



KWAZULU-NATAL PROVINCE  
HEALTH  
REPUBLIC OF SOUTH AFRICA

KZN HEALTH

# KZN Health Intranet

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KZN Health > Components > Supply Chain Management

## AdvertQuote



KWAZULU-NATAL PROVINCE  
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## Quotation Advert

Opening Date: 2022-06-22

Closing Date: 2022-07-01

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, Marianhill 3610

Date Submitted: 2022-06-22

### ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: SMM/081/23

Item Category: Services ▾

Item Description: SERVICE OF EXTRACTOR FANS  
\*SEE ATTACHED DETAILED SPECIFICATION

Quantity (if supplies): AS ABOVE

### COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Compulsory Site Visit ▾

Date: 2022-06-28

Time: 10:00 AM

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

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

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 Mthethwa

Finance Manager Signature:

No late quotes will be considered







## 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: .....

**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:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	<b>20</b>
<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		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..... ..... .....

NOTE: This estimate form shall be used for Repair work, when the scope of work is not known and only one quotation is obtained. The work done shall be measured on completion and shall be at proven time, travel and costs in accordance with the Contract ZNB5730/2014H Clause B31 to B33

PROVINCE OF KWAZULU-NATAL - DEPARTMENT OF HEALTH	
<b>ESTIMATE FORM FOR : CONTRACT ZNB 5730/2014-H &amp; ZNB 5731/2013-H: THE MAINTENANCE AND REPAIR OF FIXED MECHANICAL PLANT, EQUIPMENT AND INSTALLATIONS INSTALLED IN KWAZULU-NATAL PROVINCIAL HOSPITALS, CLINICS AND BUILDINGS</b>	
SUBMIT TO: <b>SUPPLY CHAIN MANAGEMENT</b>	FOR ATTENTION: <b>SCM</b>
INSTITUTION: <b>ST MARY'S DISTRICT HOSPITAL</b>	NSI No.: <b>101/2022</b>
SCOPE OF WORK: (A description of the work quoted for is required).	
<b>SERVICE OF EXTRACTOR FANS</b>	
I/We hereby quote for the above work in accordance with the conditions as specified in Contract ZNB5730/2014H. Materials, component/ancillary parts: Firm Price. When applicable a detailed list of materials etc. showing unit costs shall be provided.	
A. Quoted for Bought Out Items	(Excluding VAT)(Carried forward) <u>R</u>
Mark Up @ ..... %	(Maximum Mark Up = 20% for values R0.00 to R299 999.99) <u>R</u>
Mark Up @ ..... %	(Maximum Mark Up = 15% for values R300 000.00 to R500 000.00) <u>R</u>
Mark Up @ ..... %	(Maximum Mark Up = 13% for values over R500 000.00) <u>          </u>
B. Quoted for Proprietary Items	(Excluding VAT)(Carried forward) <u>R</u>
C. Quote for Sub-Contract Items	(Excluding VAT)(Carried forward) <u>R</u>
Mark Up @ ..... %	<u>R</u>
D. Labour, Travelling, Subsistence and Transport. This price shall be firm in respect of materials etc. quoted for.	(Excluding VAT) (Brought forward) <u>R</u>
E. Less credit for redundant materials, parts and equipment if applicable	<u>R (            )</u>
	SUBTOTAL <u>R</u>
	VAT @ ..... % <u>R</u>
F. This Price in SA Currency firm for 90 days from date of the estimate quotation and shall not be exceeded. To be measured on completion.	<u>R</u>
<b>Time required for completion ..... weeks from receipt of official order.</b>	
NAME OF SERVICE PROVIDER:	ZNB 5730/2014H
CIDB REGISTRATION NUMBER .....	CIDB CATEGORY:
CSD NO: <b>MAAA</b>	UNIQUE NO:
SERVICE PROVIDER'S AUTHORISED SIGNATURE:	QUOTE REF No
NAME IN BLOCK LETTERS:	DATE:
COMPANY STAMP:	



**D.1 SCHEDULE OF PRICES  
LABOUR, SUBSISTENCE, TRAVEL AND TRANSPORT REPLACEMENT AND  
ADDITIONAL EQUIPMENT**

D.1.1 LABOUR		No. of	TOTAL HOURS	RATE/HR	AMOUNT	
a)	Artisans	.....	.....	R 351.45	R.....	
b)	Apprentice	.....	.....	R 138.45	R.....	
	1 <sup>st</sup> Year	.....	.....	R 175.73	R.....	
	2 <sup>nd</sup> Year	.....	.....	R 210.87	R.....	
	3 <sup>rd</sup> Year	.....	.....	R 310.45	R.....	
	4 <sup>th</sup> Year	.....	.....	R 166.14	R.....	
c)	Semi-skilled	.....	.....	R 87.86	R.....	
d)	Unskilled	.....	.....			
D.1.2 SUBSISTENCE		No. of	TOTAL DAYS	RATE/24HR DAY		
a)	Artisans	.....	.....	R 511.50	R.....	
b)	Apprentice	.....	.....	R 511.50	R.....	
c)	Semi-skilled	.....	.....	R 511.50	R.....	
d)	Unskilled	.....	.....	R 511.50	R.....	
D.1.3 HOTEL/ACCOMMODATION			No. of Persons	No. of Nights	Cost per Night as per Suppliers Invoice	
.....			.....	.....	R.....	
NOTE: When applicable you may only claim for Accommodation <u>OR</u> Subsistence <b>NOT</b> both						
D.1.4 TRAVEL			TOTAL Km	RATE/Km		
D.1.4.1 From service provider's premises to site .....				Petrol	Diesel	
a)	trips (skilled)	.....	.....	Delete as applicable		R.....
b)	@ ..... km per trip	.....	.....	R 8.37	R 8.37	R.....
	.....trips (Semi-skilled)	.....	.....	R 6.06	R 6.06	R.....
	@ ..... km per trip	.....	.....			
D.1.4.2 From accommodation to site						
a)	..... trips (skilled)	.....	.....	R 8.37	R 8.37	R.....
b)	@ ..... km per trip	.....	.....			
	.....trips (semi-skilled)	.....	.....	R 6.06	R 6.06	R.....
	@ ..... km per trip	.....	.....			
D.1.5 ADDITIONAL LABOUR TRAVELLING WITH DRIVER			TOTAL HOURS	RATE/HR	AMOUNT	
a)	..... x Additional Artisan/s ..... trips (skilled) @ ..... km per trip ÷ 80km/hr		.....	R 351.45	R.....	
b)	..... x Additional Semi-Skilled ..... trips (semi) @ ..... km per trip ÷ 80km/hr		.....	R 166.14	R.....	
c)	..... x Additional Unskilled ..... trips (unskilled) @ ..... km per trip ÷ 80km/hr		.....	R 87.86	R.....	
d)	..... x Additional Apprentice/s ..... trips (semi) @ ..... km per trip ÷ 80km/hr		.....	R.....	R.....	
SUBTOTAL CARRIED FORWARD TO PAGE 4					R.....	

SUBTOTAL BROUGHT FORWARD FROM PAGE 3					R.....
D.1.6	TRANSPORT		TOTAL Km	RATE	
a)	Haulage to site ..... trips				
	@ .....km per trip		2.5 tone	R 10.33	R.....
	@ .....km per trip		3 tone	R 11.98	R.....
	@ .....km per trip		5 tone	R 13.87	R.....
	@ .....km per trip		7 tone	R 16.09	R.....
	@ .....km per trip		10 tone	R 18.64	R.....
b)	Cranage to and on site @ sub contract rate		R.....	x 1.10	R.....

TOTAL AMOUNT CARRIED FORWARD TO PAGE 1 ITEM (D) **R** \_\_\_\_\_.



# END-USER SPECIFICATION FORM

Quote Number: ZNQ/SMM/021/23

Item Description: servicing of hospital extractor fans  
Department/Section: SYSTEMS (MAINTENANCE) Purpose of Item: To ensure fresh air in the departments

**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, etc.)? Yes / No:  
Regulatory Body / certification required if Yes: SABS CIDB

1.2. Is a compulsory site inspection / briefing session required? / yes  
if Yes, specify: Date            /            /            Time            Place           

1.3. Is local production and content part of the quote? Yes / ~~No~~  
if Yes, specify:           

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.	
4.	
5.	

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            Time            Place           

or  
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. Makhanya</u>
Designation / Rank (in full)	<u>SSMO</u>	Designation/ Rank (in full)	<u>SCM SUPERVISOR</u>
Signature	<u>[Signature]</u>	Signature	<u>[Signature]</u>
Date	<u>30/05/2022</u>	Date	<u>25/06/2022</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: SERVICING OF 75 EXTRACTOR FANS

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	<p><b>Compulsory Site Meeting : Compulsory</b></p>
3	<p><b>COMPULSORY: VALID CIDB REGISTRATION: Minimal Grade 1 EB AND GB</b>  <b>COMPULSORY: CERTIFIED COPIES OF COC CERTIFICATE</b>  <b>COMPULSORY: CERTIFIED COPIES OF ELECTRICIAN</b>  <b>COMPULSORY: BILL OF QUANTITIES DOCUMENT</b></p>
4	<p><b>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.</b></p>
5	<p><b>OFFICIAL DOCUMENTATION:</b></p> <p>5.1 Compulsory Official price quotation page            5.2 Compulsory Official SBD Forms            5.3 Compulsory Original Valid SARS as per CSD            5.4 Compulsory Valid CIDB Certificate – copies must be certified by a Commissioner of Oaths            5.5 Valid BBBEE Certificate – copies must be certified by a Commissioner of Oaths to qualify for Preference Points.            5.6 <b>Compulsory Treasury Central Supplier Database Registration (CSD)</b></p>



## TECHNICAL SPECIFICATION

6

### 6.1. Service of 75 Extractor fans

NO.	DESCRIPTION	QUANTITY	AMOUNT
01	Inspect air filters and clean off loose dirt. Replace if necessary		
02	Check noise and vibration and rectify if necessary		
04	Check lubrication of the fan and grease if accessible		
05	Check Bearings for end play and wear		
06	Clean around grease nipple		
07	Clean and inspect looseness and corrosion		
08	Inspect tightness and check fan rotation		
09	Clean the impeller for any built up of dirt		
10	Check mounting of the fan and fix if required and fan blade wear (where accessible)		
11	Check tightness of the sheaves and bearing collar		
12	Check and tighten as necessary the mounting bolts		
13	Check effectiveness of Anti-vibration mountings		
14	Inspect for condition of impeller		
15	Check for soundness and ensure electrical connections are secure for flexible conduits		
16	Check integrity of electrical insulation flexible conduits connections and wiring		
17	Check and clean wall intake and wall discharge louvers		
18	Clean and check correct operation of automatic shutters (Dampers)		

#### **Kindly see attached list**

- 6.2 Services with Safety Certification and Service guarantees. To include all Inspection Reports as per the Occupational Health and Safety Act 85 of 1993.
- 6.3 To perform the work required in terms of this contract during normal working hours except in the case of an emergency.
- 6.4 To allow for Contractor inspections by an Inspector from the Department of Labour, workmen, lights, tools, instruments and other equipment required by the inspector for the purpose of the inspection.
- 6.5 To allow for any additional inspections called for by the OHSA (Occupational Health and Safety Act) 85, of 1993 – this mandatory requirement will form part of this contract.
- 6.6 Unforeseen or Emergency Breakdown/s and Repair/s:  
 To replace any part of the existing components, when such replacement or repair has been occasioned by fair wear and tear and in the Contractor's opinion is essential for the safe functioning of the electrical wiring. All identified replacement/s or repair/s and down time to be detailed in a report and handed to the maintenance manager. The following compulsory documentation will be required for all repairs before commencing with such repair/s:
- Detailed Report
  - Compulsory Official Price Quotation Price Page.
  - Compulsory SBD4 Form
  - Compulsory Bill of Quantities Form
  - Job card, safety certification and completion certificate

No	LOCATION	NUMBER OF FANS	DESCRIPTION	COMMIT
1	Food services department	1	extractor fan with 10 grids	
2	cleaning services female abluion	1	extractor fan with 7 grids	
3	cleaning services male abluion	1	extractor fan 3 grids	
4	Acute ward	1	extractor fan ducted	
5	Labour ward	16	extractor fans	
6	Medical ward B	3	ceiling Extractor fan	
7	Medical ward male toilet	3	ceiling Extractor fan	
8	Medical ward extension ward	2	ceiling Extractor fan	
9	OPD Male toilet	3	ceiling Extractor fan	
10	OPD Veranda	3	ceiling Extractor fan	
11	POPD	1	ceiling Extractor fan	
12	Pharmacy	2	ceiling Extractor fan	
13	Parkhome	5	extractor fan	
14	Marian wing(O,N,M,L,K,T)	9	extractor fan ducted	
15	Marian wing(Staff kitchen)	3	Extractor fan	
16	X RAY	3	Extractor fan ducted	
17	Chiller plant room	2	Extractor Fan	
18	Container Medical waste	1	Extractor fan	
19	Registry (snake park)	12	Extractor fans	
20	Laundry	3	Extractor Fan	
21	TOTAL NUMBER OF EXTRACTOR FANS	75		
22				

- Proof of guarantees pertaining to workmanship, materials and parts
- 6.7 Contractor must supply all user manuals and service manuals or guides on in house maintenance.
- 6.8 NO SUB CONTRACTING WILL BE ALLOWED FOR THIS CONTRACT. ONLY COMPANIES SPECIALISING IN THIS FIELD WILL BE CONSIDERED. SHOULD THE CONTRACTOR REQUIRE THE SERVICES OF AN AGENT OR A SPECIALIST SUB CONTRACTOR IN THIS FIELD EXTERNAL TO HIS/HER COMPANY – THIS MUST BE INDICATED IN THE BILL OF QUANTITIES DOCUMENT & IN THE OFFICIAL PRICE QUOTATION PAGE.**

7 GENERAL TERMS AND CONDITIONS

- 7.1 The Contractor to commence work on receipt of order or prior arrangement. Contractor to ensure he/she informs the Maintenance Manager of repairs with approximate down time. Only the authorised person/s will permitted on site for the repairing.
- 7.2 Contractors to work within normal working hour's i.e. 07H00 to 15H30, unless prior arrangements have been agreed on and authorized for afterhours work on site. Entrance and exit for authorized afterhours work - the Contractor must at all-time report to and sign in and out with the Security Supervisor on site.
- 7.3 The contractor and contractor employees are required to report to the Maintenance Supervisor or Official in Charge upon arrival and prior to departure from the institution.
- 7.4 Compulsory: Signing in and out in the Contractors Register. The Register must be signed by all contract staff on site (Company name, Contractor personnel/staff with title/designation as per page 3 of 5 of the BILL OF QUANTITIES Document).
- 7.5 Compulsory compliance to the OHS ACT 85 of 1993, National Building Regulations & the institution agreed on terms for the duration of the contract.
- 7.6 The Contractor will ensure the area/s where the contract is under way, the area/s closest to and within this area is always kept clean and safe for all persons. Ensure proper visible signage is in place indicating restricted areas is in place for the duration of the work in progress and removed on completion of the contract.
- 7.7 Handing over certificate, Safety Certificates, invoice/s, and job card will ONLY be accepted, once the site is cleared of all rubble/debris/unwanted scrap, under the supervision of the maintenance manager. No scrap metal or redundant parts, materials, equipment or plant to be removed off site without prior written authority from the Systems Manager. Departure off site.
- 7.8 The contractor shall make timeous arrangements with the maintenance manager to inspect all work carried out prior to departure off site.
- 7.9 Should any part of the complete works perform unsatisfactorily, so as to become detrimental to its functional use, the contractor shall replace any such part, or the complete works, with equipment as prescribed by the institution without delay at his/her own cost. Any damages caused to the building, plant or working area due to contractor negligence, will be repaired at the contractor's cost before the end of the contract or the costs will be deducted from the final invoice of the current work in progress.

7.10 The contractor shall submit his/her final invoice only after all work is satisfied as per the technical specification , together with all written guarantees not less than 12 months, safety & completion certificates, written reports if required and signed off job card. Together with the required instruction manuals, service intervals and written maintenance advice on the internal up keep.

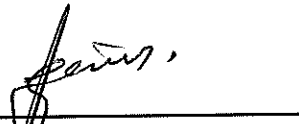
**GENERAL NOTES:**

- 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.
- All workmanship to be guaranteed for six months
- 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
- Submit after service report.
- Submit COC for kitchen extractor fans.



G.P. NDABA  
SENIOR SYSTEMS MANAGEMENT OFFICER

DATE: 30/05/2022



G.B. ZAMISA  
SYSTEMS MANAGER

DATE: 30/05/2022