



## Quotation Advert

Opening Date : 25/01/2024  
Closing Date : 01/02/2024  
Closing Time : 11:00

### INSTITUTION DETAILS

Institution Name : Eshowe Hospital  
Province : KwaZulu-Natal  
Department of entity: Department of Health  
Division or section : Central Supply Chain Management  
Place where goods/  
service is required: **ESHOWE DISTRICT HOSPITAL**

Date Submitted : 24/01/2024

### ITEM CATEGORY AND DETAILS

Quotation number : **ESW/21/03-24**  
Item Category : Goods  
Item Description : Supply and lay ceramic tiles in the main pharmacy  
Quantity (if supplies): **PER QUOTE**

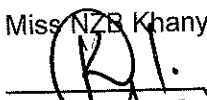
### COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type : Complusory Briefing  
Date : 30/01/2024  
Time : 11:00  
Venue : **Nurses residence**

QUOTES CAN BE COLLECTED FROM: Eshowe District Hospital/KZN websites

QUOTES SHOULD BE DELIVERED TO: Eshowe hospital tender box OR email to  
Quotations.Eshowe@kznhealth.gov.za

### ENQUIRIES REGARDING ADVERT MAY BE DIRECTED TO:

Name : Ntombela N/Zulu B  
Email : **Nomathemba.Ntombela2@kznhealth.gov.za**  
Contact number : 0354734597/4664  
Finance Manager Name: Miss NZB Khanyile  
Finance Manager Signature 

**PARTICULARS OF QUOTATION**

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: ESHOWE HOSPITAL

FACSIMILE NUMBER: 0354749439 E-MAIL ADDRESS: Quotations.Eshowe@kznhealth.gov.za

PHYSICAL ADDRESS: 40 KANGELA STREET ESHOWE

QUOTE NUMBER: ZNQ / ESW / 121 / 23-24 VALIDITY PERIOD: 90 DAYS

DATE ADVERTISED: 25/01/2024 CLOSING DATE: 01/02/2024 CLOSING TIME: 11:00

DESCRIPTION: SUPPLY AND LAY CERAMIC TILES IN THE MAIN PHARMACY

CONTRACT PERIOD (IF APPLICABLE): ONCE OFF

DEPOSITED IN THE QUOTE BOX SITUATED AT (STREET ADDRESS):  
40 KANGELA STREET, ESHOWE 3815

**ENQUIRIES REGARDING THE QUOTE MAY BE DIRECTED TO:**  
CONTACT PERSON: N NTOMBELA TELEPHONE NUMBER: 035 473 4594  
E-MAIL ADDRESS: Nomathemba.Ntombela2@kznhealth.gov.za

**ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:**  
CONTACT PERSON: B ZULU TELEPHONE NUMBER: 035 473 4664  
E-MAIL ADDRESS: Bonga.Zulu@kznhealth.gov.za

**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, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.**

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

NAME OF BIDDER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FACSIMILE NUMBER: \_\_\_\_\_

CELLPHONE NUMBER: \_\_\_\_\_ SARS PIN: \_\_\_\_\_

VAT REGISTRATION NUMBER (If VAT vendor): \_\_\_\_\_

CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO.

M A A A

UNIQUE REGISTRATION REFERENCE:

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OFFICIAL PRICE PAGE FOR QUOTATIONS OVER R2 000.01

QUOTE NUMBER: ZNQ / ESW / 121 / 23-24

DESCRIPTION: SUPPLY AND LAY CERAMIC TILES IN THE MAIN PHARMACY

<b>PREFERENCE POINTS WILL BE ALLOCATED ACCORDING TO THE IMPLEMENTATION OF SPECIFIC GOALS IN TERMS OF PPR 2022:</b>	<b>POINTS ALLOCATED</b>
Promotion of South African Owned Enterprises	20

ICN NUMBER	QUANTITY	UNIT OF MEASURE	DESCRIPTION	BRAND & MODEL	COUNTRY OF MANUFACTUR E	PRICE	
						R	C
			SUPPLY AND LAY CERAMIC TILES IN THE MAIN PHARMACY.				
			AS PER SPECIFICATION ATTACHED				
			PLEASE ATTACH THE FF DOCUMENTS				
			-COMPLETE SB4 FORM				
			-TAX CLEARANCE CERTIFICATE				
VALUE ADDED TAX @ 15% (Only if VAT Vendor)							
TOTAL QUOTATION PRICE (VALIDITY PERIOD 90 Days)							

DOES THIS OFFER COMPLY WITH THE SPECIFICATION? YES / NO  
 IS THE PRICE FIRM? YES / NO  
 DOES THE ARTICLE CONFORM TO THE S.A.N.S. / S.A.B.S. SPECIFICATION? YES / NO  
 STATE DELIVERY PERIOD (E.G. 3 DAYS, 1 WEEK) \_\_\_\_\_  
 NAME OF BIDDER: \_\_\_\_\_ SIGNATURE OF BIDDER: \_\_\_\_\_  
[By signing this document, I hereby agree to all terms and conditions]  
 CAPACITY UNDER WHICH THIS QUOTE IS SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_



THE SERVICING, REPAIR AND MAINTENANCE OF FIXED MECHANICAL PLANT, EQUIPMENT AND INSTALLATIONS INSTALLED IN KWAZULU-NATAL PROVINCIAL ADMINISTRATION BUILDINGS AND INSTITUTIONS FOR THE DEPARTMENT OF HEALTH

QUOTATION DOCUMENT CONTENTS

- PART ONE : INVITATION TO QUOTE
- PART TWO : PARTICULAR SPECIFICATION
- PART THREE : TECHNICAL SPECIFICATIONS
- PART FOUR : QUOTATION FORM
- PART FIVE : OFFICIAL ONSITE BRIEFING CERTIFICATE
- PART SIX : DECLARATION OF INTEREST

NAME OF INSITUTION : ESHOWE DISTRICT HOSPITAL

SERVICE : SUPPLY AND LAY FLOOR CERAMIC TILES IN THE MAIN PHARMACY.

CONTRACTORS NAME : \_\_\_\_\_

BID AMOUNT : R\_\_\_\_\_ (Vat inclusive)

BRIEFING DATE : \_\_\_\_\_

CLOSING DATE : \_\_\_\_\_

CENTRAL SUPPLIERS DATABASE NUMBER :	_____
Unique reference number :	_____
CIDB REGISTRATION NUMBER :	_____
CIDB CATEGORY :	<u>2 GB / CE AND ABOVE</u>

CLIENT  
 Department of Health  
 Project Leader: B.Mngomezulu  
 Telephone: 035 473 4548  
 Fax No. 035 474 4914

PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF HEALTH

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THE SERVICING, REPAIR AND MAINTENANCE OF FIXED MECHANICAL PLANT, EQUIPMENT AND  
INSTALLATIONS INSTALLED IN KWAZULU-NATAL PROVINCIAL ADMINISTRATION BUILDINGS AND  
INSTITUTIONS FOR THE DEPARTMENT OF HEALTH

NAME OF INSITUTION : ESHOWE DISTRICT HOSPITAL

SERVICE : SUPPLY AND LAY FLOOR CERAMIC TILES IN THE MAIN  
PHARMACY.

PART ONE

INVITATION TO QUOTE

SUPPLY AND LAY FLOOR CERAMIC TILES IN THE MAIN PHARMACY

CONTRACTORS INITIALS.....

STANDARD BID SPECIFICATION

INVITATION

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF KING CETSWAYO HEALTH DISTRICT OFFICE ON BEHALF OF ESHOWE DISTRICT HOSPITAL

BID NUMBER : \_\_\_\_\_  
SITE INSPECTION DATE : \_\_\_\_\_  
TIME : \_\_\_\_\_  
CLOSING DATE : \_\_\_\_\_  
TIME : \_\_\_\_\_  
DESCRIPTION OF SERVICE :

CONTRACT PERIOD : **FOUR (4) WEEK**  
VALIDITY PERIOD : **60 DAYS**

BID DOCUMENTS TO BE PLACED IN A SEALED ENVELOPE, THE FRONT OF THE ENVELOPE BEING CLEARLY ENDORSED WITH THE BID NO. SERVICE TYPE AND DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

**ESHOWE DISTRICT HOSPITAL  
40 KANGELLA  
ESHOWE  
3815**

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

The bid box is available on the following days and times: Monday to Friday 08H00 – 15H00

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE – TYPED)

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

SUPPLY AND LAY FLOOR CERAMIC TILES IN THE MAIN PHARMACY

CONTRACTORS INITIALS.....

PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF HEALTH

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THE SERVICING, REPAIR AND MAINTENANCE OF FIXED MECHANICAL PLANT, EQUIPMENT AND  
INSTALLATIONS INSTALLED IN KWAZULU-NATAL PROVINCIAL ADMINISTRATION BUILDINGS AND  
INSTITUTIONS FOR THE DEPARTMENT OF HEALTH

NAME OF INSITUTION : ESHOWE DISTRICT HOSPITAL  
SERVICE : SUPPLY AND LAY FLOOR CERAMIC TILES IN THE MAIN  
PHARMACY.

PART TWO

PARTICULAR SPECIFICATION

1. General Requirements
2. Site and Mode of Procedure
3. Scope of Contract

## **1. GENERAL REQUIREMENTS**

Tenderers are to make special note of the following:

The whole installation shall be in accordance with the Occupational Health and Safety Act 85/1993 and all framed therein shall be carried out to the satisfaction of the Department of Health at Eshowe district hospital

Competent workmen skilled in their trade shall carry out all work. Quality shall be of the best standard practice and all workmanship will be subject to the approval of the Department of Health.

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

All apparatus, component parts, fittings and materials employed in the execution of the Contract shall be new and unused and shall be the latest type or pattern of the particular manufacture employed. S.A.N.S. mark bearing items shall be used wherever possible.

The complete installation must be guaranteed against defective parts and workmanship for a period of twelve (12) months after the date of issue of the Completion Certificate. This period shall run concurrently with the maintenance period.

Rates are to include for commissioning and testing of the complete installation and handing over in working order ready for use.

Tenderers are advised to visit the site and acquaint themselves fully with the site conditions and nature and full extent of work involved prior to submitting their tender. Claims on the grounds of insufficient information in such respects or otherwise will not be entertained by the Administration.

The Administration reserves the right to make emergency repairs to keep the equipment in operation without voiding the Contractor's Guarantee, nor relieving the Contractor of his responsibility during the guarantee period when, after proper notice, the Contractor fails to attend to such emergency repairs. All costs incurred by the Administration under these circumstances will be for the account of the Contractor.

### **1.1 Penalties**

If the Service provider shall fail to complete a project, by the due completion date, fail to complete the task to the extent which entitles him/her to receive a certificate of completion the service provider shall be liable for a penalty for every day which shall elapse between the due completion date and the Actual completion date. The imposition of such penalty shall not relieve the service provider from his/her obligations and liabilities under the contract. The penalty for failing to complete the works is 0.4% per day of the contract sum rounded up the nearest R10.00.

### **1.2 Progress Chart**

The service provider shall submit for approval a progress chart for each project, to the Department's Representative, within 7 days of the site handover. The progress chart shall be in bar chart format and list all of the planned activities for completion of the project.

### **1.3 Completion period and delays: extension of time**

The completion period for each particular project shall be stated in each project specification or task order.

### **1.4 Project Work Quotations and Invoices** In respect of project work quotations the quoted rates are fixed. Therefore, supporting job sheets and supplier's invoices are not required to be submitted with the service provider's invoice.

Note: in the event that only one quote is received, it will be acceptable, providing that proof is provided that all appointed service providers for the specific type of work, were invited to quote.



## **2. SITE AND MODE OF PROCEDURE**

The work contained in this contract will be carried out on the site of the existing Eshowe District Hospital

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

Damage to the existing buildings - Bidders to note that any damages done or occurring to any of the buildings will be repaired at the expense of the contractor/ Bidder.

### **SATISFACTORY INSTALLATION**

The whole of the installation shall be carried out in accordance with the South African Bureau of Standards Code of Practice for the application of National Building Regulations, the KZNPA Standard Preambles to all Trades, the KZNPA General Electrical Specification, ICASA, Telecommunications regulations, the South African Bureau of Standards Code of Practice for the Wiring of Premises SABS 0142 and the Occupational Health and Safety Act and Regulations 85/1993 as amended.

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

### **CERTIFICATE OF COMPLIANCE**

**NONE**

### **GENERAL**

The Bidders / Contractors will be responsible for all masonry/civil/ electrical work associated with the installation and making good of all work related to the installation. This must be to the satisfaction of the KwaZulu-Natal Department of Health

## **3. SCOPE OF CONTRACT**

This scope of works calls for **SUPPLY AND LAY FLOOR CERAMIC TILES IN THE MAIN PHARMACY**

### **CONDITIONS OF CONTRACT AND PRELIMINARIES**

#### **PERIOD OF CONTRACT**

**FOUR WEEKS (04)** as the Contract Period for the completion of the Work from date of Site handover

#### **CONTRACT GUARANTEE:**

**N/A**

#### **GUARANTEE PERIOD**

The guarantee period for the completion of the Structural / Mechanical / Electrical work and all materials must be a minimum of Twelve (12) Calendar Months from the date of first delivery.

## **PROVINCE OF KWAZULU-NATAL**

SUPPLY AND LAY FLOOR CERAMIC TILES IN THE MAIN PHARMACY

CONTRACTORS INITIALS.....

DEPARTMENT OF HEALTH

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THE SERVICING, REPAIR AND MAINTENANCE OF FIXED MECHANICAL PLANT, EQUIPMENT AND  
INSTALLATIONS INSTALLED IN KWAZULU-NATAL PROVINCIAL ADMINISTRATION BUILDINGS AND  
INSTITUTIONS FOR THE DEPARTMENT OF HEALTH

NAME OF INSTITUTION : ESHOWE HOSPITAL

SERVICE : SUPPLY AND LAY FLOOR CERAMIC TILES IN THE MAIN  
PHARMACY

PART THREE

TECHNICAL SPECIFICATION

SUPPLY AND LAY FLOOR CERAMIC TILES IN THE MAIN PHARMACY

CONTRACTORS INITIALS.....

## 1. GENERAL

### 1.1 SCOPE OF WORK

#### THE CURRENT SCOPE OF WORK BELOW ENTAILS BOQ

- The preferred bidder will be required to provide only competent personnel to perform all duties as per BOQ.
- Supply and deliver all required material and tools for this particular repairs.
- This flooring project must be completed within six weeks after order number has been issued, failure to meet the timeframe the facility reserve a right to cancel the order.
- After site handing over to the contractor, the risk of any loss or damage or theft shall be the responsibility of the contractor. Contractor shall take necessary precautions against loss or damage or theft.
- The contractor should consider the BOQ below and confirm measurements prior submitting quotation.
- The contractor shall allow for appointing relevant professionals, all independent statutory obligations for inspections and certificates.
- Contractor must always comply with safety precautions as hospital will be fully operational.
- Contractor must report the start date 2 days prior commencing repairs.

### 1.1.1 FLOOR TILING

#### 1.1.2.1 FLOOR TILES

- a) Remove floor tiles as per square meter on BOQ at
- b) Prepare surface, wash clean and dry floors before applying floor bonding tile. It is recommended that a strict procedure relating to the Preparation of Sub Floors with Bitumen Residue.
- c) Floor coverings samples to be pre-approved and lay in accordance with SANS Code of Practice 0107
- d) Lay 300 x 300x 8,3mm full bodied Porcelain Floor Tiles, Anti-bacteria non-absorbent, high resistance to impact and mechanical wear and in compliance with UPEC specifications with 3mm joints. Colour to be uniform light colour Salt and Pepper range). Correct setting out is critical and consideration should be given to the squareness of the area.
- e) All cementitious grouting of floor tiles to be finished flush pointed to tile edges.
- f) Lay 100 x 300x 8.3mm full bodied Porcelain tile skirting with 10mm round aluminum tile edge.
- g) Expansion joints should be filled with a suitable Sealant to prevent the ingress of dirt. It is bad flooring practice to lay flooring over such a joint. The flooring should stop at the edge of the joint and cover strips placed over the joint itself.
- h) After installation the flooring should be adequately protected, preventing damage caused by other trades working on the site.
- i) All doors' tiles edge should be installed 10mm round aluminum tile edge.

### 1.1.9 WASTE REMOVAL

- a) No waste should be left on site after execution a daily work as per National Environmental Management Act, Act No. 107 of 1998.
- b) Contractor to use an authorized landfill site in accordance with current Waste Management Licensing Regulations for disposal.

## 1.2 SITE AND MODE OF PROCEDURE

The site at KwaZulu Natal: KING CETSHWAYO DISTRICT: ESHOWE HOSPITAL.

Tenders are advised that all the existing premises will be occupied throughout the period of any contract. Damage to the existing buildings - Tender to note that any damages done or occurring during construction to any of the buildings will be repaired at the expense of the contractor. The service must be to the satisfaction of the KwaZulu-Natal Department of Health.

## 1.3 CONTRACT DRAWINGS

No drawing

## PART 2

### 2. GENERAL TECHNICAL SPECIFICATION

This Technical Specification (page 1 to 2) is provided as a guideline for bid purposes.

#### 2.1 STANDARDS

The operation, construction, material and components of this work and equipment specified, must comply with the latest requirements of:

- i) The Occupational Health and Safety Act (Act 85, 1993) as amended.

#### 2.2 PROGRAMMING OF WORKS

The contractor shall notify the institution two (2) days prior to carrying out any site work. As the Facility is to remain fully operation for the duration of the works, work to be planned and executed so as to cause minimum inconvenience to the facility. Contractor shall finish this work within six weeks counting from the date when the order number has been issued, unless other strong and valid reason.

#### 2.3 TESTING AND COMMISSIONING

Work shall be inspected before handing over to District Engineer / Maintenance Head / Systems Manager.

## PART 3

### 3. SCHEDULE OF RATES

Rate for Floor coverings are to include for laying as described, skirting, for cleaning down backing surfaces and or all square and raking cutting and waste and fitting, fair cutting at edges, protecting from injury, for cleaning down at completion and cement mortar

All rates includes tools, supply and deliver the required materials

#### 3.1 ITEMS AND PRICING

The Facility 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 tender 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 tender shall be deemed to have satisfied himself before quoting as to the correctness and sufficiency of his / her quote for the contract and of the rates and prices stated in the Schedule of Rates.**

#### 3.2 TAX AND DUTIES

SUPPLY AND LAY FLOOR CERAMIC TILES IN THE MAIN PHARMACY

CONTRACTORS INITIALS.....

Prices quoted and invoice, 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).**

### 3.3 RATES

The rates, prices inserted shall be the full rates and prices for the service delivered described under the respective items; shall cover all labour, transport and profit.

**No payment will be made for abortive work.**

#### **SCHEDULE OF RATES: BOQ**

##### **NOTE:**

- 1) All rates for items contained in this Schedule of Rates must have company stamped
- 2) The Facility reserves the right to negotiate rates in the Bill of Quantities.
- 3) The Service Provider is advised that the facility is fully functional, Occupied and disruptions to services are to be kept to the bare minimum.

ITEM	DESCRIPTION	UNIT	QTY	RATE/UNIT		TOTAL
				R	C	
<b>1</b>	<b>FLOOR COVERING</b>					
1.1	Remove worn out flooring floor tiles and prepare floor before laying floor covering	m <sup>2</sup>	110			
1.2	Lay 300 x 300x 8,3mm full bodied Porcelain Floor Tiles, Anti-bacteria non-absorbent, high resistance to impact and mechanical wear and in compliance with UPEC specifications with 3mm joints. Colour to be uniform light colour Salt and Pepper range).	m <sup>2</sup>	110			
<b>Carried To Collection Summary</b>					<b>R</b>	
<b>2</b>	<b>WASTE REMOVAL</b>					
2.1	Remove waste from the site after the execution daily work.	item	1			
<b>Carried To Collection Summary</b>					<b>R</b>	
<b>3</b>	<b>LABOUR, TRAVELLING AND ACCOMMODATION</b>					
3.1	Labour	hours				
3.2	Travelling	km				
<b>Carried To Collection Summary</b>					<b>R</b>	

**COLLECTION SUMMARY**

**NOTE:**

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

Collection Summary PS 1	R		
Collection Summary PS 2	R		
SUB-TOTAL	R		
ADD Provision for Value Added Tax of SUB-TOTAL	R		
<b><u>GRAND TOTAL: CARRIED TO TENDER FORM</u></b>	R		

## PART 4

### 4.5 GENERAL:

- 4.5.1 All redundant material must be removed from site to avoid piling of material on the already Congested site
- 4.5.2 Existing Buildings The existing buildings will be in use and occupied during the progress Of the contract and the Contractor will be required to carry out the works in such a manner as will least interfere with the occupants and with the minimum of disturbance
- 4.5.3 Making good affected area - The Contractor shall make good in all trades to existing work Where damaged or disturbed through the alterations with all necessary new materials to match The existing
- 4.5.4 **NB\* Contractor to submit Medical Certificate for all staff Members**
- 4.5.5 **Contractors staff must wear Proper PPE and Name Tags all the time**
- 4.5.6 **Contractor must provide their scaffolding and will be inspected before the work commence**
- 4.5.7 **Contractors must hire 90% off local unskilled labour employees within uMlalazi Local Municipality.**

PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF HEALTH

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THE SERVICING, REPAIR AND MAINTENANCE OF FIXED MECHANICAL PLANT, EQUIPMENT AND  
INSTALLATIONS INSTALLED IN KWAZULU-NATAL PROVINCIAL ADMINISTRATION BUILDINGS  
AND INSTITUTIONS FOR THE DEPARTMENT OF HEALTH

NAME OF INSITUATION : ESHOWE DISTRICT HOSPITAL  
SERVICE : SUPPLY AND LAY FLOOR CERAMIC TILES IN THE MAIN  
PHARMACY

PART FOUR

QUOTATION FORM: (LABOUR, SUBSISTENCE, TRAVEL AND TRANSPORT TO BE ALLOWED  
FOR IN THE FINAL PRICE OFFER)

1. Preamble to Schedule of Prices
2. Official Quotation Documents
  - Estimate form
  - Schedule of Prices – Materials, Components/Ancillary Parts and Sub Contract work



## PREAMBLE TO THE SCHEDULE OF PRICES

1. All prices shall be quoted in the currency of the Republic of South Africa and will be fixed. Only where exchange rates have been stated in the quotation document, as at two weeks (14 days) prior to closing date of this quotation, will such exchange rate fluctuation be taken into account in the variation of the cost of the imported items/equipment.
2. The Tenderer shall enter a price against each item in the schedule of prices. If the Tenderer fails to enter a price against any item in the schedule of prices the relevant cost of such item shall be regarded as being covered by other prices in the schedule of prices.
3. **The prices quoted against each item of these schedules shall cover the full inclusive cost of everything required for the execution of the work under the item plus an apportionment of any cost involved in meeting the obligations and liabilities imposed by the conditions of contract and in complying with the specifications.**
4. The prices quoted for the supply of plant and equipment shall include for all handling, loading, transporting and off-loading required for the delivery of the plant and equipment to the site, including in the case of off-site storage for double handling at the store.
5. The prices quoted for erection and installation shall include for all handling, loading, transporting and off-loading, to take plant and equipment to place on site where required, erection, installation, painting, commissioning, operating, testing, adjusting, handing over in proper working order and guarantee for a period of 12 months, all as specified.
6. The tendered rates and amounts must exclude Value Added Tax (VAT) but must include all levies, other taxes and duties on items to which they apply. Separate provision has been made in the Summary of Schedule of Prices for the purpose of VAT.
7. Amounts allowed for contingencies will be spent in part or as a whole at the sole discretion of the Department of Health's "Representative".
8. The Schedule of Prices shall be completed and signed in **black ink**. Corrections must be done by deleting, re-writing and initialing next to the amendment.
9. Electrical and Mechanical work is not measured according to the Standard Procedures of Building Work.
10. Itemized list of Materials/ Spares Parts/Equipment showing unit cost, contractors mark up and sub total
11. Vat and Grand Total.
12. The Contractor's attention is drawn to the following, which under no circumstances will be acceptable and will result in the automatic disqualification of the quotation.
  - Use of correcting fluid i.e. Tippex on the quotation documents.
  - Faxed quotations

- Photocopies of quotation

**NOTE:** If your fixed price is not considered acceptable, the Department reserves the right to reject this quotation, in which case an estimated amount will be allocated, and actual costs with supporting

<b>PROVINCE OF KWAZULU-NATAL – DEPARTMENT OF HEALTH</b>									
<b>ESTIMATED FORM FOR: THE SERVICING, REPAIR AND MAINTENANCE OF FIXED MECHANICAL PLANT, EQUIPMENT AND INSTALLATIONS INSTALLED IN KWAZULU-NATAL PROVINCIAL ADMINISTRATION BUILDINGS AND INSTITUTIONS</b>									
<b>FOR THE DEPARTMENT OF HEALTH</b>									
<b>SUBMIT TO: DEPARTMENT OF HEALTH – ESHOWE DISTRICT HOSPITAL</b>	<b>FOR ATTENTION:</b>								
<b>INSTITUTION: ESHOWE DISTRICT HOSPITAL</b>	<b>REF NO.:</b>								
<b>SCOPE OF WORK:</b> (A description of the service quoted for is required).									
<b>SUPPLY AND LAY FLOOR CERAMIC TILES IN THE MAIN PHARMACY.</b>									
<p>We hereby quote for the above service as per the following:</p> <p>Materials, component/ancillary parts: Firm Price. When applicable a detailed list of materials etc. showing unit costs shall be provided.</p> <p>A. Quoted for Material / Spares / Labour / Transport / Profit etc.</p> <table style="width: 100%; margin-left: 60%;"> <tr> <td style="width: 80%;"></td> <td style="text-align: right; border-bottom: 1px solid black;">R</td> </tr> <tr> <td style="text-align: right;">SUBTOTAL</td> <td style="text-align: right; border-bottom: 1px solid black;">R</td> </tr> <tr> <td style="text-align: right;">VAT @ ..... 15%</td> <td style="text-align: right; border-bottom: 1px solid black;">R</td> </tr> <tr> <td style="text-align: right;"><b>Total Price in SA Currency firm for 90 days from date issued.</b></td> <td style="text-align: right; border-bottom: 3px double black;">R</td> </tr> </table> <p>(Should there be additions or omissions to the scope of works quoted for; this price shall be adjusted accordingly).</p> <p><b>Time required for completion Two (2) weeks from receipt of official order.</b></p>			R	SUBTOTAL	R	VAT @ ..... 15%	R	<b>Total Price in SA Currency firm for 90 days from date issued.</b>	R
	R								
SUBTOTAL	R								
VAT @ ..... 15%	R								
<b>Total Price in SA Currency firm for 90 days from date issued.</b>	R								
<b>NAME OF CONTRACTOR:</b>									
<b>CIDB REGISTRATION NUMBER :</b>	<b>CIDB CATEGORY : 2 GB / CE</b>								
<b>CENTRAL SUPPLIERS DATABASE REGISTRATION NUMBER:</b>									
<p>.....</p> <p><b>CONTRACTOR'S AUTHORISED SIGNATURE:</b> <span style="float: right;"><b>QUOTE REF No. :</b></span></p>									
<b>NAME IN BLOCK LETTERS:</b>									
<b>COMPANY STAMP:</b>	<b>DATE:</b>								

documentation.

**10 SCHEDULES OF PRICES**

**LABOUR, SUBSISTENCE, TRAVEL AND TRANSPORT REPLACEMENT**

6.3.1	LABOUR	TOTAL HOURS	RATE/HR		AMOUNT
a)	<b>Artisans</b>	.....	R.....		.....
b)	Apprentice	.....	R.....		.....
	1 <sup>st</sup> Year	.....	R.....		.....
	2 <sup>nd</sup> Year	.....	R.....		.....
	3 <sup>rd</sup> Year	.....	R.....		.....
	4 <sup>th</sup> Year	.....	R.....		.....
c)	Semi-skilled	.....	R.....		.....
d)	Unskilled	.....	R.....		.....
6.3.2	SUBSISTENCE	TOTAL DAYS	RATE / 24HR DAY		
a)	Artisans	.....	R.....		.....
b)	Apprentice	.....	R.....		.....
c)	Semi-skilled	.....	R.....		.....
d)	Unskilled	.....	R.....		.....
6.3.3	TRAVEL	TOTAL Km	RATE/Km		
			Petrol	Diesel	
			<u>Delete as applicable</u>		
6.3.3.1	From contractor's premises to site				
a)	..... trips (skilled)	.....	R.....	R.....	.....
	@ ..... km per trip	.....			
b)	.....trips (Semi-skilled)	.....	R.....	R.....	.....
	@.....km per trip	.....			
6.3.3.2	From accommodation to site				
a)	..... trips (skilled)	.....	R.....	R.....	.....
	@ .....km per trip	.....			
b)	.....trips (semi-skilled)	.....	R.....	R.....	.....
	@ .....km per trip	.....			
6.3.4	TRANSPORT	TOTAL Km	RATE		
a)	<b>Haulage to site ..... trips</b>				
	@ ..... km per trip	2.5 tone	R.....		.....
	@ .....km per trip	3 tone	R.....		.....
	@ .....km per trip	5 tone	R.....		.....
	@ ..... km per trip	7 tone	R.....		.....
	@ .....km per trip	10 tone	R.....		.....
b)	Cranage to and on site				
	@ sub contract rate	R.....	x 1.10		.....

**SUB-TOTAL (B) R \_\_\_\_\_**

PROVINCE OF KWAZULU-NATAL  
DEPARTMENT OF HEALTH

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THE SERVICING, REPAIR AND MAINTENANCE OF FIXED MECHANICAL PLANT, EQUIPMENT AND  
INSTALLATIONS INSTALLED IN KWAZULU-NATAL PROVINCIAL ADMINISTRATION BUILDINGS  
AND INSTITUTIONS FOR THE DEPARTMENT OF HEALTH

NAME OF INSITUTION : ESHOWE DISTRICT HOSPITAL

SERVICE : SUPPLY AND LAY FLOOR CERAMIC TILES IN THE MAIN  
PHARMACY

PART SIX

OFFICIAL ONSITE BRIEFING ATTENDANCE CERTIFICATE

**CERTIFICATE OF TENDERER'S ATTENDANCE AT COMPULSORY  
PRE-TENDER BRIEFING MEETING**

**NAME OF INSITUTION : ESHOWE DISTRICT HOSPITAL**

**SERVICE : SUPPLY AND LAY FLOOR CERAMIC TILES IN THE  
MAIN PHARMACY**

**CLOSING DATE : \_\_\_\_\_**

**TENDER NUMBER : \_\_\_\_\_**

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

A representative of (Tenderer) \_\_\_\_\_

Of Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

Attended the Pre-Tender Briefing Meeting on (date)

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

<b>ESHOWE HOSPITAL</b>	
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**TENDERER'S REPRESENTATIVE** \_\_\_\_\_

**EMPLOYER'S REPRESENTATIVE** \_\_\_\_\_

**DEPARTMENTAL STAMP:**

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**MAINTENANCE, SERVICING, REPAIR, UPGRADING,  
REPLACEMENT AND MINOR NEW WORKS FOR STRUCTURAL WORK  
AT ALL KWAZULU-NATAL PROVINCIAL HEALTH FACILITIES**

**Bid No.** \_\_\_\_\_

**NAME OF INSITUION : ESHOWE DISTRICT HOSPITAL**

**SERVICE : SUPPLY AND LAY FLOOR CERAMIC TILES IN THE MAIN  
PHARMACY.**

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

The bidder is employed by the state; and/or

the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative: .....

2.2 Identity Number.....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....

2.4 Company Registration Number: .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

"State" means –

- (a) Any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) Any municipality or municipal entity;
- (c) Provincial legislature;
- (d) National Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder Presently employed by the state? YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....
Name of state institution at which you or the person Connected to the bidder is employed: .....
Position occupied in the state institution: .....

Any other particulars:
.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain YES / NO

The appropriate authority to undertake remunerative Work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid YES / NO

Document?

(Note: Failure to submit proof of such authority, where Applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / YES / NO

Trustees / shareholders / members or their spouses conduct Business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have YES / NO

Any relationship (family, friend, other) with a person Employed by the state and who may be involved with The evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

.....
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.....



2.10 Are you, or any person connected with the bidder,  
Aware of any relationship (family, friend, other) between  
Any other bidder and any person employed by the state  
Who may be involved with the evaluation and or adjudication?  
Of this bid?

2.10.1 If so, furnish particulars.

.....  
.....  
.....

2.11 Do you or any of the directors / trustees / shareholders / members  
Of the company have any interest in any other related companies  
Whether or not they are bidding for this contract?

**YES/NO**

2.11.1 If so, furnish particulars:

.....  
.....  
.....

**3 Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Tax Reference Number	State Number / Employee Pearsal Number

**4 DECLARATION**

I, THE UNDERSIGNED (NAME).....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Name

.....  
Position

**PART SEVEN**

## EXECUTION PLAN

- 1.1 The bidder will be required to provide an efficient and effective service. Therefore, The bidder is required to submit proof that he/she has required capacity to execute The contract tendered for successfully. The bidder must references or states his/her Experience as a company to undertake the contract. References of past experience Of owners /employees of new entities must accompany the bid document. Alternatively, the bid must submit a projects execution plan that the company will Utilise to successfully execute the contract in term of Manpower, machinery, process, process control, infrastructure, etc. (refer to attach
- 1.2 It is a bid condition that prior to an award of the bid being made and/ or during the Evaluation process, the Department of Health reserves the right to conduct Inspections of the premises of the most acceptable bidder. Therefore premises of the bidder shall be open, at reasonable hours, for inspection by a representative of The Department of Health or organization acting on its behalf.

**ANNEXURE B**

**EXECUTION PLAN**

The bidder must provide an execution plan on how the contract is going to be effected successfully:

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**PREVIOUSLY AWARDED AND COMPLETED PROJECTS FOR THIS  
NATURE OF WORK**

<b>Employer &amp; contact details</b>	<b>Description of contract</b>	<b>Value of work inclusive of VAT(Rand)</b>	<b>Date started &amp; date of completion</b>	<b>Project numbers</b>