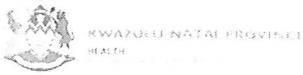


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KZN HEALTH INTRANET



KZN HEALTH

## KZN Health Intranet

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AdvertQuote


 KWAZULU-NATAL PROVINCE  
 HEALTH  
 REPUBLIC OF SOUTH AFRICA

## Quotation Advert

Opening Date: 2022-07-29

Closing Date: 2022-08-09

Closing Time: 11:00

## INSTITUTION DETAILS

Institution Name: Rietvlei hospital

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required: RIETVLEI HOSPITAL

Date Submitted: 2022-07-28

## ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ:  
RVH -61-07-2022-2023

Item Category: Services

Item Description: Service 4.5 kg dry chemical power fire extinguisher and service fire hose reel see attached specification

## Quantity (if supplies)

## COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Not Applicable

Date:

Time:

Venue:

QUOTES CAN BE COLLECTED FROM: will be attached on advert

QUOTES SHOULD BE DELIVERED TO:

## ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: MR M MBUCANE

Email: mzivukile.mbucane@kznhealth.gov.za

Contact Number: 0736721087



DESCRIPTION: Service 4.5 kg dry chemical power fire extinguisher(as per attached Specification service Fire hose reel

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	78	Service 4.5 kg dry chemical power fire extinguisher				
02	04	Service 9kg CO2 Fire extinguisher as per specification attached				
03	11	Service fire hose reel as per specification attached				
04	04	Service Fire hydrant as per specification attached				
05	01	Inspect and service fixed booster pump ,2x feed pumps &the associated rings mans,3x pump control panel and associated alarm system (Rietvlei Hospital)				
06	02	Service 4.5 kg dry chemical power fire extinguisher				
07	01	Service fire hose reel Rietvlei Gateway Clinic				
08	05	Service 4.5 kg dry chemical power fire extinguisher Gowanlea Clinic				
09	04	Service 4.5 kg dry chemical power fire extinguisher				
10	01	Service fire hose reel Lourdes Clinic				
11	06	Service 4.5 kg dry chemical power fire extinguisher Ndawana Clinic				
12	05	Service 4.5 kg dry chemical power fire extinguisher				
13	01	Service fire hose reel				
14	05	Service 4.5 kg dry chemical power fire extinguisher				
15	01	Service fire hose reel Mvoti Clinic				
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

Enquiries regarding the <u>quote</u> may be directed to: Contact Person: .....Tel:..... E-Mail Address: .....	Enquiries regarding <u>technical information</u> may be directed to: Contact Person: .....Tel:.....
---	--

DESCRIPTION: Service 4.5 kg dry chemical power fire extinguisher(as per attached Specification service Fire hose reel

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
16	05	Service 4.5 kg dry chemical power fire extinguisher as per specification Umzimkhulu Clinic				
17	01	Service fire hose reel as per specification attached				
18	05	Service 4.5 kg dry chemical power fire extinguisher Ibisi Clinic				
19	06	Service 4.5 kg dry chemical power fire extinguisher				
20	01	Service fire hose reel as per specification attached Ladam Clinic				
21	05	Service 4.5 kg dry chemical power fire extinguisher				
22	01	Service fire hose reel Sihleza Clinic				
23	04	Service 4.5 kg dry chemical power fire extinguisher				
24	01	Service fire hose reel				
25	01	Service 8 kg dry chemical power fire extinguisher Gugwini Clinic				
26	05	Service 4.5 kg dry chemical power fire extinguisher				
27	01	Service fire hose reel Mvubukazi Clinic see attached specification				
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

Enquiries regarding the <u>quote</u> may be directed to: Contact Person: .....Tel:..... E-Mail Address: .....	Enquiries regarding <u>technical information</u> may be directed to: Contact Person: .....Tel:.....
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**GENERAL CONDITIONS OF CONTRACT****1. AMENDMENT OF CONTRACT**

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

**2. CHANGE OF ADDRESS**

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

**3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION**

- 3.1. The Department is under no obligation to accept the lowest or any quote.
- 3.2. The Department reserves the right to communicate in writing with vendors in cases where information is incomplete or where there are obscurities regarding technical aspects of the offer, to obtain confirmation of prices 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 OR CANCELLATION OF THIS QUOTATION.**
- 3.4. The price quoted must include VAT (if VAT vendor).
- 3.5. Should a bidder become a VAT vendor after award or during the implementation of a contract, they may not request the VAT percentage from the Department as the service provider made an offer during the period they were not registered as a VAT vendor. The Department is only liable for any VAT from registered VAT vendors as originally stated on the quotation document.
- 3.6. The bidder must ensure the correctness & validity of the quotation:
  - (i) *that the price(s), rate(s) & 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.*
- 3.7. The bidder must accept full responsibility for the proper execution & fulfilment of all obligations conditions devolving on under this agreement, as the Principal (s) liable for the due fulfilment of this contract.
- 3.8. This quotation will be evaluated based on the 80/20 points system, specification, correctness of information and/or functionality criteria. All required documentation must be completed in full and submitted.
- 3.9. Offers must comply strictly with the specification.
- 3.10. Only offers that meet or are greater than the specification will be considered.
- 3.11. Late offers will not be considered.
- 3.12. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
- 3.13. Used/ second-hand products will not be accepted.
- 3.14. A bidder not registered on the Central Suppliers Database or whose verification has failed will not be considered.
- 3.15. All delivery costs must be included in the quoted price for delivery at the prescribed destination.
- 3.16. Only firm prices will be accepted. Such prices must remain firm for the contract period. Non-firm prices (including rates of exchange variations) will not be considered.
- 3.17. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.18. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered.
- 3.19. Verification will be conducted to identify if bidders have multiple companies and are cover-quoting for this bid.
- 3.20. In such instances, the Department reserves the right to immediately disqualify such bidders as cover-quoting is an offence that represents both corruption and acquisition fraud.

**4. SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF THIS QUOTATION.**

- 4.1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
- 4.2. Under no circumstances whatsoever may the quotation/bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
- 4.3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
- 4.4. Quotations submitted must be complete in all respects. However, where it is identified that information in a bidder's response, which does not affect the preference points or price, is incomplete in any respect, the said supplier meets all specification requirements and scores the highest points in terms of preference points and price, the Department reserves the right to request the bidder to complete/submit such information.
- 4.5. Any alteration made by the bidder must be initialled; failure to do so may render the response invalid.
- 4.6. Use of correcting fluid is prohibited and may render the response invalid.
- 4.7. Quotations will be opened in public as soon as practicable after the closing time of quotation.
- 4.8. Where practical, prices are made public at the time of opening quotations.
- 4.9. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.

4.10. The Department is under no obligation to pay suppliers in part for work done if the supplier can no longer for fulfil their obligation.

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

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

**6. SAMPLES**

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

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

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

- (i) The institution has determined that a compulsory site meeting  take place
- (ii) Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_:\_\_\_\_ Place \_\_\_\_\_

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

**8. STATEMENT OF SUPPLIES AND SERVICES**

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

**9. 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. THE DEPARTMENT RESERVES THE RIGHT TO PASS OVER ANY QUOTATION WHICH FAILS TO COMPLY WITH THE ABOVE.



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

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

**2. DEFINITIONS**

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

- P<sub>s</sub> = Points scored for price of bid under consideration
- P<sub>t</sub> = Price of bid under consideration
- P<sub>min</sub> = price of lowest acceptable bid

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

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

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

5. BID DECLARATION

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

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

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

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

7. SUB-CONTRACTING  
applicable box)

(Tick

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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

9. DECLARATION WITH REGARD TO COMPANY/FIRM

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

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

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

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
.....

9.6 COMPANY CLASSIFICATION [TICK APPLICABLE BOX]

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

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

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

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

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

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

## SPECIFICATION FOR SERVICING OF FIRE firefighting systems and devices

### GENERAL NOTES

1. All scope needed to be checked on site prior to submission of a quote and to any works being undertaken, discrepancies to be reported to Chief Artisan before quotation & work is done.
2. Preparation work is critical important to all works, where an unusual situation is discovered, report to Chief Artisan prior to proceeding.
3. **Ensure that documents are correctly filled and specification documents are returned signed at the bottom each and every page. Make sure that certified copies of relevant required registrations are attached.**

**NB: Only the following Service Providers are invited to quote for this service:**

- Service providers that specialize on maintenance and repairs of firefighting systems and devices / equipment and must be registered with SAQCC and must have CIDB category EB grading. SAQCC proof of Registration authorized person (for this particular job) must be attached proof of registration for the serviceman who will be doing the job. SAQCC Registration title Card must be produce on site before commence of any work.
1. **The Service provider shall also provide quotation template which shall be fully detailed as follows:**
    - 1.1. Itemized list of Materials/Spare Parts/Equipment, showing unit costs, contractors mark-up and subtotal
    - 1.2. Labour hours, Unit Rate and Sub-Total
    - 1.3. Kilometers, Unit Rate and Sub-Total (Specify number of trips)
    - 1.4. Subsistence: Number of Nights Out, Unit Rate and Sub-Total.
    - 1.5. VAT and Grand Total

### 2. Servicing

- 2.1. The service must be done according to The National Regulator for Compulsory Specifications Act (Act 5 of 2008)
- 2.2. Service provider must submit a detailed quotation of other repairs required using a quotation template as stated in item number one.
- 2.3. A detailed report upon completion of a maintenance visit must be provided, which will include efficiency evaluation report.
- 2.4. The attached check list must be filled accurately and returned. Payments will not be done if the check lists are not fully completed for each fire alarm system.

- 2.5. Return all the pages and sign each and every page
- 2.6. Building changes check
  - 2.6.1. Visually check that the internal structural layout of the building, including inter-office / wards partitioning, has not changed from the system specification to such an extent that it may affect the efficient operation of the firefighting systems and devices.
- 2.7. Restore the system to normal condition:
  - 2.7.1. Re-enable any disable devices, re-connect any disconnected devices, re-connect all external systems that were disconnected for the testing, and ensure that the system is left in 100% working.
  - 2.7.2. Report to the chief artisan so that he can advise all staff that testing is complete, and that any alarm received now must be treated as real.
- 2.8. Issue the service certificate. **“SANS 1475 registered companies can only legally issue a certificate of compliance concerning service of equipment in terms of 1475 Parts 1 & 2.”**

## Devices and systems that must be serviced

PLACE	CHARGE	Type of fire extinguisher	Fire extinguisher	Fire Hose reel
Maintenance	4.5	Dry Chemical Powder	1	1
Res Plant room 1	4.5kg	Dry Chemical Powder	1	0
3 bed room flat ground floor	4.5kg	Dry Chemical Powder	2	2
3 bed room flat first floor	4.5kg	Dry Chemical Powder	2	2
3 bed room flat second floor	4.5kg	Dry Chemical Powder	2	2
4 bed room flat ground floor	4.5kg	Dry Chemical Powder	2	2
4 bed room flat first floor	4.5kg	Dry Chemical Powder	2	2
4 bed room flat second floor	4.5kg	Dry Chemical Powder	2	2
2 bed room flat ground floor	4.5kg	Dry Chemical Powder	1	1
2bed room flat first floor	4.5kg	Dry Chemical Powder	1	1
1bed room flat ground floor	4.5kg	Dry Chemical Powder	1	1
1bed room flat first floor	4.5kg	Dry Chemical Powder	1	1
Town house 3bed	4.5kg	Dry Chemical Powder	4	4

room	CHARGE	Type of fire extinguisher	Fire extinguisher	Fire Hose reel
Town house 2 bed room	4.5kg	Dry Chemical Powder	2	2
Club house	4.5kg	Dry Chemical Powder	1	1
Plant room 2	4.5kg	Dry Chemical Powder	1	0
Chapel	4.5kg	Dry Chemical powder	1	0
OPD	5kg	Dry Chemical Powder	2	0
X-Ray	9kg	Co2	2	0
Casualty	9kg/4.5	Dry Chemical Powder,co2	2	0
Sub Station	9kg	CO <sup>2</sup>	1	0
Peads	4.5kg	Dry Chemical Powder	2	0
Guard room	4.5kg	Dry Chemical Powder	1	0
F/Surgical	4.5kg	Dry Chemical Powder	2	
M/Surgical	4.5kg	Dry Chemical Powder	2	
Theatre	4.5kg	Dry Chemical Powder	2	
Maternity	4.5kg	Dry Chemical Powder	6	
Guard room	4.5kg	Dry Chemical Powder	1	0
<b>PLACE</b>	<b>CHARGE</b>	<b>Type of fire</b>	<b>Fire</b>	<b>Fire Hose</b>

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Dept., Maintenance  
Enquires: Mr. Gift Zikalala

		extinguisher	extinguisher	reel
Pharmacy	4.5kg	Dry Chemical Powder	2	0
Old Laundry	4.5kg	Dry Chemical Powder	1	0
Mortuary	4.5kg	Dry Chemical Powder	1	1
F/Medical	4,5kg	Dry Chemical Powder	2	1
M/Medical	4.5kg	Dry Chemical Powder	2	1
Food Service	5kg	Dry Chemical Powder	3	1
HR	4.5kg	Dry Chemical Powder	1	0
Stores	4.5kg	Dry Chemical Powder	4	2
Laundry	4.5kg	Dry Chemical Powder	2	1
Finance	4.5kg	Dry Chemical Powder	1	0
Mobile	4.5kg	Dry Chemical Powder	3	0
N/Home	4.5kg	Dry Chemical Powder	3	0
Lab	4.5kg	Dry Chemical Powder	2	1
High care	4.5Kg	Dry Chemical Powder	2	
Oxytank	9kg	CO <sup>2</sup>	1	
<b>Place</b>		<b>Fire Hydrant</b>		
Next to Doctors house no. 2			1	



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Dept.: Maintenance  
Enquires: Mr. Gift Zikalala

Next to plant room 1	1	
Next to 2 bedroom flat no. 1	1	
Next to plant room no. 2	1	
Next to Doctors flat no. 7	1	
Next to Surgical ward	1	
Next to O.P.D	1	
Next to Medical ward	1	
Next to Food service	1	
Next to H.R office	1	
Next to Nurses home / new admin	1	
Fire hydrant hose	4	

**NOTE: Servicing will be done at each institution.**

**PROVINCE OF KWAZULU-NATAL  
PROVINCE OF KWAZULU-NATAL  
PREVENTIVE MAINTENANCE CHECK LIST**

**TYPE OF SERVICE :** Fire Hydrant/Hose Reel System and Street Hydrant:  
**SCHEDULE FOR :** SERVICE  
**SCHEDULE FREQUENCY :** annually

**INSTALLATION NAME :** REF :

**SERVICE PROVIDER :** ORDER No. :

ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED (Fill)	RUNNING REPAIRS		DESCRIPTION OF SPARES & ACCESSORIES USED	OTHER REPAIRS REQUIRED SUBMIT A DETAILED QUOTATION
		IN ORDER	TIME TAKEN		
1.	Inspect the lowest, middle and topmost outlets of hydrant/hose reel system by wet drill which consists of coupling lengths of hose to the hydrant outlets and open the valves. A butterfly valve and rubber hose of sufficient length should be connected to the hydrant outlet when performing the test. Test & record the pressure and flow of the water supply on the lowest, middle and topmost hydrant at the following conditions: - i) without operating the fixed fire pump, or ii) when operating the fixed fire pump or pumps.				
2.	Cap the outlets of each hydrant outlet and check the operation of valves by opening/closing to their full extent.				
3.	Test and note the pressure of water supply of hydrant /hose reels				
4.	Test and check the flow and working pressure of each hose reel, and restore the hose after the test				
5.	Uncoil and examine every length of hose				
6.	Pressurise all piping and Report for leakage.				

ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED (fill)	IN ORDER	TIME TAKEN	DESCRIPTION OF SPARES & ACCESSORIES USED	DESCRIPTION OF OTHER REPAIRS REQUIRED
7.	Inspect the fire hydrants with quick coupler. The valves should be opened/ closed smoothly and the function of the quick coupler should be in good operation condition.				
8.	Inspect the fire service inlets. The stop valve should be opened and closed smoothly and the function of the non-return valve should be in good operation condition.				
9.	Inspect the function of fixed, booster, feed pumps & the associated rising mains, pump control panel and the associated fire alarm system.				
10.	Test the system according to the latest standards.				
<b>I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT</b>					
<b>NAME OF SERVICEMAN (BLOCK LETTERS):</b>				<b>SIGNATURE:</b>	
<b>NAME/S OF ASSISTANTS: SEMI SKILLED:</b>					
<b>NAME/S OF ASSISTANTS: UNSKILLED:</b>					
<b>COMPANY NAME (BLOCK LETTERS):</b>					
<b>TIME IN:</b>		<b>TIME OUT:</b>		<b>DATE:</b>	
<b>TIME ON SITE:</b>		<b>DATE:</b>			
<b>FROM:</b>	<b>TO:</b>	<b>KM:</b>	<b>TO:</b>	<b>KM:</b>	<b>TOTAL KM:</b>
<b>NAME OF RESPONSIBLE OFFICIAL ON SITE:</b>				<b>SIGNATURE:</b>	
<b>OFFICIAL STAMP:</b>					

**PROVINCE OF KWAZULU-NATAL  
PREVENTIVE MAINTENANCE CHECK LIST**

**TYPE OF SERVICE** : Portable Hand-operated Firefighting Appliances:  
**SCHEDULE FOR SERVICE** :  
**SCHEDULE FREQUENCY** : annually

**INSTALLATION NAME** :  
**SERVICE PROVIDER** :

**REF** :  
**ORDER No.** :

SERVICE		RUNNING REPAIRS		OTHER REPAIRS REQUIRED SUBMIT A DETAILED QUOTATION	
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED (FII)	IN ORDER	TIME TAKEN	DESCRIPTION OF SPARES & ACCESSORIES USED	DESCRIPTION OF OTHER REPAIRS REQUIRED
1.	Test and service the appliances according to the latest standards.				
2.	Inspect the fire extinguisher thoroughly. All fire extinguishers shall be provided or stickered with a label after maintenance				
I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT					
NAME OF SERVICEMAN (BLOCK LETTERS):			SIGNATURE:		
NAME/S OF ASSISTANT/S: SEMI SKILLED:					
NAME/S OF ASSISTANT/S: UNSKILLED:					
COMPANY NAME (BLOCK LETTERS):					
TIME IN:	TIME OUT:	TIME ON SITE:	DATE:	NAME OF RESPONSIBLE OFFICIAL ON SITE:	
FROM:	TO:	KM:	TO:	TOTAL KM:	SIGNATURE:

**SCHEDULE OF RATES**

**WORK TO BE DONE AND SCHEDULE OF RATES:**

Item	DESCRIPTION	UNIT	QTY	RATE/UNIT	Total Prize
	<p><b>NOTE:</b></p> <p>1). All rates for items contained in this Schedule of Rates include labour &amp; material and must be computed excluding the applicable Value Added Tax.</p> <p>2). The Department of Health reserves the right to Negotiate rates in the Bill of Quantities.</p> <p>3). All rubble and waste shall be removed from site and suitably disposed of.</p> <p><b>INSTITUTION: RIETVEL HOSPITAL</b></p>				
	All rates quoted shall be inclusive of transport, labour and profit. All relevant mark-ups for specialist shall be included. The Bidder is advised that the institution is fully functional and Occupied and disruptions to services are to be kept to the bare minimum.				
1.1	Service 4.5kg Dry Chemical Powder fire extinguisher according to the required standard, attached specification and check list.	item	78		
1.2	Service 9kg CO <sup>2</sup> fire extinguisher according to the required standard, attached specification and check list.	item	4		
1.3	Service fire hose reel according to the required standard, attached specification and check list.	item	34		
1.4	Service fire hydrant according to the required standard, attached specification and check list.	item	11		
1.5	Service fire hydrant hose according to the required standard, attached specification and check list.	item	4		
1.6	Inspect the function of fixed, booster, feed pumps & the associated rising mains, pump control panel and the associated fire alarm system.	item	1		
<b>TOTAL</b>					

Item	DESCRIPTION	UNIT	QTY	RATE/UNIT	Total Prize
	NOTE: 1). All rates for items contained in this Schedule of Rates include labour & material and must be computed excluding the applicable Value Added Tax. 2). The Department of Health reserves the right to Negotiate rates in the Bill of Quantities. 3). All rubble and waste shall be removed from site and suitably disposed of <b>INSTITUTION: Gateway Clinic</b>			R	c
	All rates quoted shall be inclusive of transport, labour and profit. All relevant mark-ups for specialist shall be included. The Bidder is advised that the institution is fully functional and Occupied and disruptions to services are to be kept to the bare minimum.				
2	Service 4.5kg Dry Chemical Powder fire extinguisher according to the required standard, attached specification and check list.	item	2		
2.1	Service fire hose reel according to the required standard, attached specification and check list.	item	1		
<b>TOTAL</b>					

Item	DESCRIPTION	UNIT	QTY	RATE/UNIT	Total Prize
	NOTE: 1). All rates for items contained in this Schedule of Rates include labour & material and must be computed excluding the applicable Value Added Tax. 2). The Department of Health reserves the right to Negotiate rates in the Bill of Quantities. 3). All rubble and waste shall be removed from site and suitably disposed of. <b>INSTITUTION: ST Margaret clinic</b>			R	c
	All rates quoted shall be inclusive of transport, labour and profit. All relevant mark-ups for specialist shall be included. The Bidder is advised that the institution is fully functional and Occupied and disruptions to services are to be kept to the bare minimum.				
3	Service 4.5kg Dry Chemical Powder fire extinguisher according to the required standard, attached specification and check list.	item	5		
3.1	<b>INSTITUTION: Ndawana clinic</b>				
	All rates quoted shall be inclusive of transport, labour and profit. All relevant mark-ups for specialist shall be included. The Bidder is advised that the institution is fully functional and Occupied and disruptions to services are to be kept to the bare minimum.				
4	Service 4.5kg Dry Chemical Powder fire extinguisher according to the required standard, attached specification and check list.	item	6		
4.1					

Item	DESCRIPTION	UNIT	QTY	RATE/UNIT	Total Prize	
	NOTE: 1) All rates for items contained in this Schedule of Rates include labour & material and must be computed excluding the applicable Value Added Tax. 2) The Department of Health reserves the right to Negotiate rates in the Bill of Quantities. 3) All rubble and waste shall be removed from site and suitably disposed of. INSTITUTION: UMzimkhulu clinic			R	c	
5	All rates quoted shall be inclusive of transport, labour and profit. All relevant mark-ups for specialist shall be included. The Bidder is advised that the institution is fully functional and Occupied and disruptions to services are to be kept to the bare minimum. Service 4.5kg Dry Chemical Powder fire extinguisher according to the required standard, attached specification and check list. INSTITUTION: Gwanlela clinic	item	5			
6	All rates quoted shall be inclusive of transport, labour and profit. All relevant mark-ups for specialist shall be included. The Bidder is advised that the institution is fully functional and Occupied and disruptions to services are to be kept to the bare minimum.	item	5			
6.1	Service 4.5kg Dry Chemical Powder fire extinguisher according to the required standard, attached specification and check list.	item	5			

Item	DESCRIPTION	UNIT	QTY	RATE/UNIT	Total Prize	
	NOTE: 1) All rates for items contained in this Schedule of Rates include labour & material and must be computed excluding the applicable Value Added Tax. 2) The Department of Health reserves the right to Negotiate rates in the Bill of Quantities. 3) All rubble and waste shall be removed from site and suitably disposed of. INSTITUTION: Ndawana-Clinic <i>Capetown clinic</i>			R	c	
7	All rates quoted shall be inclusive of transport, labour and profit. All relevant mark-ups for specialist shall be included. The Bidder is advised that the institution is fully functional and Occupied and disruptions to services are to be kept to the bare minimum.	item	6			
7.1	Service 4.5kg Dry Chemical Powder fire extinguisher according to the required standard, attached specification and check list.	item	1			
72	Service fire hose reel according to the required standard, attached specification and check list.	item	1			
<b>TOTAL</b>						

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT	Total Prize
	NOTE: 1). All rates for items contained in this Schedule of Rates include labour & material and must be computed excluding the applicable Value Added Tax. 2). The Department of Health reserves the right to Negotiate rates in the Bill of Quantities. 3). All rubble and waste shall be removed from site and suitably disposed of. <b>INSTITUTION: Mvubukazi clinic</b>			R	c
8	All rates quoted shall be inclusive of transport, labour and profit. All relevant mark-ups for specialist shall be included. The Bidder is advised that the institution is fully functional and Occupied and disruptions to services are to be kept to the bare minimum.				
8.1	Service 4.5kg Dry Chemical Powder fire extinguisher according to the required standard, attached specification and check list.	item	5		
8.2	Service fire hose reel according to the required standard, attached specification and check list.	item	1		
<b>TOTAL</b>					

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT	Total Prize
	NOTE: 1). All rates for items contained in this Schedule of Rates include labour & material and must be computed excluding the applicable Value Added Tax. 2). The Department of Health reserves the right to Negotiate rates in the Bill of Quantities. 3). All rubble and waste shall be removed from site and suitably disposed of. <b>INSTITUTION: IBISI clinic</b>			R	c
9	All rates quoted shall be inclusive of transport, labour and profit. All relevant mark-ups for specialist shall be included. The Bidder is advised that the institution is fully functional and Occupied and disruptions to services are to be kept to the bare minimum.				
9.1	Service 4.5kg Dry Chemical Powder fire extinguisher according to the required standard, attached specification and check list.	item	5		
9.2	Service fire hose reel according to the required standard, attached specification and check list.	item	1		
<b>TOTAL</b>					



Item	DESCRIPTION	UNIT	QTY	RATE/UNIT	Total Prize
	<p><b>NOTE:</b></p> <p>1). All rates for items contained in this Schedule of Rates include labour &amp; material and must be computed excluding the applicable Value Added Tax.</p> <p>2). The Department of Health reserves the right to Negotiate rates in the Bill of Quantities.</p> <p>3). All rubble and waste shall be removed from site and suitably disposed of.</p> <p><b>INSTITUTION: Mvoft clinic</b></p>			R	C
10	All rates quoted shall be inclusive of transport, labour and profit. All relevant mark-ups for specialist shall be included. The Bidder is advised that the institution is fully functional and Occupied and disruptions to services are to be kept to the bare minimum.	item	5		
10.1	Service 4.5kg Dry Chemical Powder fire extinguisher according to the required standard, attached specification and check list.	item	1		
10.2	Service fire hose reel according to the required standard, attached specification and check list.	item	1		
<b>TOTAL</b>					

Item	DESCRIPTION	UNIT	QTY	RATE/UNIT	Total Prize
	<p><b>NOTE:</b></p> <p>1). All rates for items contained in this Schedule of Rates include labour &amp; material and must be computed excluding the applicable Value Added Tax.</p> <p>2). The Department of Health reserves the right to Negotiate rates in the Bill of Quantities.</p> <p>3). All rubble and waste shall be removed from site and suitably disposed of.</p> <p><b>INSTITUTION: Singisi clinic</b></p>			R	C
11	All rates quoted shall be inclusive of transport, labour and profit. All relevant mark-ups for specialist shall be included. The Bidder is advised that the institution is fully functional and Occupied and disruptions to services are to be kept to the bare minimum.	item	5		
11.1	Service 4.5kg Dry Chemical Powder fire extinguisher according to the required standard, attached specification and check list.	item	1		
11.2	Service fire hose reel according to the required standard, attached specification and check list.	item	1		
<b>TOTAL</b>					

Item	DESCRIPTION	UNIT	QTY	RATE/UNIT	Total Prize
	NOTE: 1). All rates for items contained in this Schedule of Rates include labour & material and must be computed excluding the applicable Value Added Tax. 2). The Department of Health reserves the right to Negotiate rates in the Bill of Quantities. 3). All rubble and waste shall be removed from site and suitably disposed of.			R	C
	<b>INSTITUTION: Sihleza Clinic</b>				
	All rates quoted shall be inclusive of transport, labour and profit. All relevant mark-ups for specialist shall be included. The Bidder is advised that the institution is fully functional and Occupied and disruptions to services are to be kept to the bare minimum.				
12	Service 4.5kg Dry Chemical Powder fire extinguisher according to the required standard, attached specification and check list.	item	5		
12.1	Service 4.5kg Dry Chemical Powder fire extinguisher according to the required standard, attached specification and check list.	item	1		
12.2	Service fire hose reel according to the required standard, attached specification and check list.	item	1		
<b>TOTAL</b>					

Item	DESCRIPTION	UNIT	QTY	RATE/UNIT	Total Prize
	NOTE: 1). All rates for items contained in this Schedule of Rates include labour & material and must be computed excluding the applicable Value Added Tax. 2). The Department of Health reserves the right to Negotiate rates in the Bill of Quantities. 3). All rubble and waste shall be removed from site and suitably disposed of.			R	C
	<b>INSTITUTION: Lourdes Clinic</b>				
	All rates quoted shall be inclusive of transport, labour and profit. All relevant mark-ups for specialist shall be included. The Bidder is advised that the institution is fully functional and Occupied and disruptions to services are to be kept to the bare minimum.				
13.1	Service 4.5kg Dry Chemical Powder fire extinguisher according to the required standard, attached specification and check list.	item	4		
13.2	Service 9kg CO <sub>2</sub> fire extinguisher according to the required standard, attached specification and check list.	item	1		
<b>TOTAL</b>					

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT	Total Prize
	<p>NOTE:</p> <p>1). All rates for items contained in this Schedule of Rates include labour &amp; material and must be computed excluding the applicable Value Added Tax.</p> <p>2). The Department of Health reserves the right to Negotiate rates in the Bill of Quantities.</p> <p>3). All rubble and waste shall be removed from site and suitably disposed of.</p> <p>INSTITUTION: <u>RIEMLEHOSPITAL</u> <i>Chaguan Clinic.</i></p>			R	c
	<p>All rates quoted shall be inclusive of transport, labour and profit. All relevant mark-ups for specialist shall be included.</p> <p>The Bidder is advised that the institution is fully functional and Occupied and disruptions to services are to be kept to the bare minimum.</p>				
14.1	Service 4.5kg Dry Chemical Powder fire extinguisher according to the required standard, attached specification and check list.	item	1		
14.2	Service 8kg Dry Chemical Powder fire extinguisher according to the required standard, attached specification and check list.	item	4		
14.3	Service fire hose reel according to the required standard, attached specification and check list.	item	1		
<b>TOTAL</b>					