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KZN Health > Components > Supply Chain Management

AdvertQuote



KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

Quotation Advert

Opening Date: 2022-01-31 Closing Date: 2022-02-08

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: Infrastructure Development Date Submitted: 2022-01-31

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: HOH/1280/22 Item Category: Services Item Description: Renovations at Gale street MLM Quantity (if supplies): 01

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Compulsory Site Visit Date: 2022-02-04 Time: 10H00 Venue: Gale street MLM QUOTES CAN BE COLLECTED FROM: www.kznhealth.gov.za QUOTES SHOULD BE DELIVERED TO: Quotations.scmho@kznhealth.gov.za or hand delivered to 310 Jabu Ndllovu street, Old boys model, Quotations Tender Box

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: Nolwazi Mthembu Email: nolwazi.mthembu1@kznhealth.gov.za Contact Number: 033-8158411 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: 31/01/2022
PHYSICAL ADDRESS: 310 JABU NDLOVU STREET, SCM OFFICES, PIETERMARITZBURG, 3201

ZNQ NUMBER: HOH/1280/22 CLOSING DATE: 08/02/2022 CLOSING TIME: 11:00

DESCRIPTION: Renovations at Galestreet MLM

CONTRACT PERIOD: Once off 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	01	Renovations at Gale Street MLM				
		CIDB grade GB is compulsory				
		NB: Specification attached				
		Compulsory Site Inspection				
		Venue: Gale street MLM				
		Date:04/02/2022 @ 10H00				
		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 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

<p>Enquiries regarding the <u>quote</u> may be directed to:</p> <p>Contact Person: <u>Nolwazi Mthembu</u> Tel: <u>033-815 8411</u></p>	<p>Enquiries regarding <u>technical information</u> may be directed to:</p> <p>Contact Person: <u>Musawenkosi Mkhize</u> Tel: <u>065-9510286</u></p>
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DECLARATION OF INTEREST

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

- | | |
|--|---|
| 2.1. Full Name of bidder/representative..... | 2.4. Company Registration Number: |
| 2.2. Identity Number: | 2.5. Tax Reference Number: |
| 2.3. Position occupied in the Company (director, trustee, shareholder ²):..... | 2.6. VAT Registration Number: |

- 2.7. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below. [TICK APPLICABLE]
- 2.8. Are you or any person connected with the bidder presently employed by the state? YES NO
- 2.8.1. If so, furnish the following particulars:
 - Name of person / director / trustee / shareholder/ member:
 - Name of state institution at which you or the person connected to the bidder is employed:.....
 - Position occupied in the state institution:Any other particulars:.....
- 2.8.2. If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES NO
- 2.8.2.1. If yes, did you attach proof of such authority to the quote document?
- (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the quote.)*
- 2.8.2.2. If no, furnish reasons for non-submission of such proof:
- 2.9. Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES NO
- 2.9.1. If so, furnish particulars:.....
- 2.10. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this quote? YES NO
- 2.10.1. If so, furnish particulars:.....
- 2.11. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this quote? YES NO
- 2.11.1. If so, furnish particulars:.....
- 2.12. Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES NO
- 2.12.1. If so, furnish particulars:.....

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

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

4 DECLARATION

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

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

..... Name of bidder Signature Position Date
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¹"State" means –

a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);	c) provincial legislature;
b) any municipality or municipal entity;	d) national Assembly or the national Council of provinces; or
	e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

SPECIAL CONTRACT CONDITIONS OF QUOTATIONS

1. AMENDMENT OF CONTRACT

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

2. CHANGE OF ADDRESS

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

3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION

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

4. 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 take place
- (ii) Date 04 /02 /2022 Time 10 :00 Place Gale street MLM

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:

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

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

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

- Ps = Points scored for price of bid under consideration
- Pt = Price of bid under consideration
- Pmin = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: =(maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

(Tick applicable box)

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

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....

8. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

iv) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

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

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

9.2 VAT registration number:.....

9.3 Company registration number:.....

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

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

9.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....
.....

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

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

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

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

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

WITNESSES	
1.
2.

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



GALE STREET MORTUARY

SCOPE OF WORK FOR RENOVATIONS

PART 1

1. GENERAL

1.1 SCOPE OF WORK

THE CURRENT SCOPE OF WORK BELOW ENTAILS BOQ

- The preferred bidder will be required to provide only competent personnel to perform all duties as per BOQ.
- Supply and deliver all required material and tools for these particular repairs.
- These repairs must be completed within three weeks after order number has been issued, failure to meet the timeframe the facility reserve a right to cancel the order.
- After site handing over to the contractor, the risk of any loss or damage or theft shall be the responsibility of the contractor. Contractor shall take necessary precautions against loss or damage or theft.
- The contractor should consider the BOQ below and confirm measurements prior submitting quotation.
- The contractor shall allow for appointing relevant professionals, all independent statutory obligations for inspections and certificates.
- Contractor must always comply with safety precautions as Offices will be fully operational.
- Contractor must report the start date 2 days prior commencing repairs.

1.1.2 FLOOR

- a) Ceramic tiles Johnson Granito GN 573 (330 mm x 330 mm)
- b) 300 x 300 x 8,3 - 8,5 full bodied Porcelain Slip resistant tiles minimum certification rating of R10/R11 with joints varying from 3mm - 5mm (Colours to be uniform salt and pepper range)

1.1.3 WALLS

1.1.3.1 PAINTING OF INTERIOR WALLS AND DOORS

- c) Surface Preparations (wash surfaces with low-suds detergent, rinse dry surfaces, gently remove peeling paint, fill all wall cracks and sand with 200-grit sand paper and wipe clean with dust remover cloth) before applying paint.
- d) Neatly paint walls as per: apply 1 coat primer and 2 coats Odorless interior with Semi-Gloss paint same colour.
- e) Neatly paint walls as per: apply 1 coat primer and 2 coats Odorless exterior with Semi-Gloss paint same colour.
- f) Paint doors and doorframes in and out: apply 1 coat primer and 2 coats Odorless interior with Semi-Gloss paint same colour.
- g) No paint shall be used past its maximum life span.
- h) For any particular paint work the priming coat and subsequent coats of paint are to be executed in accordance with manufacturer's instructions. Paint to be brought to the site with unopened containers and no adulteration will be permitted. Painting may be carried out by brush, roller as

recommended by the manufacturer and to the approval of the Department. All paints, etc. are to be applied in strict accordance with the manufacturer's instructions. Each coat of paint is to be adequately and permanently keyed onto the previous coat or surface and shall be evenly distributed and continuous and shall dry to a smooth film, free from sags, runs or other imperfections. Each coat of paint is to be of a colour distinctive from previous or succeeding coats.

1.1.4 ALUMINIUM DOOR AND WINDOW PANE

- a) Install new two aluminum doors with cylinder locking system and shutter proof glass.
- b) Remove broken window pane and replace with new 2mm thick long clear window panes.

1.1.5 HYDROBOIL

- o Brand: Zip
- o Product Type: Water boilers
- o Product: Zip Hydroboil - White (5l)
- o Product use: Boiling water
- o Model: 2610008
- o Code: 2610008
- o SABS Approved: yes
- o Eco Friendly: yes
- o Product Range: hydroboil
- o Area of use: sink
- o Element Rating: 1.5 kw
- o Copper pipe: 15
- o Pipe Diameter: 15 mm
- o Accredited Plumber: yes
- o Feature and benefits

- Saves energy - Instant boiling water on tap 24 hours a day, operates within 3 degrees of boiling point.
- Saves energy: No energy wasted boiling more water than required.
- Steam free and hygienic - Concealed cistern, ensuring the ultimate in hygiene and protects the kitchen cupboards from steam damage.
- Saves space: No cluttered worktop, zip eliminates the need to kettles, urns and exposed power leads.
- Saves money: Cost effective to run, thanks to the dual chamber design, recycling the steam to preheat the incoming water.

1.1.6 PLUMBING AND OTHER

- a) Connect water lines to the Taps and open water supply.
- b) Ensure that all pipes are leaks free.

1.1.7 WASTE REMOVAL

- a) No waste should be left on site after execution a daily work as per National Environmental Management Act, Act No. 107 of 1998.

1.1.8 BLINDS

- a) Install Washable Blinds to cover 22 windows

1.1.9 DOOR TYPES

- c) Installation of new solid core timber doors (813 x 2032 x40mm) with three lever locking system
- d) 1 ½ pairs butt hinges. Deadlock, push and pull, thumb turn cylinder

1.2 SITE AND MODE OF PROCEDURE

The site at KwaZulu Natal: ETHEKWINI DISTRICT: Gale Street Mortuary.

Tenders are advised that all the existing premises will be occupied throughout the period of any contract. Damage to the existing buildings - Contractor to note that any damages done or occurring during construction to any of the buildings will be repaired at the expense of the contractor. The service must be to the satisfaction of the KwaZulu-Natal Department of Health.

1.3 CONTRACT DRAWINGS

There are no contract drawings issued together with this document.

PART 2

2. GENERAL TECHNICAL SPECIFICATION

This Technical Specification (page 1 to 2) is provided as a guideline for bid purposes.

2.1 STANDARDS

The operation, construction, material and components of the undercover parking and equipment specified, must comply with the latest requirements of:

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

2.2 PROGRAMMING OF WORKS

The contractor shall notify the institution two (2) days prior to carrying out any site work. As the Facility is to remain fully operation for the duration of the works, work to be planned and executed so as to cause minimum inconvenience to the facility. Contractor shall finish this work within 6 weeks counting from the date when the order number has been issued, unless other strong and valid reason.

2.3 TESTING AND COMMISSIONING

Work shall be tested and commissioned before handing over to Chief Artisan and Systems Manager.

PART 3

3. SCHEDULE OF RATES

Rate for Floor coverings are to include for laying as described, for cleaning down backing surfaces before laying and or all square and raking cutting and waste and fitting, fair cutting at edges, protecting from injury, for cleaning down at completion and cement mortar

Rate for Wall coverings are to include for laying as described, for cleaning down backing surfaces before laying and or all square and raking cutting and waste and fitting, fair cutting at edges, protecting from injury, for cleaning down at completion and cement mortar

Rates for plumbing includes water isolation, disconnect part of the systems, removal away from operational area, cleaning, clamps / brackets, coring / drilling, cutting, pipe fittings, tread tape, PVC glue, systems connection, leaks free, cleaning operational area.

Rates for built-in cupboards are to include removal damaged cupboard away from operational area, cleaning down backing surfaces before installation, new installation with (edging, cutting) and protecting from injury.

All rates includes supply and deliver material and tools

3.1 ITEMS AND PRICING

The KZN Department of Health reserves the right to place an order for any quantities of items included in the Schedules. The Schedule of Rates must also not be assumed to include and describe every detail of the supply requirement, but must be taken and read in conjunction with the other parts of the document. Thus the contractor shall not have claim for further payment in respect of any order which may be described or implied in the contract, although apparently no corresponding items are given in the Schedule of Rates. **The contractor shall be deemed to have satisfied himself before quoting as to the correctness and sufficiency of his / her quote for the contract and of the rates and prices stated in the Schedule of Rates.**

3.2 TAX AND DUTIES

Prices quoted and invoice, must include all customs, excise and import duties, and any other tariffs or taxes levied by the government or statutory body having jurisdiction on the goods provided under this contract, **including Value Added Tax (applicable to the current rate).**

3.3 RATES

The rates, prices inserted shall be the full rates and prices for the service delivered described under the respective items; shall cover all labour, transport and profit.

No payment will be made for abortive work.

SCHEDULE OF RATES: BOQ

NOTE:

- 1). All rates for items contained in this Schedule of Rates must have company stamped
- 2). The KZN Department of Health reserves the right to Negotiate rates in the Bill of Quantities.

All rates quoted shall be inclusive of transport, labour and profit. All relevant mark-ups for specialist shall be included.

The Service Provider is advised that the facility is fully functional, Occupied and disruptions to services are to be kept to the bare minimum.

No	Description	Unit	Qty	Rate	Amount
1	<u>ALTERATIONS</u> <u>REMOVAL OF EXISTING WORK</u>				
	<u>Removal of the existing floor coverings and prepare surface for new floor coverings</u>				
1.1	Removal of carpet floors and preparation for new flooring	m ²	285		
1.2	Removal of tiling floors and preparation for new flooring	m ²	31		
1.3	Removal of wooden skirting	m	130		
1.4	Removal of damaged hydroboil	No	1		

No	Description	Unit	Qty	Rate	Amount
1.5	Surface Preparations: interior/exterior (wash surfaces with low-suds detergent, rinse dry surfaces, gently remove peeling paint, fill all wall cracks and sand with 200-grit sand paper and wipe clean with dust remover cloth) before applying paint.	m ²	1183		
1.6	Remove the damaged ceiling panels and cornice	m ²	30		
1.7	Remove the curtain rails and blinds	No	22		
1.8	Removal of damaged wooden doors	No	2		
1.9	Removal of existing toilet set system	No	2		
1.10	Removal of broken aluminium door	No	1		
1.11	Surface preparations for screeding	m ²	10		
1.12	Removal of old door lockset	No	20		
	ALTERATIONS TOTAL CARRIED TO SUMMARY				
2	<u>NEW WORKS</u> <u>INSTALLATION OF NEW ITEMS</u> <u>Installation of new flooring</u>				
2.1	Ceramic tiles Johnson Granito GN 573 (330 mm x 330 mm)	m ²	285		
2.2	300 x 300 x 8,3 - 8,5 full bodied Porcelain Slip resistant tiles minimum certification rating of R10/R11 with joints varying from 3mm - 5mm (Colours to be uniform salt and pepper range)	m ²	31		
2.3	<u>Skirting</u> Installation of half ceramic tile skirting	m	15		

No	Description	Unit	Qty	Rate	Amount
2.4	Installation of half porcelain slip resistant tile skirting	m	200		
	<u>Painting</u>				
2.5	Wall Painting: apply 1 coat primer and 2 coat Odourless Semi-Gloss interior Paint:	m ²	693		
2.6	Wall Painting: apply 1 coat primer and 2 coat Odourless Semi-Gloss exterior Paint:	m ²	490		
2.7	Ceiling Painting: apply 1 coat primer and 2 coat Odourless Semi-Gloss interior Paint:	m ²	324		
2.8	Paint doors, window panes and doorframes in and out: apply 1 coat primer and 2 coats Odourless interior with Semi-Gloss paint same colour.	m ²	60		
	<u>Installations</u>				
2.9	Zip Hydroboil - White (5l)	No	1		
	Installation of 7mm internal plasterboard ceiling with 75mm cornice				
2.10	Ceiling	m ²	30		
2.11	Cornice	m	22		
2.12	Install Washable Blinds to cover a window (1.65m width x 2m drop) for 22 windows	No	22		
2.13	Supply and install Vaal Aquasave or other approved W/C toilet pan complete with connection pipes	No	2		
2.14	Remove broken window pane and replace with new 2mm thick x 450mm width x 700mm high clear window panes.	No	2		
2.15	Install new aluminium door (2127 x 1250mm) with shutter proof glass and cylinder locking system.	No	1		

No	Description	Unit	Qty	Rate	Amount
	<u>25mm thick screed laid with 3:1 cement mix and floors to be keyed with bonding liquid prior to applying screed to floors.</u>				
2.16	Floor	m ²	10		
2.17	Installation of new solid core timber doors (813 x 2032 x40mm) with three lever locking system	No	2		
2.18	Installation of three lever door lockset	No	20		
2.19	Tinting of aluminium windows (1800mm x 7000mm)	No	31		
2.20	Tinting of aluminium windows (3500mm x 1500mm)	No	1		
2.21	Health and Safety File	No	1		
	NEW WORKS TOTAL CARRIED TO SUMMARY				
	SUMMARY				
	Sub Total: ALTERATIONS + NEW WORKS				
	Add 15% Vat				
	Grand Total				

PART 4

SPECIAL TERMS AND CONDITIONS

INTRODUCTION

- (a) Tender/s must ensure that they are fully aware of the Conditions contained in this bid document as they shall become the Conditions of Contract once the bid is awarded.
- (b) Only Tender/s that fully **meet the specifications shall be considered.**

1. AMENDMENT OF CONTRACT

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 subject to Bid Adjudication Committee approval.

2. CHANGE OF ADDRESS

Tender/s must advise Supply Chain Management should their address details change from the time of bidding to the expiry of the contract.

3. CIDB RATING REQUIRED

The CIDB Rating GB maximum Level 2

4. COMPLIANCE WITH SPECIFICATION REGULATIONS AND STANDARD REGULATIONS (INCLUDING SABS SPECIFICATIONS)

- 4.1 Tender must comply strictly with the specification. Tender exceeding specification requirements are deemed to comply with the specification. The quality of products must not be less than what is specified.
- 4.2 The operation, construction, material and components of the material specified, must comply with the latest requirements of:
 - a. The Occupational Health and Safety Act (Act 85, 1993) as amended.

The contractor should fully familiarize him/herself with this document and the site prior to quoting.

5. EQUAL BIDS

In the event that two or more bids have equal total points, the successful bid will be the one scoring the highest number of preference points for specified goals. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots criteria.

6. EXECUTION PLAN

The Contractor will be required to provide an efficient and effective service. Therefore, the Contractor is required to submit proof that he/she has the required capacity to execute work successfully.

7. EXECUTION PERIOD

The work shall be completed within 3 week from the date of the official order/letter of acceptance, failure to meet the timeframe Facility reserve a right to cancel the order.

9. FIRM PRICES

This tender requires that all prices offered are firm. If a non-firm price is offered then the contractor may be disqualified for not complying with the Conditions of the Bid.

10. GENERAL REQUIREMENTS

Contractor to make special note of the following:

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 3 (Particular Specification).

The whole installation shall be in accordance with (National Building Regulations, Occupational Health and Safety Act 85 of 1993) and all regulations framed therein shall be carried out to the satisfaction.

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 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 Contractor 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 complete installation must be guaranteed against defective parts and workmanship for a period of twelve month after the date of issue of the Completion Certificate.

Contractors 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 Facility.

No claims to the Facility for any form of a Disaster during the construction.

The Facility reserves the right to make emergency repairs to keep the asset in operation without voiding the Contractor's Guarantee

11. GUARANTEE

All equipment, material, building work and workmanship provided under this Contract must be guaranteed for a minimum period of twelve (12) months from the date of handing over. The contractor to note that the Guarantee period must only take effect upon successful handing over and successful test and acceptance by the Facility.

12. INJURIES TO STAFF

If equipment or any other object within the SERVICING causes injury to staff, the contractor will subsequently be required to draft a detailed report incorporating inter alia, reasons for such injury/injuries and report to Facility Safety Officer and Department of Labour.

The contractor will under the supervision of Facility Maintenance Head and Facility Safety Officer to execute the required safety plan performance.

13. LATE QUOTE

Quotes are late if they are received at the address indicated in the tender documents after the closing date and time.

A late quote shall not be considered and, where practical, shall be returned unopened to the Contractor, accompanied by an explanation.

14. NOTES TO CONTRACTORS

- 14.1 Contractors are urged to ensure that safety measures as per the Occupational Health and Safety (OHS) Act are in place before any work is undertaken.
- 14.2 All dimensions and sizes shall be checked and confirmed before any work is undertaken or materials ordered.
- 14.3 All work is to be carried out as per the specification issued with this document, no alterations will be allowed unless the project leader grants prior authority during the site meeting.
- 14.4 Contractors are advised to visit site to acquaint themselves with the site and the layout of the institution as no claims on the grounds of ignorance of the locality/sitting or access to the Facility will be entertained later.
- 14.5 Contractors are informed that living on the Facility premises during the contract is not allowed and no arrangements or accommodation will have to be made.
- 14.6 All rates quoted shall be inclusive of transport and labour exclude VAT.
- 14.7 Invoice must accompanied by Completion Certificate, Compliance Certificates and Guarantee Certificates

15. NOTIFICATION OF AWARD OF BID

- 15.1 Notification of the award of tender shall be in writing by a duly authorized official of Department of Health, Supply Chain Management. The written acceptance of an offer constitutes a legal and binding contract if no appeals are lodged.
- 15.2 The award of a tender will be advertised in the same media as the invitation.

16. PAYMENT FOR SUPPLIES AND SERVICES

- 16.1 A contractor shall be paid by the Facility in accordance with meeting the scope of work and relevant certificates.

16.2 Should a contractor indicate a special discount on his/her account provided payment is made within a certain time, every effort shall be made to take advantage of such discount.

16.3 Any query concerning the non-payment of accounts must be directed to the Finance. The following protocol will apply if accounts are queried:

- (i) Contact must be made with the officer-in-charge of the Facility;
- (ii) If there is no response from Finance, the CEO must be contacted;

17. PENALTY CLAUSE

In the event that the contract is not completed on scheduled completion date, penalty amount of 0.04% of contract sum will be charged per day for extra days taken after scheduled completion date. The amount shall be deducted from outstanding payments.

18. PROVINCIAL SUPPLIERS DATABASE AND CIDB

A Constructor submitting quote must be registered on the Provincial Suppliers Database and CIDB. A Contractor not registered on the Provincial Suppliers Database and CIDB, quote will not be considered.

19. SPECIAL CONDITIONS OF CONTRACT

The tender is issued in accordance with the provisions of the Public Financial Management Act (PFMA), Chapter 16 A of the Treasury Regulations and shall be subject to the provisions of the General Conditions of Contract. The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.

20. TAX AND DUTIES

Prices, offered and paid, must include all customs, excise and import duties, and any other tariffs or taxes levied by the government or statutory body having jurisdiction on the goods provided under this contract, including Value Added Tax (applicable to the current rate).

21. UNSATISFACTORY PERFORMANCE

Unsatisfactory performance occurs when performance is not in accordance with the contract conditions.

(a) Before any action is taken, the Facility shall warn the contractor by registered/certified mail that action will be taken in accordance with the contract conditions unless the contractor complies with the contract conditions and delivers satisfactory service within a specified reasonable time (7 days minimum). If the contractor does not perform satisfactorily despite the warning the Facility will:

- (i) take action in terms of its delegated powers
- (ii) make a recommendation to its Head Office for cancellation of the contract concerned.

- (b) When correspondence is addressed to the contractor, reference will be made to the contract number/item number/s and an explanation of the complaint.

22. VALIDITY PERIOD OF BID AND EXTENSION THEREOF

The validity (tendering) period for the bid must be 90 days from close of quote. However, circumstances may arise whereby the Facility may request the bidders to extend the validity (tendering) period. Should this occur, the Facility will request bidders to extend the validity (binding) period under the same terms and conditions as originally tendered for by bidders. This request will be done before the expiry of the original validity (binding) period.

23. VAT

23.1 Quote prices must be inclusive of VAT.

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

- (a) The name, address and registration number of the supplier;
- (b) The name and address of the recipient;
- (c) An individual serialized number and the date upon which the tax invoice is issued;
- (d) A description of the goods or services supplied;
- (e) The quantity or volume of the goods or services supplied;
- (f) Either –
 - (i) the value of the supply, the amount of tax charged and the consideration for the supply; or
 - (ii) where the amount of tax charged is calculated by applying the tax fraction to the consideration, the consideration for the supply and either the amount of the tax charged, or a statement that it includes a charge in respect of the tax and the rate at which the tax was charged.

NOTE:

The Facility reserves the right to verify the veracity of all information submitted.

PART 5

GENERAL CONDITIONS OF CONTRACT

1. FAILURE TO COMPLY WITH CONDITIONS AND DELAYED EXECUTION

1.2 Should the contractor fail to comply with any of the conditions of the contract, Facility shall be entitled, without prejudice to any of its other rights, to cancel the contract.

2. PAYMENT

2.1 The Contractor shall furnish the Facility with an invoice accompanied by a copy of the delivery notes upon fulfilment of other obligations stipulated in the contract.

2.2 Payments shall be made promptly by Facility only the execution meet requirements, but in no case later than thirty days (30) days after submission of an invoice or claim by the Contractor.

3. INVOICES

All invoices submitted by the Contractor must be Tax Invoices indicating quantity ordered and quantity delivered, the amount of tax charged and the total invoice amount. **Tax invoice must be accompanied by work completion certificate, compliance certificates and guarantee certifications.**

4. OFFERING OF COMMISSION OR GRATUITY

If the Contractor or any Contractor representative is found to have either directly or indirectly offered or promised any commission, gratuity, or gift to any office bearer of the Department of Health. The Department of Health shall have the right, summarily and without recourse to law and without prejudice to any other legal remedy which it may have in regard to any loss or additional cost or expenses, to cancel the Contract without paying any compensation to the Contractor.

Technical Evaluation Criteria

The bidder needs to obtain minimum of 60 points to qualify

Deliverable	Returnable	Points	
1. Competency of tenderer on similar projects	At least 1 general building or renovations project completed in the past 3 years. Award/ Purchase Order that will show scope of works and the completion certificate that corresponds to the award/ purchase order.	30 points	
2. Tenderer's Project Management Structure, Organogram and experience of technical resources proposed for this project	Submission of a detailed project organogram that shows roles and responsibilities of each technical team member that will be allocated to this project.	25 points	25 points
	At least one technical resource has a proof of qualification as a Technician/Trade test in Built Environment.	10 points	
3. Financial Capability	Submission of 3 month bank statement that will show 10% amount of the tendered value available for those 3 months.	25 points	25 points
	Submission of 3 month bank statement that will show 5 - 9% amount of the tendered value available for those 3 months.	10 points	
4. Methodology and Approach	Submission of Working Programme detailing on the sequence of works and indicating milestones.	20 points	