



**KWAZULU-NATAL PROVINCE**  
HEALTH  
REPUBLIC OF SOUTH AFRICA

## KZN Health Intranet

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### AdvertQuote



**KWAZULU-NATAL PROVINCE**  
HEALTH  
REPUBLIC OF SOUTH AFRICA

## Quotation Advert

Opening Date:

Closing Date:

Closing Time: 11:00

### INSTITUTION DETAILS

Institution Name:

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division of section: Central Supply Chain Management

Place where goods / services is required:

Date Submitted:

### ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ:

Item Category:

Item Description:

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: NDWEDWE COMMUNITY HEALTH CENTRE  
 DATE ADVERTISED: 08 / 06 / 2022 FACSIMILE NUMBER: 032 - 532 3628 EMAIL: ndwedwehc.scmquotations@kznhealth.gov.za  
 ENQUIRIES REGARDING THE QUOTE: MARIA KEKANA CONTACT NUMBER: 032 - 532 3044  
 ENQUIRIES REGARDING TECHNICAL INFORMATION: ..... CONTACT NUMBER: .....  
 PHYSICAL ADDRESS: P100 CANELANDS ROAD, NEXT TO BOXER SUPERSTORES

QUOTE NUMBER: ZNQ/NDW/48-22/23 CLOSING DATE: 15 / 06 / 2022 CLOSING TIME: 11:00

DESCRIPTION: SERVICE TO AIRCONDITIONERS

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: ↓	

Does this offer comply with the specification?	State delivery period, e.g. 1 day, 1 week
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
		SERVICE TO AIRCONDITIONERS - SPEC ATTACHED				
01	54 UNITS	NDWEDWE CHC				
02	01 UNIT	THAFAMASI CLINIC				
03	08 UNITS	MWOLOKOHLO CLINIC				
04	06 UNITS	WOSIYANE CLINIC				
		No partial delivery / payment except on concurrence				
		Delivery period must be atleast a week / month except on concurrence. Attach CSD page with CSD registration number and unique reference number. Quotation and SBD4 must be completed in full and signed.				
VALUE ADDED TAX @ 15% (Only if VAT Vendor)						
TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)						

1. SPECIAL CONTRACT CONDITIONS OF QUOTATIONS
  - 1.1. The Department is under no obligation to accept the lowest or any quote.
  - 1.2. 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.
  - 1.3. ALL DECISIONS TAKEN BY THE DEPARTMENT ARE FINAL, INCLUDING THE AWARD OR CANCELLATION OF THIS QUOTATION.
  - 1.4. The price quoted must include VAT (if VAT vendor).
  - 1.5. 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.
  - 1.6. 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.
  - 1.7. 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.
  - 1.8. 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.
  - 1.9. Offers must comply strictly with the specification.
  - 1.10. Only offers that meet or are greater than the specification will be considered.
  - 1.11. Late offers will not be considered.
  - 1.12. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
  - 1.13. Used/ second-hand products will not be accepted.
  - 1.14. A bidder not registered on the Central Suppliers Database or whose verification has failed will not be considered.
  - 1.15. All delivery costs must be included in the quoted price for delivery at the prescribed destination.
  - 1.16. 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.
  - 1.17. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
  - 1.18. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered.
  - 1.19. Verification will be conducted to identify if bidders have multiple companies and are cover-quoting for this bid.
  - 1.20. 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.
2. SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF THIS QUOTATION.
  - 2.1. 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.
  - 2.2. 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.
  - 2.3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
  - 2.4. 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.
  - 2.5. Any alteration made by the bidder must be initialled. Failure to do so may render the response invalid.
  - 2.6. Use of correction fluid is prohibited and may render the response invalid.
  - 2.7. Quotations will be opened in public as soon as practicable after the closing time of quotation.
  - 2.8. Where practical, prices are made public at the time of opening quotations.
  - 2.9. 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.
  - 2.10. The Department is under no obligation to pay suppliers in part for work done if the supplier can no longer fulfil their obligation
  3. SPECIAL INSTRUCTIONS REGARDING HAND-DELIVERED QUOTATIONS
    - 3.1. 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.
    - 3.2. 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.
    - 3.3. 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.
    - 3.4. 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.
    - 3.5. 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.
    - 3.6. Quotation documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.
  4. THE DEPARTMENT RESERVES THE RIGHT TO PASS OVER ANY QUOTATION WHICH FAILS TO COMPLY WITH THE ABOVE.

**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 interest<sup>1</sup> 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.

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 consortium<sup>2</sup> 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**

<sup>1</sup> 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.

<sup>2</sup> 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.



**health**

Department:  
Health  
PROVINCE OF KWAZULU-NATAL

**DIRECTORATE: NDWEDWE CHC**

MAINTENANCE DEPARTMENT

Physical Address: P100 Main road, Ndwedwe Central, 4342  
Postal Address: Private Bag X 528, Ndwedwe, 4342  
Tel: 032 532 3048 Fax: 032 532 3628 Email: Xolani.Dlamini2@kznhealth.gov.z

ZNQ -  
NDWEDWE CHC & CLINICS -

Service to air conditioning

## SCHEDULE OF RATES

### 4.1 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 quoting as to the correctness and sufficiency of his quote for the contract and of the rates and prices stated in the Schedule of Rates.

### 4.2 TAX AND DUTIES

Prices, quoted 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).**

### 3.3 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 labor, 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.

For all floor coverings are to include for laying as described, for cleaning down backing surfaces before laying and for all square and ranking cutting and waste and fitting, fair edges where no skirting occur, protection from injury and for cleaning down etc. as described at completion.

Rates for all finings are to include for lying as described, cleaning down backing surfaces before laying, sizing backing surfaces if necessary to ensure proper adhesion, all square and raking cutting and waste and fitting, fair etc. as described at completion.

Rates for skirting, stair nosing, edging strips, etc. are to include for fixing as described, cutting to lengths, and fitting at intersections, miters, ends, etc. and for cleaning down at comp

Any

NO		IT	R	c	R	c
	<p>All items to be priced fully inclusive of all charges e.g. labour, plan, profit etc. but excluding Value added tax Contractors are advised to visit site to acquire them with site and lay out of the institution premises during the contract is not allowed &amp; arrangements for accommodation will have to be allowed for. all items are subjected to re-measure</p> <p>Tenders are referred to the project specifications for full description of materials, etc. to be used .all works shall be done strictly accordance with the specification &amp; leave in perfect working order after completion</p>	No				
1	<p>Allow to hire or employ a local residential citizen. That will help to open up job opportunities for a community of the area it's a mandatory (while you are conducting service)</p>					
2	<p>This service is a twice yearly frequency.</p> <p>Allow to quote for a two year service.</p> <p>dates of services will be improvised by an artisan maintenance supervisor</p>					
3	<p><b>Service to air conditioning</b></p> <p><b><u>Allow for service ,fault finding &amp; report formally including</u></b> <b><u>Coast for repairs required, to be done</u></b> <b><u>By a skulled service provider artisan or technician,</u></b></p> <p><b><u>NB!!!</u></b></p> <p><b><u>Qualification to be attached to a tender documents</u></b> <b><u>For evaluation purpose</u></b></p> <p>Attach valid tax clearance certificate BEE certificate proof of registration to CSD CIDB Letter of good standing A company grade regarding mechanical &amp; electrical A company must improvise profile of a previous work in health department if not attached an approved certificate Or a letter that comes from a manufacture/ a service or A service provider of a machine That authorised you to do service qualifications of air Refrideration &amp; air conditioning</p>					

NO			R	c	R	c
12	allocated at NDWEDWE CHC Samsung silver Nano split unit Samsung window LG window Airwell splits Daewoo splits Aux splits Carrier splits Sinro gree splits Alliamces split Alaska splits Window alliance	No 01 04 25 05 03 03 02 01 02 07 01				
13	Mwolokohlo clinic Daikin split	08				
14	Thafamasi clinic 18000 btu carrier split	01				
15	Wosiyane clinic Window LG SPLIT UNIT	02 09				
	<u>Allow for a replacement of the following electrical &amp; mechanical fittings</u> <u>That needs to be replaces when its necessary</u> <u>Re-gassing &amp; sealing of leaks</u> <u>Thermostats</u> <u>Controller</u> <u>Check unit is runing, undue noise &amp; vibration, selector switch operating all modes, thermostat operation,</u> <u>clean filter media, test for refrigerartion leaks,</u> <u>check all pips insulation,</u> <u>check that condansate drain is free of blockable,</u> <u>check &amp; obseve operation of reserve solenoid where applicable,</u> <u>check compresor temination, &amp; overload klaxon, check all start &amp; run capacitor,</u> <u>clean evaporator coil, clean condensor coil,</u> <u>check operation resistance heater &amp; overload stats, check de-icing stat where applicable,</u> <u>check the operation of baffle board &amp; air vent/haust control,</u> <u>scrape, treat &amp; paint all rust as well as corrosion, including outside grill &amp; architraves.</u> <u>Fully complete form CODE;ACC-01 to be handed over on completion of service</u>	As per air Cond				
18	Allow 12 months guarantee Tenderer must allow improvising in connection with acquiring the services of the accredited Safety, Health and environment Consultant to prepare safety plan, risk assessment schedule and do regular inspections for the duration of the contract in compliance with Occupational and Safety act. (Assessment to be forwarded to Department of Health Occupational Health and Safety in Natalia.) Tenderer will not be allowed to start work without submission of Safety Plan	No No	Item item			
19	R 1 500.00 (ONE THOUSAND FIVE HUNDRED RANDS) PER DAY WILL BE CHARGED, FROM DAY I (ONE) AFTER CONTRACT EXPIRED		Item			
20	TENDERES ARE ADVISED THAT ANY WORK DONE NOT UP SATISFACTORY OF THE DEPARTMENT, TENDERER MUST RE-DO WORK AT OWNNER'S EXPENSE.		Item			
21					R	R
	CARRIED TO COLLECTION SUMMARY	PS 2				



**health**

Department:  
Health  
PROVINCE OF KWAZULU-NATAL

**DIRECTORATE: NDWEDWE CHC**

Physical Address: P100 Main road, Ndwedwe Central 4342  
Postal Address: Private Bag X 528, Ndwedwe, 4342  
Tel: 032 532 3048 Fax: 032 532 3628 Email: Xolani.Dlamini2@kznhealth.gov.za

MAINTENANCE DEPARTMENT

**COLLECTION SUMMARY**

**Institution Ndwedwe & clinics**

**Project description: service  
to air conditioning**

NOTE:

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

<b>BILL</b>	<b><u>FINAL SUMMARY</u></b>	<b>PAGE NO.</b>	<b>AMOUNT</b>
1	Service to air conditioning		
2	Contingencies@10%		
	Sub Total		
	Value Added Tax@15%		
	<b>Carried to Form of Tender</b>		