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AdvertQuote



**Quotation Advert**

Opening Date: 2022-06-02

Closing Date: 2022-06-10

Closing Time: 11:00

**INSTITUTION DETAILS**

Institution Name: Uthukela district office

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required: UTHUKELA HEALTH DISTRICT OFFICE

Date Submitted: 2022-06-01

**ITEM CATEGORY AND DETAILS**

Quotation Number: ZNQ: UTH11/22-23

Item Category: Goods

Item Description: SUPPLY AND INSTALLATION OF SEVEN X MID-WALL SPLIT TYPE AIR-CONDITIONER, ONE X UNDER-CEILING AIR-CONDITIONER AND RELOCATION OF 1 X MID-WALL SPLIT TYPE AIR-CONDITIONER AT DISTRICT RESOURCE CENTRE AND VARIOUS EMS FACILITIES AS PER ATTACHED PROJECT SPECIFICATIONS AND BILL OF QUANTITIES

Quantity (if supplies): AS PER SPECIFICATION ATTACHED

**COMPULSORY BRIEFING SESSION / SITE VISIT**

Select Type: Not Applicable

Date:

Time:

Venue:

QUOTES CAN BE COLLECTED FROM: UTHUKELA HEALTH DISTRICT OFFICE

QUOTES SHOULD BE DELIVERED TO: 32 LYELL STREET, LADYSMITH, 3370

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

Name: MISS L.C.SITHOLE

Email: lindelwa.sithole@kznhealth.gov.za

Contact Number: 036312202

Finance Manager Name: MISS L.S. HLELA

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, 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) 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, 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 price, is incomplete in any respect, the said supplier meets all specification requirements and offers the lowest price, the Department reserves the right to request the bidder to complete/ submit such information.
- 4.5. Any alteration made by the bidder must be initialled; failure to do so may render the response invalid.
- 4.6. Use of correcting fluid is prohibited and may render the response invalid.
- 4.7. Quotations will be opened in public as soon as practicable after the closing time of quotation.
- 4.8. Where practical, prices are made public at the time of opening quotations.
- 4.9. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
- 4.10. The Department is under no obligation to pay suppliers in part for work done if the supplier can no longer for fulfil their obligation.

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

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

**6. SAMPLES**

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

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

- 7.1. Bidders who fail to attend the compulsory meeting will be disqualified from the evaluation process.
  - (i) The institution has determined that a compulsory site meeting  take place
  - (ii) Date  /  /  Time :  Place

Institution Stamp:	Institution Site Inspection / briefing session Official  Full Name: .....  Signature: .....  Date: .....
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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. TAX COMPLIANCE REQUIREMENTS**

- 9.1. 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.**
- 9.2. 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.**

## 10. TAX INVOICE

10.1. 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.                            |

## 11. 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.

## 12. PENALTIES

- 12.1. 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.
- 12.2. 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.
- 12.3. 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.
- 12.4. 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.

## 13. TERMINATION FOR DEFAULT

- 13.1. 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.
- 13.2. 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.
- 13.3. 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.

## 14. THE DEPARTMENT RESERVES THE RIGHT TO DISQUALIFY ANY QUOTATION WHICH FAILS TO COMPLY WITH THE ABOVE.

SPECIFICATION FOR THE SUPPLY AND INSTALLATION OF 7 X MID-WALL SPLIT AIR-CONDITIONERS, 1 x UNDER-CEILING AIR-CONDITIONER AND RELOCATION OF 1 X MID-WALL SPLIT AIR-CONDITIONER AT DISTRICT RESOURCE CENTRE AND VARIOUS EMS FACILITIES

1. SCOPE OF CONTRACT

This specification calls for the complete supply, delivery to site, installation, testing and commissioning of SEVEN (7) Mid-wall split type air-conditioners, ONE (1) Under-ceiling air-conditioner and the **relocation** of ONE(1) Mid-wall split type air-conditioner in Institutions as follows:

1.1 RESOURCE CENTRE (105 Murchison Street, Ladysmith)

Room 5 - Disconnect existing Window/wall type air-conditioner and supply and install 1 x 12000 BTU Mid-wall split type air-conditioner and connect to existing power supply.

1.2 EMS DISTRICT OFFICE - LADYSMITH

Fleet Officer's Office - Disconnect existing Window/wall type air-conditioner and supply and install 1 x 9000 BTU Mid-wall split type air-conditioner and connect to existing power supply.

Board Room - Disconnect the two Console units and supply and install 1 x 36000 BTU Under ceiling air-conditioner and connect to existing power supply.

1.3 EMS BASE - LADYSMITH

Room 40 (Lecture Room) - Remove 2 x existing Mid-wall split air-conditioners and hand over to Institution. Supply and install 1 x 24000BTU Mid-wall split type air-conditioner and connect to existing power supply.

Crew Room - Remove existing Mid-wall split air-conditioner and hand over to Institution. Supply and install 1 x 30000 BTU Mid-wall split type air-conditioner and connect to existing power supply.

1.4 EMS BASE - ESTCOURT

Admin Office No.1 - Disconnect existing console unit and Supply and install 1 x 12000 BTU Mid-wall split type air-conditioner and connect to existing power supply.

Admin Office No.2 - Disconnect existing Console unit. **Relocate existing Indoor Unit from Crew Room**, connect piping to existing Out door unit, re-gas and Commission.

Crew Room - Supply and install 1 x 300000 BTU Mid-wall split type air-conditioner and connect to existing power supply.

1.5 NTABAMHLOPE EMS BASE

Room 1 - Disconnect existing window/wall type air-conditioner and supply and install 1 x 18000 BTU Mid -wall split type air-conditioner and connect to existing power supply.

2. GENERAL REQUIREMENTS

2.1 Tenderers are to make special note of the following:-

- a) All builders work within this Contract will be the responsibility of the Contractor.
- b) Contractors are advised to visit the site to acquaint themselves fully with the nature and full extent of the work involved. Claims on the grounds of insufficient information will not be entertained
- c) All visible inter-connecting refrigerant piping, condensate drain piping and electrical cables within the building shall be connected in PVC or sheet-metal trunking.
- d) All work shall be carried out by competent workmen skilled in their trades. Quality shall be of the best standard practice and all workmanship will be subject to the approval of the Engineering Services Manager.
- e) All apparatus, component parts, fittings and materials employed in the execution of the contract shall be new and unused and shall be of the latest type or pattern of the particular manufacture and should be of a well recognized brand name. SABS mark bearing items shall be used wherever possible.
- f) During the process of the work the Contractor shall carefully clean up after his men and leave the premises and portions of the building in which his men have been working clean and free from debris.

3 OPERATING AND MAINTENANCE MANUALS

The Contractor shall provide a set of operating and maintenance manuals for each of the new air-conditioning units installed. The manuals shall include manufacturer's literature, maintenance procedures and operating instructions.

4 PRINCIPAL ITEMS OF WORK INCLUDE

- a) Seven (7) Mid Wall Split Type air-conditioning units, One (1) Under ceiling air-conditioning unit to be supplied, complete with inter-connecting refrigerent piping, cables, remote controls, support, brackets etc. One (1) existing Mid Wall Split type air-conditioner to be relocated.
- b) PVC condensate drain piping, brackets etc
- c) All necessary electrical work as specified hereinafter.
- d) Commissioning and testing of the complete installation.
- e) Any item specifically mentioned hereinafter.



## 5 NEW AIR-CONDITIONING UNITS

### 5.1 Type and Capacity

- a) Supply and install one (1) **12000 BTU Heating and Cooling** Mid-Wall Split type air-conditioning unit in ROOM 5 AT THE DISTRICT RESOURCE CENTRE.
- b) Supply and install one (1) **9000 BTU Heating and cooling** Mid-wall Split type air-conditioning unit in the FLEET OFFICER'S OFFICE AT THE EMS DISTRICT OFFICE.
- c) Supply and install one (1) **36000 BTU Heating and cooling** Under ceiling type air-conditioning unit in the BOARD ROOM AT THE EMS DISTRICT OFFICE.
- d) Supply and install one (1) **24000 BTU Heating and cooling** Mid-wall Split type air-conditioning unit in the LECTURE ROOM AT THE LADYSMITH EMS BASE.
- e) Supply and install one (1) **30000 BTU Heating and cooling** Mid-wall Split type air-conditioning unit in the CREW ROOM AT THE LADYSMITH EMS BASE.
- d) Supply and install one (1) **12000 BTU Heating and cooling** Mid-wall Split type air-conditioning unit in the ADMIN OFFICE NO.1 AT THE ESTCOURT EMS BASE.
- e) Supply and install one (1) **30000 BTU Heating and cooling** Mid-wall split type air-conditioning unit in the CREW ROOM AT THE ESTCOURT EMS BASE.
- f) Supply and install one (1) **18000 BTU Heating and cooling** Mid-wall split type air-conditioning unit in ROOM NO.1 AT THE NTABAMHLOPE EMS BASE.

### 5.2 CONTROLS

The new air-conditioning units shall have their remote controls fitted into attractive wall mounted holders.

### 5.3 SUPPORT BRACKETS

The split units condensing unit support brackets shall be hot-dipped galvanized after manufacture.

### 5.4 REFRIGERANT PIPING

The inter-connecting refrigerant piping between the condensing unit and the air-handling unit shall be of the best quality refrigerant class copper tubing, suitably sized for the unit installed.

All fittings shall be copper or brass. Refrigerant quality fittings are to be welded to the copper tubing using good quality SILFOS or SILVER SOLDER welding rods.

The suction and liquid lines shall be completely insulated against ambient temperatures to prevent condensation drip

The piping shall be neatly saddled throughout the entire pipe run, and the saddles shall be spaced at intervals of not more than one (1) metre.

Pipe runs shall be neat and the best quality workmanship shall be employed.

ALL visible refrigerant piping within the building shall be run in suitably sized PVC or sheet-metal trunking. This trunking shall be supplied and fixed by the contractor. If sheet-metal trunking is used then the trunking shall be painted to match the colour of the wall on which it is mounted.

#### 5.5 CONDENSATE

The condensate from the air-conditioning unit shall be piped away in PVC tubing. The condensate piping shall be neatly saddled throughout the entire pipe run, spaced at intervals as per the manufacturer's recommendations.

#### 5.6 ELECTRICAL WORK

Use existing isolators for electrical supply to new air-conditioning units. Cabling from the isolators to the new air-conditioning units must be enclosed in pvc conduit or trunking.

#### 5.7 BUILDERS WORK

All builders work necessary in this contract e.g. forming of holes through the wall, making good etc will be the responsibility of the Contractor.

#### 5.8 SCHEDULE OF EQUIPMENT (TO BE COMPLETED BY TENDERER)

(a) ROOM5 AT THE DISTRICT RESOURCE CENTRE

MAKE	
MODEL	
COOLING CAPACITY	
HEATING CAPACITY	
TYPE OF HEATING	

(b) FLEET OFFICER'S OFFICE AT THE ESM DISTRICT OFFICE

MAKE	
MODEL	
COOLING CAPACITY	
HEATING CAPACITY	
TYPE OF HEATING	

(c) BOARD ROOM AT THE EMS DISTRICT OFFICE

MAKE	
MODEL	
COOLING CAPACITY	
HEATING CAPACITY	
TYPE OF HEATING	

LECTURE ROOM AT THE LADYSMITH EMS BASE

MAKE	
MODEL	
COOLING CAPACITY	
HEATING CAPACITY	
TYPE OF HEATING	

(a) CREW ROOM AT THE LADYSMITH BASE

MAKE	
MODEL	
COOLING CAPACITY	
HEATING CAPACITY	
TYPE OF HEATING	

(a) ADMIN OFFICE NO.1 AT THE ESTCOURT EMS BASE

MAKE	
MODEL	
COOLING CAPACITY	
HEATING CAPACITY	
TYPE OF HEATING	

(a) CREW ROOM AT THE ESTCOURT EMS BASE

MAKE	
MODEL	
COOLING CAPACITY	
HEATING CAPACITY	
TYPE OF HEATING	

(a) ROOM NO.1 AT THE NTABAMHLOPE EMS BASE

MAKE	
MODEL	
COOLING CAPACITY	
HEATING CAPACITY	
TYPE OF HEATING	

SIGNATURE OF  
TENDERER: \_\_\_\_\_

NAME OF  
FIRM: \_\_\_\_\_

DATE: \_\_\_\_\_

SCHEDULE OF PRICES

MATERIALS, EQUIPMENT AND INSTALLATION

ITEM AMOUNT	DESCRIPTION	
1	Price for the supply, delivery to site of EIGHT(8) air-conditioning units as specified	R
2	Price for the relocation of the air-conditioner from the Crew Room to the Admin Office No.2 at the Estcourt EMS Base	
3	Price for all other materials, labour, transport and equipment necessary to complete the installations as specified	R
	SUB-TOTAL	R
	14% VAT	R
	TOTAL C/F TO OFFICIAL QUOTATION FORM	R