

## Quotation Advert

Opening Date:

Closing Date:

Closing Time: 11:00

### INSTITUTION DETAILS

Institution Name:

Province:

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required:

Date Submitted:

### ITEM CATEGORY AND DETAILS

Quotation Number:

Item Category:

Item Description:

### COMPULSORY BRIEFING VISIT

SESSION / SITE

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: Mrs V Mtantato 

No late quotes will be considered





## 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.

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

<sup>1</sup> 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.

<sup>2</sup> 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.

## 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 exccutandi*) details change from the time of bidding to the expiry of the contract.

### 3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION

- 3.1. The Department is under no obligation to accept the lowest or any quote.
- 3.2. The Department reserves the right to communicate in writing with vendors in cases where information is incomplete or where there are obscurities regarding technical aspects of the offer, to obtain confirmation of prices, in cases where it is evident that a typing, written, transfer or unit error has been made, to investigate the vendor's standing and ability to complete the supply/service satisfactorily.
- 3.3. **ALL DECISIONS TAKEN BY THE DEPARTMENT ARE FINAL, INCLUDING THE AWARD OR CANCELLATION OF THIS QUOTATION.**
- 3.4. The price quoted must include VAT (if VAT vendor).
- 3.5. Should a bidder become a VAT vendor after award or during the implementation of a contract, they may not request the VAT percentage from the Department as the service provider made an offer during the period they were not registered as a VAT vendor. The Department is only liable for any VAT from registered VAT vendors as originally stated on the quotation document.
- 3.6. The bidder must ensure the correctness & validity of the quotation:
- (i) *that the price(s), rate(s) quoted cover all for the work/item (s) & accept that any mistakes regarding the price (s) & calculations will be at the bidder's risk*
- (ii) *it is the responsibility of the bidder to confirm receipt of their quotation and to keep proof thereof.*
- 3.7. The bidder must accept full responsibility for the proper execution & fulfilment of all obligations conditions devolving on under this agreement, as the Principal (s) liable for the due fulfilment of this contract.
- 3.8. This quotation will be evaluated based on the, specification, correctness of information and/or functionality criteria. All required documentation must be completed in full and submitted.
- 3.9. Offers must comply strictly with the specification.
- 3.10. Only offers that meet or are greater than the specification will be considered.
- 3.11. Late offers will not be considered.
- 3.12. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
- 3.13. Used/ second-hand products will not be accepted.
- 3.14. A bidder not registered on the Central Suppliers Database or whose verification has failed will not be considered.
- 3.15. All delivery costs must be included in the quoted price for delivery at the prescribed destination.
- 3.16. Only firm prices will be accepted. Such prices must remain firm for the contract period. Non-firm prices (including rates of exchange variations) will not be considered.
- 3.17. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.18. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered.
- 3.19. Verification will be conducted to identify if bidders have multiple companies and are cover-quoting for this bid.
- 3.20. In such instances, the Department reserves the right to immediately disqualify such bidders as cover-quoting is an offence that represents both corruption and acquisition fraud.

### 4. SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF THIS QUOTATION.

- 4.1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
- 4.2. Under no circumstances whatsoever may the quotation/bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
- 4.3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
- 4.4. Quotations submitted must be complete in all respects. However, where it is identified that information in a bidder's response, which does not affect the price, is incomplete in any respect, the said supplier meets all specification requirements and offers the lowest price, the Department reserves the right to request the bidder to complete/ submit such information.
- 4.5. Any alteration made by the bidder must be initialled; failure to do so may render the response invalid.
- 4.6. Use of correcting fluid is prohibited and may render the response invalid.
- 4.7. Quotations will be opened in public as soon as practicable after the closing time of quotation.
- 4.8. Where practical, prices are made public at the time of opening quotations.
- 4.9. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
- 4.10. The Department is under no obligation to pay suppliers in part for work done if the supplier can no longer for fulfil their obligation.

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

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

**6. SAMPLES**

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

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

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

Institution Stamp:	Institution Site Inspection / briefing session Official Full Name: ..... Signature: ..... Date: .....
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**8. STATEMENT OF SUPPLIES AND SERVICES**

- 8.1. The contractor shall, when requested to do so, furnish particulars of supplies delivered or services executed. If he/she fails to do so, the Department may, without prejudice to any other rights which it may have, institute inquiries at the expense of the contractor to obtain the required particulars.

**9. TAX COMPLIANCE REQUIREMENTS**

- 9.1. In the event that the tax compliance status has failed on CSD, *it is the suppliers' responsibility to provide a SARS pin in order for the institution to validate the tax compliance status of the supplier.*
- 9.2. In the event that the institution cannot validate the suppliers' tax clearance on SARS as well as the Central Suppliers Database, *the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.*

## 10. TAX INVOICE

10.1. A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:

- |  |  |
|--|--|
| (i) the name, address and registration number of the supplier;                           | (iv) a description and quantity or volume of the goods or services supplied; |
| (ii) the name and address of the recipient;  | (v) the official department order number issued to the supplier;             |
| (iii) an individual serialized number and the date upon which the tax invoice is issued; | (vi) the value of the supply, the amount of tax charged;                     |
|  | (vii) the words tax invoice in a prominent place.                            |

## 11. PATENT RIGHTS

The supplier shall indemnify the **KZN Department of Health** (hereafter known as the purchaser) against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

## 12. PENALTIES

- 12.1. If at any time during the contract period, the service provider is unable to perform in a timely manner, the service provider must notify the institution in writing/email of the cause of and the duration of the delay. Upon receipt of the notification, the institution should evaluate the circumstances and, if deemed necessary, the institution may extend the service provider's time for performance.
- 12.2. In the event of delayed performance that extends beyond the delivery period, the institution is entitled to purchase commodities of a similar quantity and quality as a substitution for the outstanding commodities, without terminating the contract, as well as return commodities delivered at a later stage at the service provider's expense.
- 12.3. Alternatively, the institution may elect to terminate the contract and procure the necessary commodities in order to complete the contract. In the event that the contract is terminated the institution may claim damages from the service provider in the form of a penalty. The service provider's performance should be captured on the service provider database in order to determine whether or not the service provider should be awarded any contracts in the future.
- 12.4. If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance.

## 13. TERMINATION FOR DEFAULT

- 13.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (i) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract,
  - (ii) if the supplier fails to perform any other obligation(s) under the contract; or
  - (iii) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 13.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services.
- 13.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

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







2.3.7	Observation notes on the condition of the system/s serviced
2.3.8	A sketch or schematic of the system repairs, indicating items needing further attention/repairs and their locations indicated on the sketch or schematic.

3. Does a sample need to be submitted? No(select option 3.1 or 3.2)

- 3.1. Deadline for submission if Yes: Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time 11:00 Place: Maintenance Department  
3.2. Specify that samples must be made available when requested in writing. **No**

4. Penalties to be noted by the suppliers:

- 4.1. 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. '

5. What is the evaluation criteria / special terms and conditions to be advertised?

List evaluation criteria / special terms and conditions to be advertised (if applicable)			Comment
5.1	CIDB Rating	Company must be <b>CIDB 1ME</b> company registered in the field of this tender	
5.2	Artisan registration	SARACCA B6 or higher SARACCA registration copy, to be attached to tender (Attach all pages retrieved from SARACCA web site for this person) <b>Note:</b> No Person will be allowed to asses any machine or equipment if not registered with SARACCA All staff shall be working in direct supervision of SARACCA registered person	
5.3	Staff qualification	<b>Staff qualification</b> –Electrician artisan Qualification trade test certificate & ECB registered artisan.	
5.4	Company own employed staff experience attending to the works	<b>Company employed staff experience</b> – Artisan/s Experience(after trade test) (Company/s Human Resource department/s staff employment certified letter/s required)	
5.5	Functionality	<b>Functionality</b> - Compile complete <b>bill of material</b> (This is to be done per unit to be serviced on BOQ Quote for all material needed to complete the works on quote form attached to tender.(Example: Tender required installation of item to be installed or sealed or painted – The BOQ do not reflect the required material [will result in 0 points and <b>disqualification</b> of tender].	
5.6	Works planning	<b>Works planning</b> - Submit <b>execution plan</b> of each consecutive day of what work will be done and in which area. The day 1 to day 20 (for example) will be utilized to describe each day of planed works. Failure to submit this plan will result in disqualification of	



# END-USER SPECIFICATION FORM

		tender. Please note a column must be left open on the right hand side to indicate the actual dates from start to finish, when company has the official order.	
5.7	Previous work experience	<p>Letters from three (3) contactable references (not later than 2 years) from current clients/ customers of the contractor where they rate the following four (6) aspects of the bidder and Documentation</p> <ul style="list-style-type: none"> <li>• Professionalism</li> <li>• Quality of Service</li> <li>• Reporting and/or Completion Certificate Issue</li> <li>• Overall impression (would use again)</li> <li>• Certificate of Completion</li> <li>• Service Report.</li> </ul>	

Specification compiled by:		Specification approved by:	
Name	E. Allerston	Name	
Designation / Rank (in full)	Mechanical Supervisor	Designation/ Rank (in full)	
Signature		Signature	
Date		Date	

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

**ESTIMATE FORM FOR : THE MAINTENANCE, REPAIR OR REPLACEMENT OF FIXED PLANT, EQUIPMENT AND INSTALLATIONS INSTALLED IN KWAZULU-NATAL PROVINCIAL HOSPITAL AND BUILDINGS**

SUBMIT TO:	FOR ATTENTION:
INSTITUTION:	ZNQ NO.:
SCOPE OF WORK: (A description of the work quoted for is required).	

I/We hereby quote for the above work in accordance with the conditions as specified in Tender document.  
 Materials, component/ancillary parts: Firm Price. A detailed list of materials etc. showing unit costs shall be provided.

A.	Quoted for Bought Out Items (Excluding VAT)(Carried forward)	R	
	Mark Up @ ..... % (Maximum Mark Up = 20% for values R0.00 to R500 000.00)	R	
B.	Quoted for Proprietary Items (Excluding VAT)(Carried forward)	R	
C.	Quote for Sub-Contract Items (Excluding VAT)(Carried forward)	R	
	Mark Up @ ..... %	R.....	

Note: Subcontracting is limited to specialized testing, programming of software based applications, inspections, adjustment/s, monitoring, and drawing of manufacturing plans, verifying of materials to be used in pressure vessels and associated equipment.  
 Actual work shall be carried out by primary contractor

D.	Labour, Travelling, Subsistence and Transport. This price shall be firm in respect of materials etc. quoted for. (Excluding VAT) (Brought forward)	R	
E.	Less credit for redundant materials, parts and equipment if applicable	R ( )	
SUBTOTAL		R	
VAT @ ..... %		R	
F.	This Price in SA Currency firm for 90 days from date of the estimate quotation and shall not be exceeded. To be measured on completion.	R	

**Time required for completion ..... weeks from receipt of official order.**

NAME OF SERVICE PROVIDER: .....	ZNQ...../20....
CIDB UNIQUE NUMBER .....	CIDB CATEGORY.....
PROVINCIAL SUPPLIERS DATABASE REGISTRATION NUMBER: .....	
SERVICE PROVIDER'S AUTHORISED SIGNATURE: ..... ZNQ No.....	
NAME IN BLOCK LETTERS: .....	
COMPANY STAMP:	DATE



**D.1 SCHEDULE OF PRICES  
LABOUR, SUBSISTENCE, TRAVEL AND TRANSPORT REPLACEMENT AND  
ADDITIONAL EQUIPMENT**

D.1.1	LABOUR	No. of	TOTAL HOURS	RATE/HR		AMOUNT
a)	Artisans	.....	.....	R 300.00		R.....
b)	Apprentice	.....	.....	R 118.00		R.....
	1 <sup>st</sup> Year	.....	.....	R 150.00		R.....
	2 <sup>nd</sup> Year	.....	.....	R 180.00		R.....
	3 <sup>rd</sup> Year	.....	.....	R 265.00		R.....
c)	4 <sup>th</sup> Year	.....	.....	R 142.00		R.....
d)	Semi-skilled	.....	.....	R 75.00		R.....
d)	Unskilled	.....	.....	R 75.00		R.....
D.1.2	TRAVEL		TOTAL Km	RATE/Km		
D.1.2.1	From service provider's premises to site			Petrol	Diesel	
a)	..... trips(Driver) (skilled)	.....	.....	Delete as applicable		R.....
	@ ..... km per trip			R 7.78	R 7.58	
b)	..... trips (Semi-skilled)(Driver)	.....	.....	R 5.80	R 5.60	R.....
	@ .....km per trip					
D.1.3	ADDITIONAL LABOUR TRAVELLING WITH DRIVER		TOTAL HOURS	RATE/HR		AMOUNT
a)	..... x Additional Artisan/s ..... trips (skilled) @ ..... km per trip ÷ 80km/hr	.....	.....	R 300.00		R.....
b)	..... x Additional Semi-Skilled ..... trips (semi) @ ..... km per trip ÷ 80km/hr	.....	.....	R 142.00		R.....
c)	..... x Additional Unskilled ..... trips (unskilled) @ ..... km per trip ÷ 80km/hr	.....	.....	R 75.00		R.....
d)	..... x Additional Apprentice/s ..... trips (semi) @ ..... km per trip ÷ 80km/hr	.....	.....	R.....		R.....
SUBTOTAL CARRIED FORWARD TO PAGE 4						R.....

SUBTOTAL BROUGHT FORWARD FROM PAGE 3					R.....
D.1.4	TRANSPORT		TOTAL Km	RATE	
a)	Haulage to site ..... trips				
	@ .....km per trip		2.5 tone	R 9.31	R.....
	@ .....km per trip		3 tone	R10.80	R.....
	@ .....km per trip		5 tone	R12.50	R.....
	@ .....km per trip		7 tone	R14.50	R.....
	@ .....km per trip		10 tone	R16.80	R.....
b)	Crannage to and on site @ sub contract rate		R.....	x 1.10	R.....

TOTAL AMOUNT CARRIED FORWARD TO PAGE 1 ITEM (D) **R** \_\_\_\_\_.

PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF PUBLIC WORKS  
PREVENTIVE MAINTENANCE SCHEDULE

TYPE OF SERVICE : VENTILATION REF : ACV  
SCHEDULE FOR : FAN FILTER UNITS - MAJOR SERVICE (With or without heaters) CODE : ACV1-002A  
SCHEDULE FREQUENCY :

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)				OTHER REPAIRS REQUIRED SUBMIT QUOTATION					
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX-SITE STOCK	QTY. EX-FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
1.	Check for undue noise or vibration										
2.	Check for loose components										
3.	Replace fan driven belts										
4.	Ensure that the belt guard is in place and secure (where applicable)										
5.	a) Replace primary filters. b) Replace plant lower door filter screens (if applicable to plant)										
6.	Check bag filters										
7.	Replace HEPA filters if applicable to plant										
8.	Replace worn or broken filter seals										
9.	Check by touch that the motors are not overheating										

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)						OTHER REPAIRS REQUIRED SUBMIT QUOTATION			
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX-SITE STOCK	QTY. EX-FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY. REQ.
10.	Check and note speed controller setting/s										
11.	Check and note thermostat setting/s. Adjust if necessary										
12.	Check and note heating coil amperages where applicable										
13.	Check and note fan motor amperages										
14.	Check operation of sail/pressure switch										
15.	Clean plant and plant room area										
16.	Check and lubricate fan bearings										
17.	Clean fan ducting and diffusers										
18.	Check mountings and flexible connections										
19.	Check operation of all operating controls, valves etc.										
20.	Clean out fan and coil compartments, fan scroll and impeller										
21.	Remove motor end covers and clean out air ways										
22.	Check motor mountings and bearings. Lubricate as required also lubricate pillow blocks										
23.	Check for rust and corrosion. Treat as necessary										



P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)					OTHER REPAIRS REQUIRED SUBMIT QUOTATION				
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY. REQ.
24.	Tighten impeller, fan and motor pulley grub screws										
25.	Check and adjust as necessary all switchgear and Tighten all electrical terminals.										
26.	Check condition of insulation.										
27.	Clean and remove loose paint, scale and repair as required. Adjust if necessary										

**NOTE THE FOLLOWING:**

- a) Filter manometer readings as applicable .....
- b) Outdoor db/wb temperatures .....
- c) Indoor db/wb temperatures .....
- d) Thermostat setting/s .....
- e) Fan speed controller .....
- f) Fan motor amperages .....

I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT										OFFICIAL STAMP:									
NAME OF SERVICEMAN (BLOCK LETTERS):					SIGNATURE:														
NAME/S OF ASSISTANT/S: SEMI SKILLED:																			
NAME/S OF ASSISTANT/S: UNSKILLED:																			
COMPANY NAME (BLOCK LETTERS):																			
TIME IN:		TIME OUT:		TIME ON SITE:		DATE:													
FROM:		TO:		KM:		TO:		KM:		TOTAL KM:									
										NAME OF RESPONSIBLE OFFICIAL ON SITE:									
										SIGNATURE:									

PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF PUBLIC WORKS  
PREVENTIVE MAINTENANCE SCHEDULE

TYPE OF SERVICE : VENTILATION REF : ACV  
 SCHEDULE FOR : FAN FILTER UNITS - MINOR SERVICE (With or without heaters) CODE : ACV1-002B  
 SCHEDULE FREQUENCY :  
 INSTALLATION NAME : REF :

ORDER No.:

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)					OTHER REPAIRS REQUIRED SUBMIT QUOTATION				
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
1.	Check for undue noise or vibration										
2.	Check for loose components										
3.	Check for hot water or steam leaks										
4.	Check fan drive condition and belt tension. Adjust belts as required										
5.	Check that the belt guard is in place and secure (where applicable)										
6.	Check and clean primary filters										
7.	Check secondary and tertiary filters. Note manometer reading as applicable										
8.	Check all filter seals and repair as necessary										

P.M. SERVICE		RUNNING REPAIRS (Apply for V.O. as Applicable)						OTHER REPAIRS REQUIRED SUBMIT QUOTATION			
ITEM	INSTRUCTION: CHECK, ADJUST, CLEAN AS REQUIRED	IN ORDER	OTHER NON-SPECIFIED RUNNING REPAIRS DONE	TIME TAKEN	DESCRIPTION OF SPARES USED	QTY. EX SITE STOCK	QTY. EX FIRMS STOCK	DESCRIPTION OF OTHER REPAIRS REQUIRED	EST. TIME REQ.	DESCRIPTION OF SPARES REQUIRED	QTY REQ.
9.	Check by touch that the motors are not overheating										
10.	Check and note speed controller settings										
11.	Check and note thermostat settings. Adjust if necessary										
12.	Check operation of salt/pressure switch										
13.	Clean plant and plant room area										
14.	Check fan bearings										
15.	Check and clean heating coil's										
16.	Check and observe control damper operation, where applicable										
17.	Check operation of all operating controls, valves etc.										
18.	Clean rust spots and touch up with paint										
19.	Clean out fan coil compartments										
20.	Check motor mountings and bearings										
21.	Check condition of insulation										

**NOTE THE FOLLOWING:**

- a) Filter manometer readings, as applicable .....
- b) Outdoor db/wb temperature .....
- c) Indoor db/wb temperature .....
- d) Thermostat setting/s .....
- e) Fan speed controller .....

<b>I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT</b>						<b>OFFICIAL STAMP:</b>	
<b>NAME OF SERVICEMAN (BLOCK LETTERS):</b>				<b>SIGNATURE:</b>			
<b>NAME/S OF ASSISTANT/S: SEMI SKILLED:</b>							
<b>NAME/S OF ASSISTANT/S: UNSKILLED:</b>							
<b>COMPANY NAME (BLOCK LETTERS):</b>							
<b>TIME IN:</b>		<b>TIME OUT:</b>		<b>TIME ON SITE:</b>		<b>DATE:</b>	
<b>FROM:</b>		<b>TO:</b>		<b>KM:</b>		<b>TOTAL KM:</b>	
						<b>SIGNATURE:</b>	
						<b>NAME OF RESPONSIBLE OFFICIAL ON SITE:</b>	

**ANNEXTURE D**

**WORKPLAN "A"/EXECUTION PLAN "B": AS PER SPECIFICATION ON KEY ...../21 OFFICIAL ORDER NO: .....**

**CARRY OUT (TYPE OF WORKS).....**

**NOTE: WORK PLAN IS SUBJECTED TO WEATHER CONDITIONS**

	Day "A"	Date "B"	Completed	Institutional project leader signature	Comments
	Planned	Actual	Yes/Partially/No		
Date official order was received.					
Meet and handing in of safety file at safety officer	Day 1				
Safety file approval	Day 2				
File opening and pre-briefing meeting (Prior starting the works)	Day 3				
Meeting minutes signed by company director	Day 4				
<b>Department/PLANT .....</b>					
<b>Equipment No/Room No.....</b>					
Description of work to be done (for each day)					
	Day 5				
	Day 6				
	Day 7				
<b>Department/PLANT .....</b>					
<b>Equipment No/Room No.....</b>					
	Day 8				
	Day 9				
	Day 10				
	Day 11				
<b>Department/PLANT .....</b>					
<b>Equipment No/Room No.....</b>					
	Day 12				
	Day 13				
	Day 14				
	Day 15				
	Day 16				

Department/PLANT ..... Equipment No/Room No.....						
	Day 17					
	Day 18					
	Day 19					
	Day 20					
	Day 21					
Department/PLANT ..... Equipment No/Room No.....						
	Day 22					
	Day 23					
	Day 24					
	Day 25					
	Day 26					
Department/PLANT ..... Equipment No/Room No.....						
	Day 27					
	Day 28					
	Day 29					
	Day 30					
	Day 31					

Company CEO/Director (BLOCK LETTERS)..... Company project leader (Block Letters).....

Company CEO/Director Signature..... Company project leader Signature.....

Company dated stamp

MAINTENANCE, REPAIR, UPGRADING AND REPLACEMENT WORKS FOR KWAZULU-NATAL PROVINCIAL ADMINISTRATION HOSPITALS BUILDINGS FOR THE DEPARTMENT OF HEALTH			
JOB SHEET/DELIVERY NOTE			
NAME OF SERVICE PROVIDER:		JOB No.:	
INSTITUTION:			ZNO/KM _____ /
REF No.:	FROM:	START:	
ORDER No.:	TO:	Km	ARRIVE:
DATE:	FROM:	DEPART:	
PLANT:	TO:	Km	END:
VEHICLE: STATE PETROL OR DIESEL:	TOTAL	Km	TOTAL SITE TIME:
DETAILS OF WORK DONE:			
OTHER DEFECTS NOTED FOR ATTENTION:			
SPARES USED (Add pages if required)	QTY	SPARES USED (Add pages if required)	QTY
TOTALS			
LABOUR		No. DAYS SUBSISTENCE	NAME/S OF ARTISAN
SKILLED: NORMAL TIME		HRS	SIGNATURE:
O/TIME	1.5 x ..... HRS	2 x ..... HRS	NAME/S OF ASSISTANTS:
SEMI SKILLED: NORMAL TIME		HRS	NAME/S:
APPRENTICE: NORMAL TIME		HRS	NAME/S:
UNSKILLED: NORMAL TIME		HRS	NAME/S:
THE SPECIFIED SERVICE HAS BEEN CARRIED OUT TO MY SATISFACTION: (OFFICIAL ON SITE)		OFFICIAL STAMP:	
NAME: _____ SIGN:			