



## Quotation Advert

**Opening Date:** 13/02/2023  
**Closing Date:** 17/02/2023

**Closing Time:** 11:00

### INSTITUTION DETAILS

**Institution Name:** Emmaus Hospital  
**Province:** KwaZulu-Natal  
**Department of entity:** Department of Health  
**Division or section:** Supply Chain Management  
**Place where goods/  
service is required:** EMMAUS HOSPITAL  
**Date Submitted:** 13/02/2023

### ITEM CATEGORY AND DETAILS

**Quotation number:** EMM510/01/2023  
**Item Category:** Services  
**Item Description:** SERVICING OF AIR CONDITIONERS AT CLINICS AS PER  
SCHEDULE  
**Quantity (if supplies):** 07

### COMPULSORY BRIEFING SESSION / SITE VISIT

**Select Type:** Not applicable  
**Date:** N/A  
**Time:** N/A  
**Venue:** -

**QUOTES CAN BE COLLECTED FROM:** DOWNLOADABLE FROM KZN HEALTH WEBSITE

**QUOTES SHOULD BE DELIVERED TO:** EMMAUS HOSPITAL ,PRIVATE BAG X16 ,  
CATHEDRAL PEAK ROAD , WINTERTON 3340

**ENQUIRIES REGARDING ADVERT MAY BE DIRECTED TO:**

**Name:** KC NTSHALINTSHALI

**Email:** siphile.hlongwane@kznhealth.gov.za

**Contact number:** 036 488 8241

**Finance Manager Name:** MR SW MFUPHI

**Finance Manage signature:**

STANDARD QUOTE DOCUMENTATION OVER R30 000.00

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: EMMAUS HOSPITAL
DATE ADVERTISED: 13/02/2023 CLOSING DATE: 17/02/2023 CLOSING TIME: 11:00
FACSIMILE NUMBER: 036 488 1739 E-MAIL ADDRESS: siphile.hlongwane@kznhealth.gov.za
PHYSICAL ADDRESS: EMMAUS HOSPITAL, PRIVATE BAG X16, CATHEDRAL PEAK ROAD, WINTERTON 3340

QUOTE NUMBER: ZNQ / EMM / 500 / 01 - 2023

DESCRIPTION: SERVICING OF AIR CONDITIONERS AT BERGVILLE CLINIC AS PER SCHEDULE

CONTRACT PERIOD..... VALIDITY PERIOD 60 Days SARS PIN.....
(if applicable)

CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO.

Table with 10 columns containing characters M, A, A, A and empty cells.

UNIQUE REGISTRATION REFERENCE

Table with 20 columns containing hyphens and empty cells.

DEPOSITED IN THE QUOTE BOX SITUATED AT (STREET ADDRESS)

Two horizontal dotted lines for address input.

Bidders should ensure that quotes are delivered timeously to the correct address. If the quote is late, it will not be accepted for consideration.

The quote box is open from 08:00 to 15:30.

QUOTATIONS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RETYPED)

THIS QUOTE IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

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

NAME OF BIDDER .....

POSTAL ADDRESS .....

STREET ADDRESS .....

TELEPHONE NUMBER CODE.....NUMBER..... FACSIMILE NUMBER CODE.....NUMBER.....

CELLPHONE NUMBER .....

E-MAIL ADDRESS .....

VAT REGISTRATION NUMBER (if VAT vendor) .....

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1)

Table with 2 columns: YES, NO

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs & QSEs) MUST BE SUBMITTED TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

DESCRIPTION: SERVICING OF AIR CONDITIONERS AT BERGVILLE CLINIC AS PER SCHEDULE

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

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

Item No	Quantity	Description	Brand & model	Country of manufacture	Price	
					R	c
	2	SERVICING OF AIR CONDITIONER AT BERGVILLE PHC AS PER SCHEDULE				
	2	SERVICING OF AIR CONDITIONERS AT BERGVILLE CLINIC AS PER SCHEDULE				
	3	SERVICING OF AIR CONDITIONERS AT BUSINGATHA CLINIC AS PER SCHEDULE				
		REQUIREMENTS:				
		CSD				
		SARS PIN				
		1ME				
VALUE ADDED TAX @ 15% (Only if VAT Vendor)						
TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)						

Does This Offer Comply With The Specification? Is The Price Firm?	Does The Article Conform To The S.A.N.S. / S.A.B.S. Specification? State Delivery Period, e.g., 1day, 1week
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Enquiries regarding the <u>quote</u> may be directed to: Contact Person: KC NTSHALINTSHALI Tel: 036 488 8241 E-Mail Address: siphile.hlongwane@kznhealth.gov.za	Enquiries regarding <u>technical information</u> may be directed to: Contact Person: L.VILJOEN Tel: 036 488 8215
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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 executandi*) details change from the time of bidding to the expiry of the contract.

### 3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION

- 3.1. The Department is under no obligation to accept the lowest or any quote.
- 3.2. The Department reserves the right to communicate in writing with vendors in cases where information is incomplete or where there are obscurities regarding technical aspects of the offer, to obtain confirmation of prices or preference claims in cases where it is evident that a typing, written, transfer or unit error has been made, to investigate the vendor's standing and ability to complete the supply/service satisfactorily.
- 3.3. **ALL DECISIONS TAKEN BY THE DEPARTMENT ARE FINAL, INCLUDING THE AWARD OR CANCELLATION OF THIS QUOTATION.**
- 3.4. The price quoted must include VAT (if VAT vendor).
- 3.5. Should a bidder become a VAT vendor after award or during the implementation of a contract, they may not request the VAT percentage from the Department as the service provider made an offer during the period they were not registered as a VAT vendor. The Department is only liable for any VAT from registered VAT vendors as originally stated on the quotation document.
- 3.6. The bidder must ensure the correctness & validity of the quotation:
- (i) *that the price(s), rate(s) & preference quoted cover all for the work/item (s) & accept that any mistakes regarding the price (s) & calculations will be at the bidder's risk*
- (ii) *it is the responsibility of the bidder to confirm receipt of their quotation and to keep proof thereof.*
- 3.7. The bidder must accept full responsibility for the proper execution & fulfilment of all obligations conditions devolving on under this agreement, as the Principal (s) liable for the due fulfilment of this contract.
- 3.8. This quotation will be evaluated based on the 80/20 points system, specification, correctness of information and/or functionality criteria. All required documentation must be completed in full and submitted.
- 3.9. Offers must comply strictly with the specification.
- 3.10. Only offers that meet or are greater than the specification will be considered.
- 3.11. Late offers will not be considered.
- 3.12. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
- 3.13. Used/ second-hand products will not be accepted.
- 3.14. A bidder not registered on the Central Suppliers Database or whose verification has failed will not be considered.
- 3.15. All delivery costs must be included in the quoted price for delivery at the prescribed destination.
- 3.16. Only firm prices will be accepted. Such prices must remain firm for the contract period. Non-firm prices (including rates of exchange variations) will not be considered.
- 3.17. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.18. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered.
- 3.19. Verification will be conducted to identify if bidders have multiple companies and are cover-quoting for this bid.
- 3.20. In such instances, the Department reserves the right to immediately disqualify such bidders as cover-quoting is an offence that represents both corruption and acquisition fraud.

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

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

4.10. The Department is under no obligation to pay suppliers in part for work done if the supplier can no longer for 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  take place
- (ii) Date \_\_\_/\_\_\_/\_\_\_ Time \_\_\_:\_\_\_ Place \_\_\_\_\_

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

**8. STATEMENT OF SUPPLIES AND SERVICES**

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

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

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

**10. TAX COMPLIANCE REQUIREMENTS**

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

## 11. TAX INVOICE

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

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

## 12. PATENT RIGHTS

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

## 13. PENALTIES

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

## 14. TERMINATION FOR DEFAULT

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

## 15. THE DEPARTMENT RESERVES THE RIGHT TO PASS OVER ANY QUOTATION WHICH FAILS TO COMPLY WITH THE ABOVE.

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

This preference form must form part of all quotes invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all quotes:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 The value of this quote is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.

1.3 Points for this quote shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this quote is allocated as follows:

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

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the quote, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a quote is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

**2. DEFINITIONS**

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **"prices"** includes all applicable taxes less all unconditional discounts;
- (h) **"proof of B-BBEE status level of contributor"** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;



**3. POINTS AWARDED FOR PRICE**

**3.1 THE 80/20 PREFERENCE POINT SYSTEMS**

A maximum of 80 points is allocated for price on the following basis:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \text{ Where}$$

- Ps = Points scored for price of bid under consideration
- Pt = Price of bid under consideration
- Pmin = price of lowest acceptable bid

**4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**5. BID DECLARATION**

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: = .....(maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

**7. SUB-CONTRACTING applicable box)**

(Tick

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1 Will any portion of the contract be sub-contracted?

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....

8. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

iv) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

9. **DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 **TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

9.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
.....

9.6 **COMPANY CLASSIFICATION [TICK APPLICABLE BOX]**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

9.7 Total number of years the company/firm has been in business:.....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>
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<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE: .....</p> <p>ADDRESS.....</p> <p>.....</p> <p>.....</p>
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**COMPLAINTS PROCESS FOR QUOTATIONS R2 000.00 TO R500 000.00 INCLUDING V.A.T**

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

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

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

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

Complaints or objections should be directed to:

Responsibility Manager:

Email Address:

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

TYPE OF SERVICE : AIR CONDITIONING REF : ACC  
 SCHEDULE FOR : ROOM AIR CONDITIONERS - MAJOR SERVICE CODE : ACC1-003A  
 SCHEDULE FREQUENCY :

INSTALLATION NAME : REF :

SERVICE PROVIDER : 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 selector switch operation, all modes										
2.	Check thermostat operation										
3.	Clean filter media										
4.	Check and observe operation of reversing solenoid where applicable										
5.	Check compressor termination and overload klixon										
6.	Lubricate fan motor bearings where applicable										
7.	Check all "start" and/or "run" capacitors										
8.	Clean evaporator										
9.	Clean condenser										
10.	Test for refrigerant leaks/restrictions										

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.
11.	Check operation of resistance heater and overheat stats										
12.	Check de-icing stat where applicable										
13.	Check operation of baffle board and air vent/exhaust control										
14.	Check for vibration/undue noise										
15.	Scrape, treat and paint all rust including outside grille and architraves										
16.	Replace all perished or missing pipe insulation										
17.	Check that condensate drain is free of blockages										

I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT

NAME OF SERVICEMAN (BLOCK LETTERS): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

NAME/S OF ASSISTANT/S: SEMI SKILLED: \_\_\_\_\_

NAME/S OF ASSISTANT/S: UNSKILLED: \_\_\_\_\_

COMPANY NAME (BLOCK LETTERS): \_\_\_\_\_

OFFICIAL STAMP:

TIME IN: \_\_\_\_\_ TIME OUT: \_\_\_\_\_ TIME ON SITE: \_\_\_\_\_ DATE: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_ KM: \_\_\_\_\_ TO: \_\_\_\_\_ TOTAL KM: \_\_\_\_\_

NAME OF RESPONSIBLE OFFICIAL ON SITE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

LIST OF AIR COND. AT CLINICS

BERGVILLE MOBILE X 1- 38000BTU

BERGVILLE MOBILE PHARAMACY-1 24000BTU

TOTAL = 1

PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF HEALTH  
ZNQ : \_\_\_\_\_**UTHUK-H-EMMAUS HOSPITAL-CATB-2022/23 –PREVENTIVE MAINTANANCE****SERVICING OF AIR-CONDITIONING UNIT AT BERGVILLE CLINIC****1. PROJECT SPECIFICATIONS****1.1 SCOPE OF CONTRACT**

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

**1.2 CONTRACT DRAWINGS**

- 1.2.1 Service will be based on the specification
- 1.2.2 See after service check list attached as compliance

**1.3 CONDITIONS OF CONTRACT AND PRELIMINARIES****1.3.1 PERIOD OF CONTRACT**

Two (2)days as the Contract Period for the completion of the Work from date of Site handover.

**1.3.2 CONTRACT GUARANTEE:**

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/ Tenderer.

Contraction must be done to the satisfaction of the Kwa Zulu- Natal Department of Health (Emmaus Hospital)

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 sitting of the existing buildings etc., as no claim whatsoever will be allowed on the grounds of ignorance of the conditions under which the work will be executed.

**1.3.3 GUARANTEE PERIOD**

The guarantee period for the completion of the Structure indicated above and all materials must be a minimum of twelve Calendar Months from the date of final delivery.

**1.3.3.1 PENALTY FOR NON COMPLETION****1.3.4 SITE AND MODE OF PROCEDURE**

The work or services contained in this contract will be carried out on the site of the existing Bergville Clinic

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

### **1.3.5 SATISFACTORY INSTALLATION**

The whole contraction and repairs shall be carried out in accordance with the South African Bureau of Standards Code of Practice for the application of National Building Regulations, the KZNPA Standard Preambles to all Trades, the KZNPA General Specification, the South African Bureau of Standards Code of Practice and the Occupational Health and Safety Act and Regulations 85/1993 as amended.

Copies of the KZNPA Standard Preambles to all Trades and the KZNPA General Specification are available at the office of the Secretary for Health – KwaZulu-Natal and can be obtained on request.

### **1.3.7 GENERAL**

The Bidders/Contractors will be responsible for all construction, repairs and excavation work associated with all work related to contraction. Cleaning of the entire area is compulsory and shall be added to the schedule of works and must be to the satisfaction of the KwaZulu-Natal Department of Health.

## **2. TECHNICAL SPECIFICATION**

- Mechanical replaced parts guarantee certificate

### **2.1 GENERAL**

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

#### **2.1.1 SCOPE**

All Materials which are used are to comply to original manufactures standards. Bidders are to Ensure that all materials shall be handed over to Systems manager/maintenance Manager For inspection and approval before assuming of duty, any materials which do not comply will Not be accepted, it is compulsory to communicate with Systems Manager/Maintenance Manager for any clarity which may be required.

Bidders are to note that NO part payment will be granted in this contract, contractor to Complete works to the satisfaction of the clinic and submit invoice for payment.



**2.1.2 . WORK TO BE CARRIED OUT.**

Supply and install the following:

- Start up the airconditioning unit using the remote
- Replace AAA batteries in all remotes (use Duracell batteries only)
- Remove indoor filter unit , clean and replace
- Check compressor and report and report any irregular noise
- Check condenser fan , and report any irregular noise
- Check indoor blower/unit fans and report any irregular noise
- Check the entire unit when its running for any irregular noise
- Check all wiring for loose connections or burnt wiring and repair
- Check starting capacitors and relays , replace if it's necessary
- Strip external condensing unit, clean using yellow chemical
- Re-assemble external condensing unit
- Clean the indoor unit using anti-bacteria chemical
- Make use of portable LP or HP service gauges , check for gas leaks
- Make use of electronic leak detection unit , check for as leaks , mostly on discharge and suction line flare nuts , check for wet areas
- Make use of R22 or CO2 to flush drainage system
- Replace drainage pipes if needs be- client request
- Test run airconditioning unit and ensure no water leaks from the indoor nit
- Tighten all loose bolts if there are any
- Clean the area around condensing unit
- Fill all check lists and submit to Chief Artisan
- Report all missing remotes
- Check functionality of the isolators
- Report all office who run their airconditioning unit with windows / door open
- Compile and submit after service report with recommendations
- Compile and submit condemning certificate for equipment which is beyond economical repairs

PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF HEALTH  
ZNQ : \_\_\_\_\_

UTHUK-H-EMMAUS HOSPITAL-CATB-2022/23 –PREVENTIVE MAINTANANCE

SERVICING AIR-CONDITIONING UNIT AT BERGVILLE CLINIC

**2. SCHEDULE OF RATES**

**3. PREAMBLE TO SCHEDULE OF RATES**

**Items and Pricing**

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

**Tax and Duties**

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

**Rates**

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

PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF HEALTH  
ZNQ 2021  
UTHUK-H-EMMAUS HOSPITAL -22/23

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		TOTAL	
				R	c	R	c
	<p><b>NOTE:</b></p> <p>1) All rates for items contained in this Schedule of Prices must be computed <b>excluding</b> the applicable Sales Tax.</p> <p>2) Where items are described as "Or other approved", approval must be obtained prior to tendering or submission of documents.</p> <p>3) All rates quoted shall be inclusive of transport, labour and profit.</p> <p>4) Caution to be taken to do the exact measurements before submission is done</p> <p>5) Emmaus Hospital will not be responsible for any mistakes and underquoting</p> <p>All Technical enquiries should be communicated with maintenance department at the Hospital prior to filling and submitting of the document</p>						
	<p><b>INSTITUTION: BERGVILLE CLINIC</b> <b>SERVICE OFFICE MIDWALL SPLIT</b> <b>AIRCONDITIONING UNIT</b></p> <p>ZNQ: _____</p>						
	<p>Pharmacy Room</p> <p>Major maintenance to 12000BTU Carrier midwall split air-conditioning inverter unit Refer Page 03 Work To Be Carried Out by the contractor in each equipment</p>	each	01				
	<p>Office 1</p> <p>Major maintenance to 9000BTU Carrier midwall split air-conditioning inverter unit Refer Page 03 Work To Be Carried Out by the contractor in each equipment</p>	each	01				
	<p>Office 2</p> <p>Major maintenance to 9000BTU Carrier mid wall split air-conditioning inverter unit Refer Page 03 Work To Be Carried Out by the contractor in each equipment</p>	each	01				
Carried To Collection Summary PS 1						R	

**NB.** The schedule of rates must be completed by tendered in full  
 The successful bidder to ensure that he/she makes the appointment with Chief artisan Emmaus Hospital. For the proper site hand over after receiving the call or order before commencing any Work.  
 To make this necessary arrangement will result in an intruding offence. Contact number: 036 488 8215

**COLLECTION SUMMARY**

**NOTE:**  
 THIS COLLECTION SUMMARY MUST BE COMPLETED IN FULL BY THE CONTRACTOR AND RETURNED TOGETHER WITH THE TENDER FORM.

Collection Summary      PS 1			
SUB-TOTAL "A"			
ADD Provision for Value Added Tax Allow 14% of SUB-TOTAL "A"			
<b><u>TOTAL: CARRIED TO TENDER FORM</u></b>			

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

TYPE OF SERVICE : AIR CONDITIONING REF : ACC  
 SCHEDULE FOR : ROOM AIR CONDITIONERS - MAJOR SERVICE CODE : ACC1-003A  
 SCHEDULE FREQUENCY :

INSTALLATION NAME : REF :

SERVICE PROVIDER : 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 selector switch operation, all modes										
2.	Check thermostat operation										
3.	Clean filter media										
4.	Check and observe operation of reversing solenoid where applicable										
5.	Check compressor termination and overload klixon										
6.	Lubricate fan motor bearings where applicable										
7.	Check all "start" and/or "run" capacitors										
8.	Clean evaporator										
9.	Clean condenser										
10.	Test for refrigerant leaks/restrictions										

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.
11.	Check operation of resistance heater and overheat stats										
12.	Check de-icing stat where applicable										
13.	Check operation of baffle board and air vent/exhaust control										
14.	Check for vibration/undue noise										
15.	Scrape, treat and paint all rust including outside grille and architraves										
16.	Replace all perished or missing pipe insulation										
17.	Check that condensate drain is free of blockages										

I CERTIFY THAT THE SPECIFIED SERVICE WAS CARRIED OUT

NAME OF SERVICEMAN (BLOCK LETTERS):

SIGNATURE:

NAME/S OF ASSISTANT/S: SEMI SKILLED:

NAME/S OF ASSISTANT/S: UNSKILLED:

COMPANY NAME (BLOCK LETTERS):

OFFICIAL STAMP:

TIME IN:

TIME OUT:

TIME ON SITE:

DATE:

NAME OF RESPONSIBLE OFFICIAL ON SITE:

FROM:

TO:

KM:

TO:

KM:

TOTAL KM:

SIGNATURE:

LIST OF AIR COND. AT CLINICS

BERGVILLE X 1- 12000BTU

BERGVILLE X 1- 9000BTU

BERGVILLE X 1- 9000BTU

TOTAL = 3



PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF HEALTH  
ZNQ : \_\_\_\_\_

**UTHUK-H-EMMAUS HOSPITAL-CATB-2022/23 –PREVENTIVE MAINTANANCE**

**SERVICING OF MIDWALL SPLIT AIR-CONDITIONING UNIT AT BUSINGATHA CLINIC**

**1. PROJECT SPECIFICATIONS**

**1.1 SCOPE OF CONTRACT**

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

**1.2 CONTRACT DRAWINGS**

1.2.1 Service will be based on the specification

1.2.2 See after service check list attached as compliance

**1.3 CONDITIONS OF CONTRACT AND PRELIMINARIES**

**1.3.1 PERIOD OF CONTRACT**

Two (2)days as the Contract Period for the completion of the Work from date of Site handover.

**1.3.2 CONTRACT GUARANTEE:**

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/ Tenderer.

Contraction must be done to the satisfaction of the Kwa Zulu- Natal Department of Health (Emmaus Hospital)

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 sitting of the existing buildings etc., as no claim whatsoever will be allowed on the grounds of ignorance of the conditions under which the work will be executed.

**1.3.3 GUARANTEE PERIOD**

The guarantee period for the completion of the Structure indicated above and all materials must be a minimum of twelve Calendar Months from the date of final delivery.

**1.3.3.1 PENALTY FOR NON COMPLETION**

**1.3.4 SITE AND MODE OF PROCEDURE**

The work or services contained in this contract will be carried out on the site of the existing Busingatha Clinic

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



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

TYPE OF SERVICE : AIR CONDITIONING REF : ACC  
 SCHEDULE FOR : ROOM AIR CONDITIONERS - MAJOR SERVICE CODE : ACC1-003A  
 SCHEDULE FREQUENCY :

INSTALLATION NAME : REF :  
 SERVICE PROVIDER : 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 selector switch operation, all modes										
2.	Check thermostat operation										
3.	Clean filter media										
4.	Check and observe operation of reversing solenoid where applicable										
5.	Check compressor termination and overload klixon										
6.	Lubricate fan motor bearings where applicable										
7.	Check all "start" and/or "run" capacitors										
8.	Clean evaporator										
9.	Clean condenser										
10.	Test for refrigerant leaks/restrictions										

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.
11.	Check operation of resistance heater and overheat stats										
12.	Check de-icing stat where applicable										
13.	Check operation of baffle board and air vent/exhaust control										
14.	Check for vibration/undue noise										
15.	Scrape, treat and paint all rust including outside grille and architraves										
16.	Replace all perished or missing pipe insulation										
17.	Check that condensate drain is free of blockages										

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:	NAME OF RESPONSIBLE OFFICIAL ON SITE:	
FROM:	TO:	KM:	TO:	KM:	TOTAL KM:
					SIGNATURE:

### **1.3.5 SATISFACTORY INSTALLATION**

The whole contraction and repairs shall be carried out in accordance with the South African Bureau of Standards Code of Practice for the application of National Building Regulations, the KZNPA Standard Preambles to all Trades, the KZNPA General Specification, the South African Bureau of Standards Code of Practice and the Occupational Health and Safety Act and Regulations 85/1993 as amended.

Copies of the KZNPA Standard Preambles to all Trades and the KZNPA General Specification are available at the office of the Secretary for Health – KwaZulu-Natal and can be obtained on request.

### **1.3.7 GENERAL**

The Bidders/Contractors will be responsible for all constriction, repairs and excavation work associated with all work related to contraction. Cleaning of the entire area is compulsory and shall be added to the schedule of works and must be to the satisfaction of the KwaZulu-Natal Department of Health.

## **2. TECHNICAL SPECIFICATION**

- Mechanical replaced parts guarantee certificate

### **2.1 GENERAL**

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

#### **2.1.1 SCOPE**

All Materials which are used are to comply to original manufactures standards. Bidders are to Ensure that all materials shall be handed over to Systems manager/maintenance Manager For inspection and approval before assuming of duty, any materials which do not comply will Not be accepted, it is compulsory to communicate with Systems Manager/Maintenance Manager for any clarity which may be required.

Bidders are to note that NO part payment will be granted in this contract, contractor to Complete works to the satisfaction of the clinic and submit invoice for payment.

**2.1.2 . WORK TO BE CARRIED OUT.**

Supply and install the following:

- Start up the airconditioning unit using the remote
- Replace AAA batteries in all remotes (use Duracell batteries only)
- Remove indoor filter unit , clean and replace
- Check compressor and report and report any irregular noise
- Check condenser fan , and report any irregular noise
- Check indoor blower/unit fans and report any irregular noise
- Check the entire unit when its running for any irregular noise
- Check all wiring for loose connections or burnt wiring and repair
- Check starting capacitors and relays , replace if it's necessary
- Strip external condensing unit, clean using yellow chemical
- Re-assemble external condensing unit
- Clean the indoor unit using anti-bacteria chemical
- Make use of portable LP or HP service gauges , check for gas leaks
- Make use of electronic leak detection unit , check for as leaks , mostly on discharge and suction line flare nuts , check for wet areas
- Make use of R22 or CO2 to flush drainage system
- Replace drainage pipes if needs be- client request
- Test run airconditioning unit and ensure no water leaks from the indoor nit
- Tighten all loose bolts if there are any
- Clean the area around condensing unit
- Fill all check lists and submit to Chief Artisan
- Report all missing remotes
- Check functionality of the isolators
- Report all office who run their airconditioning unit with windows / door open
- Compile and submit after service report with recommendations
- Compile and submit condemning certificate for equipment which is beyond economical repairs



**health**

Department:  
Health  
PROVINCE OF KWAZULU-NATAL

PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF HEALTH  
ZNQ : \_\_\_\_\_

UTHUK-H-EMMAUS HOSPITAL-CATB-2022/23 –PREVENTIVE MAINTANANCE

SERVICING OF MIDWALL SPLIT AIR-CONDITIONING UNIT AT BUSINGATHA CLINIC

## 2. SCHEDULE OF RATES

### 3. PREAMBLE TO SCHEDULE OF RATES

#### Items and Pricing

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

#### Tax and Duties

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

#### Rates

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

PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF HEALTH  
ZNQ 2021  
UTHUK-H-EMMAUS HOSPITAL -22/23

Item	DESCRIPTION	UNIT	QTY	RATE/ UNIT		TOTAL	
				R	c	R	c
	<p><b>NOTE:</b></p> <p>1) All rates for items contained in this Schedule of Prices must be computed <b>excluding</b> the applicable Sales Tax.</p> <p>2) Where items are described as "Or other approved", approval must be obtained prior to tendering or submission of documents.</p> <p>3) All rates quoted shall be inclusive of transport, labour and profit.</p> <p>4) Caution to be taken to do the exact measurements before submission is done</p> <p>5) Emmaus Hospital will not be responsible for any mistakes and underquoting</p> <p>All Technical enquiries should be communicated with maintenance department at the Hospital prior to filling and submitting of the document</p>						
	<p><b>INSTITUTION: BUSINGATHA CLINIC</b> <b>SERVICE OFFICE MIDWALL SPLIT</b> <b>AIRCONDITIONING UNIT</b></p> <p>ZNQ:</p>						
	<p>Pharmacy Room</p> <p>Major maintenance to 24000BTU Carrier midwall split air-conditioning inverter unit Refer Page 03</p> <p>Work To Be Carried Out by the contractor in each equipment</p>	each	01				
Carried To Collection Summary PS 1						R	

**NB.** The schedule of rates must be completed by tendered in full

The successful bidder to ensure that he/she makes the appointment with Chief artisan Emmaus Hospital. For the proper site hand over after receiving the call or order before commencing any Work.

To make this necessary arrangement will result in an intruding offence. Contact number:  
036 488 8215

**COLLECTION SUMMARY**

**NOTE:**

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

Collection Summary      PS 1			
SUB-TOTAL "A"			
ADD Provision for Value Added Tax Allow 14% of SUB-TOTAL "A"			
<b>TOTAL: CARRIED TO TENDER FORM</b>			



PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF HEALTH  
ZNQ 2021  
UTHUK-H-EMMAUS HOSPITAL -22/23

SERVICING OF MIDWALL SPLIT AIR CONDITIONING UNIT

**Minimum requirements for the project**

**NB. TO BE SUBMITTED WITH THE DOCUMENT (COMPULSORY)**

- 1 ME
- Qualified personnel registration with South African Qualification and Certification Committee(SARRACA)minimum category A
- CV of a qualified personnel
- Certificate of qualified personnel(Air-condition and Refrigeration trade tested)
- Valid Tax Clearance Certificate.
- Proof of registration with CSD
- Copy of BBBEE Certificate

**The contractor shall also guarantee:**

That equipment shall be installed, commissioned and set properly in order to attain the design conditions specified

**Declaration**

I have read with understanding and agree to all terms and conditions and requirements printed on this document.

I/We undertaken to complete the project within 2 days

Tenderer \_\_\_\_\_

Signature \_\_\_\_\_ Position \_\_\_\_\_



LIST OF AIR COND. AT CLINICS

BUSINGHATHA CLINIC X 1-9000BTU

BUSINGHATHA CLINIC X 1-24000BTU

TOTAL = 2