



**NEC3 ENGINEERING AND CONSTRUCTION SHORT CONTRACT: ECSC3**  
16B – Delivery & Maintenance of Infrastructure

**TENDER No** : **WCGHIS006/2022:**

**PROJECT TITLE** : **RESTORE AND PROCURE A ROUTINE MAINTENANCE AND SERVICING CONTRACT FOR THE EDWARD FIRE DETECTION SYSTEM AND ASSOCIATED EQUIPMENT AT GROOTE SCHUUR HOSPITAL, NEW MAIN BUILDING FOR A TWO (2) YEAR PERIOD WITH THE OPTION TO EXTEND THE CONTRACT FOR AN ADDITIONAL TWO (2) YEARS (SUBJECT TO SUPPLIER PERFORMANCE).**

**TENDER CLOSING** : **11:00 on 17 March 2023**

<b>SUPPLY CHAIN ADMINISTRATION:</b>		<b>EMPLOYER'S AGENT (REPRESENTATIVE):</b>	
DEPARTMENT OF HEALTH: GSH		Renier Van Schalkwyk	
<b><u>PHYSICAL ADDRESS</u></b>	<b><u>POSTAL ADDRESS</u></b>	<b><u>PHYSICAL ADDRESS</u></b>	<b><u>POSTAL ADDRESS</u></b>
Main Road	<a href="#">Click here to enter</a>	Main Road	Main road
Groote Schuur Hospital	<a href="#">Click here to enter</a>	GSH	GSH
Main Road	<a href="#">Click here to enter</a>	Observatory	Observatory
Observatory, 7935		CT 7935	CT 7935
Contact: Gavin Craul		Contact: Renier Van Schalkwyk	
Phone: 021-404 3520		Phone: 021 404 6289	
Email: Gavin.Craul@westerncape.gov.za		Email: Renier.VanSchalkwyk@westerncape.gov.za	

**NOTE:**

When requested by the *Employer's Agent*, after the closing of the tender, all returnable documents as listed on page 10 in this document, including the Form of Offer C1.1 on page 41 must be completed in full and signed and the entire document, from page 1 through 110 (Including Appendix Pricelist) must be submitted to the office of the Employer's Agent at the address listed above within five (5) business days after being requested to do so. Non-compliance will render your tender invalid.

WESTERN CAPE GOVERNMENT: HEALTH  
DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE  
SOURCING)  
BID OPENED 11:00  
  
**2023 – 03-17**  
  
1)..... 2).....  
SIGNED SIGNED

**WESTERN CAPE GOVERNMENT**  
**DEPARTMENT OF HEALTH: GROOTE SCHUUR HOSPITAL**

**IMPORTANT NOTICE:** Please **DO NOT** disassemble or dismember this document. **DO NOT** insert any attached pages to returnable schedules within the page sequence of the document. All additional pages must be attached **AFTER** the last page of the document and clearly marked to which returnable schedule they belong.

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WESTERN CAPE GOVERNMENT: HEALTH DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE SOURCING) BID OPENED 11:00  <b>2023 – 03-17</b>	
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**WESTERN CAPE GOVERNMENT**  
**DEPARTMENT OF HEALTH: GROOTE SCHUUR HOSPITAL**

<b>Part T1: Tendering procedures</b>	
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**WESTERN CAPE GOVERNMENT: HEALTH**  
DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE  
SOURCING)  
BID OPENED 11:00  
  
**2023 – 03-17**  
  
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**WESTERN CAPE GOVERNMENT**  
**DEPARTMENT OF HEALTH: GROOTE SCHUUR HOSPITAL**

<b>WESTERN CAPE GOVERNMENT: HEALTH</b>	
DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE SOURCING)	
BID OPENED 11:00	
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**T1.1 Tender notice and invitation to tender**

1. The DEPARTMENT OF HEALTH, WESTERN CAPE GOVERNMENT, invites ~~tenders for Tender No. WCGHIS006/2022: RESTORE AND PROCURE A ROUTINE MAINTENANCE AND SERVICING CONTRACT FOR THE EDWARD FIRE DETECTION SYSTEM AND ASSOCIATED EQUIPMENT~~

It is estimated that tenderers should have a CIDB contractor grading designation of **6SF** or higher. Preferences are allocated to tenderers for Broad-Based Black Economic Empowerment (B-BBEE) status level of contribution.

**The physical address for collection of tender documents is:**

**DEPARTMENT OF HEALTH**  
**22<sup>ND</sup> Floor,**  
**4 Dorp Street,**  
**Cape Town,**  
**8001**

Documents may be collected during working hours between 07h00 to 12h30 and 13h30 to 15h00

Queries relating to the technical specification of these documents may be addressed to:

Name : Renier van Schalkwyk  
Phone : 021 404 6289  
E-mail : renier.vanschalkwyk@westerncape.gov.za

The closing time for receipt of tenders is **11:00 on 17 March 2023**

Any queries will only be handled via email correspondence

Telegraphic, telephonic, telex, facsimile, e-mail, copied and late tenders will not be accepted.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data

A compulsory site/clarification meeting with representatives of the *Employer* will take place at:

Location: GSH : OLD MAIN BUILDING-ENTRANCE NO5; Big Bennie De Wet Lecture Theatre  
Date: 2 March 2023  
Starting Time: 11:00

**Supplier Database Registration**

All **prospective** Service Providers **MUST** be registered on the Central Supplier Database (CSD) at the time of tender closing.

All prospective Service Providers who are not registered on the **CSD** are requested to self- register on [www.csd.gov.za](http://www.csd.gov.za). **Should** service providers require assistance with the registration process, you may contact Roderick April on (021) 483 0582/ [Roderick.April@westerncape.gov.za](mailto:Roderick.April@westerncape.gov.za)..

**WESTERN CAPE GOVERNMENT**  
**DEPARTMENT OF HEALTH: GROOTE SCHUUR HOSPITAL**

**WESTERN CAPE GOVERNMENT: HEALTH**  
DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE  
SOURCING)  
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**T1.2 Tender Data**

The Conditions of Tender are the Standard Conditions of Tender as contained in Annex F of the CIDB Standard for Uniformity in Construction Procurement 2019 and the erratum notices issued thereafter (see [www.cidb.org.za](http://www.cidb.org.za)).

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard Conditions of Tender. Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

**The additional Conditions of Tender are:**

**Clause  
Number**

**Tender Data**

**F.1**

**General**

F.1.1

The *Employer* is **THE DEPARTMENT OF HEALTH, WESTERN CAPE GOVERNMENT.**

F.1.2

Tender Documents

The Tender Document (this document), issued by the *Employer* and comprising the following parts:

**Part T: The Tender**

**Part T1: Tendering Procedures**

T1.1 Tender notice and invitation to tender

T1.2 Tender Data

**Part T2: Returnable Documents**

T2.1 List of returnable documents

T2.2 Returnable schedules

**Part C: The Contract**

**Part C1: Agreement and Contract Data**

C1.1 Form of Offer and Acceptance

C1.2 Contract Data

Contract Data Part One: Data provided by the *Employer*

Contract Data Part Two: Data provided by the *Contractor*

**Part C2: Pricing Data**

C2.1 Pricing assumptions & instructions

C2.2 Pricing schedule

**Part C3: Scope of Work**

**Appendix: Drawings, schematics & annexures**

This tender document contains the “returnable documents” which must be completed and signed, in terms of submitting a tender offer.

F.1.4

The *Employer's* Agent is:

Name: **Renier Van Schalkwyk**

Address: Groote Schuur Hospital  
Main Road  
7925

Phone: 021 404 6289

Email: [renier.vanschalkwyk@westerncape.gov.za](mailto:renier.vanschalkwyk@westerncape.gov.za)

**F.2 Tenderer's obligations**

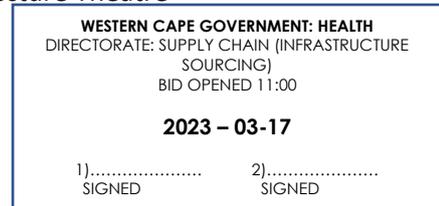
F.2.1 Only those tenderers who are registered with the CIDB and who satisfy the grading requirement of a CIDB grading of a or higher, as calculated in terms of the CIDB regulations, are eligible to have their tenders evaluated.

F.2.7 The arrangements for a compulsory site/clarification meeting are:  
A compulsory site/clarification meeting with representatives of the *Employer* will take place at:

Location: Groote Schuur Hospital- Old Main Building ENTRANCE NO5, Big Bennie De Wet Lecture Theatre

Date: 2 March 2023

Starting Time: 11:00



**THE FOLLOWING CONDITIONS APPLY:**

- (a) Failure to attend the site clarification meeting will automatically disqualify the tenderer.
- (b) After official start of the meeting by the chairperson, late arrivals will as a general rule not be allowed into the meeting. However, the chairperson may, at his sole discretion, delay the official start of the meeting or decide to allow late arrivals into the meeting if he deems this to be appropriate in terms of prevailing circumstances at the time (e.g. traffic congestion, ineffective venue directions, etc), and if deemed to be in the interest of the *Employer*.
- (c) Tenderers must complete and sign the meeting attendance register. Failure to complete and sign the attendance register will disqualify the tenderer.
- (d) Tenderers must complete and sign the clarification meeting certificate (returnable Schedule 8 on page 38 in this document, copies of which will be made available at the meeting to tenderers who are not in possession of a tender document). The clarification meeting certificate must be counter-signed by a designated representative of the *Employer* at the time of the meeting, who will be identified at the meeting. Failure to include a duly completed, signed and counter-signed clarification meeting certificate in the tender submission, will disqualify the tender.
- (e) Addenda may be issued to all whom collected tender documents.
- (f) Tenderers must be represented by a person who is suitably qualified and experienced to comprehend the implications of the work involved.

F.2.7.1 Written and verbal instructions given to tenderers at the clarification meeting and which are recorded in the *Employer's* minutes of the meeting, form part of the Conditions of Tender. Failure to comply with such instructions will disqualify the tender.

F.2.10.5 All rates and prices/amounts offered by the tenderer must be physically written into the pricing schedule of this tender document, completed in full and signed. Failure to list rates and amounts will disqualify the tender. Printouts of electronic spreadsheets or any form of substitute for the returnable pages of the pricing schedule will not be accepted for this tender.

F.2.11 **PLEASE NOTE: No alterations/corrections to inserted information in the document (including pricing) may be performed by erasing or using masking fluid ("Tipp-Ex" or similar) on any submitted page.** Alterations/corrections to inserted information may only be performed as follows:

- (a) Strike a line through the incorrect information, write the corrected information as appropriate (under, above or next to the information to be corrected), **and initial at every incidence of alteration/correction.**
- (b) In the case of access to a digital copy of the tender document (PDF), simply reprint the page, enter the information on the reprinted page and substitute in the document.
- (c) In the case of no access to a digital document, use masking fluid or erasure to remove/conceal all input information on the page and make a new blank copy of the page. Enter the information on the reprinted page and substitute in the document.

**Tender submissions with alterations/corrections not in compliance with the requirements as described above, will be rejected.**

F.2.12 No alternative tender offers will be considered.

F.2.13.2 **PLEASE NOTE: When requested by the Employer's Agent, complete tender document comprising pages 1 to 110, including ALL returnable documents must be returned to the Employer when submitting a tender offer. If the pricing schedule or parts thereof are contained in the Appendix to this document, the duly completed pricing schedule or parts thereof must be returned with the tender document. Failure to do so will invalidate the tender.** Other drawings, schematics or annexures in the Appendix need NOT be returned with the tender offer,

unless there are specific instructions for a specific item to be returned, or if the tenderer wishes to utilise any item for clarification purposes when submitting an alternative tender offer, when applicable.

F.2.13.4 The tender shall be signed by a person duly authorized to do so. Tenders submitted by joint ventures of two or more firms shall be accompanied by the document of formation of the joint venture, authenticated by a notary public or other official deputed to witness sworn statements, in which is defined precisely the conditions under which the joint venture will function, its period of duration, the persons authorised to represent and obligate it, the participation of the several firms forming the joint venture, and any other information necessary to permit a full appraisal of its functioning.

F.2.13.5

Seal the original tender offer and state on the outside, the Employer's address and identification details to be shown on the tender offer package as:	
<b>Tender box:</b>	Marked <b>DEPARTMENT OF HEALTH</b>
<b>Location of tender box:</b>	Foyer on Ground Floor main entrance of the Western Cape Government Building
<b>Physical address:</b>	<b>4 Dorp Street, Cape Town</b> Adjacent to the Cape High Court, Junction of Dorp and Keerom Streets, Cape Town
<b>Identification details:</b>	DEPARTMENT OF HEALTH 4 Dorp Street, Cape Town Tender reference number, Title of Tender, Tenderer name and contact address of tenderer

A two-envelope procedure will not be followed.

F.2.14 The *Employer* requires tenderers to return a fully priced Price List with the tender submission. ALL ITEMS in the Price List must be priced, subject to the following:

- a) Where pricing for any item is intentionally included in the rate or Price of another item, this must in every instance be clearly indicated so by the tenderer and cross-referenced to the item in question in the Price List. **Tenders showing a pattern of unpriced items without due reference to where the omitted Prices are included in other items in the Price List, will be disqualified.**
- b) **Summarising parts or sections of the Price List into single lump sums or rates without providing the breakdown of pricing of items as per the Price List, is not acceptable and will disqualify the tender.**
- c) Where an item is encountered against which no Price or rate is entered and it can be reasonably attributed to error on the part of the tenderer, that item will be treated as covered by other Prices or rates in the Price List.

F.2.15 The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender. Telephonic, telegraphic, telex, facsimile, copied or e-mailed tender offers will not be accepted.

F.2.16 The tender offer validity period is **90 days** after tender closing, expiring on **15 June 2023** The *Employer* reserves the right to extend the validity period for any additional period if deemed in the interest of the *Employer*.

**F.3 The Employer's undertakings**

F.3.4.1 The time and date of tender closing is:  
Time: **11:00 on 17 March 2023**

<b>WESTERN CAPE GOVERNMENT: HEALTH</b> DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE SOURCING) BID OPENED 11:00  <b>2023 – 03-17</b>  1)..... 2)..... SIGNED SIGNED	
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F.3.8 **Test for responsiveness: Tenders will be considered non-responsive if:**  
 the tender is not in compliance with specifications;  
 - the tenderer has not fully completed and signed where required, and submitted both the tender document and returnable documents as listed in Part T2 of this tender document within five (5) days by the time stipulated;  
 - the tenderer has failed to clarify unit rates and lump sums in the tender document or failed to submit any supporting documentation requested within five (5) days of being requested to do so in writing by the time stipulated.

F.3.9.2 **Arithmetical errors and discrepancies:**  
 - If pricing for the tender is a lump sum offer without a breakdown of rates and prices in a pricing schedule and there is a discrepancy between the amount in words and the amount in figures, the amount in words shall govern.

2023 – 03-17

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## Tender No WCGHIS006/2022 – MAINTENANCE EDWARD FIRE SYSTEM

- If a pricing schedule in the form of a bill of quantities, a price list, activity schedule or other format applies, the employer shall check all substantively responsive tenders for errors and discrepancies in the pricing schedule and offer form, and correct such errors and discrepancies in the following manner:
  - Where there is a discrepancy between the unit rate and the total price for any line item that is obtained by multiplying the unit rate and the quantity stated for that line item, the unit rate shall prevail and the total price for that line item shall be corrected, unless in the opinion of the Employer there is an obvious misplacement of the decimal point in the unit rate, in which case the total price for that line item shall prevail and the unit rate shall be corrected.
  - Where there is an error in the total of the prices either as a result of corrections made in accordance with the above or in the tenderer's addition of prices, the total of the prices shall be corrected.
  - Where there is a discrepancy between the total of the prices in the pricing schedule and the total tender amount, or a discrepancy between the total amount in words and the total amount in figures, the amount corresponding to the correct total of the prices in the pricing schedule shall prevail and the others corrected.
- Tenderers shall be notified by the *Employer* of corrections made in accordance with F.3.9.2 and requested to accept the corrections including, where applicable, a corrected total tender offer. If the tenderer fails to accept the corrections so notified within a stated period after receipt of the *Employer's* request to do so, the tender will be rejected.
- If corrections made in accordance with F.3.9.2 results in a change in the total tender amount of any of the tenderers, all substantively responsive tenderers shall be notified of the corrected amounts by the *Employer*, to ensure transparency of the correction process.

F.3.11 The procedure for the evaluation of responsive tenders is **Method 1 (Price and Preference)**

Price will be scored using the Formula  $P_s = 80(1 - \frac{P_t - P_{min}}{P_{min}})$  where:

1.  $P_s$  is the number of points scored for comparative price of tender under consideration;
2.  $P_{min}$  is the comparative price of the lowest acceptable tender offer;
3.  $P_t$  is the comparative price of tender offer under consideration.

Preference will be scored as follows:

Up to 20 tender evaluation points will be awarded to tenderers who complete the preferencing schedule and who are found to be eligible for the preference claimed. The maximum attainable combined score for price and preference is 80+20=100 points.

All responsive tender offers are subject to a comprehensive risk assessment in terms of:

1. Financial viability and sustainability;
2. Evaluation and validation of the required information provided by the tenderer in inter alia returnable schedules.

The *Employer* reserves the right to request, in writing, additional information from tenderers to clarify their offer if deemed necessary for risk assessment purposes. Failure on the part of the tenderer to provide the additional information within seven days after receipt of such a request will disqualify the tender. Tender offers which present an unacceptable high risk to the *Employer* in terms of one or both of the risk assessment criteria above, will be rejected.

F.3.13.1 **Tender offers will only be considered if:**

1. The tenderer has attended the compulsory site meeting and completed the attendance register
2. the tenderer is registered on the Western Cape Supplier Evidence Bank (WCSEB) and his registration is not suspended by close of tender;
3. the tenderer is registered on the Central Supplier Database (CSD) and the tenderer is shown to be tax compliant either via online CSD verification, or by attaching written proof by SARS of approved arrangements in terms of the tenderer's tax clearance by close of tender;
4. the tenderer is registered with the Construction Industry Development Board (CIDB) in the appropriate contractor grading designation (if applicable) stated in this Tender Data by close of tender;
5. the tenderer submits **this complete tender document from page 1 to page 110 inclusive, with all returnable schedules duly completed and priced as per the instructions pertaining to each schedule and section, and requirements stated in this Tender Data when requested to do so by the Employer's Agent within the stipulated time;**
6. the tenderer or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;

7. the tenderer has not:
  - abused the *Employer's* Supply Chain Management System, evidence of which can be clearly demonstrated by the *Employer*;
  - failed to complete any previous contract due to the tenderer's own fault for any organ of state within the last 2 years;
  - submitted more than one offer (including participation in joint venture arrangements with others), and
8. has completed the Compulsory Enterprise Questionnaire, Declaration of Interests (WCBD 4) and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the *Employer* or potentially compromise the tender process.

<b>WESTERN CAPE GOVERNMENT: HEALTH</b> DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE SOURCING) BID OPENED 11:00  <b>2023 – 03-17</b>  1)..... 2)..... SIGNED SIGNED	
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**WESTERN CAPE GOVERNMENT**  
**DEPARTMENT OF HEALTH: GROOTE SCHUUR HOSPITAL**

<b>Part T2: Returnable Documents</b>	
T2.1 List of returnable documents	<b>Page 10</b>
T2.2 Returnable schedules	<b>Page 13</b>

**WESTERN CAPE GOVERNMENT: HEALTH**  
DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE  
SOURCING)  
BID OPENED 11:00  
**2023 – 03-17**  
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## WESTERN CAPE GOVERNMENT DEPARTMENT OF HEALTH: GROOTE SCHUUR HOSPITAL

WESTERN CAPE GOVERNMENT: HEALTH  
DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE  
SOURCING)  
BID OPENED 11:00

**2023 – 03-17**

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### T2.1 List of returnable documents

IMPORTANT: The tenderer must complete all returnable schedules. Use the “Check” column to tick completion of each returnable schedule as a verification procedure to ensure all schedules are duly completed. **Failure to complete all returnable schedules will invalidate the tender.** Please see instructions for completion of returnable schedules under heading T2.2 following on the next page.

#### 1. Returnable schedules required for tender evaluation and contracting purposes

Schedule No	Schedule Description & Location	Check
<b>Tender Schedules:</b>		
1	Tendering entity and authority of signatory Page 13	<input type="checkbox"/>
2	Compulsory Enterprise Questionnaire Page 19	<input type="checkbox"/>
3	WCBD 6.1(a): Preference Certificate (80:20) Page 22	<input type="checkbox"/>
4	WCBD4: Declaration of interest Page 27	<input type="checkbox"/>
6	Addenda / Notices issued to tenderers Page 34	<input type="checkbox"/>
7	Schedule of work experience Page 35	<input type="checkbox"/>
8	Clarification meeting certificate Page 37	<input type="checkbox"/>
<b>Contract Schedules:</b>		
9	C1.1 Form of Offer and Acceptance Page 41	<input type="checkbox"/>
10	C1.2 Contract Data Part Two: Data provided by the <i>Contractor</i> Page 44	<input type="checkbox"/>
11	Pricing Summary Page 53	<input type="checkbox"/>
12	Price List Page 54	<input type="checkbox"/>
13	Service Information <i>Contractor's</i> list of trained qualified staff required from <i>Contractor</i> Page 96	<input type="checkbox"/>
14	Amendments by <i>Contractor</i> Page 97	<input type="checkbox"/>
15	<i>Contractor's</i> equipment schedule Page 98	<input type="checkbox"/>
16	<i>Contractor's</i> schedule of subcontractors Page 99	<input type="checkbox"/>
17	<i>Contractor's</i> proposed <i>service</i> plan Page 100	<input type="checkbox"/>
18	<i>Contractor's</i> health & safety plan Page 101	<input type="checkbox"/>

#### 2. Returnable Documents to be submitted with tender

Document	Check
1. B-BBEE Status Level Verification Certificate of main Contractor;	<input type="checkbox"/>
2. Proof of registration as a Supplier on the Central Supplier Database (CSD); including successful bank verification details;	<input type="checkbox"/>
3. Proof of registration as a contractor with the Construction Industry Development Board (CIDB), the minimum grading of which is specified in the Tender Data (if applicable);	<input type="checkbox"/>
4. A valid Letter of Good standing from the Department of Labour (Compensation Commissioner), where the nature of business listed on the document must be related to the scope of works in this document; and	<input type="checkbox"/>
5. SAQCC, fire registered technicians certificate provide proof (certified copy) of the registered practitioner's ID card .	<input type="checkbox"/>
6. Ten Million Rand (R 10million) Public Liability Insurance from an Accredited Insurer.	<input type="checkbox"/>
7. Psira registration certificate (certified copy)	<input type="checkbox"/>

Tender No **WCGHIS006/2022 – MAINTENANCE EDWARD FIRE SYSTEM**

8. Level 2 certification/qualification technical staff members and at least one senior level three technician	<input type="checkbox"/>
9. Contractor to provide proof of office / workshop within a 100km radius of facility	<input type="checkbox"/>
10. To provide proof of at least three contactable references	<input type="checkbox"/>
11. Company to be at least in business for 3 years or more eg. previous installations of contracts valued in excess of >R1m	<input type="checkbox"/>
12. Electrical Wireman's License; issue COC (where subcontracting, submit a copy of the subcontractors Wireman's Licence)	<input type="checkbox"/>
13. All completed appendixes to be listed in this order	<input type="checkbox"/>

**WESTERN CAPE GOVERNMENT: HEALTH**  
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**WESTERN CAPE GOVERNMENT  
DEPARTMENT OF HEALTH: GROOTE SCHUUR HOSPITAL**

**T2.2 Returnable schedules**

**Important information for completing returnable schedules**

1. The returnable schedules list T2.1 shows all the returnable schedules which need to be completed and returned for tender evaluation and contracting purposes by the date and time stipulated by the Employer's Agent. This list includes both document-standard and project-specific schedules. List T2.1 should be used as a checklist by the tenderer to verify that all returnable schedules have been duly completed, to avoid the tender being rejected as non-responsive due to an incomplete submission
2. Each returnable schedule is numbered, starting at Schedule 1 and following a consecutively incremented whole number sequence through the tender document to the final schedule number assigned, as per the returnable schedules list.
3. Although all returnable schedules are numbered and follow in numeric sequence, they are not all grouped together in a single location in this tender document. Returnable schedules are divided into 2 groups:
  - i. Tender Schedules
  - ii. Contract Schedules

The first group of schedules (Tender Schedules) follow directly from here on forward in Part T2.2, with the remainder (Contract Schedules) following in various sub-sections of Part C of this tender document. Contract Schedules become part of the contract document after tender award. Schedules can be quickly located by their document page number given in the list of returnable schedules T2.1.

4. The tenderer must furnish all the information required for each returnable schedule with the indicated amount of detail to ensure compliancy of the tender with responsiveness criteria. Please note: If any returnable schedule or part thereof is not applicable to the tenderer, that schedule or part thereof must be clearly marked "Not Applicable" (N/A), and not simply left blank. Schedules left blank without any indication of response by the tenderer to the requested information in the schedule, will be taken as an omission of the requested information.
5. Some schedules may either require, or have as an option, additional pages of information to be appended by the tenderer when submitting the tender. In each case the exact number of additional pages must be indicated in the space provided on that schedule or indicated as NIL if no additional pages are appended. All appended pages must be clearly marked with the schedule number to which they belong.
6. All returnable schedules require the signature of the tenderer's authorised signatory where indicated and the date. Unsigned schedules, unless they are clearly marked "Not Applicable" by the tenderer, will render your tender invalid.

<b>WESTERN CAPE GOVERNMENT: HEALTH</b> DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE SOURCING) BID OPENED 11:00  <b>2023 – 03-17</b>  1)..... 2)..... SIGNED SIGNED	
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**WESTERN CAPE GOVERNMENT**  
**DEPARTMENT OF HEALTH: GROOTE SCHUUR HOSPITAL**

**SCHEDULE 1: Tendering entity and authority of signatory**

The purpose of this Schedule is to obtain the necessary information about the tendering entity, and to establish authority of the signatory to sign the tender, and any and all other documents and/or correspondence in connection with and relating to the tender, as well as to sign any contract, and any and all documentation, resulting from the award of the tender to the tendering entity.

**INSTRUCTIONS FOR COMPLETING SCHEDULE 1:**

Tendering entities may be sole proprietors, partnerships, trusts, companies, close corporations or consortia / joint ventures. Schedule 1 must be completed as follows:

- If the tendering entity is a sole proprietor, trust, partnership, company or close corporation, complete both this page and Section 1 of this Schedule, and clearly mark Section 2 (both 2.1 and 2.2) as "Not Applicable".
- If the tendering entity is a consortium or joint venture, then complete both this page and Section 2 (both 2.1 and 2.2) of this Schedule, and clearly mark Section 1 as "Not Applicable".
- The contact details below must be the officially designated contact addresses which will be used by the *Employer* for any and all communication in regard to this tender, and if the tender is awarded, also during the execution of the contract.

**THE TENDERING ENTITY IS:** (\*Circle the applicable option)

\*A Sole Proprietor / Partnership / Trust / Company / Close Corporation / Consortium / Joint Venture.

**NAME OF THE TENDERING ENTITY:**

.....  
(Legally correct full name of the tendering entity)

**CONTACT DETAILS:**

Physical Address: .....

.....

.....

..... (Postal Code)

Telephone number: .....

Mobile number: .....

Email address: .....

Schedule 1 continues with Section 1 on the next page.

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DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE SOURCING)	
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1).....	2).....
SIGNED	SIGNED

**Section 1: Resolution of board of \*Trustees/Directors/Members/Partners**

Notes:

1. \*Delete which is not applicable.
2. IMPORTANT: This resolution must be signed by ALL the trustees/directors/members/partners of the tendering entity.
3. Should the number of trustees/directors/members/partners exceed the space available below, additional names and signatures must be supplied on a separate page.

**RESOLUTION** by the \*Proprietor/Board of \*Trustees/Directors/Members/Partners of:

.....  
 (Legally correct full name and registration number, if applicable, of the tendering entity)

Taken at ..... On .....  
 (Place) (Date)

	Name of Proprietor/Trustee/Director/Member/Partner	Capacity	Signature
1			
2			
3			
4			
5			

(Append separate page if not enough space)

**RESOLVED that:**

2. The entity submits a tender to the Department of Health in respect of Tender No: WCGHIS006/2022: RESTORE AND PROCURE A ROUTINE MAINTENANCE AND SERVICING CONTRACT FOR THE EDWARD FIRE DETECTION SYSTEM AND ASSOCIATED EQUIPMENT
3. \*Mr/Mrs/Ms: .....

in \*his/her capacity as: .....  
 (Position in the entity)

and who will sign as follows:

<b>AUTHORISED SIGNATURE OF TENDERER</b>
---

<b>WESTERN CAPE GOVERNMENT: HEALTH</b>	
DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE SOURCING)	
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1).....	2).....
SIGNED	SIGNED

be, and is hereby, authorised to sign the tender, and any and all other documents and/or correspondence in connection with and relating to the tender, as well as to sign any contract, and any and all documentation, resulting from the award of the tender to the entity mentioned above.

Date: .....

Number of additional pages appended by the tenderer to this Schedule: .....(If nil, enter NIL).

**Section 2.1: Resolution to enter into Consortium / Joint Venture**

Notes:

1. \*Delete which is not applicable
2. A separate copy of this Section 2.1 must be duly completed, signed and submitted for each consortium/joint venture partner.
3. IMPORTANT: This resolution must be signed by ALL the trustees/directors/members/partners of the entity entering into the consortium/joint venture.
4. Should the number of representatives exceed the space available below, additional names and signatures must be supplied on a separate page.

**RESOLUTION** by the \*Proprietor/Board of \*Trustees/Directors/Members/Partners of:

.....  
 (Legally correct full name and registration number, if applicable, of the entity)

Taken at ..... On .....  
 (Place) (Date)

	Name of Proprietor/Trustee/Director/Member/Partner	Capacity	Signature
1			
2			
3			
4			
5			
6			

(Append separate page if not enough space)

**RESOLVED that:**

4. The entity submits a tender, in consortium/joint venture with the following entities to the Department of Health in respect of Tender No: **WCGHIS006/2022: RESTORE AND PROCURE A ROUTINE MAINTENANCE AND SERVICING CONTRACT FOR THE EDWARD FIRE DETECTION SYSTEM AND ASSOCIATED EQUIPMENT**

1.

	Full legally correct name of entity	Registration No (if applicable)
1		
2		
3		
4		
5		
6		

(Append separate page if not enough space)

Please initial: *Tenderer & Witness*.....|..... *Employer & Witness*.....|.....

<b>WESTERN CAPE GOVERNMENT: HEALTH</b>	
DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE SOURCING)	
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1).....	2).....
SIGNED	SIGNED

2. \*Mr/Mrs/Ms: .....

in \*his/her capacity as: .....  
(Position in the entity)

and who will sign as follows:

<b>AUTHORISED SIGNATURE</b>

be, and is hereby authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the tender described in item 1 above.

3. The entity accepts joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the consortium/joint venture deriving from, and in any way connected with, the contract to be entered into with the Department in respect of the tender under item 1 above.
4. The entity chooses as its domicilium citandi et executandi for all purposes arising from this consortium/joint venture agreement and the contract with the Department in respect of the tender under item 1 above, the physical address and contact details as furnished on the first page of this Schedule.

Date: .....

Number of additional pages appended by the tenderer to this Schedule: .....(If nil, enter NIL).

<b>WESTERN CAPE GOVERNMENT: HEALTH</b> DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE SOURCING) BID OPENED 11:00 <b>2023 – 03-17</b>	
1)..... SIGNED	2)..... SIGNED

**Section 2.2: Resolution to tender as Consortium / Joint Venture**

Notes:

1. IMPORTANT. This resolution must be signed by ALL the representatives of the tendering consortium/joint venture.
2. Should the number of representatives exceed the space available below, additional names and signatures must be supplied on a separate page.
3. Enter the entity details and representative details in the same and corresponding numerical sequence into the respective tables below.

**RESOLUTION** of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly tender for Tender No: **WCGHIS006/2022: RESTORE AND PROCURE A ROUTINE MAINTENANCE AND SERVICING CONTRACT FOR THE EDWARD FIRE DETECTION SYSTEM AND ASSOCIATED EQUIPMENT**

	Full legally correct name of entity	Registration No (if applicable)
1		
2		
3		
4		
5		
6		

(Append separate page if not enough space)

Held at ..... On.....  
 (Place) (Date)

	Name of authorised representative	Capacity	Signature
1			
2			
3			
4			
5			
6			

(Append separate page if not enough space)

**RESOLVED that:**

- A. The abovementioned entities submit a tender in consortium/ joint venture to the Department in respect of the tender mentioned above.

**WESTERN CAPE GOVERNMENT: HEALTH**  
 DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE SOURCING)  
 BID OPENED 11:00

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1)..... 2).....  
 SIGNED SIGNED

B. \*Mr/Mrs/Ms: .....

in \*his/her capacity as: .....  
(Position in the tendering consortium/joint venture)

and who will sign as follows:

<b>AUTHORISED SIGNATURE OF TENDERER</b>

be, and is hereby, authorised to sign the tender, and any and all other documents and/or correspondence in connection with and relating to the tender, as well as to sign any contract, and any and all documentation, resulting from the award of the tender to the entities in the consortium/joint venture mentioned above.

C. The entities constituting the consortium/joint venture, notwithstanding its composition, shall conduct all business under the name and style of:

.....  
(Consortium/joint venture name)

D. The entities to the consortium/joint venture accept joint and several liability with the parties above for the due fulfillment of the obligations of the consortium/joint venture deriving from, and in any way connected with, the contract to be entered into with the Department in respect of the tender mentioned above.

E. Any of the entities to the consortium/joint venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the entities shall remain jointly and severally liable to the Department for the due fulfillment of the obligations of the consortium/joint venture as mentioned under item D above.

F. No entity to the consortium/joint venture shall, without the prior written consent of the other entities to the consortium and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the contract with the Department referred to herein.

G. The entities choose as domicilium citandi et executandi of the consortium/joint venture for all purposes arising from the consortium/joint venture agreement and the contract with the Department in respect of the tender mentioned above, the physical address and contact details as furnished on the first page of this Schedule.

Date: .....

Number of additional pages appended by the tenderer to this Schedule: .....(If nil, enter NIL).

<b>WESTERN CAPE GOVERNMENT: HEALTH</b> DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE SOURCING) BID OPENED 11:00	
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1)..... SIGNED	2)..... SIGNED



- a member of any municipal council
- a member of any provincial legislature
- a member of the National Assembly or the National Council of Province
- a member of the board of directors of any municipal entity
- an official of any municipality or municipal entity
- an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
- a member of an accounting authority of any national or provincial public entity
- an employee of Parliament or a provincial legislature

If any of the above boxes are marked, disclose the following:

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (Tick appropriate column)	
		current	Within last 12 months

Append separate page if not enough space

**Section 7: Record of spouses, children and parents in the service of the state**

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

- a member of any municipal council
- a member of any provincial legislature
- a member of the National Assembly or the National Council of Province
- a member of the board of directors of any municipal entity
- an official of any municipality or municipal entity
- an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
- a member of an accounting authority of any national or provincial public entity
- an employee of Parliament or a provincial legislature

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (Tick appropriate column)	
		current	Within last 12 months

Append separate page if not enough space

Please initial: *Tenderer & Witness*.....|..... *Employer & Witness*.....

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 DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE SOURCING)  
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1)..... 2).....  
 SIGNED SIGNED

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise:

- i) authorizes the *Employer* to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;
- iv) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

**AUTHORISED SIGNATURE OF TENDERER**

Signatory Name: .....

Signatory Position/Capacity: .....

Date: .....

Number of additional pages appended by the tenderer to this Schedule: .....(If nil, enter NIL).

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DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE  
SOURCING)  
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1)..... 2).....  
SIGNED SIGNED

**WESTERN CAPE GOVERNMENT**  
**DEPARTMENT OF HEALTH: GROOTE SCHUUR HOSPITAL**

WESTERN CAPE GOVERNMENT: HEALTH  
 DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE  
 SOURCING)  
 BID OPENED 11:00  
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**SCHEDULE 3: WCBD 6.1(a): PREFERENCE CERTIFICATE (80:20)**

1).....  
 SIGNED  
 2).....  
 SIGNED

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 AND CODES OF GOOD PRACTICE**

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

**NB: BEFORE COMPLETING THIS FORM, TENDERERS (TENDERERS) MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVE APPLICABLE IN RESPECT OF THE TENDER, PREFERENTIAL PROCUREMENT REGULATIONS ,2022 AND THE BROAD BASED BLACK ECONOMIC EMPOWERMENT ACT AND THE CODES OF GOOD PRACTICE**

**1 DEFINITIONS**

- 1.1 “**acceptable tender**” means any tender which, in all respects, complies with the specifications and conditions of tender as set out in the tender document.
- 1.2 “**affidavit**” is a type of verified statement or showing, or in other words, it contains a verification, meaning it is under oath or penalty of perjury, and this serves as evidence to its veracity and is required for court proceedings.
- 1.3 “**all applicable taxes**” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 1.4 “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 1.5 “**B-BBEE status level of contributor**” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 1.6 “**BID**” means a written offer on the official bid documents or invitation of price quotations and “tender” is the act of tendering /tendering;
- 1.7 “**Code of Good Practice**” means the generic codes or the sector codes as the case may be;
- 1.8 “**consortium or joint venture**” 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;
- 1.9 “**contract**” means the agreement that results from the acceptance of a tender by an organ of state;
- 1.10 “**EME**” is an Exempted Micro Enterprise with an annual total revenue of R10 million or less.
- 1.11 “**Firm price**” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 1.12 “**Large Enterprise**” is any enterprise with an annual total revenue above R50 million;
- 1.13 “**non-firm prices**” means all prices other than “firm” prices;
- 1.14 “**person**” includes a juristic person;
- 1.15 “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less unconditional discounts ;
- 1.16 “**proof of B-BBEE status level contributor**” means-
  - (a) The B-BBEE status level certificate issued by an authorized body or person;
  - (b) A sworn affidavit as prescribed in terms of the B-BBEE Codes of Good Practice; or
  - (c) Any other requirement prescribed in terms of the Broad- Based Black Economic Empowerment Act.
- 1.17 **QSE** is a Qualifying Small Enterprise with an annual total revenue between R10 million and R50 million;
- 1.18 “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of the tender

invitation;

- 1.19 “**sub-contract**” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 1.20 “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- 1.21 “**tender for income generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state ,and includes, but is not limited to leasing and disposal of assets and concession contracts ,excluding direct sales and disposal of assets through public auctions;
- 1.22 “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);
- 1.23 “**the Regulations**” means the Preferential Procurement Regulations, 2017;
- 1.24 “**total revenue**” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette on 11 October 2013*;
- 1.25 “**trust**” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 1.26 “**trustee**” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

**2 GENERAL CONDITIONS**

- 2.1 The following preference point systems are applicable to all tenders:
  - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 2.2 Preference point system for this tender:
 

The value of this tender is estimated **not to exceed R50 000 000** (all applicable taxes included) and therefore **the 80/20 preference point system shall be applicable.**
- 2.3 Preference points for this tender shall be awarded for:
  - (a) Price; and
  - (b) B-BBEE Status Level of Contribution.
- 2.4 The maximum points for this tender are allocated as follows:

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DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE SOURCING)  
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1)..... 2).....  
SIGNED SIGNED

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

- 2.5 Failure on the part of a tenderer to fill in, sign this form and submit in the circumstances prescribed in the Codes of Good Practice either a B-BBEE Verification Certificate issued by a Verification Agency accredited by the South African Accreditation System (SANAS) or an affidavit confirming annual total revenue and level of black ownership together with the tender or an affidavit issued by Companies Intellectual Property Commission, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 2.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

**3 ADJUDICATION USING A POINT SYSTEM**

- 3.1 Subject to section 2(1)(f) of the Preferential Procurement Policy Framework Act ,2000, the tenderer obtaining **the highest number of total points** will be awarded the contract.
- 3.2 A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.
- 3.3 A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE will not be disqualified but will only score:
  - (a) points out of 80 for price; and
  - (b) 0 points out of 20 for B-BBEE
- 3.4 Points scored must be rounded off to the nearest 2 decimal places.
- 3.5 In the event that two or more tenders have scored equal total points, the successful tender must be the one scoring the highest number of preference points for B-BBEE.
- 3.6 as per section 2 (1)(f) of the Preferential Procurement Policy Framework Act,2000, the contract may be awarded to a bidder other than the one scoring the highest number of total points based on objective criteria in addition to those contemplated in paragraph (d) and (e ) of the act that justifies the award to another tenderer provided that it has been stipulated upfront in the tendering process
- 3.7 Should two or more tenders be equal in all respects; the award shall be decided by the drawing of lots.

**4 POINTS AWARDED FOR PRICE**

**4.1 THE 80/20 PREFERENCE POINT SYSTEM**

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

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

Where

- P<sub>s</sub> = Points scored for price of tender under consideration
- P<sub>t</sub> = Price of tender under consideration
- P<sub>min</sub> = Price of lowest acceptable tender

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1)..... 2).....  
 SIGNED SIGNED

**5 POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION**

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

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

- 5.2 An **EME** must submit a valid, originally certified affidavit confirming annual turnover and level of black ownership or an affidavit issued by Companies Intellectual Property Commission
- 5.3 A **QSE that is less than 51% (50% or less) black owned** must be verified in terms of the QSE scorecard issued via Government Gazette and submit a valid, original or a legible certified copy of a B-BBEE Verification Certificate issued by SANAS.
- 5.4 A **QSE that is at least 51% black owned (51% or higher)** must submit a valid, originally certified affidavit

confirming turnover and level of black ownership as well as declare its empowering status or an affidavit issued by Companies Intellectual Property Commission.

- 5.5 A **large enterprise** must submit a valid, original or originally certified copy of a B-BBEE Verification Certificate issued by a verification agency accredited by SANAS.
- 5.6 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.7 A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE status level verification certificate for every separate tender.
- 5.8 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

**6 BID CLARIFICATION**

**6.1 Bidders who claim points in respect of BBB-EE status level of contribution must complete the following:**

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPH 5**

7.1 B-BBEE Status Level of Contribution..... = ..... *(maximum of 20 points)*

*(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or an affidavit confirming annual total revenue and level of black ownership in terms of the relevant sector code applicable to the tender.*

**8 SUB-CONTRACTING**

8.1 Will any portion of the contract be sub-contracted? **YES / NO** *(delete which is not applicable)*

8.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted? .....%
- (ii) the name of the sub-contractor? .....
- (iii) the B-BBEE status level of the sub-contractor? .....
- (iv) whether the sub-contractor is an EME or QSE? **YES / NO** *(delete which is not applicable)*

8.1.2 sub-contracting relates to a particular contract and if sub-contracting is applicable, the bidder to state in their response to a particular RFQ that a portion of that contract will be sub-contracted.

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

9.1 Name of company/ entity: .....

9.2 VAT registration number: .....

9.3 Company Registration number: .....

9.4 TYPE OF COMPANY / FIRM

- Partnership /Joint Venture /Consortium
- One person business / sole propriety
- Close corporation
- Personal liability company
- (PTY) Limited
- Non -Profit Company
- State Owned Company

**(select applicable one )**

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DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE SOURCING)	
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1).....	2).....
SIGNED	SIGNED

9.5 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in paragraph 7 above, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (a) The Western Cape Government reserves the right to audit the B-BBEE status claim submitted by the tenderer.
- (b) As set out in Section 130 of the B-BBEE Act as amended, any misrepresentation

constitutes a criminal offence. A person commits an offence if that person knowingly:

- (i) misrepresents or attempts to misrepresent the B-BBEE status of an enterprise;
  - (ii) provides false information or misrepresents information to a B-BBEE Verification Professional in order to secure a particular B-BBEE status or any benefit associated with compliance to the B-BBEE Act;
  - (iii) provides false information or misrepresents information relevant to assessing the B-BBEE status of an enterprise to any organ of state or public entity; or
  - (iv) engages in a fronting practice.
- (c) If a B-BBEE verification professional or any procurement officer or other official of an organ of state or public entity becomes aware of the commission of, or any attempt to commit any offence referred to in paragraph 9.1 (a) above will be reported to an appropriate law enforcement agency for investigation.
- (d) Any person convicted of an offence by a court is liable in the case of contravention of 9.4 (b) to a fine or to imprisonment for a period not exceeding 10 years or to both a fine and such imprisonment or, if the convicted person is not a natural person to a fine not exceeding 10% of its annual turnover.
- (e) The purchaser may, if it becomes aware that a tenderer may have obtained its B-BBEE status level of contribution on a fraudulent basis, investigate the matter. Should the investigation warrant a restriction be imposed, this will be referred to the National Treasury for investigation, processing and imposing the restriction on the National Treasury's List of Restricted Suppliers. The tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, may be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied.
- (f) The purchaser may, in addition to any other remedy it may have –
- (i) disqualify the person from the tendering process;
  - (ii) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (iii) 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; and
  - (iv) forward the matter for criminal prosecution.
- (g) The information furnished is true and correct.
- (h) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 2 of this form.

**SIGNATURE OF THE BIDDER(S) :** .....

**WITNESSES (Signature & Name):**

1. ....

2. ....

<b>WESTERN CAPE GOVERNMENT: HEALTH</b> DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE SOURCING) BID OPENED 11:00	
<b>2023 – 03-17</b>	
1)..... SIGNED	2)..... SIGNED

# **WESTERN CAPE GOVERNMENT**

## **DEPARTMENT OF HEALTH: GROOTE SCHUUR HOSPITAL**

### **SCHEDULE 4: WCBD 4: DECLARATION OF INTERESTS, BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES AND INDEPENDENT BID DETERMINATION**

1. To give effect to the requirements of the Western Cape Provincial Treasury Instructions, 2019: Supply Chain Management (Goods and Services), Practice Note 4 of 2006 Declaration of Bidders Past SCM Practices-(SDB8), Instruction note Enhancing Compliance Monitoring and Improving Transparency and Accountability in Supply Chain Management, Practice note 7 of 2009/10 - SBD 4 Declaration of Interest, Practice Note 2010 Prohibition of Restrictive practices SBD9, Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998 as amended together with its associated regulations, the Prevention and Combating of Corrupt Activities Act No 12 of 2004 and regulations pertaining to the tender defaulters register, Paragraph 16A9 of the National Treasury Regulations and/or any other applicable legislation.
2. All prospective bidders intending to do business with the Institution must be registered on the Central Supplier Database (CSD) and the Western Cape Supplier Evidence Bank (WCSEB) if they wish to do business with the Western Cape Government (WCG).

#### **3. Definitions**

“**bid**” means a bidder’s response to an institution’s invitation to participate in a procurement process which may include a bid, price quotation or proposal;

“**Bid rigging (or collusive bidding)**” occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and/or services through a bidding process. Bid rigging is, therefore, an agreement between competitors;

“**business interest**” means -

- (a) a right or entitlement to share in profits, revenue or assets of an entity;
- (b) a real or personal right in property;
- (c) a right to remuneration or any other private gain or benefit, or
- (d) includes any interest contemplated in paragraphs (a), (b) or (c) acquired through an intermediary and any potential interest in terms of any of those paragraphs;

“**Consortium or Joint Venture**” 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;

“**Corruption**”- General offences of corruption are defined in the Combating of Corrupt Activities Act, 2004 (Act No 12 of 2004) as:

Any person who directly or indirectly-

- (a) accepts or agrees or offers to accept an! gratification from any other person, whether for the benefit of himself or herself or for the benefit of another person; or
- (b) gives or agrees or offers to give to any other person any gratification, whether for the benefit of that other person or for the benefit of another person., in order to act personally or by influencing another person so to act, in a manner—

(i) that amounts to the-

- (aa) illegal. dishonest. unauthorised. incomplete. or biased: or
- (bb) misuse or selling of information or material acquired in the course of the exercise, carrying out or performance of any powers, duties or functions arising out of a constitutional, statutory, contractual or any other legal obligation:

(ii) that amounts to-

- (aa) the abuse of a position of authority;
- (bb) a breach of trust; or
- (cc) the violation of a legal duty or a set of rules;

(iii) designed to achieve an unjustified result; or

(iv) that amounts to any other unauthorised or improper inducement to do or 45 not to do anything. of the, is guilty of the offence of corruption

“**CSD**” means the Central Supplier Database maintained by National Treasury;

“**employee**”, in relation to –

- (a) a department, means a person contemplated in section 8 of the Public Service Act, 1994 but excludes a person appointed in terms of section 12A of that Act; and
- (b) a public entity, means a person employed by the public entity;

“**entity**” means any –

- (a) association of persons, whether or not incorporated or registered in terms of any law, including a company, corporation, trust, partnership, close corporation, joint venture or consortium; or

Please initial: *Tenderer & Witness*.....|..... *Employer & Witness*.....|..... **2022-03-17**

<b>WESTERN CAPE GOVERNMENT: HEALTH</b>	
DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE)	
BID OPENED 11:00	
2022-03-17	
1).....	2).....
SIGNED	SIGNED

- (b) sole proprietorship;
- “entity conducting business with the Institution”** means an entity that contracts or applies or tenders for the sale, lease or supply of goods or services to the Province;
- “Family member”** means a person’s —
  - (a) spouse; or
  - (b) child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption or some other legal arrangement (as the case may be);
- “intermediary”** means a person through whom an interest is acquired, and includes a representative or agent or any other person who has been granted authority to act on behalf of another person;
- “Institution”** means —
  - a provincial department or provincial public entity listed in Schedule 3C of the Act;
- “Provincial Government Western Cape (PGWC)”** means
  - (a) the Institution of the Western Cape, and
  - (b) a provincial public entity;
- “RWOEE”** means — Remuneration Work Outside of the Employee’s Employment
- “spouse”** means a person’s —
  - (a) partner in marriage or civil union according to legislation;
  - (b) partner in a customary union according to indigenous law; or
  - (c) partner with whom he or she cohabits and who is publicly acknowledged by the person as his or her life partner or permanent companion.

<b>WESTERN CAPE GOVERNMENT: HEALTH</b> DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE SOURCING) BID OPENED 11:00  <b>2023 – 03-17</b>	
1)..... SIGNED	2)..... SIGNED

4. Regulation 13(c) of the Public Service Regulations (PSR) 2016, effective 1 February 2017, prohibits any employee from conducting business with an organ of state, or holding a directorship in a public or private company doing business with an organ of state unless the employee is a director (in an official capacity) of a company listed in schedules 2 and 3 of the Public Finance Management Act.
  - a) Therefore, by 31 January 2017 all employees who are conducting business with an organ of state should either have:
    - (i) resigned as an employee of the government institution or;
    - (ii) cease conducting business with an organ of state or;
    - (iii) resign as a director/shareholder/owner/member of an entity that conducts business with an organ of state.
5. Any legal person, or their family members, may make an offer or offers in terms of this invitation to bid. In view of potential conflict of interest, in the event that the resulting bid, or part thereof, be awarded to family members of persons employed by an organ of state, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where the bidder is employed by the Institution.
6. The bid of any bidder may be disregarded if that bidder or any of its directors abused the institution’s supply chain management system; committed fraud or any other improper conduct in relation to such system; or failed to perform on any previous contract.
7. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.
8. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorises accounting officers and accounting authorities to:
  - a) disregard the bid of any bidder if that bidder, or any of its directors have abused the institution’s supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b) cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
9. Communication between partners in a joint venture or consortium will not be construed as collusive bidding.
10. 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



**SECTION B: DECLARATION OF THE BIDDER'S INTEREST**

The supply chain management system of an institution must, irrespective of the procurement process followed, prohibit any award to an employee of the state, who either individually or as a director of a public or private company or a member of a close corporation, seek to conduct business with the WCG, unless such employee is in an official capacity a director of a company listed in Schedule 2 or 3 of the PFMA as prescribed by the Public Service Regulation 13 (c). Furthermore, an employee employed by an organ of state conducting remunerative work outside of the employee's employment should first obtain the necessary approval by the delegated authority (RWOEE), failure to submit proof of such authority, where applicable, may result in disciplinary action.

<b>B1.</b>	Are any persons listed in Table A identified on the CSD as employees of an organ of state? <b>(If yes, refer to Public Service Circular EIM 1/2016 to exercise the listed actions)</b>	<input type="checkbox"/> NO	<input type="checkbox"/> YES
<b>B2.</b>	Are any employees of the entity also employees of an organ of state? <b>(If yes complete Table B and attach their approved "RWOEE")</b>	<input type="checkbox"/> NO	<input type="checkbox"/> YES
<b>B3.</b>	Are any family members of the persons listed in Table A employees of an organ of state? <b>(If yes complete Table B)</b>	<input type="checkbox"/> NO	<input type="checkbox"/> YES

**TABLE B**

Details of persons (family members) connected to or employees of an organ of state should be disclosed in Table B below.

FULL NAME OF EMPLOYEE	IDENTITY NUMBER	DEPARTMENT/ ENTITY OF EMPLOYMENT	DESIGNATION / RELATIONSHIP TO BIDDER**	INSTITUTION EMPLOYEE NO./PERSAL NO. (Indicate if not known)

**WESTERN CAPE GOVERNMENT: HEALTH**  
 DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE SOURCING)  
 BID OPENED 11:00  
**2023 – 03-17**

1).....  
SIGNED

2).....  
SIGNED

**SECTION C: PERFORMANCE MANAGEMENT AND BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

To enable the prospective bidder to provide evidence of past and current performance.

**C1.** Did the entity conduct business with an organ of state in the last twelve months?  NO  YES  
*(If yes complete Table C)*

**C2. TABLE C**

Complete the below table to the maximum of the last 5 contracts.

NAME OF CONTRACTOR	PROVINCIAL DEPARTMENT OR PROVINCIAL ENTITY	TYPE OF SERVICES OR COMMODITY	CONTRACT / ORDER NUMBER	PERIOD OF CONTRACT	VALUE OF CONTRACT

*(if not enough space, attach additional pages)*

**C3.** Is the entity or its principals listed on the National Database as companies or persons prohibited from doing business with the public sector?  NO  YES

**C4.** Is the entity or its principals listed on the National Treasury Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)?  NO  YES  
*(To access this Register enter the National Treasury's website, [www.treasury.gov.za](http://www.treasury.gov.za), click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 326 5445.)*

**C5.** If yes to C3 or C4, were you informed in writing about the listing on the database of restricted suppliers or Register for Tender Defaulters by National Treasury?  NO  YES  N/A

**C6.** Was the entity or persons listed in Table A convicted for fraud or corruption during the past five years in a court of law (including a court outside the Republic of South Africa)?  NO  YES

Please initial: Tenderer & Witness.....|..... Employer & Witness.....|.....

**WESTERN CAPE GOVERNMENT: HEALTH**  
 DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE SOURCING)  
 BID OPENED 11:00  
 Page 32 of 110  
**2023 – 03-17**

1)..... 2).....  
 SIGNED SIGNED

<b>C7.</b>	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	NO	YES
------------	---	----	-----

**SECTION D: DULY AUTHORISED REPRESENTATIVE TO DEPOSE TO AFFIDAVIT**

*The form should be signed by a duly authorised representative of the entity in the presence of a commissioner of oaths.*

I, ..... hereby swear/affirm;

- i. that the information disclosed above is true and accurate;
- ii. that I understand the content of the document;
- iii. the entity undertakes to independently arrive at any offer at any time to the Institution without any consultation, communication, agreement or arrangement with any competitor. In addition, that there will be no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to the Institution.
- iv. that the entity or its representative are aware of and undertakes not to disclose the terms of any bid, formal or informal, directly or indirectly, to any competitor, prior to the awarding of the contract.

**DULY AUTHORISED REPRESENTATIVE'S  
SIGNATURE**

I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down his/her answers in his/her presence:

1.1 Do you know and understand the contents of the declaration? ANSWER: .....

1.2 Do you have any objection to taking the prescribed oath? ANSWER: .....

1.3 Do you consider the prescribed oath to be binding on your conscience? ANSWER:.....

1.4 Do you want to make an affirmation? ANSWER: .....

2 I certify that the deponent has acknowledged that he/she knows and understands the contents of this declaration, which was sworn to/affirmed before me and the deponent's signature/thumbprint/mark was place thereon in my presence

**SIGNATURE**

**FULL NAMES**

Commissioner of Oaths

Designation (rank) .....ex officio: Republic of South Africa

Date: .....Place .....

Business Address: .....

WESTERN CAPE GOVERNMENT: HEALTH  
DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE  
SOURCING)  
BID OPENED 11:00

2023 – 03-17

1)..... 2).....  
SIGNED SIGNED



# WESTERN CAPE GOVERNMENT

## DEPARTMENT OF HEALTH: GROOTE SCHUUR HOSPITAL

### SCHEDULE 6: Addenda / Notice(s) issued to tenderers

We confirm that the following communications / addenda / notice(s) to tenderers received from the *Employer* before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer (If no addenda/notices mark schedule NIL, if not enough space, attach additional pages):

ADDENDUM No	DATE	SUBJECT MATTER OF ADDENDUM / NOTICE

**Documentary evidence of addenda / notices issued to tenderers indicating proof of receipt must accompany this Schedule.**

**AUTHORISED SIGNATURE OF TENDERER**

**WESTERN CAPE GOVERNMENT: HEALTH**  
 DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE SOURCING)  
 BID OPENED 11:00

**2023 – 03-17**

1).....  
SIGNED

2).....  
SIGNED

Date: .....

Number of additional pages appended by the tenderer to this Schedule: .....(If nil, enter NIL)

**WESTERN CAPE GOVERNMENT  
DEPARTMENT OF HEALTH: GROOTE SCHUUR HOSPITAL**

**WESTERN CAPE GOVERNMENT: HEALTH**  
DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE  
SOURCING)  
BID OPENED 11:00

**2023 – 03-17**

1)..... 2).....  
SIGNED SIGNED

**SCHEDULE 7: Schedule of work experience**

The tenderer must provide in the spaces provided below a list of the last five completed contracts of a similar nature as this tender which were awarded to him, as well as those currently being undertaken. This information is subject to verification and tenderers must note that the adequacy of the contractor’s work experience will be material in the *Employer’s* risk assessment for awarding this contract.

<b>COMPLETED CONTRACTS</b>			
<b>EMPLOYER (NAME, TEL No and FAX No)</b>	<b>NATURE OF WORK</b>	<b>VALUE (R)</b>	<b>DATE COMPLETED</b>

(Append separate page if not enough space)

<b>CURRENT (ONGOING) CONTRACTS</b>			
<b>EMPLOYER (NAME, TEL No and FAX No)</b>	<b>NATURE OF WORK</b>	<b>VALUE (R)</b>	<b>ANTICIPATED COMPLETION DATE</b>

--	--	--	--

(Append separate page if not enough space)

<b>AUTHORISED SIGNATURE OF TENDERER</b>

Date: .....

Number of additional pages appended by the tenderer to this Schedule: .....(If nil, enter NIL)

<b>WESTERN CAPE GOVERNMENT: HEALTH</b>	
DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE SOURCING)	
BID OPENED 11:00	
<b>2023 – 03-17</b>	
1).....	2).....
SIGNED	SIGNED

**WESTERN CAPE GOVERNMENT**  
**DEPARTMENT OF HEALTH: GROOTE SCHUUR HOSPITAL**

**SCHEDULE 8: Clarification meeting certificate**

Note: This site/clarification meeting certificate must be taken along to the meeting, completed and signed by a duly authorised and knowledgeable representative of the tenderer, able to comprehend and interpret site conditions and information conveyed, thereby enabling the tenderer to put forward an informed tender, with full understanding of the factors likely to influence the work and cost thereof. This certificate **MUST** be countersigned by a representative of the *Employer* at the time of the meeting, failure of which will render the tender non-compliant and invalid. The attendance register at the site/clarification meeting must also be signed by the tenderer's representative.

This is to certify that I, .....  
(Name)

representing: .....  
(Tenderer)

attended the site clarification meeting on: **2 March 2023**  
(Date)

held at: **Groote Schuur Hospital- Old Main Building; ENTRANCE NO 5; Big Bennie De Wet Lecture Theatre**

I, the tendering entity, am sufficiently knowledgeable and experienced to be able to understand all aspects of the tender and work to be undertaken as described in this tender document. I have made myself familiar, as far as is practically possible, with all local conditions, risks, contingencies and other circumstances likely to influence the execution of the work and the cost thereof. I further certify that I am satisfied with the description of the work and explanations given at the clarification meeting and that I understand fully the work to be done, as specified and implied, in the execution of this contract.

.....  
**SIGNED ON BEHALF OF TENDERER**

.....  
**SIGNED ON BEHALF OF *Employer***

Name of *Employer's* Representative: **RENIER VAN SCHALKWYK**

Date: 2 March 2023

**WESTERN CAPE GOVERNMENT: HEALTH**  
DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE  
SOURCING)  
BID OPENED 11:00  
**2023 – 03-17**  
1)..... 2).....  
SIGNED SIGNED



**WESTERN CAPE GOVERNMENT**  
**DEPARTMENT OF HEALTH: GROOTE SCHUUR HOSPITAL**

**NEC3 ENGINEERING AND CONSTRUCTION SHORT CONTRACT: ECSC3**  
**16B – Delivery & Maintenance of Infrastructure**  
**A contract between the Department of Health**  
**and**  
**Name of Contractor: .....**

**The Contract**  
 Compiled in accordance with CIDB Standard for Uniformity in Construction Procurement - 2019

<b>Part C1: Agreement and Contract Data</b>	<b>Page 39</b>
C1.1 Form of Offer and Acceptance	Page 41
C1.2 Contract Data	Page 45
<b>Part C2: Pricing Data</b>	<b>Page 50</b>
C2.1 Pricing assumptions & instructions	Page 51
C2.2 Pricing schedule	Page 53
<b>Part C3: Scope of work</b>	<b>Page 67</b>
Service Information	Page 68
<b>Appendix: Drawings, schematics &amp; annexures</b>	<b>Page 110</b>

**NOTE: The complete contract documentation comprises the following:**

- This document, from and including page 1 forward, up to and including the last page (page 110) in this document page count;
- All items included by reference or otherwise in this document;
- All addenda/notices issued by the *Employer* to tenderers prior to tender closing;
- All deviations included in the Schedule of Deviations on page 43 of this document;
- All additional pages appended by the tenderer to returnable Contract Schedules which are accepted by the *Employer*.

WESTERN CAPE GOVERNMENT: HEALTH  
 DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE  
 SOURCING)  
 BID OPENED 11:00  
**2023 – 03-17**

1)..... 2).....  
 SIGNED SIGNED

Please initial: Tenderer & Witness.....|..... Employer & Witness.....|..... Page **39** of **110**

# **WESTERN CAPE GOVERNMENT**

## **DEPARTMENT OF HEALTH: GROOTE SCHUUR HOSPITAL**

<b>Part C1: Agreement and Contract Data</b>	
C1.1 Form of Offer and Acceptance	Page 41
Schedule 9: Form of Offer and Acceptance	Page 41
C1.2 Contract Data	Page 45
Contract Data Part One	Page 45
Schedule 10: Contract Data Part Two	Page 49

**WESTERN CAPE GOVERNMENT: HEALTH**  
DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE  
SOURCING)  
BID OPENED 11:00  
**2023 – 03-17**  
1)..... 2).....  
SIGNED SIGNED

**WESTERN CAPE GOVERNMENT**  
**DEPARTMENT OF HEALTH: GROOTE SCHUUR HOSPITAL**

**C1.1 Form of Offer and Acceptance**

**SCHEDULE 9 : C1.1 Form of Offer and Acceptance**

**The Contractor's Offer**

The *Employer*, identified in the Acceptance signature block, has solicited offers to enter into a contract for the procurement of: **Tender No: WCGHIS006/2022: RESTORE AND PROCURE A ROUTINE MAINTENANCE AND SERVICING CONTRACT FOR THE EDWARD FIRE DETECTION SYSTEM AND ASSOCIATED EQUIPMENT**

The tenderer, identified in the offer signature block, has examined the documents listed in the Tender Data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the Conditions of Tender.

By the representative of the tenderer, deemed to be duly authorised, signing this Offer, the tenderer offers to perform all of the obligations and liabilities of the *Contractor* under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the *conditions of contract* identified in the Contract Data.

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:**

.....

.....Rand (in words);

R..... (in figures).

This offer may be accepted by the *Employer* by signing the *Employer's* Acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the Tender Data, whereupon the tenderer becomes the party named as the *Contractor* in the *conditions of contract* identified in the Contract Data.

**For the tenderer:**

<b>AUTHORISED SIGNATURE OF TENDERER</b>

<b>Tenderer MUST complete the following:</b>
CIDB Reg No.....
CSD Reg No.....
WCSEB Reg No.....
B-BBEE Status Level.....

Name of Organisation: .....

Name and Capacity of signatory: .....

Address of organisation: .....

.....

Name and signature of witness: .....

.....

Date: .....

Please initial: *Tenderer & Witness*.....|..... *Employer & Witness*.....|.....

<b>WESTERN CAPE GOVERNMENT: HEALTH</b> DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE SOURCING) BID OPENED 11:00	
Page <b>41</b> of <b>110</b> <b>2023 – 03-17</b>	
1)..... SIGNED	2)..... SIGNED

**The Employer's Acceptance**

By signing this Acceptance, the *Employer* identified below accepts the tenderer's offer. In consideration thereof, the *Employer* shall pay the *Contractor* the amount due in accordance with the *conditions of contract* identified in the Contract Data. Acceptance of the tenderer's offer shall form an Agreement between the *Employer* and the tenderer upon the terms and conditions contained in this Agreement and in the contract that is the subject of this Agreement.

The terms of the contract are contained in Part C1: Contract Data (which includes this agreement) and drawings, schedules and documents or parts thereof, which may be incorporated by reference into Part C1.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the tenderer and the *Employer* during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer shall arrange for the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of this contract. Failure to fulfil any of these obligations in accordance with the terms stipulated, shall constitute a repudiation of this Agreement.

This Agreement comes into effect on the *starting date* as stated in the Contract Data.

**For the Employer:**      **WESTERN CAPE GOVERNMENT  
DEPARTMENT OF HEALTH: GSH**  
Groote Schuur Hospital  
Main Road  
7925

<b>SIGNATURE OF <i>Employer</i></b>

Name: RENIER VAN SCHALKWYK

Capacity: **Control Industrial Technician**

Name and signature of witness: .....

.....

Date: .....

<b>WESTERN CAPE GOVERNMENT: HEALTH</b> DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE SOURCING) BID OPENED 11:00	
<b>2023 – 03-17</b>	
1)..... SIGNED	2)..... SIGNED

**Schedule of Deviations**

(Append separate page if not enough space)

1 Subject: .....  
Details: .....  
.....  
.....

2 Subject: .....  
Details: .....  
.....  
.....

3 Subject: .....  
Details: .....  
.....  
.....

4 Subject: .....  
Details: .....  
.....  
.....

5 Subject: .....  
Details: .....  
.....  
.....

6 Subject: .....  
Details: .....  
.....  
.....

<b>WESTERN CAPE GOVERNMENT: HEALTH</b>	
DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE SOURCING)	
BID OPENED 11:00	
<b>2023 - 03-17</b>	
1)..... SIGNED	2)..... SIGNED

By the duly authorised representatives signing this Agreement, the *Employer* and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the Tender Data and addenda thereto as listed in the tender schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the *Employer* during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the Parties arising from this Agreement.

**For the Tenderer:**

<b>AUTHORISED SIGNATURE OF TENDERER</b>

Name: .....

Capacity: .....

Name and address of organisation: .....

.....

Name and signature of witness: .....

.....

Date: .....

**For the Employer:**      **WESTERN CAPE GOVERNMENT**  
**DEPARTMENT OF HEALTH: GSH**  
Groote Schuur Hospital  
Main Road  
7925

<b>SIGNATURE OF Employer</b>

Name: RENIER VAN SCHLAKWYK

Capacity: **Control Industrial Technician**

Name and signature of witness: .....

.....

Date: .....

Number of additional pages appended by the tenderer to this schedule: .....(If nil, enter NIL).

Please initial: *Tenderer & Witness*.....|..... *Employer & Witness*.....|.....

**WESTERN CAPE GOVERNMENT**  
**DEPARTMENT OF HEALTH: GROOTE SCHUUR HOSPITAL**

**Contract Data**

**C1.2 Contract Data Part One**

**Data provided by the Employer**

**1 General**

- The *conditions of contract* are the core clauses and Z: Additional conditions of contract of the NEC3 Term Service Short Contract (September 2008), available from ECS Associates (tel 011-803-3008, email [admin@ecs.co.za](mailto:admin@ecs.co.za)), tenderers to obtain copies at their own cost.
- The *Employer* is (Clause 10.1)  
**DEPARTMENT OF HEALTH: GSH**  
**WESTERN CAPE GOVERNMENT**  
Address: Groote Schuur Hospital  
main Road  
7925
- The *service* is for **Tender No : WCGHIS006/2022: RESTORE AND PROCURE A ROUTINE MAINTENANCE AND SERVICING CONTRACT FOR THE EDWARD FIRE DETECTION SYSTEM AND ASSOCIATED EQUIPMENT**
- (Clause 11.2(6)).
- The *period for reply* is **2 weeks** (Clause 13.2).
- The *Employer's Agent* is (Clause 14.5):  
Name : Renier Van Schalkwyk  
Phone : 021 404 6289404 6217  
E-mail : Renier.VanSchalkwyk@westerncape.gov.za
- The authority of the *Employer's Agent* is to act on behalf of the *Employer* in all matters regarding this contract (Clause 14.5).

**3 Time**

- The *starting date* is **the date of receipt of the letter of notification of appointment of the Contractor by the Employer** (in the case of email notification the date on which the email is sent by the *Employer*) (Clause 30.1).

**4 Service**

- The *service period* is **24 months**. (Clause 30.1).

**5 Payment**

- The *assessment day* is the **last** day of each month (Clause 50.1).
- Delete the entire content of Clause 50.3 and replace with the following:  
The *Employer* certifies a payment within one week of receipt of the *Contractor's* application for payment. The *Employer* corrects any wrongly assessed amount due in the payment certificate (Clause 50.3).
- Delete the entire content of Clause 51.1 and replace with the following:  
The *Contractor* prepares a tax invoice for the exact amount certified. The *Contractor* submits the tax invoice together with the corresponding payment certificate to the *Employer* for payment. Incomplete and incorrect payment submissions are returned within one week to the *Contractor* for correction. Payment is made within thirty (30) days of receipt of a **complete and correct Contractor's** payment submission (Clause 51.1).

<b>WESTERN CAPE GOVERNMENT: HEALTH</b> DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE SOURCING) BID OPENED 11:00  <b>2023 – 03-17</b>  1)..... 2)..... SIGNED SIGNED	
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**2023 – 03-17**

1).....  
 SIGNED  
 2).....  
 SIGNED

**8 Indemnity, insurance and liability.**

**Limitation of liability 80**

- 80.1 For any one event, the liability of the *Contractor* to the *Employer* for loss of or damage to the *Employer's* property is limited to the amount stated in the Contract Data.
- 80.2 The *Contractor* is not liable to the *Employer* for the *Employer's* indirect or consequential loss except as provided for in the *conditions of contract*.
- 80.3 Exclusion or limitation of liability applies in contract, tort or delict and otherwise and to the maximum extent permitted in law.

**Indemnities 81**

- 81.1 The *Employer* indemnifies the *Contractor* against claims, proceedings, compensation and costs payable which are the unavoidable result of the *service* or of Providing the *Service* or which arise from
  - fault,
  - negligence,
  - breach of statutory duty,
  - infringement of an intellectual property right or
  - interference with a legal right
 by the *Employer* or by a person employed by or contracted to the *Employer* except the *Contractor*.
- 81.2 The *Contractor* indemnifies the *Employer* against other
  - losses and claims in respect of
    - death of or injury to a person and
    - loss of and damage to property (other than the *Employer's* property) and
  - claims, proceedings, compensation and costs payable arising from or in connection with the *Contractor's* Providing the *Service*.
- 81.3 The liability of each Party to indemnify the other is reduced to the extent that events which are the other Party's responsibility contributed to the losses, claims, proceedings, compensation and costs.

**Insurance cover 82**

- 82.1 The *Contractor* provides, in the joint names of the Parties and from the *starting date* until the later of the end of the *service period* and the latest date for completion of a Task, the insurances stated in the Insurance Table. The *Contractor* does not provide an insurance which the *Employer* is to provide as stated in the Contract Data.

**INSURANCE TABLE**

<b>Insurance against</b>	<b>Minimum amount of cover or minimum limit of indemnity</b>
Loss of or damage caused by the <i>Contractor</i> to the <i>Employer's</i> property	The amount stated in the Contract Data
Loss of or damage to equipment, plant and materials	The replacement cost
The <i>Contractor's</i> liability for loss of or damage to property (except the <i>Employer's</i> property, equipment and other things used to Provide the <i>Service</i> ) and for bodily injury to or death of a person (not an employee of the <i>Contractor</i> ) arising from or in connection with the <i>Contractor's</i> Providing the <i>Service</i>	The amount stated in the Contract Data for any one event with cross liability so that the insurance applies to the Parties separately
Liability for death of or bodily injury to employees of the <i>Contractor</i> arising out of and in the course of their employment in connection with this contract	The greater of the amount required by the applicable law and the amount stated in the Contract Data for any one event

- The *Contractor* is not liable to the *Employer* for loss of or damage to the *Employer's* property for an unlimited amount for any one event (Clause 80.1).
- The minimum amount of cover for the first insurance stated in the Insurance Table is **R 10 000 000 (ten million rand)** (Clause 82.1).
- The minimum amount of cover for the third insurance stated in the Insurance Table is **R10 000 000 (ten million rand)** (Clause 82.1).
- The minimum amount of cover for the fourth insurance stated in the Insurance Table is **R10 000 000 (ten million rand)** (Clause 82.1).

**9 Termination and dispute resolution**

- The *Adjudicator* is the person selected by the Parties as follows: A Party may at any time notify the other Party of the names of two persons chosen from the panel of NEC *Adjudicators* set up by the Joint Civils Division of the Institution of Civil Engineers (ICE)(UK) and the South African Institution for Civil Engineering (SAICE) (see [www.jointcivils.co.za](http://www.jointcivils.co.za)) whose availability to act as the *Adjudicator*, has been confirmed by the notifying Party. The other party selects one of the two persons chosen to be the *Adjudicator* within the *period for reply* of receiving the notice, failing which the person chosen by the notifying Party will be the *Adjudicator*. The Parties appoint the *Adjudicator* under the NEC3 Adjudicator's Contract, June 2005. (Clause 93.1).
- The *Adjudicator nominating body* is The Chairman of the Joint Civils Division of the Institution of Civil Engineers (ICE)(UK) and the South African Institution for Civil Engineering (SAICE) (see [www.jointcivils.co.za](http://www.jointcivils.co.za)) (Clause 93.2(2)).
- The *tribunal* is **arbitration** (Clause 93.4).
- The *arbitration procedure* is **as set out in the Rules of the Arbitration Foundation of Southern Africa** (Clause 93.4).

**Z: Additional conditions of contract**

- Z1 No clause
- Z2 Identified and defined terms  
The Contract Date is the date this contract came into existence.
- Z3 Acts or omissions by mandataries  
In terms of Section 37(2) of the Occupational health and Safety Act of 1993 (Act 85 of 1993), the *Contractor* hereby agrees that the *Employer* is relieved of any and all of its liabilities in terms of Section 37(1) of this Act in respect of any acts or omissions of the *Contractor* and his employees to the extent permitted by this Act, and that this contract comprises the written agreement between the *Employer* and the *Contractor* contemplated in section 37(2).
- Z4 Maintenance of mandatory registrations  
The *Contractor* ensures that his registrations with the Construction Industry Development Board (CIDB) and as a supplier on the Western Cape Supplier Evidence Bank (WCSEB) and the Central Supplier Database (CSD) are maintained until the end of the *service period*.
- Z5 No Clause
- Z6 No Clause
- Z8 No Clause
- Z9 No gifts/tokens/invitations from the *Contractor* to *Employer's* officials  
Although there are formal prescripts and mechanisms in place to regulate and record the receipt of small tokens/gifts/invitations from contractors and service providers, officials of the *Employer* are actively discouraged from accepting any such gifts/tokens/invitations. In terms of this contract, the *Contractor* shall not offer any gift/token/invitation which carries any monetary benefit, irrespective of value, directly or indirectly, to any official in the *Employer's* service, before or after completion of this contract.
- Z10 No clause  
Contract Data for Z11:



Tender No **WCGHIS006/2022 – MAINTENANCE EDWARD FIRE SYSTEM**

- There are no non-working days when assessing delays to a Task Completion Date due to compensation events (Clause Z11.1).
- The full period of the annual builders' break of approximately 4 weeks in December/January during execution of this contract is **INCLUDED** in the Task Completion Date as stated in a Task Order and will NOT be added to any other delays due to compensation events (Clause Z11.2).

Z12 No clause

Z13 The *Contractor* provides this additional insurance to the insurances listed in the Insurance Table: A Coupon Policy for Special Risks Insurance issued by the South African Special Risks Insurance Association (SASRIA).

Z14 Extension of the *service period*

The *Employer* reserves the option to extend the *service period* of this contract as a once-off occurrence only. The *service period* is extended if

- the extension is notified by the *Employer* to the *Contractor* before or on the date of expiry of the current *service period*, and
- the duration of the extension does not exceed the allowed maximum duration stated in the Contract Data.

Contract Data for Z14:

- The allowed maximum duration for extension of the *service period* for this contract is **12 months** (Clause Z14)

Z16 Payment of subcontractors by the *Contractor*

The *Contractor* pays a subcontractor within one week for all subcontracted work which in terms of this contract has been certified and paid to the *Contractor*.

Z18 Additional compensation events for Task Orders

The following are additional compensation events for Task Orders:

Z18.1(1) The *Employer* instructs the *Contractor* to search for a Defect and no Defect is found.

Z18.1(2) The *Contractor* encounters physical conditions which are not weather conditions and which an experienced contractor would have judged, at the time of quotation for the Task, to have such a small chance of occurring that it would have been unreasonable to have allowed for them. Only the difference between the physical conditions encountered and those for which it would have been reasonable to have allowed is taken into account in assessing a compensation event.

Z18.1(3) The *Contractor* is prevented by weather from carrying out all work in a Task for periods of time, each one full working day, which are in total more than one seventh of the total number of days between the Task starting date and Task Completion Date. In assessing this event, only the working days which exceed this limit and on which work is prevented by no other cause are taken into account.

Z18.1(4) The *Employer* notifies a correction to an assumption which he has stated about a compensation event.

Z18.1(5) An event which

- stops the *Contractor* completing the Task or
- stops the *Contractor* completing the Task by the Task Completion Date

and which

- neither Party could prevent,
- an experienced contractor would have judged at the time of quotation for the Task to have such a small chance of occurring that it would have been unreasonable to have allowed for it and
- is not one of the other compensation events stated in this contract.

Z18.1(6) A difference between the final quantity of work done in a Task and the quantity stated for an item in the Task Order.

Z18.1(7) A loss or damage to work completed, plant and materials during execution of a Task which

- is not the fault or responsibility of the *Contractor* or
- could not have been prevented by any reasonable action of the *Contractor*.

Z18.2 In judging the physical conditions for the purposes of assessing any compensation event for Task Orders, the *Contractor* is assumed to have taken into account

- the information provided in the Task Order and the Service Information,

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- publicly available information referred to in the Task Order and the Service Information,
- information obtainable from a visual inspection of the locality where the Task is executed and
- other information which an experienced contractor could reasonably be expected to have or to obtain.

**Z19 Cost of preparation of quotations for compensation events**

All costs associated with the preparation of quotations for compensation events for this contract are the *Contractor's* risk and are not reimbursable by the *Employer*.

**Z20 Contractor's site attendance register**

The *Contractor* keeps an attendance register detailing identity, sign-in and sign-out by all people entering the site or location where the *service* is provided, details of which are made available to the *Employer* upon request.

**WESTERN CAPE GOVERNMENT: HEALTH**  
DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE  
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**WESTERN CAPE GOVERNMENT**  
**DEPARTMENT OF HEALTH: GROOTE SCHUUR HOSPITAL**

**Contract Data**

**C1.2 Contract Data Part Two**

**SCHEDULE 10: Data provided by the Contractor (the Contractor's offer)**

**1 General**

- The *Contractor* is (Clause 10.1):

Name: .....

Address: .....

.....

Telephone: .....

Email Address: .....

- The tendered total of the Prices is in **Part C1.1: Form of Offer and Acceptance** of this document (Clause 11.2(4)).
- The Price List is in **Part C2: Pricing Data of this document** (Clause 11.2(4)).
- The percentage for overheads and profit added to the Defined Cost for people is.....% (max 15% allowed)(Clause 11.2(5)).
- The percentage for overheads and profit added to other Defined Cost is .....% (max 10% allowed)(Clause 11.2(5)).

<b>AUTHORISED SIGNATURE OF TENDERER</b>

Date:.....

<b>WESTERN CAPE GOVERNMENT: HEALTH</b>	
DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE SOURCING)	
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**WESTERN CAPE GOVERNMENT**  
**DEPARTMENT OF HEALTH: GROOTE SCHUUR HOSPITAL**

<b>Part C2: Pricing Data</b>	
C2.1 Pricing assumptions & instructions	Page 551
C2.2 Pricing schedule	Page 53
Schedule 11: Pricing Summary	Page 53
Schedule 12: Price List	Page 54

**WESTERN CAPE GOVERNMENT: HEALTH**  
DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE  
SOURCING)  
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Standards or Specifications stated in the Works Information of this document.

- Quantity: The number of units of work for each item.
- Rate: The agreed payment per unit of measurement.
- Price: The product of the quantity and the agreed rate for an item, or an agreed amount for an item, the extent of which is described in the Price List but the quantity of work of which is not measured in any units.

- 1.6 Descriptions in the Price List are abbreviated and comply generally with those in the Standards or Specifications stated in the Service Information of this document.
- 1.7 Instructions to do work or how it is to be done are not included in the Price List but in the Service Information. The Price List is only a pricing document.
- 1.8 As the *Contractor* has an obligation to correct Defects (Clause 42.1) and there is no compensation event for this unless the Defect was due to an *Employer's* risk, the lump sum Prices and rates must also include for the correction of Defects.
- 1.9 If the *Contractor* has decided not to identify or to price a particular item of work, it will be assumed that *Contractor* has included the cost to the *Contractor* of doing the work within the other Prices or rates in order to fulfil the obligation to complete the *service* for the tendered total of the Prices.
- 1.10 There is no adjustment to the lump sum item price if the amount, or quantity, of work within that item later turns out to be different to that which the *Contractor* estimated at time of tender. The only basis for a change to the Prices is as a result of a compensation event. The Prices tendered by the *Contractor* in the Price List shall be treated as being fully inclusive of all work, risks, liabilities, obligations, overheads, profit and everything necessary as incurred or required by the *Contractor* in Providing the Service in accordance with the Service Information, as it was at the time of tender, as well as correct any Defects not caused by an *Employer's* risk.
- 1.11 The *Contractor* does not have to allow in his Prices for matters that may arise as a result of a compensation event.
- 1.12 Those parts of the *service* to be provided using labour-intensive methods (if applicable) have been marked as such in the Price List and Service Information. The *service*, or parts of the *service* so designated are to be provided using labour-intensive methods only, and pricing for such items must make provision for this accordingly. The use of equipment to provide such *service*, other than equipment specifically provided for in the Service Information, is not allowed and in contravention of the contract. The items designated as labour-intensive are not necessarily an exhaustive list of all the items which must be done labour-intensively, and this instruction does not override any of the requirements in the general labour-intensive specification in the Service Information.
- 1.13 All Prices in the Price List exclude VAT, while the total of Prices reflected in the Price List Summary and the *Contractor's* Offer include VAT.

**2. COMPENSATION EVENTS**

- 2.1 Payment for items in the Price List which are associated with any budgetary allowances, provisional sums and prime costs are dealt with in the same manner as payment for compensation events, i.e. Defined Cost plus the percentage/s for overheads and profit as stated in the Contract Data.

**3. THE TOTAL FINANCIAL OFFER FOR THIS TENDER**

- 3.1 The financial offer of this tender is the total price reflected in the Pricing Summary of the Price List and, subsequently, in the *Contractor's* Offer.

**4. MATERIAL CONFLICT WITH CONDITIONS OF CONTRACT**

- 4.1 PLEASE NOTE: If anything in this Price List materially contradicts or is in conflict with any stipulation in the *conditions of contract*, the stipulation in the *conditions of contract* shall prevail.

<p><b>WESTERN CAPE GOVERNMENT: HEALTH</b> DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE SOURCING) BID OPENED 11:00</p> <p><b>2023 – 03-17</b></p> <p>1).....2)..... SIGNED Page 53 of 110 SIGNED</p>
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**WESTERN CAPE GOVERNMENT**  
**DEPARTMENT OF HEALTH: GROOTE SCHUUR HOSPITAL**

**C2.2 Pricing schedule**

**SCHEDULE 11: Pricing Summary**

**TOTAL PRICE OFFER FOR THIS CONTRACT**

The total price offer, EXCLUSIVE of VAT for all work specified in the Price List, is as follows:

Price carried from Price List Section A:	R.....
Price carried from Price List Section B:	R.....
Price carried from Price List Section C:	R.....
Price carried from Price List Section D:	R.....
Price carried from Price List Section E:	R.....
Price carried from Price List Section F:	R.....
Sub Total	R.....
Add VAT at 15%	R.....
<b>TOTAL PRICE OFFER :</b>	<b>R.....</b>

**This total price offer is to be carried over to C1.1: Form of Offer and Acceptance on page 41 of this document.**

<b>AUTHORISED SIGNATURE OF TENDERER</b>

Name: .....

Capacity: .....

Name and signature of witness: .....

Date: .....

<b>WESTERN CAPE GOVERNMENT: HEALTH</b> DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE SOURCING) BID OPENED 11:00 <b>2023 – 03-17</b>	
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# **WESTERN CAPE GOVERNMENT**

## **DEPARTMENT OF HEALTH: GROOTE SCHUUR HOSPITAL**

### **C2.2 Pricing schedule**

#### **SCHEDULE 12: Price List**

The Price List for this contract consists of the following sections:

- Section A: (Fixed Scheduled Routine Maintenance)
- Section B: (Spare Parts)
- Section C: (Default Mark-up on Additional Spares)
- Section D: (Labour Not Relating to Routine Maintenance)
- Section E: (Traveling Not Relating to Routine Maintenance)
- Section F: (Restoration Item)

**IMPORTANT: Please note the following:**

1. Ensure that the fully priced list is returned with your tender submission. Failure to do so will invalidate your tender.
2. Ensure that the pricing totals are carried as appropriate to the Pricing Summary on page 54 of this document, and the total of the Prices from there to the Form of Offer and Acceptance on page 41 of this document. Failure to do so will invalidate your tender.
3. Please check the Tender Data (clause F.2.10.5) for the requirements pertaining to submission of the priced document and ensure that you comply with the stipulations thereof. Failure to comply will invalidate your tender.
4. All information given in the Service Information must be taken into account for pricing. Unrealistic pricing in terms of the envisaged work will render your tender high-risk, and therefore ineligible for award.
5. All items are to be priced EXCLUSIVE of VAT.
6. All items in the Price List must be priced. Non-priced items may render your tender invalid – please see the Tender Data (clause F.2.14) for details.

<b>AUTHORISED SIGNATURE OF TENDERER</b>

Date: .....

<b>WESTERN CAPE GOVERNMENT: HEALTH</b> DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE SOURCING) BID OPENED 11:00  <b>2023 – 03-17</b>  1)..... 2)..... SIGNED SIGNED	
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**Section A  
Fixed Scheduled Routine Maintenance  
Groote Schuur Hospital**

Item Nr	Description	Units	Qty required for the contract period	Rate	Bid Price In SA Currency Incl. VAT
1	Site Establishment	Each	1	R	
2	Traveling associated with Routine Maintenance and Inspections including Toll-Fees where applicable.	Month	24	R	
3	Tools & Maintenance Equipment	Lot	1	R	
4	Site Security	Month	24	R	
5	Other (Provide Brief Description) _____ _____ _____	Lot	1	R	
6	Cost for scheduled service, routine maintenance, inspections and checks as per included maintenance schedules and requested work according to the tender specification and maintenance task sheets.	Month	24	R	
<b>Total Part A, Fixed Cost Routine Maintenance For Contract Period – Groote Schuur Hospital</b>					R

Please initial: *Tenderer & Witness*.....|..... *Employer & Witness*.....|..... Page 56 of 110

**WESTERN CAPE GOVERNMENT: HEALTH**  
 DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE  
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**Price List Section A**

<b>WESTERN CAPE GOVERNMENT: HEALTH</b> DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE SOURCING) BID OPENED 11:00  <b>2023 – 03-17</b>	
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<b>Section B Spares</b>
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Item Nr	Description	Qty/Units	Rate	Bid Price In SA Currency Incl. VAT	
1	EST SIGA – HRS Heat Detector + base	10	R	R	
2	EST SIGA – PS Smoke Detector + base	60	R	R	
3	EST SIGA – CT1 Interface Unit	10	R	R	
4	EST SIGA – CR relay unit	10	R	R	
5	EST SIGI-271 Break Glass Unit, Resettable element, Red, Including Surface Mount Box	20	R	R	
6	Fire Rated Cable (PH30) / meter	1000 m	R	R	
<b>Total Part B, Spare Parts For Contract Period</b>				R	

<b>WESTERN CAPE GOVERNMENT: HEALTH</b>	
DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE SOURCING)	
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<b>AUTHORISED SIGNATURE OF TENDERER</b>

**Price List Section B**

<b>WESTERN CAPE GOVERNMENT: HEALTH</b> DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE SOURCING) BID OPENED 11:00  <b>2023 – 03-17</b>	
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<b>Section C Default Mark-up on Additional Spares</b>					
Item Nr	Description	Units	Qty	Bid Price In SA Currency Incl. VAT	
1	An allowance for additional spares and specialised services per month is capped at a maximum of R1500 per month. For this claim to be charged, proof of such spares or services must be submitted.	24 months	R 1500	R 36 000	00
2	Default percentage markup paid to tenderer for additional spares or <b>services</b> . This is capped at 15% under Qty.  Insert default markup percentage under quantity and the percentage amount in Rands under Bid Price.  Maximum 15%  <u><b>Example</b></u>  10% mark up on R36 000 Qty = R 3 600 under Bid Price.		_____ %	R _____	_____
			<b>Example @ 10%</b>	R39, 600	00
<b>Total Part C, Default Mark-up on Additional Spares For Contract Period</b>				R	

**WESTERN CAPE GOVERNMENT: HEALTH**  
 DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE SOURCING)  
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<b>AUTHORISED SIGNATURE OF TENDERER</b>

**Price List Section C**

<b>WESTERN CAPE GOVERNMENT: HEALTH</b> DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE SOURCING) BID OPENED 11:00 <b>2023 – 03-17</b>	
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**Section D  
Labour, not relating to routine maintenance**

Item Nr	Description	Units	Qty required for the contract period	Bid Price In SA Currency Incl. VAT	
1	Normal Working Hours SAQCC or other qualified technician	/h	600	R	
2	After Hours Overtime SAQCC or other qualified technician	/h	16	R	
3	Saturday Overtime SAQCC or other qualified technician	/h	20	R	
4	Sunday or Public Holiday Overtime SAQCC or other qualified technician	/h	8	R	
5	Normal Working Hours General Assistant / Labourer	/h	600	R	
6	After Hours Overtime General Assistant / Labourer	/h	16	R	
7	Saturday Overtime General Assistant / Labourer	/h	20	R	
8	Sunday or Public Holiday Overtime General Assistant / Labourer	/h	8	R	
<b>Total Part D, Additional Labour Rates For Contract Period</b>				R	

**WESTERN CAPE GOVERNMENT: HEALTH**  
 DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE  
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<b>AUTHORISED SIGNATURE OF TENDERER</b>

**Price List Section D**

<b>WESTERN CAPE GOVERNMENT: HEALTH</b> DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE SOURCING) BID OPENED 11:00  <b>2023 – 03-17</b>	
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**Section E  
Traveling, Not Relating to Routine Maintenance**

Item Nr	Description	Rate	Units	Qty	Bid Price In SA Currency Incl. VAT	
1	Travel Rate Per km not relating to routine maintenance tasks. Travel rate to include labour hours used for traveling as well all tolls or other costs associated with travelling.  <b>Total estimated travel shall be calculated on 50 callouts for the contract period from the contractor’s workshop site. Contactor to complete the amount of km from the workshop site to the hospital and back to the workshop under Units.</b>	R _____/km	_____ km	x50	R	
<b>Total Part E, Additional Travel Rates For Contract Period</b>					R	

**AUTHORISED SIGNATURE OF  
TENDERER**

**Price List Section E**

**WESTERN CAPE GOVERNMENT: HEALTH**  
 DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE  
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**Section F  
Restoration Item**

Item Nr	Description	Qty required for the contract period	Bid Price In SA Currency Incl. VAT
1	<b>RESTORATION OF THE EDWARDS EST FIRE DETECTION SYSTEM</b>		
1.1	Restoration for The Edwards (EST) Fire Detection System (restoring the system to zero Troubles from 1254 Troubles for the purpose of providing a comprehensive service thereafter).	1	R
1.2	Overhead Expenses and Consumables	1	R
	<b>GRAND TOTAL</b>		R

Please initial: *Tenderer & Witness*.....|..... *Employer & Witness*.....|..... Page 65 of 110

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<b>AUTHORISED SIGNATURE OF TENDERER</b>

**Price List Section F**

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**WESTERN CAPE GOVERNMENT**  
**DEPARTMENT OF HEALTH: GROOTE SCHUUR HOSPITAL**

**Part C3: Scope of Work**

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**WESTERN CAPE GOVERNMENT**  
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**Service Information**

**Preamble to Service Information**

**NEC3 defined terms and terms identified in the Contract Data**

The *service* is to be provided in accordance with the Service Information forming part of the NEC3 *conditions of contract* as described in the Contract Data of this document. The Service Information is meant to convey all relevant information required for Providing the Service clearly and unambiguously by following the formatting requirements of the *conditions of contract*, with due reference to defined terms and terms identified in the Contract Data.

Clause 11.1 of the *conditions of contract* stipulates that terms identified in the Contract Data are in italics, and defined terms have capital initials.

While every effort is made to ensure that the Service Information conforms in full to these formatting requirements, there will always be a possibility that some defined terms and terms identified in the Contract Data may not be formatted in the prescribed manner in the Service Information. This possibility increases when the Service Information is voluminous and comprises different sections compiled by different contributors and disciplines.

THEREFORE, PLEASE NOTE:

For the purposes of clarity and to remove any ambiguity in regard to defined terms and terms identified in the Contract Data, the following shall apply:

- All terms identified in the Contract Data which appear in the Service Information and which are not in italics, shall be read as if they are in italics, and
- all defined terms which appear in the Service Information and which do not have capital initials, shall be read as if they have capital initials.

**Material conflict with *conditions of contract***

PLEASE NOTE: If anything in the Service Information materially contradicts or is in conflict with any stipulation in the *conditions of contract*, the stipulation in the *conditions of contract* shall prevail.

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**WESTERN CAPE GOVERNMENT**  
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**Service Information**

**1. Description of the service**

**Description of the service**

**1 SCOPE OF WORK**

The contract covers the service and repair of Fire detection and related equipment at Groote Schuur Hospital.

**2 DESCRIPTION OF THE WORK**

The hospital is fitted with 64x EST Panels, which comprises 12x Main Panels (Rack Node), 52x Annunciator Panels including integrated Fireman's Telephone, Public Address, field devices and covers the entire New Main hospital. The Main Panels are

situated in the service areas and the Annunciators are located on the main floor levels along with the Fireman's Telephones.

2 x Fireworks GUI.

The Fire Panels are situated as follows:

**New Main Building**

- D03 Control Rm – Rack Node 1, ASU, Fireman's Telephone master station, Fireworks workstation
- D03 CCTV Control RM – Fireworks workstation
- H1-1 – Rack Node 52, Node 53-60(Annunciator Panels incl. Fireman's Telephone)
- H1-2 - Rack Node 2 &3, Node 4-11(Annunciator Panels incl. Fireman's Telephone)
- H2-1 - Rack Node 43, Node 44-51(Annunciator Panels incl. Fireman's Telephone)
- H2-2 - Rack Node 12 &13, Node 14-21(Annunciator Panels incl. Fireman's Telephone)
- H3-1 - Rack Node 33, Node 34-42(Annunciator Panels incl. Fireman's Telephone)
- H3-2 - Rack Node 22 &23, Node 24-32(Annunciator Panels incl. Fireman's Telephone)

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Technical alarms and controls included in the system may comprise of the following, but not limited to:

- Air Conditioner Shutdown
- Lift Control
- Generator
- Chilled Water Temperature
- Booster pump
- Humidity Sensors
- Cooling Fans
- Fire panels and peripheral equipment
- PA/Evac Systems and peripheral equipment
- Fire and Access door and door hardware
- Alarms, Relays and Technical Switches
- Access control and safety devices

An emergency communication and evacuation system and a fire telephone system are existing

### 3.1 General

All maintenance and repairs shall be executed by relevant **competent SAQCC registered personnel in the most time saving and effective manner possible. The contractor's staff will not be allowed on site in the absence of a SAQCC registered technician.** The Contractor shall be required to keep critical spares in stock, at his own cost, in order to keep down-time to an absolute minimum. **Faulty items in critical areas\* (see list below) must be repaired immediately and returned to the Contractor's stock holding.** All tools and equipment required to perform repairs and maintenance shall be supplied by the Contractor and shall remain his property when the contract lapses.

#### \* List of critical areas

Theatres  
ICU  
High Care  
Emergency Department  
Pharmacy  
CSSD  
Cold and Freezer Rooms

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**No work will be undertaken on the equipment that serves the critical areas above without prior written approval from the head of the facility.**

### 3.2 Definitions of Functions

#### 3.2.1 Restoration of the Systems

This entails a detailed investigation by the Contractor of all items and systems under the contract, identification of defective and inferior components or systems, and the restoration thereof to comply with the PGWC Standard Specification and Additional Specification for the installation as applicable at the time of the original installation, as well as later additions to the installation(s) and additional installations. All restoration work shall be executed to the satisfaction of the Regional Representative.

The costs associated with the restoration of equipment will be additional to the contract. The contractor shall be remunerated for the specific work on a material cost plus the % mark up as indicated in the price schedule.

#### 3.2.2 Preventive Maintenance

This entails the tendering of services for diagnosing the deterioration of equipment and the subsequent action to restore the equipment to its correct functional level in the workshop or in the field. This also entails testing of ancillary equipment like fire dampers, control valves, flow switches etc.

Preventative and unplanned maintenance of each component is essential in order to ensure continuous usage according to its design capacity and to ensure its expected life expectancy and reliability.

**Preventative maintenance schedule.** Will be done in accordance with the Maintenance Schedules contained in this document but will not be limited to the scheduled items. It is expected from the contractor to expand on these activities and provide comprehensive preventative maintenance schedules, so that potential trouble situations can be investigated and corrected as soon as possible.

The preventative maintenance tasks consist of the completion of the checklists and compilation of the maintenance actions required.

**Maintenance inspection and repair records.** These documents should be completed in detail by the contractor's assigned individual. Maintenance personnel shall report their findings and corrective action on assignment sheets or job cards. Permanent records are a useful guide to each mechanical & electrical system's general condition and reliability. It is important to know the frequency and type of repair and how often there is a need for a complete overhaul.

**3.2.3 Planned Preventive Maintenance**

Planned maintenance check lists is generated for condition monitoring, services and preventative maintenance for buildings and equipment. The planned maintenance tasks consist of the completion of the checklists and compilation of the maintenance actions required.

**3.2.4 Corrective Maintenance**

This entails regular observation of the equipment with the intention of identifying minor breakdowns of the equipment and subsequent action to restore it to its correct functional and operational state.

**3.2.5 Breakdown Maintenance / Emergencies**

This entails the urgent repair and/or replacement of defective equipment and subsequent action to restore it to its correct functional and operational state. This will also include equipment at facilities within a 150km radius of the facility mentioned in this document under emergency repair delegations. Labour and mark-up rates (max 15% mark up on spare parts) as quoted in this document under Contract Data - Price List will apply.

**3.2.6 Repair and Replacement of Parts**

This entails the replacement of defective parts and the repair or replacement of such defective parts.

**3.2.7 Additions/extensions to the systems**

On request by the Department, the Contractor shall supply the Department with detailed estimates of costs for additions or extensions as indicated by the Department. Should the Department require such additions or extensions to the existing systems to be done by the Contractor; the Contractor will be paid the price per supplier's invoice plus a percentage mark-up as indicated in the "SUMMARY". The mark-up shall include all expenses incurred by the Contractor and no additional payments will be made, for example, for transport or labour costs. The Department reserves the right to pay the Contractor only an amount equal to market related prices plus mark-up should supplier's prices be excessive.

**4. MAINTENANCE EQUIPMENT RECORDS AND INVENTORY CONTROL SYSTEMS**

This entails the composition of a complete inventory of equipment and the updating and maintenance thereof

**5. TOOLS & MATERIALS**

Generally, all tools and equipment must be provided to complete the maintenance procedure, these to include:

- All hand tools for operating and maintaining fire detection system;
- All test equipment for operating and maintaining fire detection system including Solo detector tester;
- Cleaning tools and materials;
- Safety goggles;
- Working gloves; and
- Electrical multimeter

**Important note relating to tools & electrical cables being plugged into the hospital/ health facility electrical network system.** Before any electrical tool is being used in the hospital it will be tested by the workshop and then tagged to be used inside the health facility if not found faulty. The reason for this is to prevent unnecessary tripping of equipment inside the health facility.

**6. SECURITY**

The *contractor* shall supply his own security arrangements to safeguard his own property as well as any unfixed materials on-site.

The *contractor* shall be subject to security screening at entry and exit of the premises and/or building as well as at any time while the *contractor* is on-site.

The *contractor* shall report to the workshop or site representative before any work is laid to hand.  
The *contractor* and his employees shall at all times have identification in the form of:

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- a) Clothing which permanently features the name of the contracting company
- b) Identification tag with name and photo-identification
- c) SAQCC badge which shall be visible at all times (SAQCC registered personnel)

Failure to comply with these requirements may lead to the *contractor* being denied access to the site and any costs incurred shall be for the *contractor's* own account

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**7. TESTING AND ADDITIONAL EQUIPMENT**

The Contractor will ensure that he is in possession of all testing equipment necessary for the successful execution of this contract. Should any tests be required related to any service, it will be done by means of instrumentation recognised and approved by the manufacturer. No other results will be accepted.

**8. TRAINING OF PERSONNEL**

This entails the quarterly training of the User Department's operating personnel to acquaint them with the operation of the systems. This also includes a set of operating and maintenance instructions, which shall be mounted in the control or plant rooms in the building and which shall be in a location and of a quality approved by the Engineer or his Regional Representative.

**9. AS-BUILT DRAWINGS AND MAINTENANCE MANUALS**

Tenderers will be informed of the availability of existing O & M manuals and drawings at the tender site meeting.

**10. AVAILABILITY OF THE SYSTEM**

The availability of the overall system will be calculated as the percentage of time over a period of 30 days within which the overall system is fully operational. **A minimum system availability of 99% is required.**

**11. MANAGEMENT SYSTEMS AND PROCEDURES**

In addition to the control measures contained in this document the contractor shall provide the necessary information to update and keep the existing Pragma system current for effective control of maintenance at the institutions. Any changes proposed by the Department shall be implemented by the Contractor without any additional costs to the Department.

The approved management system and procedures shall be implemented at the site and shall be strictly adhered to during the course of the contract. Should any changes be required to the management system and procedures during the course of Contract, such changes will be discussed and agreed between the Department and the Contractor. The implementation of such changes shall be at no extra cost to the Department.

**12. COMMUNICATIONS**

The Contractor's management and maintenance personnel shall be **available** on a 24-hour basis. The Contractor shall provide an approved system of communication to this effect as well as a cell number and e-mail address that is manned 24 hours per day 7 days per week. Contractors must make themselves available for air conditioning related emergency repairs at other Health institutions within a radius of 150 km from this facility when requested to do so.

**13. MAINTENANCE FREQUENCY**

Routine maintenance of all listed equipment shall be carried out at the frequencies as set out in the maintenance schedules.

**The Contractor shall within 30 days of the commencement of the Contract, draw up, for approval by the Department, a draft master maintenance schedule based on his routine maintenance intervals for the various items of equipment. The master schedule shall be calendar based, that is, normally fixed days.**

The master schedule shall also indicate specific training sessions to be provided to the Department's and/or User Department's personnel.

The master schedule shall be revised and refined in the light of experience gained and a copy of each revised master schedule shall be supplied to the Department for approval.

**The Contractor shall at all times have adequate resources available to perform all functions required of him.** Resources shall include labour, specialist expertise, tools, test equipment, consumable material, spare parts, operation and maintenance manuals, drawings, and other documentation to achieve the contract performance guarantee.

**14. DEPARTMENT’S OBLIGATIONS**

The Department or User Department will be solely responsible for operating the systems and performing minor maintenance work like regular cleaning of the filters. When a fault occurs, the system operators will execute prescribed reset procedures, provided in the control room by the Contractor.

In the event that the equipment becomes operational again, the operator will not call out the Contractor, but will log the fault and reset operations in the control logbook. If the equipment remains faulty, the operator will notify the Contractor immediately and will log the incident, and the call-out of the Contractor, in the logbook.

**15. CONTRACTORS RESPONSIBILITIES**

The Contractor shall be responsible, and Tenderers shall allow for in their Quotation, for the complete maintenance service, i.e., routine preventive and corrective maintenance, breakdown and repair maintenance, repair, replacement, and stocking of critical spare parts.

The Contractor shall carry out inspections and checking of the equipment detailed in the Schedules. Each inspection and test shall be recorded and listed in a logbook to be kept on site and the quarterly report, giving the date of the inspection and the nature of the test, complete with the names of persons carrying out such tests, and inspection test results. Testing of repaired faulty equipment shall also be reflected in this list.

The Contractor shall provide the operator personnel with written reset procedures, approved by the Department, mounted in the control room. The Contractor shall ensure that the operator personnel are conversant with the systems and reset procedures.

Telephone numbers of contact persons shall be provided by the Contractor to the operator personnel. While the Contractor is on site, he shall also provide refresher training to the operator personnel.

The Contractor shall at any time during the contract period, maintain, and repair or replace, faulty equipment upon receipt of an instruction from the Department, within the **Repair Time** as defined in the tender document at no additional cost to the Department.

The Contractor shall restore or repair the equipment to the original operational condition, recalibrate and re-commission the equipment on completion of each maintenance service carried out.

The Contractor shall rectify any fault condition of which he becomes aware, even if it has not been reported by the user.

Such rectifications shall also be logged and listed in the Quarterly Report.

The information of the system and equipment in this Specification is given, and intended only, to provide a guide and overview of the Contractor’s responsibilities. The information given shall not be regarded as complete or exact.

**16. MAINTENANCE MANUALS, TECHNICAL BROCHURES/DRAWINGS**

If available, the Regional Representative shall make available at the site a set of maintenance manuals, technical brochures and manuals of selected equipment and as built drawings for the contractor to scrutinize. Should the Tenderer notice any discrepancies, he must allow in his Quotation for preparing additional technical handbooks and/or drawings.

One set of technical handbooks, if available, for all equipment in use will **be made available** to the Contractor at the commencement of the maintenance contract. Should such handbooks not be available, the Contractor shall be expected to compile the necessary documentation within six months of commencement of the contract. This documentation will become the property of the Department.

The maintenance manual and as built drawings supplied to the contractor shall be signed for by the Contractor or his duly appointed representative upon handover. The Contractor shall, as part of his contract, update literature and drawings whenever he becomes aware of discrepancies. On termination of the Contract, **the maintenance manual, all technical handbooks and as built drawings shall be returned to the Department of Health by the Contractor.**

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**17. COMPUTER SOFTWARE**

On any system where computers are used, the Contractor shall, as part of the Contract; supply to the Department licensed and documented copies of all additional or modified software used. Removable disks needed to reload the system to fully operational level in the event of a complete breakdown of the system, or for installation on a new or alternative computer system, must be supplied. The software shall include the operating system, application software, utility software and specific programs written for the system. Where programs are compiled the source files must be handed to the Department.

Installation and start-up procedures shall be clearly set out and documented. Whenever changes are made to the software, the Contractor shall supply the Department with a new set of back-ups of the software that underwent the changes. Software may only be changed with the written permission from the Department, and the reasons for proposed changes shall be fully motivated in writing. Before any changes are made, the original software shall be copied by the Contractor to removable media, which shall be handed over to the Department.

Should passwords be used on any system, the highest level of passwords shall be handed to the Department in a sealed envelope, and should any changes to the passwords be made, the new passwords shall be handed to the Department in a sealed envelope by the Contractor.

The Contractor shall also supply the Department with anti-virus protection software, which shall be loaded onto the system by the Contractor, and shall be updated by the Contractor, as new versions become available in the market. The protection software shall be memory resident and shall warn the user the moment a virus is detected.

The Contractor shall allow in his tender for any reformatting of the hard disk drives which may become necessary, reloading of back-up software and testing of the system once the back-up software has been loaded.

The documentation and back-up software must be handed over to the Regional Representative upon completion of the restoration phase of the Contract.

**18. MAINTENANCE CONTROL SYSTEMS**

**18.1 Quarterly Reports**

The Contractor shall submit written quarterly reports to the Department on the status of the systems and progress achieved. The schedules and service sheets comprising the quarterly report requirements. The Contractor shall prepare his own schedules and service sheets for acceptance by the Department and shall make his own arrangements for printing and duplicating of quarterly reports and service sheets.

The reports shall also be countersigned by the specifically appointed Health Representative in charge of the site, building or room in which the equipment is situated, and he shall endorse the sheets to the effect that the plant is, in his opinion, operating satisfactorily. His name in print, his signature, the date and his telephone number must appear on the sheet.

**This report shall show the following:**

- Availability will be calculated on a daily basis for continuous 30-day periods with the running average for those periods.
- Any alarms indicated during the period, as well as reasons for alarms, with corrective actions taken and dates.
- Quarterly test results, showing, with dates
- Equipment tested with results
- Faulty equipment
- Repairs undertaken
- Call-out log
- Short description of callouts with corrective action taken and dates

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The quarterly report shall be both narrative and statistical. The statistical content shall deal typically with the incidence and nature of breakdown maintenance carried out during the preceding quarter, equipment downtime and the frequency of spare replacement. The narrative content shall highlight corrective maintenance executed and shall draw attention to on-going deficiencies being attended to by the Contractor and/or any matters requiring attention by the user or Department.

The contractor will forward copies of all records to the Department and will in addition keep records of tests and inspections of the equipment & installations for 5 years.

**18.2 Site Maintenance Log**

**The Contractor shall provide a maintenance/repair/training logbook, which shall be kept in the Foreman’s office for record purposes.** This logbook will remain the property of the Department and may not be removed from the foreman’s office under any circumstances. To ensure easy control by all parties involved, the logbook shall have triplicate sheets. The master sheet shall be supplied to the Regional Representative with the Quarterly Reports. The first copy is for use by the Contractor and the second copy shall stay in the logbook. The Contractor and/or the User Department shall be required to record the following in a chronological order:

- Fault incidences
- Fault notification to Contractor
- Any re-notification
- Replacement spares used
- Contractor’s attendance for routine and break down maintenance
- Any visit to the Site by the Contractor, with reasons for the visit.

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The Contractor shall provide adequate supplies of these logs and shall submit the format to the Department for approval within 14 days of the award of the Contract.

Faults will be reported to one specific address only, which has the necessary telephone and facsimile facilities. Faults will be reported to the Contractor by telephone or facsimile. In the event of a complaint by telephone, the Contractor shall supply the reporter with a complaint number, which must be entered into the logbook by the reporter of the complaint. The Contractor shall inform his staff to instruct the User Department to enter the details of the complaint in the logbook.

**18.3 Repair and Response Time**

It shall be expected of the Contractor to relate his actions in respect of callouts, repairs and general maintenance to specific prescribed response and repair times.

Depending on the urgency of the call-out, the response times may vary, and the table below indicates **maximum** timespans.

Call out Type	Response Time	Repair Time
Emergency	1 hour	To be discussed per event
Urgent	2 hours	
Normal	24 hours	

**Response Time** shall mean the time lapsed from the time the call-out is logged by the system operator or person making the call, until the Contractor report on site in writing. A record will be kept in the control logbook.

**Repair Time** shall mean the maximum time taken by the Contractor to repair the fault, in order to limit the downtime of the system to a minimum. Repair time will be measured from the time the Contractor’s response on site is logged, until such time as the fault is rectified and signed off in the control logbook.

**Downtime**, with respect to callouts, shall mean the total time for which the system is not 100% operational, i.e. Response time plus Repair time.

With regard to Routine periodic services, the Contractor shall notify the Regional Representative and the User Department at least 7 days in advance.

**18.4 Inspection and Testing**

The Department and/or its duly appointed representative, or any person he may appoint for the purpose, may inspect and test the various portions of the work at all times and shall have full power to reject all or any portion of the work that he may consider to be defective or inferior in quality of material, workmanship or design with respect to the original installation.

Any portion of the work so rejected shall be replaced immediately by the Contractor, unless, in the opinion of the Department, the work rejected can be so treated and repaired as to render it fit for incorporation in the contract works. In this event the Contractor shall, at his own risk and expense, be at liberty to repair the work to the satisfaction of the Department.

The Contractor shall carry out such tests as are necessary, in the opinion of the Department, to prove that the contract requirements are being complied with. The cost of all tests and/or analyses shall be borne by the

Contractor. **If the contractor fails to repair the work to the satisfaction of the Department, the Department will appoint a contractor of his choice to repair the work for the expense of the Contractor.**

### 18.5 Site Meeting

A meeting between the Department and/or its duly appointed representative, and the Contractor shall be held quarterly or more frequently if so required by the Department, at a time, date and venue determined by the Department, to discuss all aspects of the maintenance of works as documented in the Quarterly Report. No additional compensation will be paid for this. The site meetings will be under the chairmanship of the Regional Representative and/or his duly appointed representative.

### 19. RESTORATION OF THE SYSTEM AND/ OR EMERGENCY REPAIRS

After award of the Contract, the Contractor shall restore all faulty equipment to the satisfaction of the Regional Representative. The restoration shall be done at a cost-plus mark-up basis as per the price Schedule.

This mark-up shall include labour, accommodation, overhead expenses, travelling, profit and all other items necessary in restoring the system to full functioning in accordance with, if available, the manufacturer's specification, the Department's Standard Specifications and Drawings, and/or the Additional Specification, all of which as applicable during the original installation. The purpose of this restoration is to ensure that the system will function as was intended at the time of the original installation.

Where the appointed contractor can prove to the satisfaction of the Department that spares are not available to restore the system to its original state, or that upgrading of the system will be more economical, the appointed contractor can replace the system or components with a new system or components, **provided that this new system is approved in writing by the Employer's Agent and complies with the Department's applicable Standard Specifications.**

With reference to the paragraph above, Tenderers shall clearly indicate in their Quotation the method of restoration they have allowed for, as well as motivation thereof.

Tenderers shall, with due cognizance of the functional condition of the existing system(s) indicate the maximum period required to restore the system(s) in compliance with the requirements hereof. Should the Department consider this period to be excessive, it shall reserve the right to, in consultation with the successful Tenderer, shorten the period to that which it would consider being feasible, practical and reasonable.

During this phase the Contractor shall ensure that all possible equipment remains functional. This shall be achieved, for example, by removing and replacing equipment on one floor or zone, ensuring that it functions properly before moving on to the next floor or zone. The User Department shall be informed on a daily basis of those portions of the system, which will not be functional, so as to enable the User to make appropriate arrangements to compensate for non-functional portions of the system. No escalation will apply to this phase of the Contract. No progress claims shall be made during this phase.

**Payment of the restoration will be a once-off payment of the total amount to restore. Payment will be made only after total completion of the restoration and a 21 day "hands-off" trial period. Should any malfunction of, or problems with, the system(s) occur during the 21 day "hands-off" period, the cycle will be extended by a further 21 days after the rectification of the malfunction and/or the problem.**

During the "hands-off" period the Contractor shall be expected to continue normal maintenance, as prescribed and required, to keep the system functional to the availability as specified in the tender document.

**Any replacement/repair of equipment during the "hands-off" period shall be subject to approval of, and prior arrangement with, the Regional Representative, whose decision to whether the said replacement/repair is considered as normal maintenance or as a result of faults in the restoration, shall be final.**

The Contractor should note that payment will also be made only after the following have been delivered to the Regional Representative, or completed by the Contractor:

- Updated technical brochures/ handbooks
- Updated drawings
- Software documentation
- Back-up software
- Passwords
- Training of operating staff
- Logbooks on site and in use

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**20. ADDITIONAL SPECIFICATIONS**

**20.1 Documents**

The following documents shall be read in conjunction with this Quotation and shall form an integral part thereof. Additional Conditions contained in this document shall take preference.

- a. NEC Term Service Short Contract – Sept 2008
- b. Occupational Safety Act: (Act 85 of 1993) as amended

**The following PGWC Standard specifications**

PGWC - General Conditions for the supply and installation of Fire detection equipment and services – SANS 10400  
PGWC – Standard Specification for Fire detection Installations – SANS 10139  
PGWC – General Technical Specification for Electrical Installations

The Tenderer shall study these documents and acquaint himself with the contents thereof as no claims in this regard will be entertained.

**20.2 Provisional scope of work and quantities**

The scope of work, description and quantities given in the Tender Document shall be regarded as provisional and solely as a guide to Tenderers.

The Department reserves the right to increase or decrease, during the duration of the contract, the scope of work, description and/or quantities as given by the Tenderer, without alteration to any tariff. Such increase or decrease will be made by notice in writing to the Contractor.

**20.3 Contract period**

A contract ensuing from this Tender shall remain valid for a period **of twenty-four (24) months**, commencing from the date of the Letter of Acceptance of the Tender. Notice of extension of the contract will be given 3 months prior to the end of the period(s), and both parties shall consent, in writing, to extensions. If no written extension is given, the contract will terminate.

**20.4 Services applicable to this tender**

This Tender shall involve the restoration (if so instructed) and the COMPLETE maintenance service of existing installations, systems and equipment in accordance with the requirements of this Tender document.

The responsibility shall rest on the Tenderer to acquaint him/herself fully with the exact extent and detail of the installations, systems and equipment at the site(s) before preparing his Tender. A compulsory site clarification meeting will be arranged for this purpose.

**Where maintenance, servicing & repairs are required to specialised items of equipment, the Contractor shall arrange for such work to be carried out by specialists after obtaining written approval from the Engineer/ Regional Representative, and the cost of carrying out such work shall be deemed to have been allowed for in the Tender.**

The Contractor shall supply all consumables and cleaning materials necessary for the proper execution and performance of the maintenance and servicing.

**20.5 Rates**

**The rates as given by the Tenderer in the Price Schedules, shall apply at all times, inclusive of emergency repairs at surrounding facilities within a 100km radius from the contracted facility.** The Regional Representative reserves the right to add to, or omit from, the list. Additions shall be evaluated, either as mutually agreed, or from costs per supplier's invoice plus mark-up in the case of "Variable Cost" items.

**20.6 Management**

The Contractor undertakes to:

- Arrange in collaboration with the contact person of the User Department regarding access to the premises, in order to execute the required service.
- Ensure that all his/her staff adheres to the arrangements in this document and that no **UNAUTHORISED INTERRUPTION OF FIRE DETECTION SERVICES** will occur due to interventions by the contractor's staff without prior written approval from the facility manager.

- Take adequate precautions to prevent damage to buildings, and fittings and furnishing, inside the premises and elsewhere on the site.
- Accept liability for, and to indemnify the State against, any claims whatsoever arising from his conduct and/or the conduct of his employees.
- Safeguard all his employees in accordance with the Regulations of the Unemployment Insurance Act 1966, (Act No 30 of 1966) and any amendments thereof.
- Comply with all By-laws and requirements of the Local Authority.
- Implement an approved management system and procedures in accordance with this document

**20.7 Execution of services**

**In the event of failure of the Contractor to maintain and/or repair any installation, or having committed any breach in terms of the conditions hereof, such failure or breach shall be dealt with as follows;**

**In the event of failure of the Contractor to maintain and/or repair any installation to the satisfaction of the Regional Representative, the latter reserves the right to make any arrangements necessary or expedient in regard to said maintenance and/or repairs to any installation appearing in the Equipment Schedules attached hereto, and the Contractor shall be liable to the State for payment of any additional expenditure thereby incurred, as well as for payment of damages which the State may have suffered as a result of the Contractor's default or negligence.**

In the event of it becoming evident that there is any deterioration or defects, in part or as a whole of the system or systems to be maintained under this contract, especially towards the end of the maintenance contract period, such a deterioration or defect shall be rectified and made good by the Contractor. Failure to do so, either the incoming Contractor or others will do such rectifications and the cost thereof shall then be for the account of the outgoing Contractor.

In the event of the Contractor having committed any breach whatsoever of the terms and conditions hereof, the Regional Representative shall, on behalf of the State, be entitled to give the Contractor seven (7) days written notice, requiring the Contractor to remedy such breach, and if the Contractor shall thereafter continue to be in breach, the Department shall thereupon have the right forthwith to declare this agreement cancelled without any further notice thereof to the Contractor.

**20.8 Qualified trained staff**

**The Contractor shall at all times use competent and trained staff, directly employed and supervised by him, and shall take all reasonable care to maintain the installations and keep it in proper operating condition. All electronic, electrical and other specialised work shall be executed by, or under the direct supervision of, a registered and qualified SAQCC Registered technician. The SAQCC technician must display his card at all times while on site. No work will be done or allowed on site in the absence of the registered and qualified SAQCC technician, specifically fire detection.**

**NOTE:**

The Department reserves the right to call for proof of artisans' qualifications. If so required, the Contractor shall submit the necessary qualification certificates and/or papers.

The number of staff to be employed by the successful Tenderer must be adequate to fulfill the maintenance program as detailed in the equipment list to be maintained. This program must be strictly adhered to.

The maintenance team must be established to complete the program in time and be supplied with their own tools and transport for the purpose of their maintenance duties. All tools to be used/ provided to the service teams shall be of the good quality.

In addition to the above, a service crew must be on standby for routine maintenance as well as emergency call outs and repairs as detected by the maintenance teams detailed above.

The actual number of maintenance / service personnel as well as the actual number of service teams will be discussed and confirmed with the successful Tenderer prior to the signing of the Maintenance Contract to complete the Maintenance Schedule in line with the proposed Maintenance Program.

The successful contractor is required to provide a full maintenance and service crew that will comprise of the following staff members:

Please initial: *Tenderer & Witness*.....]..... *Employer & Witness*.....].....

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**Qualified Fire Detection technicians**

The technician shall have:

- Passed a recognized test as a servicemen level 3 Technician or an appropriate trade test.
- Gained at least five years of post-qualification experience in the installation and maintenance of Fire installations, pertaining to industrial and commercial buildings.
- Extensive knowledge on various reticulation distribution fire panels and safety devices.
- He shall be a full-time employment with the company, and in a senior position within the company.
- The full list of his duties shall be as is set out below and in the specification.

A qualified Artisan shall be available, Three Hundred & Sixty-Five (365) days of the year and twenty-four hours (24) a day. This shall also include after hours if required as stated above. When he goes on his annual leave an approved substitute/relieve qualified technician shall take his place. The technician shall be equipped with a cellular phone that shall remain on at all times.

**Qualified Electrical Artisan**

The Artisan shall have;

- Passed a recognised trade test as an electrician.
- Gained at least five years post post-qualification experience in the installation and maintenance of electrical & control installations, pertaining to industrial & commercial buildings.
- Have extensive knowledge on various reticulation distribution boards, switch gear and safety devices.
- He shall be a full-time employee with the company, and in a senior position within the company.

A qualified electrical artisan shall be available, three hundred & sixty-five (365) days of the year and twenty-four hours (24) a day. This shall also include after hours if required as stated above. When he goes on his annual leave an approved substitute/relieve refrigeration practitioner shall takes his place.

**The electrical artisan shall be equipped with a cellular phone that shall remain on at all times.**

**General Assistants:**

They shall have background knowledge in the fire detection engineering field for at least twenty-four (24) months, prior to being employed for this contract.

The minimum educational qualification for these positions is not applicable. The duties of the general assistants are as set out in this specification. The general assistant workers shall be divided into two (2) teams, with one or two workers per team.

Overtime may be necessary to be carried out from time to time at any given time. Such overtime shall be carried out after the official working hours as stated, or over a weekend which will include public holidays.

The duties of the above-mentioned labor forces are summarized (but not limited to) that indicated in the table below. NOTE THAT THE CONTRACTOR IS FULLY RESPONSIBLE FOR COMPLIANCE WITH THE OHSA AND its REGULATIONS IN THE EXECUTION OF ANY DUTIES RELATED TO THIS CONTRACT.

**20.9. Material and workmanship of equal quality. All new equipment and workmanship shall be guaranteed for a period of 12 months**

<b>Duties</b>	<b>Responsibility</b>
Fault finding which will include all minor repairs, replace components etc. Fault-finding/repairs to control panels and any other equipment. Measuring and testing for verifying compliance. Compiling of the monthly claim forms, writing up of all logbooks etc.	Level 3- Serviceman and Commissioner

Please initial: Tenderer & Witness.....]..... Employer & Witness.....]

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Testing of equipment under supervision. Checking and tightening of fasteners under supervision. Maintenance of panels and boards under supervision. Checking and updating of legends General supervision of all staff including the supervision of the staff plus staff dress and discipline. Progress reports time sheets, job cards etc. Visual inspection of systems. Battery tests Writing up of all reports on equipment etc	Level 2- Installer
Cleaning of all parts, plant rooms, painting of plant rooms, and painting of exterior of equipment. All general labour.	Level 1- Cabler

All replacement parts and spares shall comply fully with all the specifications of the original parts.

Substitute electronic components will be acceptable, PROVIDED that they are equal to, and of the same quality as, or superior to, the original components and are approved, in writing, by the Department.

Any other parts, spares and materials that are used, shall conform to SANS Specifications and shall, where possible, carry the SANS mark of approval.

Substitute parts, as well as the serial numbers of the original and new components, shall be entered on the service sheets and in the maintenance/repair logbook referred to in the tender document.

The Contractor shall obtain, and cede to the Department, any supplier's or factory guarantees of repaired or replaced components and shall ensure that such guarantees are not jeopardized in any way. The guarantee cards for repaired or replaced components shall also be attached to the service sheets and maintenance/repair logbook.

**20.10 Uncertainty about scope**

Should the Contractor be uncertain about the scope of any work to be executed under this contract, the Department shall be immediately requested to clarify any instruction or scope which is not clear.

**20.11 Call-out response time and applicable penalties**

It is expected of the *contractor* to relate his actions in respect of callouts, repairs and general maintenance to specific prescribed response and repair times. Depending on the urgency of the call-out, the response times may vary, and the table below indicates maximum timespans.

Callout Type	Response Time	Penalty per Hour
Emergency Callout	1 Hours	R300.00
Urgent Callout	2 Hours	R100.00
Normal Callout	24 Hours	R50.00

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Each callout shall be regarded as a separate task order. Approval for the callout shall be obtained by the *contractor* from the site representative.

**20.12 Task order procedure**

Restoration of the existing systems, maintenance thereof and repairs thereto, as and when required, in accordance with the Tender document shall be the sole responsibility of the Contractor in order to achieve and guarantee the performance of the system.

- A. All repair work amounting to less than R1 000.00 (incl VAT) can be executed immediately without permission. Proof of cost to contractor and invoicing to follow.**

- B. For any repairs with a cost in excess of R1 000.00 but less than R5 000.00 (incl VAT), a formal quotation of cost of repair should be submitted to the site representative for approval and issuing of an official task order, before commencing with the work.**
- C. For repairs in excess of R5 000.00 (incl VAT) a formal quotation of cost of repair should be forwarded to the *Engineer* for approval and issuing of an official task order, before commencing with the work.**

**Please Note:**

**The department reserves the right to call for quotations from multiple suppliers where applicable. All claims shall be accompanied by proof of cost to contractor e.g. Invoices for material and specialised services**

**20.13 Hours of work**

Official working hours for this contract is 07:30 until 16:00 and this shall be strictly adhered to unless specifically requested to perform work outside of these hours. In addition to normal working hours, the *contractor* shall be available to conduct work outside of these hours to suit the department's functions and operational requirements. Such work done outside normal working hours shall be at the Contractor's own risk and costs. All work, where possible, shall be done during normal working hours unless prior arrangements are made to work outside of normal working hours.

The contractor may be requested by the facility manager from time to time to perform some services, testing and repairs outside normal working hours, not to interfere with hospital operations. Such overtime shall be carried out after the official working hours as is stated, or over a weekend, which will include public holidays. In these instances, the additional costs will be for the cost of the Department of Health.

**20.14 Emergency repairs and services**

Emergency services after normal working hours shall be executed on the request of an official of the User Department. This shall be logged on the service sheets in the site maintenance logbook and the quarterly report. **The Contractor shall ensure that the official of the User Department signs the sheets, logbook and quarterly report in respect of emergency callouts. The Contractor shall provide 24 hours stand-by services for emergency callouts and emergency repairs.**

**20.15 Contract price adjustments**

The contract price(s) shall remain fixed for 24 calendar months, except for in the case of statutory increases, e.g. changes in taxes. The contract price(s) shall be subject to negotiated increase, if absolutely unavoidable, should the contract be extended for one or more further periods, each period not exceeding 3 months. The negotiated increase shall not exceed the increase as calculated in accordance with the SEIFSA indices of Actual Labour Costs.

**20.16 Maintenance service control system**

The Contractor shall, in accordance with the tender document,  
 a) Prepare, supply and maintain, for record purposes, a site maintenance/repair logbook in the master control station/room at each of the sites included in the contract;  
 b) Prepare and submit written quarterly reports comprising schedules and service sheets.  
 c) Marking of Equipment Serviced - All parts serviced at a quarterly maintenance is to be marked visually to establish that it has been checked. Therefore, all parts serviced during a quarterly maintenance shall be marked with a sticker using the following standard colour scheme:

Quarter 1	:	White – Major Service
Quarter 2	:	Blue – Minor Service 1
Quarter 3	:	Green – Minor Service 2
Quarter 4	:	Yellow – Minor Service 3

When doing maintenance on a system which was previously marked during maintenance with stickers, the old sticker shall be removed and the new one placed over the old one and shall include written on it the year (15) to represent 2015 for instance. Both the technician that serviced the item and the Health Representative that witnessed that the service was done will sign the sticker with the date the equipment was serviced. The sticker shall be no larger than a R2 coin and shall be placed on an area that is visible from ground level.

Please initial: *Tenderer & Witness*.....[.....]..... *Employer & Witness*.....[.....].....

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**20.17 Accounts and payments**

Accounts submitted by the Contractor for services rendered, shall be accompanied by a service sheet and quarterly report, duly signed and countersigned. The order and tender number and name a **MUST** appear on all documents submitted to the Regional Representative. Separate accounts, service sheets and quarterly reports shall be submitted by the Contractor for every site which forms part of this contract. Scheduled service and preventative maintenance shall be billed **once every 3 months** starting from the 3<sup>rd</sup> month after the official site handover **for Servicing and Maintenance**. Accounts shall be submitted on the 25th of the billing month. Additional payments for callouts or extra work including travel and labour shall be invoiced together with the quarterly invoice unless prior arrangement is made with the *employer's representative*. The relevant task orders shall accompany the invoice. Normal preventative maintenance and additional work shall not be included on a single invoice. Separate invoices shall be submitted.

**NOTE:**

Any errors in the compilation of the log-sheets, quarterly report, service sheets or accounts discovered at a later stage, shall be rectified and any overpayment made to the Contractor will be recovered by the Department all in accordance with the Contract.

**20.18 Payment for variable portion of work**

- a) In terms of the tender document, the Contractor shall deem to have allowed in his tender price for all maintenance services, labour, transport, equipment, breakdowns, spares, repairs, replacements, stocking of spares, profit etc. to perform all the preventative maintenance work
- b) The contractor will be remunerated for breakdowns, spares, repairs, replacements which include profit etc. NB travelling costs will be deemed to be included in the fixed mark up. No claims will be considered for travelling.
- c) With regard to restoration of the system, payment will be made to the Contractor in accordance with Section 19 - **Restoration** of the system
- d) With regard to extra work or work on other sites payment will be made according to the rates tendered in this tender document and Section 19 - Restoration of the system

**20.19 Payment for variable portion of work**

- a) In terms of the tender document, the Contractor shall deem to have allowed in his tender price for all maintenance services, labour, transport, equipment, breakdowns, spares, repairs, replacements, stocking of spares, profit etc. to perform all the preventative maintenance work
- b) The contractor will be remunerated for breakdowns, spares, repairs, replacements which include profit etc. NB travelling costs will be deemed to be included in the fixed mark up. No claims will be considered for travelling.
- c) With regard to restoration of the system, payment will be made to the Contractor in accordance with Section 19 - **Restoration** of the system
- d) With regard to extra work or work on other sites payment will be made according to the rates tendered in this tender document and Section 19 - Restoration of the system

**20.20 PAYMENT**

The first section of the invoice shall be for the Routine Maintenance done and the other section for the Repairs done. All original invoices from the suppliers (proof of purchase) shall accompany the invoices plus a Photostat copy of the original invoice from the supplier. Also, to be attached shall be a signed copy for approval of repairs in a similar format as the template.

Payment of the above invoices shall be affected within thirty (30) days as from the above date. All payments will be deposited directly into the Contractor's banking account and no other procedures are acceptable.

**The following information must be printed on the invoice:**

- Tender number and contract name
- Order number
- Invoice number and Invoice date
- Progress claim number, i.e., Claim 1 of 4

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**20.20.1 Invoice section the Maintenance (quarterly normal labour):**

The tender price that is to be submitted will be sub divided to represent the financial year of the Department. Each claim shall represent 1/4 of the contract price for the financial year. The contractor will thus hand in 4 claims per year for preventative maintenance. The invoice shall be set out as follows:

- Total contract price and period.
- Total of the previous amount claimed.
- Current claim number (1-4 of year).
- Date.

Should the labour rate change during the duration of the twenty-four (24) month period or prior to the annual increase/s, such increase/s shall be applied for in the following manner. Proof of documentation from the Council representing this contract shall be submitted to the Representative/Agent for approval of an increase. Proof of payment made to workers during this period also to be submitted

All increases will be applied for in writing and will be hand delivered to the Representative/Agent. No fax copies related to the above matter will be allowed.

**20.20.2 Invoice section for Repairs (Overtime, Spares/Equipment):**

The repairs claim is for all work carried out by the refrigeration/ chiller/air-conditioning technician, including any/all overtime work that has been carried out by the maintenance team during the period in question. The original plus a photostat copy of the original invoice shall accompany all claims for spares purchased during the quarter from the supplier.

The signed purchase approved form shall accompany the invoices.

The Contractor shall take special note that the Representative/Agent prior to any purchase-taking place must approve all purchases for equipment, spares, consumables etc. A minimum of three quotations must be submitted for approval in cases where the supplier or manufacturer of the equipment is not the sole agent. Should approval not be obtained prior to the purchase-taking place, such purchases will not be taken into consideration for payment.

The invoice, claiming for spares equipment & consumables shall clearly show the percentage of mark-up and it must be in accordance with the Quotation

In relation to service work outside of the routine maintenance schedule, additional work will be done/approved strictly in accordance with Paragraph 20.13 - OFFICIAL ORDER AND TASK ORDER PROCEDURE of this contract. The same ruling will apply in relation to all Overtime worked.

The following documents must accompany the invoices:

- A copy of the Approved Task Order.
- A copy of authorised repairs timesheets.
- A copy of all invoices for spares purchased plus Photostats of such invoices.
- A copy of the authorised spares purchases list.
- All invoices will include VAT as a separate item on the invoice.

**No advance payment will be permitted.**

**No faxed copies/ photostat copies of any original invoice will be accepted as proof of any work that may have been rendered or of any spares purchased.**

**20.21 Rubbish and waste**

All rubbish and waste arising from the work for the day shall be removed by the Contractor, and the site(s) and building(s) left clean and tidy.

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## WESTERN CAPE GOVERNMENT

### DEPARTMENT OF HEALTH: GROOTE SCHUUR HOSPITAL

#### Service Information

#### 2. List of drawings, schematics & annexures

The *service* is to be executed in accordance with the following design drawings, schematic representations and annexures which form part of this contract. The list below indicates which items are included in the Appendix to this document, and which are issued separately due to size or other considerations. It is the responsibility of tenderers to ensure they have obtained and considered all the listed items for preparing their tender, which is the assumption when tenders are evaluated.

Identification	Size	Description	Included in Appendix

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**Service Information**

**3. Specifications, standards and workmanship**

The *service* is to be executed subject to these specifications, standards and workmanship requirements. Please note that compliance with all these specifications and standards, including requirements in terms of qualifications, accreditation (where applicable) and work experience of both the tendering entity and its key people will be material in the *Employer's* risk assessment for awarding this contract.

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**Service Information**

**4. Constraints on how the Contractor Provides the Service**

Providing the Service is subject to the following constraints:

- 1.1 *Employer's* Site access control, permits, Site regulations and security control.
- 1.2 People restrictions on the Affected Property, hours of work, conduct and records
- 1.3 Health & Safety on Site including Health and Safety Plan, measures against disease and epidemics. First Aid facilities and emergency arrangements.
- 1.4 Environmental controls, fauna & flora, dealing with objects of historical interest.
- 1.5 Title to materials from demolition and excavation.
- 1.6 Liaison with and acceptance from statutory authorities and/or landowners.
- 1.7 Sharing of the Affected Property by other contractors and Others

*Employer's* direct contractors

The *Employer* may instruct work to be executed and installed in the *service* by one or more direct contractors, with the understanding that

- The *Contractor* permits all such work by direct contractors;
- The type and extent of such work is described in the tender document, and the *Contractor* makes reasonable provision in his work plan for such work;
- The payment of direct contractors is the responsibility of the *Employer*;
- A direct contractor is subject to reasonable controls as required by the *Contractor*, and
- All direct contractors, the work or installations undertaken, insurances related thereto and the associated risks including expense or loss caused by direct contractors are the direct responsibility of the *Employer*.

- 1.8 *Contractor's* Equipment, scaffolding, rigs, heavy lifts and craneage, including removal from the affected property and records.
- 1.9 Site services and facilities: power, water, waste disposal, telecoms, ablutions, fire protection, and lighting.
- 1.10 Advertising, notice boards, photography and progress photographs.
- 1.11 Offices, office equipment and laboratories.
- 1.12 Vehicles.
- 1.13 Restrictions to access, roads, walkways and barricades.
- 1.14 Existing premises, adjoining properties and checking the work of others.
- 1.15 Excavations and associated water control.
- 1.16 Dealing with underground services, other existing services, cable and pipe trenches and covers.
- 1.17 Control of noise, dust, water and waste.
- 1.18 Sequences of installation, samples and mock-ups.
- 1.19 Giving notice of work to be covered up.
- 1.20 Hook ups to existing services.
- 1.21 **All equipment to be serviced to be supervised by SAQCC authorised registered practitioners, specifically fire detection and technicians as per attached maintenance schedules.**
- 1.22 **All Fire detection equipment to be serviced by approved authorised agents of the equipment only.**
- 1.23 Contractors to have been in business under the present name for 2 years or longer and should be able to supply at least 3 contactable references.

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**Service Information**

**5. Requirements for the plan**

- 5.1 The *Contractor* submits a first programme to the *Employer* for acceptance within **two weeks** of the *starting date*, or within **two weeks** of the start date of a Task Order, as applicable.
- 5.2 The *Contractor* shows on each programme which he submits for acceptance
- the starting date, access date/s and the Completion Date,
  - planned Completion,
  - the order and timing of the operations which the *Contractor* plans to do in order to Provide the Service,
  - the order and timing of the work of the *Employer* and others as last agreed with them by the *Contractor* or, if not so agreed, as stated in this Service Information,
  - the dates when the *Contractor* plans to complete work needed to allow the *Employer* and others to do their work,
  - provisions for
    - float,
    - time risk allowances,
    - health and safety requirements and
    - the procedures as set out in this contract,
  - the dates when, in order to Provide the Service in accordance with this programme, the *Contractor* will need
    - access to a part of the site if later than its access date,
    - acceptances,
    - Plant and Materials and other things to be provided by the *Employer* and,
    - information from others,
  - for each operation, a statement of how the *Contractor* plans to do the work identifying the principal Equipment and other resources which he plans to use and
  - other information which this Works Information requires the *Contractor* to show on a programme submitted for acceptance.
- 5.3 Within two weeks of the *Contractor* submitting a programme to him for acceptance, the *Employer* either accepts the programme or notifies the *Contractor* of his reasons for not accepting it. A reason for not accepting a programme is that
- the *Contractor's* plans which it shows are not practicable,
  - it does not show the information which this contract requires,
  - it does not represent the *Contractor's* plans realistically or
  - It does not comply with the Service Information.
- 5.4 When revising the programme, the *Contractor* shows on each revised programme
- the actual progress achieved on each operation and its effect upon the timing of the remaining work,
  - the effects of implemented compensation events,
  - how the *Contractor* plans to deal with any delays and to correct notified Defects and
  - any other changes which the *Contractor* proposes to make to the currently accepted programme.
- 5.5 The *Contractor* submits a revised programme to the *Employer* for acceptance
- within the period for reply after the *Employer* has instructed him to,
  - when the *Contractor* chooses to and, in any case,
  - at no longer than an interval of every four weeks from the *starting date* until Completion of the *service* or a Task Order as applicable.
- 5.6 Acceptance of any programme where anticipated Completion is shown to be later than the Completion Date of a Task Order, does not alter the Completion Date for the Task Order nor negate the *Contractor's* liability for *delay damages*.
- 5.7 All compensation event claims for events arising after the Task Order Completion Date which would not have had any effect if the contract had been completed by the Completion Date, remain the *Contractor's* risk.

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**6. Services and other things provided by the *Employer***

For quotation purposes the Tenderer must assume that no site accommodation or services are available. Site accommodation and services, as applicable at the site, shall be established by the Contractor in negotiation and consultation with the User Department and the Engineer or his Representative once the contract has been awarded.

Generally, Water and Electricity is available site-wide although the contractor will be responsible to bringing such services to the point where it is required.

No tools, plant and materials (spare parts) are available on-site.

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**7. Maintenance Schedules**

**Conditions Relating to Maintenance Schedules**

Schedules are listed for work to be carried out monthly. Quarterly work must be done in conjunction with the monthly schedule, and annual work must be carried out in conjunction with the monthly and quarterly schedules.

Annual work must be scheduled during the off-peak periods and must be planned and agreed upon in writing with the management of the institution.

Where repairs are required to specialized items of equipment, the Contractor shall arrange for such work to be carried out by specialists after obtaining written approval from the Regional Representative.

Routine maintenance of all listed equipment shall be carried out at the frequencies as set out in the maintenance schedules.

The Contractor shall within 10 workdays of the commencement of the Contract, draw up a draft master maintenance schedule based on his routine maintenance intervals for the various items of equipment, for approval by the Institution.

The master schedule shall be calendar based, that is, normally fixed days.

The master schedule shall be revised and refined in the light of experience gained and a copy of each revised master schedule shall be supplied to the Institution for approval.

**The Contractor shall at all times have adequate resources available to perform all functions required of him.**

**Resources shall include labour, specialist expertise, tools, test equipment, consumable material, spare parts, operation and maintenance manuals, drawings, and other documentation to achieve the contract performance guarantee.**

**Maintenance shall be so performed that the facility is at all times in compliance with relevant safety standards and laws.**

**An Annual Service of the system (100%) will be required per Annum. This will equate to 25% of the system in its entirety serviced per quarter. This must be reflected in the Maintenance and Service Reports as outlined in this document.**

**LIST OF PROPOSED MAINTENANCE SCHEDULES**

NOTE: In addition to all the tasks required below, the equipment shall also be maintained in accordance with the recommended manufacturer / OEM procedures and manuals

**7.1.1 Types of equipment covered in this contract**

The equipment included in this contract will include among others:

- Fire panels and peripheral equipment
- PA/Evac Systems and peripheral equipment
- Fire and Access door and door hardware
- Alarms, Relays and Technical Switches
- Access control and safety devices

**7.1.2 Damaged or Discharged Units**

Should any fire equipment be found to be damaged or discharged on site, this is to be recorded on removal from site and the Regional Representative is to be notified immediately.

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Repair and/or replacement of the equipment at the regional representative's judgment.

**7.1.3 Removal of Equipment from Site**

The Contractor may not remove or return any firefighting / detection appliances from the premises unless the necessary removal and return to site form has been completed, signed and stamped by the User Department's representative on site.

Any item removed from site by the Contractor, or delivered to his premises, shall be the responsibility of the contractor until returned to site and if lost or damaged, shall be replaced by the Contractor without delay or cost to the Regional Representative.

No more than 10% of the fire detection equipment shall be removed from service in any building at any one time for on- or off-site servicing and no two consecutive sensors shall be removed.

**7.1.4 Fire Station Compliance Notice**

**PRIOR TO ANY TESTING OR SERVICING WHICH MAY CAUSE A FIRE CONDITION ON SITE THE CONTRACTOR SHALL FIRST INFORM THE FIRE DEPARTMENT OF SUCH TESTING. NOTICE SHALL BE TELEPHONICAL AND SHALL BE DONE WITH A REPRESENTATIVE OF THE HOSPITAL PRESENT DURING THE NOTIFICATION.**

The REMRAD system, if applicable, shall be temporarily disabled during testing and servicing on site and shall be checked for correct function before the contractor leaves the site daily.

**7.1.5 Maintenance Schedules**

Schedules are listed for work to be carried out monthly. Quarterly work must be done in conjunction with the monthly schedule, and annual work must be carried out in conjunction with the monthly and quarterly schedules.

Annual work must be scheduled during the off-peak periods and must be planned and agreed upon in writing with the management of the institution.

Where repairs are required to specialized items of equipment, the Contractor shall arrange for such work to be carried out by specialists after obtaining written approval from the Regional Representative.

Routine maintenance of all listed equipment shall be carried out at the frequencies as set out in the maintenance schedules.

The Contractor shall within 60 days of the commencement of the Contract, draw up a draft master maintenance schedule based on his routine maintenance intervals for the various items of equipment, for approval by the Department.

The master schedule shall be calendar based, that is, normally fixed days.

The master schedule shall be revised and refined in the light of experience gained and a copy of each revised master schedule shall be supplied to the Department for approval.

The Contractor shall at all times have adequate resources available to perform all functions required of him.

Resources shall include labour, specialist expertise, tools, test equipment, consumable material, spare parts, operation and maintenance manuals, drawings, and other documentation to achieve the contract performance guarantee.

Maintenance shall be so performed that the facility is at all times in compliance with relevant safety standards and laws.

**INTERVAL LEGEND:**

- |          |   |                    |            |   |   |
|----------|---|--------------------|------------|---|---|
| <b>Q</b> | : | <b>Quarterly</b>   | <b>A/4</b> | : | <b>Whole System Annually, ¼ Per Quarter</b> |
| <b>A</b> | : | <b>Annually</b>    | <b>AI</b>  | : | <b>As Indicated / Instructed</b>            |
| <b>B</b> | : | <b>Bi-Annually</b> |            |   |   |

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<b>GENERAL</b>		
<b>Item</b>	<b>Description</b>	<b>Interval</b>
<b>A</b>	Check the site logbook for previous inspections and report all such entries on a service report sheet.	Q
<b>B</b>	Check that the fire brigade link-up (If available) is provided and do all tests to ensure that the link is working correctly and is in good condition. The fire brigade is to be informed of the test before it shall be carried out.	A
<b>C</b>	Check that the air-conditioning and ventilation system fire components are functional and in good condition.	A / 4
<b>D</b>	Test all lifts for correct function and report any deviations from the intended function.	A
<b>E</b>	Check if a lift interface is provided if applicable and test that the interface is functioning correctly.	Q
<b>F</b>	Check if a battery backups are provided and run the system from the batteries (disconnect mains supply) for 2 hours to test function. Minimum voltage shall not be allowed to fall below 21.5V. Any bulging, leaking or expired batteries are to be replaced. Batteries that are visually / voltaically in bad condition are also to be replaced during the next visit to the site. All Batteries are to be tested in accordance to Table 5A	AI
<b>G</b>	Check all visual, audio and control functions of the control panels are working.	B
<b>H</b>	Check all break glass units are in working order.	A / 4
<b>I</b>	If requested, use site plans and drawings and inspect the layout of the building to determine any internal changes that would require additional detection, PA, access or other equipment.	AI
<b>J</b>	Check that all fire compartment doors and mechanisms actuate upon alarm.	A / 4

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**FIRE/SMOKE DAMPERS**

Item	Description	Interval
A	Test that all electronic fire dampers or shutoff relays activate on a fire alarm. This test is to be done in isolated zones and the facility manager shall be informed 2 weeks in advance of the planned tests. All dampers are to be reset after activation.	A

**ADMINISTRATION**

Item	Description	Interval
A	Check the condition of the printer if applicable so that all reports are easily legible and clear of smudges and marks.	A
B	Update the logbook with details of defects detected and the corrective measures suggested and note the same on the service report sheet. Also update the logbook with date and details of testing and service.	Q
C	Check that panel time and date is correct and adjust if necessary.	Q
D	Recover the events buffer for all operational activities and print out or update to service report.	Q
E	Recover the events buffer for all maintenance alarms, detector thresholds and sensitivities and print out or update to service report.	Q
F	If a fire graphics package is installed , check the accuracy of bit-map display	Q
G	If a fire graphics package is installed Check the Comments / Instructions noted on bit-maps.	Q
H	If a fire graphics package is installed Check that GUI and software functions correctly	Q

**PA SYSTEM**

Item	Description	Interval
A	Visually inspect the PA/Evacuation control panel for any damage. Also check that all lamps are functional and not indicating any faults. Check that all connections are clean and secure.	Q
B	Inspect all speakers, bells, sirens strobes and illuminated signage is operational. Quote at the end of inspection for the replacement of any equipment.	A / 4
C	Check local rack wiring at fire panel and audio equipment for and loose, faulty or damaged wiring.	A
D	Check that all audio amplifiers are in working order.	A
E	Check UPS batteries by doing a 1 hour run before testing voltage. Voltage to be within 5% of normal operating voltage.	B
F	Check that all ventilation fans are working.	B
G	Test the public address system by operating the patch panel together with the microphone and verify its functionality by random tests throughout the building. Activate the evacuation signal and check that it is audible throughout the building by doing a zone by zone sweep of the building. Also check that all audio and visual devices in the zone is functional and in good working order.	A
H	Independently operate the alert and evacuation signals by patching randomly to different zones on the evacuation panel.	A / 4

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I	If pre-recorded messages are used , Identify the detail thereof , check the specific operation and note such detail in the service report.	A
J	Verify that the microphone on the PA system is working correctly.	B
<b>FIRE SYSTEM DEVICES</b>		
<b>Item</b>	<b>Description</b>	<b>Interval</b>
A	<b>Manual call-points</b> (break glass units) and door release units are to be tested throughout the contract with each device being tested at least once during the contract. Each point shall be activated and the location of the alarm shall be monitored at the panel to confirm that the system is reacting to the activation and that it is shown where it was activated accurately. After the test , any resettable elements are to be reset and in the case of glass element units , the element shall be replaced and the site left clean of any shards of plastic or laminated glass.	Q/4
B	<b>Resettable Heat Detectors</b> shall be tested only after it has been cleaned. The contractor shall use a pole mounted heat generator to test the device and the test shall be monitored from the control panel to ensure that the panel does react to the alarm and that the indicated position is correct.	Q/4
C	<b>Resettable Smoke Detectors</b> shall be tested only after it has been cleaned. The contractor shall use a pole mounted smoke generator to test the device and the test shall be monitored from the control panel to ensure that the panel does react to the alarm and that the indicated position is correct.	Q/4
D	<b>Non-Resettable Heat Detectors</b> shall not be tested. The device shall be carefully inspected for signs of deterioration of the heat fusing element and the device in general and any detectors that are in poor condition shall be reported to the project engineer for replacement.	Q/4
E	<b>General or Remote Indicators</b> shall be monitored while the testing on the relevant device is being performed to ensure that the indicator is functional. Any malfunctions to be reported.	Q/4
F	<b>General Interfaced Items</b> , not conforming to standard items such as lift , ventilation ect shall be tested using the most appropriate method to simulate alarm condition. For example if a remote interface is connected to the fire panel to warn of freezer malfunction , the sensor in the freezer will be tested with a heat generator to simulate the malfunction condition.	A
G	<b>Smoke and Fire Rated Doors</b> , if connected directly to the fire system shall be tested during the quarterly testing. The zone will be activated and every fire/smoke door shall be monitored that it is activated and closes normally without obstruction.	Q/4
H	<b>Sounders</b> , if installed as part of the fire detection system shall be tested in-place using a exponentially averaging sound level meter. No sounder may exceed 105dB @ 3M and if devices measure substantially higher , they are to be set if possible to the lowest setting that complies with the required sound level.	A
I	<b>Strobes or Lights</b> will be tested during the regular tests being performed on the fire system and any blown strobes , bulbs or LED arrays to be replaced upon failure.	Q/4
J	<b>Door Sensors</b> for areas where the fire alarm panel is connected to emergency doors shall be checked that it is secured to the door frame and if not shall be secured to the frame using no more nail and two screws if possible. Cabling shall be checked and secured with hot glue to the door frame	A
K	<b>Cleaning and Housekeeping</b> is to be done to all components to clear it from dust, debris or obstacles which may hamper operation. Detectors are to be vacuumed out, blown out with clean oil free compressed air and finally wiped clean with a damp cloth. All other items to be visibly free of dust and debris.	A/4

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LIFTS		
Item	Description	Interval
A	1. Check that lift activates correctly when the fire alarm is raised.	A / 4
	2. Also check that lifts go to designated fire floor or ground level and check operation of fireman and/or maintenance mode switch.	
	3. Also check that fireman elevators stay operational during the fire alarm.	
	4. Operate and check the functioning of the intercom and check that the intercom indicates the correct lift number and location at the control station.	
	5. Findings are to be reported to the regional representative.	
Lifts are to be liaised with on-site lift contractor if applicable		

RELATED SERVICES		
Item	Description	Interval
A	The CCTV system is to be inspected for operation. If a item is not functional , it shall be reported to the project engineer. The contractor may be asked to provide a price to perform work to the CCTV system and replace or repair certain malfunctioning equipment.	Q
B	Access control system is to be assessed upon quarterly site inspections and should the system be found to be malfunctioning it is to be reported to the project engineer. The contractor may be asked to provide a price to perform the work to the access control system or to repair/replace the malfunctioning components.	Q
C	The contractor is to check the general condition of the signage at the building and report his findings to the engineer. The signage shall be assessed against the ruling regulation that was used when installing the signage in the building or to the time when the building was designed.	A
D	The condition of the access doors , gate booms , automatic gates and automatic doors shall be accessed and the engineer shall be informed of any malfunctioning components so that a proper tender or assessment of repair can be conducted.	A
E	The contractor shall spot check 15 fire hose reels , extinguishers and hydrants to determine state of servicing. Findings to be reported to engineer.	B

FIRE PANEL INSPECTION		
Item	Description	Interval
A	Check the panel logbook. Any due repairs shall be done during the service.	Q
B	Print out a list of all sensors in error, service, preserve or caution mode.	Q
C	Print a report of device values for each point on the panel.	Q
D	Connect a planner to the panel and print out a complete system configuration report from the panel software. Compare to as-installed and note any discrepancies.	Q
E	Check the common disable LED and investigate the reason for disabled equipment and implement necessary action to return the system to normal condition.	Q
F	Test a sensor in each zone. Check that sounders activate and that panel operates appropriately and correctly for the particular sensor. Also check that auxiliary signals work correctly.	Q
G	Check that all keys on the panel function correctly	Q
H	Check that the printer in working correctly and resupply as necessary	Q

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I	If earth leakage detection is provided , test appropriately	Q
J	Check that all terminal screws are tight and cables inside the panel are secure and neat.	Q
K	Check that all printed circuit boards are in good condition and free of dust and securely mounted.	Q
L	Do the battery tests as described earlier	Q
M	Check time and Date settings	Q
N	Restore the system to normal condition.	Q
O	Verify that input and output mapping is functioning correctly, Activate an input and verify that it is correctly displayed on the panel and that the correct action is performed by the panel.	A
P	Check that the batteries will not expire before the next service. Any replaced batteries shall be marked with a date it was installed.	A
Q	Provide the Engineering department with all information relating the system including all passwords at the start and end of the contract period. Information shall be provided in a digital format on a removable media (Flash drive or CD/DVD)	A
R	Supply one hard copy manual to the control room of each separate system.	A
S	Check Maestro/Graphical Package computer for dust build-up and correct function to original specification.	A
T	If labelling is not correct on the main panel, remove current labels and re-do correctly using printed labels inserted into the panel. Also affix company name with contact details onto/into the provided space of the panel.	A
U	Check logbook holder is present and provide and install a holder if none is currently installed. Holder to be of per specs or approved material.	A
	Contractor shall remove the panel keys and have a extra 2 copies made which shall be provided to the operator/maintenance department and the regional representative.	A

BATTERY CHECKS (ALL ITEMS)		
Item	Description	Interval
A	Lead Acid Batteries Charger Test	A
B	Lead Acid Batteries Discharge Test	B
C	Lead Acid Batteries Load Voltage Test	Q
D	Sealed Lead Acid Batteries Charger Test	A
E	Sealed Lead Acid Batteries Discharge Test	B
F	Sealed Lead Acid Batteries Load Voltage Test	Q
G	Apply and complete service label	A

RESTORATION OF SYSTEM		
Item	Description	Interval
A	Create or draw off the system the total amount of devices connected to the systems and do a walkthrough inspection to not any glaring defects	A
B	With the fire detection panel, test and see that all loops and relays are functional and if a graphics package is provided, confirm that it is working correctly.	A
D	Do a basic test to confirm that all systems or components thereof function normally	A
C	Report zone by zone the defects noted as well as the device count of the building and provide a quotation to repair the system to full working order.	A

In addition to all the tasks required above, the equipment shall also be maintained in accordance with the recommended manufacturer / OEM procedures.

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**Service Information**

**SCHEDULE 13: Contractor’s list of trained qualified staff**

The tenderer must furnish the details of the trained technical staff employed by him/her required for the execution of this contract. The tenderer must also identify the registered SAQCC Fire Detection Practitioner with his/her category classification and registration number. This information is subject to verification and tenderers must note that the adequacy of the contractor’s work experience will be material in the Employer’s risk assessment for awarding this contract.

Name of Employee with years’ experience	Highest qualification with SAQCC Registration number	Number of years employed by contractor

**AUTHORISED SIGNATURE OF TENDERER**

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Number of additional pages appended by the tenderer to this Schedule: .....(If nil, enter NIL)

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**Service Information**

**SCHEDULE 14: Amendments by Contractor**

The tenderer should record any amendments (i.e., deviations, qualifications, alterations or modifications) he may wish to make to the tender documents in this Schedule. Alternatively, a tenderer may state such amendments in a covering letter and append such letter to this Schedule.

The tenderer’s attention is drawn to clause F.3.8 of the Standard Conditions of Tender referenced in the Tender Data regarding the *Employer’s* handling of material deviations and qualifications. If no amendments are allowed for this tender, clause F.3.8 will state so and same would also be indicated in the table below. If amendments are allowed but none desired by the tenderer, this Schedule is to be marked NIL in the table below.

**IMPORTANT: No alternative tender will be considered unless a tender free of qualifications and strictly on the basis of the Tender Documents is also submitted.**

PAGE / ITEM	CLAUSE / DESCRIPTION
	<p align="center"><b>NO ALTERATIONS/AMENDMENTS BY CONTRACTOR ALLOWED FOR THIS CONTRACT. TENDERER MUST SIGN SCHEDULE TO ACKNOWLEDGE.</b></p>

(If not enough space, attach additional pages. If no amendments are desired, mark NIL.)

<b>AUTHORISED SIGNATURE OF TENDERER</b>

<p><b>WESTERN CAPE GOVERNMENT: HEALTH</b> DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE SOURCING) BID OPENED 11:00</p> <p><b>2023 – 03-17</b></p> <p>1)..... SIGNED</p> <p>2)..... SIGNED</p>
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Date:.....

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## WESTERN CAPE GOVERNMENT

### DEPARTMENT OF HEALTH: GROOTE SCHUUR HOSPITAL

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#### **SCHEDULE 15: Contractor's equipment schedule**

The tenderer must furnish the details of the equipment required for the execution of this contract. The tenderer must differentiate, where applicable, between Equipment immediately available, Equipment which will become available by virtue of outstanding orders, and Equipment to be acquired or hired for the *works* should the tenderer be awarded the contract.

EQUIPMENT DESCRIPTION (Type, size, capacity, etc)	AVAILABLE (A) ON ORDER (O) HIRED (H)	NUMBER OF

(Append separate page if not enough space, or enter NIL if nil)

**AUTHORISED SIGNATURE OF TENDERER**

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**SCHEDULE 16: Contractor's schedule of subcontractors**

The tenderer hereby notifies the *Employer* of his intention to use the following subcontractors for work in this contract. Acceptance of this tender does not constitute approval of all or any of the listed subcontractors by the *Employer*. Should any of the subcontractors not be approved subsequent to acceptance of this tender, this in no way invalidates this tender, and the tendered unit rates for the various items of work remain final and binding, even in the event of a subcontractor not listed below being approved by the *Employer*.

WORK TYPE OR CATEGORY	SUBCONTRACTOR (Name, address, contact person, phone, fax, organisation details, experience)	WORK ITEMS (As per Price List)	ESTIMATED COST
<b>TOTAL SUBCONTRACTED AMOUNT (Excluding VAT)</b>			<b>R</b>

(Append separate page if not enough space, or enter NIL if nil)

<b>AUTHORISED SIGNATURE</b>
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Number of additional pages appended by the tenderer to this Schedule: .....(If nil, enter NIL)

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**SCHEDULE 17: Contractor's proposed service plan**

The tenderer must append a proposed work breakdown and programme, reflecting the proposed sequence and rate of execution of the various activities comprising the work for the contract, to this schedule page.

This programme must be in the form of a sufficiently detailed bar chart (Gantt chart) or similar acceptable time/activity form as per the Service Information reflecting the proposed sequence and rate/duration of the various activities and the quantities of work that will be carried out every week under each of the items comprising the work scope for this contract. Working hours for the execution of this contract must be indicated, and the programme must clearly indicate project milestones where applicable and the critical path of the activities through the work schedule.

The tenderer must take into account all requirements as per the project specifications referenced in the Contract Data of this document when drawing up the programme.

**Details of the Contractor's proposed work programme must be appended to this Schedule.**

<b>AUTHORISED SIGNATURE</b>

Date:.....

Number of Proposed Work Programme pages appended by the tenderer to this Schedule: .....

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**SCHEDULE 18: Contractor's health & safety plan**

Tenderers are to note the requirements of the Occupational Health and Safety (OHS) Act No. 85 of 1993 and the Construction Regulations 2014 issued in terms of Section 43 of the Act. The tenderer shall be deemed to have read and fully understood the requirements of the above Act and Regulations and to have allowed for all costs in compliance therewith.

In this regard the tenderer shall submit with his tender, appended to this Schedule, a detailed Health and Safety Plan in respect of the *service* in order to demonstrate the necessary competencies and resources to perform the *service* all in accordance with the Act and Regulations. The Health and Safety Plan shall cover inter-alia the following details:

- The safety management structure including the names of all designated persons such as the construction supervisor and any other competent persons;
- Safety method statements and procedures to be adopted to ensure compliance with the OHS Act.

Aspects to be dealt with include:

- Public vehicular and pedestrian traffic accommodation measures;
- Control of the movement of construction vehicles;
- The storage and use of materials;
- The use of tools, vehicles and plant;
- Temporary support structures;
- Dealing with working at height;
- The use of batch plants;
- Excavation work;
- Demolition work;
- Security, access control and the exclusion of unauthorised persons.
- The provision and use of temporary services;
- Compliance with way leaves, permissions and permits;
- Safety equipment, devices and clothing to be employed;
- Emergency procedures;
- Provision of welfare facilities;
- Induction and training;
- Provision and maintenance of the health and safety file and other documentation;
- Arrangements for monitoring and control to ensure compliance with the safety plan.

Tenderers are to note that the *Contractor* is required to ensure that all sub-contractors or others engaged in the performance of the contract also comply with the above requirements.

**The *Contractor* will only be given access to start work after approval of his detailed Health and Safety Plan, which must be submitted to the *Employer* within one week after award of this contract.**

<b>AUTHORISED SIGNATURE OF TENDERER</b>

<b>WESTERN CAPE GOVERNMENT: HEALTH</b>	
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Number of additional pages appended by the tenderer to this Schedule: .....(If nil, enter NIL)

## **WESTERN CAPE GOVERNMENT**

### **DEPARTMENT OF HEALTH: GROOTE SCHUUR HOSPITAL**

#### **Service Information – Equipment Schedules per Building**

The scope of work, description and quantities given in this specification shall be regarded as provisional and solely as a guide to Tenderers.

The Department reserves the right to increase or decrease, during the duration of the contract, the scope of work, description and/or quantities as given by the Tenderer, without alteration to any tariff. Such increase or decrease will be made by notice in writing to the Contractor.

The information supplied in this section is given in good faith by the Department for the sole purpose of assessing the scope of works. The final responsibility will lie with the tenderer to assess the full scope of works.

**For the purpose of pricing the contractor shall assume the following quantities. Payments will be for actual amounts.**

This section lists the current buildings that require maintenance in conjunction with a detailed list of the equipment to be maintained within the facilities within this contract.

This section lists the current buildings that require maintenance in conjunction with a detailed list of the equipment to be maintained within the building.

***\*Equipment details follows on the next page.***

**WESTERN CAPE GOVERNMENT: HEALTH**  
DIRECTORATE: SUPPLY CHAIN (INFRASTRUCTURE  
SOURCING)  
BID OPENED 11:00

**2023 – 03-17**

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<b><u>ADDENDUM A</u></b>							
<b>FIRE DETECTION SCHEDULE – GROOTE SCHUUR HOSPITAL SITE</b>							
<b>D-floor H1/2 Panel 2 &amp; 3</b>	Siga-PS	Siga-Hfs	Siga-Ct1	Siga-cc1	Sigi-271	Siga-cr	Siga-lo
	Smoke Detector	Heat	Monitor	Fireman's Telephone	BGU	Relay	Monitor
A	7			1	1		
B	57				3		
C Loop 1	118	1			8	1	
C Loop 2	124	1		2	6		2
D Loop 2 C/D card	84	3	1	1	7	4	
D Loop 1	57	1			4		1
D Loop 2	57		1		4	14	
E Loop 1	56				7	1	
E Loop 2	96		1	1	6	4	
F Loop 1	58	2		1	6	3	
F Loop 2	62		1		5	1	1
G Loop 1	59	1		1	6	3	
G Loop 2	72		2		7	5	
<b>D-Floor H1/1 Panel 52</b>							
A	32				5	1	
C Loop A/C	48			2	3	2	1
C Loop 1	88	1			6	4	
D Loop 2	94	1		1	7	2	1
D Loop 1	46			1	6	4	1
E Loop 2	94	2	1	1	9	2	
F Loop 1	104		1	1	9	6	
G Loop 2	97	1	1	1	11	7	1

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Tender No **WCGHIS006/2022 – MAINTENANCE EDWARD FIRE SYSTEM**

<b>D-Floor H2-2 Panel 12&amp;13</b>							
A Loop 1	70	5		1	3		
A Loop 2	52	10			4		
	Siga-PS Smoke Detector	Siga-Hfs Heat	Siga-Ctl Monitor	Siga-ccl Fireman's Telephone	Sigi-271 BGU	Siga-cr Relay	Siga-lo Monitor
B Loop 1	111				7	1	
B Loop 2	83				4	1	
C Loop 1	116			1	6	4	1
C Loop 2	125			1	7	1	1
D Loop 2 C/D	56			1	4	1	
D Loop 1	49				7	2	1
D Loop 2	67	1		1	5	4	
E Loop 1	55	1			5	1	
E Loop 2	89			1	4	3	
F Loop 1	53		1		3	1	
F Loop 2	74			1	6	3	
G Loop 1	78	1		1	9	7	
G loop 2	47	3			3	1	
<b>C-Floor H2-1 Panel 61</b>							
P Parking	12				32	1	
<b>C-Floor C Garage Panel 62</b>							
E 1 & Garage	83			1	20	6	

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Tender No **WCGHIS006/2022 – MAINTENANCE EDWARD FIRE SYSTEM**

<b>D-Floor H 3-2 Panel 22&amp;23</b>							
A/AZ Loop 1	72	3		1	14		1
A/AZ Loop 2	59	27		1	6		
A/B Loop 1	8				2		
A/B Loop 2	90				8	2	
C Loop 2	81			2	4	3	
C/D Loop 1	81	2	1		8	2	
C/D Loop 2	69			1	3	2	
	Siga-PS	Siga-Hfs	Siga-Ctl	Siga-cc1	Sigi-271	Siga-cr	Siga-lo
	Smoke Detector	Heat	Monitor	Fireman's Telephone	BGU	Relay	Monitor
D Loop 1	38				6	2	
D Loop 2	41	1		1	5	2	1
E Loop 1	68	4		1	6	2	
E Loop 2	69	2	1		4	1	
F Loop 1	58	4		1	7	2	
F Loop 2	55		1		3	1	
G Loop 1	81	2		1	12	5	
G Loop 2	55				3		1
<b>D-Floor H3-1 Panel 33</b>							
A Loop 1	100				5	2	
A Loop 2	39			1	5		
C Loop 1	56			1	3	2	
C Loop 2	90	2	1	1	6	3	
D Loop 1	90			1	6	3	
D Loop 2	40			1	3	2	
E/F Loop 1	88	5		1	5	2	1
E/F Loop 2	78	3	1	1	6	3	
G/B Loop 1	97			1	10	6	1

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Tender No **WCGHIS006/2022 – MAINTENANCE EDWARD FIRE SYSTEM**

G/b Loop 2	42	1		1	4	1	
<b>D-Floor H2-1 Panel 43</b>							
A/B Loop 1	85				6	2	1
A/B Loop 2	91			1	6		
C Loop 1	92			1	4	1	1
C Loop 2	93			1	6	3	
D Loop 1	94			1	3	4	
D Loop 2	82	1		1	7	4	1
E/F Loop 1	97		1	1	5	3	
E/F Loop 2	90		1	1	7	4	
	Siga-PS	Siga-Hfs	Siga-Ct1	Siga-cc1	Sigi-271	Siga-cr	Siga-lo
	Smoke Detector	Heat	Monitor	Fireman's Telephone	BGU	Relay	Monitor
G Loop 1	89		1	1	7	5	
G Loop 2	10				3	3	
<b>TOTALS</b>	<b>5201</b>	<b>92</b>	<b>18</b>	<b>49</b>	<b>110</b>	<b>181</b>	<b>19</b>

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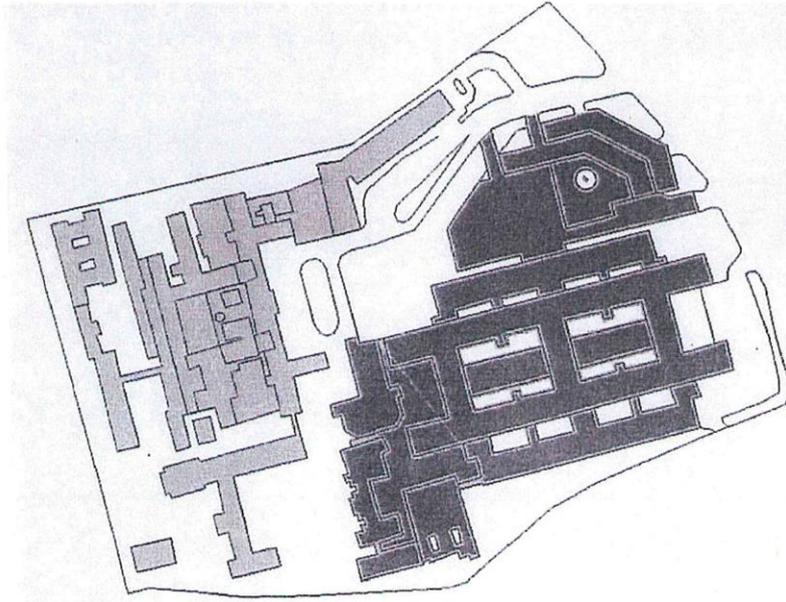
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<b>Annunciator Panels</b>	<b>Block</b>	<b>Shaft</b>					
Panel 53-60	H1-1	Shaft 17					
Panel 4-11	H1-2	Shaft 11					
Panel 45-51	H2-1	Shaft 15					
Panel 14-21	H2-2	Shaft 9					
Panel 34-42	H3-1	Shaft 13					
Panel 24-32	H3-2	Shaft 7					

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Data supplied in good faith. Contractor to establish totals upon appointment. Information on interlinking systems (lifts, AC, etc.) are not available and it is the contractor's responsibility to familiarise himself with the site and include possible testing into the price of service (Part A).  
**SITE PLAN:**



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**WESTERN CAPE GOVERNMENT**  
**DEPARTMENT OF HEALTH: GROOTE SCHUUR HOSPITAL**

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**Pro Forma Task Order**

**Pro Forma Task Order for use when work within the *service* is instructed to be carried out within a stated time period on a Task-by-Task basis**

This Task Order is issued in accordance with Clause 14.6 of the NEC3 Term Service Contract (TSSC), April 2020

Task Order No.....

To..... (Contractor)

I propose to instruct you to carry out the following task

Description .....

.....

.....

Starting date .....

Completion date .....

Delay damages per day: R.....

Please submit your price and programme proposals below.

Signed on behalf of *Employer* ..... Date .....

Price total for items of work on the Price List (details attached) R.....

Price total for items of work not on the Price List (details attached) R.....

**Total Price** R.....

The programme for the Task is ..... (attached)

Signed on behalf of *Contractor* ..... Date .....

I accept the above price and programme and instruct you to carry out the Task

Signed on behalf of *Employer* ..... Date .....

**WESTERN CAPE GOVERNMENT**  
**DEPARTMENT OF HEALTH: GROOTE SCHUUR HOSPITAL**

**Appendix: Drawings, schematics & annexures**

The Appendix to this contract is a separate document, independent of the main contract document (this document) and does not follow, or integrate with, the page numbering sequence of the main contract document.

**PLEASE NOTE:**

**ALL items which are referenced in the main contract document form part of the complete contract documentation for this contract, irrespective of whether they are physically included in the Appendix or not. It is the responsibility of the tenderer to ensure he acquires and considers all the items referenced in this document in the preparation of his tender, which is the assumption when tenders are evaluated.**

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