

SBD1

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF FREE STATE HEALTH					
BID NUMBER:	DOH (FS) 01/2026/2027	CLOSING DATE:	19 JUNE 2026	CLOSING TIME:	11H00
DESCRIPTION	<p>MAINTENANCE, REFURBISHMENT, NEW INSTALLATION AND UPGRADE OF BOILER, SUPPLY OF BOILERS OPERATORS, STEAM AND CONDENSATE RETICULATION AND VARIOUS MECHANICAL EQUIPMENT AND ELECTRICAL KITCHEN EQUIPMENT, LAUNDRY MACHINE AND TUNNEL WASHERS, AUTOCLAVE, CALORIFIERS, SUPPLY AND CONTROL OF CHEMICAL WATER TREATMENT ON BOILERS, INCLUDING REGULAR MAINTENANCE AND SERVICE OF RELATED WATER SOFTENING PLANTS AT VARIOUS INSTITUTION IN THE FREE STATE DEPARTMENT OF HEALTH. (4ME OR HIGHER)</p> <p>PERIOD: DATE OF SIGNING OF CONTRACT FOR THREE (3) YEARS.</p>				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

DEPARTMENT OF FREE STATE HEALTH					
GROUND FLOOR, BOPHELO HOUSE, BLOCK C-WEST, OPPOSITE MAIN DOOR					
C/O CHARLOTTE MAXEKE STREET AND HARVEY ROAD, BLOEMFONTEIN					
SUBMISSION TO THE FOLLOWING:					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
FOR PROCUREMENT OF DOCUMENT ENQUIRIES MAY BE DIRECTED TO:		FOR BIDDING AND TECHNICAL INFORMATION ENQUIRIES MAY BE DIRECTED TO:	
DEPARTMENT	FREE STATE HEALTH	CONTACT PERSON	Mr C.A Skibbe
CONTACT PERSON	R.J Sebetoane	TELEPHONE NUMBER	051 408 1367
TELEPHONE NUMBER	051 408 1152	FACSIMILE NUMBER	N/A
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	SkibbeCA@fshealth.gov.za
E-MAIL ADDRESS	SebetoanRJ@fshealth.gov.za	NB: Bidders may send any queries electronically to the above mentioned emails	

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
2.5	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.6	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.7	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO
<p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>	

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

Signature Of Bidder:

Capacity Under Which This Bid Is Signed:

Date:



health

Department of Health
FREE STATE PROVINCE

DOH(FS)01/2026/2027

CLOSING DATE: 19 JUNE 2026

TIME: 11:00

MAINTENANCE, SERVICE, REPAIR AND REPLACEMENT OF BOILER SYSTEMS, STEAM AND HOT WATER INSTALLATIONS, AUTOCLAVES, KITCHEN EQUIPMENT AND LAUNDRY EQUIPMENT AT VARIOUS INSTITUTIONS IN THE FREE STATE PROVINCE HEALTH DEPARTMENT. PERIOD: DATE OF SIGNING OF CONTRACT FOR THREE YEARS

4 ME OR HIGHER

ISSUED BY:

Department of Health
Supply Chain Management
Bophelo House
Ground Floor Block C West
Corner Charlotte Maxeke Street and Harvey Road
Bloemfontein

Me. B. Dondolo 051 408 1590

PREPARED FOR:

Department of Health
Infrastructure Unit
Bophelo House
Third Floor
Corner Charlotte Maxeke Street and Harvey Road
Bloemfontein

Mr. C. Skibbe 051 408 1367

NAME OF TENDERING ENTITY:

TEL:.....

TOTAL OF PRICES INCLUSIVE OF VALUE ADDED TAX: R.....

MAINTENANCE, SERVICE, REPAIR AND REPLACEMENT OF BOILER SYSTEMS, STEAM AND HOT WATER INSTALLATIONS, AUTOCLAVES, KITCHEN EQUIPMENT AND LAUNDRY EQUIPMENT AT VARIOUS INSTITUTIONS IN THE FREE STATE PROVINCE HEALTH DEPARTMENT. PERIOD: DATE OF SIGNING OF CONTRACT FOR THREE YEARS

Part T1 General Specification

1.1 The **Scope of Works** is split into sections, as shown in Scope of Work Table Below.

Part	Scope of Work
T2.1	Scope of Work for MAINTENANCE, SERVICE, REPAIR AND REPLACEMENT OF BOILER SYSTEMS
T3.1	Scope of Work for MAINTENANCE, SERVICE, REPAIR AND REPLACEMENT OF STEAM AND HOT WATER INSTALLATIONS
T4.1	Scope of Work for MAINTENANCE, SERVICE, REPAIR AND REPLACEMENT OF KITCHEN EQUIPMENT
T5.1	Scope of Work for MAINTENANCE, SERVICE, REPAIR AND REPLACEMENT OF LAUNDRY EQUIPMENT
T6.1	Scope of Work for MAINTENANCE, SERVICE, REPAIR AND REPLACEMENT OF AUTOCLAVE INSTALLATIONS

The Contractor shall ensure that an installation or master electrician (depending on zone classification) is appointed to oversee and certify any electrical work to the works.

1.2 The **Technical Specification** is split into two sections, as shown in the Technical Sepcification Table below:

Part	Technical Specification
C8.2	Technical Specification for MAINTENANCE, SERVICE, REPAIR AND REPLACEMENT OF BOILER SYSTEMS
C10.2	Technical Specification for MAINTENANCE, SERVICE, REPAIR AND REPLACEMENT OF STEAM AND HOT WATER INSTALLATIONS
C12.2	Technical Specification for MAINTENANCE, SERVICE, REPAIR AND REPLACEMENT OF KITCHEN EQUIPMENT
C14.2	Technical Specification for MAINTENANCE, SERVICE, REPAIR AND REPLACEMENT OF LAUNDRY EQUIPMENT
C16.2	Technical Specification for MAINTENANCE, SERVICE, REPAIR AND REPLACEMENT OF AUTOCLAVE INSTALLATIONS



1.3 Applicable national and international standards

SANS REGULATIONS (as amended)

SANS347 - Categorization and conformity assessment criteria for all pressure equipment

OHS ACT - Act 85 of 1993

Pressure Equipment Regulations 2009

1.4 Site Information

1.4.1 THE SITE

The site's are at various Department of Health owned institutions within the Free State Province. The institution include hospitals, clinics, forensic mortuaries, medicine depots, laundries, EMS stations, office buildings and other specialised health facilities.

The department reserves the right to assign contractor site rotation or allocation as well as rotation or allocation changes during the duration of the contract. Any changes shall be formally communicated to contractors.

1.4.2 WORK AREA

The working area will be all HVAC&R plants and equipment in the Health facilities. All areas of the facilities will be affected. These include theatres, wards, laboratories, offices, kitchens, mortuaries, intensive care units, high care units, passages, workshops etc.

The works undertaken will affect operations in the facilities and as such the contractor will be required to provide equipment to isolate areas been worked on so that operations in the facility continue during the project implementation.

1.4.3 ACCESS

Access to the sites are through security manned gates. Vehicles and individuals may be searched when accessing or exiting sites. The contractor must arrange temporary access cards for all his/her employees during the project implemetations as access may be denied for unauthorised personnel. The Client reserves the right of admission to the premises. The contractor is at all times required to liaise with Facility Maintenance on site.

1.5 Pricing Instructions

1.5.1 Competitive bidding process

A minimum of three (3) panel registered service providers will be requested to quote on a rotational basis, based on their capacity, availability and satisfactory performance, through the competitive bidding process in line with the Preferential Procurement Policy Framework Act (PPPFA). The Competitive bidding process will apply for preventative maintenance.

1.5.2 Emergency Works

Contractors will be instructed by the employer to attend to emergencies on a rotational basis, based on their capacity, availability and subjected to satisfactory performance. Contractors to submit quotations within 48 hours in order to allow for departmental internal deviation approval. Quotations must include valid supplier quotations for material in order for the employer to review for market related handling fee. Call out fees for normal hours and after hours, sundays/public holidays will be negotiated with the employer in line with market related fees. Labour rates for normal hours and after hours, sundays/public holidays will be negotiated with the employer in line with market related rates and in accordance with the South African labour laws. Reimbursement of travelled kilometres will be in accordance with the AA travel rates in South Africa.

1.5.3 It will be assumed that prices included in the Quotations include overhead costs like Project Management, Site Supervision, Health and Safety Compliance, Site Establishment, etc. Individual pricing of these items will not be accepted or entertained due to the nature of the work being maintenance and not project related.

1.5.4 The agreement is based on the NEC3 Engineering and Construction Short Contract (April 2013 edition). The additions, deletions and alterations to the NEC3 Engineering and Construction Short Contract as well as the contract specific variables are as stated in the Contract Data. Only the headings and clause numbers for which allowance must be made in the Bill of Quantities are recited.

1.6 **Materials, samples and shop drawings**

Samples of materials

The contractor shall furnish samples of materials and specimens of finishes as may be called for by the Department of Health Free State Province: Infrastructure Unit Representative for his approval

Workmanship samples

The Project Engineer may instruct the contractor to furnish samples of workmanship for his approval. Where the Project Engineer requires an assembly of various elements of the building or installation which is not incorporated in the works, the contractor shall arrange such an assembly at the employer's expense and the contract value shall be adjusted accordingly

Shop drawings

Only shop drawings and samples submitted for approval by the contractor shall be considered by the Project Engineer. The Project Engineer approval of shop drawings or samples shall be limited to checking for general conformity with design and specification and shall not alter the design responsibilities in terms of the agreement. Where shop drawings are called for:

The contractor shall:

- Prepare, or ensure that a subcontractor, manufacturer, supplier or distributor prepares shop drawings at their own expense
- Submit sufficient copies of shop drawings to the Project Engineer for approval
- Allow the Project Engineer reasonable time to approve shop drawings
- Keep a record of all shop drawings submitted to the Project Engineer
- Ensure that shop drawings conform to the dimensions of built work
- Submit three copies of the approved shop drawings to the Project Engineer for his use and for use on the works
- Ensure that work is not executed from shop drawings that have not been approved by the Project Engineer

The Project Engineer shall:

- Check the shop drawings submitted by the contractor timeously
- Advise the contractor where shop drawings are approved or are to be resubmitted

1.7 Instruction manuals and guarantees

The Contractor shall hand over to the project manager any operating and instruction manuals, data, product guarantees or instructions required by the project manager or provided by the manufacturers, suppliers or subcontractors

Operating and instruction manuals are to be submitted to the following employer's required format and manner:

- One master manual which contains all original certificates
- Two copies of the master manual

The Contractor shall train all relevant staff of the employer in the safe operating procedures of the

1.8 Dimensional accuracy

The contractor shall within 4 weeks of the access date check the existing levels, lines, profiles and the like affecting the works and satisfy himself as to the dimensional accuracy of work previously executed. The contractor shall forthwith notify the Project Engineer

1.9 Site establishment

Water and Electricity

The Employer does not warrant that any water or electricity supply that may exist is adequate for the proper execution of the works. Where such supply is inadequate, the contractor shall provide an adequate supply at his own expense

Service - Water

The Contractor shall make and upon completion remove all the necessary temporary plumbing connections to the Employer's water supply at designated points and make use of water free of charge for construction purposes only.

Service - Electricity

The Contractor shall make and upon completion remove all the necessary temporary installation to the Employer's electrical supply at designated points and make use of electricity free of charge for construction purposes only.

Ablution facilities

The Employer shall permit the Contractor usage of the existing ablution facilities. The Contractor shall maintain such facilities in a thoroughly clean and tidy condition and make good any damage thereto at his own expense.

1.10 Other facilities and services

Telecommunication facilities

The Contractor shall provide the following telecommunication facilities:

- Telephone
- Facsimile
- E-mail

Security of the works

The Contractor shall take all appropriate measures for general security of the works.

Compliance with manufacturer's instructions

The Contractor shall take delivery of, handle, store, use, apply and fix all products in strict accordance with the manufacturer's instructions.

Protection/isolation of existing/sectionally occupied works

The Contractor shall provide all temporary measures to protect/isolate the existing and/or sections of the occupied works and remove such measures on completion.

1.11 Shut down coordination

The Contractor shall coordinate any shut downs required with the relevant Facility Management and Facility Maintenance well in advance to allow for decanting of areas and patients. No shut downs can commence without approval of the Facility Management. The contractor is to take note that the health facilities are functional and live and due care should be taken when disconnecting or shutting down any services to limit down times as far as is reasonable.

1.12 Notice before covering work

The contractor shall give adequate notice to the project manager whenever any work or material which is subject to inspection or re-measurement is to be covered or concealed in any way. In default of such a notice being received timeously by the project manager such work shall be exposed and later made good at the contractor's expense.

Preventative Maintenance

The Contractor shall:

- Visit the installation at regular intervals as prescribed by the Project Manager
- Make all necessary adjustments for the correct operation of the plant
- Maintain all lubrication levels
- Clean all relevant machinery/equipment and affected plant rooms
- Record all work performed in a logbook

Scheduled Services

The Contractor shall:

- Perform all scheduled services in accordance with the operating and maintenance manuals
- Complete all maintenance schedules
- Clean all relevant machinery/equipment and affected plant rooms
- Record all services in a logbook

Break Downs

The Contractor shall:

- Attend to all call outs with due diligence
- Make good any defects due to inferior material and/or workmanship
- Clean all relevant machinery/equipment and affected plant rooms
- Record all work performed in a logbook

Vandalism

The Contractor shall:

- Attend to all call outs with due diligence
- Prove vandalised breakages
- Submit a price for repairs to the agent
- Effect repairs on receipt of instruction
- Clean all relevant machinery/equipment and affected plant rooms
- Record all work performed in a logbook

Administration

The Contractor shall:

- Submit all relevant contact details to the maintenance site foreman including the start and end dates of the
- Supply a triplicate record type logbook for the installation to be kept in the office of the foreman
- Report to the foreman when visiting the site
- Sign off all logbook records with the foreman or his duly appointed representative
- Not shut down any part of the plant or installation without the approval of the institution management

- Convene three quarterly site meetings for the purpose of performance tracking. This meeting is to be attended
- Complete a site meeting record in the logbook, which must be signed by the foreman and the agent

- Submit a monthly invoice with copies of the monthly site inspection record, any service records and all relevant

Site Meetings and Procedures

The Project Manager and the Contractor shall hold meetings relating to the progress of the works at regular intervals and at other such times as may be necessary. The Contractor shall attend all site meetings and shall ensure that all persons under his jurisdiction are notified timeously of all site meetings should the Project Manager require their attendance at such meetings.

The Contractor shall keep on site a set of minutes of all site meetings, daily records of resources (people and equipment employed), a site instruction book, a complete set of contract working drawings and a copy of the procurement document and make these available at all reasonable times to all persons concerned with the contract.

1.13 Health and safety

1.13.1 Health and safety requirements

The contractor shall be responsible for compliance with the requirements of the Construction Regulations issued in

The abovementioned generic standard makes several references to the Specification Data for data, provisions and variations that make these standards applicable to this contract. The Specification Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and these standards.

The contractor shall within one week of the starting date and prior to commencing with the works, submit to the Project Manager for approval a suitable and sufficiently documented health and safety plan, based on this specification and the risk assessment that is conducted. No access to the site will be allowed to the contractor without the documented health and safety plan being submitted to and approved by the Project Manager.

Each item of Specification Data given below is cross-referenced to the clause in the standard to which it mainly applies.

1.13.2 Aids awareness

The Contractor as an obligation of the contract is required to promote HIV/AIDS awareness in accordance with requirements of SANS 1921-6

MANDATORY / COMPULSORY REQUIREMENTS *(Failure to submit / meet or comply with the following requirements constitute automatically disqualification of tender offer)*

- Proof of agreement with accredited lab for water treatment
- Professionally registered Mechanical Engineering Technician
- Only bidders having a Valid CIDB Grade 4ME or higher will be considered for evaluation. (CIDB
- Bidders must submit a of valid COIDA certificates or Letter of good standing
- Bidders must submit a signed Joint Venture agreement in case of Joint Venture
- Bidders must submit an undertaking or commitment letter to ensure creation of job opportunities to



MAINTENANCE, SERVICE, REPAIR AND REPLACEMENT OF BOILER SYSTEMS, STEAM AND HOT WATER INSTALLATIONS, AUTOCLAVES, KITCHEN EQUIPMENT AND LAUNDRY EQUIPMENT AT VARIOUS INSTITUTIONS IN THE FREE STATE PROVINCE HEALTH DEPARTMENT. PERIOD: DATE OF SIGNING OF CONTRACT FOR THREE YEARS

Part T1.1 Scope of Work - Boiler Systems

1 SCOPE OF CONTRACT

The contractor shall carry out service, maintenance, repair and replacements of Boiler Systems at various institutions in the Free State Province Health Department. Works shall be allocated on Quotation or Emergency Instruction basis in writing by Infrastructure and Technical Services. Contractors shall provide updated assessment, costing and program of works at regular intervals. Work on Boiler Systems shall be done in accordance with the requirements as laid down in the Technical Specifications. It, furthermore, entails the preparation of Boilers for statutory inspections and being in attendance during any such inspection as well as the six monthly washout inspection in conjunction with appointed Contractor for the treatment of boiler feed water, in accordance with the requirements of the Department: Infrastructure Unit. The systems other than the steam generating plant and auxiliary equipment covered by this Tender/Contract are the following:

- The Steam and Condensate Reticulation within the boiler house.
- The boiler feed water system, inclusive of hot well tanks, boiler feed water pumps and controls.
- The coal supply, handling and transport system.
- The boiler ash removal plant up to and including the ash bunker.
- Appurtenances to the boilers.
The boiler blow down sump and interconnecting piping, under floor and underground ducting, connecting pipe to the sewer.
- Statutory inspections and Hydraulic test of the compressed air receiver in the Boiler house in accordance with the Occupational Health and Safety Act and Regulations.
- Adherence to the Safety Regulations and membership on the Safety Committee at the institutions.
- Supply of all lubricants and cleaning material needed.
- Supply of all hand tools and equipment needed for Contract.

1.2 Competent person

It will be the person appointed as such and who is on Site a promulgated under the Machinery and Occupational Safety Act No 6 of 1983.

The successful Tenderer shall be required to maintain the complete installation and equipment in a proper and safe operating condition, to clean, adjust and lubricate the equipment as required in terms of the Contract, repair or replace all electrical and mechanical parts as necessary due to wear and tear.

a) This shall include, but not limited to the following:

(i) Examine the system in accordance with any applicable regulation framed under the Occupational Health and Safety Act 85 of 1993,

(ii) Properly maintain, adjust and keep the installation and equipment in a safe and proper operating condition at all times,

(iii) Repair/replace all parts of the installation which may become necessary for the proper use and / or operation of the installation,

- (iv) Examine, adjust and lubricate the complete installation, supply of all lubricants, replacement parts and the cleaning of material as required for proper maintenance of the equipment,
- (v) Any malfunction or defect occurring within a period of 14 days after any service or repair being executed will be for the account of the Contractor,
- (vi) Examine, periodically and when necessary, all devices and perform any statutory safety tests at or before the expiring of the required intervals
- (vii) Complete the services, maintenance or repair action report, which shall be submitted with any invoice(s).

An unconditional guarantee period of three months after a service/repair/maintenance shall be entered and no charge for calls shall be levied during these three months provided the call is a direct result of a fault occurring on the installation serviced.

Where units are replaced with new units the contractor shall provide an 12 month warrantee on the new units.

2 SELECTION OF PERSONNEL

The successful tenderer must scrutinize the qualifications of all applicants and investigate any

3 TOOLS AND TRANSPORT

All hand tools to enable tradesman to carry out their task on the various sites will be the responsibility

4 CLOTHING

All personnel hired as tradesman, handyman or boiler operators must wear protective clothing as prescribed in the Occupational Health and Safety Act, Act no 85 of 1993 at all times during working hours. Overhauls must bear the company slogan on it and must be clean and tidy at the start of each shift. No personnel will be allowed to start to work on a site without the required protective clothing.

5 SUPERVISION OF PERSONNEL

All personnel hired under this contract will work directly under the supervision of the Foreman on the site or an appointed Supervisor where applicable. A detailed duty sheet will be handed to hired personnel and the duties on it must be strictly performed. The successful tenderer will not be allowed to interfere of undermine the discipline or authority of the foreman on site.

6 TERMINATION OF EMPLOYMENT OF HIRED PERSONNEL

Any personnel making themselves guilty of misconduct on any site, will immediately be removed from site and not be allowed on any other site for this contract. Any personnel found to be unable to perform the duties prescribed as a result of a Health condition not declared during the interview, will immediately be removed from site. Any personnel found not to poses the tools needed to perform their duties or to wear the protective clothing, will be removed from site immediately.

MISCONDUCT THAT WILL RESULT IN AN IMMEDIATE DISMISSAL

- a) The use of alcohol or intoxicated drugs on the premises
- b) Anybody that commit an offence by
 - Stealing
 - Laziness
 - Insubordination
 - Acts of violence i.e. the use of abusive or insulting language to client or co-workers, fighting, wilful damage to Government-, Client-, or Co-workers property
 - Sleep on duty
 - Non-compliance with work on the duty sheet
 - Staying from work without notifying the site Supervisor for periods exceeding (three) 3 consecutive working days
 -
 - Unauthorized strikes

7 CONTINUATION OF SERVICE

It is the responsibility and a condition of this tender that when an employee takes his annual leave or go on sick leave for periods exceeding two (2) days, the successful tenderer must supply a suitable qualified person to carry on with the duties of the employee on site and to ensure that the company got excess to sufficient personnel to be able to replace any personnel who resigns or terminate their employment. Failure on the part of the successful tenderer to replace an employee who vacates his post for any of the above reasons, within two (2) working days will be seen as a breach of contract and result in a fine equal to the hourly rate of such personnel for the duration of the absentee. Any penalties occurred due to the above will be subtracted from the monthly payment due to the contractor for the month in which the breach of contract occur.

8 DESIGN OF EQUIPMENT

No alterations will be allowed to the design of equipment without the prior consent, in writing of the representative of Department: Infrastructure Unit. Any alterations, without permission, to equipment must immediately be rectified at cost to the successful tenderer or in cases where the equipment is damaged beyond repair the replacement thereof at the successful tenderers cost.

9 MATERIALS

All materials and spare parts will be supplied by the Contractor according to the scheduled material list to carry out preventative maintenance and repairs on equipment. It is the responsibility of the employee to timeously request all material and spare parts required to carry out his/her work. Any hired personnel found to use material and spare parts for any other purpose than the intended purpose of repairing the Free State Provincial Government property will be immediately dismissed and the cost will be recovered from the successful tenderer.

10 REDUNDANT COMPONENTS

All redundant material remains the property of the Department: Infrastructure Unit and must be handed to the Representative of the Department: Infrastructure Unit on site. NB – All materials used and all redundant materials must be written on the spreadsheet to be provided and handed back to the Representative together with a completed daily time sheet at the end of each shift.

11 STANDBY DUTIES

It will be expected occasionally of Electricians and Fitters to do standby duties at Hospitals. Standby duties are for a period of seven (7) days and will alternate between personnel on site. Personnel will be paid a standby allowance for each completed period of 24 hours on standby and overtime for each hour spend on actual repairs on a call out. Personnel on call out will be called out by the boiler operator on duty and immediately upon arrival on site report to the Boiler house where his time of arrival will be recorded. The standby personnel must then report to the night Matron on duty at the Hospital and obtain a defect order for the service required.

When the service is completed the night Matron or the Official in charge of the section where the breakdown occurred must sign the completed work of on the defect order. The standby personnel must again report to the Boiler Operator after the call out ended and ensure that the time of departure is recorded correctly.

12 EMERGENCY MATERIAL

In cases of emergency the successful tenderer will be requested to supply material from scheduled material list. Un Listed Material obtained in cases of Emergency will be paid for on a basis of proven cost plus a 15% mark up. Separate invoices must be provided in each case.

13 BASIC CONDITIONS OF EMPLOYMENT ACT 75 OF 1997

It will be the sole responsibility of the successful tenderer to ensure that all conditions applicable to the basic conditions of Employment Act, Act 75 of 1997 are strictly adhered to. Tenderers must make adequate provision in their tendered price to provide for all financial implication that might be required to the adherence of the Act.

A copy of any contract between the successful tenderer and the employees for this contract, as a result of collective agreement, must be handed to Department: Infrastructure Unit before the employee commences with service.

NB – Employees that makes themselves guilty to any of the misconducts referred to in paragraph 7:00 will be removed directly from site and no compensation as a result of the Act will be forwarded to the successful tenderer.

All salaries must comply to the minimum wages as published by Siesfa.

14 OFFICIAL WORKING HOURS

The official working hours is as it is currently worked but may change in the future in which case the new official working hours will apply.

15.01 Boiler Operators – Shift Workers – 40 hours per week divided into 4 shifts 7 days a week

One shift is a rest shift

Morning shift 06:00 to 14:00

Afternoon shift 14:00 to 22:00

Night shift 22:00 to 06:00

15 PAYMENT FOR PAID PUBLIC HOLIDAYS AND SUNDAY SHIFTS

15.01 PUBLIC HOLIDAYS

15.01.1 Compensation for all personnel other than shift workers will be normal tendered rate per hour for eight hours. On the time sheet it must be clearly marked Public Holiday.

15.01.2 Boiler operators and other shift workers where their shift or part of their shift falls on a Public Holiday, compensation will be eight hours normal time plus four hours overtime at double time for each completed 8 hour shift

15.01.2 Boiler Operators where their day off falls on a Public Holiday and they are off compensation will be the normal tendered rate per hour for eight hours. On the time sheet it must be clearly marked Public Holiday.

15.02 SUNDAY WORK

15.02.1 Shift workers (Boiler Operators and Cleaners) where their normal shift falls on a Sunday or where part of the shift falls on a Sunday will be remunerated at eight hours normal time plus 2 hours at double time for each completed 8 hour shift.

15.02.2 The successful tenderer must pay his employees for this contract at the rates as promulgated under the Basic Conditions of Employment Act, Act 75 of 1997. If cases is reported to Department: Infrastructure Unit where the Contractor does not pay the employees on Public Holidays and Sundays at the set rates it will be

16 PAYMENT OF EMPLOYEES BY CONTRACTOR

By tendering for the execution of this contract the contractor declares that he/she is in the financial position to carry the financial burden to pay the salaries of the employees on this contract on a regular basis on the last working day of each month. Contractors must take into consideration that the monthly payments to the contractor will be in arrears and that the successful tenderer will have to pay his salaries for each month before the monthly payments due to him/her is finalized.

Due to the fact that late payments of salaries to employees by the employer causes labour unrest it is a firm condition of this tender/contract that salaries must be paid on or before the last working day of the applicable month.

17 QUALIFICATIONS OF TRADESMAN

17,01 FITTER

A completed apprenticeship and proof of passing a trade test in terms of section 13 (2)(h) of the manpower training Act 1981 as Amended

OR

A certificate issued under the provision of section 28 or 30 of the manpower training act 1981 as Amended

OR

A certificate issued under the provision of the repealed section 27 of the Act referred to

PLUS

Three (3) years appropriate post qualification experience

18,02 ELECTRICIAN

The Electrical contractor must provide the following documents, when tendering with the department:

Wireman's certificate handed-in together with the tender document.

Electrical contractors license.

Industrial Council registration certificate.

Registration certificate and latest receipt of payment to the Workman's Compensation as required by the Workman's Compensation Act of 1941, as amended.

Master electrician certificate

18,03 HANDYMAN

Three (3) years general experience in the maintenance of buildings, trolleys etc.,

18,04 BOILER OPERATORS

Three (3) years experience in the Operation of Steam Generating Boilers with a minimum evaporation capacity of 4500 kg/hr. Preference will be given to operators in possession of a Boiler Operators Competency Certificate issued by a reputable institution. All boiler attendants must pass a competency test on the operation of the boilers on the site where he/she will be working before commencement of employment.

19 CANVASSING FOR PERSONNEL

The successful tenderer will have a period of one (1) month from the date of acceptance of his tender in which to canvass and employ the personnel needed to fill the various post. During this one (1) month period the existing labour hiring contract will still be applicable. On the date that the existing contract expire all personnel must be in place for this contract.

2 OPERATION OF BOILERS WHEN REQUIRED

2.1 The successful Tenderer/Contractor shall:

2.1.1 operate the boiler installation to ensure a continuous and enough supply of steam at the proper conditions for the hospital and any other user of steam dependent installations covered under this Tender/Contract.

2.1.2 Operate the boiler installation to ensure that each boiler in operation achieves maximal efficiency both with regard to fuel, water and equipment utilization as well minimum influence on surrounding areas as far as noise and/or pollution are concerned. Any relevant manuals, codes of practice, standards, supplementary instructions, etc, shall be followed in this regard.

2.2 At least one qualified operator and his/her assistant shall be on duty during each of the daily shifts.

2.3 All boiler operators will be given a competency test before they will be allowed to operate any boiler or go on site.

Water Treatment

1 SCOPE OF CONTRACT

This tender calls for the following:

1.1 Maintenance, refurbishment, replacement and upgrades of the chemical treatment plants, analyses of boiler

1.2 The supply, when required as per specification, of all ancillary equipment and chemicals necessary for

1.3 The incidental maintenance and servicing of water softening plants. The supply of ion exchange chemical

1.4 The supply of chemicals when requested and monitoring of correct dosage limits for the wet storage of

1.5 The incidental maintenance and servicing of chemical dosing pumps complete with storage tanks.

1.6 The repairs and calibration of water and condensate meters.

1.7 The six (6) monthly wash out and inspections on boilers

1.8 The six (6) monthly wash out, cleaning and painting of hot well tanks

1.9 Chemical treatment and analyses of cooling tower water

1.1 Six (6) monthly wash out of cooling towers

1.11 Supply and Install new water meter on supply line to cooling towers

1.12 Three (3) monthly analysis on condensate tanks

2 GENERAL REQUIREMENTS AND CONDITIONS

PRICING AND PAYMENTS

Pricing for all items must be according to price schedule for listed items. The Department reserves the right to

The contractor must take note that where any equipment is to be installed these must function as working installations.

All supplementary equipment necessary to make it a working installation, which is not priced for in the listed

Monthly invoices issued must be per institution and must indicate the following for the relevant month:

- 1 Actual water meter readings of the make-up water used and condensate returned
- 2 Volumes of make-up water used and condensate returned
- 3 Chemicals supplied and monitoring of chemical levels for boilers on wet storage
- 4 A file number for the relevant service
- 5 An item no for the relevant institution
- 6 The tender number
- 7 An item code as per price schedule
- 8 Chemicals supplied and monitoring of chemical levels of cooling tower water

The contractor must take note that the mentioned items 4 and 5 will be supplied on the day of the site hand

3 SUPPLY WATER CONDITIONS

The contractor should note that the Department generally obtains its raw water supplies from the local

4 CONDENSATE CONDITIONS

Most of the boiler installations have large percentages of condensate return to the feed water tanks and in all

5 NORMAL WORKING HOURS

The contractor must take note that the normal working hours for all the institutions are from 07:00 in the

6 CONFIDENTIAL INFORMATION

Only fully completed tender documents giving full details of treatment and chemicals offered will be
This information is seen as confidential and handled as such.

7 RESPONSIBILITIES AND DUTIES OF CONTRACTOR

BOILER PROTECTION

The contractor will be required to control water treatment as detailed above to protect boilers, steam and

Should it be found that a boiler is corroded (active) or dirty, scaled or otherwise fouled, it will be the

In the event where damage to a boiler is caused by improper treatment, the Chief Engineer reserves the right

If the contractor can prove beyond doubt and to the satisfaction of the Chief Engineer that such fault has been

The contractor must take note that it will be his responsibility to ensure that the responsible person on site is

8 STATUTORY REQUIREMENTS

The contractor will be responsible to ensure compliance to the requirements of the Occupational Health and

The contractor must take note that the Basic Conditions of Employment Act will be the basis for all labour

9 TESTS

All tests and analyses must comply with the latest specified BSI or equivalent approved standards. All boiler

10 MEETINGS

The contractor will be required to convene a quarterly meeting where he/she will be responsible for keeping

The following people must attend this meeting –

- 10,1 One high ranking officer and one technical person from the company of the contractor
- 10,2 The Chief Mechanical Engineer – Directorate Construction Compliance (When available)
- 10,3 The two Safety Inspectors – Directorate Construction Compliance (When available)
- 10,4 Mechanical Works Inspector from the Infrastructure Unit.

11 WATER AND CONDENSATE METERS

For the purpose of this contract, it is accepted that all water meters are calibrated correctly and water volumes

In the case where a water meter's reading is in dispute the contractor must arrange that this water meter be

12 CHEMICAL DOSING PUMP

The contractor will be responsible to inspect the dosing pump at every site visit. The setting of flow volume

13. VOLUME FLUCTUATIONS

It will be the responsibility of the contractor to monitor monthly consumption of make-up water and return

Taking into consideration that a fluctuation will have a direct implication on costs the Department will require

14 FREQUENCY OF SITE VISITS

For the purpose of this tender, site visitations for the analyses and control of water conditions are required at

15 REPORTS

The following reports must be compiled and handed in as indicated:

- b) A monthly analytical test report, form attached as Form "A" must be completed in full detail immediately after
- c) A comprehensive report on the internal conditions of the boiler after each boiler wash out which must indicate
- d) A report detailing any fluctuation in consumption of make-up and returned condensate must be submitted
- e) A report on malfunctioning of any water softeners, indicating required corrective action and spares required
- f) A report on malfunctioning of any chemical dosing pumps, indicating required corrective action and spares

Distribution of above-mentioned reports will be done as follows:

- 1 One copy, supplied at the conclusion of test, to the responsible person on site.
- 2 One legible copy, supplied within 7 days, to the Infrastructure Unit Representative

16 STAFF AND EQUIPMENT REQUIREMENTS

Suitably trained and properly qualified technical staff are required for the operations in this contract.

The contractor must be in possession of the correct testing equipment to ensure that all the requirements of

One or more fully equipped laboratory, for making of off site analyses of samples of water, scale deposits,

17 QUALIFICATIONS AND EXPERIENCE

Only qualified Technical staff who have a recognized national diploma in Analytical Chemistry or a BSC

All diploma's (certified) must be attached to this document.

18 PACKAGING AND STOCK LEVELS

The contractor must supply and deliver chemicals in mini-bulk packaging to all institutions and only quantities

MAINTENANCE, SERVICE, REPAIR AND REPLACEMENT OF BOILER SYSTEMS, STEAM AND HOT WATER INSTALLATIONS, AUTOCLAVES, KITCHEN EQUIPMENT AND LAUNDRY EQUIPMENT AT VARIOUS INSTITUTIONS IN THE FREE STATE PROVINCE HEALTH DEPARTMENT. PERIOD: DATE OF SIGNING OF CONTRACT FOR THREE YEARS

Part T2.2 Technical Specification

1 SERVICE REQUIRED:

- 1,1 Replace existing cladding and lagging at various points and sizes, will be indicated on a site inspection
- 1,2 Replace existing steam traps at various points and sizes, will be indicated on a site inspection
- 1,2 Replace existing leaking steam piping and condensate piping will be indicated on a Site Inspection
- 1,4 Prepare surfaces for painting these areas, will be indicated on the site inspection
- 1,5 Preparation of boiler for Statutory Inspections
- 1,6 Repairs to Steam Generating plants and auxiliaries inside the boiler house as required
- 1,7 Hiring of Fitters, Electricians and Boiler Operators

NOTE: All above shall be done only after an inspection was conducted by the Representative of the Department: Infrastructure Unit

2 36 MONTHS STATUTORY PREPARATION AND INSPECTION:

DESCRIPTION OF WORK TO BE PERFORMEND

- 2,01 Isolate and lock intermediate valve on steam mains of the specified boiler in collaboration with the local workshop foreman on site. The Contractor shall comply with General Safety Regulation 5(2)(a) and (b)

Drain boiler through blow down valve. Remove chain grate. Remove manholes, head holes and mud holes.
- 2,02 Remove all the fittings on the boiler. Expose all welded or riveted seams and short stay bars. Remove feed water dispersion pipes and anti-priming device all brickwork and arches will have to be removed.
- 2,03 The boiler is to be cleaned to a state in which it is free of all scale, both internally and externally.
- 2,04 All boiler fittings are to be cleaned, overhauled, tested and certified to be suitable for the application intended.
- 2,05 All removed parts and components pertaining to the boiler are to be reassembled and fitted to the boiler, the boiler filled with water for hydraulic test.
- 2,06 Removed sections of lagging are to be remounted, brickwork and arches having been broke down, are to be rebuilt, and the stoker, is to be re-installed.

3 FITTINGS

- 3,01 All the fittings are to be stripped and cleaned and shall be free of all scale and rust (internally and externally). All old packing, glands packing are to be removed and areas shall be cleaned.
- 3,02 All valves shall be visually checked for possible damage and defects that will cause valves to be unsafe for further use.
- 3,03 Check and clean all studs/threaded holes/bolts and nuts for possible damage or defects.
- 3,04 All the valve seats are to be resealed by lapping ensuring proper and drop tight seating under pressure.
- 3,05 All the fittings are to be dismantled, the parts being displayed on the bench for inspection purposes on the day specified for the fittings inspection.
- 3,06 After all the fittings have been assembled and before being mounted on the boiler, these shall be hydraulically tested to 1.25 x the authorized working pressure, using a hand pump.
- 3,07 Any major repairs/replacement may only be carried out after written instruction by the Department Health: Infrastructure Unit has been issued.
- 3,08 Overhauling of soot blowers must be done by authorized agents, the two shut off steam valves in front of the soot blowers does form part of this contract, including steam traps.

4 WATERSIDE OF BOILER

- 4,01 All scale deposits inside /or on the outside surface of the tubes are to be removed from accessible areas by means of wire brushing.
- 4,02 If a rattler type descaler is to be used it shall be done under full time supervision of the successful contractor to prevent any damage through improper use of such equipment.
- 4,03 Should any damage occur through the incorrect use or the failure of such equipment the successful tenderer/contractor shall be responsible to effect the necessary repair to the satisfaction of the Department: Infrastructure Unit at his own cost in the most suitable way, which is to be determined by Control Boiler Inspector.

5 EXTERNAL AND FIRESIDE

5,01 SHELL, FURNACE, REVERSAL CHAMBER, MUDHOLES AND MANHOLES

- 5.01.1 All accessible areas are to be cleaned and shall be free of all scale and rust by means of wire brushing and scraping without damaging or removal of any of the underlying material
- 5.01.2 All seating surfaces of all mud holes and manholes are to be cleaned and shall be free of old packing/gasket material. Care shall be taken not to damage the under- lying surfaces.
- 5.01.3 Threaded section of draw bolts on all mud holes and Manholes are to be properly cleaned without causing damage to the threads.

5.02 WELDED SEAMS

All accessible areas of welded seams are to be cleaned and shall be free of scale. This shall be accomplished by means of wire brushing and scraping without deforming the surface or the removal of any of the underlying metal.

6.00 HYDRAULIC TEST AND EXTERNAL INSPECTION

- 6,01 All cleaning material and foreign matter shall be removed from inside the boiler.
- 6,02 Feed water dispersion pipe and anti-priming device shall be reinstalled.
- 6,03 Remount all boiler fittings with suitable new gaskets and packing where required. All mud holes and manholes shall be fitted using new gaskets as specified.
- 6,04 The boiler shall be filled with cold raw water by means of a hosepipe until all air is removed from the highest point or air purge valve where provided.

The pressure in the boiler must be raised slowly by means of a hand pump to the authorized working pressure to check for possible leaks on fittings and joints, and repairing of such faults, when they occur. Under no circumstances will it be allowed to exceed the working pressure at this stage.

- 6,06 Under no circumstances must the boiler be left under pressure for any extended period of time.
- 6,07 All safety valves springs must be removed. The seat on the valve must be gag during hydraulic pressure after work these gag must be removed and showed to the Control Boiler Inspector

On the day of the specified inspection the pressure in the Boiler is to be raised slowly to the authorized working pressure for ± 15 min before the time of the scheduled inspection. The final test pressure will be determined by the Boiler Inspector.

7 PAINTING

After the successful completion of the hydraulic test and external inspection all the welded seams and areas normally covered by brickwork and arches (if removed) must be treated with 3 coats of PWT no 1 paint, which will be supplied by the Contractor.

All grit arrestors, cyclone, ducting, FD and ID fans ducting must be painted with a heat resistant aluminum paint.

8 LAGGING

Lagging removed from all welded seams and attachment welds are to be reinstalled in workman like manner, leaving a neat well finished installation.

9 CHAINGRATE / STOKER

The following are to be done on overhauling of chain grate stoker.

- 9,01 Remove and strip all worn and broken stoker drive and common links. Strip out all old stoker chain rods and re-install new rods. Remove and inspect the condition of drive shafts, bearing blocks and drive gears. Supply and install new stainless steel sliding strips. Remove, inspect and re-install broken or damaged side seals, carbofrax blocks and brackets.

NB: The following must be replaced and will be supplied by the Contractor: Rods, Washers, Stainless Steel Split Pins, Rear Roller, Drive Gears, New Stainless Steel Sliding Strips and Carbofrax Blocks, drive links and side links.

Common links will only be replaced if required and approved by the Control Boiler Inspector in writing.

- 9,02 Replace and re-install end roller. Check and straighten air guide veins where necessary. Check and set under grate dampers for correct operation. Check chain tensioner bolts. All parts needed to overhaul stoker that does not form part of the price schedule will be supplied by the successful contractor and paid out of the Maintenance cost adjustment

- 9,03 Check and repair guide plate under stoker where necessary. (Contractor to supply material and labour). Replace thrust bearing on worm gear of stoker drive. Inspect and report on condition of main worm wheel and worm gear. Reassemble complete stoker.

- 9,04 The stoker is to be re-installed after the brickwork and further required preparation has been completed. The site must be left clean and tidy after the completion of the contract.

9.05 SCOPE OF WORK ON SOOTBLOWERS

1. Collect, strip, degrease and chemically clean blowers.
2. Re-sleeve steam chest.
3. Replace neck rings.
4. Replace steam spindle assemblies.
5. Replace bronze bushes.
6. Replace caps and operating nuts.
7. Replace piston rings.
8. Replace hammer drive screws.
9. Replace split pins and gland packing.
10. Present pre-assemble for inspection by Reg. inspector.
11. Assemble
12. Paint with suitable etching primer.
13. Commission on Boiler with correct nozzle setting.
14. If beyond repairs replace with new

10.00 OVERHAUL CATER GEAR BOX / GEAR BOX

Gear box must be overhauled as per manufacture specification, should it not be economical to repair, the gear box must be replaced with a variable speed drive motor gear box and all additional modification to make this a working installation to the boiler panel.

11 GRIT ARRESTOR / CYCLONES

Where possible parts of the inlet and outlet of the ducting to and from grit arrestor must be removed for cleaning and inspection purposes. Where this is not possible and there is now other means of access into grit arrestor, a new inspection door must be supplied and installed, Insuring airtight to grit arrestor. The size of these inspection doors must be 450 x 450 x 6mm mild steel. All stubs and swills must be removed and clean by means of sandblasting.

12 DETAILED TECHNICAL REQUIREMENTS

- Any repairs to the boiler that may become necessary during this contract will only be carried out on written instruction of the Department: Infrastructure Unit. After receipt of such an instruction, a written repair procedure shall be obtained from an approved inspection authority. Proof of the required and appropriate SABS Accreditation shall accompany such submissions. Any such repair work carried out will be at extra cost to the Department: Infrastructure Unit.
- 12.01
- Should scale build up on the water side be excessive, chemical cleaning may be considered. Only an approved water treatment contractor on written instruction of the Department: Infrastructure Unit may affect this type of cleaning.
- 12.02
- Sand blasting and needle descaling to remove excessive fire scale on the outer shell will only be carried out on written approval by the Department: Infrastructure Unit
- 12.03
- Care shall be taken not to damage the underlying metal base or to remove as little of the underlying metal as possible.
- 12.04
- Chipping to remove any scale on any area of the Boiler is not permitted and will not be tolerated.
- Any welding on any part of the boiler will only be allowed on written approval of an approved inspection authority accredited to SABS 0227/ Part 2. Only an approved coded welder with a valid certificate may do such welds and an approved repair and welding procedure, which is to be submitted prior to any welding shall be followed.
- 12.05
- Should the removal of all external lagging become necessary after adjudication of this contract, and no prices were allowed for in the price schedule, this will be at extra cost to the Department: Infrastructure Unit.
- 12.06
- Any re-lagging of the boiler will only be permitted after thorough cleaning and painting has been completed.
- 12.07
- Any re-lagging of the boiler shall be carried out by a reputable lagging company approved by the Department: Infrastructure Unit.
- 12.08
- Filling of the boiler must be with cold raw water and utmost care must be taken to prevent over filling and any spilling.
- 12.09
- Any damage occurring in this respect, necessitating i.e. removal and replacing of lagging will be for the account of the successful tenderer/ contractor.
- Pressurizing the boiler shall be done by using a suitable hand pump, any other method is not permitted. Should the boiler be over pressurized through any means whatsoever and any damage sustained through this occurrence, the successful tenderer/contractor shall be responsible for payment for such repairs.
- 12.10
- The painting of areas specified and rebuilding of brickwork and arches are part of this contract.
- 12.11
- Wire brushing of threads on brass fittings is prohibited.
- 12.12
- Time is of the essence for this contract and the contractor is to ensure that all work is completed on the scheduled dates.
- 12.13
- Equipment, tools and material necessary to carry out the work as specified herein must be supplied by the contractor.
- 12.14
- Portable lights used are to be in compliance with Electrical Machinery Regulations, R10, promulgated under the Machinery and Occupational Safety Act, 1983.
- 12.15
- The successful tenderer/contractor must at all times ensure that Access to operate and maintain any of the other boiler/s in the Boiler House is not obstructed or impeded in any way.
- Storage of equipment and material shall solely and fully be the responsibility of the contractor, and no liability for any damage or loss of equipment of the successful tenderer /contractors stored on site will be accepted by the Department: Infrastructure Unit.
- 12.16
- All work carried out within this contract will only be permitted during normal working hours, unless prior arrangement was made.
- 12.17

13 LAGGING

The entire surface of the Boiler shall be thoroughly cleaned of all scale, oil, grease, rust, etc., by means of sandblasting, (see section 6.00 paragraph 3) without damaging the underlying surface or the excessive or unnecessary removal of underlying metal.

The entire outer surface of the boiler shall then be painted with three coats of PWT no 1 paint. The quality of the paint supplied by the contractor will be approved by the Control Boiler Inspector before any paint can be put to the surfaces before any rust or dirt can form on or adhere to the surface.

A 50mm thick 120-140kg/m³ density mattress of glass wool or slag wool shall be secured to the boiler shell with sufficient galvanized steel strapping Thermal conductivity of insulation to be approximately 0,045W/m² C. The shell must then be enclosed by means of 0,9mm thick grade 430B stainless steel sheet metal.

All other surface such as the fire box must be lagged with a 40mm thick non asbestos composition layer troweled to a smooth finish and after allowing sufficient time for drying be paint with two coats of heat resistant aluminum paint.

Installation of lagging must be done in such a manner that all main welding seams as identified areas by Control Boiler Inspector are permanently exposed. These open areas will be approximately 100mm wide and must be rounded off neatly.

Openings between lagging and fittings must be sealed off by means of an non asbestos rope and a non-hardening silicone sealer.

To enable the competent person to examine welded joints, cover strips, secured by means of stainless steel self-tapping screws, shall be installed over joints.

Name plate, boiler inspector plate etc., shall be left un-lagged and must NOT BE SANDBLASTED.

14 TESTING / INSPECTION AUTHORITY

All MPI, ultrasonic and thickness testing must be done by a reputable level 3 SANAS registered company. An approved inspection authority with a registered pressure vessels certificate and register with SANAS must inspect the boiler with the Control Boiler Inspector and complete all relevant documents.

15 GENERAL NOTES TO TENDERER

All work executed under this contract shall comply fully with the Regulations of the Occupational Health and Safety Act, Act 85 of 1993 and all amendments thereof, as well as any Regulations and Standards,

- a) promulgated under said Act and which, are in force during the time between handing over of the site to the successful tenderer/ contractor and the handing over of the completed contract to the Department: Infrastructure Unit.
- b) The materials and fittings of the boiler are to the relevant current British Standard specification and to the requirements of approved Inspection Authorities. All threads on pipes, studs, etc., are to British Standards. This shall be maintained by the Contractor.
- c) The contractor shall further more work in close collaboration with the Control Boiler Inspector of the Department: Infrastructure Unit to ensure satisfactory progress of the work.
- d) No second hand equipment of any description may be offered for the use in this contract.
- e) All schedules which accompany the tender notice are an integral part of the tender and shall be duly completed in every detail, failing which, the tender in question may be rendered ineligible for consideration.
- f) Alarms, cutouts and pump controls to be checked for Correct operation under cold conditions directly after completion of the hydraulic test.
- g) Valves on boilers will be opened at random to check for correct assembly after hydraulic inspection.
- h) Boiler internal to be inspected before filling for hydraulic test by the Infrastructure Unit to ensure correct assembly of the dispersion pipe assembly and that no foreign matter is left inside the boiler.
- i) All work must be done according to the standard quality specification for boiler installations.

16 TENDER DEVIATIONS

This specification has preference over any additional documentation submitted by a tenderer. Deviations from 16.01 this specification will only be considered if indicated as such in this document and has been proven to be suitable for this particular application.

16.02 If the Tenderer wishes to clarify certain aspects of his offer, this may be done in an additional document

16.03 These items will be subject to the written approval of the Department: Infrastructure Unit.

17 BUILDER'S WORK (FIRE BRICK WORK)

All builders work required under this tender is part of this contract and Tenderers must make provision therefore under the tender price.

18 ELECTRICAL / BOILER PANELS

Contractor must clean all relevant boiler control panels and as set out in prices schedule to repair / replace as required. He must test and submit a full report on the condition of the boiler control panel. Should it be uneconomically to repair the boiler control panel it must be replaced with a new panel as required by the manufacture specification.

All electrical work required under this contract shall be in accordance with the latest issue of the "Standard Quality Specification for General Electrical Installations GP/ESI Latest addition".

19 ROOF FLASHING

Roof flashing around safety valves vent pipe must be made good after securing vent pipe subsequent to a successful inspection/test.

20:00 COMMISSIONING AND TRAINING

After completion the contractor must execute a cold commissioning on the relevant boiler insuring that all safety devises are in place and in working order. After these tests has been executed the boiler will be fired up by his own boiler operator under which they relevant boiler operators on site will be trained as specified in the following for a period as refer to in the price schedule.

TRAINING SCHEDULE

- 20.01 Train boiler operators on all safety devises and safety aspects (high level alarm, low level alarm, cut out, mobrey testing, gauge glass testing and safety valves)
- 20.02 Train boiler operators to steam boiler to a economically standards as set out by the manufactures (coal supply, coal bed thickness, draft control, cleanings of boilers, cleaning of fly ash in smoke box on a regular basis).
- 20.03 Testing of boiler TDS and mixing of chemicals for water treatment.
- 20.04 Ensure that blow down intervals comply with the water treatment
- 20.05 To curry out proper soot blowing on boilers
- 20.06 Fill in all relevant log books as required by the OSH act and proper shift hand over.

21 SIX MONTHLY WASHOUT INSPECTION:

- 1 Shut down boiler for annual maintenance and cool it
- 2 Clean fire tube plates front and back
Clean tubes of boiler 1st pass, 2nd pass and 3rd pass to a state in which it is free of all scale, both internally
- 3 and externally
- 4 Remove and check stoker grate mark and stoker gearbox
Check and rebuilt building work and arches having broken down i.e ignition arch, ring arches and guillotine
- 5 door and secondary arches
- 6 Check and clean all welded or riveted seams and short stays shall be free of scale
- 7 Open and clean grit arrestors and cyclones
- 8 Open, clean and balance FD fan. Re-grease bearings
- 9 Open, clean and balance ID fan. Re-grease bearings
- 10 Check boiler feed pumps and re-grease bearings
- 11 Calibration boiler pressure gauge
- 12 Electrical control panel to be serviced and cleaned
- 13 Check, clean and reset of mobreys and safety valves
- 14 Check and clean of sootblowers
- 15 Check and clean all fittings of free scale and rust i.e valves, gauge columns, including auxiliary valves, non return valve and modulating valve
- 16 Removal of all fly ash in boiler

HEALTH AND SAFETY SPECIFICATION

All piping and ducting which can allow steam, water, condensate, boiler feed water or flue gasses entering the boiler on which work is to be performed, shall be isolated by the Contractor, and remain isolated in such a manner that persons performing work on the boiler, shall be safe. Any valve or damper used for isolation shall be chained and locked in the closed position.

Lead lights shall operate at a voltage less than 50V and all hand held electrical tools and the ventilation fan shall be protected by earth leakage or be double insulated.

The electrical supply to the boiler shall be isolated, locked and tagged or physically isolated. This shall be done by the contractor Electrician. The contractor shall arrange for this and file a written signed statement by the Electrician that the boiler is isolated with a COC certificate.

The steam and waterside of the boiler shall be ventilated by providing a 125mm diameter centrifugal fan temporarily mounted to extract air from a mud hole. The fan shall deliver 0,1m³/s at 50Pa. It shall be similar or equal to Donkin type CDC 125/1.0

In the event of scaffolding being used, it shall be carried out under the supervision of a competent person.

Rigging equipment shall be used for items where more than 1 person is required to man-handle the item.

Fall arrest equipment shall be provided and worn where there is a danger of falling.

Head, foot, eye, ear and nasal dust protection equipment is to be provided and worn as indicated by a hazard identification process.

The Contractor is to perform the duties as imposed by the Construction Regulations, R1010, of 2003.

The contractor shall supply all cleaning machines, sandblasting equipment, lapping equipment, lead lights, scaffolding and safe step ladders to complete this tender.

1 DESCRIPTION

REMOVE / STRIP FROM BOILER AS REQUIRED

- 1,1 All fittings i.e. valves, gauge columns, etc., including auxiliary valves and non-return valves where applicable
- 1,2 Remove coal hopper(s)
- 1,3 Automatic stoker(s)(only remove)
- 1,4 Sheet metal covering and lagging over welded or riveted joints as well as covering over stay bars on rear of semi wetback boilers.
- 1,5 Cover plates over tubes / bars
- 1,6 Building work, fire brickwork i.e. ignition Arch ash retaining walls brickwork, ring Arches and Guillotine door and secondary arches.
- 1,7 Sheet metal and lagging around blow done valve (s)
- 1,8 Sheet metal and lagging around ash port (s)
- 1,9 Sheet metal and lagging for outer shell

2 CLEANING OF BOILER

- 2,1 Tube plates on water side
- 2,3 Water side of boiler shell
- 2,4 Tubes ordinary and stay tubes or stay bars (water side)
- 2,5 Tube plates on fire side
- 2,6 Furnace flue (s)
- 2,7
 - 1st pass
 - 2nd pass
 - 3rd pass
 - Chambers
- 2,8 Tubes ordinary and stay tubes or stay bars (fire side)
- 2,9 Weep holes (Tell tale holes)
- 2,1 Ash port (s)

3 MACHINE BOILER PADS

- 3,1 Safety valve pad(s)
- 3,2 Crown valve
- 3,3 Mobrey pads
- 3,4 Water feed pads
- 3,5 Blow down pad(s)
- 3,6 Other pad(s)
- 3,7 Stub flanges

4 STUDS IN BOILER PADS AS REQUIRED

- 4,1 Safety valve pad
- 4,2 Crown valve
- 4,3 Mobrey pads
- 4,4 Water feed pads
- 4,5 Blow down pads
- 4,6 Head hole pads

4 STUDS IN BOILER PADS AS REQUIRED

- 4.1 Safety valve pad
- 4.2 Crown valve
- 4.3 Mobrey pads
- 4.4 Water feed pads
- 4.5 Blow down pads
- 4.6 Head hole pads

5 SAND BLASTING

- 5,1 Sandblast Boiler flue
- 5,2 Front tube plate
- 5,3 Rear tube plate
- 5,4 Endplate
- 5,5 Outer shell
- 5,6 All cast steel valves
- 5,7 Stoker frame
- 5,8 Ash extractor frame(if required)
- 5,9 FD fan
- 5,1 ID fan
- 5,11 Grit arrestor tubes
- 5,12 Grit arrestor swills

6 STRIP AND CLEAN BOILER VALVES

- 6.1 Strip clean and reassemble boiler valves mounted onto boiler including auxiliary valves, non return valves and modulating valve (See pages DRT 2 point 3.00).

DESCRIPTION

7 ACID WASH

- 7.1 Acid wash boiler in water side

8 STRIP AND CLEAN TWO SOOT BLOWERS – SEE PAGE DTR 5 POINT (9.05) CONTRACTOR MUST PRICE ACCORDINGLY

- 8.1 No 1
- 8.2 No 2
- 8.3 Replace complete soot blowers

8 STRIP AND CLEAN TWO SOOT BLOWERS – SEE PAGE DTR 5 POINT (9.05) CONTRACTOR MUST PRICE ACCORDINGLY

- 8.1 No 1
- 8.2 No 2
- 8.3 Replace complete soot blowers

9 STRIP AND CLEAN SAFETY VALVES

- 9.1 1 x _____ double spring safety valve
- 9.2 Replace safety valve springs

10 STRIP AND CLEAN REASSEMBLE STOKER GRATE MARK

- 10.1 Strip clean and reassemble stoker grate
- 10.2 Replace stoker rods
- 10.3 Replace washers
- 10.4 Replace split pins stainless steel
- 10.5 Replace rear roller
- 10.6 Replace drive sprockets
- 10.7 Replace drive shaft
- 10.8 Replace stainless steel wear strips
- 10.9 Replace carbofrax blocks
- 10.10 Replace drive links
- 10.11 Replace common links
- 10.12 Replace left hand side links

DESCRIPTION

- 10.13 Replace right hand side links
- 10.14 Replace spur gear / worm wheel
- 10.15 Replace bearings / bushes on gearbox
- 10.16 Replace oil in worm wheel box

11 STRIP AND CLEAN (ONE) STOKER GEARBOX

- 11.1 Strip and clean Stoker gearbox
- 11.2 Replace oil
- 11.3 Replace bearings
- 11.4 Replace bushes
- 11.5 Replace inspect worm wheel
- 11.6 Replace shaft
- 11.7 Replace oil seals
- 11.8 Replace bearings on motor
- 11.9 Replace drive coupling between motor and gearbox
- 11.10 Replace drive sprockets
- 11.11 Replace drive chain
- 11.12 Replace motor fan

12 REPLACE CATER GEARBOX CONTRACTOR MUST PRICE ACCORDINGLY

- 12.1 Replace variable speed drive motor gear box and invertor

13 FANS

SUPPLY AND INSTALL NEW BEARINGS

- 13.1 ID fan motor
- 13.2 FD fan motor
- 13.3 ID fan
- 13.4 FD fan
- 13.5 ID fan plumber blocks
- 13.6 FD flanges bearing
- 13.7 New groove pulley for motor / fans
- 13.8 New taper locks for motor / fans
- 13.9 New keys for motor / fans
- 13.10 New drive couplings
- 13.11 New match set V-belts
- 13.12 Balance ID fan in position on site
- 13.13 Balance FD fan in position on site

14 STRIP AND CLEAN REASSEMBLE GRIT ARRESTOR

- 14.1 Open and clean grit arrestor
- 14.2 Cut and manufacture 600 x 600 manual
- 14.3 Remove tubes
- 14.4 Remove swills
- 14.5 Install new vibrating eliminators
- 14.6 Cyclones
- 14.7 Ducting

15 COAL SCREW

- 15.1 Remove coal from coal bunker
- 15.2 Remove coal screw casing
- 15.3 Remove coal screw
- 15.4 Supply and install a new coal screw casing
- 15.5 Supply and install coal screw
- 15.6 Supply and install a new coal screw motor and gear box

16 TRAPPING ARRANGEMENT (SEE ATTACHED DRAWING)

- 16.1 Supply and install new trapping arrangement(s) T4

17 REPLACE BUILDING WORK

- 17.1 Ignition Arch(s)
- 17.2 Ash retaining wall(s)
- 17.3 Secondary arch(s)
- 17.4 Ring Arch(s)
- 17.5 Replacing air seal inside furnace flue(s)
- 17.6 Around automatic stoker
- 17.7 Side seals
- 17.8 Webbing (tube plate covers)

18 TESTING

18.1 MPI Testing

18.2 Ultrasonic Testing

19 Thickness Testing

20 Supply Magnetically Spray

a) White back ground x 6

b) Penetrating x 3

19 Calibration boiler pressure gauge

19.1 Approved inspection authority(3 x visit)

20 CLEAN REPAIRS BOILER PANEL

20.1 Clean boiler panel

20.2 Secure all electrical connections

20.3 Clean all contactors

20.4 Replace all variable pretension meter

20.5 Replace all stop start buttons

20.6 Replace all panel indication lamps and holder

20.7 Replace photo and magnahelix meter(s)

20.8 Clean and reset over loads switches

20.9 Replace sauter box motors

20.10 Clean Mobrey panel

20.11 Replace all magnet switches

20.12 Replace solenoid coils

20.13 Replace boiler alarm

20.14 Test for faults and report

20.15 Replace level control diaphragm in coal shut

20.16 Replace electric wiring on coal hopper

23 REPLACE BOILER PANELS – CONTRACTOR MUST PRICE ACCORDINGLY

23.1 Replace boiler control panel

24 COMMISSIONING OF BOILER - CONTRACTOR MUST PRICE ACCORDINGLY

Contractors must submit a price to fire up the boiler and reset all controls and safety devices to working order on completion of boiler. The contractor must steam the boiler with own boiler personnel and train boiler attendants for a period of 7 (seven) days on a 8 (eight) hour day shift (08:00 until 16:00).

26 Comply with responsibilities as imposed by Construction Regulations R1010

Water Treatment

1 CONDITIONING TREATMENT

The objective of this contract is to supply the boilers with a feed water treatment that will ensure that boilers

The boiler water treatment must be F.D.A (Federal Drug Administration) approved.

This treatment prescribed at each boiler house must vary according to conditions. These variations must

The treatment prescribed must ensure that the TDS levels can be maintained within the National prescribed

The treatment must ensure the prevention of scale deposits and or corrosion furthermore it must remove all

The treatment must protect steam lines, condensate lines and condensate storage tanks against corrosion.

1,1 The treatment is intended to do the following:

- 1.1.1 Prevent scale formation from small amounts of hardness and other impurities in the feed water.
- 1.1.2 Remove traces of dissolved gasses (particularly oxygen before it enters the boiler)
- 1.1.3 Maintain the correct Chemical balance in the boiler water.
- 1.1.4 Protect the feed water systems between and including the point at which make up water is introduced into the
- 1.1.5 Condition sludge to ensure the forming of soft sludge that will be carried out at blow down.
- 1.1.6 Adjust alkalinity to prevent corrosion in feed lines and boiler.
- 1.1.7 De-gas water to remove dissolved oxygen and carbon dioxide.
- 1.1.8 Adjust concentrations to inhibit caustic imbrittlement.
- 1.1.9 Assure that steam and condensate is completely harmless and non-toxic and have a pH of between 7.0 and
- 1.1.10 Contain an effective antifoaming compound.
- 1.1.11 Passivate the after boiler reticulation system by using a volatile oxygen scavenger in the steam supply and to
- 1.1.12 Prevent the forming of undesired and harmful substances in the steam and condensate lines.

Treatment must be pumped into the Feed water tanks of the boilers by means of fully automated dosing pumps.

TANNIN BASED TREATMENTS ARE PREFERRED BUT ALTERNATIVELY BASED TREATMENTS MAY BE

SHOULD TANNIN BASED TREATMENTS BE INCLUDED IN THE TENDER THE CONTRACTOR MUST

The Department reserves the right to request verification of the effectiveness of such an alternative treatment.

Phosphate treatments are COMPLETELY UNACCEPTABLE.

Under normal conditions on-line treatment for cleaning and removal of excessive scale will not be considered

However should this procedure be necessary the cost involved for additional chemicals will be for the

2 BOILER WASHOUT

Boilers will be washed out after six months of operation or the nearest possible time to that. The contractor must

2,1 Method of Treatment

Depending on scale, chemical decaling agents are to be added to a raw water filled boiler, while the circulating

3 EXISTING WATER SOFTENERS

The Department has in use a water softening plant per boiler house, supplying softened water to boilers and

As it is in the best interest of the contractor to check the condition of the make-up water regularly, any

The contractor must always be present on site when repairs are done to water softeners. If the work is sub-

3,1 Replacement resins

Where resins are to be replaced, it must be replaced with a synthetic non-phenolic polystyrene type. During the

3,2 Metal softeners

Where resin tests on metal vessels reveals rust it must be reported to the Department for a decision on remedial

Where metal softener vessels are to be repaired the inside must be sand blasted to SABS Standard Method

3,3 Iron contamination

Where iron contamination is detected, the vessels must be washed out with a chemical that will solubilise the

4 REPLACEMENT WATER SOFTENERS

In the instance where it is required to replace a water softener the following design criteria will be followed:

Fully automatic duplex water softeners are required to supply softened water to the boilers at a hardness not

The maximum and mean water consumption for sizing of the softeners must be ascertained at the relevant

The softener must have an exchange capacity, delivering continuous soft water. With a salt usage of 150g

4,1 CONSTRUCTION OF THE PLANT

The softener vessel must be constructed with ABS inner shell and laminated fibre glass/epoxy outer shell and

The brine tank shall be of polypropylene construction.

All interconnecting piping and valves must be neatly installed and colour coded. The pressure gauge must be

5 WATER AND CONDENSATE METERS

The water and condensate meters must be sized to accommodate maximum flow but must be small enough to

The condensate meters must be able to withstand temperatures of up to 96°C.

When meters are to be re-calibrated it must be done by an Independent testing authority and the supply of a

6 WATER FILTER

A Pre-filter in a cartridge type housing, complete with 25 micron cartridge and pressure relief valve, must be

The supply of replacement cartridges forms part of this contract.

7 CHEMICAL DOSING PUMP

A ratio feed chemical dosing pump must be supplied when required. This pump must operate with 220 V supply

A repair kit for this pump must be available.

A polypropylene chemical container must be supplied with the dosing pump.

8 TDS METER

TDS meters supplied must be battery operated, simple to use and able to indicate the level of total dissolved

Full operating instructions to be supplied with TDS meters.

9 TEST KITS

All the necessary equipment and chemicals required for the tests must be supplied with a kit.

The quantities of chemicals supplied must be such that at the expected rate of consumption it will be depleted

NB: Dates of expiry must be clearly indicated on each container.

Full operating instructions to be supplied with test kits.

[Additional]

SCHEDULE OF INFORMATION

1,01 SCHEDULE OF INFORMATION

The following questionnaire must be filled in and fully completed by the tenderer, failing of which will invalidate

1,02 LABORATORY DETAILS

Address/es of laboratories

(a)
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(b)
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Capability of laboratory

(a)
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(b)
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1,03 DETAILS OF TREATMENT OFFERED

Treatment for raw water (detail fully)

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Treatment for softened water (detail fully)

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Treatment for contamination of resin in softeners (detail fully)

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1,04 CHEMICAL FORMULATIONS
FOR BOILER WATER TREATMENT

DESIGNATION OF COMPOUND AND PURPOSE
CONSTITUENTS OF COMPOUND CHEMICAL PERCENTAGE BY MASS OR VOLUME

PURPOSE OF COMPOUND
SOLID OR LIQUID
BULK OR MINI BULK
PACKAGING TYPE SIZE

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1,05 WATER SOFTENERS

Make and manufacturer of

Model:

Country of origin:

Does the softener deliver

Type of ion exchange

Make of ion exchange

Exchange capacity of

Working pressure

Make and size of pressure

Full scale deflection of

Make and type of control

Make and type of test kit:

Is piping colour coded?

Will operating instructions be

Will softener be supplied fully

Does the plant comply with the Occupational Health and Safety Act, Act 85 of 1993, as amended?

Is illustrated pamphlet

How and where is salt

.....

Guarantee period:

Delivery period:

Remarks:

Does the one vessel act as a

1,06 WATER AND CONDENSATE METERS

Name

Type

Country of origin

Material of construction

Maximum working



1,07 WATER FILTER

Name
Type
Country of origin
Material of construction
Type of filter cartridge
Material of cartridge

1,08 CHEMICAL DOSING PUMP

Name
Type
Country of origin
Does repair kit exist?
Operating voltage

1,09 PRODUCT FOR IRON CONTAMINATION

Name of product
Chemical formulation

1,1 TEST KIT

Make
Give details of each compound
.....
Give full description and working off test kit
.....
.....
.....

1,11 TDS METER

Name
Make
Model
Is the meter readily available Yes/no

MAINTENANCE, SERVICE, REPAIR AND REPLACEMENT OF BOILER SYSTEMS, STEAM AND HOT WATER INSTALLATIONS, AUTOCLAVES, KITCHEN EQUIPMENT AND LAUNDRY EQUIPMENT AT VARIOUS INSTITUTIONS IN THE FREE STATE PROVINCE HEALTH DEPARTMENT. PERIOD: DATE OF SIGNING OF CONTRACT FOR THREE YEARS

Part T3.1 Scope of Work - Steam and Hot Water Installations

1 SCOPE OF CONTRACT

This Contract calls for the price rates for the servicing, maintenance, repairs and Statutory Inspections of the Steam and Condensate plant and auxiliary equipment and Hot Water Systems in accordance with the requirements as laid down in the specifications. It, furthermore, entails the servicing, maintenance and repair of said installation. The systems other than the steam generating plant and auxiliary equipment covered by

1,1 this Tender\Contract are the following:

- The Steam and Condensate Reticulation within the facility
- The Hot Water Installation within the facility
- Statutory inspections and Hydraulic test of all Pressure Vessels in accordance with the Occupational Health and Safety Act and Regulations.
- Adherence to the Safety Regulations and membership on the Safety Committee at the institutions.
- Monthly meetings with Management of the Institutions.
- Monthly reports to the Department: Infrastructure Unit
- Supply of all lubricants and cleaning material needed.
- Supply of all hand tools and equipment needed for Contract.

1,2 Competent person

It will be the person appointed as such and who is on Site a promulgated under the Machinery and Occupational Safety Act No 6 of 1983.

2,3 The successful Tenderer shall be required to maintain the complete installation and equipment in a proper and safe operating condition, to clean, adjust and lubricate the equipment as required in terms of the Contract, repair or replace all electrical and mechanical parts as necessary due to wear and tear.

b) This shall include, but not limited to the following:

- (viii) Examine the system in accordance with any applicable regulation framed under the Occupational Health and Safety Act 85 of 1993,
- (ix) Properly maintain, adjust and keep the installation and equipment in a safe and proper operating condition at all times,
- (x) Repair/replace all parts of the installation which may become necessary for the proper use and / or operation of the installation,
- (xi) Examine, adjust and lubricate the complete installation, supply of all lubricants, replacement parts and the cleaning of material as required for proper maintenance of the equipment,
- (xii) Any malfunction or defect occurring within a period of 14 days after any service or repair being executed will be for the account of the Contractor,
- (xiii) Examine, periodically and when necessary, all devices and perform any statutory safety tests at or before the expiring of the required intervals
- (xiv) Complete the services, maintenance or repair action report, which shall be submitted with any invoice(s).

MAINTENANCE, SERVICE, REPAIR AND REPLACEMENT OF BOILER SYSTEMS, STEAM AND HOT WATER INSTALLATIONS, AUTOCLAVES, KITCHEN EQUIPMENT AND LAUNDRY EQUIPMENT AT VARIOUS INSTITUTIONS IN THE FREE STATE PROVINCE HEALTH DEPARTMENT. PERIOD: DATE OF SIGNING OF CONTRACT FOR THREE YEARS

Part T3.2 Technical Specification - Steam and Hot Water Installations

1 SERVICE REQUIRED

- 1,2 Repair/Replace existing cladding and lagging at various points and sizes, will be indicated on a site inspection
- 1,3 Repair/Replace existing steam traps at various points and sizes, will be indicated on a site inspection
- 1,4 Repair/Replace existing leaking steam piping and condensate piping will be indicated on a site inspection
- 1,5 Repair/Replace existing condensate pumps at various points and sizes, will be indicated on a site inspection
- 1,6 Repair/Replace cladding and lagging on central heating calorifiers, will be indicated during a site inspection
- 1,7 Prepare surfaces for painting these areas, will be indicated on the site inspection
- 1,8 Repair/Replace existing calorifiers at various points and plant rooms.
- 1,9 Repair/Replace condensate tanks at various points and plant rooms
- 1.10 Repair/Replace central heating calorifiers at various points and plant rooms
- 1.11 Repair/Replace Bulk Water Pumps plant rooms
- 1,12 Repair/Replace central heating pumps at various points and plant rooms

NOTE: All above shall be done only after an inspection was conducted by the Representative of the Department: Infrastructure Unit



MAINTENANCE, SERVICE, REPAIR AND REPLACEMENT OF BOILER SYSTEMS, STEAM AND HOT WATER INSTALLATIONS, AUTOCLAVES, KITCHEN EQUIPMENT AND LAUNDRY EQUIPMENT AT VARIOUS INSTITUTIONS IN THE FREE STATE PROVINCE HEALTH DEPARTMENT. PERIOD: DATE OF SIGNING OF CONTRACT FOR THREE YEARS

Part T4.1 Scope of Work - Kitchen Equipment

1 SCOPE OF CONTRACT

This contract calls for the price rates for the servicing, maintenance, repairs and Statutory Inspections and hydraulic test of the Kitchen Equipment as per attached list in accordance with the requirements as laid down in the specifications. It, furthermore, entails the servicing, maintenance and repair of said installation, in accordance with the requirements of the Free State Provincial Government.

1,2 An unconditional guarantee period of 3 Months after a service shall be enforced and no charge for calls shall be levied during these two weeks provided the call is a direct result of a fault occurring on the unit serviced.

1,3 The contractor's servicing shall include testing, adjusting and rectifying of faults, as well as the cleaning of the plant room.

If breakdowns of the Kitchen Equipment do occur as a result of negligence on the part of the contractor, the Contractor at his own expense shall repair the Equipment.

All servicing and repairs on the equipment as well as scheduled preparation of Kitchen Equipment for inspections shall be carried out in such a manner to ensure that the requirements of the occupational Health and Safety Act (Act 85 of 1993) and any amendments to it is adhered to:

1.8 The Equipment and services covered by this tender / contract are:

- The Steam and Condensate Reticulation on the Equipment.
- 10 and 20 Pan convection ovens
- Tilting frying pans
- Bread slicing machines
- Food mixers
- Dishwashers
- Waste disposers
- Hospital Food trolleys
- Electrical and steam hot closets
- Electrical and steam bain mari's
- Vegetable washers
- Bread toasters
- Electric stoves
- Gas stoves
- Food warming cabinets
- Steam and Electrical cooking pots
- Steam and Electrical urns
- Gas and Electrical grillers
- Extraction canopies
- Meat slicing machines
- Potato peelers
- Food warming cabinets
- Industrial can openers
- Hydro Boilers
- Porridge makers
- Adherence to the Safety Regulations and membership on the Safety Committee at the Institutions.
- Reports to Department of Infrastructure Development.
- Supply of all lubricants and cleaning material needed.

MAINTENANCE, SERVICE, REPAIR AND REPLACEMENT OF BOILER SYSTEMS, STEAM AND HOT WATER INSTALLATIONS, AUTOCLAVES, KITCHEN EQUIPMENT AND LAUNDRY EQUIPMENT AT VARIOUS INSTITUTIONS IN THE FREE STATE PROVINCE HEALTH DEPARTMENT. PERIOD: DATE OF SIGNING OF CONTRACT FOR THREE YEARS

Part T4.2 Technical Specification - Kitchen Equipment

1 SERVICES TO BE CARRIED OUT

Monthly Reports with details of operational status of equipment must be handed in with the invoice for the monthly services per institution. Before checking / servicing any equipment ensure that the equipment is isolated and that lock-out signs are in place.

1.1 SERVICE OF BAND SAW

- Examine blades for any cracks and clean properly
- Check front assembly and clean
- Check back assembly and clean
- Check scrappers and clean properly
- Check top wheel and clean
- Check bottom wheel and clean
- Check blade guides and adjust if required
- Check motor for correct operation, clean cooling fan and inlet
- Check switch, check for loose electrical connections and repair
- Check V-belts and replace if required
- Enter service into log book
- Check that plant does not automatically starts up after power failure and rectify if required

1.2 SERVICE BREAD SLICER

- Check blades for cracks and clean properly
- Check bearings for any noise and stiffness
- Check switch and check for loose electrical connections and repair if required
- Check slides and adjust if required
- Check block assembly and clean properly
- Check motor for correct operation, clean cooling fan and inlet
- Check that slicers does not automatically starts up after power failure and repair if required
- Enter service into service log book

1.3 SERVICE OF ROTARY TOASTER

- Check elements for correct operation
- Check drive for correct operation and clean properly
- Check electrical connection for loose or burnt wires and repair accordingly
- Enter service into service log book

1.4 SERVICE OF CONVEYER TOASTER

- Check elements for correct operation
- Check drive for correct operation and clean properly
- Check electrical connections for any loose or burnt wires and repair accordingly
- Enter service into service log book

1.5 MINOR SERVICE OF STEAM COOKING POTS

- Check all control and drain valves for correct operation and clean properly
- Check safety valve for correct operation and adjust accordingly
- Check air vent for correct operation and clean properly
- Check trapping arrangement for any leaks, correct operation and repair accordingly
- Check for any water and steam leaks and repair
- Check all hinges and adjust
- Check mounting bolts and tighten if required
- Clean complete unit
- Check pressure gauge for correct operation
- Enter service into service log book

1.6 MAJOR SERVICE OF STEAM COOKING POTS

- All Minor Service Items
- Carry out a pressure test on the jacket of the steam pot to 1,1 times the working pressure and check for any telltale leaks

1.7 MINOR SERVICE OF ELECTRICAL COOKING POTS

- Check elements for correct operation
- Check thermostats for correct operation
- Check all switches and electrical connections for any loose and burnt wiring and rectify accordingly
- Check oil in jacket for correct level and top up or replace if required
- Enter service into service log book

1.8 MINOR SERVICES OF DISHWASHER

- Check pump motor for correct operation and clean
- Check pump impeller and clean properly
- Check gearbox and drivers for correct operation
- Check boiler for correct operation and de-scale if required
- Check tank element for correct operation
- Check boiler element for correct operation
- Check rinse arm for correct operation and clean properly
- Check jets (rinse and wash) and clean properly
- Check wash arm and clean properly
- Check door slides and clean properly
- Check drain valves for correct operation
- Check curtains and clean properly
- Check rack motor for correct operation and clean properly
- Check door switches for correct operation and rectify
- Check basket slides and clean properly
- Check baskets for cracks and clean properly
- Check thermostats 0-70° for correct operation
- Check all electrical connections, overloads etc. for any loose or burnt wiring and rectify accordingly
- Check for any steam and water leaks and repair
- Check steam trapping arrangements for correct operation and clean properly
- De-scale dishwasher basins
- De-scale jets
- De-scale electrical boilers
- De-scale complete interior of unit
- Enter service into service log book

1.9 MINOR SERVICE OF CONVECTION OVENS

- Check selection switch for correct operation
- Check timer for correct operation
- Check thermostat (0 - 300°) for correct operation
- Check door seals for any damage and replace if required
- Check door handle and hinges and adjust accordingly
- Check fan motor for correct operation and clean properly
- Check all electrical components for loose connections and repair accordingly
- Check P C relays for correct operation
- Check ball float for correct operation and clean properly
- Check heating elements for correct operation
- Check boiler elements for correct operation
- Check solenoid valves (motor) for correct operation and clean properly
- Check door micro switches for correct operation
- Check trolley for any wear and tear and clean properly
- Check for any steam and water leaks and repair properly
- De-scale boiler
- Enter service into service log book

1.10 MINOR SERVICE OF STEAM URNS

- Check heating coil for any leaks and repair
- Check trapping for correct operation and clean units properly
- Check all valves and fittings for any leaks and repair
- Check gauge glass and clean properly
- Check urn for leaks and repair properly
- De-scale urns
- Enter service into service log book

1.11 MINOR SERVICES OF ELECTRICAL URNS

- Check element for correct operation
- Check thermostat for correct operation
- Check switch for correct operation
- Check electrical connections for any loose or burnt wiring and repair accordingly
- Check draw-off cock for correct operation and clean properly
- Check urns for leaks and repair properly
- Enter service into service log book

1.12 MINOR SERVICE OF TILTING FRYING PANS

- Check elements for correct operation
- Check thermostat for correct operation
- Check wiring for any loose or burnt wiring and repair accordingly
- Check bearings and grease properly
- Check tilting mechanism and rectify if required
- Check all moving parts for wear
- Check lid and hinges and adjust if required
- Check pans for any damage
- Clean the complete unit properly
- Enter service into service log book

1.13 MINOR SERVICE OF ELECTRICAL STOVES

- Check elements for correct operation
- Check thermostats for correct operation
- Check door springs, hinges and adjust accordingly
- Check door seals for any damage and clean properly
- Clean stove properly
- Enter service into service log book

1.14 MINOR SERVICE OF HIGH SPEED FRYERS

- Check elements for correct operation
- Check thermostats for correct operation
- Check contactors for correct operation and clean properly
- Check circuit breakers for correct operation
- Check drain valve for correct operation and clean properly
- Check for oil leaks and repair
- Clean the fryer properly
- Enter service into service log book

1.15 MINOR SERVICE OF FLAT TOP GRILLER

- Check elements for correct operation
- Check contactor for correct operation and clean properly
- Check switches for correct operation
- Check thermostats for correct operation
- Check boiling plate for correct operation and damage
- Clean unit properly
- Enter service into service log book

1.16 MINOR SERVICE OF POTATO PEELERS

- Check water inlet and clean properly
- Check drain and open and clean properly
- Check grit and clean properly
- Check door handle and adjust if required
- Check door seal for any damage
- Check top lid seal
- Check motor for correct operation
- Check all electrical switches etc. for correct operation
- Clean unit properly
- Enter service into service log book

1.17 MINOR SERVICE OF VEGETABLE WASHERS

- Check pump and motor for correct operation
- Check water jets and clean properly
- Check all electrical switches, connections, starters etc. for any loose or burnt wiring and repair
- Check water inlet and clean
- Check drain and open properly
- Clean the unit properly
- Check for any water leaks and repair
- Enter service into service log book

1.18 MINOR SERVICE OF VEGETABLE CUTTER

- Check blades for any damage
- Check 2 speed switch for correct operation
- Check bushes
- Check motor for correct operation
- Check feeder and repair properly
- Clean the unit properly
- Enter service into service log book

1.19 MINORSERVICE OF STEAM BAIN MARIE

- Check heating coil for any leaks and repair
- Check trapping arrangement for correct operation and clean properly
- Check control valves for correct operation
- Check drains and open properly
- Check water supply
- Check sliding doors, clean grooves properly
- Check for any water and steam leaks and repair properly
- De-scale bowl of Bain Marie
- Enter service into service log book



1.20 MINOR SERVICE OF ELECTRICAL BAIN MARIE

- Check heating elements for correct operation
- Check thermostats for correct operation
- Check water supply and drains and open and clean properly
- Check sliding doors and clean slides properly
- Check electrical connections for any loose and damage wiring and repair properly
- Check for any water leaks and repair properly
- Clean the unit properly
- Enter service into service log book

1.21 MINOR SERVICE OF FOOD MIXERS

- Check switch for correct operation
- Check motor for correct operation
- Check gearbox (noise) for correct operation
- Check gearbox oil level and top up if required
- Check accessories and bowls and clean properly
- Check that food mixers does not start-up automatically after a power shut down and rectify if required
- Check operation of safety cut-outs and adjust accordingly
- Check if safety signs are in place
- Clean the unit properly
- Enter service into service log book

1.22 MINOR SERVICE OF TILTING KETTLES

- Check tilting mechanism for correct operation
- Check bearings for any leaks and repair
- Check trapping arrangement for correct operation and clean properly
- Check steam supply for correct pressure
- Check water supply for correct pressure
- Check for leaks (steam, condensate or water) and repair properly
- Clean the unit properly
- Enter service into service log book

1.23 MINOR SERVICE OF PORRIDGE MAKER

- Check tilting mechanism for correct operation
- Check bearings and grease properly
- Check gearbox for correct operation
- Check oil level and top up if required
- Check all electrical switches and connections for any loose or burnt wiring and repair accordingly
- Clean the unit properly
- Enter service into service log book

1.24 MINOR SERVICE OF FOOD TROLLEYS

- Check all casters
- Check doors and hinges and adjust accordingly
- Check general conditions and clean properly
- Check all electrical connections, elements, switches etc. for any loose or burnt wiring and repair accordingly
- Enter service into service log book

1.25 MINOR SERVICE OF KITCHEN CANOPY

- Check exhaust fan
- Check all electrical connections for any loose or burnt wiring and repair accordingly
- Clean canopy properly
- Clean exhaust fans and flues
- Clean filter elements
- Clean canopy drain channels
- Check support hinges
- Enter service into service log book

1.26 MINOR SERVICE OF HYDRO BOILERS

- Check drain off valve for leaks and repair
- Check water filler float for operation and adjust and clean
- Check scale build up in main tank and descale when needed
- Check all electrical connections for any loose or burnt wiring and repair accordingly
- Check all water connections for any leaks and repair
- Clean Hydro Boiler in general
- Enter service into service log book

MAINTENANCE, SERVICE, REPAIR AND REPLACEMENT OF BOILER SYSTEMS, STEAM AND HOT WATER INSTALLATIONS, AUTOCLAVES, KITCHEN EQUIPMENT AND LAUNDRY EQUIPMENT AT VARIOUS INSTITUTIONS IN THE FREE STATE PROVINCE HEALTH DEPARTMENT. PERIOD: DATE OF SIGNING OF CONTRACT FOR THREE YEARS

Part T5.1 Scope of Work - Laundry Equipment

1 SCOPE OF CONTRACT

This tender/contract calls for the price rates for the servicing, maintenance, repairs and replacement over the Laundry Machinery and Equipment in accordance with the requirements as laid down in the specifications. It

- 1,1 furthermore, entails the servicing, maintenance and repairs of said installations and that all the machinery covered in this specification initially be repaired and brought to an acceptable working condition. The machinery/equipment/services covered by this tender/contract are the following.

- Tumble driers
- Washer extractors
- Ironing machines
- Twin rapid pressing machines
- Folder and stacking machines
- Tunnel washers
- Roller Ironers
- Laundry conveyors
- Air Compressors and Air Dryers
- Steam, condensate, water and compressed air installations
- Adherence to the safety regulations and membership on the safety committee at the Laundry
- Reports to Department: Infrastructure Unit.
- Three yearly statutory inspections and hydraulic test on pressure vessels when due
- Supply of all lubricants, hand tools and equipment needed for the contract

1,2 COMPETENT PERSON

The person appointed as such under the Machinery and Occupational Safety Act no 6 of 1983 (Refer to Annexure C)

2 OPERATION OF MACHINERY

2,1 The successful tenderer/contractor shall:

- 2.1.1 Maintain all the machinery to ensure a continuous availability and serviceability of the machinery to enable the client to give a continuous service to the institutions depending on clean linen etc., from them

- 2.1.2 Ensure that each machine/installation achieves maximal efficiency in all aspects and maximal equipment utilization. Any relevant manuals, codes of practice, standards supplementary instructions etc., shall be followed in this regard.

MAINTENANCE, SERVICE, REPAIR AND REPLACEMENT OF BOILER SYSTEMS, STEAM AND HOT WATER INSTALLATIONS, AUTOCLAVES, KITCHEN EQUIPMENT AND LAUNDRY EQUIPMENT AT VARIOUS INSTITUTIONS IN THE FREE STATE PROVINCE HEALTH DEPARTMENT. PERIOD: DATE OF SIGNING OF CONTRACT FOR THREE YEARS

Part T5.2 Technical Specification - Laundry Equipment

- 1.1 The successful Tenderer shall be required to maintain the complete installation and equipment in a proper and safe operating condition, to clean, adjust and lubricate the equipment as required in terms of the Contract, repair or replace all electrical and mechanical parts as necessary due to wear and tear.
- 1.2 This shall include, but not limited to the following:
 - 1.2.1 Initially carry out a major service on each machine, installation and ensure the machine/installation is in a good serviceable condition
 - 1.2.2 Examine the system in accordance with any applicable regulation framed under the Occupational Health and Safety Act 85 of 1993
 - 1.2.3 Properly maintain, adjust and keep the installation and equipment in a safe and proper operating condition at all times
 - 1.2.4 Repair/replace all parts of the installation which may become necessary for the proper use and/or operation of the installation
 - 1.2.5 Examine, adjust and lubricate the complete installation, supply of all lubricants, replacement parts and the cleaning of material as required for proper maintenance of the equipment
 - 1.2.6 Examine, periodically and when necessary, all devices and perform any statutory safety tests on a daily basis when applicable, and before the expiring of the required intervals
 - 1.2.7 Complete the services, maintenance or repair action report, which shall be submitted with any invoice(s)
 - 1.2.8 The contractor shall provide a 24 hours standby service for emergency call outs and emergency repairs.
 - 1.2.9 All work shall be done according to the Standard Quality Specification for Steam and Condensate Reticulation Dec 2005 attached to this document with drawings.

2 SPECIALIZED SERVICES

Where repairs are required to specialized items of equipment such as automatic control systems, computers, printers, card readers etc., the contractor shall arrange for such work to be carried out by specialists the cost to carrying out such work shall be deemed to have been allowed for in the price schedule. The following are a list of specialized equipment. The list is given in good faith and the Department: Infrastructure Unit will not accept responsibility for oversight of equipment not listed here that can be qualified as specialized services. The tenderer/contractor will neither receive any additional payment for specialized services not listed below as an oversight.

2.01 FOLDING, CROSSFOLDING, STACKING AND PREFOLDING MACHINES

- Electronic switchgear
- Electrical, electronic and pneumatic control equipment

2,02 TUMBLE DRIERS OF 50 & 100kg CAPACITY

Electronic switchgear
Electrical, electronic and pneumatic control equipment
All programmable PLC equipment
Any welding to drum

2,03 DOSING SYSTEM

Electronic switchgear
Electrical and electronic control equipment
Dosing pump settings

2,04 SENKING TUNNEL WASHERS

Electronic switchgear
Electrical, electronic and pneumatic control equipment
All programmable PLC equipment
All welding to tunnel
All flow control loops

2,05 SENKING SEP 50 PRESSES

Electronic switchgear
Electrical, electronic and pneumatic control equipment
All programmable PLC equipment

2,06 PASSAT 100 KG TUMBLE DRIERS

Electronic switchgear
Electrical and electronic control equipment
All programmable PLC equipment

It is to be noted that the appointment of the agents/suppliers for specialized laundry Equipment such as tunnel washers, folding machines etc., as sub contractors by the successful Tenderer/Contractor will be encouraged by the Department but this requirement is not mandatory.

3 GROUPING OF MACHINES AND SERVICE TIMES ALLOWABLE

It is a condition of contract that the loss of production of the Laundry due to maintenance and servicing be kept to an absolute minimum and in order to comply with this requirement the contractor shall group the various Laundry machines into lane such that any one lane will be able to fulfill all production requirements i.e. washing, drying, ironing and pressing. The machines selected for any one lane shall be with the consent of the Laundry Manager and the Department: Infrastructure Unit. Only one lane may at any one time be stopped for the servicing of all the machines in the particular lane.

4 DESCRIPTION OF PLANTS TO WHICH THIS TENDER/CONTRACT APPLIES

The following main items of equipment shall be checked, serviced and repaired as necessary at the intervals as stipulated.

All material and spares used during these services will be covered on rates as quoted for in this specification on the scheduled spares list where applicable or the 15 % mark up where applicable.

The machines to be maintained under this contract with the approximate allowable standing time shall be as indicated below. A suggestion for the grouping of machines in lanes has further been made but this arrangement is not mandatory.

Tenderers shall complete the following schedule and include it with the tender.

All machines shall be serviced within a period of not more than three weeks.

Other existing equipment to be maintained which has not been included in the lanes as proposed above shall be as follows:

- 1 All compressed air piping inside the compressor plant room, between the compressed air plant room and the laundry and inside the laundry building including all fittings, valves, strainers, pressure reducers, moisture separators, check valves, pressure gauges, lubricators etc.,
- 2 All existing steam, water and condensate piping inside the laundry buildings including all auxiliary components such as line trap assemblies, valves, pipe insulation, insulation covers etc.,
- 3 All mobile laundry trolleys inside the laundry building.
- 4 Soap and chemical dosing pumps, stirrers, soap and chemical tanks as well as interconnecting piping.

5 MAINTENANCE CHECK LIST

5.1 GENERAL

The check list given below shall be regarded as the minimum requirements to which the individual machines and/or systems shall be maintained. The services on machines shall generally be carried out in accordance with the manufacturer's recommendations. Operating and maintenance manuals on the machines are not available and tenderers shall allow in their tenders for the compilation of manuals from information available at the Supplier/Manufacturer of each machine.

The maintenance check list has been divided in terms to be checked quarterly as well as items to be checked annually. Although a list has not been prepared for daily checks, it is the contractor's responsibility to do monthly checks on machines where required.

Care shall be taken to limit the down times on machines and systems to an absolute minimum. Should delays be expected such as deliveries of replacement parts, defective components shall be repaired to the best of the contractor's ability and re-used until parts are available and proper repairs can be carried out.

5.2 MONTHLY SERVICE SCHEDULES ON TUNNEL WASHERS AND INSTALLATIONS

5.2.1 SCHEDULE A - WEIGHING SYSTEM:

Check out weighing system with a sized weights

5.2.2 SCHEDULE B - INFEED CONVEYOR:

Check general condition
 Check tracking
 Check lint build-up on motors
 Check motor noise
 Check that emergency stops operate properly
 Check chain tensions
 Lubricate bearings

5.2.3 SCHEDULE C - 19/16 TUNNEL WASHER CLEAN:

Clean between frames
 Clean cladding
 Clean sight glasses
 Clean lint filter on reclaim tank
 Clean out reclaim tank
 Clean out bath exchange tank

i) DRIVE:

Check proximity switch position and distance
 Check support rollers for correct position
 Check guide rollers for correct position
 Check chain tension
 Check motor noise
 Clean filter on drive motor
 Check proper functioning of emergency stops
 Lubricate drive chain



ii) PUMPS:
Check motor noise
Check seal
Open to clean and lubricate

iii) DOUBLE DRUMS:
Check seals on inlet for leaks
Check seals on HZ 1 for leaks
Check seals on HZ 2 for leaks

iv) THERMOSTAT:
Check operation
Clean probe reclaim tank
Clean probe tank 1
Clean probe HZ1
Clean probe HZ2

v) LEVEL SWITCHES:
Check function in reclaim tank
Check function in tank 1

5.2.4 SCHEDULE D – PNEUMATICS ON TUNNEL WASHER INSTALLATIONS:

Remove water from water trap
Check pressure

5.2.5 SCHEDULE E - CONTROL PANEL:

Clean out filter under loading chute
Inspect all inputs and outputs
Inspect for any loose connections and tighten
Test programming for correctness and repair all programming according to the manufacturer's specification where required

5.2.6 SCHEDULE F - CHEMICAL SUPPLY LINES:

Check chlorine pipes for leaks
Check H2O2 pipe for leaks
Check sour pipes for leaks
Check detergent line to K1
Check detergent line to K6
Check detergent line to K4
Check correct lines to correct nipples

5.2.7 SCHEDULE G - WATER FLOW:

Check rotating gland for leaks
Open and clean rotating gland
Check dip level boxes, stand pipes and seals
Check dip level in wetting out zone
Check dip level in main wash zone
Check dip level in rinse zone
Check for lint in IDM
Check for lint in counter flow valve
Check for water spilling out of central drain pipe

5.2.8 SCHEDULE H – STEAM AND CONDENSATE RETICULATION:

Check for any steam and condensate leaks and repair accordingly
Check operation of steam trapping arrangement and rectify
Check for any water leaks and repair accordingly

- 5.2.9 SCHEDULE I - DETERGENT STATION:
Check correct operation of float switches
Clean tank filters
Check operation of water flushing systems
Strip detergent pumps and clean
Check all delivery lines for leaks
Clean pump motor air inlets
Clean out detergent tanks
Check level switches
Check dosing of chemicals
- 5.2.10 SCHEDULE J - PRESS:
Check press for correct operation
Check for oil leak and repair
Remove water from pneumatic line trap
Clean lint build up from motor air inlet
Remove dirt build up from moisture sensors
Check oil level and top up
Check position of sensors
Check operation of emergency stops
Grease all bearings
Change oil filters
Check pusher to bottom plate clearance
Re-align shaping basket properly
- 5.2.11 SCHEDULE K - SHUTTLE CONVEYOR:
Visual check for correct operation
Check tracking of belts
Lubricate lifting chains
Clean lint build up on motor air inlets
Check positions of sensors
Check lifting chain tensions
Check air gap settings on brake motors
Grease all bearings
- 5.2.12 SCHEDULE L - DRIERS 1-5:
Visual inspection of operation
Remove water from air traps and fill with oil
Check lint screens are clean
Clean lint build up from motor air inlets
Lubricate all roller chains
Grease all bearings
Check axial bearings for side pressure
Check all steam traps leaks
Clean drum and remove all air flow blockages
Inspect drum from inside
Check for any corrosion

MONTHLY MAINTENANCE SCHEDULES ON LOADING CONVEYORS, TUMBLE DRYERS, WASHING
5.3 MACHINES, WASHER EXTRACTORS, FOLDERS AND PRESSES

5.3.1 SCHEDULE A - LOADING CONVEYOR SYSTEM COMPLETE

- check electrical and controls for correct operation, loose connections and repair accordingly
- check condition of belt and dividers and clean properly
- check and adjust belt tracking
- check belt tension and adjust accordingly
- check for abnormal noise, vibration and play on all moving parts
- lubricate drive, idler rollers and tension roller
- check condition and alignment of V-belt drive and rectify accordingly
- check oil level in gearbox and add oil if required
- adjust tension on V-belt drives
- clean conveyor belt and all interior sections
- check operation of positioning switch for loading the conveyor
- Clean interior and exterior of machine with degreasing soap

5.3.2 SCHEDULE B - STEAM SUPPLY AND CONDENSATE RETURN

- check condition of steam and condensate lines and report to Department
- check for steam leaks and repair properly
- check operation of manual and automatic steam valves
- check operation of steam traps
- clean strainers and dirt screens
- check steam pressure
- check condition of thermal regulating diaphragm in drum condensate line and replace if required

5.3.3 SCHEDULE C - PNEUMATIC SYSTEM

- check condition of filter and clean
- drain water from water trap
- clean plastic container with kerosene or water
- renew diaphragm as required
- check oil level in lubricator
- adjust oil feed rate
- check and re-set air pressure
- check air lines for damage and leaks
- check operation of pneumatic actuators and controllers
- lubricate actuators where required

5.3.4 SCHEDULE D - DETERGENT DOSING TANK

- drain tank and clean with hot water
- check oil levels in dosing pumps and top up if necessary
- clean steam strainer
- check operation of solenoid valve
- check unit for steam leaks and repair accordingly
- check condition of thermal regulating diaphragm in tank condensate line and replace if required
- check operation of steam trap
- check steam lines, coil and connections for leaks
- check operation of agitator
- check operation of three way valve (fill, flush and dose)
- check thermostat operation and set point
- check condition of detergent delivery pipe
- check detergent delivery line for built-up of washing media residues and flush out if required

5.3.5 SCHEDULE E - ADDITIVE TANK

- drain tank and dosing cylinders and clean internally
- check condition of compressed air lines
- check air lines for leaks and repair
- check operation of 2/2 way valves, 3/2 way solenoid valves and non return valves
- check air pressure reducer setting and adjust if required
- check setting of dosage intervals and adjust accordingly

5.3.6 SCHEDULE F - STARCH TANK

drain and clean tank internally

check steam heating system as for detergent dosing tanks on systems designed for hot starch dosing
check operation of agitator
check operation of dosing pump and lubricate where required
check operation of three way valve
flush out starch delivery lines
check condition of delivery lines

5.3.7 SCHEDULE G - BELT TYPE CONVEYORS

lubricate conveyor drive and roller bearings
check oil level in gearbox of conveyor motor and top up if required
check condition of belt
check belt tracking and adjust if necessary
check belt tension and adjust if necessary
check and re-set operating sequences and interlocks
clean conveyor properly

5.3.8 SCHEDULE H - BATCH TYPE DRIER

clean all internal and external areas of the complete machine
clean the lint trap and lint bag
clean the round cooling orifices at front and rear
clean steam coil and its protective grille with either vacuum cleaner or compressed air gun whilst exhaust air fan is switch off
clean blower and drive motor fan guards and blower fan

clean drum drive chain, check and re-set chain tension and lubricate chain on completion of adjustment

check condition of drive shaft plumber blocks
lubricate plumber blocks
check condition of friction idler rollers and lubricate bearings
check condition and contact pressure of cross support friction rollers
lubricate cross support friction roller bearings
check oil level in gearbox of drive motors and top up
check condition of loading door slides
lubricate discharge shutter hinges
check air service unit, clean filter and bowls, drain water, add oil and set oil feed rate
check all pneumatic cylinders and lubricate cylinder rods and fulcrum pins
check steam and condensate lines for damage and leaks
check condition of all steam valves, condensate valves and steam trap
clean steam and condensate strainers
check condition of exhaust fan and drive
lubricate fan bearings
check condition of fan fresh air and exhaust air flaps and lubricate fulcrum pins
check and re-set heating thermostat
check operation of tilting unit and lubricate fulcrum pins
check and re-set operation sequences, interlocks and safety mechanisms

5.3.9 SCHEDULE I - COMPLETE WASHER SYSTEM

check tightness of all bolts, nuts and screws. Broken bolts shall be eased out or re-drilled and tapped
operate the washer system and visually check for –

- abnormal play on fulcrum pins
- abnormal vibration and noise

check structural members visually for signs of mechanical failure
log defects found on major components

hand washer system over to the operator and ensure that he is satisfied with the operation thereof

5.3.10 SCHEDULE J - WASHER/EXTRACTOR (LARGER THAN 50KG)

Note complaints from foreman and machine operator investigate and replace faulty minor parts during maintenance operation

Check and carry out of the required service maintenance to the external services connections hard and soft water connections, complete with strainers, steam connection valve, condensate isolating valve complete with steam traps strainers and sight glasses. Faulty steam traps shall be replaced

soap, alkali and bleach connections
compressed air
drainage piping
suds over-flow
electrical connections, feeder conductors and their terminations

Carry out the required inspections, tests and maintenance on the complete electrical system all lamps to instrumentation panel, all fuses and the replacement of incorrect sized fuses, electrical terminations to all control equipment, motors and control switches, all contractors, overload relays, timers, micro-, flow-, level- and cam switches, Transformer and rectifier systems

Clean wash-, drain-, low speed extraction and final speed extraction motors and carry out the required maintenance
Water, steam, compressed air, soap, alkali, bleach and drainage solenoid and/or motorized valves

check that all conductors are neatly secured in a good condition and not interfering with moving parts

Carry out the required inspections, tests and maintenance on the mechanical components of the machine

Check condition and operation of door assembly
Check condition of door seal and latch assemblies
lubricate door hinges and latch
check condition of inner and outer drum assemblies
check condition and operation of inner drum shaft assembly complete with main bearing, oil and water seals
Lubricate main bearing assembly
Check securing bolts to motors, fixing/mounting brackets
Check condition and operation of inner drum shaft assembly complete with main bearing, oil and water seals
Adjust top and bottom speed nuts to obtain recommended water levels
check condition of pulleys, bearings and jack shaft
lubricate jack shaft bearing assemblies
check and adjust tension on all V-belt drives
check condition and operation of complete clutch assembly and ensure that clutch is completely disengaged during low and final speed extraction
Check gear reducer assembly
Check condition and operation of complete brake assembly and adjust rod end and yoke
Check condition and set heating thermostat
Check condition of resilient dump valve seat
Check balance mechanism
check hydraulic vibration switch and centrifugal switch assemblies
check hydraulic cylinders on tilting machines
check condition of foundation bolts
Carry out the required inspections, tests and maintenance on the complete pneumatic system of the machine
Check air filter and bowl, drain water, check oil level of lubricator and set oil feed rate
Check all air lines for damage and air leaks
Check condition and operation of quick release valves, replace diaphragm and O-ring if necessary
Check condition and operation of all air valves
Check conditions and operation of all air cylinders and lubricate cylinder rods and fulcrum pins
Check condition of and adjust setting of pressure regular assembly. Replace diaphragm when required.
Remove clean-out plug to flush out collected sediment

Special attention must be given to the following settings of mechanical components and electrical control equipment

Tension to all drive belts, Clutch and brake adjustment

Balance speed (in a clockwise direction)

Water level for each cycle

Settings of all timers

Testing of all overload relay settings and the resetting if required

Checking if motor control sequence is correct, if not check required adjustments to timers

Checking of DC control voltage

Water temperature controllers

Check operation of micro-processor

Operate machine under full load condition with cover plates removed and visually check for

- abnormal vibration and noise
- abnormal operating sequence
- abnormal safety device operation
- steam, water, soap, alkali, bleach and compressed air leaks
- damaged or worn hoses
- Log defects found on major components
- Clean machine internally and externally

Check tightness of all bolts, nuts and screws. Broken bolts shall be eased out or re-drilled and tapered with machine in stationary position, check all structural members visually for any signs of failure e.g. formation of cracks, deformation, rust etc.,

On completion of service, hand machine over to the operator and ensure that he/she is satisfied with the operation thereof.

5.3.11 SCHEDULE K - WASHER/EXTRACTOR (50KG AND SMALLER)

Note complaints from foreman and machine operator, investigate and replace faulty minor parts during maintenance operation

Check and carry out of the required service maintenance to the external services connections

- cold and hot water connections, complete with strainers
- steam connection valve, condensate isolating valve complete with steam traps strainers and sight glasses. Faulty steam traps shall be replaced
- drainage piping
- suds over flow
- electrical connection's, feeder conductors and their terminations

Carry out the required inspections, tests and maintenance on the complete electrical system

- all lamps to instrumentation panel
- all fuses and the replacement of incorrect sized fuses
- electrical terminations to all control equipment, motors and control switches
- all contactors, overload relays, timers, micro-, flow-, level- and cam switches
- transformer and rectifier systems
- clean wash-, drain-, low speed extraction and final speed extraction

motors and carry out the required maintenance

- water, steam and drainage solenoid and/or motorized valves
- check that all conductors are neatly secured, in a good condition and not interfering with moving parts

Carry out the required inspections, tests and maintenance on the mechanical components of the machine

- door assembly
- door seal and latch assemblies
- inner and outer drum assemblies
- inner drum shaft assembly complete with bearings, oil and water seals
- securing bolts to motors, fixing/mounting brackets
- pulleys, bearings and jack shaft
- all drive belts
- complete clutch assembly
- complete brake assembly
- gearbox
- balance mechanism
- vibration absorbers
- check condition of foundation bolts

Special attention must be given to the following settings of mechanical components and electrical control equipment

- tension to all drive belts
- clutch and brake adjustment
- balance speed (in a clockwise direction)
- water level for each cycle
- settings of all timers
- testing of all overload relay settings and the resetting if required
- checking if motor control sequence is correct, if not check required adjustments to timers
- checking of DC control voltage
- water temperature controllers

Operate machine under full load condition with cover plates removed and visually check for:

- abnormal vibration and noise
- abnormal operating sequence
- abnormal safety device operation
- steam and water leaks
- damaged or worn hoses
- Log defects found on major components
- Clean machine internally and externally
- Check tightness of all bolts, nuts and screws. Broken bolts shall be eased out or re-drilled and tapped.
- With machine in stationary position, check all structural members visually for any signs of failure, e.g. formation of cracks, deformation, rust etc.,
- On completion of service, hand machine over to the operator and ensure that he is satisfied with the operation thereof.

5.3.12 SCHEDULE L - STEAM HEATED IRONING MACHINE

- Note complaints from foreman and machine operator investigate and replace faulty minor parts during maintenance operation
- Check and carry out of the required service maintenance to the external services connections
- i) STEAM AND CONDENSATE CONNECTION
 - main steam valve, condensate isolating valve and flanges
 - all steam traps, sight glasses and air vents
 - check for even distribution of heat by using a contact thermometer
 - log operating steam pressure
- ii) PNEUMATIC SYSTEM
 - filter/regulator and lubricator, reducing valve micro cylinder, 3 way valves, pneumatic switch and push button
 - plastic piping in special channels and clamping connections to air cylinders and security pawls of the brake cylinder
 - check operating air pressure
- iii) ELECTRICAL
 - check condition of main power feed conductors
 - check terminations of conductors onto main switch

Inspect and carry out the required maintenance and/or replacement if necessary of the coating materials

- roll guide tapes
- feed ribbons
- melton sheets

Carry out the required inspections, tests and maintenance on the complete electrical system

- checking all lamps to instrumentation and push buttons
- check and clean all electrical terminations to control equipment and motors
- check all fuses and confirm that correct fuses are still installed, replace if required
- check all contractors and test overload relays and verify correct overload settings
- clean all fan, brake and drive motor and carry out the normal maintenance on these motors

Carry out the required inspections and maintenance on the mechanical components of the machine

- joints to exhaust ducting
- all roller bearings
- interconnecting drive shaft flexible couplings to gearboxes
- brake assembly and brake linings
- slip clutch
- V-belt gater
- Belt speed variator
- Tape tensioning device
- Speedometer and driving cable
- Feed bands guide
- Feed bands plates and adjust if required
- Driving gears
- Gearboxes

Check condition of fixing bolts

Carry out the required adjustment

- clutch at minimum and maximum speeds
- brake directly after above
- tension and adjust V belts from drive pulley to clutch pulley
- fan suction settings
- raising and lowering of roll pawls engage and disengage
- speed control – check maximum speed
- finger guard steps
- correct tensioning of feed and drive belts
- mid position of tape tensioning devices

The lubrication to –

- roll drive gearboxes
- check air service unit, oil level and set drip
- large open gears
- grease to
- lifting assembly
- rear bearing on intermediate shaft
- bearings on feed roll

With ironer in stationary position check all structural members visually for any signs of mechanical failure

Check tightness of all bolts, nuts and screws. Broken or damaged bolts shall be replaced, eased out or re-drilled and tapped

Clean ironer internally and externally

Operate ironer with cover plates removed and check for –

- abnormal vibration and noise
- abnormal play on moving parts
- abnormal operating sequences
- abnormal safety device operation
- Log defects found on major components
- Hand machine over to the operator and ensure that he is satisfied with the operation thereof.

5.3.13 SCHEDULE M - FOLDING MACHINES

Note complaints from foreman and machine operator, investigate and replace faulty minor parts during maintenance operation

Check and carry out the required service maintenance on the electrical feeder conductors and their terminations on the control equipment and motors

Carry out the required inspections, tests and maintenance on the complete electrical system

- all lamps to pilot lights
- all fuses and circuit breakers and replacement of incorrect sized fuses
- electrical terminations to all control equipment, photo cells, drives, brake motor (on cross folders) and measuring wheels
- all contactors, overload and sensing relays, timers and photo cells and solenoid valves
- clean photo cells and reflectors and check alignment
- clean drive, motor fan covers and brake motors and carry out the required maintenance and adjustments
- ensure that conductors between components are in a good condition, properly secured and out of the way of moving parts

Carry out the required inspections and maintenance on the mechanical components of the machine

- check condition of all roller and sleeve bearings
- drive chains and flexible couplings to gearboxes
- brake assembly including brake pads, electromagnet housing and coil and the automatic adjustment unit. Repairs, if required, shall be carried out strictly in accordance with the manufacturer's recommendations
- belt tensioning devices
- check condition of all belts and belt tracking, adjust belt guides and replace tracking tape where necessary
- remove ironer tapes from all rollers
- check for abnormal noise, vibration and play on all moving parts
- check adjustments of pinch rollers and condition of roller covering
- check chain drives and adjust tensions
- check settings and adjust positions of folds if necessary
- check tightness of fixing bolts, nuts and screws. Broken bolts shall be eased out or re-drilled and tapped
- lubricate all bearings, chain drives and fulcrum pins

Carry out the required inspections and maintenance on the pneumatic components of the machine

- drain condensate at service unit
- check air filter and replace if necessary
- add oil to lubricator and set oil feed rate
- check air lines for damage and leaks. Repair where required
- check operation of pneumatic timers, valves, relays and cylinders
- check and reset air operating pressure
- check operating of air blast tubes, clean and adjust if required

Check all moving parts for distortion or mechanical damage

Operate machine with cover plates removed and check for –

- abnormal vibration and noise
- abnormal play on moving parts
- abnormal operating sequences
- abnormal safety device operation

Clean machine internally and externally

Log defects found on major components

Hand machine over to operator and ensure that he is satisfied with the operation thereof

5.3.14 SCHEDULE N - CROSS FOLDING AND STACKING MACHINES

Note complaints from foreman and machine operator, investigate and replace faulty minor parts during maintenance operation

Check and carry out the required service maintenance on the electrical feeder conductors and their terminations on the control equipment and motors

Carry out the required inspections, tests and maintenance on the complete electrical system

- all lamps to pilot lights
- all fuses and circuit breakers and replacement of incorrect sized fuses
- electrical terminations to all control equipment, photo cells, drives, brake motor, transformer and micro switches
- all contactors, overload and sensing relays, timers and photo cells and solenoid valves
- Clean photo cells and reflectors and check alignment
- Clean drive and motor fan covers and brake motors and carry out the required maintenance and adjustments
- Ensure that conductors between components are in a good condition, properly secured and out of the way of moving parts

Carry out the required inspections and maintenance on the mechanical components of the machine

- check condition of all roller and sleeve bearings
- drive chains and flexible couplings to gearboxes
- check condition and operation of fold blade assemblies
- check and re-set adjustments on blade strike plates
- brake assembly including brake pads, electromagnet housing and coil and the automatic adjustment unit. Repairs, if required, shall be carried out strictly in accordance with the manufacturer's recommendations
-
- adjust or replace defective fold blade micro switches
- check condition and adjust position of rubber buffer
- belt tensioning devices
-
- check condition of all belts tracking, adjust belt guides and replace tracking tape where necessary
-
- check condition and operation of swing arm assemblies
- adjust or replace defective swing arm micro switches
- check swing arm operating pressure
- check condition and operation of by pass (straightening) plates and replace nylon bearings if required
-
- check for abnormal noise, vibration and play on all moving parts
- check condition of roller covering
- check chain drives and adjust tensions
- check tightness of fixing bolts, nuts and screws. Broken bolts shall be eased out or re-drilled and tapped
- lubricate all bearings, chain drives gear wheels and racks

Carry out the required inspections and maintenance on the pneumatic components of the machine

- drain condensate at service unit
- check air filter and replace if necessary
- add oil to lubricator and set oil feed rate
- check air lines for damage and leaks. Repair where required
- check operation of pneumatic timers, valves, relays and cylinders
- lubricate cylinder rods and fulcrum pins
- check and re-set air operating pressure

Check all moving parts for distortion or mechanical damage

Operate machine with cover plates removed and check for –

- abnormal vibration and noise
- abnormal play on moving parts
- abnormal operating sequences
- abnormal safety device operation

Clean machine internally and externally

Log defects found on major components

Hand machine over to operator and ensure that he is satisfied with the operation thereof

5.3.15 SCHEDULE O - STEAM HEATED TUMBLE DRIERS (capacity above 25kg)

Note complaints from foreman and machine operator, investigate and replace faulty minor parts during maintenance operation

Check and carry out of the required service maintenance to the external service connections:

STEAM AND CONDENSATE CONNECTIONS

Check condition of main steam valve, condensate isolating valve, unions and flanges

check condition of all steam traps, sight glasses, strainers and air vents. Strainers shall be removed and cleaned

Log steam pressure

SCHEDULE P - COMPRESSED AIR (for machines equipped with pneumatic actuator, controls etc.,)

5.3.16

Check condition of incoming air line and isolating valve

i) EXHAUST AIR DUCT

Check main connection of ducting to machine as well as the condition of the exhaust air dust

ii) ELECTRICAL

Check main power feed conductors

Check terminations of conductors on to machine's main switch

Carry out the required inspections, test and maintenance on the complete electrical

- Check all lamps to instrumentation panel
- Check electrical terminations to control equipment and motors
- Check all contactors, overload relays and timers and verify correct settings of overload relays
- Check micro switches for door, vacuum switch and lint drawer flap switch
- Clean drive and fan motors and carry out the required maintenance

- Check and ensure that the conductors are neatly secured and out of the way of the moving parts
- Check all fuses and replace incorrectly sized fuses

Carry out the required inspections and maintenance on the mechanical components of the machine

- Check door assembly
- Check door seal and catch/latch assembly
- Check lint drawer assembly
- Clean lint screens
- Clean steam coils and protective grilles with either vacuum cleaner or compressed air gun whilst exhaust air fans are switched off
- Check inner drum complete with cantilever drum drive shaft bearing assembly
- Lubricate inner drum bearings
- Check condition of gearbox
- Check gearbox oil level and top up if required
- Check condition of V-belt drive and adjust tension
- Check operation and condition of fluid drive and oil level

Check operation and condition of automatic steam valve and control thermostat

- Check condition of steam coils and gaskets
- Check condition of internal steam and condensate piping and fittings and repair all leaks
- Check condition of steam valves, condensate valves and steam traps
- Clean steam and condensate strainers
- Check condition of exhaust fans and drives
- Lubricate fan bearings
- Check condition of fresh air and exhaust air flaps and lubricate fulcrum pins

For machines equipped with pneumatic systems:

Carry out the required maintenance on service unit

Check air lines for mechanical damage and leaks

Lubricate cylinder rods and fulcrum pins

Operate drier with cover plates removed and check for:

- Abnormal play on fulcrum pins and sleeve bearings
- Abnormal vibration and noise
- Abnormal operating sequences
- Abnormal safety device operation

Check tightness of all bolts, nuts and screws. Broken bolts shall be eased out or re-drilled and tapped.

Check structural members visually for signs of mechanical failure.

Clean machine internally and externally and replace cover plates.

Log defects found on major components

Hand machine over to the operator and ensure that he is satisfied with the operation thereof.

5.3.17 SCHEDULE Q - TWIN ROTARY PRESSES

Note complaints from foreman and machine operator, investigate and replace faulty minor parts during maintenance operation.

Remove all cover plates to allow visual inspection of internal components.

Operate press without heating after cover plates have been removed and visually check for:

- Abnormal play on fulcrum pins
- Abnormal vibration and noise
- Abnormal rotation speed of bucks
- Abnormal shocks at end of rotation
- Abnormal operating sequence
- Air and steam leaks
- Abnormal safety device operation on the buck movement

Replace faulty minor parts found under item 5.18.3 and make adjustments to incorrect operating prime movers, interlocks, safety mechanisms, automatic controls and timers

With press in stationary position check all structural members visually for any signs of mechanical failure.

Check tightness of all bolts, nuts and screws. Broken bolts shall be eased out or re-drilled and tapped.

Check and replace if necessary the padding material on bucks

Check index rods, buck pressure shaft and main cylinder ram for excessive play and lubricate

Lubricate fulcrum pins

Check condition of bearings on oscillating arm and lubricate if provided with grease nipples

Check condition of water, steam, condensate and compressed air piping and hoses. Replace damaged piping and hoses.

Check condition of air service unit, replace filter if required, drain water, add lubricant and adjust lubricant feed rate.

Clean steam strainer and check operation of steam trap. Replace trap if found faulty.

Clean machine internally and externally and replace covers.

Log defects found on major components

Hand machine over to operator and ensure that he is satisfied with the operation thereof.

5.4 MAINTENANCE ON SPECIFIC COMPONENTS

Maintenance on components listed below shall be carried out as follows:

5.4.1 ROLLER BEARINGS

- a) Check for any excessive bearing vibration, noise and temperature. The normal operating temperature should be 70°C. Should excessive vibration be present, check for external factor, which may be the cause of the vibration such as the misalignment or out of balance rotating parts and condition of mountings.
- b) Defective bearings shall be replaced.
Should excessive noise be present the bearing shall be removed, washed out in clean spirit and checked for damage. Undamaged bearings shall be re-packed with grease and re-fitted. Damaged bearings shall be replaced.
- c) Should bearings run at excessive temperatures, check for over greasing, incorrect assembly, misalignment, excessive belt pull, excessive end thrust and position of bearing on shaft. Excessive loads on the bearing shall be reduced.
- d) Bearing housings fitted with grease nipples shall be greased
- e) Plummer block housings with no provision for lubrication shall be greased by removal of the housing cap. Alternatively the housing shall be drilled and tapped to take a grease nipple.
- f)

NOTE

Unless bearing failure is expected, bearings shall not be removed for detail inspections during normal inspection services. Bearings in difficult accessible positions within enclosed assemblies such as gearboxes shall not be inspected individually unless the assembly is stripped for scheduled maintenance or repairs.

5.4.2 SLEEVE BEARINGS

- a) Check for excessive bearing vibration, noise and play
- b) Lubricate bearing. If oil wells are fitted check oil level and top up

5.4.3 ELECTRIC MOTORS

- a) Carry out the required inspections on bearings
- b) Ensure that motor is not overheating. The maximum permitted temperature for class B insulation is 120°C and for class F insulation 140°C as measured by increase in stator winding resistance.
- c) Compare measure full load current with nameplate value when supplied at rated volts and frequency
- d) Check that terminal connections are clean and tight and that motor is soundly earthed. Ensure that the plastic terminal base is clean and undamaged.
- e) Ensure free unobstructed ventilation. Examine cooler tubes if the motor is of the closed air circuit air (CACA) type.
- f) Check that motor is free from dirt, oil, chemical or any contaminant that can be detrimental to the satisfactory operation
- g) Remove drain plugs and re-fit after draining any condensate
- i) For slip ring motors, in addition to the above:
 - i) Open slip ring inspection cover and check absence of sparking between brush and slip ring when the motor is operating on full load
With the motor isolated from the supply, ensure that the slip rings are not worn, grooved or pitted in any way
 - ii) Examine the brushes for wear, grooving or pitting etc., and for freedom of movement in their holders
 - iii) Unless the motor is fitted with constant pressure type brushes, check brush pressures using a spring balance. The pressure should be in the order of 750 kPa.
 - iv) Ensure that the slip rings, brush holders and their enclosure is clean and free from any accumulation of carbon dust

5.4. GEARBOXES (including geared motors)

- a) Check for any excessive vibration, noise and temperature.
- b) Check for possible overloads or excessive shock loads on gearbox.
- c) Check oil level and ensure that housing is accurately filled with lubricant to the specified level
- d) Grease oil seals on units equipped with grease nipples
- e) Check for blockages in breather lines. Clean breather in a solvent.

- f) Check grade of oil and oil condition. Oxidized, dirty or oil with a high sludge content shall be drained and replaced with the correct grade as specified by the manufacturer. Clean oil filter.
On forced feed systems ensure that oil pump is functioning. Check that oil passages are clear and permit free flow of lubricant. Inspect oil line pressure regulators, nozzles and filters to be sure they are free of obstructions. Ensure that pump is not sucking air.
- g) Check for oil leaks
- h) Replace worn oil seals. Check condition of shaft under seal and polish if necessary
- i) Adjust or replace stuffing box packing. Tighten packing gradually to break in. Check condition of shaft and polish if necessary.
- ii) Reduce excessive flow of force feed lubricant to bearing by adjusting orifices and/or Tighten cap screws or bolts. If not entire effective, remove housing cover and caps, clean mating surfaces and apply new sealing compound and reassemble
- iii) Check for excessive play between drive and driven shafts
- iv) Clean gearbox externally
- v) Check housing for signs of mechanical failure

NOTE

Should it be necessary to remove the housing cover in order to repair an oil leak, the complete gearbox shall thoroughly inspected as required for the scheduled maintenance.

5.4.5 PUMPS

The following pumps shall be included where applicable:

- a) Detergent dosing pumps
- b) Bleach dosing pumps
- c) Alkali dosing pumps
- d) Drain pumps on washers where fitted
- e) Wash water pumps on tunnel washers
- f) Volume and pressure pumps on membrane presses

MAINTENANCE REQUIREMENTS

- a) Check pumps for leaks
- b) Check bearing temperatures
- c) Check pump for excessive noise and vibration
- d) Check and adjust glands as necessary to maintain slight leakage
- e) Check oil level and top up if required
- f) Check pump coupling pins and bushes for wear
- g) Clean pump suction strainers
- h) Check condition of flexible suction and delivery connections

- i) Clean pump and pump base

5.5 ANNUAL SERVICE CHECK LIST

5.5.1 ROLLER BEARINGS

Wash out old grease with white spirit and examine bearing and bearing housing. Replace rough bearings. Re-grease sound bearings with the manufacturer's recommended lubricant.

NOTE

Re-lubrication of small bearings, particularly deep groove ball bearings, fitted with shields or seals are not required. These bearings shall however be thoroughly examined during the scheduled maintenance service.

5.5.2 SLEEVE BEARINGS

Replace oil in oil wells and/or sumps

5.5.3 ELECTRIC MOTORS (Fractional kW motors excluded)

- a) Strip the motor down completely, removing rotor from stator.
Blow out the stator, rotor, terminal box and fan cowl with an air jet to remove any internal dust etc. If contaminated with oil or grease, etc., wash with a recommended detergent.
- b)
- c) Carry out the required maintenance on bearings as specified in paragraphs 5.20.1 and 5.20.2

Measure winding insulation resistance using a 500 volt megger. If the reading is low, or if there is evidence of damp present (corrosion etc.) then consideration should be given to fitting motor heaters or at least, to giving the winding a double impregnation and baking.
- d) If oil seals are fitted, these shall be replaced, taking extreme care not to damage the lip of the seal
- e) when fitting.
- f) Re-assemble and ensure free rotation of the shaft.
- g) For slipping motors, in addition to the above –

If the slip rings are grooved or pitted etc., skim the rings in a lathe, true to the bearing settings on the shaft. Finish with a polished surface.
- ii) If the brushes are little worn and in a good condition, simply ensure freedom of movement in their holders and replace the brushes in exactly the same position from which they were removed.

If new brushes are necessary, these shall be fitted such that they move freely in their holders and are
- iii) bedded in after the motor has been re-assembled.
- iv) Adjust the brush pressures to approximately 750 kPa using a spring balance.
- h) Log details of inspections, replacements and repairs as well as parts recommended for replacement.

5.5.4 GEARBOXES (including geared motors)

- a) Remove housing cover and caps
Check for misalignment of gears. The contact pattern on teeth must be over approximately 75% of
- c) face, preferably in the center area.
- d) Check condition of teeth
- e) Check backlash and adjust to the manufacturers requirements
- f) Check that all shafts spin freely when disconnected
- g) Disconnect couplings and check alignment. Re-align as required.
Check lateral float on coupling. Adjust spacing between drive motor to eliminate end pressure on
- h) shaft or arrange for the replacement of the flexible coupling with a type allowing the required lateral float.
- j) Drain oil and replace with the correct grade oil as recommended by the gear manufacturer.
- k) Log details of inspections, replacements and repairs as well as parts recommended for replacement.

5.5.5 PUMPS

- a) Strip pump completely
- b) Check condition of impeller(s) or diaphragm
- c) Carry out the required inspections on bearings as listed in paragraphs 5.20.1 and 5.20.2
- d) Examine gland and renew packing if required
- e) Examine condition of mechanical seals
- f) Check coupling alignment
Re-assemble pump and ensure that mating surfaces are cleaned properly and provided with a
- g) durable sealing compound
- h) Replace lubricant with a grade as recommended by the pump manufacturer.
- i) Log details of inspections, replacements and repairs as well as parts recommended for replacement.

5,6 AIR COMPRESSORS

5.6.1 MINOR SERVICE – SCHEDULE A:

- Check all compressors for any defects.
- Check and record relevant information, e.g. pressures, temperatures, etc. on compressors.
- Check air filter pressure differential gauges.
- Check HP and LP supply pressures.
- Check oil levels and check for any leaks and repair.
- Check oil levels and top up.
- Check air intake filters and clean properly.
- Check oil separator.
- Check general condition of compressors.
- Replace medical airline filters if needed.
- Clean complete unit properly

5.6.2 MAJOR SERVICE – SCHEDULE B:

The following work must be done and only original parts to be used:

- Change oil filter
- Change air filter
- Change separator filter
- Change oil
- Clean separator oil return line
- Change hydraulic pipe from air end to separator tank
- Change blow down solenoid kit
- Change minimum pressure valve kit
- Change suction head kit
- Check and inspect all safety systems (high temperature, overload)
- Grease motor bearings
- Change V belts and inspect pulleys (drive and non-drive)
- Clean outside of vacuum pumps, motors, coolers, fans and electrical panel
- Start compressors and check amps and volts reading on load and full load
- Change inline filters

MAINTENANCE, SERVICE, REPAIR AND REPLACEMENT OF BOILER SYSTEMS, STEAM AND HOT WATER INSTALLATIONS, AUTOCLAVES, KITCHEN EQUIPMENT AND LAUNDRY EQUIPMENT AT VARIOUS INSTITUTIONS IN THE FREE STATE PROVINCE HEALTH DEPARTMENT. PERIOD: DATE OF SIGNING OF CONTRACT FOR THREE YEARS

Part T6.1 Scope of Work - Autoclave Installations

1 SCOPE OF CONTRACT

This contract calls for the price rates for the maintenance, service, repair and replacement of Autoclave
1,1 Installations. It also calls for the Statutory Inspections and Hydraulic test of the autoclaves and a 24 hour 7 days a week standby duty as per attached list.

The contractor shall carry out Major service (Schedule A), Minor Service (Schedule B), and repairs. The
1,2 contractor shall maintain the autoclave in this condition through minor services. The scope will include all auxiliary equipment such as water treatment units, electrode boilers and steam generators as listed.

An unconditional guarantee period of 3 Months after a service shall be enforced and no charge for calls shall
1,3 be levied during these two weeks provided the call is a direct result of a fault occurring on the unit serviced.

The contractor's servicing shall include testing, adjusting and rectifying of faults, as well as the cleaning of the
1,9 plant room.

If breakdowns of the autoclaves do occur as a result of negligence on the part of the contractor, the
1,1 Contractor at his own expense shall repair the autoclave.

All servicing and repairs on the equipment as well as scheduled preparation of autoclaves for inspections shall
1,11 be carried out in such a manner to ensure that the requirements of the occupational Health and Safety Act (Act 85 of 1993) and any amendments to it is adhered to:

1,12 Attend meetings with the Department

1,13 Submit written reports to the Department.

MAINTENANCE, SERVICE, REPAIR AND REPLACEMENT OF BOILER SYSTEMS, STEAM AND HOT WATER INSTALLATIONS, AUTOCLAVES, KITCHEN EQUIPMENT AND LAUNDRY EQUIPMENT AT VARIOUS INSTITUTIONS IN THE FREE STATE PROVINCE HEALTH DEPARTMENT. PERIOD: DATE OF SIGNING OF CONTRACT FOR THREE YEARS

Part T6.2 Technical Specification - Autoclave Installations

1,1 The successful Tenderer shall be required to maintain the complete installation and equipment in a proper and safe operating condition, to clean, adjust and lubricate the equipment as required in terms of the Contract, repair or replace all electrical and mechanical part as necessary due to wear and tear.

1,2 This includes, but is not limited to the following:

- 1.2.1 Examine the system in accordance with any applicable regulation framed under the Occupational Health and Safety Act 85 of 1993.
- 1.2.2 Properly maintain, adjust and keep the installation and equipment in a safe and proper operating condition at all times.
- 1.2.3 Repair/replace all parts of the installation which may become necessary for the proper use and/or operation of the installation.
- 1.2.4 Examine, adjust and lubricate the complete installation, supply of all lubricants, replacement parts and the cleaning of material as required for proper maintenance of the equipment.
- 1.2.5 Any malfunction or defect occurring within a period of 1 month after any service or repair being executed will be for the account of the Contractor.
- 1.2.6 Examine, periodically and when necessary, all devices and perform any statutory safety tests at or before the expiring of the required intervals.
- 1.2.7 Complete the services, maintenance or repair action report, which shall be submitted with invoice(s)
- 1.2.8 Proof of an effective sterilization process by the equipment.

2 SCHEDULES OF SERVICE OPERATIONS

2,1 SCHEDULE A - SERVICING TASKS TO BE CARRIED OUT ON MAJOR SERVICE

The following list of spares must be replaced and form part of the price to service each autoclave.

- a) Bacterial filter
- b) Air in solenoids kits
- c) All non return kits
- d) Steam to chamber valve kits
- e) Gasket exhaust valve kit
- f) Exhaust valve kit
- g) Steam to gasket valve kit
- h) All steam trap kits
- i) Door gasket
- j) Recorder ink pens
- k) Jacket control steam solenoid valve kits (all)
- l) Reducing valve diaphragm, ball and seat
- m) Oil in compressors where applicable

2.1.1 MECHANICAL COMPONENTS

- 2.1.1.1 Open all mechanical control valves, check seats and replace discs. Repack and replace spindles and springs if necessary
- 2.1.1.2 Examine all unions, pipes, connections and fittings for leaks and tightness, repair where necessary
- 2.1.1.3 Open and clean out all strainers
- 2.1.1.4 Open all steam traps and replace elements and seats
- 2.1.1.5 Open glands on vacuum pump, repack
- 2.1.1.6 Check all reducing valves for accuracy, adjust and replace diaphragms, ball and seat
- 2.1.1.7 Examine water tank and condensers for corrosion, replace if necessary
- 2.1.1.8 Change oil in compressor, check oil level
- 2.1.1.9 Check conditions of all V-belts and pulleys, adjust or replace if necessary
- 2.1.1.10 Clean and lubricate all mechanical moving parts on machine
- 2.1.1.11 Replace bacteria air filters
- 2.1.1.12 Open all non-return valves and replace seats if necessary
- 2.1.1.13 Check all safety valves for correct operation, adjust or replace if necessary
- 2.1.1.14 Blow out all pipes to gauges, pressure and vacuum switches
- 2.1.1.15 Visually check chamber for cracks

2.1.2 DOOR

- 2.1.2.1 Replace chamber door seal
- 2.1.2.2 Test door locking mechanism (Examine ratchet set, replace
- 2.1.2.3 Lubricate nose-piece and spindle, report to this Department if threads are worn and not safe
- 2.1.2.4 Check wearing strips and fingers, report to this Department if replacement needed
- 2.1.2.5 Test clutch on sliding door, adjust or repair if necessary
- 2.1.2.6 Check chains and hinges if fitted, repair or replace if necessary
- 2.1.2.7 Visually check door for cracks
- 2.1.2.8 Visually check safety flap operation where fitted

2.1.3 ELECTRICAL

- 2.1.3.1 Check all limit switches, adjust where necessary
- 2.1.3.2 Test pressure and vacuum switches for correct functioning, adjust or replace if necessary
- 2.1.3.3 Check all timer and overload units for correct setting, adjust if necessary
- 2.1.3.4 Check all indication lights, replace if necessary
- 2.1.3.5 Check fixing screws on all electrical components, repair if necessary
- 2.1.3.6 Examine all electrical connections, contacts in control box where possible
- 2.1.3.7 Open solenoid valves, clean and examine seats

2.1.4 INSTRUMENTS

- 2.1.4.1 Check all pressure and vacuum gauges and contact thermometers, adjust or replace if necessary
Check temperature recorded, if faulty obtain an order number from this Department for repairs or replacement
- 2.1.4.2
- 2.1.4.3 Replace pen and ink

2.1.5 ELECTRODE BOILER, STEAM GENERATOR AND WATER CONSERVATION DEVICE

2.1.5.1 Check float level device, repair or replace if necessary

2.1.5.2 Blow down sequence

2.1.5.3 Remove and examine elements and replace if necessary, clean when necessary

2.1.6 TESTING

2.1.6.1 Test machine through manual cycle as applicable to each machine

2.1.6.2 Test machine through automatic cycle as applicable to each machine

2.1.6.3 Do "A TEST" test with a Bowie Dick tape or sheet under the supervision of hospital authority

2.1.6.4 Check temperature recorder charts for correct operation of autoclave

All parts removed or replaced from any autoclaves must be handed over to the Representative of the

2.1.6.5 Department of Health: Infrastructure Unit on site when the service report is presented for signature. This must be noted on the reports.

The Representative of the Department of Health: Infrastructure Unit on site and the Sister in charge must sign the worksheet certifying that the test have been satisfactorily carried out in their presence. Failure to have this

2.1.6.6 certification will result in non-payment of the invoice. Retesting will require a new worksheet.

2.2 SCHEDULE B – SERVICING TASKS TO BE CARRIED OUT BY MINOR SERVICE

The following list of spares must be replaced and form part of the price to service each autoclave.

- a) All non-return kits
- b) Steam to chamber valve kit
- c) Gasket exhaust valve kit
- d) Steam to gasket valve kit
- e) Door gasket
- f) Recorder ink pen kits
- g) Filter sock

2.2.1 MECHANICAL COMPONENTS

2.2.1.1 Open all mechanical control valves, seats and discs, spindles and springs, replace if necessary

2.2.1.2 Examine all unions, pipes, connections and fittings for leaks and tightness. Repair where necessary

2.2.1.3 Open and clean out all strainers

2.2.1.4 Check all steam traps, clean out

2.2.1.5 Check glands on vacuum pumps, repack if necessary

2.2.1.6 Check all reducing valves for accuracy, adjust if necessary

2.2.1.7 Examine water tank and condensers for corrosion, replace if necessary

2.2.1.8 Check oil level in compressor, top up

2.2.1.9 Check conditions of v-belts and pulleys, adjust or replace if necessary

2.2.1.10 Clean and lubricate all mechanical moving parts on machine

2.2.1.11 Check bacteria air filters and replace sock

2.2.1.12 Replace all non return valve kits

2.2.1.13 Check all safety valves for correct operation, adjust or replace if necessary

2.2.1.14 Check chamber visually for cracks

2.2.2 DOOR

2.2.2.1 Replace chamber door seal

2.2.2.2 Test door locking mechanism

2.2.2.3 Check nose piece and spindle, report to Department if threads are worn and not safe

2.2.2.4 Check wearing strips and fingers, report to Department if replacement is needed

2.2.2.5 Test clutch on sliding door, adjust or repair if necessary

2.2.2.6 Check door visually for cracks

2.2.2.7 Check operation of safety flaps if fitted

2.2.3 ELECTRICAL

2.2.3.1 Check all limit switches, adjust where necessary

2.2.3.2 Check pressure and vacuum switches for correct functioning, adjust or replace if necessary

2.2.3.3 Check all timer and overload units for correct settings, adjust if necessary

2.2.3.4 Check all indication lights, replace if necessary

2.2.3.5 Check fixing screws on all electrical components, repair if necessary

2.2.3.6 Examine all electrical connections, contacts in control box where possible

2.2.3.7 Check solenoid valves, for correct functioning

2.2.4 INSTRUMENTS

2.2.4.1 Check all pressure and vacuum gauges and contact thermometers, adjust or replace if necessary

2.2.4.2 Check temperature recorder, if faulty obtain an order number from this Department for repairs or replacement.

2.2.4.3 Replace pen and ink

2.2.5 ELECTRODE BOILER, STEAM GENERATOR AND WATER CONSERVATION DEVICE

2.2.5.1 Check float level device, repair or replace if necessary

2.2.5.2 Blow down sequence

2.2.5.3 Test and examine elements and replace if necessary, clean when necessary

2,3 TESTING

2.3.1 Test machine through manual cycle as applicable to each machine

2.3.2 Test machine through automatic cycle as applicable to each machine

2.3.3 Do "A TEST" test with a Bowie Dick tape or sheet under the supervision of hospitals authority

Check records of each machine on every visit to the Works. Failure by the Institution to provide this information must be reported immediately to the Representative of Department of Health: Infrastructure Unit

2.3.4

2,4 COOLING TOWERS

2.4.1 Check pumps for operation

2.4.2 Clean out all strainers on water lines

2.4.3 Clean out sump of cooling towers

2.4.4 Clean sump filter of towers

2.4.5 Check water float valve for correctness

2.4.6 Check fans for operation and condition

2.4.7 Check spray nozzles for operation and blockages

2.4.8 Check and clean cooling coil fins

Section T3.1: Functionality Criteria

The bidders will be assessed for the functionality as set out below. Failure to comply with the below mentioned requirements will lead to points being forfeited. Bidders scoring less than the minimum score of 70 points out of 100 points for the functionality will automatically be disqualified.

a) Technical Evaluation (Functionality)

The technical criteria and maximum score in respect of each of criteria shall be as follows:

Criteria	Points	
Functionality Criteria	allocation for sub criteria	Weighting Factor:
<p>1. COMPANY EXPERIENCE Demonstrate company experience of tendering entity with respect to relevant projects.</p> <p>Bidder must provide appointment letters or purchase orders (on client's letterhead) and corresponding completion reference letter or completion certificate, not older than 5 years in the field.</p> <p>NB! Points will not be allocated for non-corresponding documents.</p> <ul style="list-style-type: none"> • Five (5) appointment letters or Purchasing Orders with 5 Corresponding Completion Certificates or completion reference letters in medical gas system or equipment = (40 points) • Four (4) appointment letters or Purchasing Orders with 4 Corresponding Completion Certificates or completion reference letters in medical gas system or equipment = (32 points) • Three (3) appointment letters or Purchasing Orders with 3 Corresponding Completion Certificates or completion reference letters in medical gas system or equipment = (24 points) • Two (2) appointment letters or Purchasing Orders with the 2 Corresponding Completion Certificates or completion reference letters in medical gas system or equipment = (16 points) • One (1) appointment letters or Purchasing Orders with 1 Corresponding Completion Certificates or completion reference letters in medical gas system or equipment = (8 points) 	<p>40 points</p>	

MAINTENANCE, SERVICE, REPAIR AND REPLACEMENT OF MEDICAL GAS, MEDICAL AIR, VACUUM AND LP GAS INSTALLATIONS AT VARIOUS INSTITUTIONS IN THE FREE STATE PROVINCE HEALTH DEPARTMENT

<ul style="list-style-type: none"> • Zero (0) appointment letters or Purchasing Orders with 0 Corresponding Completion Certificates or completion reference letters in medical gas system or equipment (0 points) <p>Note: Submission of completion certificate / completion reference letter without corresponding appointment letter / purchase order or submission of appointment letter / purchase order without corresponding completion certificate/ completion reference letter will not be considered for scoring purposes. Points will be forfeited. NB: The completion certificates/ completion reference letters and appointment letters must be signed.</p>		
<p>2) Locality - Proof of Address as Free State Province Bidder – Bidders can provide the following as proof of locality:</p> <p>Municipal rates and taxes Or Valid Lease agreement including a statement of account not more than 3months old.</p>	30	
<p>3) Certified qualifications, identity document and experience of key personnel: CV's, ID and qualifications must be attached. Only certified copies not older than 3 months will count for points.</p> <p>1. Competent boiler operators:10 2. Qualified Fitters: 5 3. Electricians with Wireman's Licence:5 4. Coded Welder: 10</p>	30	
Total		100

NB: Only the bidders who meet the mandatory requirements of the bid / tender and scored minimum of 70 points on functionality will be considered to form part of the framework contract for the period of three years.

The framework will be implemented as outlined in paragraph 1.5 (pricing instructions) above



SITE EXPLANATORY MEETING CERTIFICATE

TENDER NUMBER: **DOH (FS) 01/2026/2027**

Attendance list number: _____

DESCRIPTION: MAINTENANCE, REFURBISHMENT, NEW INSTALLATION AND UPGRADE OF BOILER, SUPPLY OF BOILERS OPERATORS, STEAM AND CONDENSATE RETICULATION AND VARIOUS MECHANICAL EQUIPMENT AND ELECTRICAL KITCHEN EQUIPMENT, LAUNDRY MACHINE AND TUNNEL WASHERS, AUTOCLAVE, CALORIFIERS, SUPPLY AND CONTROL OF CHEMICAL WATER TREATMENT ON BOILERS, INCLUDING REGULAR MAINTENANCE AND SERVICE OF RELATED WATER SOFTENING PLANTS AT VARIOUS INSTITUTION IN THE FREE STATE DEPARTMENT OF HEALTH. (4ME OR HIGHER)

CONTRACT PERIOD: DATE OF SIGNING OF CONTRACT FOR THREE (3) YEARS.

Attendance of the site explanatory meeting is COMPULSORY

An official of the Department must sign this certificate at the explanatory meeting. No certificate will be signed outside the meeting. The original certificate must be included in the bid document and will not be accepted after the closing time and date of the bid.

COMPULSORY SITE BRIEFING MEETING DATE: 02 JUNE 2026

TIME: 10H00

VENUE: AUDITORIUM, FIRST FLOOR
BOPHELO HOUSE, C/O CHARLOTTE
MAXEKE STREET AND HARVEY ROAD
BLOEMFONTEIN
9301

CONTACT PERSON/S: Mr. C.A Skibbe
Tel: (051) 408 1367 (Infrastructure)

This is to certify that _____ in his/her capacity as _____ of the company _____ has attended the Compulsory Explanatory meeting on the _____ day of _____ 2026 and is therefore, familiar with circumstances and the scope of the items to be supplied.

SIGNATURE /DEPARTMENTAL OFFICIAL

RANK

SIGNATURE OF REPRESENTATIVE OF COMPANY

DATE

OFFICIAL DATE
STAMP

*** Note: Only one certificate per company**

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

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.

2.2 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.

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.



- 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.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SPECIAL CONDITIONS OF CONTRACT
DEPARTMENT OF HEALTH

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THE FOLLOWING SPECIAL CONDITIONS OF CONTRACT WILL APPLY TO THIS BID / QUOTATION:**1) INVITATION OF QUOTATIONS**

Quotations with the value above R500 000 may not be invited for a period less than 7 days before closing.

If due to circumstances there is a need to close the quotation within a period less than 7 days, the intention to invite the supplier for a lesser period should be indicated on the Demand Form. **Minimum of three quotations must still be obtained in this regard.**

2) EVALUATION CRITERIA

The following preference point system is applicable to the bid/quotation 80 / 20.

The preference points for this bid/quotation are allocated as follows and will be applied when adjudicating the bid / quotation:

Price	=	80 points
Specific goals	=	20
<u>Total points</u>	=	<u>100 points</u>

3. THE APPLICATION AND IMPLEMENTATION OF THE PRERERENTIAL PROCUREMENT SPECIFIC GOALS

3.1 The institutions must apply the 80/20 Preferential Point System to all the quotations above R30 thousand. The following Specific goals are applicable to all the requests for quotations within the Department

GENERAL			
Specific goal	Applicable weight	The weight/s to be broken-down as follows	Evidence to be submitted by the supplier to substantiate the points claimed/allocated per specific goal (NB: Any of the evidence indicated below per specific goal should be regarded as sufficient)
Woman	10	<ul style="list-style-type: none"> • 100% Woman ownership = 10 points • 75%-99% Woman ownership =8 points • 60% -74% Woman ownership=6 points • 50% - 59% Woman ownership = 5 points • 1% -49% Woman ownership = 1 points • 0% Woman ownership = 0 points 	<ul style="list-style-type: none"> • RSA identity document or • Valid RSA driver's license issued by the relevant authority. <p>NB: together with the company registration documentations which contains the % of ownership or shareholding certificate with the percentage of shares owned by the individual Director/s.</p>
Youth	4	<ul style="list-style-type: none"> • 100% Youth ownership = 4 points • 75%-99% Youth ownership = 3 points • 60% -74% Youth ownership= 2 points • 50%-59% Youth ownership =1 point • 0-49% Youth ownership = 0 points 	<ul style="list-style-type: none"> • RSA identity document or • Valid RSA driver's license issued by the relevant authority. <p>NB: together with the company registration documentations which contains the % of ownership or shareholding certificate with the percentage of shares owned by the individual Director/s. (Youth is defined as any south African citizen with the age between 18 and 35 years)</p>

People living with disability	2	<ul style="list-style-type: none"> • 100% Disabled person Ownership = 2 points • 51%-99% Disabled person Ownership = 1 points • 0% - 50% Disabled person Ownership = 0 	<ul style="list-style-type: none"> • Sworn affidavit signed by the company representative and attested by the Commission of oaths
Free State based company (NB: the institutions must ensure that this specific goal is aligned to the district they are situated in.)	4	<ul style="list-style-type: none"> • Free State based company = 4 points • Not Free State based company = 0 points 	<ul style="list-style-type: none"> • Municipal Account, not older than (3) months (If the Municipal account is not in the name of the company but rather in that of the Director, a Sworn Affidavit confirming that the company is operating in the premises of one of the Directors must be attached) OR • Lease agreement OR • Title deeds OR • Permission to occupy land signed by the traditional authority OR • A letter of confirmation of the address signed by the ward councilor
WOMEN AND YOUTH			
Woman	10	<ul style="list-style-type: none"> • 100% Woman ownership = 10 points • 75% -99% Woman ownership =8 points • 60% -74% Woman ownership=6 points • 50% - 59% Woman ownership = 5 points • 1% -49% Woman ownership = 1 points • 0% Woman ownership = 0 points 	<ul style="list-style-type: none"> • RSA identity document OR • Valid RSA driver's license issued by the relevant authority <p>NB: together with the company registration documentations which contains the % of ownership or shareholding certificate with the percentage of shares owned by the individual Director/s.</p>
Youth	10	<ul style="list-style-type: none"> • 100% Youth ownership = 10 points • 75%-99% Youth ownership = 8 points • 60%-74% Youth ownership = 6 points • 50%-59% Youth ownership = 3 points • 1-49% Youth ownership = 1 point • 0-50% Youth ownership = 0 points 	<ul style="list-style-type: none"> • RSA identity document OR • Valid RSA driver's license issued by the relevant authority <p>NB: together with the company registration documentations which contains the % of ownership or shareholding certificate with the percentage of shares owned by the individual Director/s.</p>

WOMEN ONLY			
Woman	20	<ul style="list-style-type: none"> • 100% Woman ownership = 20 points • 75%-99% Woman ownership = 18 points • 60%-74% Woman ownership = 16 points • 51%-59% Woman ownership = 13 points • 0-50% Woman ownership = 0 points 	<ul style="list-style-type: none"> • RSA identity document OR • Valid RSA driver's license issued by the relevant authority <p>NB: together with the company registration documentations which contains the % of ownership or shareholding certificate with the percentage of shares owned by the individual Director/s.</p>
YOUTH ONLY			
Youth	20	<ul style="list-style-type: none"> • 100% Youth ownership = 20 points • 75%-99% Youth ownership = 18 points • 60%-74% Youth ownership = 16 points • 51%-59% Youth ownership = 13 points • 0-50% Youth ownership = 0 points 	<ul style="list-style-type: none"> • RSA identity document OR • Valid RSA driver's license issued by the relevant authority <p>NB: together with the company registration documentations which contains the % of ownership or shareholding certificate with the percentage of shares owned by the individual Director/s.</p>

4) **Once-off bid prices**

4.1 **Firm prices:**

Prices for once-off bids must be firm. No application for price adjustment will be considered except in the case where rate of exchange is applicable. All the necessary documentary proof must be submitted.

Where the exchange rate is applicable the bidder is expected to complete the SBD 3.2 in full at the time of bidding

5) **Period Contract Prices**

5.1 **1st year of the contract period:**

Prices must be firm for the 1st (first) year of the contract period. No price adjustments will be allowed during the 1st year of the contract period except in the case where rate of exchange is applicable. The request for price adjustment due to rate of exchange will be considered per consignment. All the necessary documentary proof must be submitted.

5.2 **2nd year and rest of the contract period – Prices subject to escalation**

5.2.1 A request for price adjustment due to statutory increases on period contracts will be considered **after** the 1st year of the contract period if the bid/quotation is qualified as such and with the necessary documentary proof.

5.2.2 **In order to be considered for price increases from the 2nd year of the contract period (statutory increase) and where the rate of exchange is applicable (on request per consignment), the price escalation form SBD 3.2 must be completed in full.**

5.2.3 **Submitting of price adjustment claims:**

Claims for statutory increases must be submitted within 90 days of the change in price. If a claim is received after 90 days, the adjusted price will only be considered from the date the claim was received by the Department. Delivery of goods and/or services must not be withheld as a result of the price adjustment not being finalized or as a result of any dispute.

Companies must indicate in the bid document the amount to be remitted abroad as well as the rate of exchange applied in the conversion of that amount into SA currency, when calculating the bid price. Proof from the bank for rate of exchange applicable to the bid at time of bidding **must** be attached to the bid document.

Price adjustments based on Rate of Exchange will only be applied per consignment delivered to the applicable institution of the Department due to the continuous fluctuation.

5.2.4 **Documentary proof for price adjustments:**

- (i) All claims must be properly substantiated by documentary evidence to the satisfaction of the Head of Health.
- (ii) The following information must be supplied when claims for rate of exchange variations are lodged:
 - Documentary evidence of currency and amount paid to foreign supplier
 - Supplier's invoice
 - Bill of entry/landing
 - Copy of institutions order, delivery note and invoice

5.2.5 Failure to comply with the conditions as per par. 5.2.2 to 5.2.4 **will invalidate** the claim.

6) **Qualification of bid / quotation documents**

6.1 The invitation form (SBD 1 / Quotation Invitation Form) must be **completed in full, stamped where it is required and signed originally** (in black pen ink) by the person in the company who is authorised to do so. **Failure to sign the offer will invalidate the offer.**

6.2 The SBD forms and all other bid forms must be submitted in the original format. The Office will only consider the original bid documents issued by the Office and signed by the company. Bid documents that are retyped, transmitted by facsimile, electronic mail or changed in any other way, will invalidate the bid. Scanned documents, which are completed in the original, will be acceptable.

7) **Applicable Declarations – SBD 4, SBD 6.1:**

All declarations must be **originally completed** in full and duly signed by the bidder and where required, two witnesses.

7.1 **SBD 4 – Declaration of Interest**

All the state employees are not allowed to do a business with the Free State Department of Health.

8) **Corrections to documents:**

8.1 Correction fluid (like Tippex for example) must not be used in bid documents in order to correct mistakes. Where a company wishes to correct a mistake, a single line must be drawn through it and the company must place his/her signature and date next to the correction, so that the original entry is still visible and legible. Failing to rectify mistakes in this manner will invalidate the bid or the relevant item, or the relevant clause.

- 8.2 In all other cases of alterations/corrections a full signature and date must be attached above, next to or below the said alteration or correction. If not signed in full at the correction the specific item/bid/quotation will not be taken into consideration.
- 8.3 Companies must check the numbers of the pages on the bid document and should satisfy themselves that the document is complete and that none of the pages are missing or duplicated before the closing date of the bid. No liability shall be accepted with regard to claims arising from the fact that pages are missing or duplicated.
- 8.4 Where **specific goal points** are claimed on the SBD 6.1 form, the form must be completed in full, must be signed by the company and both witnesses otherwise the points claimed will not be considered.
- 8.5 The bid must be submitted in a sealed envelope. The **correct** bid number and closing date must be clearly indicated on the front of the envelope and the bidder's details on the back. The envelope must be placed in the bid box as indicated, before or on the closing date and time of the bid. On failure to comply the bid will not be considered. Bids, which are **received after the closing date and time**, will not be accepted and will be returned to the bidder.

9) **Tax Clearance Certificates**

- 9.1 **Original valid Tax Certificates must be attached** to the bid documents. Where the Tax Clearance Certificate is not attached the information will be verified on the Central Supplier database. The Department will not accept a bid from a bidder, whose tax matters were not declared to be in order by SARS.
- 9.2 Each party to a Consortium/Sub-contractor/Joint Venture must submit a separate original valid Tax Clearance Certificate. If the Tax Clearance certificates are not attached such information will be verified on the Central Supplier Database. Each party's Tax matters must be declared to be in order by SARS.
- 9.3 Period Contracts: Should the bid be accepted, the contractor must provide the Department (Compliance Office) throughout the contract period with a valid Tax Clearance Certificate on or before the expiry date of each certificate in the possession of the Office.
- 9.4 The Department has the right to verify the Tax Clearance Certificate submitted by a company at any SARS branch office nationwide.

10) **Compulsory Explanatory Meeting and / or Site Visit**

- 10.1 A compulsory explanatory meeting and/or site visit if so required in the bid documents and bid advertisement must be attended. Failure to attend will invalidate the bid. In case of a joint venture, consortium all companies must attend the meetings and submit their own attendance certificate in the company's name.
- 10.2 An attendance certificate per company must be signed and stamped by an official of the Department with registration at the meeting. The document/s must be attached in its original to the bid document. Copies of the document will not be accepted.
- 10.3 Information already provided at the meeting will not be repeated to late attendees.
- 10.4 A copy of the minutes of the meeting can be made available to companies on request.

11) **Payment to suppliers**

Payments will be handled as prescribed by the PFMA and will normally be affected within 30 days of receipt of all the required documentation, which should be correct in every respect.

12) **Legislation / Laws**

Companies must comply with the provisions of current Labour Legislation as well as any other relevant legislation or legal requirement.

13) **Validity period of bid**

The period for which offers are to remain valid and binding (in order for the Department to finalize it), is indicated in the bid documents (SBD 3.1 / 3.2) and is calculated from the closing day with the understanding that offers are to remain in force and binding until the close of business on the last day of the period calculated and if this day falls on a Saturday, Sunday or Public Holiday, the bid is to remain valid and binding until the close of business on the following working day.

14) **Quantities**

Where quantities are specified in the bid documents the Department cannot guarantee that they will be ordered as such, as it depends on Departmental needs. The Department is not liable for any losses the contractor might suffer for not ordering specific quantities.

Where quantities are specified, "as required" the quantities will be ordered as and when needed.

15) **Samples**

15.1 Samples to be submitted (if so required in the bid documents), must be clearly marked with the bid and item number as well as the company's name.

UNDER NO CIRCUMSTANCES SAMPLES SHALL BE INCLUDED IN THE BID DOCUMENTS. SAMPLES INCLUDED IN BID DOCUMENTS WILL NOT BE CONSIDERED

15.2 The samples must be delivered to the addressee mentioned in the bid documents so as to reach him/her not later than the closing date and time of the bid.

15.3 Samples shall be supplied by the bidder at his/her own expense and risk.

15.3.1 Samples of the successful company will be kept with the Department until the end of the contract period and will be returned to the company only if so stated in the bid/quotation documents.

15.4 All samples provided, which must be returned to the company must be removed on request of the Department at the company's own expense and risk within the specified period. On failing to comply with, the company will forfeit ownership and the sample shall forthwith be disposed of at the discretion of the Department.

16) **Bid prices**

16.1 Prices of bids must be provided for the specific units as required per SBD 3 forms. The packaging may vary and will be considered unless specific packaging is required.

16.2 Bid prices must be all inclusive and no additional cost will be paid for e.g. delivery, VAT, etc.

16.3 Bid prices must be indicated on the relevant SBD 3 form/s unless otherwise requested by the Department.

17) **Price lists**

Price lists will **not be considered** for acceptance of the bid unless it was specifically requested in the bid / quotation documents.

18) **Specification – company’s response**

Where a specification provides for the company’s response to the different points of specification, the bidder’s part must be properly completed or the bid or the relevant item will be disqualified. Where items deviate from the requirement, the deviation must be indicated.

19) **Adjudication of bid**

19.1 Chapter 6 of the Prevention and Combating of Corrupt Activities Act, 2004 (Act 12 of 2004), that deals with the Register for Tender Defaulters, as well as Regulations made by the Minister of Finance in this regard, are applicable when adjudicating a bid/quotation.

19.2 The Department may terminate the bid/contract in whole or in part if representatives of the Department, in the judgement that the bidder has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

19.3 In the event of a bid being awarded as a result of specific goal points claimed in terms of the revised Preferential Procurement Regulations 2022, the contractor may be required to furnish documentary proof to the satisfaction of the Department.

19.3.1 The Department will act against the bidder or person awarded the contract upon detecting that the specific goal points for B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the contract conditions have not been fulfilled.

19.3.2 The Department may, in addition to any other remedy that it may have against the bidder or person:

19.3.3 Disqualify the bidder or person from the bidding process;

19.3.4 Recover all costs, losses or damages it has incurred or suffered as a result of that person’s conduct;

19.3.5 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;

19.3.6 Restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after applying the *audi alteram partem* (hear the other side) rule; and

19.3.7 Forward the matter for criminal prosecution.

20) **Restriction of business interest of employees conducting business with the Provincial Government**

An employee may not have a business interest in any entity conducting business with the Provincial Government.

21) **Compliance to contract**

21.1 The Department will monitor compliance to the contract after adjudication of the bid that include, but need not be limited to, site inspections and the request for documentary proof of compliance with the PFMA and relevant legislation.

21.2 Where services are rendered, which involves minimum wages for employees in terms of the sectoral wage determination, the Department reserves the right to request copies of payslips of employees during the period of the contract.

22) Contract signing

In response to an invitation to bid, companies must submit bid which in terms of the law represent offers. Once an offer is accepted and a bid is awarded to a successful company, a legal contract comes into existence.

The Department will not enter into any other contract than the SDB 7.1 or 7.2 form to be concluded as a result of acceptance of the bid.

23) Financial schedules

The financial schedule and annexure(s) for breakdown on salaries/wages where applicable, must be fully completed and submitted with the bid.

24) Declaration of Interest

Failure to declare interest on the part of the company or officials from the Department is unacceptable, which will lead to the bid/quotation not being considered.

25) Descriptive literature / brochures / pamphlets

If so required, the company must supply descriptive literature, brochures or pamphlets.
Descriptive literature is regarded as text and photos as issued by the original manufacturer.

26) Performance Security / Surety

A Performance Security / Surety is not applicable to all bid. Where it is a requirement in a specific bid, it will be indicated in the bid documents as well as the period in which the performance security / surety must be submitted. If so required, it must be provided to the Department within the required period or the Department will have the right to cancel the contract and to claim any damages suffered from the contractor.

27) Accredited representative

If you are an accredited representative in South Africa for the goods/services offered written proof from the original supplier must be enclosed. (Refer to the SDB 1 form). Failure to do so will result in the offer not being considered.

28) Equipment exceeding specifications

There might be cases where the specifications do not address latest developments in technology. Where this is the case, the company must indicate next to the specific requirement in the specification to what extent the improved technology is offered. The Department may consider such offers in the adjudication process on condition that full details are provided for comparison purposes.

29) Delivery and documents

If so required, details of shipping and/or other documents to be furnished by the supplier are specified in the bid document

30) Insurance

Insurance as prescribed in the GCC par. 11 is applicable. Specific requirements over and above GCC par. 11 will be specified in the bid/quotation document.

31) Incidental services

Incidental services if so required will be handled as specified in the bid document.

32) Spare parts

Spare parts forms part of the specification of the bid/quotation and must be dealt with as such.

33) Warranty

32.1 Only new, unused goods must be supplied unless otherwise stated in the bid document.

32.2 The General Conditions of Contract par. 15 will apply unless otherwise stated in the bid documents.

32.3 Suppliers must remedy defect(s) on goods delivered within the period stated in the bid/quotation document or within the period as required by the Department.

34) **Penalties**

Penalties will be imposed as per current prime interest rate as prescribed by the General Conditions of Contract par. 22 unless otherwise stated in the bid/quotation document.

35) **Settlement of disputes**

The parties hereby agree that in the case of a dispute that cannot be resolved mutually, the dispute will be referred for settlement to the Secretary of the Law Society in the Free State, and in the case of the said Society's unwillingness to hear the dispute, such dispute will be referred to the Chairperson of the Bar Council for the Society for Advocates and/or his/her nominee.

The parties agree that the decision of the presiding officer in the dispute settlement procedure will be final and that neither of the parties will institute legal action against the other following the dispute settlement.

36) **Termination of contracts: Unfulfilled orders**

On termination of the contract, unfulfilled orders will automatically be cancelled and where appropriate, be supplied in terms of any subsequent contract.

37) **Cession of contracts**

The supplier shall not cede, in whole or in part, its obligations to perform under the contract or payments made/or to be made by the Department to the supplier, except with the Department's prior written consent.

38) **Acceptance of the Special Conditions of Contract and General Conditions of Contract**

Failure to accept the Special Conditions of Contract and the General Conditions of Contract or any part thereof, may result in the bid/quotation not being considered.

39) **THE COMPANY MUST COMPLETE THE FOLLOWING:**

I, in my capacity as of the company, hereby certifies that I took note and accept the above mentioned Special Conditions of Contract.

.....
SIGNATURE

.....
CAPACITY

Contact person of company:

Tel. of Company: (.....) Fax of Company: (.....)

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the

RSA.

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such

obligations of the supplier covered under the contract.

1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1 The supplier shall indemnify 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.

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
 - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or

analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

- 16. Payment**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract amendments**
- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
- 19. Assignment**
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts**
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, 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. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 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:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 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. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 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.

23.4 If a purchaser intends imposing a restriction on a supplier or any

person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which

may be due to him

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation Programme (NIP)** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Js General Conditions of Contract (revised July 2010)