



## Quotation Advert

**Opening Date:** 20/02/2023

**Closing Date:** 28/02/2023

**Closing Time:** 11:00

### INSTITUTION DETAILS

**Institution Name:** Greytown Hospital

**Province:** KwaZulu-Natal

**Department of entity:** Department of Health

**Division or section:** Central Supply Chain Management

**Place where goods/  
service is required:** Maintenance

**Date Submitted:** 20/02/2023

### ITEM CATEGORY AND DETAILS

**Quotation number:** ZNQ: GTW 14/02/22-23

**Item Category:** Services

**Item Description:** MAJOR SERVICE TO HIGH PRESSURE WATER STEAMER FOR  
STATE VEHICLE BAY

**Quantity (if supplies):**

### COMPULSORY BRIEFING SESSION / SITE VISIT

**Select Type:** Both

**Date:** 23/02/2023

**Time:** 09:00am

**Venue:** Greytown Hospital Maintenance Boardroom

**QUOTES CAN BE COLLECTED FROM:** Print your copy from the website

**QUOTES SHOULD BE DELIVERED TO:** Greytown Hosp. tender box, next to the main gate

### ENQUIRIES REGARDING ADVERT MAY BE DIRECTED TO:

**Name:** Mr. S. Sosibo

**Email:** N/A

**Contact number:** 033 4139 431

**Finance Manager Name:** Mr. R. Haniff

**Finance Manager Signature** 

**STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT UNDER R30 000.00 incl VAT**

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: GREYTOWN HOSPITAL  
 DATE ADVERTISED: 20 FEB 2023 FACSIMILE NUMBER: N/A EMAIL: N/A  
 ENQUIRIES REGARDING THE QUOTE: MR. S. SOSIBO CONTACT NUMBER: 033 4139 431  
 ENQUIRIES REGARDING TECHNICAL INFORMATION: MR. K.A NDLOVU CONTACT NUMBER: 033 4131 860  
 PHYSICAL ADDRESS: BELL STREET EXT, GREYTOWN, 3250

QUOTE NUMBER: ZNQ / GTW / 14/02 / 22 - 23 CLOSING DATE: 28 FEBRUARY 2023 CLOSING TIME: 11:00

DESCRIPTION: MAJOR SERVICE HIGH PRESSURE WATER STEAMER FOR STATE VEHICLE BAY

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: ↓	M A A A

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	
					R	c
1.	01	MAJOR SERVICE HIGH PRESSURE WATER STEAMER FOR STATE VEHICLE BAY				
		AS PER SPECIFICATION ATTACHED				
		NB: Quote should be delivered to: Greytown Hospital tender box. on or before the closing date @ 11:00am and Write numbering of pages on your quote, attach verified CSD with verified bank details and Tax compliant status.				
VALUE ADDED TAX @ 15% (Only if VAT Vendor)						
TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)						

1. SPECIAL CONTRACT CONDITIONS OF QUOTATIONS
  - 1.1. The Department is under no obligation to accept the lowest or any quote.
  - 1.2. 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.
  - 1.3. ALL DECISIONS TAKEN BY THE DEPARTMENT ARE FINAL, INCLUDING THE AWARD OR CANCELLATION OF THIS QUOTATION.
  - 1.4. The price quoted must include VAT (if VAT vendor).
  - 1.5. 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.
  - 1.6. 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.
    - (iii) it is the responsibility of the bidder to confirm receipt of their quotation and to keep proof thereof.
  - 1.7. 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.
  - 1.8. 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.
  - 1.9. Offers must comply strictly with the specification.
  - 1.10. Only offers that meet or are greater than the specification will be considered.
  - 1.11. Late offers will not be considered.
  - 1.12. Expired products will not be accepted. All products supplied must be valid for a minimum period of six months.
  - 1.13. Used/ second-hand products will not be accepted.
  - 1.14. A bidder not registered on the Central Suppliers Database or whose verification has failed will not be considered.
  - 1.15. All delivery costs must be included in the quoted price for delivery at the prescribed destination.
  - 1.16. 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.
  - 1.17. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
  - 1.18. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered.
  - 1.19. Verification will be conducted to identify if bidders have multiple companies and are cover-quoting for this bid.
  - 1.20. 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.
2. SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF THIS QUOTATION.
  - 2.1. 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.
  - 2.2. 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.
  - 2.3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
  - 2.4. 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.
  - 2.5. Any alteration made by the bidder must be initialed. Failure to do so may render the response invalid.
  - 2.6. Use of correction fluid is prohibited and may render the response invalid.
  - 2.7. Quotations will be opened in public as soon as practicable after the closing time of quotation.
  - 2.8. Where practical, prices are made public at the time of opening quotations.
  - 2.9. 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.
  - 2.10. The Department is under no obligation to pay suppliers in part for work done if the supplier can no longer fulfill their obligation
  3. SPECIAL INSTRUCTIONS REGARDING HAND-DELIVERED QUOTATIONS
    - 3.1. 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.
    - 3.2. 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.
    - 3.3. 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.
    - 3.4. 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.
    - 3.5. 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.
    - 3.6. Quotation documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.
  4. THE DEPARTMENT RESERVES THE RIGHT TO PASS OVER ANY QUOTATION WHICH FAILS TO COMPLY WITH THE ABOVE.

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		TOTAL	
				R	c	R	c
	<b>NOTE:</b> All rates for items contained in this Schedule of Prices must be computed <b>excluding</b> the applicable Value Added Tax.						
	<b>ZNO Reference No.:</b> <b>INSTITUTION:</b> GREYTOWN HOSPITAL(M4) <b>SERVICE:</b> SUPPLY LABOUR AND MATERIAL TO SERVICE AND REPAIR TO HIGH PRESSURE WATER STEAMER FOR WASH BAY AT TRANSPORT All rates quoted shall be inclusive of transport						
	<b>PROPRIETARY ARTICLES:</b> All equipment and material QOUTED in this contract shall be that which is specified or other approved by the Department of Health Facilities Management. See specification bellow.						
1)	Supply and major service to high pressure water steamer	each	01				
2)	Supply and remove the existing water distributor ,replace with new	each	01				
3)	Supply and change old oil and service with new suitable oil for high pressure water steamer	each	01				
4)	Supply 8m DIN20022 ID 3mm 34mpa/3200psi max 80°C/179°F pipe including new spray gun with trigger lock include fittings 5000psi 30L/m	each	01				
	<b>Carried to collection summary</b>	<b>PS 1</b>		<b>R</b>			

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 three months of close of quote the institution reserves the right to dispose of them at their discretion.
- 6.2. **Samples must be made available when requested in writing or if stipulated on the document.**
  - (i) If a Bidder fails to provide a sample of their product on offer for scrutiny against the set specification when requested, their offer will be rejected. All testing will be for the account of the bidder.

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

7.1. Bidders who fail to attend the compulsory meeting will be disqualified from the evaluation process.

- (i) The institution has determined that a compulsory site meeting  YES take place
- (ii) Date 23 /02 /2023 Time 09 :00AM Place GREYTOWN HOSP. MAINTENANCE BOARDROOM

Institution Stamp:	Institution Site Inspection / briefing session Official
	Full Name: .....
	Signature: .....
	Date: .....

**8. STATEMENT OF SUPPLIES AND SERVICES**

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

**9. SUBMISSION AND COMPLETION OF SBD 6.1**

9.1. Should a bidder wish to qualify for preference points they must complete a SBD 6.1 document. Failure by a bidder to provide all relevant information required, will result in such a bidder not being considered for preference point's allocation. The preferences applicable on the closing date will be utilized. Any changes after the closing date will not be considered for that particular quote.

**10. TAX COMPLIANCE REQUIREMENTS**

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

