above to
- 2.2 The use of correcting fluid, e.g. "Tippex" etc will lead to the automatic disqualification of the Quotation.
- 2.3 Only the original quotation document, duly signed and completed in its entirety, will be given consideration.
- 2.4 Suppliers quotations may be facsimile or photocopied.
- 2.5 The total quotation amount shall be fixed for ninety (90) days from date of quotation.

Only additions or omissions arising from approved written authorized variations, will be accepted as a valid variation in cost.

3. THE QUOTATION SHALL BE FULLY DETAILED AS FOLLOWS:

- 3.1 Itemised list of Materials/Spare Parts/Equipment, showing unit costs, contractors mark-up and subtotal
 - 3.2 Labour hours, Unit Rate and Sub-Total
 - 3.3 Kilometres, Unit Rate and Sub-Total (Specify number of trips)
 - 3.4 Subsistence: Number of Nights Out, Unit Rate and Sub-Total.
 - 3.5 VAT and Grand Total
4. A compulsory site inspection is required,
5. Kindly complete the attached document and return all pages as per paragraph 2.3 above, each page being initialled by the Contractor's authorized signatory.

Yours faithfully

**PROJECT LEADER: ZAKHELE MADONSELA
DEPARTMENT OF HEALTH**

IMPORTANT

THIS FORM IS ONLY TO BE INCLUDED AND COMPLETED WHEN APPLICABLE TO THE BID.

COMPULSORY BRIEFING SESSION/SITE INSPECTION CERTIFICATE

Site/building/institution involved: DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL

Quotation no:

Service: ONE YEAR HOT WATER SYSTEM MAINTENANCE CONTRACT AT DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL

Date:

Time: 11h00

Venue: DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL

Contact Person:

.....

**THIS IS TO CERTIFY THAT (NAME) _____
_____ VISITED AND INSPECTED THE**

**SITE ON _____ (DATE) AND IS THEREFORE FAMILIAR WITH THE
CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.**

SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE

DATE: _____

SIGNATURE OF DEPARTMENTAL REPRESENTATIVE

DEPARTMENTAL STAMP

DATE:

PART 2

QUOTATION FORM AND ALTERNATIVE QUOTES

PART 2
QUOTATION FORM

TO BE COMPLETED BY THE CONTRACTOR:

I/We hereby quote for the following project in accordance with the conditions specified in this document.

ONE YEAR HOT WATER SYSTEM MAINTENANCE CONTRACT AT DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL.

- | | | |
|-----|---|----------------------|
| A. | Servicing of plant, Labour, Travelling, Subsistence and Transport including VAT | R _____ |
| B. | Provisional sum | <u>R 200 000, 00</u> |
| A+B | Fixed Price for the scope of the works quoted for, valid for 90 days from date of quotation. Including 15% VAT
The offered total of the prices is | R _____ |

Only additions or omissions arising from approved written authorized variations will be accepted as a valid variation in cost.

I/We agree that if we are awarded these works, the relevant preventive maintenance servicing, as per the Provincial Government KwaZulu-Natal: Department of Health Standard Service Schedules, may be done by others if so required, and that this would not invalidate my/our guarantee.

The total contract period for completion of this project (.....calendar months) and is inclusive of all statutory holidays.

The service provider is:

NAME:

ADDRESS.....

TEL NO:

FAX NO.....

E-MAIL ADDRESS:

CIDB REGISTRATION NUMBER AND GRADE:

Signed on behalf of the Contractor:

NAME:

POSITION:

SIGNATURE:.....DATE.....

Signed on behalf of the Employer:

NAME

POSITION.....

SIGNATURE.....DATE.....

**QUOTATION FORM
ALTERNATIVES**

It is required that the Contractor's main offer be in accordance with the specification. However, should Contractors wish to make alternative offers these must only be made on this form or copies thereof as necessary.

Note that all of the information required in this document must be supplied for all alternative offers as well.

Where the Contractor does not wish to submit alternatives, the word "NIL" shall be inserted against each section and the page signed by the Contractor.

ALTERNATIVE _____

ALTERNATIVE PRICE
(IN WORDS) _____

DETAIL VARIATIONS FROM SPECIFICATION _____

DETAIL BENEFITS TO OWNER IN TERMS OF THE ALTERNATIVE OFFER _____

REMARKS _____

CONTRACTORS'S AUTHORISED SIGNATURE / FULL NAME AND ADDRESS OF FIRM

NAME IN BLOCK LETTERS _____

DATE _____

PART 3

CONDITIONS OF CONTRACT

These works shall be carried out in accordance with this document and the Service Level Agreement (SLA).

PART 4

TECHNICAL SPECIFICATION

ONE YEAR HOT WATER SYSTEM MAINTENANCE CONTRACT AT DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL.

4 TECHNICAL SPECIFICATION

4.1 COMPLIANCE WITH REGULATIONS AND STANDARD SPECIFICATIONS

The operation, construction, material and components of the equipment, as specified, shall comply with the latest requirements of:

The Occupational Health and Safety Act (Act 85, 1993) as amended

The control panel, associated components and wiring shall be installed in compliance with the Department of health Specification for the Electrical equipment and Installation for Mechanical Services.

KwaZulu-Natal Department of Health, Policy on Design of Mechanical Installations, Date January 2013, Rev 7.

KwaZulu-Natal Department of Health, Policy on Design of Electrical Installations, Date January 2013, Rev 7.

KwaZulu-Natal Department of Health, Policy on Design of Structural Installations, Date January 2013, Rev 7.

SANS 10142: Code of Practice for Wiring of Premises.

SANS 347: Categorization and conformity assessment criteria for all pressure equipment.

SANS 10400: The application of the National Building Regulations.

SANS 60947-1: 2005/IEC 60947-1: 2004 to SANS 60947-8: 2004/IEC 60947-8: 2004: Low voltage switch gear and control gear.

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

The Machinery and Occupational Safety Act - Act 6/1983

The Pressure Equipment Regulations (PER)

The Municipal By-laws and any special requirements of the Supply Authorities of the area or district concerned.

Local Fire Regulations.

All building works shall be in accordance with the Standard Preambles to All Trades.

The contractor should fully familiarise and understand these documents prior to quoting.

PART 5

PARTICULAR SPECIFICATION

5. PARTICULAR SPECIFICATION

5.1. TECHNICAL SPECIFICATION

5.1.1 GENERAL

This Technical Specification shall be read in conjunction with all other sections of the Specification and cognisance shall be taken of the clauses relevant to this particular installation, whether any specific clauses are referred to or not. A service level agreement (SLA) shall be entered into between the successful bidder and the department of health of which detail condition of contract shall apply.

5.1.2 GENERAL REQUIREMENTS

Tenderers are to make special note of the following:

This particular specification must be read with, and shall form part of, Part 4 of this document (Technical Specification).

In so far as the conditions contained herein are at variance with any obtained in the Technical Specifications, the contract shall be interpreted in terms of this Part 5 (Particular Specification).

The whole installation/servicing/ maintenance shall be in accordance with the Occupational Health and Safety Act 85/1993 and all regulations framed therein shall be carried out to the satisfaction of the Department of Health.

Competent workmen skilled in their trade shall carry out all work. Quality shall be of the best standard practice and all workmanship will be subject to the approval of the Department of Health.

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

All apparatus, component parts, fittings and materials employed in the execution of the Contract shall be new and unused and shall be the latest type or pattern of the particular manufacture employed. S.A.B.S. mark bearing items shall be used wherever possible.

The system shall be maintained for a period of twelve months after acceptance of the SLA in writing by the successful bidder and shall allow for routine inspections not less frequently than two times a year.

The complete or new installation must be guaranteed against defective parts and workmanship for a period of twelve months after the date of issue of the Completion Certificate. This period shall run concurrently with the maintenance period.

Rates are to include for commissioning and testing of the complete installation and handing over in working order ready for use.

Tenderers are advised to visit the site and acquaint themselves fully with the site conditions and nature and full extent of work involved prior to submitting their tender. Claims on the grounds of insufficient information in such respects or otherwise will not be entertained by the Administration.

NOTE: All electrical equipment shall comply with NER Regulation of voltage

5.2 SCOPE OF CONTRACT;

The scope of the document calls for:

The preventative and reactive maintenance to the hot water system at DPKISMH.

5.3 THE SITE

- The Contractor will be required to conform to such Acts (e.g. Act 53 of 1985: Control of Access to Public Premises and Vehicles), regulations and restrictions affecting access to and use of the site as laid down by the Head: Health or his/her designee. Bidders should also note that the buildings are occupied and that permission for access should be obtained from the authoritative person on site. This contract shall apply to the following site locations/facilities:

EThekwini Health District	CIDB Grading Required
Dr Pixley Ka Seme Memorial Hospital	1 ME

5.4 PROGRAM OF WORKS

It is imperative that the maintenance be achieved without any unscheduled interruption of the hot water supply to the hospital therefore minimum downtime is crucial and shall be carefully planned prior to execution of the maintenance works.

Throughout the duration of the works, the works are to be planned and executed so as to cause minimum inconvenience to all staff.

5.6 PROOF OF QUALIFICATIONS

- ALL copies of qualifications are to be certified by a Commissioner of Oaths.
- The Bidder shall provide proof by means of Certified Copies of Artisan(s)/ Technician(s)/ Coded Welder(s)/ Apprentice(s)/ Learners qualifications and internship papers. Failure to provide the required proof will result in either: such employees being listed as semi-skilled in which case the semi-skilled rate will apply accordingly or; the Bid may be disregarded.
- Testimonials of experience, certified by a Commissioner of Oaths are required in respect of semi-skilled workers, who shall have a minimum of 3 years related experience in respect of the service applied for. Failure to supply the required testimonial(s) will result in such employees being listed as unskilled, in which case, the unskilled rate will apply accordingly.
- Should the appropriate proof of qualification not be submitted with the tender submission, the corresponding items tendered for will not be approved for the Tenderer.
- Successful Service Providers shall during the period of validity of this Contract supply to the Employer proof of qualifications and/or experience in respect of any additional/replacement employees or changed qualifications of employees. SAQCC Registration
- Certified proof of registration of permanent members of staff are required to qualify for the following categories of works:
- Air Conditioning and Refrigeration - Category B (Greater than 18 kW cooling capacity)
- Certified proof of active registration with SAQCC Gas under the Category B: Air Conditioning & Refrigeration Practitioner.

5.7 CERTIFICATE OF COMPLIANCE

- The contractor shall submit the mandatory Certificate of Compliance for any modification on the Electrical Distribution boards i.e. addition of load etc.

5.8 PROGRAM OF WORKS

The contractor shall notify the Department of Health seven (7) days prior to carrying out any site work. As the Centre is to remain in full operation for the duration of the works, the works are to be planned and executed so as to cause minimum inconvenience to staff.

5.9 TESTING AND COMMISSIONING

The units shall be tested and commissioned before handing over to the department of health. The test shall be witnessed by the Department of health Engineer/project leader/hospital representative.

PART 6

SCHEDULE OF PRICES

PART 6

SCHEDULE OF PRICES

PREAMBLE TO THE SCHEDULE OF PRICES

1. All prices shall be quoted in the currency of the Republic of South Africa and will be fixed. Only where exchange rates have been stated in the quotation document, as at two weeks (14 days) prior to closing date of this quotation, will such exchange rate fluctuation be taken into account in the variation of the cost of the imported items/equipment.
2. The Tenderer shall enter a price against each item in the schedule of prices. If the Tenderer fails to enter a price against any item in the schedule of prices the relevant cost of such item shall be regarded as being covered by other prices in the schedule of prices.
3. The prices quoted against each item of these schedules shall cover the full inclusive cost of everything required for the execution of the work under the item plus an apportionment of any cost involved in meeting the obligations and liabilities imposed by the conditions of contract and in complying with the specifications.
4. The prices quoted for the supply of plant and equipment shall include for all handling, loading, transporting and off-loading required for the delivery of the plant and equipment to the site, including in the case of off-site storage for double handling at the store.
5. The prices quoted for erection and installation shall include for all handling, loading, transporting and off-loading, to take plant and equipment to place on site where required, erection, installation, painting, commissioning, operating, testing, adjusting, handing over in proper working order and guarantee for a period of 12 months, all as specified.
6. The provisional sum amount must be added to the total quoted amount.
7. The tendered rates and amounts must exclude Value Added Tax (VAT) but must include all levies, other taxes and duties on items to which they apply. Separate provision has been made in the Summary of Schedule of Prices for the purpose of VAT.
8. The labour rates, remain fixed for the duration of the contract.
9. Amounts allowed for contingencies will be spent in part or as a whole at the sole discretion of the Department of Health's "Representative".
10. The Schedule of Prices shall be completed and signed in **black ink**. Corrections must be done by deleting, re-writing and initialling next to the amendment.
11. Electrical and Mechanical work is not measured according to the Standard Procedures of Building Work.

7.1 QUOTATION FORM

SCHEDULE OF LABOUR RATES

ITEM	RESOURCE	NORMAL RATE/HR
1.	Traded tested artisan (Air Conditioning & Refrigeration Practitioner) rate per hour	
2.	Traded tested artisan (Mechanical fitter) rate per hour	
3.	Traded tested artisan (Electrician) rate per hour	
4.	Semi-skilled labour rate per hour	
5.	Unskilled labour rate per hour	
Subtotal for labour per hour (in Rands)		

Travelling distance:

Distance from site (DPKISMH) to your Office/Workshop:km (one way trip)

PREVENTATIVE MAINTENANCE COST BREAKDOWN

Equipment	Make	Size	Quantity	Service Frequency	Price/service	TOTAL
Water/Water Heating chiller (Heat Pump)	TEKNIHEAT	140 KW	3	2		
Water/Water Heating chiller (Heat Pump)	TEKNIHEAT	320 KW	10	2		
Hot water Storage tank	TEKNIHEAT	15 000L	2	1		
Hot water Storage tank	Kwikot	10 000L	1	1		
Hot Water Booster Pump	Calpeda	20 L/s	2	2		
Hot Water Booster Pump	Calpeda	9L/s	3	2		
In-line Back heater	Tekniheat	36 KW	2	1		
Provisional sum (allocation for reactive maintenance work)						R 200 000,00
TOTAL excludes VAT						
TOTAL includes VAT @15%						

Total for service 1 (incl. VAT):

Total for service 2 (incl. VAT):.....

PART 8

RETURNABLE DOCUMENTS.

8. Technical Evaluation Criteria

The Contractor must have the correct minimum CDB of 1 ME grading to be considered for further adjudication process. The weighting for Quality and functionality out of 100 sub-points is as follows: The threshold score, below which tenderers are eliminated from further consideration, is 70%.

Evaluation Criteria	Deliverables		Points		Sub-Points		Sub-Criteria	Sub-Points Scoring		
	Points	Sub-Points	Points	Sub-Points	Sub-Points	Sub-Points				
1. Financial Capability to start the project	Submission of proof on available capital or proof of credit limit that can be obtained from financial institutions	10	Points	10	Sub-points	Proof of capital of at least 10% of the contract value or proof in a form of an official letter from the financial institution.	10	Proof of capital of at least 10% or proof in a form of an official letter from the financial institution stipulating the credit limit of 10% of the contract value.	0	no or irrelevant submission, does not meet requirement
2. Experience in maintenance of heat pumps.	Submission of work orders to execute the maintenance of heat pumps.	20	Points	20	Sub-points	Submission of at least three work orders.	20	Submission of at least three work orders	10	Submission of two work orders
3. Availability of certificated and qualified trade tested refrigeration artisan, electrician, fitter and registered with SAQCC Gas Cat B.	Certificate of trade test and registration with SAQCC Cat B. Certificate of a fitter and electrician trade tests.	40	Points	40	Sub-points	Submission of the proof of trade tests and SAQCC Cat B certification.	20	Certificate of trade test for Refrigeration Artisan/Technician and SAQCC registration.	10	Trade test certificate of the Electrician.
							10	trade test certificate of the mechanical fitter	0	no or irrelevant submission, does not meet requirement
							10	Submission of organogram which shows the relevant trades	0	no or irrelevant submission, does not meet requirement
4. Organisational Organogram	Submission of organogram which shows the relevant trades	10	Points	10	Points	Submission of organogram which shows the relevant trades and how this contract will be managed	10	Submission of organogram which shows the relevant trades	0	no or irrelevant submission, does not meet requirement
5. Safety	Submission of the tenderer's Safety Policy or equivalent, demonstrating: 1. Safe working procedures/processes. 2. Controls and guidelines that will give confidence to the Department that safety will be prioritised, risk assessments, tools and site inspections will be	20	Points	20	Points	Submission of the tenderer's Safety Policy of equivalent, demonstrating safe working procedures, processes, controls and guidelines that will give confidence to the Department that safety will be prioritised, risk assessments, tools and site inspections will be	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.	10	Inadequate submission covering 5 or less safety aspects as per the list on the deliverables.

			<p>prioritised 3. Risk assessments, 4. Tools and site inspections will be conducted, 5. First Aid kit will be provided. 6. Safety Officer will be made available (or at least a foreman will act as a Safety custodian). 7. Incidents will be reported and investigated as per OHS Act and Regulations.</p>	
				<p>0</p>
				<p>No submission covering safety aspects as per the list on the deliverables.</p>

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

ANNEXURE A

EQUIPMENT	SERVICE SCOPE OF WORK
1. Heat Pumps - Aquazest AQH140	Record heat pump serial numbers on job card
Quantity: 3	Do full service on the heat pump
(Service interval of 6 months)	Clean electric components with a blower
	Check all electrical connections and tighten
	Check for any water leaks
	Check gas in compressors
	Inspect under compressors for any sign of oil
	Record suction pressure
	Compressor 1
	Compressor 2
	Record head pressure
	Compressor 1
	Compressor 2
	Check pump phase rotation
	Check compressor oil level
	Record leaving hot water temp
	Refrigerant circuit 1
	Refrigerant circuit 2
	Check and record settings on all thermostats in heat pump
	Clean heat pump
	Tighten all panel screws to avoid rattles
	Check compressor timers set correctly
	Record incoming volts per phase
	Blue phase
	White phase
	Red phase
	Record running currents per phase
	Refrigerant circuit 1 Blue phase
	Refrigerant circuit 1 White phase
	Refrigerant circuit 1 Red phase
	Refrigerant circuit 2 Blue phase
	Refrigerant circuit 2 White phase
	Refrigerant circuit 2 Red phase
	Set HP / LP switches
	Clean dust from electrical circuitry
	Inspect all equipment for unusually high wear
	Check contactors and overloads
	Check for any oil leaks
	Check that all covers and fixing screws are in place

2. Heat Pumps - Aquazest AQH320	SERVICE SCOPE OF WORK
Quantity: 10	Do full service on the heat pump
(Service interval of 6 months)	Record heat pump serial number
	Clean electric components with a blower
	Check all electrical connections and tighten
	Check for any water leaks
	Check gas in compressors
	Inspect under compressors for any sign of oil
	Record suction pressure
	Compressor 1
	Compressor 2
	Record head pressure
	Compressor 1
	Compressor 2
	Check pump phase rotation
	Check compressor oil level
	Record leaving hot water temp
	Refrigerant circuit 1
	Refrigerant circuit 2
	Check and record settings on all thermostats in heat pump
	Clean heat pump
	Tighten all panel screws to avoid rattles
	Check compressor timers set correctly
	Record incoming volts per phase
	Blue phase
	White phase
	Red phase
	Record running currents per phase
	Refrigerant circuit 1 Blue phase
	Refrigerant circuit 1 White phase
	Refrigerant circuit 1 Red phase
	Refrigerant circuit 2 Blue phase
	Refrigerant circuit 2 White phase
	Refrigerant circuit 2 Red phase
	Set HP / LP switches
	Clean dust from electrical circuitry
	Inspect all equipment for unusually high wear
	Check contactors and overloads
	Check for any oil leaks
	Check that all covers and fixing screws are in place

3. Water Pumps	SERVICE SCOPE OF WORK
Quantity: 5	Do full service on the water booster pump
(Service interval of 6 months)	Record pump serial number
	Check base and flanges to make sure pump and fittings properly secured
	Inspect pump casing for any cracks
	Compare pressure sensor readings to actual to make sure sensors are functioning correctly
	Lubricate as required
	Listen for any unusual noises from bearings or cavitation
	Clean strainers or filters in front of pumps
	Inspect and clean pumps
	Ensure that pumps run as appropriate and are not overheating
	Check mechanical seals
	Bleed air from pumps if necessary
	Record incoming volts per phase
	Blue phase
	White phase
	Red phase
	Record running currents per phase
	Blue phase
	White phase
	Red phase

4. Standby Heaters – Element	SERVICE SCOPE OF WORK
Quantity: 2	Do full service on the electrical heater elements
(Service interval of 12 months)	Record standby heater serial numbers
	Clean electric components with a blower
	Check all electrical connections and tighten
	Check for any water leaks
	Clean standby heater
	Check AVTA20 setting
	Test all elements and thermostats
	Check for corrosion
	Record incoming volts per phase
	Blue phase
	White phase
	Red phase
	Record running currents per phase
	Blue phase
	White phase
	Red phase
	Clean dust from electrical circuitry
	Inspect all equipment for unusually high wear
	Check contactors and overloads
	Check TP safety valve operation
	Check that all covers and fixing screws are in place

5. Hot Water Tanks - Tekni-Tank	SERVICE SCOPE OF WORK
Quantity: 2	Do full service inspection on the tank, cladding, insulation and ancillaries.
(Service interval of 12 months)	Check under cladding for any dripping water that may indicate a leak
	Check for any cracks on tank fittings or around tank fittings
	Ensure insulation and cladding all attached firmly and all pop rivets are in place
	Check float level operation to make sure equipment turns on / off as required
6. Hot Water Tanks – Pressurized	SERVICE SCOPE OF WORK
Quantity: 1	Do full service inspection on the tank, cladding, insulation and ancillaries.
(Service interval of 12 months)	Check under cladding for any dripping water that may indicate a leak
	Check for any cracks on tank fittings or around tank fittings
	Ensure insulation and cladding all attached firmly and all pop rivets are in place
	Check electrical anode and replace if necessary
7. Controls	SERVICE SCOPE OF WORK
(Service interval of 6 months)	Check all electrical connections and tighten
	Check AVTA20 settings and return temp
	Check T1A,T2A,T1B and T2B settings (35, 35, 45, 45)
	Record incoming volts per phase
	Blue phase
	White phase
	Red phase
	Check and set running hours timer
	Ensure all Probes are secure in pockets / on pipes
	Check labels and stickers and replace if necessary
	Check that all valves are in the correct position
	Clean inside and outside of control panel
	Test remote alarm buzzer and LED light
	Check all indicator lights