



KWAZULU-NATAL PROVINCE  
HEALTH  
REPUBLIC OF SOUTH AFRICA

## KZN Health Intranet

HOME CORPORATE INFORMATION COMPONENTS DIRECTORY DISTRICT OFFICES HEALTH FACILITIES

KZN Health > Components > Supply Chain Management

### AdvertQuote



KWAZULU-NATAL PROVINCE  
HEALTH  
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### Quotation Advert

Opening Date:

Closing Date:

Closing Time: 11:00

#### INSTITUTION DETAILS

Institution Name:

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required:

Date Submitted:

#### ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ:

Item Category:

Item Description:   
NB:PLEASE ATTACH YOUR CSD REPORT ALONG WITH QUOTATION DOCUMENT.

Quantity (if supplies)

#### COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type:

Date:

Time:

Venue:

QUOTES CAN BE COLLECTED FROM:

QUOTES SHOULD BE DELIVERED TO:

#### ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name:

Email:

Contact Number:

Finance Manager Name:

Finance Manager Signature:

No late quotes will be considered

**STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT UNDER R30 000.00 incl VAT**

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: FORT NAPIER HOSPITAL  
 DATE ADVERTISED: 28 JUNE 2022 FACSIMILE NUMBER: 033-345 4295 EMAIL: FNH.Quotations@kznhealth.gov.za  
 ENQUIRIES REGARDING THE QUOTE: MS N.XULU CONTACT NUMBER: 033-260 4421  
 ENQUIRIES REGARDING TECHNICAL INFORMATION: MS C DIXON CONTACT NUMBER: 033-260 4382  
 PHYSICAL ADDRESS: 1 DEVONSHIRE ROAD, NAPIERVILLE PIETERMARITZBURG 3200

QUOTE NUMBER: ZNQ / UMG / FNH88 / 2022 - 23 CLOSING DATE: 12 JULY 2022 CLOSING TIME: 11:00  
 DESCRIPTION: SERVICING OF KITCHEN COOKING EQUIPMENT

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR OFFER BEING DISQUALIFIED)

NAME & ADDRESS OF BIDDER (FIRM)	
NAME OF BIDDER:	DATE:
PHYSICAL ADDRESS:	EMAIL ADDRESS:
CONTACT NUMBER:	FACSIMILE NUMBER:
SIGNATURE OF BIDDER:	SARS PIN:
[By signing this document, I hereby agree to all terms and conditions]	CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO.: ↓
UNIQUE REGISTRATION REFERENCE: ↓	M A A A

Does this offer comply with the specification?	State delivery period, e.g. 1day, 1week
Is the price firm?	All delivery costs must be included in the quoted price

Item No	Quantity	Description	Brand & model	Country of manufacture	Price	
					R	c
1		SERVICING OF KITCHEN COOKING EQUIPMENT				
		AS PER SPECIFICATION ATTACHED				
		SITE MEETING DATE:06/07/2022				
		TIME:11:00AM				
		VENUE: FORT NAPIER HOSPITAL SCM DEPARTMENT				
VALUE ADDED TAX @ 15% (Only if VAT Vendor)						
TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)						

- SPECIAL CONTRACT CONDITIONS OF QUOTATIONS**
  - The Department is under no obligation to accept the lowest or any quote.
  - 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.
  - ALL DECISIONS TAKEN BY THE DEPARTMENT ARE FINAL, INCLUDING THE AWARD OR CANCELLATION OF THIS QUOTATION.**
  - The price quoted must include VAT (if VAT vendor).
  - 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.
  - The bidder must ensure the correctness & validity of the quotation:
    - 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
    - it is the responsibility of the bidder to confirm receipt of their quotation and to keep proof thereof.
  - The bidder must accept full responsibility for the proper execution & fulfillment of all obligations conditions dovelling on under this agreement, as the Principal (s) liable for the due fulfilment of this contract.
  - 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.
  - Offers must comply strictly with the specification.
  - Only offers that meet or are greater than the specification will be considered.
  - Late offers will not be considered.
  - Expired products will not be accepted. All products supplied must be valid for a minimum period of six months.
  - Used/ second-hand products will not be accepted.
  - A bidder not registered on the Central Suppliers Database or whose verification has failed will not be considered.
  - All delivery costs must be included in the quoted price for delivery at the prescribed destination.
  - 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.
  - In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
  - In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered.
  - Verification will be conducted to identify if bidders have multiple companies and are cover-quoting for this bid.
  - 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.
- SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF THIS QUOTATION**
  - 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.
  - 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.
  - The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
  - 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.
  - Any alteration made by the bidder must be initialed. Failure to do so may render the response invalid.
  - Use of correction fluid is prohibited and may render the response invalid.
  - Quotations will be opened in public as soon as practicable after the closing time of quotation.
  - Where practical, prices are made public at the time of opening quotations.
  - 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.
  - The Department is under no obligation to pay suppliers in part for work done if the supplier can no longer fulfil their obligation
- SPECIAL INSTRUCTIONS REGARDING HAND-DELIVERED QUOTATIONS**
  - Quotations shall be lodged at the address indicated no later than the closing time specified for their receipt and in accordance with the directives in the quotation documents.
  - 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.
  - 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.
  - 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.
  - 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.
  - Quotation documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.
- THE DEPARTMENT RESERVES THE RIGHT TO PASS OVER ANY QUOTATION WHICH FAILS TO COMPLY WITH THE ABOVE.**

FORT NAPIER HOSPITAL  
 033-260-4421  
 033-260-4382  
 PIETERMARITZBURG



**PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF HEALTH**

ZNQ                      - 22/23

**SERVICING OF KITCHEN COOKING EQUIPMENT  
AT  
FORT NAPIER HOSPITAL**

**1. PROJECT SPECIFICATIONS**

**Contractor's CIDB Requirements: 1ME and must be the company who specialize in industrial kitchen equipment**

**1.1 SCOPE OF CONTRACT**

This Contract is for the execution of the project indicated above.

**1.2 CONTRACT DRAWINGS**

Drawing N/A

**1.3 CONDITIONS OF CONTRACT AND PRELIMINARIES**

**1.3.1 PERIOD OF CONTRACT**

TWO (2) *Weeks* as the Contract Period for the completion of the Work from date of Site handover.

**1.3.2 CONTRACT GUARANTEE:**

Damage to the existing buildings - Bidders to note that any damages done or occurring to any of the buildings will be repaired at the expense of the contractor/ Tenderer.

The repairs must be to the satisfaction of the Kwa Zulu- Natal Department of Health.

Bidders are advised to visit the site prior to tendering and to acquaint themselves with the nature of the work to be done and access to the siting of the existing buildings etc., as no claim whatsoever will be allowed on the grounds of ignorance of the conditions under which the work will be executed.

Successful Tenderer will not **BE** required to submit a contract guarantee.

**1.3.3 GUARANTEE PERIOD**

**1.3.3.1 PENALTY FOR NON COMPLETION**

**Penalties of 0.04% a day shall apply for non-completion.**

**1.3.4 SITE AND MODE OF PROCEDURE**

The work contained in this contract will be carried out on the site of the existing **Fort Napier Hospital.**

The Bidder is advised that the existing premises will be occupied throughout the period of the contract, and that the minimum amount of disruption to services is of the utmost importance.

Damage to the existing buildings - Bidders to note that any damages done or occurring to any of the buildings will be repaired at the expense of the contractor/ Bidder.

The repairs must be to the satisfaction of the Kwa Zulu- Natal Department of Health.

Bidders are advised to visit the site prior to tendering and to acquaint themselves with the nature of the work to be done and access to the siting of the existing buildings etc., as no

claim whatsoever will be allowed on the grounds of ignorance of the conditions under which the work will be executed.

### **1.3.5 SATISFACTORY INSTALLATION**

The whole of the installation shall be carried out in accordance with the South African Bureau of Standards Code of Practice for the application of National Building Regulations, the KZNPA Standard Preambles to all Trades, the KZNPA General Specification,

Copies of the KZNPA Standard Preambles to all Trades and the KZNPA General plumbing Specification are available at the office of the Secretary for Health – KwaZulu-Natal and can be obtained on request.

### **1.3.6 CERTIFICATE OF COMPLIANCE**

NUL

### **1.3.7 GENERAL**

The Bidders / Contractors will be responsible for all masonry/electrical work associated with the installation and making good of all work related to the installation. The patching and painting (If Any) must be to the satisfaction of the KwaZulu-Natal Department of Health.

### **1.3.8**

- At least three proof of completion certificates for the previous industrial kitchen equipment services or repairs.

## **2.1 GENERAL**

This TECHNICAL SPECIFICATION shall be read in conjunction with all other sections of the SPECIFICATION and cognisance shall be taken of the clauses relevant to this particular installation, whether any specific clauses are referred to or not.

### **2.1.1 SCOPE**

Service to kitchen equipment.

### **2.1.2 WORK TO BE CARRIED OUT**

- 1) Servicing of kitchen cooking Equipment
- 2) Repair all canopy lights
- 3) Cleaning of filters in the canopy extractor
- 4) Check and clean the extractor fan motor
- 5) Check oil level
- 6) Fill oil on the steam jackets pots using the correct oil as per manufactures specification
- 7) Check the oil leaks and repair
- 8) Check all pilot lamps and replace.
- 9) Check all elements and replace
- 10) Check all electrical connections are for tightness.
- 11) Check and repair water leaks on the drain taps
- 12) Check control switches and indicator lamps
- 13) Check electrical supply cable ,conduits and Sprague including earth continuity
- 14) Check condition of panel wiring.
- 15) Check wall isolator.
- 16) Check the size of MCB
- 17) Check total amperage of elements

- 18) Check tilt mechanism -adjust as required
- 19) Check lid hinges, spring and lubricate.
- 20) Lid handles and insulation
- 21) Check external appearance and cleanliness
- 22) Check internal for defects
- 23) Clean down the tilting pan
- 24) Check machine for corrosion, treat and touch up with paint.

**PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF HEALTH**

**ZNQ - 22/23**

**SERVICING OF KITCHEN COOKING EQUIPMENT  
AT  
FORT NAPIER HOSPITAL**

**3. SCHEDULE OF RATES**

**PREAMBLE TO SCHEDULE OF RATES**

**Items and Pricing**

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

**Tax and Duties**

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

**Rates**

Except where provision is made in the Schedule of Rates, the rates and prices inserted shall be the full rates and prices for the service delivered described under the respective items and shall cover all labour, transport, overhead charges and profit, etc. as well as the general liabilities, obligations and risks arising out of the Conditions of Contract, the overhead charges and profit being spread proportionately over the rates of the relative items in the Schedule of Rates

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

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		TOTAL	
				R	c	R	c
	<b>NOTE:</b> 1) Where items are described as "Or other approved", approval must be obtained prior to tendering or submission of documents. 2) <b>Where brand names are given in the following items, the materials used shall be of the makes and type specified or other approved by the engineer.</b> 3) All rates quoted shall be inclusive of transport, labour and profit.						
	<b>INSTITUTION : FORT NAPIER HOSPITAL</b>  <p style="text-align: center;">ZNQ                      - 22/23</p> <b>SERVICING OF KITCHEN COOKING EQUIPMENT</b>						
	<b>Tilting Pans</b>						
1	Check control switches and indicator lamps	each	02				
2	Check all electrical connections are for tightness	each	02				
3	Check electrical supply cable ,conduits and Sprague including earth continuity	each	02				
4	Check condition of panel wiring.	each	02				
5	Check wall isolator.	each	02				
6	Check the size of MCB	each	02				
7	Check total amperage of elements	ach	02				
8	Check tilt mechanism -adjust as required	each	02				
9	Check lid hinges, spring and lubricate	each	02				
10	Lid handles and insulation	each	02				
11	Check external appearance and cleanliness	each	02				
12	Check internal for defects	each	02				
13	Check machine for corrosion, treat and touch up with paint	each	02				
14	Clean down the tilting pan	each	02				
	<b>PS 1</b>						



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

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		TOTAL	
				R	c	R	c
<b>Steam jacket Pots</b>							
1	Ensure that no water leaks on taps	each	02				
2	Align lid hinges and lubricate	each	02				
3	Ensure that each lid handles is firm on the and insulated	each	02				
4	Test base for corrosion	each	02				
5	Ensure that jacket heater is functional	each	02				
6	Check all pilot lamps and replace.	each	02				
7	Fill oil on the steam jackets pots using the correct oil as per manufactures specification	each	02				
8	Check the oil leaks and repair	each	02				
9	Check control switches and indicator lamps	each	02				
10	Check internal for defects	each	02				
11	Check the size of MCB	each	02				
12	Lid handles and insulation	each	02				
13	Check external appearance and cleanliness	each	02				
14	Check all electrical connections are for tightness	each	02				
<b>PS 2</b>							

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

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		TOTAL	
				R	c	R	c
	<b>Extractor Canopy</b>						
1	Remove and clean filters	item	all				
2	Decrease and clean canopy ,drain and ducting	item	all				
3	Check lighting	item	all				
4	Check contactor and O/L settings	each	01				
5	Check electrical connections	item	all				
6	Check motor, fan and blades	each	02				
7	Check mountings	item	all				
8	Check sound attenuator	item	all				
9	Megger test motor	each	02				
10	Check exhaust cowl	each	02				
11	Check canopy lights and repair	each	08				
12	Clean the extractor canopy	each	02				
	<b>Combo Oven</b>						
	Check all door rubber and replace	each	02				
	Check and clean all electrical components	each	02				
	Check all thermostat operation	each	02				
	Check the fan operation	each	02				
	Check elements	each	02				
	Check for operation lights	each	02				
	Cleaning the interior using soft wet cloth	each	02				
	Cleaning of drain pipes	each	02				
	<b>NB: The contractor to ensure the proper functionality of the whole kitchen equipment before leaving site, and provide comprehensive written report for all equipment.</b>						
	<b>PS 3</b>						

**PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF HEALTH**

**ZNQ                    - 22/23**

**SERVICING OF KITCHEN COOKING EQUIPMENT  
AT  
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**NOTE:**

THIS COLLECTION SUMMARY MUST BE COMPLETED IN FULL BY THE CONTRACTOR AND RETURNED TOGETHER WITH THE TENDER FORM.

Collection Summary    PS 1	R		
Collection Summary    PS 2	R		
Collection Summary    PS 3	R		
SUB-TOTAL "A"	R		
ADD Provision for Value Added Tax Allow 15% of SUB-TOTAL "A"	R		
<b>TOTAL: CARRIED TO TENDER FORM</b>	<b>R</b>		

**IMPORTANT**  
*THIS FORM IS ONLY TO BE INCLUDED AND COMPLETED WHEN APPLICABLE TO THE QUOTATION.*

**OFFICIAL BRIEFING SESSION / SITE INSPECTION CERTIFICATE**

Site/building/institution involved: **FORT NAPIER HOSPITAL**

Quotation No.: **ZNQ - 22/23**

Service: **SERVICING OF KITCHEN COOKING EQUIPMENT ROOM**

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THIS IS TO CERTIFY THAT..... OF (STATE NAME OF TENDERER)  
..... VISITED AND INSPECTED THE SITE ON  
..... (DATE) AND IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES AND THE  
SCOPE OF THE SERVICE TO BE RENDERED.

.....  
**SIGNATURE OF TENDERER OR AUTHORISED REPRESENTATIVE**

**DATE** :.....

.....  
**SIGNATURE OF DEPARTMENTAL REPRESENTATIVE**

**DEPARTMENTAL STAMP:**

**DATE:**.....