



KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

Quotation Advert

Opening Date: 20/01/2023
Closing Date: 25/01/2023
Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: Amajuba District Office
Province: KwaZulu-Natal
Department of entity: Department of Health
Division or section: Central Supply Chain Management
**Place where goods/
service is required:** ~~Cl. Johnson Memorial Hospital~~
AMAJUBA DISTRICT OFFICE
Date Submitted: 20/01/2023

ITEM CATEGORY AND DETAILS

Quotation number: ZNQ / EMA041/22/23
Item Category: Services
Item Description: SPLIT UNIT AIRCONDITONERS
Quantity (if supplies): 04

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Not applicable
Date: N/a
Time: N/a
Venue: -

QUOTES CAN BE COLLECTED FROM: Amajuba District Office, 38 Voortrekker Street,
Newcastle

QUOTES SHOULD BE DELIVERED TO: Amajuba District Office, 38 Voortrekker Street,
Newcastle, 2940

ENQUIRIES REGARDING ADVERT MAY BE DIRECTED TO:

Name: Khaya Mthethwa

Email: khaya.mthethwa@kznhealth.gov.za-

Contact number: 0343287030

Finance Manager Name: C.N. KHUMALO **Finance Manager Signature** 

DESCRIPTION: SPLIT UNIT AIRCONDITIONERS

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
	04	SUPPLY AND INSTALL NEW SPLIT UNIT AIR-CONDITIONERS AT DANNHAUSER CHC - EMS BASE (CIDB : ME/EB CONTRACTOR) (SPECIFICATION ATTACHED)				
		(FAXED, E-MAILED OR HAND DELIVERED Quotations are accepted)				
		Submit certified copy of BEEE certificate for application of Preferential points. NB : As per Special Conditions of Quotations below,				
		Please sign the Evaluation Criteria form attached.				
VALUE ADDED TAX @ 15% (Only if VAT Vendor)						
TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)						

Does This Offer Comply With The Specification?	Does The Article Conform To The S.A.N.S. / S.A.B.S. Specification?
Is The Price Firm?	State Delivery Period, e.g., 1day, 1week

Enquiries regarding the <u>quote</u> may be directed to: Contact Person: KHAYA OR NELLY Tel: 034 328 7030/7054 E-Mail Address: khaya.mthethwa@kznhealth.gov.za	Enquiries regarding <u>technical information</u> may be directed to: Contact Person: Bonginkosi Hlatshwayo Tel: 034 328 7089
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ISIFUNDAZWE SAKWAZULU-NATAL
 EZEMPILO
 20 JAN 2023
 DEPARTMENT OF HEALTH
 PROVINCE OF KWAZULU-NATAL

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 interest¹ 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 consortium² will not be construed as collusive bidding.
- 3.4. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6. There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Name of Bidder

.....
Signature

.....
Position

.....
Date

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

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

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 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
Total points for Price and B-BBEE must not exceed	100

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:

$$Ps = 80 \left(1 - \frac{Pt - P \text{ min}}{P \text{ min}} \right) \text{ Where}$$

- 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	NO	
-----	----	--

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

7.1.1 If yes, indicate:

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

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

(Tick applicable box)

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

YES	NO	
-----	----	--

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

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

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

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

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

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....

9.6 COMPANY CLASSIFICATION [TICK APPLICABLE BOX]

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

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

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

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

WITNESSES
1.
2.

..... SIGNATURE(S) OF BIDDERS(S)
DATE:
ADDRESS.....



KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

**KWAZULU-NATAL
DEPARTMENT OF HEALTH**

DANNHAUSER CHC: EMS BASE

ZNQ /22-2023

INSTALLATION OF AIR-CONDITIONING SPLIT WALL UNITS

QUOTATION DOCUMENT CONTENTS

		NUMBER OF PAGES
PART ONE :	QUOTATION FORM	1
PART TWO :	CONDITION OF CONTRACT	1
PART THREE :	TECHNICAL SPECIFICATION	3
PART FOUR :	SCHEDULE OF PRICES	2

The contractor is required to check this document and the number of pages listed above which together form the **CONTRACT OF AGREEMENT**. The contractor shall satisfy himself that this document is complete in accordance with the above schedule and if any pages are found to be missing, or duplicated shall immediately request the rectification of the discrepancy. No liability will be admitted by the Administration in respect of errors in the Contractors quote due the foregoing.

**KWAZULU-NATAL
DEPARTMENT OF HEALTH**

DANNHAUSER CHC: EMS BASE

INSTALLATION OF SPLIT WALL AIR-CONDITIONING UNITS

**PART ONE
QUOTATION FORM**

TO BE COMPLETED BY THE CONTRACTOR AND SUBMITTED TO:

**AMAJUBA HEALTH DISTRICT OFFICE
TENDER BOX
FOR ATTENTION:**

I/We hereby quote for the following service in accordance with the conditions as specified in the MECHANICAL CONTRACT.

DANNHAUSER CHC: EMS BASE: INSTALLATION OF THREE (03) 12000BTU IN THE OFFICE AND ONE (01) 24000BTU SPLIT WALL AIR-CONDITIONING UNITS IN BOARD ROOM

A: Equipment and materials including mark-up and VAT. R _____

B: Labour, Traveling, Subsistence and Transport including VAT. R _____

**A+B: Fixed price for the scope of the works quoted for,
Valid for 90 days from date of quotation: including
VAT. at 15% R _____**

(Should there be any additions or omissions to the works quoted for, this price shall be adjusted accordingly.)

Time required for completion of services as specified from receipt of official order:

Lead Time _____ Weeks

Site Time _____ Weeks

Total Time _____ Weeks

Contractors Signature

Name of firm

Name in block letters

DATE: _____

**KWAZULU-NATAL
DEPARTMENT OF HEALTH**

DANNHAUSER CHC: EMS BASE

INSTALLATION OF SPLIT WALL AIR-CONDITIONING UNITS

**PART TWO
CONDITIONS OF CONTRACT**

These works will be carried out in accordance with the MECHANICAL Contract for the maintenance, servicing and repairs to fixed mechanical plant and equipment installed in KWAZULU-NATAL Government buildings and institutions.

**KWAZULU-NATAL
DEPARTMENT OF HEALTH**

DANNHAUSER CHC: EMS BASE

INSTALLATION OF SPLIT WALL AIR-CONDITIONING UNITS

**PART THREE
TECHNICAL SPECIFICATION FOR THE
INSTALLATION OF SPLIT WALL AIR-CONDITIONING UNITS**

3.1 SCOPE OF CONTRACT

This specification calls for the complete supply, delivery to site, installation, testing and commissioning of THREE (03) 12000BTU IN THE OFFICES, MEDICINE STORE ROOM AND ONE (01) 24000BTU SPLIT WALL AIR-CONDITIONING UNITS IN BOARD ROOM

The complete installation shall include all necessary refrigerant piping, support branches and any other materials or equipment necessary to complete the installation.

3.2 GENERAL REQUIREMENTS

3.2.1 Tenderers are to make special note of the following:

- a) All builders' work within this Contract will be the responsibility of the Contractor.
- b) Contractors are advised to visit the site to acquaint themselves fully with the nature and full extent of the work involved. Claims on the grounds of insufficient information will not be entertained
- c) All visible inter-connecting refrigerant piping, condensate drain piping and electrical cables within the building shall be connected in PVC or sheet-metal trunking.
- d) All work shall be carried out by competent workmen skilled in their trade. Quality shall be that of the best standard practice and all workmanship will be subject to the approval the Engineering Services Manager or Chief Works Inspector.
- e) All apparatus, component parts, fittings and materials employed in the execution of the contract shall be new and unused and shall be of the latest type or pattern of the particular manufacture specified. SABS mark bearing items shall be used wherever possible.
- f) During the process of the work the Contractor shall carefully clean up after his men and leave the premises and portions of the building in which his men have been working clean and free from debris.

3.3 OPERATING AND MAINTENANCE MANUALS

The Contractor shall provide ONE (1) sets of operating and maintenance manuals for the air-conditioning unit installed. The manuals shall include manufacturer's literature, maintenance procedures and operating instructions.

3.4 PRINCIPAL ITEMS OF WORK INCLUDE

- a) SABS Approved 12000BTU/24000BTU Mid Wall Split Type air-conditioning units complete with inter-connecting refrigerant piping, cables, remote controls, supports, brackets etc.
- b) PVC condensate drain piping, brackets etc
- c) All necessary electrical work as specified hereinafter from Isolator only.
- d) Commissioning and testing of the complete installation.
- e) Any item specifically mentioned hereinafter.
- f) Electrical compliance certificate and guarantee of 12 months certificate after completion.

3.5 SPLIT WALL AIR-CONDITIONING UNIT

3.5.1 Type and Capacity

- a) Supply and install four (04) cooling and heating Mid-Wall Split type air-conditioning unit SABS Approved quality in the new offices, medicine store room and board room. The exact position of the unit will be decided on site. The air-condensing units shall be mounted on the external wall of the EMS Offices which is 30m from DB and board room 6m from the DB,

3.5.2 HEATING AND COOLING

Where specified, heating shall be by means of reverse cycle (heat pump) only.

3.5.3 CONTROLS

The Mid-Wall Split type air-conditioning units shall have their controls fitted into attractive, remote, surface mounted control boxes.

3.5.4 SUPPORT BRACKETS

The split units, condensing unit support brackets shall be hot-dipped galvanized after manufactured.

3.6 REFRIGERANT PIPING (split units)

The inter-connecting refrigerant piping between the condensing units and the air-handling units shall be of the best quality refrigerant class copper tubing, suitably sized for the units installed.

All fittings shall be copper or brass. Refrigerant quality fittings, welded to the copper tubing using good quality SILFOS or SILVER SOLDER welding rods.

The suction and liquid lines shall be completely insulated against ambient temperatures to prevent condensation drip

The piping shall be neatly saddled throughout the entire pipe run, and the saddles shall be spaced at intervals of not more than one (1) meter.

Pipe runs shall be neat and the best quality workmanship shall be employed.

ALL visible refrigerant piping within the building shall be run in suitably sized PVC or sheet-metal trunking. This trunking shall be supplied and fixed by the contractor. If sheet-metal trunking is used then the trunking shall be painted to match the color of the wall on which it is mounted.

3.7 CONDENSATE

The condensate from the air-conditioning unit shall be piped away in PVC tubing. The condensate piping shall be neatly saddled throughout the entire pipe run, spaced at intervals as per the manufacturer's recommendations.

3.8 ELECTRICAL WORK

The contractor will supply all the electrics to the air-handling unit and the external condenser unit inclusive of the supply, installation, and fitting of the suitably sized isolators with 4 x 4 box-mounted on the wall outside the collage adjacent to the air-handling unit.

NB: The air-condensing units shall be mounted on the external wall of the EMS Offices which is 4mm² 3 core x 30m suffix long from DB and board room 4mm² 3 core x 6m suffix long from the DB,

Suitably sized circuit breakers 4 x 20AMP SP MCB 2.5ka must be supplied and fitted by the contractor at DB Box. Contractor is to allow for the testing and issuing of a Compliance Certificate for Electrical work on completion.

Note: Contractor need to state that the guarantee of 12 months for workmanship, gas leaks, flat batteries

3.9 BUILDERS WORK

All builders work necessary in this contract e.g. forming of holes through the walls, making good etc will be the responsibility of the Contractor.

3.10 SCHEDULE OF EQUIPMENT (TO BE COMPLETED BY TENDERER)

	UNIT
MAKE	
MODEL	
COOLING CAPACITY	
HEATING CAPACITY	

SIGNATURE OF TENDERER: _____

DATE: _____

**KWAZULU-NATAL
DEPARTMENT OF HEALTH**

DANNHAUSER CHC: EMS BASE

INSTALLATION OF SPLIT WALL AIR-CONDITIONING UNITS

**PART FOUR
SCHEDULE OF PRICES**

4.1 MATERIALS, EQUIPMENT AND INSTALLATION

ALL ITEMS ARE PROVISIONAL AND SUBJECT TO REMEASURE AFTER INSTALLATION

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	SUPPLY RATE
1	<p>Price for the supply, delivery and installation of THREE (03) 12000BTU Split Wall Units Air-conditioning units as specified under item 3.5.1 till 3.8 of part three (3) of the specification including with all necessary fittings to complete the installation.</p> <p>Office No1 1 Office No2 1 Medical Store room 1</p>	No	03		
2	<p>Price for the supply, delivery and installation of ONE (01) 24000BTU Split Wall Units Air-conditioning units as specified under item 3.5.1 till 3.8 of part three (3) of the specification including with all necessary fittings to complete the installation.</p> <p>Board room 1</p>	No	01		
3	<p>Testing and Commissioning Electrical Certificate of Compliance</p>	No	1		
4	<p>Safety plan: Allow for employment of Safety Officer and drawing up of Safety Plan for the duration of the contract. Note: This contract is 1 x Week Contract, contractor need to sign a compulsory complying declaration documentation regarding the regulations for a safe working place for the duration of the project; this must be at our Safety Officer's Office. Note: Should the contract period exceed the time frame of two month as allocated by the Department, it is imperative that the contractor immediately notifies the Engineer as to the delay in completing the project within the specified time. The signed declaration and safety plan shall still be a binding contract between the contractor and Department of Health.</p>	Item			
5	Total				

EVALUATION CRITERIA over R30 000.

Proposals received shall be evaluated on the following.

1. Specification

Only offers that meet the specification in all aspects as stipulated in the bid document shall be considered. Offers better than specification are considered to be compliant with the specification.

2. Correctness of information

All information required in the bid document must be accurate and dully completion including all the appropriate signatures. This include the completion of documentation where required and the submission of required / requested documentation e.g. Valid Tax Certificate, etc. Able to adhere to time frame (delivery/service period must be clearly indicated). Please ensure samples of products submitted is of good quality and free from infestations (moth & food insects) and in sealed tins. The institution reserves the right to verify all information submitted.

3. Preferential Points System

3.1 The 80/20 preferential point system shall be used in the evaluation process

B-BBEE Status Level of contributor	Number of points (80/20 system company to ring their level)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

4. Specific Goals

Over and above the following activities will be considered in the evaluation/ adjudication process.

- I. The promotion of South African owned enterprises.
- II. Whether the quotation offers value for money
- III. Representivity in the composition of the vendor and the possibility of fronting
- IV. Tax Clearance Certificate issued by the South African Revenue Services
- V. Compulsory registration of the Provincial Suppliers Database
- VI. Verification the recommended bidder is not on the Register for tender defaulters
- VII. Verification of the identity numbers of the directors/trustees/shareholders of the preferred bidder(s) against the institution's staff establishment in order to determine whether or not any of the directors/trustees/shareholders are in the service of the State or officials employed by specific institution
- VIII. S.A.B.S approved products to be used
- IX. Suppliers to be registered with CIDB, proof of registration must be attached
- X. Delivery period shall adhere to time frame as specified on quotation document
- XI. Supervision will be carried out by representative of the Department of Health, between 7H30 to 16H00 from Monday to Friday
- XII. Service to be provided as per the OHS Act 85 of 1993
- XIII. As per attached specification
- XIV. Targeted suppliers

This evaluation criteria is designed in such a way that responses would be required from the bidders, NB: Failure to submit the required documents(s) may invalidate the entire bid

PLEASE SIGN AND RETURN THE EVALUATION CRITERIA WITH THE QUOTATION FORM AND RELEVANT DOCUMENT

NAME & SURNAME

SIGNATURE