



CENTRAL PROCUREMENT

REQUEST FOR QUOTATION (RFQ): UKZN 83/18

RFQ: UKZN 83/18 – WESTVILLE CAMPUS

**ICS AIRCON UPGRADE INSTALLATION LOCATED AT THE
UNIVERSITY OF KWAZULU-NATAL (UKZN),
WESTVILLE CAMPUS**

BID ADVERT DATE : 2nd August 2018
BRIEFING SESSION DATE : 7th August 2018 @ 10:00 a.m.
BRIEFING SESSION VENUE : Technical Services Boardroom, Block W
BID CLOSING DATE & TIME : 10th August 2018 @ 12h00
BID OPENING DATE & TIME : 10th August 2018 @ 12h15
TENDER VALIDITY : 60 working days

TENDERER'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 documents marked "REQUEST FOR QUOTATION: UKZN 83/18 ICS AIRCON UPGRADE INSTALLATION LOCATED AT THE UNIVERSITY OF KWAZULU-NATAL (UKZN), WESTVILLE CAMPUS" must be dropped off in the tender box situated in UKZN Westville Campus: Procurement Office, L block building, Level 8, before stipulated time.

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. All materials procured for the works shall be comply with the relevant South African Code of Standards (SANS) and be of first class quality.
- 1.2. Where an alternative product is considered, prior approval must be obtained.
- 1.3. All materials and products installed shall incorporate best practice and according to manufacturer specifications
- 1.4. 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
- 1.5. All Electrical materials and works will conform with SANS 01042 and to the acceptance of the Electrical Manager. A Certificate of Compliance will be submitted for all electrical works.
- 1.6. All Mechanical, Air-Conditioning and Ventilation requirements will conform with the relevant standards and to the acceptance of the Mechanical Manager
- 1.7. All Building and Carpentry works will conform with the relevant standards and Manufacturers requirements and be approved by the Building and Carpentry Services Manager
- 1.8. Safety standards will conform to the University's Health and Safety Policy. In all instances the Occupational Health and Safety Act (OHS Act) will take precedence
- 1.9. All works carried out must be done so by qualified personnel.

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.
- 2.3. The Service Provider will undertake to ensure that all relevant duties, obligations and prohibitions comply with the act.
- 2.4. The Service Provider will accept sole responsibility for such compliance with the relevant duties, and absolve the University from consequences of non-compliance.
- 2.5. 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.

3. GUARANTEES AND WARRANTIES

The successful service provider will be required to provide written proof of product procurement and workmanship guarantees. The product guarantees will indicate the supplier, quantities and the product procured for the project. Installation shall carry a 12 month guarantee on workmanship and products from date of completion.

4. QUALITY OF WORKMANSHIP

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. A quality control plan shall be required and shall indicate as a minimum, methods/processes used for each activity, hold points and inspection by the authorized UKZN representative. A quality policy statement shall be submitted.

5. NOTES

- Quotations must be submitted in the attached format. Failure to comply will disqualify a submission.
- Quotations shall be inclusive of VAT.
- Service providers will be expected to attend a compulsory site meeting.
- The price shall be valid for a period of 30 days from submission.
- All prices shall include the supply and installation of the items specified.

- **All measurements must be verified by service provider at site meeting.**
- Duration of works shall be 20 consecutive working days.
- A programme of works shall be submitted upon receipt of order confirmation.
- Safety and security of the work site shall be the responsibility of the contractor from initial site handover to completion and return of work site.
- Rubble shall be removed from site on a daily basis.
- A dumping certificate/receipt will be required for the disposal of all rubble
- A visual site audit must be conducted to the areas in & around the vicinity; any defects to the floors, 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.

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6. COMPULSORY RETURNABLE DOCUMENTS

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

Failure to submit these documents will disqualify a submission:

6.1. Current Tax Clearance certificate with pin.

The tax clearance certificate will be verified with SARS by the UKZN procurement department on the day of adjudication. An inactive status will disqualify a submission.

6.2. Valid BBBEE Certificate (from an accredited authority)

6.3. Copy of company registration certificate

6.4. Public Insurance Liability (minimum R200 000.00)

6.5. Certificate of attendance at Compulsory Clarification Meeting

6.6. Please sign and return all pages

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: _____

7. CERTIFICATE OF ATTENDANCE AT COMPULSORY CLARIFICATION MEETING

Compulsory Briefing Meeting / Site Inspection: Tuesday, 07th August 2018 at Technical Services Boardroom, Block W, Westville Campus at 10h00.

This is to certify that the following person attended the compulsory briefing meeting held on:

NAME	
COMPANY	
UKZN REPRESENTATIVE (FULL NAME AND SURNAME)	
UKZN REPRESENTATIVE SIGNATURE CONFIRMING SITE BRIEFING ATTENDANCE	

DO NOT COPY

8. SCOPE OF WORKS

- Remove existing units remove off site
- Supply and install the following:
 - 8 x carrier 5.2 KW chilled water ducted unit with controller including new motorised 3-way valve insulated
 - 1 x carrier 9 KW fresh air chilled water ducted unit with controller including new motorised 3-way valve isolating valves as a cluster
 - 1 x weather louver 200 x 200mm with filter, galvanized ducting and return plenum duct connected to weather louver ducting connected to fresh chill water ducted unit
 - 8m off 22mm class 2 copper piping including all fittings, polystyrene insulation, canvas wrapped and painted for each unit
 - 27 m of 32mm PVC insulated drain connected to existing main drain.
 - 8 x 32 mm PVC t piece reduced to 25 mm
 - 8 m 25 mm PVC pipe
 - 8 x 25 mm PVC reducer to 20mm
 - Install emergency drip tray per unit supply ducting connected to one diffuser per unit
 - Allow for 2 x wall controllers
 - Connect controllers to unit via fire panel and time clock in main plant room panel.
 - Allow for diffusers and return grill for each unit
 - Connect electrics purge system and commission units

9. 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):

(in words) _____

(in figures) R_____

Inclusive of V.A.T.

- Prices shall be valid for a period of 30 days from date of submission.
- 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.

CHECKLIST OF COMPULSORY DOCUMENTS REQUIRED		
Please tick & submit in order below		
1	Tax Clearance Certificate & PIN	
2	Valid BBBEE Certificate (from an accredited authority)	
3	Copy of company registration certificate	
4	Public Insurance Liability (minimum R200 000.00)	
5	Certificate of attendance at compulsory clarification meeting	
6	Signed and returned all pages	