

SharePoint

KZN Health > Components > Supply Chain Management

AdvertQuote



KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

Quotation Advert

Opening Date: 2022-11-28

Closing Date: 2022-12-02

Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: Head Office Quotations ▾

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required: Corporate Services

Date Submitted: 2022-11-28

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ:
HOH/1311/23

Item Category: Services ▾

Item Description: 3 year maintenance contract for service of fire fighting equipments and repairs in all Head office Buildings
CIDB Grading: 15F or above

Quantity (if supplies): 07

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Not Applicable ▾

Date:

Time:

Venue:

QUOTES CAN BE COLLECTED FROM: www.kznhealth.gov.za

QUOTES SHOULD BE DELIVERED TO: 310 Jabu Ndlovu street, Old Boys Model, Quotation Tender Box or
Email: Quotations.scmho@kznhealth.gov.za

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: Nomfundo Mlaba

Email: nomfundo.mlaba@kznhealth.gov.za

Contact Number: 033 815 8353

Finance Manager Name: Mrs N.F Maphumulo

Finance Manager Signatures:


 No late quotes will be considered

DESCRIPTION: 3 year maintenance contract for service of fire fighting equipment and repairs in all Head Office Buildings

SIGNATURE OF BIDDER DATE.....
 [By signing this document, I hereby agree to all terms and conditions]

CAPACITY UNDER WHICH THIS QUOTE IS SIGNED.....

| Item No | Quantity | Description | Brand & model | Country of manufacture | Price | |
|---|----------|--|---------------|------------------------|-------|---|
| | | | | | R | c |
| | 07 | 3 year maintenance contract for service of fire fighting equipment and repairs in all Head Office Buildings | | | | |
| | | CIDB Grading Required: 1SF or above | | | | |
| | | NB: Specification Attached | | | | |
| | | Original documents required in a sealed envelope with current CSD summary report reflecting banking details, certified copy of B-BBEE certificate by verified agency and accredited by SANAS , Tax Clearance certificate or SARS pin | | | | |
| | | Responses to be delivered:310 Jabu Ndlovu street,old boys Model,Quotation tender box Or Quotations.scmho@kznhealth.gov.za | | | | |
| VALUE ADDED TAX @ 15% (Only if VAT Vendor) | | | | | | |
| TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days) | | | | | | |

| | |
|--|--|
| Does This Offer Comply With The Specification? | Does The Article Conform To The S.A.N.S. / S.A.B.S. Specification? |
| Is The Price Firm? | State Delivery Period, e.g., 1day, 1week |

| | |
|---|--|
| <p>Enquiries regarding the <u>quote</u> may be directed to:</p> <p>Contact Person: <u>Nomfundo Mlaba</u> Tel: <u>033 815 8353</u></p> <p>E-Mail Address: <u>nomfundo.mlaba@kznhealth.gov.za</u></p> | <p>Enquiries regarding <u>technical information</u> may be directed to:</p> <p>Contact Person: <u>Nompumelo Nsele</u> Tel: <u>033 395 2101</u></p> |
|---|--|

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 for fulfill 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 will not take place
- (ii) Date / / Time Place

| | |
|--------------------|---|
| 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:

| | POINTS |
|--|---------------|
| PRICE | 80 |
| B-BBEE STATUS LEVEL OF CONTRIBUTOR | 20 |
| Total points for Price and B-BBEE must not exceed | 100 |

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:

$$Ps = 80 \left(1 - \frac{Pt - P \text{ min}}{P \text{ min}} \right) \text{ Where}$$

- Ps = Points scored for price of bid under consideration
- Pt = Price of bid under consideration
- Pmin = 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 last 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.

| |
|---|
| <p>WITNESSES</p> <p>1.</p> <p>2.</p> |
|---|

| |
|---|
| <p>..... SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS.....</p> |
|---|



KWAZULU-NATAL PROVINCE

**HEALTH
REPUBLIC OF SOUTH AFRICA**

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

REQUIRED CIDB GRADING: 1SF or ABOVE

THREE (3) YEAR MAINTENANCE CONTRACT FOR SERVICE OF FIRE FIGHTING EQUIPMENTS (EXTINGUISHERS, HOSE REELS AND HYDRANTS)

AT

UMGUNGUNDLOVU HEALTH HEAD OFFICE BUILDINGS

(NATALIA, SCM, ORTHOPAEDICS, HAST UNIT, CPS, TOWNHILL OFFICE PARK, IRIS MARWICK

DEPARTMENT OF HEALTH

Project Leader: Nompumelelo Nsele

Telephone No: 033 395 2101

Cellphone: 0820895835

Email: Nompumelelo.nsele@kznhealth.gov.za

1. INTRODUCTION

There are seven (7) Head Office Health buildings at UMgungundlovu District which are maintained and serviced by Head Office

2. FIRE EQUIPMENT SYSTEMS' MAINTENANCE

The successful service provider must perform "preventative maintenance. The service provider must work more towards maximum preventative maintenance, preferable to maintain 80:20 ratio (preventative to reactive) at all times.

2.1 Preventative Maintenance

This type of maintenance is best defined as: regular activities performed on the system to keep it functional in order to prevent major firefighting equipment problems. In order to achieve the maximum performance of the system and associated accessories, attention must be focused on preventative maintenance. Each of the prescribed activities, services must be conducted by a competent person and records must be kept in a dedicated "file".

Scope of work

The following are the recommended preventative maintenance intervals for the firefighting equipment based on the current unknown condition status. The preventative maintenance scope of work is provided with the BOQ.

- **Annual servicing of Fire Fighting Equipment**
Perform yearly service to the Fire Fighting Equipment (Fire Extinguishers, Hose Reels and Hydrants at UMgungundlovu Health Office Buildings (Natalia, SCM, Orthopaedics, Hast Unit, Iris Marwick, Town hill Office Park and CPS).
- Ensure that are no leaking water on the fire hydrants and hose reels in the buildings.
- Submission of safety file document

3. MAINTENANCE SPECIFICATION

Details of the scope of work to be executed as part of preventative maintenance are provided in the BOQ.

3.1 Technical Evaluation Criteria (RETURNABLE DOCUMENTS)

This must be read in conjunction with the Technical evaluation (Functionality Criteria)

- a. **Proof of Financial Standing** – See technical evaluation criteria
- b. **Foreman/Supervisor, Artisans' Competency and Experience**
 - **Proof of Fire Equipment Technician – SAQCC (South African Qualification and Certification Committee) Certificate**

• Proof of company SANAS Accreditation certificate (South African National Accreditation System)

• Proof of Fire Fighting Equipment services *and* repairs experience,

Detailed CV covering the above will be required, with traceable references.

c. CIDB Category: 1SF or ABOVE

d. Fire equipment Health and Safety Management Plan.

4. PURPOSE, SCOPE AND DEFINITIONS OF CONTRACT WORK CATEGORIES

The purpose of this three (3) year contract is to procure the services of a reputable, competent and accredited Service Provider to be able to execute maintenance services on fire equipment systems' at UMGungundlovu Health Head Office Buildings.

5. DEFINITIONS OF WORK CATEGORIES

Preventative maintenance is defined as work required for the upkeep any existing Fire Fighting Equipment service works, which is presently functioning, in operational order. The work should be done by a qualified and registered SABS 1475 service agent who will employ a qualified service technician.

6. SERVICE LEVEL AGREEMENT

A successful bidder shall enter into a service level agreement (SLA) with the Department upon being awarded the Contract. The service level agreement shall be entered and agreed upon within five (5) days after awarding of the Contract. The successful bidder must arrange a meeting with the Department's Chief/Artisan Foreman two (2) days after being awarded the Contract to discuss the SLA.

7. SITE SPECIFIC REQUIREMENTS

- Upon arrival, the service provider shall provide the relevant certification for skilled personnel, together with ID or clear copy of ID. Semi-skilled and unskilled are required to produce clear ID.
- For all scheduled work, prior arrangements (2 days before the start date) to visit site shall be made with the DoH Chief Artisan or Facility Manager.
- The work areas must be properly demarcated when work in progress and there must be no disruptions and no health and safety risks to people visiting and occupying the facility.

8. IMPLEMENTING WORK AND REPORTING ON SITE

- All contractor employees are required to report to the Facility Manager or his delegated official **upon arrival and prior to departure/upon completion of work.**
- Upon arrival and departure (completion of work), all contractor employees must sign the *Contractors Site Visit Register* which will be kept in the facility by the Facility Manager.
- A job sheet must be completed on site by the service provider indicating the time worked for a job allocated. The job sheet is to be signed and stamped with a dated facility stamp by the facility manager or his/her delegated official on site. This will be issued to the awarded contractor.

COMPLIANCE WITH REGULATIONS AND STANDARD SPECIFICATIONS

- a) The Contractor shall only use genuine OEM parts should replacement of parts be necessary.
- b) The Contractor shall observe and abide by all rules and regulations a stipulated in the Occupational Health and Safety Act (Act 85, 1993) while conducting maintenance in the facility.
- c) The Contractor shall take cognisance of the standards listed below while conducting maintenance.
 - i. SANS 10142: Code of Practice for Wiring of Premises
 - ii. SANS 10400-T: The application of the National Building Regulations Part T: Fire protection
 - iii. SANS 1475 Part 1: The production of reconditioned fire-fighting equipment Part 1 Portable and wheeled (mobile) rechargeable fire extinguishers
 - iv. SANS 1475 Part 2: The production of reconditioned fire-fighting equipment Part 2: Fire hose reels and above-ground hydrants
 - v. SANS 10105 Part 1: The use and control of fire-fighting equipment Part 1: Part 1: Portable and wheeled (mobile) fire extinguishers
 - vi. SANS 10105 Part 2: The use and control of fire-fighting equipment Part 2: Fire hose reels and above-ground hydrants
 - vii. ISO9001 - Quality control
- d) The Contractor shall observe the Machinery and Occupational Safety Act - Act 6/1983 while conducting maintenance.
- e) The Contractor shall observe Municipal By-laws and any special requirements of the Supply Authorities of the area or district concerned while conducting maintenance.
- f) The Contractor shall observe Local Fire Regulations while conducting maintenance.

- g) All building works shall be in accordance with the Standard Preambles to All Trades.
The Contractor shall fully familiarise himself with these documents prior to quoting

The document required to effect invoice pay-out is as follows:

- ✓ Instruction issued to carry out works on a particular scope. eg. Job card request/email
- ✓ Job sheet stated report on scope executed, stamped (or signed) and dated by facility manager or his/her designated official,
- ✓ Order and Tax clearance certificate
- ✓ After service report
- ✓ Service provider's invoice.

Report must be sent to the DoH Chief Artisan/Foreman and the copy to the Facility Manager within 5 days of the works completion.

9. EQUIPMENT TO BE PROVIDED BY THE SERVICE PROVIDER

The service provider shall supply all plant, material, consumables and tools required to carry out the scope of work related to Fire Equipment servicing in the Head office Buildings

All equipment to be supplied with nameplates showing the Technical Information as well as all the information as contemplated by the Occupational Health and Safety Act, 85 of 1993, as amended and its regulations, showing particularly the following information

- i) Name of manufacturer
- ii) Country of origin
- iii) Year of manufacture
- iv) Manufacturer's name, serial number and model number

10. MEANS OF COMMUNICATION

The contractor will be notified by a phone call followed up by an email from the Facility Manager or delegated Official to the contact person of the contractor available 24/7. The contractor shall provide an alternative contact number and email address. The contractor employee(s) shall notify the Chief Artisan upon arrival on site by means of a SMS/call.

11. TERMINATION CLAUSE

The Department of Health reserves the right to terminate the contract if the contractor bridges any of the agreements. All applicable conditions will be on the SLA.

If the Contractor, during the contract term, is suspected to be misinforming or misleading the department with regards to the plant status, or is supplying replacement parts that are not necessary, or supplying at a price way above the market price, or is suspected of sabotaging the plant all with the intention of making money from the Department, the Contractor will be subjected to investigation and disciplinary hearing which can lead to termination of Contract as well as deletion from the Government database which will prevent the contractor from conducting any form of business/work for Government.

The contract will be deemed as expired at end of 36 months from the date of agreeing and signing SLA or exhaustion of funding allocated to the contract.

12. REDUNDANT MATERIALS, SPARE PARTS, PLANT AND EQUIPMENT

Redundant material(s) which arise from servicing, stripping and work carried out must be removed from site and disposed of by the service provider. Such redundant material(s) parts are to be inspected, by the Department's representative to confirm that such parts are indeed defective. The contractor takes full responsibility of safe disposal of redundant materials. Upon disposal of redundant material(s), a disposal certificate/note shall be issued by the contractor to the facility for record keeping and proof that disposal was safely and correctly done.

All repair works shall be approved by the Chief /Artisan Foreman before being carried out by the Service Provider and the following shall apply;

- The service provider shall NOT commence with the repairs until instructed to do so by the Chief/ Artisan Foreman through formal (SMS, Email, WhatsApp) communications.
- The service provider will quote for all necessary repairs following submission of the report of findings and recommended scope of work.
- The service provider will be instructed by the Chief/Artisan Foreman or his designated official to proceed with all repairs below R30 000.
- All repairs above R30 000 will be subject to verification of the quote to be within the market price. In this case, other service providers can be given a chance to quote on the same scope of work and the cheaper quoted service provider will be instructed to proceed with the repairs work.
- All repairs above R50 000 can be subjected to open bidding process. The work request will be assessed by the Chief/ Artisan Foreman and will depend on the level of urgency of the work (whether it's emergency work or urgent).

13. INVESTIGATION/COMPLETION OF THE WORKS

- Upon completion of servicing of firefighting equipment, the service provider will be required to submit an after service report of findings to the Chief Artisan and the Facility manager of all stating all necessary scope of work for the repairs that need to be carried out together with quotation to execute those repairs.

- The service provider shall rectify and satisfy him/herself that the works completed are tested, completed and to specification in all respects, and to the satisfaction of the responsible official before handing over to the Department
- The service provider shall NOT commence with the repairs until instructed to do so by the Chief/ Artisan Foreman through formal (SMS, Email, WhatsApp) communications.
- The technician is deemed as a competent supervisor for the supervision of the works.
- It is not the responsibility of the Department, or it's duly appointed representatives, to perform such functions on behalf of the service provider.

14. TIME SCHEDULED FOR SERVICES

The service provider is required to ensure that every month of July will avail himself/herself on site to carry out the servicing of Fire Fighting Equipment. The service provider will also be reminded by the Chief/Artisan Foremen via email to come and carry out the work. If the service is delayed or not attended to within a particular schedule time agreed, a penalty shall be imposed, to be detailed on the SLA.

15. COMPLIANCE TO OHS ACT

The works shall be carried out in full compliance to Occupational Health and Safety Act and Regulations and all relevant Acts and Standards. All safety precautions required for working on Fire Fighting Equipment (fire extinguishers, Hydrants and Hose Reels) shall be taken into account and a *risk assessment shall be conducted by the service provider*. Suitable PPE (personal protective equipment) shall be worn at the time of duty. The contractor is fully liable for safety and security of his personnel and shall indemnify the Department of Health for all incidents

17. BILL OF QUANTITY (BOQ)

| DESCRIPTION | | | | |
|---|--------------------|------------|-------------------|-----------------------------------|
| Labour: | | | | |
| Supply the services of a reputable, competent and accredited Service Provider for carrying out preventative maintenance including all Health and Safety compliance. | | | | |
| | | Qty | Unit Price | Total Cost (Excluding VAT) |
| Preventative Maintenance | | | | |
| 17.1 UMgungundlovu Health Head Office buildings – Perform preventative maintenance servicing of Fire Fighting Equipment at Natalia building | | | | |
| 17.1.1 | Fire Extinguishers | 141 | | |
| 17.1.2 | Fire Hose Reels | 79 | | |
| 17.1.3 | Fire Hydrants | 64 | | |
| 17.2 UMgungundlovu Health Head Office buildings – Perform preventative maintenance servicing of Fire Fighting Equipment at SCM | | | | |
| 17.2.1 | Fire Extinguishers | 13 | | |
| 17.2.2 | Fire Hose Reels | 10 | | |
| 17.2.3 | Fire Hydrant | 01 | | |

| DESCRIPTION | | | |
|---|--------------------|----|--|
| Labour: Supply the services of a reputable, competent and accredited Service Provider for carrying out preventative maintenance including all Health and Safety compliance. | | | |
| 17.3 UMGungundlovu Health Head Office buildings – Perform preventative maintenance servicing of Fire Fighting Equipment at Orthopaedics | | | |
| 17.3.1 | Fire Extinguishers | 06 | |
| 17.3.2 | Fire Hose Reels | 02 | |
| 17.4 UMGungundlovu Health Head Office buildings – Perform preventative maintenance servicing of Fire Fighting Equipment at Hast unit | | | |
| 17.4.1 | Fire Extinguishers | 06 | |
| 17.4.2 | Fire Hose Reels | 02 | |
| 17.5 UMGungundlovu Health Head Office buildings – Perform preventative maintenance servicing of Fire Fighting Equipment at Iris Marwick | | | |
| 17.5.1 | Fire Extinguishers | 14 | |
| 17.5.2 | Fire Hose Reels | 05 | |
| 17.5.3 | Fire Hydrant | 01 | |
| 17.6 UMGungundlovu Health Head Office buildings – Perform preventative maintenance servicing of Fire Fighting Equipment at Town hill Office Park | | | |

| DESCRIPTION | | | |
|---|------------------------------------|------|--|
| Labour: Supply the services of a reputable, competent and accredited Service Provider for carrying out preventative maintenance including all Health and Safety compliance. | | | |
| 17.6.1 | Fire Extinguishers | 14 | |
| 17.6.2 | Fire Hose Reels | 06 | |
| 17.6.3 | Fire Hydrants | 02 | |
| 17.7 UMgungundlovu Health Head Office buildings – Perform preventative maintenance servicing of Fire Fighting Equipment at CPS | | | |
| 17.7.1 | Fire Extinguishers | 26 | |
| 17.7.2 | Fire Hose Reels | 13 | |
| 17.6.3 | Fire Hydrant | 01 | |
| 18. | Submission of safety file document | Item | |
| Sub – Total amount | | | |
| VAT (Only if VAT vendor) | | | |
| Grand Total Amount | | | |

18. TENDER EVALUATION CRITERIA AND SCORING

The Bidders needs to score a minimum of 65 points functionality and quality criteria to be considered for this quotation:

| Evaluation Criteria | Deliverables | Points | | Sub-Points | Sub-Criteria | Sub-Points Scoring | |
|----------------------------------|---|--------|------------|------------|---|--------------------|--|
| | | Points | Sub-points | | | | |
| Financial Standing | The submission of all financial requirements stipulated in the tender | 30 | 30 | 30 | Stamped letter from the bank confirming availability of working capital | 30 | Proof of working capital of your business account equal to or greater than R30 000.00 in the form of a stamped letter or statement from the bank. (Mandatory) |
| | | | | | | 0 | Proof of working capital less than R30 000 or no Submission. |
| Availability of vehicle | Submission of proof of vehicle ownership or vehicle financier letter | 10 | 10 | 10 | Proof of ownership of car or vehicle financier or proof of readily available transport. | 10 | Submission of vehicle ownership document or letter for the financial institution financing the vehicle |
| | | | | | | 0 | no or irrelevant submission, does not meet requirement |
| Supervisor/Technician experience | Tenderer to demonstrate their technical competency, human resource capacity and relevant project experience | 10 | 10 | 10 | Detailed schedule of resources at all levels. Please note that per key technical role; only one resource per role will be scored. | 10 | Supervisor/Technician has SQCC certificate plus more than 3 years proven experience in Fire Fighting Equipment services/ repairs. CV to be attached with references. |
| | | | | | | 5 | Supervisor/Technician has SQCC certificate plus less than 3 years proven experience in Fire Fighting Equipment services/ repairs. CV to be attached with references .. |
| | | | | | | 0 | Supervisor/Technician has NO SQCC Certificate or NO SUBMISSION of relevant document for evaluation purposes |

| Evaluation Criteria | Deliverables | Points | Sub-Points | Sub-Criteria | Sub-Points Scoring |
|---------------------------|--|--------|------------|--|--|
| Organizational Experience | A tenderer that submits a detailed set of project completed with their references shall be allocated maximum sub-points. In all other instances zero (0) sub-points shall be allocated. | 30 | 30 | Organizational Experience on servicing and repairs to Fire Fighting Equipment | <p>30</p> <p>The Contractor/organization has SANAS Accreditation Certificate, SQCC Certificate and has over 3 years' experience on Servicing and repairs to Fire Equipment. with proven references. (List of completed jobs to be attached with references, 3xOrders with their completion certificates, CIDB grading 1SF or above) (Mandatory)</p> |
| Safety | Submission of the tenderer's Safety Policy or equivalent, demonstrating 1. Safe working procedures/ processes (dealing with Fire Fighting Equipment(Hose Reels, Fire Hydrants and Fire Extinguishers), 2. controls and guidelines that will give confidence to the Department that safety will be prioritised 3. Incidents will be reported and investigated as per OHS Act and Regulations. | 20 | 20 | Submission of the tenderer's Safety Policy of equivalent, demonstrating safe working procedures, processes, controls and guidelines that will give confidence to the Department that safety will be prioritised, risk assessments, tools and site inspections will be conducted. First Aid kit will be provided, Safety Officer will be made available (or at least a Supervisor will act as a Safety custodian). Incidents will be reported and investigated as per OHS Act and | <p>15</p> <p>The Contractor/organization has SANAS Accreditation Certificate, SQCC Certificate and has less than 3 years' experience on Servicing and repairs to Fire Equipment with proven references. (List of completed jobs to be attached with references, 3xOrders with their completion certificates, CIDB grading 1SF or above) (Mandatory)</p> <p>0</p> <p>Less than 1 year or No Submission</p> <p>20</p> <p>Submission of the summary of tenderer's Safety Policy or equivalent, demonstrating full coverage of all 3 (or more) safety aspects as per the list on the deliverables and a minimum of 3 pages will be required.. Note: A detailed safety file document will be required once the contractor has been appointed and the safety file will be approved by DoH Safety Officer before work is commenced.</p> |

| Evaluation Criteria | Deliverables | Points | Sub-Points | Sub-Criteria | Sub-Points Scoring | | | | |
|---------------------|--------------|--------|------------|--------------|---|--|--|--|---|
| | | | | Regulations. | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="248 831 571 898"></td> <td data-bbox="571 831 647 898"></td> </tr> <tr> <td data-bbox="248 237 571 831"></td> <td data-bbox="571 237 647 831">0</td> </tr> </table> <p style="font-size: small; margin-top: 5px;">No submission covering safety aspects as per the list on the deliverables.</p> | | | | 0 |
| | | | | | | | | | |
| | 0 | | | | | | | | |

