

SharePoint

Sonja Enock - ?



KZN HEALTH

KZN Health Intranet

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KZN Health > Components > Supply Chain Management

AdvertQuote



Quotation Advert

Opening Date:

Closing Date:

Closing Time:

INSTITUTION DETAILS

Institution Name:

Province:

Department or Entity:

Division or section:

Place where goods / services is required:

Date Submitted:

ITEM CATEGORY AND DETAILS

Quotation Number:

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



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

Kwa Khoza Reserve, Amatikulu, 3801
Private Bag X105, Amatikulu, 3801
Tel: 035 – 474 8402 Fax: 086 597 8284
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CATHERINE BOOTH HOSPITAL

Maintenance Department

Catherine Booth Hospital

ZNQ reference number

Date:

1) Equipment that needs to be serviced/ repaired.

- Service major (June) and minor (November) for calorifiers (3), diesel water pump (1), domestic water pumps (4), fire booster pumps (2) and compressors (2) at Catherine Booth hospital

2) Service instructions to all contractors.

- The Appointed contractors shall report to the Maintenance department for instructions and signing the contractors visitors register, before starting with the requested work.
- Contractor shall communicate by e-mail with Maintenance department; no other means of communications will be accepted as binding.
- Only in emergencies can cell phone be used, followed up by e-mail confirmations.
- Contractors shall start the requested services and complete the service in 1 (one) working week.
- Local unskilled labour shall be used where needed, by communicating with the hospital.

3) Service schedules.

- Completed service schedules to be handed in at maintenance department, before payments will be done.

4) After service reports.

- After service reports shall be handed in at the maintenance department on completion of the work, and shall then be advertised for quotations.

5) Documents required to effect invoice payout

- Job cards: Stamped and signed by a maintenance representative.
- Service schedules: Completed schedules with company information as letter head.
- After service reports: Completed after service reports. With company information as letter head.
- Site handover certificate: Issued by maintenance department, signed.
- Site completion certificate: Completed by maintenance department.
- Copy of invoice: Original to be handed in at SCM.
- Contractor liability Form: Ensure workman's compensation commissioner registration number is filled in on the document.

6) Installed and repaired equipment and spares.

- All items serviced shall have a 6 months guaranteed.
- All items replaced shall have 1 year guarantee
- It is the contractor's responsibility to negotiate the required terms warranty with his suppliers.
- The contractor shall make good on all defects due to inferior products/ materials or workmanship at the contractors cost.
- All replaced materials shall be returned to maintenance department.

7) Uneconomical repairs or broken equipment

- Where requested by maintenance department and discussed with the contractor, a detailed report for condemning shall be issued to the hospital.

8) Qualifications of contractors and staff.

- Only qualified and certified artisans and technicians to do work.
- Proof of qualifications to be attached to quotations.
- Only persons with training or experience to work on requested equipment.
- Qualification documents to be attached to service schedules, before payments will be done.
- Contractors working on medical gasses and plants shall have certified copy of a valid certification card from Department of Labour authorizing to work on medical gasses.

9) Quality of workmanship.

Signature of contractor: Date:

Contractor read, understood and agrees with the stipulations of this instructions.



health

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CATHERINE BOOTH HOSPITAL

Maintenance Department

- The appointed contractor shall guarantee his workmanship and shall do services as specified by the equipment manufacture.
- Contractor shall always guarantee the quality of work.
- The Department of Health preambles to all trades, electrical and mechanical regulations shall be adhered to at all times.
- The Department of Health reserves the right to reprimand the contractor when underperforming, and terminate the service period official order.

10) Satisfactory completion of work.

- Appointed contractors shall do the requested services in good time, within the requested month period.
- Contractors failing to complete the requested work in the specified time will be warned in writing.
- Failing to comply within 7 working days, the service contract will be cancelled.

11) Measurements

- The appointed contractor shall do own measurements. Estimated measurements are provided on specification. Correct measurements are the responsibility of the contractor.

12) CIDB certification

- All contractors quoting on services shall have the NSI requested CIDB certification.
- Prove of registration to be included on quotation documents.

13) OCHASA

- The occupational health and safety act 85 of 1993 shall be adhered to at all times while working on Government property
- Contractors working on the hospital premises shall adhere to all national building regulations at all times.
- The contractor shall have a competent person on site at all times.
- Contractor to have an up to date safety file onsite during working period.
- Contractor to ensure all staff have the required safety equipment on site.
- Contractor's liability document shall be completed and handed in at maintenance before starting services.
- The Hospital Safety officer will do inspections while the contractor is onsite.

14) Injuries on the hospital premises.

- Contractors are responsible for accounts of staff that are/ were treated by the hospital, while working on state premises.
- Contractor shall include to quotations, certified proof of registration to the workman's compensation commissioner.

15) Quality of materials

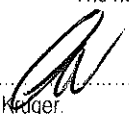
- All materials and equipment shall be SABS approved.
- All materials shall be recommended or approved by the registered manufacturer of equipment.
- The hospital reserves the right to approve or reject all materials supplied or used at the hospital and clinics.
- Inferior materials will not be accepted and the contractor shall replace at his own cost.

16) Pricing of repairs or maintenance

- Contractor to provide a detailed list of materials and spares with market related prices, on quotations and invoices.
- Contractor shall provide all materials required for the service.
- Markup on pricing to be at $\pm 20\%$

17) Payment for services rendered.

- The hospital reserves the right to do a final inspection of the service, and after accepting the work, payments will be processed.


A. Kruger,
Artisan Chief,
Catherine Booth Hospital.

Signature of contractor: Date:
Contractor read, understood and agrees with the stipulations of this instructions.