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KZN HEALTH

### KZN Health Intranet

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[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







## 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.



## 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
<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 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.

<b>WITNESSES</b>
1. ....
2. ....

..... <b>SIGNATURE(S) OF BIDDERS(S)</b>
DATE: .....
ADDRESS..... ..... .....



Institution name:

UMPHUMULO HOSPITAL

**COMPLAINTS PROCESS FOR QUOTATIONS R2 000.00 TO R500 000.00 INCLUDING V.A.T**

**1. Supplier Submits Written Complaint / Objection**

- Bidders aggrieved by decisions or actions taken by the Department or Institution during the SCM procurement process, must lodge a written complaint **immediately**.
- Complaints lodged two (2) or more days after the award will not be entertained.
- Complaints must be directed to the Responsibility Manager of the institution (Hospital or CHC) and District Finance Manager for District Offices.
- **It must be noted that this is not an appeals process and as such will not halt the procurement process.**

**2. Institution Prepares Written Response to Complaint**

- The Responsibility Manager, or his appointee, must prepare a response letter to the complainant.
- The complaint must be resolved within **60 days**.
- Should the complainant not be satisfied with the response, the matter will be referred to the District Finance Manager (applicable to all Hospitals and CHC) or District Manager (Applicable to all District Offices) for a final verdict.
- Should the complainant still not be satisfied with the response received, they may then seek legal recourse at their own expense.

**Complaints or objections should be directed to:**

Responsibility Manager:

N.M SELEPE

Email Address:

Maureen.Selepe@kznhealth.gov.za

ZNQ –

**UMPHUMULO HOSPITAL – REPAIR TO STAFF RESIDENCE AND MAIN KITCHEN**

**1.1 SCOPE OF CONTRACT**

This Contract is for the execution of the project indicated above.

**1.2 NO CONTRACT DRAWINGS**

**1.3 CONDITIONS OF CONTRACT AND PRELIMINARIES**

**1.3.1 PERIOD OF CONTRACT**

10 (10) *Weeks* as the Contract Period for the completion of the Work from date of Site handover.

**1.3.2 CONTRACT GUARANTEE:**

The Successful Bidder will **NOT** be required to submit a contract guarantee.

**1.3.3 GUARANTEE PERIOD**

The guarantee period for the completion of the Structural work and all materials must be a minimum of Three (3) Calendar Months from the date of first delivery.

**1.3.4 SITE AND MODE OF PROCEDURE**

The work contained in this contract will be carried out on the site of the existing at UMPHUMULO HOSPITAL

The Bidder is advised that the existing premises will be occupied throughout the period of the contract, and that the minimum amount of disruption to services is of the utmost importance.

Damage to the existing buildings - Bidders to note that any damages done or occurring to any of the buildings will be repaired at the expense of the contractor/ Bidder.

The repairs must be to the satisfaction of the Kwazulu- Natal Department of Health. Bidders are advised to visit the site prior to tendering and to acquaint themselves with the nature of the work to be done and access to the siting of the existing buildings etc., as no claim whatsoever will be allowed on the grounds of ignorance of the conditions under which the work will be executed.

**1.3.5 SATISFACTORY INSTALLATION**

The whole of the installation shall be carried out in accordance with the South African Bureau of Standards Code of Practice for the application of National Building Regulations, the KZNPA Standard Preambles to all Trades, the KZNPA General Electrical Specification, ICASA, Telecommunications regulations, the South African Bureau of Standards Code of Practice for the Wiring of Premises SABS 0142 and the Occupational Health and Safety Act and Regulations 85/1993 as amended. Copies of the KZNPA Standard Preambles to all Trades and the KZNPA General Electrical Specification are available at the office of the Secretary for Health – KwaZulu-Natal and can be obtained on request.

### **1.3.6 CERTIFICATE OF COMPLIANCE**

On completion of the service, a copy of the "Certificate of Compliance for Electrical Installation" must be submitted to the office of the Secretary for Health: KwaZulu Natal.

### **1.3.7 GENERAL**

The Bidder's / Contractors will be responsible for all masonry work associated with the electrical installation and making good of all work related to the electrical installation. The patching and painting must be to the satisfaction of the KwaZulu-Natal Department of Health.

## TECHNICAL SPECIFICATIONS

### 2. TECHNICAL SPECIFICATION

#### 2.1 GENERAL

This TECHNICAL SPECIFICATION shall be read in conjunction with all other sections of the SPECIFICATION and cognisance shall be taken of the clauses relevant to this particular installation, whether any specific clauses are referred to or not.

#### 2.2 *Standard Preambles*

This is available from the department on request.

#### 2.3 *Health and Safety Specification*

**Health and Safety Plan with Risk assessment schedule is to be compiled taking cognisance of the specific type of patient's that walk around the institution all day. All areas are to be protected at all times from patients falling in. All new and old materials are to be securely stored during construction to eliminate any person from rolling them around or playing inside them.**

UMPHUMULO HOSPITAL – REPAIR TO STAFF RESIDENCE AND MAIN KITCHEN

**3. SCOPE OF WORK**

The work to be carried out under this contract includes the supply of all materials, and including all labour to carry out all electrical work and leaving in service condition to the satisfaction of the Secretary for Health: KwaZulu-Natal.

3.1. The work comprises of :

- a) Roof and carpentry work.
- b) Plumbing.
- c) Electrical work
- d) Painting.

**1. ALTERATIONS**

**SITE VISIT:** — Tenderers are advised to visit the site prior to tendering and satisfy themselves as to the nature and extent of the work to be done, also to examine the condition of all existing buildings as no claim will be entertained on the grounds of ignorance of the conditions under which the work was to be executed.

**MATERIALS FROM THE ALTERATIONS:** — unless otherwise stated, will become the property of the Contractor and all these materials, together with all rubbish and debris must be carried away and the site left clean and unencumbered.

Items described as “removed” shall mean removed from the site.

Credit for the value of materials from the alterations is to be allowed for on the Summary/ Final Summary page.

Items described as to be re-used or to be handed over to the Administration are to be dismantled where necessary and stacked on site where directed, and the Contractor will be responsible for their removal and storage until required, and shall make good all items missing, damaged or broken at his own expense.

Unless otherwise described, no materials from the alterations shall be re-used in any new work without the written approval of the Department.

Prior to the removal of any timbers from the site, these are to be inspected by Government Entomologists. If any of these timbers are infested by wood destroying agencies, these timbers are to be disposed of in the manner prescribed by the Government Entomologist. In taking down and removing existing work, particular care must be taken to avoid any structural or other damage to the remaining portions of the buildings.

**2. ROOF COVERINGS**

**CONCRETE ROOFING TILES:** — shall conform to SANS Specification 542. The tiles are to be of pattern and colour specified and is to be even in thickness, uniform in shape and colour and free from cracks and blemishes. The tiles are to be laid to “straight bond” in accordance with SANS Code of Practice 062 with vertical joints and bottom edges of each course ranging perfectly straight.

Unless otherwise specified each tile in every third course, all tiles in eaves and ridge

courses and tiles in every course on each side of hips and valleys shall be secured with copper clout headed nails driven into the battens or with approved non-corrodible tile clips and nails in accordance with the manufacturer's instructions. Where nail holes in tiles have been cut off at hips, valleys, top edges, etc. new holes are to be drilled.

All ridge and hip cappings are to be of the types specified and of colour to match the roofing tiles. The cappings are to be bedded, jointed, pointed and torched up over roofing tiles in 1:3 cement mortar tinted to match the tiles. Where cappings having butt jointed ends are specified, an approved damp proof course conforming to Type C of SANS Specification 952 is to be fixed under, laid over the roofing tiles in accordance with the manufacturer's instructions.

Barge cappings are to be of the types specified and of colour to match the roofing tiles. The barge capping tiles are, unless otherwise specified, to be bedded, jointed, pointed and touched up over roofing tiles in 1:3 cement mortar tinted to match the tiles with every tile drilled and secured with copper clout headed nails to timber barge boards or bearers (elsewhere measured). Concrete tiles to residential units in non-hail areas are permitted.

### **3. IRONMONGERY**

Ironmongery is to be to the approval of the Department and rates are to include for fixing screws of corresponding metal and finish and for oiling and easing as required at completion.

Where catalogue references are given, the articles are to be of the brand specified or other approved.

### **4. PAINTING**

**MATERIALS:** — Proprietary materials where specified are to be of the brand specified or other approved by the Department.

All primers, emulsion paints, enamels, stains, varnishes, etc. are to comply with the relevant SANS Specification.

Paints, etc. shall be suitable for application on the surfaces to which they are being applied and those used externally shall be of exterior quality or suitable for exterior use.

For any particular work the priming coat and subsequent coats of paint are to be executed with paints from the same manufacturer and in accordance with that manufacturer's instructions.

The materials are to be brought to the site in unopened containers and no adulteration will be permitted, except thinners of a quantity and quality directed by the manufacturer.

The Department shall at all times be permitted to take samples for testing purposes from open containers of any brand of paint being used on the work.

All materials, if and when required by the Department, will be subject to tests by the South African Bureau of Standards, and the cost of such tests, should the material under test not meet the requirements of this specification, shall be borne by the Contractor. Fillers and stoppings are to be suitable for use with the material being filled or stopped and to the approval of the Department.

**PREPARATORY WORK:** — All new and existing surfaces are to be thoroughly dry and are to be cleaned of all dust, dirt, grease, oil, rust, scale, efflorescence, fungus, loose or flaking material, etc. rubbed down, stopped, filled, knotted and sanded smooth as required in accordance with the paint manufacturer's recommendations and to the approval of the Department prior to the application of paint, etc.

Ceilings are to have nail heads, including those to cornices and cover strips, primed and stopped up as necessary and rubbed down smooth.

Asbestos cement shall be primed with an approved alkali resistant primer before the application of subsequent coats which are not, in themselves, alkali resistant.

Iron, steel and other ferrous metals shall be cleaned in accordance with SANS Code of



Practice 064 to remove rust, scale, grease, oil, etc. and the surface brought to a bright metallic condition.

Galvanized iron and zinc shall be cleaned in accordance with SANS Code of Practice 062 to remove the manufacturer's temporary protective coating, white rust, etc.

Other non-ferrous metals shall be thoroughly cleaned to remove all milling oils, temporary protective coatings, etc. and the surface abraded with fine water-paper and white spirit.

Woodwork to be painted shall have all knots and resinous areas treated with an approved knotting, the surface shall then be primed and all holes, etc. stopped and rubbed down smooth,

Woodwork to be oiled, stained, varnished, etc. shall be free of all stains, pencil marks and other surface discolorations and all holes, etc. stopped with tinted stopping and rubbed down smooth.

In preparing existing glazed sashes and sash doors, all loose putty is to be removed, the rebates primed and glass re-sprigged and re-puttied as necessary before the painting is commenced.

Previously distempered or lime washed surfaces to receive any other type of paint, are to have the existing distemper or lime wash completely removed by scraping or wire brushing and the surfaces treated with an approved bonding liquid.

Where existing paint film are in good condition any flaking or bared patches are to be properly feathered into the surrounding paint and spot primed as necessary.

Where existing paint films are in poor condition and require to be removed completely, they are to be removed by means of wire brushing, paint remover, burning off, or other approved method. Paint removers shall be free of wax and caustic substances and shall preferably be of water rinseable type. When burning off paint from wood, care must be taken to avoid charring the wood.

The final state of preparatory work to existing decorated surfaces shall in all cases produce in the finished decorated surfaces a condition similar to new work.

The Contractor will be held responsible for the proper and adequate preparation of the surfaces and any work which fails to meet the manufacturer's recommendations must be made good at the Contractor's expense to the satisfaction of the Department.

**APPLICATION OF PAINTS, ETC.:** — Painting may be carried out by brush, roller or spray as recommended by the manufacturer and to the approval of the Department. All paints, etc. are to be applied in strict accordance with the manufacturer's instructions. Each coat of paint is to be adequately and permanently keyed onto the previous coat or surface and shall be evenly distributed and continuous and shall dry to a smooth film, free from sags, runs or other imperfections. Each coat of paint is to be of a colour distinctive from previous or succeeding coats.

All painting must be done in accordance with a colour scheme which will be provided by the Department, and rates for painting etc. are to include for all cutting in of contrasting colours and masking as required. No distinction has been made where more than one colour of the same material is required on the walls or ceiling of the same room.

Samples of colours for the final coats are to be prepared in all cases to the approval of the Department and all work must be finished to the approved colours.

Backs of wood door and similar frames and the surfaces of other new or prefixed joinery in contact with brickwork, etc. and built in as the work proceeds, shall be primed or sealed before building in to prevent moisture seeping into the wood from the mortar bedding.

Tongued and grooved and rebated edges of boards in batten doors and other such like inaccessible parts of new joinery shall, before assembly, be primed, or where the joinery is to receive a finish other than paint, be given one coat of such other finishing material.

All new external structural timbers shall be primed before the timbers are fixed in position and shall include all surfaces such as backs of fascias and barge boards.

**RATES:** — Rates for painting, etc. are to include for all preparatory work, and where spraying is employed, are to include or adequately masking all surrounding areas. Where diameters of pipes are stated these are the nominal internal diameters, and rates for painting pipes are to include for painting the holderbats, hangers, clips, etc. supporting the pipes.

Rates are to include for providing all necessary dust sheets, covers, etc. taking all necessary precautions to prevent marking the surfaces of joinery, walls, floors, glass, electrical fittings, etc. All surfaces disfigured or otherwise damaged shall be completely renovated or replaced as necessary to the approval of the Department at the Contractor's own expense.

ZNQ –

UMPHUMULO HOSPITAL – REPAIR TO STAFF RESIDENCE AND MAIN KITCHEN

SCHEDULE OF RATES

4.1 ITEMS AND PRICING

The Department reserves the right to place an order for any quantities of items included in the Schedules. The Schedule of Rates must also not be assumed to include and describe every detail of the supply requirement, but must be taken and read in conjunction with the other parts of the document. Thus the supplier shall not have claim for further payment in respect of any order which may be described or implied in the contract, although apparently no corresponding items are given in the Schedule of Rates. The supplier shall be deemed to have satisfied himself before quoting as to the correctness and sufficiency of his quote for the contract and of the rates and prices stated in the Schedule of Rates.

4.2 TAX AND DUTIES

Prices, quoted and paid, must include all customs, excise and import duties, and any other tariffs or taxes levied by the government or statutory body having jurisdiction on the goods provided under this contract, **including Value Added Tax (applicable to the current rate).**

3.3 RATES

Except where provision is made in the Schedule of Rates, the rates and prices inserted shall be the full rates and prices for the service delivered described under the respective items and shall cover all labor, transport, overhead charges and profit, etc. as well as the general liabilities, obligations and risks arising out of the Conditions of Contract, the overhead charges and profit being spread proportionately over the rates of the relative items in the Schedule of Rates.

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

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

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

Item no	Description	Unit	Qty	Rate	Total
	<b>BILL NO. 1</b> <b>ROOF COVERING, CARPENTRY ETC.</b>				
	<b><u>Main Kitchen</u></b>				
1	Remove rotten sections of roof sheet	Item			
2	Supply and install 0.47 x 670mm galvanized corrugated roof sheet	m	80		
3	Secure roof sheeting using new roof nails and ensure no leaks	item			
4	Supply and install 40 x 40mm wood battens	m	45		
5	Remove existing ceiling	m <sup>2</sup>	82		
6	Supply and install gypsum ceiling (to be skimmed)	m <sup>2</sup>	125		
7	Supply and install cornice to above ceiling	m	68		
8	Supply and install exterior solid door complete with lockset and hinges.	unit	1		
9	Replace existing barge boards with chromadek barge board	m	30		
	<b><u>Paris</u></b>				
9	Secure roof sheeting and ridge caps and ensure no leaks	item			
10	Remove existing ceiling	m <sup>2</sup>	77		
11	Supply and install gypsum ceiling (to be skimmed)	m <sup>2</sup>	77		
12	Supply and install cornice to above ceiling	m	108		
13	Replace interior door and lockset	unit	6		
14	Replace exterior solid door and lockset	unit	1		
15	Repair to existing kitchen cupboard	item			
16	Replace existing meranti skirting	m	20		
17	Replace existing barge boards with chromadek barge board	m	15		

Item no	Description	Unit	Qty	Rate	Total
	<u>ALEXANDRIA</u>				
17	Secure roof sheeting and ridge caps and ensure no leaks	item			
18	Replace existing cornice	m	116		
19	Repair dry-wall at entrance	m <sup>2</sup>	2		
20	Replace entrance meranti door frame and solid door including Union lockset 3lever	unit	1		
21	Repair to existing kitchen cupboards	item			
22	Replace existing barge boards with chromadek barge board	m	15		
	Carried to Collection				

Item no	Description	Unit	Qty	Rate	Total
	<p><b>Bill No. 2</b></p> <p><b>Windows</b></p> <p>Windows are to be factory-glazed and fitted with all necessary PVC or neoprene glazing gaskets, aluminium glazing beads, weather seals, etc., in accordance with the manufacturers standard details.</p> <p>The frames are to be formed perfectly flat on all faces, truly square and properly jointed at angles and intersections.</p> <p>The sight lines are to be the same throughout each window of the same type.</p> <p>All frames are to be fitted with standard fixing lugs spaced one near each corner and not exceeding 450mm apart intermediately all around frame.</p> <p>The windows are to be protected with plastic sheeting held in position with non-staining adhesive tape capable of easy stripping.</p> <p>Prices for windows are to include for assembling the component parts, setting up in position and plugging and screwing fixing lugs to concrete, oiling and easing all opening sections, protecting from damage and cleaning down and leaving in perfect condition at completion.</p> <p>natural anodized aluminum</p> <p><u>PARIS &amp; ALEXANDRIA</u></p>				
1	Remove existing windows	unit	28		
2	Supply and install 640mm x 1410mm aluminum window Centre fixed with two top-hung opening	unit	26		
3	Supply and install 1260mm x 1410mm aluminum window Centre fixed with four top-hung opening	unit	2		
	Carried to Collection				

Item No	Description	Unit	Qty	Rate	Total
	<b><u>PLUMBING AND DRAINAGE</u></b>				
	0.2mm thick, 100x125mm built-in carport gutters, in continuous lengths including bends, down pipes, stopped ends etc. Fixed to manufactures specifications to the approval of the Department of Health Kwa-Zulu Natal				
1	100 x 125mm gutters	m	52		
2	76x64mm outlet / down pipe and accessories	unit	8		
3	Replace existing Cobra kitchen sink mixer	unit	2		
	<b><u>FLOOR COVERING PARIS &amp; ALEXANDRIA</u></b>				
1	Remove existing floor peel and stick carpet	m <sup>2</sup>	111		
2	Supply and install salt and pepper tile including preparing of floor, fixing, grouting and 80mm tile skirting with aluminum edging along all exposed tile edges.	m <sup>2</sup>	130		
	<b><u>MALE WARD</u></b>				
1	Remove existing ceramic tiles	m <sup>2</sup>	40		
2	Supply and install salt and pepper tile including preparing of floor, fixing, grouting and 80mm tile skirting with aluminum edging along all exposed tile edges.	m <sup>2</sup>	40		
	Carried to Collection				

Item No	Description	Unit	Qty	Rate	Total
	<u>Bill No 3</u> <u>Electrical</u>				
1	Rewire existing light circuit using 20mm <sup>2</sup> pvc conduit and 1.5mm <sup>2</sup> house wire(existing power supply)	unit	1		
2	Supply and install 1.5m(5 foot) double tube open channel LED light fitting	unit	2		
3	Supply and install 1.2m(4 foot) single tube open channel LED light fitting	unit	10		
4	Issue electrical certificate of compliance on completion	unit	1		
			1		
	Carried to Collection				



Item No	Description	Unit	Qty	Rate	Total
	<u>Bill No 4</u>				
	<u>Painting</u>				
1	Prepare roof, repair leaks and apply two coats with nu-roof, roof paint traffic green in color.	m <sup>2</sup>	450		
2	Prepare and paint exterior walls with one undercoat and two coats Umgeni sand color exterior paint.	m <sup>2</sup>	380		
3	Prepare internal walls and paint with universal undercoat and two coats of Velvagio paint - white in color	m <sup>2</sup>	650		
4	Prepare ceilings and paint	m <sup>2</sup>	290		
	Carried to Collection				

**COLLECTION SUMMARY**

**INSTITUTION:**

**UMPHUMULO HOSPITAL**

**PROJECT DESCRIPTION: REPAIR TO STAFF RESIDENCE AND MAIN KITCHEN**  
NOTE:

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

<b>BILL</b>	<b>FINAL SUMMARY</b>	<b>PAGE NO.</b>	<b>AMOUNT</b>
1	Roof covering etc.	9	
2	Plumbing and drainage	10	
3	Electrical Work	11	
4	Painting	12	
	Sub Total		
	Value Added Tax		
	<b>Carried to Form of Tender</b>		

**IMPORTANT**  
*THIS FORM IS ONLY TO BE INCLUDED AND COMPLETED WHEN APPLICABLE TO THE QUOTATION.*

**OFFICIAL BRIEFING SESSION / SITE INSPECTION CERTIFICATE**

Site/building/institution involved:

**UMPHUMULO HOSPITAL**

Quotation No.:

**ZNQ –**

Service:

**REPAIR TO STAFF RESIDENCE AND MAIN KITCHEN**

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THIS IS TO CERTIFY THAT..... OF (STATE NAME OF TENDERER)  
..... VISITED AND INSPECTED THE SITE ON  
..... (DATE) AND IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES  
AND THE SCOPE OF THE SERVICE TO BE RENDERED.

.....  
**SIGNATURE OF TENDERER OR AUTHORISED REPRESENTATIVE**

**DATE** :.....

.....  
**SIGNATURE OF DEPARTMENTAL REPRESENTATIVE**

**DEPARTMENTAL STAMP:**

**DATE** :.....