



KZN Health > Components > Supply Chain Management

AdvertQuote



Quotation Advert

Opening Date: 2022-07-18

Closing Date: 2022-07-26

Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: St Mary's Marianhill ▾

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required: No.1 Hospital road, Abbot Francis Monastery, Marainhill 3610

Date Submitted: 2022-07-18

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: SMM/101/23

Item Category: Services ▾

Item Description: MAINTENANCE OF GARDEN AND GROUNDS

Quantity (if supplies):

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Compulsory Site Visit ▾

Date: 2022-07-21

Time: 10:00

Venue: ST MARY'S DISTRICT HOSPITAL MARIANHILL - MAIN ENTRANCE

QUOTES CAN BE COLLECTED FROM: QUOTES COLLECTED DURING SITE VISIT OR DOWNLOADED

QUOTES SHOULD BE DELIVERED TO: ST MARY'S DISTRICT HOSPITAL MARIANHILL-TENDER BOX OR EMAIL

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: Mr. S Kweyama

Email: Sanele.Kweyama@kznhealth.gov.za

Contact Number: 031 717 1025

Finance Manager Name: Mr. S Mthembu

Finance Manager Signature:

No late quotes will be considered

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. BIDDER'S DECLARATION

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

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

Table with 3 columns: Full Name, Identity Number, Name of State Institution

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

2.2.1. If so, furnish particulars:

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

2.3.1. If so, furnish particulars:

3. DECLARATION

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

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

Name of Bidder Signature Position Date

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

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

GENERAL CONDITIONS OF CONTRACT**1. AMENDMENT OF CONTRACT**

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

2. CHANGE OF ADDRESS

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

3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION

- 3.1. The Department is under no obligation to accept the lowest or any quote.
- 3.2. The Department reserves the right to communicate in writing with vendors in cases where information is incomplete or where there are obscurities regarding technical aspects of the offer, to obtain confirmation of prices 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 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 YES take place
- (ii) Date ____/____/____ Time ____:____ Place ST MARY'S DISTRICT HOSPITAL

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

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

9. SUBMISSION AND COMPLETION OF SBD 6.1

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

10. TAX COMPLIANCE REQUIREMENTS

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

11. TAX INVOICE

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

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

12. PATENT RIGHTS

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

13. PENALTIES

- 13.1. If at any time during the contract period, the service provider is unable to perform in a timely manner, the service provider must notify the institution in writing/email of the cause of and the duration of the delay. Upon receipt of the notification, the institution should evaluate the circumstances and, if deemed necessary, the institution may extend the service provider's time for performance.
- 13.2. In the event of delayed performance that extends beyond the delivery period, the institution is entitled to purchase commodities of a similar quantity and quality as a substitution for the outstanding commodities, without terminating the contract, as well as return commodities delivered at a later stage at the service provider's expense.
- 13.3. Alternatively, the institution may elect to terminate the contract and procure the necessary commodities in order to complete the contract. In the event that the contract is terminated the institution may claim damages from the service provider in the form of a penalty. The service provider's performance should be captured on the service provider database in order to determine whether or not the service provider should be awarded any contracts in the future.
- 13.4. If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance.

14. TERMINATION FOR DEFAULT

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

15. 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
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:

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

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{min} = price of lowest acceptable bid

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

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

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

5. BID DECLARATION

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

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

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

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

7. SUB-CONTRACTING
(applicable box)

(Tick

YES		NO	
-----	--	----	--

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

7.1.1 If yes, indicate:

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

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

(Tick applicable box)

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

YES		NO	
-----	--	----	--

Designated Group: An EME or QSE which is at 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.....

Quote Number: ZNQ/Ann/101/22

Item Description: **6 MONTHS GARDEN AND GROUNDS MAINTENANCE CONTRACT**
 Department/Section: **SYSTEMS (MAINTENANCE)** Purpose of Item: **maintenance of garden & grounds 6 months contract.**

1. Pre-qualification criteria if any:

1.1. Is the item required to have a regulatory body certification (e.g. SABS, SANS, SANAS, ISO, CIDB, SARACCA ETC.)? Yes / No:

Regulatory Body / certification required if Yes:

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

if Yes, specify: Date 4/07/22 Time 10 AM Place St Marys

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

if Yes, specify: 100%

1.4. Provisions of section 4(1)(a) of the PPPFA Regulations, 2017 if applicable? Yes / No

if Yes, specify: SCM Delegation V.2 2018

1.5. Liability Cover insurance? Yes / No

if Yes, specify: _____

2. What is the specification of the required item?

List specifications to be advertised	Comment
1. Kindly see attached specification	
2.	
3.	

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

3.1. Deadline for submission if Yes: Date 7/7/22 Time 10 AM Place _____

3.2. Specify that samples must be made available when requested in writing. Yes or No

4. Penalties to be noted by the suppliers:

4.1. If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, 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.

List evaluation criteria / special terms and conditions to be advertised (if applicable)	
1. Pre-qualification criteria	Does the offer meet the pre-qualification criteria?
2. Administrative	Does the offer comply to stipulated administrative requirements?
3. Conformance:	Was the product made or service performed to specifications?
4. Performance:	Will/does the product/service fulfil its performance obligation, in a manner that releases the supplier from all liabilities under the contract?
5. Features:	What characteristics does the product or service have?
6. Reliability:	How long can a product go between failures and the need for maintenance? (guarantee)
7. Durability:	What is the useful life for the product? How will the product hold up under extended use?
8. Serviceability:	How easy is it to repair, maintain or support the product or service? (customer support)
9. Ability & Capacity	The ability and capacity of the vendor to execute the contract
10. Preference points	Preferential Procurement System (80/20) if applicable

Name of End-user (in full)	<u>G.P. Ndaba</u>	Name of SCM Rep (in full)	<u>S. Mathonye</u>
Designation / Rank (in full)	<u>SSM</u>	Designation/ Rank (in full)	<u>18/07/2022</u>
Signature	<u>[Signature]</u>	Signature	<u>[Signature]</u>
Date	<u>15/07/2022</u>	Date	<u>SCM Supervisor</u>



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

ST MARY'S DISTRICT HOSPITAL

Systems Department

Private Bag X16, Ashwood, 3605

No. 1 Hospital Road, Abbot Francis, Marianhill, 3610

Tel: 031-717 1000 Fax: 031-717 1195 Email: gloria.zamisa@kznhealth.gov.za

**ST MARY'S DISTRICT HOSPITAL
SPECIFICATION REQUIREMENT FOR THE FOLLOWING:
MAINTENANCE OF GARDEN AND GROUNDS**

NO	COMPULSORY SPECIFICATION REQUIREMENTS
1	<p>Bidders must note that answers must be provided to every technical (technical specification) requirement in this Quotation Specification example YES or NO and where there are deviations, these deviations must be clearly specified. The space provided under "Bidder's Comments" for each clause must be used for this purpose. Bidders who neglect to provide answers to every technical (technical specification) requirement in this Quotation Specification will be disqualified. Bidders must note that abbreviated answers e.g. N/A etc. <u>will not be accepted</u>.</p> <p>Bidders must also note that no part of any technical (technical specification) in this Bid Specification may be altered. Where there are traces of alterations found to the technical specification in this document during the evaluation, the Evaluation Committee will reserve the right to disqualify the bidder. The use of correcting fluid/tippex will disqualify the quotation. THIS DOCUMENT CANNOT BE RE-TYPED.</p>
2	Compulsory Site Meeting : Compulsory
3	COMPULSORY: PROFILE OF THE COMPANY
4	Only businesses in the required industrial sector relevant to the quote will be considered. Awards will be made in terms of companies core business operations.
5	<p>OFFICIAL DOCUMENTATION:</p> <p>5.1 Compulsory Official price quotation page</p> <p>5.2 Compulsory Official SBD Forms</p> <p>5.3 Compulsory Original Valid SARS as per CSD</p> <p>5.4 Compulsory Valid CIDB Certificate – copies must be certified by a Commissioner of Oaths</p> <p>5.5 Valid BBBEE Certificate – copies must be certified by a Commissioner of Oaths to qualify for Preference Points.</p> <p>5.6 Compulsory Treasury Central Supplier Database Registration (CSD)</p>

TECHNICAL SPECIFICATION

6

SPECIFICATION FOR MAINTENANCE AND CLEANING OF GARDENS AND GROUNDS

HOURS OF ATTENDANCE MUST BE MONDAY TO FRIDAY EXCLUSIVE OF PUBLIC HOLIDAYS
CONTRACT DURATION : PERIOD OF CONTRACT - 6 (SIX) MONTHS

NUMBER OF CLEANERS REQUIRED: 04

Monday to Friday (Day shift) :07h00 to16h00 (Subject to be review with management of each institution)

NB: It is the duty of the Service Provider to ensure that the number of workers as stipulated on the specification or terms of reference is always present at all times, where staff is not on duty, the Service Provider must make provision for relievers.

Lunch/ meals/ teas breaks will be negotiated with the Institutional Management. Hours of attendance stipulated above may change as a result thereof.

6 SCOPE OF WORK

Weed Definition

Any plant that is unwanted, non-native, or classed as a noxious weed is to be removed and disposed of.

Areas of responsibility are as follows:

- 6.1 Garden maintenance of all garden areas within defined property area
- 6.2 Mowing of all grassed areas including nature strips at the property
- 6.3 Rubbish and debris to be removed from all areas within property
- 6.4 Sweeping/blowing of all pathways, ground gutters & driveways of all refuse following completion of cutting areas within property
- 6.5 Trimming and pruning of trees including trees/shrubs within the branch and those overhanging any pedestrian path or walkway according to Council regulations.
- 6.6 Removal and replacement of fallen/dead trees/shrubs/plants within property (as requested and quoted)
- 6.7 Weeds are to be removed from all areas within the property and weed control to be maintained
- 6.8 Contractor to submit Job Safety Analyses sheets and Material Safety Data Sheets for all works.
- 6.9 All garden refuse to be removed from site on a weekly basis in line with the accepted waste management practises or municipal bylaws.

6.10 LAWNS:

- Lawns to be kept free of weeds
- Lawns/grass patches to be cut once a week in the summer months
- Lawns to be kept at a length of not more than 3cm above the ground
- All edges to be kept trimmed and uniform
- Grounds to be kept free of general litter

6.11. FLOWER BEDS AND SHRUBS:

- These are to be kept free of weeds, grass and litter
- Borders to be trimmed and kept neat
- Flower/shrub beds to be turned once a month

6.12. TREES:

- All dead branches to be removed that are two meters from ground level
- All areas surrounding the trees to be kept free of leaves
- Branches where they constitute a danger to the public/department staff must be kept above eye level
- Leaves from trees must not be allowed to accumulate. Rake and remove

6.13. HEDGES:

- To be kept cut at a uniform height

6.14. CONCRETE, TARRED, PAVED AREAS: (ROADS, PARKING AREAS)

- To be kept clean.
- To be kept free of weeds and grass by means of spraying with suitable weed killer (including the external of the hospital.)

6.15. GULLEYS, DRAINS AND GUTTERS:

- These are to be kept clean, free of leaves, grass and general litter
NB: No personnel shall be allowed to walk on roofs of any nature.
- All garden refuse to be removed from site on a weekly basis

6.16. General litter must be collected on a daily basis to the green wheelie bins

6.17. Leaves must not be allowed to accumulate – rake up and remove them

6.18. Grass must be cut twice in a month covering the whole premises.

6.19. HOURS OF ATTENDANCE: PERSONNEL REQUIRED AND DAYS OF THE WEEK

5 Personnel including a site supervisor
Monday, Tuesday, Wednesday, Thursday, Friday
07H00 - 16H00

6.20. WORKING EQUIPMENT:

- Supply Full protective clothing
- Garden tools and equipment including
10 x plastic rakes
Bags for collecting garden waste
Spades, brooms, bags to remove garden waste
Slashers, bush knives, wheel barrows, petrol, oil and other materials.
- Transport to remove garden waste for disposal
- Proof of training provided in the use of machinery and equipment
- Proof of medical surveillance for workers-yearly
- Must provide safety demarcation signs
- Proof of registration with Workmen's Compensation
- Proof of registration with Bargaining Council
- Provide first aid kit for workers
- Damage to property due to grass cutting will be compensated by the company
- One firefighting equipment to be provided
- Site inspection on a regular basis at least twice a week by the service provider.
- The equipment used by the grounds men shall be kept in a safe condition and the use of such shall not prejudice the health and safety of the staff, patients and the general public.
- The contractor is responsible for providing all his/her own equipment, materials consumables and etc. (contractor to list all the working equipment he/she shall use in maintaining the facility's garden and grounds).

- The contractor shall provide all its staff with the same working uniform (company's name must be written on the uniform). Safety boots and name tags which must be worn all the time when performing duties of maintaining garden and grounds.

6.21. SITE SUPERVISION:

- There must a site supervisor/team leader to work and monitor the performance on a daily basis

- The service provider to monitor the performance on a weekly basis. The service provider must report to the Systems Manager on arrival before monitoring the performance of the grounds men.
- The contractor shall be expected to write in the log book whenever he/she visits the site and to resolve any issues.
- There shall be monthly meetings to be chaired by the Systems Manager.

6.22. ADDITIONAL REQUIREMENTS:

- The service provider must provide all the grounds men with uniforms, safety shoes and ID badges.
- The grounds men must be appropriately dressed all the times and ensure that they display their I.D. badges all the time. The name of the company must be printed on their uniforms.
- The grounds men must at all times be courteous and polite to staff, patients, visitors, doctors etc.
- The grounds men shall be allocated to work all the garden and grounds which belongs to St Mary's Hospital.
- The contractor must arrange at own cost relievers for biological breaks, annual leave and absenteeism.
- The service provider shall provide in service training to its employees to ensure that good quality service is provided and maintained. (proof of training shall be requested).
- The required number of staff must be on duty at all times as per the stated operating hours for the service provider.
- The service provider shall pay the grounds men the hourly rate accordingly.
- The service provider will be requested to submit payroll document so as to monitor that the grounds men are paid accordingly.
- Should the service provider not pay employees accordingly, the facility shall terminate the contract.
- A valid certificate of compliance must be submitted with your quotation. Failure to do so may result in the cancellation of the bid.
- No workers to participate in any strike action within the institution.
- Workers not to read office documents or rummage through office/kitchen waste

Site Improvements and Periodical Replanting Works

The Contractor will provide from time to time recommendations on improving the site's garden beds, lawn/grass areas and what else will improve the property appearance.

7. SAFETY

OH&S Requirements

- 7.1 Personnel to wear appropriate personal protective equipment (PPE) as each job requires –e.g. gloves, safety boots, earmuffs, safety clothing.
- 7.2 All safety procedures as outlined in JSAs are to be adhered to for the protection of not only the worker, but for any relevant personnel & the public also.
- 7.3 All staff to undergo medical surveillance twice per annum.
- 7.4 Letters of good standing with Department of Labour in terms of Occupational Health and safety must be submitted.

OBJECTIVE EVALUATION CRITERIA:

The Department will evaluate quotation received before the closing date and time using four (4) phases, these are peremptory requirements, should the bidder fail to comply, the bid will be regarded as non-responsive and be disqualified, namely:

Phase 1: Minimum Compulsory Requirements

Phase 2: Pre-qualification criteria for preferential procurement

Phase 3: Technical Evaluation/Functionality

Phase 4: Price and Preference Points System

Phase 1: Minimum Compulsory Requirements

NO.	REQUIREMENTS	COMPULSORY FOR PHASE 1	COMPULSORY FOR TENDER EVALUATION PURPOSES FOR PHASES 3 AND 4	FOR OFFICIAL USE ONLY		
				YES	NO	N/A

Prospective tenderers MUST ensure that the following Sections of the quotation document MUST be completed/adhered to, in ALL respects to qualify for the next stage of evaluation:

1.	Standard Quote Document	Yes	Yes			
2.	Official Price page	Yes	Yes			
3.	Declaration of Interest SBD 4	Yes	Yes			
4.	General Conditions of Contract (GCC)	Yes				
5.	Preference Points Claimed (SBD 6.1.)	Yes	Yes			
6.	Terms of Reference [TOR] OR (Specification)	Yes				
7.	Objective Evaluation Criteria	Yes	Yes			

Prospective tenderers MUST provide the following as Mandatory Requirements: Main Contractor

1	The Consortium/ Joint Venture/ Partnership agreement, if applicable. (Certified Copies).	Yes If Applicable	Yes (Phase 1) If Applicable			
2	A B-BBEE Status Level Verification Certificate/Sworn Affidavit (For EMEs & QSEs).	Yes	Yes			
3	Current letter of good standing for COIDA with valid reference number (to be verified online)	Yes	Yes			
4	Proof of Business Address (Preferably a Utility Bill, or alternatively, a Letter from the Ward Councillor) of the Main Contractor	Yes	Yes			

Phase 2: Pre-qualification criteria for preferential procurement

The Department has identified the following prequalification criteria in respect of this bid:

1. A Tenderer having a stipulated Level 1 B-BBEE status level of contributor
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Phase 3: Technical Evaluation / Functionality Criteria

No.	EVALUATION CRITERIA	WEIGHTING	SCORING (FOR OFFICIAL USE)
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1.	COMPANY EXPERIENCE	20	
1.1	<p>Years of experience in cutting grass or gardens and grounds services</p> <ul style="list-style-type: none"> ○ 3 Years or more : 20 Points ○ Less than 3 years : 10 Points ○ No proof of experience : 0 Points <p>Returnables:</p> <ol style="list-style-type: none"> 1. Detailed company profile demonstrating proven experience. 2. Attach letter, contract or service level agreement for at least two traceable trade <p>References to support your experience</p>	20	
2.	FINANCIAL CAPACITY	30	
2.2	<p>Financial Capacity: Submit Letter of Good Standing from the bank indicating turnover in the past 6 months (NB: Not the current bank balance). This is to demonstrate financial capabilities of the applicant to effectively and efficiently execute the contract: Turnover amounts are scored as follows:</p> <ul style="list-style-type: none"> ✓ R300,000.00 or more for the past 6 months : 30 Points ✓ Less than R300 000.00 for the past 6 months : 15 Points ✓ No proof/letter of turnover : 0 Points 	30	
3.	LOCALITY	40	
3.1.	<p>PROOF OF LOCAL BUSINESS ADDRESS</p> <ul style="list-style-type: none"> • Head Office in within the District : 40 points • Regional/Branch Office in Other KZN Districts: 20 Points • No proof of offices in KZN : 0 points <p>Returnables:</p> <ol style="list-style-type: none"> 1. Utility Bill / Lease Agreement for the company with Business Address / Letter from the Municipality LED Unit 	40	
4.	ROLL-OUT PLAN	10	
	<p>Detailed roll-out plan on how to execute the contract</p> <ul style="list-style-type: none"> • Project rollout activities: 10 Points • Project initiation activities: 5 Points • Key Milestones and other activities: 5 Points 		
<p>MINIMUM QUALIFYING SCORE(A Bidder that fails to obtain the 70 minimum qualifying score for functionality as indicated in the bid document is not an acceptable tender and will not proceed to the next phase 4 for Price and Preference Points System).</p>			

Phase 4: Price and Preference Points

The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R500 000 (all applicable taxes included); and
- Points for this bid shall be awarded for:

Price; and Status Level of Contributor.

The maximum points for this bid are allocated as follows:

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

STATUS LEVEL OF CONTRIBUTOR:

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


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

Failure on the part of a bidder/tenderer to submit proof of Status Level of Contributor together with the bid, this will be interpreted to mean that preference points for Status Level of Contributor is not being claimed, and zero (0) points will be allocated for B-BBEE.

The department reserves the right to require additional information to the bidder/tenderer, either before a quotation is awarded or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the department.


GENERAL NOTES:

- Contractor to report to the maintenance artisan for the site briefing.
- All material to be SABS approved.
- Any damages to hospital property will be repaired by the contractor at his/ her cost.
- Contractor is advised to visit the site prior to submitting quotes.
- Contractor to remove rubble and make well to site before handover.
- All work carried out to be of satisfaction to hospital management
- No storage will be provided for materials and equipment
- All contractor staff must be identifiable on site by wearing name tags

 PP

 G.P. NDABA
 SENIOR SYSTEMS MANAGEMENT OFFICER

DATE: 18/07/2022

 PP

 G.B. ZAMISA
 SYSTEMS MANAGER

DATE: 18/07/2022