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## KZN Health Intranet

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AdvertQuote



### Quotation Advert

Opening Date: 2022-10-05  
 Closing Date: 2022-10-19  
 Closing Time: 11:00

#### INSTITUTION DETAILS

Institution Name: Ugu district office  
 Province: KwaZulu-Natal  
 Department or Entity: Department of Health  
 Division or section: Central Supply Chain Management  
 Place where goods / services is required: UGU EMS  
 Date Submitted: 2022-10-04

#### ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: ZNQ/UGU/0118/22-23  
 Item Category: Services  
 Item Description: Repair to gate motor, supply and install heavy duty rack on sliding gate for electric motor. Contract and install mild steel galvanised gate motor stand  
 CIDB REGISTRATION: ME 1  
 Quantity (if supplies):

#### COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Compulsory Site Visit  
 Date: 2022-10-12  
 Time: 10H30  
 Venue: MARBURG EMS NO.2 OSCAR NERO ROAD

QUOTES CAN BE COLLECTED FROM: SITE MEETING - PRINT & BRING OWN DOCUMENT

QUOTES SHOULD BE DELIVERED TO: 41 BISSET STREET UGU HEALTH DISTRICT OFFICE PORT SHEPSTONE

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

Name: MBUSO GCABA  
 Email:   
 Contact Number: 039 6883065  
 Finance Manager Name: MR RS GOVENDER  
 Finance Manager Signature:

No late quotes will be considered

**STANDARD QUOTE/DOCUMENTATION SUPPLY CHAIN MANAGEMENT UNDER R30 000.00 incl VAT. JOTE/DOC**

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: **UGU HEALTH DISTRICT OFFICE**

DATE ADVERTISED: **05/10/2022** FACSIMILE NUMBER: **0396826757** EMAIL: **zandile.radebe@kznhealth.gov.za**

ENQUIRIES REGARDING THE QUOTE: **MBUSO GCABA** CONTACT NUMBER: **0396883065**

ENQUIRIES REGARDING TECHNICAL INFORMATION: **GRANT DONNELLY** CONTACT NUMBER: **0396883042**

PHYSICAL ADDRESS: **41 BISSES STREET UGU HEALTH DISTRICT OFFICE PORT SHEPSTONE**

QUOTE NUMBER: **ZNQ/UGU/0118/22-23** CLOSING DATE: **19/10/2022** CLOSING TIME: **11:00**

DESCRIPTION: **Repair to gate motor at Marburg EMS**

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR OFFER BEING DISQUALIFIED)

NAME & ADDRESS OF BIDDER (FIRM)	
NAME OF BIDDER:	DATE:
PHYSICAL ADDRESS:	EMAIL ADDRESS:
CONTACT NUMBER:	FACSIMILE NUMBER:
SIGNATURE OF BIDDER:	SARS PIN:
[By signing this document, I hereby agree to all terms and conditions]	CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO.: ↓
UNIQUE REGISTRATION REFERENCE: ↓	

Does this offer comply with the specification?	State delivery period, e.g. 1day, 1week
Is the price firm?	All delivery costs must be included in the quoted price

Item No	Quantity	Description	Brand & model	Country of manufacture	Price	
					RR	cc
		Repairs to a gate motor, supply and install heavy duty rack on the sliding gate for electric motor. Construct and install steel galvanised gate motor stand				
		REQUIREMENTS:				
		CIDB REGISTRATION: ME1				
		CSD FULL REPORT				
		TAX CLEARANCE CERTIFICATE AND BBBEE				
VALUE ADDED TAX @ 15% (Only if VAT Vendor)						
TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)						

- SPECIAL CONTRACT CONDITIONS OF QUOTATIONS**
  - The Department is under no obligation to accept the lowest or any quote.
  - 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.
  - ALL DECISIONS TAKEN BY THE DEPARTMENT ARE FINAL, INCLUDING THE AWARD OR CANCELLATION OF THIS QUOTATION.**
  - The price quoted must include VAT (if VAT vendor).
  - 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.
  - The bidder must ensure the correctness & validity of the quotation:
    - 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
    - it is the responsibility of the bidder to confirm receipt of their quotation and to keep proof thereof.
  - 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.
  - 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.
  - Offers must comply strictly with the specification.
    - Only offers that meet or are greater than the specification will be considered.
    - Late offers will not be considered.
    - Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
    - Used/ second-hand products will not be accepted.
    - A bidder not registered on the Central Suppliers Database or whose verification has failed will not be considered.
    - All delivery costs must be included in the quoted price for delivery at the prescribed destination.
    - 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.
    - In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
    - In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered.
    - Verification will be conducted to identify if bidders have multiple companies and are co-quoting for this bid.
    - In such instances, the Department reserves the right to immediately disqualify such bidders as co-quoting is an offence that represents both corruption and acquisition fraud.
- SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF THIS QUOTATION**
  - 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.
  - 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.
  - The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
  - 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.
  - Any alteration made by the bidder must be initialled. Failure to do so may render the response invalid.
  - Use of correction fluid is prohibited and may render the response invalid.
  - Quotations will be opened in public as soon as practicable after the closing time of quotation.
  - Where practical, prices are made public at the time of opening quotations.
  - 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.
  - The Department is under no obligation to pay suppliers in part for work done if the supplier can no longer fulfil their obligation
  - SPECIAL INSTRUCTIONS REGARDING HAND-DELIVERED QUOTATIONS**
    - Quotations shall be lodged at the address indicated no later than the closing time specified for their receipt and in accordance with the directives in the quotation documents.
    - 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.
    - 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.
    - 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.
    - 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.
    - Quotation documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.
  - THE DEPARTMENT RESERVES THE RIGHT TO PASS OVER ANY QUOTATION WHICH FAILS TO COMPLY WITH THE ABOVE.**

**UGU HEALTH DISTRICT OFFICE**  
**PORT SHEPSTONE MAIN**  
**ENTRANCE NELSON MANDELA DRIVE**  
**TEL: 039 688 3000**  
**FAX: 039 688 3055**

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. in line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

2.1. Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Table with 3 columns: Full Name, Identity Number, Name of State Institution

2.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? YES/NO

2.2.1. If so, furnish particulars: .....

2.3. Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES/NO

2.3.1. If so, furnish particulars: .....

3. DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1. I have read and I understand the contents of this disclosure;
3.2. I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
3.3. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
3.4. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
3.5. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
3.6. There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
3.7. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

Name of Bidder Signature Position Date

1 The power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

**Enquires:** ---- **Reference:** ZNQ: ---- **Date:**

**MINUTES OF SITE MEETING HELD ON:**

**Date:**

**Venue:**

**1. Matter Discussed:**

- 1.1. Signing of attendance register and site inspection briefing certificate.
- 1.2. Handing out of quotation documents.
- 1.3. Completion of quotation documents.
  - 1.3.1. SBD 4
  - 1.3.2. SBD 6.1
  - 1.3.3. Form 9
  - 1.3.4. Bill of Quantities
- 1.4. Submission of required information.
  - 1.4.1. Documents as per page 3 of the specification.
- 1.5. Site visit and deliberations on specifications and requirements.
- 1.6. Bidders are compelled to re-visit the site for one-on-one clarification of measurements and requirements. Post Site Inspection Briefing certificate to be signed on day of re-visit.
- 1.7. No part payments will be made and any stage of the project.
- 1.8. No payment will be made for incomplete or poor quality of work.
- 1.9. Material list page to be completed for all quotation documents. Failure to attach signed and completed document will render the quotation as not valid.
- 1.10. Past poor performance of contractors.
  - 1.10.1. Contractors that have performed poorly in the past will not be considered.
  - 1.10.2. Contractors that have not completed previous projects fully will not be considered.
  - 1.10.3. Contractors will be referred to National Treasury as a defaulter to be listed on the Database of Restricted Suppliers.**

I, ....., from ..... do hereby  
*(Print Name)* *(Name of Business)*  
acknowledge that I have read and understand the items discussed as laid out above and  
will ensure that the quotation price submitted will address all the requirements as  
stipulated.  
..... / ..... / .....  
*Signature* *Date*

**2. General matters during site visit:**

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2.10.

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**CERTIFICATE OF BIDDERS ATTENDANCE AT COMPULSORY  
SITE INSPECTION BRIEFING MEETING**

**Marburg EMS**

QUOTATION NO.	DESCRIPTION	SITE INSPECTION DATE
ZNQ	Reposition gate motor at Marburg EMS	

This is to certify that I \_\_\_\_\_

A representative of (Bidder) \_\_\_\_\_

of Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No: \_\_\_\_\_

Telefax No.: \_\_\_\_\_

Attended the Pre-Bid Site Briefing Meeting on (date) \_\_\_\_\_

And at the following venue (mark in appropriate block):

**Marburg EMS**

**BIDDERS REPRESENTATIVE** \_\_\_\_\_

**DEPARTMENT REPRESENTATIVE** \_\_\_\_\_

**DEPARTMENTAL STAMP:**

ENQUIRIES:

REF:

CLOSING DATE:

CONTRACTOR: \_\_\_\_\_

1. On behalf of the KwaZulu-Natal Department of Health, we hereby invite you to quote for the above service
2. Your quotation must be submitted to the following address:

HAND DELIVERED

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In a sealed envelope, the front of the envelope being clearly endorsed with the Quotation Number ZNQ and the service type as stated above, not later than 11h00 on

3. The quotation shall be fully detailed as follows:
  - 3.1 Itemised list of additional Material/Spare parts required by the Contractor, showing costs and contracts mark-up.
  - 3.2 Labour hours, rate and total travelling costs.
  - 3.3 Kilometres, Rate and Total Travelling Cost (specify number of trips).
  - 3.4 Subsistence: Number of Days, Rate and Total Subsistence Costs.
4. Kindly complete the attached document and return all pages as per paragraph two above, each page being initialled by the Contractor's authorized signatory.
5. The Contractor's attention is drawn to the following, which under no circumstances will be acceptable and will result in the automatic disqualification of the quotation.
  - 5.1 Use of correcting fluid i.e. Tippex on the quotation documents.
  - 5.2 Faxed quotations
  - 5.3 Photocopies of quotations
  - 5.4 Incomplete quotation document including Bill of Quantities.
6. Only the original document, duly signed and completed in its entirety will be given any consideration.
7. **Bidder to sign and date every page in acknowledgment that he/she has read and understood all the requirements contained in this document. Failure to do so will render your offer as non-responsive.**

ZNQ: Bidders Signature: .....

**DOCUMENTATION TO BE SUBMITTED**

1

No.	Document Details	Doc. Type	Submitted	
			Yes	No
1.	Tax Clearance Certificate	Original		
2.	CIDB Registration <b>ME 1</b>	Certified Copy of Original		
3.	Company Registration Documents (CK)	Certified Copy of Original		
4.	B-BBEE Status Verification Certificate	Certified Copy of Original		
5.	Fully Completed and Signed Quotation Document	Original		
6.	SBD 4 Document Declaration Of Interest (Fully completed and signed)	Original		
7.	Bill of Quantities (fully priced for each item as listed)	Original		
8.	CSD	Certified Copy of Original		
9.	Registration with Department of Labour Letter of Good Standing.	Certified Copy of Original		

**PLEASE NOTE: FAILURE TO SUBMIT ANY OF THE DOCUMENTS AS REQUIRED IN THE TABLE ABOVE WILL RESULT IN THE OFFER BEING REGARDED AS NON-RESPONSIVE.**

**A COVERING LETTER REFERRING TO THE DOCUMENT WHERE A SET OF THESE DOCUMENTS HAVE BEEN ATTACHED MUST BE ATTACHED TO EVERY OTHER QUOTATION DOCUMENT.**



**NOTES TO BIDDERS****1.1 GENERAL CONDITIONS AND PROCEDURES FOR PROCUREMENT**

The KwaZulu-Natal Treasury's General Conditions and Procedures for Procurement (ZNT 6 – September 2002), copies of which are available from the offices of the Head: Works (as well as at <http://www.kzntreasury.gov.za>), will apply.

**1.2 VISIT TO SITE**

Bidders are advised to visit the site before quoting in order to satisfy themselves as to the nature and full extent of the work to be done and the conditions generally affecting the execution of the contract. Claims on the grounds of lack of knowledge in such respects or otherwise will not be entertained.

**1.3 SUPERVISION**

The work shall at all times, for the duration of the contract, be carried out under the supervision of a skilled and competent representative of the contractor, who will be able and authorized to receive and carry out instructions on behalf of the contractor. A sufficient number of workers shall be employed at all times to ensure satisfactory progress of the work.

**1.4 PROTECTING AND MAKING GOOD**

The contractor shall allow for covering up and protecting, as necessary, from time to time, throughout the performance of the contract, all work liable to suffer damage and on completion clear away and make good any damage caused to the works by his negligence and shall be liable for all costs incurred in making good any such damage, to the satisfaction of the Head: Works.

The contractor shall allow for making good in all surrounding trades, which have been disturbed during alterations, repairs and renovations.

**1.5 RECLAIMABLE MATERIAL**

Reclaimable material will become the property of the contractor and who must allow for any credit in the quotation.

**1.6 COMPLIANCE**

All work must comply with the Local Authority regulations and National Building Regulations, as well as SABS specifications applicable to the work to be executed.

**1.7 LEAVE PERFECT**

The contractor shall at all times keep the site in a clean and tidy condition and on completion, remove all superfluous materials, debris, etc. and leave the premises in a thoroughly clean and perfect state, fit for occupation.

**1.8 ARRANGEMENT WITH OCCUPANTS**

The contractor shall arrange with the occupants of the buildings for access to the site/building to render the service and put the work in hand within twenty four (24) hours after being notified, telephonically or otherwise, of acceptance of the contractor's quotation.

**1.9 PRECAUTIONS TO PROTECT**

The contractor shall take all necessary precautions and steps to protect furniture and fittings in the building and on the site against damage and/or contamination.

**1.10 INDEMNITIES**

- (a) The contractor shall indemnify the Head: Works against any claims of whatever nature arising from the contractor's activities and accept responsibility for all damage caused to property and persons as a result of such activities.
- (b) The contractor shall indemnify his workers in terms of the Compensation for Occupational Injuries and Diseases Act.

1.11 OCCUPATIONAL HEALTH AND SAFETY ACT NO. 85 OF 1993

By the submission of a quotation, any Tenderer will, if awarded the contract to which this quotation document relates, be deemed to be a mandatory as envisaged by Section 37(2) of the Act. As a mandatory the successful Tenderer will be deemed to be an employer in his/her/their own right with duties as prescribed in the Act and accordingly will be deemed to have agreed to be solely responsible for ensuring that in connection with the project to which this quotation document relates, all work will be performed and machinery and plant used in accordance with the Act. Should the successful Tenderer, for whatever reason be unable to perform as required by the Act, the successful Tenderer undertakes to inform the Employer accordingly.

1.12 ESCALATION

Bidders are advised that the contract with the successful tenderer will not be subject to the Contract Price Adjustment Provisions (CPAP) or any other escalation formula, and they are therefore to allow for any increases in the costs of labor, material, transport, etc. However, any statutory increase or decrease in Value-Added Tax will be for the account of the Province.

1.13 GUARANTEE

The successful tenderer shall guarantee that no faulty material or workmanship was used in the execution of services. Should the guarantee not be complied with, the State may, without prejudice to any other rights it may have, demand that the services be repaired without cost to the State.

1.14 PENALTIES

If the contractor fails to render the service within the period stipulated in the contract, the State shall have the right, in its sole discretion either to deduct as a penalty from the value of the contract sum an amount of one-fourteenth percent thereof per calendar day for the period of delay or to claim any damages or loss suffered in lieu of such penalty: provided that where beneficial use of the completed portion is enjoyed, penalty shall be applied to the value of the outstanding portion only.

1.15 ALTERATIONS TO QUOTATION DOCUMENTS

Any amendment or correction in the quotation document of a quoted amount/sum/rate or other entry must be effected only by deleting the incorrect entry and writing the correct amount/sum/rate entry just above it in INK. Each and every amendment/correction must be initialed by the signatory to the quotation.

The use of "TIPPEX" or any other similar substances to make corrections and/or alterations ANYWHERE in the quotation is NOT permitted and any quotation altered/amended in such a manner may be declared invalid or be disregarded.

1.16 REGISTRATION ON THE PROVINCIAL SUPPLIERS DATABASE

1. In terms of the KwaZulu-Natal Procurement Regulations promulgated in terms of Section 47 of the KwaZulu-Natal Procurement Act, all suppliers of goods and services to the Province of KwaZulu-Natal are required to register on the Provincial Suppliers Database.
2. If you wish to apply for registration, forms may be downloaded from the website, <http://www.kzntreasury.gov.za> or obtained by phoning the toll free number **0800 201 049**. This number is also available for general enquiries relating to Provincial procurement.
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Province may, without prejudice to any other legal rights or remedies it may have:
  - 3.1 de-register the supplier from the Database,
  - 3.2 cancel a tender or a contract awarded to such supplier,and the supplier would become liable for any damages if a less favorable quotation is accepted or less favorable arrangements are made.
4. The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Provincial Suppliers Database, relating to changed circumstances.

**1.17 VALIDITY**

This quotation shall be valid for a period of sixty (60) calendar days calculated from the closing time specified.

**1.18 CONTRACT PERIOD**

The work shall be completed within **twenty one days (21)** from the date of the official order/letter of acceptance.

**1.19 PROPRIETARY MATERIALS**

Where the term "or other approved" is used in connection with proprietary materials or articles it is to be understood that approval shall at the sole discretion of the Head: Works.

Where brand or trade names are referred to in the extent of work/specification these shall indicate the quality and type of material or fitting required and no substitution of materials so specified will be permitted unless the authority of the Head: Works has been obtained *before tenders close*.

In all cases where the contractor takes delivery of, handles, stores, uses, applies and/or fixes any proprietary product he shall do so in strict accordance with the manufacturer's instructions after consultation with the manufacturer or his duly authorized representative.

**1.20 DEFINITION OF APPROVED, ETC.**

The term "approved" or "specified" where used in these extent of work/specifications shall mean approved or specified by the Head: Works. This term shall apply equally to the Head: Health.



## **UGU HEALTH DISTRICT OFFICE HEALTH AND SAFETY SPECIFICATION**

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### **OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993**

#### **EXTRACT FROM THE CONSTRUCTION REGULATIONS**

1. **Scope:** This specification details the health and safety requirement with the Works.
2. **Interpretations :** Construction work is defined as: any work in connection with: -
  - a) The erection, maintenance, alteration, repair, demolition or dismantling of or addition to a building or any similar structure;
  - b) The installation, erection, dismantling or maintenance of a fixed plant where such work includes the risk of a person falling; or
  - c) The moving of earth, clearing of land, the making of an excavation, piling or any similar type of work.
3. **General:** The Employer will take reasonable steps to ensure that the contractor's health and safety plan is implemented and maintained. The steps taken will include periodic audits at intervals of at least once every month.

#### **Should the Contractor at any stage in the execution of the work-**

- a) Fail to implement or maintain contractors' health and safety plan;
- b) Execute construction work which is not in accordance with contractors' health and safety plan; or
- c) Act in any way which may poses a threat to the health and safety of any person/s, **the Employer or employers' representative/agent will stop the Contractor from executing construction work.**

#### **4. General Requirements**

- 4.1. **First Aid Equipment:** The Contractor shall provide for its employees an approved first aid box. The first aid box to be checked weekly by a responsible person, who shall be appointed by the Contractor.
- 4.2. **Reporting of incidents and /or injuries:**
  - 4.2.1. All incidents in respect of damage to Works, property or machinery or injury to persons, shall be reported by the Contractors Safety Officer or Site Representative to the Representative/agent by the quickest means possible.

- 4.2.2. A mandatory incident report form, containing full details of the incident, shall be completed and submitted to the representative/agent within (24) hours of the occurrence of the incident.
- 4.2.3. The representative/agent shall have the right to make all or any enquiries as to the cause and result of any such incident. The Contractor shall provide the representative/agent with full facilities for carrying out such enquiries.
- 4.3. **Danger Areas:** All danger areas shall be demarcated by the Contractor with appropriate tape and hazard notices to prevent unauthorized person/s entering the danger area.
- 4.4. **Hazard Notices:** The Contractor shall display hazard notices in all areas identified in the risk assessment as potentially hazardous.
- 4.5. **Personal Protective Clothing:** The Contractor shall provide the necessary personal protective clothing for his employees in hazardous areas, appropriate to the nature of the hazard identified in the risk assessment.
- a) **Hard Hats:**  
All employees of the Contractor shall wear hard hats in areas where appropriate hazard notices are displayed. Hard hats shall not be painted or otherwise defaced.
- b) **Eye Protection:**  
Suitable eye protection shall be worn in areas where appropriate hazard notices are displayed, or when grinding, chipping, breaking, drilling, arc welding, cutting with oxyacetylene equipment of similar activities are taking place.
- c) **Hearing Protection:**  
Suitable hearing protection shall be worn in areas where appropriate hazard notices are placed.
- d) **Foot Wear:**  
All employees of the Contractor shall wear undamaged, laced-up safety boots or safety shoes, suitable for the intended purpose, in prescribed areas where appropriate hazard notices are displayed.
- e) **Gloves:**  
All employees of the Contractors shall wear suitable gloves in all areas where appropriate hazard notices are displayed or when handling hot or hazardous materials or chemicals.
- 4.6. **Machine Guarding:** All power tools and machinery driven by belts, gears, ropes, chains, couplings and similar drives shall be adequately guarded. The Contractor shall prohibit the use of any equipment with a damaged, missing or inadequate guard.

**4.7. Ladders:**

4.7.1. Every ladder shall be:

- Of good construction, sound material and adequate strength and suitable to the purpose for which it is used (e.g. electricians shall use suitable insulated ladders),
- Fitted with non-skid devices at the bottom of the stiles or with hooks or similar devices at the tops of the stiles.

4.7.2. Except for extension ladders, no ladder shall be used which is longer than 4,5m and no ladder shall have its reach extended by tying together two or more ladders.

4.7.3. All ladders shall be inspected weekly and a log shall be kept of the inspections.

**4.8. Scaffold Framework:**

4.8.1. Scaffold standards shall be firmly supported and secured against displacement and shall be kept vertical.

4.8.2. No Contractor shall use, or cause to be used, any scaffold unless it is inspected by a competent person at least once a week and after inclement weather.

**4.9. Prevention of Uncontrolled Collapse:** The Contractor shall ensure that no structure or part of a structure is loaded in a manner that would render it unsafe.

**4.10. Electrical Equipment and Procedures Used by the Contractor:**

4.10.1. All electrical equipment to be inspected regularly by a qualified electrician, who shall be appointed by the Contractor and inspections to be logged.

4.10.2. The Contractor shall ensure that all his electrical equipment conforms to the operational and safety requirements.

4.10.3. All earth leakage units shall be tested at intervals of not more than one month and signed for by a qualified electrician.

**4.11. Indemnity of the Employer and his agents:** The annexure to this Contract Document contain a "Mandatory Form of Authority and Agreement in terms of Section 37 (2) of the Occupational Health and Safety Act, No, 85 of 1993 which agreement shall be entered into and duly signed by both the Employer and Contractor prior to the commencement with work. A copy of the signed agreement shall be included in the Contractors health and safety plan.

**4.12. Minimum Requirements of a Safety File**

1. Health & Safety specifications.
2. Baseline risk assessment
3. Task based Risk Assessment
4. Approved SHE plan
5. Letter of good standing
6. Contractors OHS Policy

7. Agreements as contemplated in Section 37(2) of the OHS Act
8. Notification of construction work
9. Construction work permit (where required)
10. Contractor organogram
11. Site specific emergency plan
12. Site specific emergency numbers
13. All Legal appointments applicable to the project
14. Safe work procedures
15. Certificates of electrical installations
16. Fall protection plan where applicable
17. Scaffold inspection records
18. Drawings and designs
19. All applicable letters of appointments and CV's thereof
20. List of contractor employees on site
21. List of appointed contractors on site
22. Equipment list
23. Inspection schedule and copies of inspection reports
24. Evacuation plans and emergency contact details
25. Training records
26. Toolbox talks register
27. Medical certificates of fitness
28. Incident management procedures
29. MSDS register & Documents
30. PPE Issuing records
31. Proof of communication of all relevant OHS documents
32. Up to date version of the OHS Act & Regulations

NB: this list is not exhaustive; the contractor must ensure compliance with ALL OHS file requirements as contemplated in CR 7(b)



## **UGU HEALTH DISTRICT OFFICE TECHNICAL SPECIFICATION**

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### **GENERAL**

1.1. This TECHNICAL SPECIFICATION shall be read in conjunction with all other sections of the SPECIFICATION, including the National Building Regulations SABS 0400 of 1990 as amended and the Occupational Health and Safety Act and Regulations, 85 of 1993.

1.2. Cognisance shall be taken of the clauses relevant to this particular installation, whether any specific clauses are referred to or not.

### **2. SCOPE**

2.1. The work to be carried out under this contract includes the supply, delivery, installation, connecting, testing and leaving in good service condition to the satisfaction of the Head of Department or his or her designee, the building maintenance, renovations, repairs and minor new works to KwaZulu-Natal Health Institutions as specified by the Head of Department or his or her designee.

2.2. Work to be done as per drawing.

2.3. Material as specified below.

2.4. Work to be done according to Standard preambles of Trade of the Department of Health.

2.5. No jack hammers to be used unless cleared by Maintenance Manager.

2.6. If unsure please contact Maintenance Manager before commencing with the work.

2.7. No cutting off cables (electrical or network) if not cleared by Maintenance Manager. Contractor will be responsible if any cables are cut without permission.

### **3. REFERENCES**

3.1. Where references have been made to specific brand names, these are read as "**OR OTHER APPROVED BY DEPARTMENT OF HEALTH, FACILITIES MANAGEMENT.**"



## INSTALL MOTORIZED SLIDING GATE AT MARBURG EMS

### 3.2 PROJECT SPECIFICATIONS

### 3.3 SCOPE OF CONTRACT

The contract is for the execution of the project indicated above.

### 3.4 CONTRACT DRAWINGS

Supplied

### 3.5 CONDITIONS OF CONTRACT AND PRELIMINARIES

#### 3.5.1 PERIOD OF CONTRACT

Three (3) Weeks as the Contract Period for the completion of the Work from date of Site Handover.

#### 3.5.2 CONTRACT GUARANTEE

The successful bidder will not be required to submit a contract guarantee.

#### 3.5.4 GUARANTEE PERIOD

The guarantee period for the completion of the Building work and all materials must be a minimum of Three (3) Calendar Months from the date of the first delivery. The Electrical work, all materials including electronic equipment and all the rest of the materials must be minimum of Twelve (12) Calendar Months from the date of the first delivery.

#### 3.5.5 SITE AND MODE OF PROCEDURE

The work contained in this contract will be carried out on the site of the existing **MARBURG EMRS**.

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 KZN 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.

#### 3.5.6 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 General Electrical Specification, ICASA, Telecommunications regulation, 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.

#### 3.5.7 CERTIFICATE OF COMPLIANCE

#### 3.5.8 GENERAL

The Bidders/Contractors will be responsible for all masonry work associated with the electrical  
ZNQ:            Bidders Signature: ..... 13

installation and making good of all work to the electrical installation. The patching and painting must be to the satisfaction of the KZN Department of Health.

#### 4 TECHNICAL SPECIFICATIONS

##### GENERAL

The 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.

#### 5 SCOPE OF WORK

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

The work comprises of:

- 5. Supply and install the following:
  - 5.1 Cabling
  - 5.2 Cutting of concrete
  - 5.3 Cable sleeves
  - 5.4 Hot dipped galvanized stand
  - 5.5 Heavy duty steel rack
  - 5.6 Concreting
  - 5.7 Test and commission

#### CONSTRUCT DRIVEWAY GATE WITH MOTOR

1. Construct mild steel galvanized gate motor stand (As per drawing). The frame shall comprise of hot dipped galvanized 200mm x 200mm x 4mm plate with 4 x 10mm holes drilled to suit motor. Plate to be welded to 100mm x 100mm x 4mm square tubing. **All welding and drilling to be done before hot dip galvanizing.**
2. Cut concrete to accommodate stand.
3. Excavate 300x300 x500mm deep hole to accommodate stand.
4. Cast frame into 25Mpa concrete
5. Supply and install Heavy Duty rack on the sliding gate for the electric motor (4900mm). **Cold galvanizing spray after welding.**
6. Supply and install 20mm PVC conduit/sleeve in stand for cabling.
7. Extend existing cabling to supply motor.
8. Test and commission.
9. Leave in working order.

#### 10. SLIDING GATE ELECTRIC MOTOR

The gate motor shall be vandal proof.

**GALVANISING OF STEELWORK:** — All steel surfaces described to be galvanized are to be thoroughly sand, grit or steel shot blasted to white metal in accordance with SANS Code of Practice 064 and fluxed ready for galvanising, and the completed unit is to be hot dip galvanized after fabrication in accordance with SANS Specification 763 for general applications on the relative thicknesses of metal.

The zinc coating shall be continuous and of even thickness over all surfaces entirely free of bare spots, dull, rough patches, blisters and other imperfections and shall show no signs of peeling. Where site welding has to be done, the welds are to be properly cleaned down and cold galvanized to the approval of the Department.

If requested by the Department, the manufacturer shall carry out tests to prove that the requisite mass / thickness of zinc coating is applied and that it is of uniform thickness. The tests shall be made by attaching a test piece of mild steel, approximately 250 x 25 x 6mm, by means of wire, to an article being galvanized, and subjecting the test piece to the same cleaning, fluxing and galvanising treatment as the article being galvanized, and at completion, the test piece tested by a method approved by the South African Bureau of Standards, the cost of which will be borne by the Contractor.



## SCOPE OF WORK

### GENERAL

#### 1.1 Reposition Gate Motor at Marburg EMS

##### SCOPE OF WORK

- a. The work to be carried out in terms of this section of the project comprises the supply and installation of all the materials necessary, as per the Bill of Quantities and Drawings.
- b. All work must be checked and approved by the Chief Works Inspector.
- c. All workmanship will be done fully in accordance of the Occupational Health and Safety Act 85/1993, as amended.
- d. All work to be carried out as per Department of Health - Standard Preambles to all trades, Rev 3- January 2009.
- e. Contractors are advised to visit the site to acquaint themselves fully with the nature and full extent of the work involved. Claims on the grounds of insufficient information will not be entertained.
- f. Site to be cleared daily of building rubble and work area kept clean at all times.

**PLEASE NOTE THAT THIS CONTRACT PERIOD IS FOR THREE (3) WEEKS. CONTRACTOR IS TO ENSURE THAT THEY HAVE STAFF IN PLACE TO COMPLETE THIS CONTRACT WITHIN THE STATED PERIOD.**

Time required for completion of this contract as specified from receipt of official order: -

Lead Time:     One (1) Week  
 Site Time:     Two (2) Weeks  
 Total Time:    Three (3) Weeks

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Name of Contractors

\_\_\_\_\_  
Contractor Name in block letters

\_\_\_\_\_  
Date

Contractors Stamp

**BILLS OF QUANTITIES  
MARBURG EMS-REPOSITION GATE MOTOR**

**Notes to Bidders:** All items to be priced fully inclusive of all charges, e.g. labour, scaffolding, materials, profit, Transport etc. **including Value Added Tax.**

Item	Description	Unit	Qty	Rate	Total
<b>1</b>	<b>GATE</b>				
1.1	Supply and install hot dipped galvanised motor <b>stand</b> as per specifications and as per drawing by using specified materials. Construct mild steel galvanized gate motor stand (As per drawing). The frame shall comprise of hot dipped galvanized 200mm x 200mm x 4mm plate with 4 x 10mm holes drilled to suit motor. Plate to be welded to 100mm x 100mm x 4mm square tubing. <b>Drill additional 20mm in plate to accommodate conduit. All welding and drilling to be done before hot dip galvanizing.</b>	Unit	1		
1.2	Cut concrete to accommodate stand.  Excavate 300x300 x500mm deep hole to accommodate stand.  Cast frame into 25Mpa concrete	Item	Sum		
1.2	Supply and install new Heavy Duty rack on the sliding gate for the electric motor. Apply cold galvanizing spray after welding	m	4.9		
1.3	Supply and install 20mm PVC conduit/sleeve in stand for cabling. 1.5 mm <sup>2</sup> x 2 core 0.22mm x 10 Core communication cable	Item	Sum		
1.4	Test and commission. Leave in working order.	Item	Sum		
	<b>REFER TO STANDARD PREAMBLES</b>				

**Total amount carried over to the Quotation Form**

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ZNQ:            Bidders Signature: .....

# CONTRACTORS STAFF AND SUPPLIERS INFORMATION FORM

## Supplier information

<u>Company name</u>	<u>Contact person</u>	<u>Telephone No.</u>	<u>Supplier of</u>

## Sup contractor information

<u>Company name</u>	<u>Contact person</u>	<u>Telephone No.</u>	<u>Sub contract for</u>	<u>Name of responsible person on site</u>

## Contractor staff information as per registration with Department of Labour

<u>Name</u>	<u>ID Number</u>	<u>Salary number</u>	<u>Rank</u>	<u>Qualification</u>