



**REQUEST FOR QUOTATION (RFQ)**

**RFQ 71/18**

**REPAIRS TO FIRE DAMAGE IN BLOCK J  
WESTVILLE CAMPUS**

**BID INVITE DATE** : 04 JUNE 2018  
**BRIEFING SESSION DATE** : 08 JUNE 2018 @ 10h30 am  
**BRIEFING SESSION VENUE** : TECHNICAL SERVICES BOARDROOM, WESVILLE CAMPUS  
**BID CLOSING DATE & TIME** : 15 JUNE 2018 12h00  
**BID OPENING DATE & TIME** : 15 JUNE 2018  
**BIDDER'S NAME** : \_\_\_\_\_  
**MAILING ADDRESS** : \_\_\_\_\_  
**TELEPHONE NUMBER** : \_\_\_\_\_

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid.

\_\_\_\_\_  
 AUTHORISED SIGNATURE

\_\_\_\_\_  
 PRINT NAME

**Sealed quotes marked "RFQ 71/18 Repairs to Fire Damage in Block J @ Westville Campus, must be hand delivered and drop off in the tender box situated in : Procurement Office, Room 08012, Level 08, Block L, Westville Campus on 15 June 2018 before stipulated time. Please sign and return all pages**

Finance: Procurement Division  
 Postal Address:  
 Private Bag X54001,  
 Durban, 4000, South Africa  
 Telephone: +27 (0) 31 260 7962  
 Facsimile: +27 (0) 31 260 7781  
 Website: finance.ukzn.ac.za



Founding Campuses:

- Edgewood
- Howard College
- Medical School
- Pietermaritzburg
- Westville

The University of Kwa-Zulu Natal hereby invites quotations from service providers, with demonstrable experience in the required and relevant discipline and duly registered with the relevant authority for the following scope of works. Service providers are required to be familiar with, and in compliance with the University's Procurement and Finance Policy and Procedures.

## **CONDITIONS OF CONTRACT**

### **1. GENERAL**

- 1.1. This document shall serve as a contract between the said service provider/contractor and the University of KwaZulu-Natal "UKZN" (employer) and shall remain so for the duration of this project.
- 1.2. This document must be filled in ink and shall be submitted in the attached format. Failure to comply will disqualify a submission.
- 1.3. All prices shall include the supply and installation of the items specified and shall be valid for a period of 30 days from date of submission.
- 1.4. All materials procured for the works shall comply with the relevant South African Code of Standards (SANS) and be of first class quality.
- 1.5. Where an alternative product is considered, prior approval must be obtained from the relevant CMS manager.
- 1.6. All materials and products installed shall incorporate best practice and according to manufacturer specifications.
- 1.7. All Plumbing materials and works will conform with the relevant SANS and the University's standardization and be confirmed with the Plumbing and Civils Manager prior to installation. All materials/products used shall be SABS approved.
- 1.8. A visual site audit must be conducted to the areas in & around the Vicinity of the said works; any defects to the surfaces, walls, doors, ect, must be documented/photographed prior to commencement of works. Failing which, the contractor shall be liable for such repairs at their own cost.
- 1.9 A copy of this document must remain on site for the duration of the works.

## **2. SAFETY REQUIREMENTS**

- 2.1 The Service Provider shall ensure that all employees in his/her employment are acquainted with and adhere to the regulations contained in the Occupational Health & Safety Act (OHSA) of 1993, as amended.
- 2.2 The Service Provider will also familiarize him/herself with the University's Health and Safety Policy. The Service Provider will undertake to ensure that all relevant duties, obligations and prohibitions comply with the act.
- 2.3 The Service Provider will accept sole responsibility for such compliance with the relevant duties, and absolve the University from consequences of non-compliance.
- 2.4 The erection of any scaffolding where necessary will comply with the relevant SANS Code of Practice and the OHS Act requirements for the erection of such scaffold.
- 2.5 The service provider shall ensure that the appropriate construction & safety signage is erected on site whilst construction is in progress. This may include but not limited to: the display of the service provider's company details, direction signs, caution and danger signs.
- 2.6 Safety and security of the work site shall be the responsibility of the contractor from initial site handover until completion and return of the worksite.
- 2.7 Works shall be conducted in a live environment. Please allow for safe thoroughfares for persons/vehicles whilst works are in progress.

## **3. STORAGE OF GOODS AND MATERIALS ON SITE**

- 3.1 It shall be the responsibility of the service provider to ensure that their goods and materials ect... are safely stored on a predetermined area.
- 3.2 The UKZN shall not be held responsible for any loss, damage, theft, act of God ect... for goods/materials left or stored on site.

## **4. LOCATION OF WORKS**

The works are located on J Block at the Westville Campus

## **5. SCOPE OF WORKS BUT NOT LIMITED TO**

- Removal of carpet and ceiling tiles in passage
- Replace burnt skirting
- Washing down of walls
- Installing new Ceiling Tiles
- Painting of walls in passage
- Supply and installing 5.0 LVT interlocking preferably traviloc or similar approved
- Grid work of ceilings in the beginning of the passage only
- Supplying a new trelligate with keys
- Removal of rubble off site

## **6. GUARANTEES AND WARRANTIES**

The successful service provider will be required to provide written proof of product procurement (if requested for) and workmanship guarantees. The product guarantees will indicate the supplier, quantities and the product procured for the project. Installation shall be guaranteed from date of completion as stated on the completion certificate.

- 6.1 A minimum 12 months guarantee on workmanship.
- 6.2 Products shall be guaranteed for a minimum of 12 months from date of completion or as stated by the manufacturer/supplier.

## **7. QUALITY**

The Service Provider will only employ such persons for this Contract that are thoroughly efficient and qualified. Artisans shall, for the purpose of this Contract, mean a person of a recognized Trade or has demonstrable experience in the discipline and that the service provider as an entity has the experience and knowledge to complete the project successfully whilst adhering to high standards of quality.

## **8. VERIFICATION OF MEASUREMENTS & QUANTITIES**

All measurements & quantities must be verified; any variations must be discussed and agreed upon at the site meeting. No claims shall be entertained thereafter.

## **9. REMOVAL RUBBLE AND SPOIL**

- 9.1. Rubble/spoil shall be removed from site (off campus) on a daily basis and deposited off in a designated dumping area. A dump receipt shall be required.
- 9.2. Any rubble or spoil found dumped on campus grounds will have to be removed immediately by the service provider concerned.
- 9.3. Further to the above, the service provider shall be liable to a fine of R1000.00 (One Thousand Rands) per event. This amount shall be deducted from the contract price and is not refundable.

## **10. RETENTION**

Retention shall be Ten Thousand Rands (R10 000) and shall be released upon receipt of an invoice sixty (60) days after the completion of this project. Should any defects be found with the installations during this period; this amount will not be released until such defects are attended too and is to the satisfaction of the employer.

## **11. PART PAYMENTS**

None

## **12. DURATION OF WORKS**

Duration of works allowed for this project shall be 15 (fifteen) days including 3 weekends.

## **13. PROGRAM OF WORKS**

- 13.1 A programme of works shall be submitted upon receipt of the UKZN order confirmation. Work shall only commence on approval of the program.
- 13.2 Failure to commence with work within fourteen (14) consecutive working days from date of receiving the order confirmation, may result in your order been cancelled and the project/contract shall be awarded to another service provider.

No monetary or other claims will be entertained by the UKZN.

- 13.3 No liability in terms of this clause shall be attached to the contractor if s/he can provide written proof within 24 hours and to the satisfaction of the Employer that the nature of the delay was due to factors beyond their control.

#### **14. HOLD POINTS FOR INSPECTIONS**

If inspections are not called for as required below; such works will have to be removed and redone at the contractor's expense.

- 14.1. On completion of each stage of the preparations
- 14.2. Inspection of the products/materials before installation.
- 14.3. Whilst installation is in progress
- 14.4. Testing of the installation before covering/closing up
- 14.5. On completion of the project

#### **15. SUB-CONTRACTING OF WORKS**

N/A

#### **16. SOURCE OF INSTRUCTIONS**

The service provider shall neither seek nor accept instructions from any authority other than the duly authorised Campus Management Services (CMS) representative and the University's Health, Safety & Environment (SHE) representative.

However, this instruction shall cease in the event of health and safety been compromised. The service provider shall take appropriate action and thereafter notify the relevant SHE & CMS personnel immediately.

#### **17. PENALTY REGIME**

Penalties shall be charged for:

- 17.1 Works not completed on time as stated in the duration of works and the approved schedule submitted by the successful service provider. Any form of delays that may prolong the project must be documented and may require supporting documents.
  - 17.1.1 The value of the penalty shall be **R1000.00 (One Thousand Rands)** per day for each and every day that the project is overdue but not exceeding an

amount of R7 000 (Seven Thousand Rands). Should the penalty reach this maximum, the employer reserves the right to either:

- Terminate the contract and award the contract to another service provider, or
- Provided that the contractor displays absolute commitment on site and in writing towards having the project successfully completed, then only will the contractor be allowed to continue with work until the project is successfully completed. However, the above mentioned penalties shall still be in force until the project is handed over to the UKZN CMS department.

17.2 Failure to comply with the specifications, non-conformance, co-ordination and quality control.

17.3 Such penalties shall be deducted from the final account and is not refundable.

17.4 No monetary or other claims shall be entertained by the UKZN for defective works.

17.5 No liability in terms of this clause shall be attached to the contractor if s/he can provide written proof within 24 hours and to the satisfaction of the Employer that the nature of the failure was due to factors beyond their control.

## **18. DEFECTIVE WORK**

18.1 Defective work will have to be corrected within 14 (fourteen) consecutive working days from date of completion.

18.2 Failure to comply will result in penalties been levied against the principal contractor. Such penalties will be deducted from the contract price and is not refundable.

18.3 The value of the penalty shall be R1000.00 (One Thousand Rands) per day for each and every day past the 14-day period as stated above but shall not exceed an amount of R7000 (Seven Thousand Rands). Should the penalty reach this maximum, the employer reserves the right to employ the services of another service provider to make good such defective work. The defaulting contractor shall be liable for all resulting costs incurred thereof

## 19. COMPULSORY RETURNABLE DOCUMENTS

Service providers are required to include the following current documents with submissions.

### **Failure to submit these documents will disqualify a submission:**

- 19.1 Original Current Tax Clearance Certificate and you SARS pin to verify your tax status online
- 19.2 Valid BBBEE Certificate (from an accredited authority)
- 19.3 Public liability (minimum R3 million)  
*It is the responsibility of the service provider to ensure that their organisation is adequately insured for in all aspects.*
- 19.4 Please sign and return all pages

## 20. COMPULSORY RETURNABLE DOCUMENTS REQUIRED ON COMPLETION

The following documents are required upon completion of this project. Failure to submit these documents together with the invoice may result in a delay of payment.

- 20.1 Workmanship guarantee
- 20.2 Supplier/manufacture guarantee or warrantee
- 20.3 Dump receipt
- 20.4 Completion certificate
- 20.5 Proof of product/s purchase, when requested for.

The project shall be deemed complete once:

- 20.6 All of the stated objectives in the BOQ/contract has been achieved and is to the satisfaction of the employer.
- 20.7 There is no further work to be done.



## 21. SITE MEETING

A compulsory site meeting is scheduled. Non - attendance will disqualify a submission.

DATE: 08/06/2018  
VENUE: WESTVILLE CAMPUS. BLOCK W. TECHNICAL SERVICES BOARD ROOM  
TIME: 10h30

SITE MEETING ATTENDANCE: (signed by UKZN) \_\_\_\_\_

## 22. BILL OF QUANTITIES

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
1.	Removal of carpet and removing offsite	52	M <sup>2</sup>		
2.	Removal of ceiling tiles	55	M <sup>2</sup>		
3.	Nu-Tek ceiling panels	55	M <sup>2</sup>		
4.	LVT 5.0 flooring	52	M <sup>2</sup>		
5.	Painting of walls	170	M <sup>2</sup>		
6.	Installation of trelligate	1	No		
7.	<b>SUBTOTAL:</b>				
8.	<b>TOTAL:</b>				
	<b>VAT @ 14%:</b>				
	<b>FINAL TOTAL:</b>				

## 23. CONTINGENCY

The contingency shall only be used for unpredicted circumstances that may arise during the installations and shall be subject to prior approval by the UKZN representative before such works may commence. Quotations shall be called for. If the contingency remains unused, it will therefore not be included in the final account.

**24. FORM OF SUBMISSION**

I/We, the undersigned, have read and understood the terms and conditions of this document and hereby undertake to enter and agree into this contract for an amount of (amount in words):

(R)

Inclusive of V.A.T.

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- Prices shall be valid for a period of 30 days from date of submission.
- This may not necessarily be a fixed price contract. The contract price may vary depending on unforeseen variations that may occur during construction.
- The UKZN will not necessarily accept the lowest or any proposal and reserves the right to withdraw a quote without furnishing reasons.
- If no response is received from the UKZN within 30 days from submission, please consider your Bid unsuccessful.

**SUBMISSIONS**

Failure to submit the required information below shall disqualify a submission.

Name of company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone number: \_\_\_\_\_

Director/CEO name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness name \_\_\_\_\_

Contact number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 25. SUBMISSION INFORMATION AND CLOSING DATE

Quotes must be enclosed in a sealed envelope and must be deposited into the tender box.

<b>Envelope shall be clearly marked:</b>	<b>RFQ 71/18 WESTVILLE CAMPUS J Block FIRE DAMAGE</b>
<b>Delivered to: (in one envelope)</b>	The Procurement Office, 8 <sup>th</sup> Floor, L Block, Westville Campus
<b>Closing date &amp; time:</b>	15/06/2018 12h00
<b>Enquiries:</b>	Technical: N Mthlane 031-260 7959/8050 Procurement: Mr R Lutchmipersadh 031-260 7962

## CHECKLIST OF COMPULSORY DOCUMENTS REQUIRED

**Please tick & submit in order below**

1	Original Current Tax Clearance Certificate.	
2	Valid BBBEE Certificate (from an accredited authority)	
3	Public Liability (minimum R3 million)	
4	Signed and returned all pages	