Province of the
EASTERN CAPE
HEALTH

Office of the Nelson Mandela Bay Health District Manager
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Enquiries : S. Calitz
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Date : 2026-11-09

ADVERTISEMENT OF A RFQ
REQUEST FOR QUOTATIONS via E-Tender Portal

NELSON MANDELA BAY HEALTH DISTRICT
REF.NO : SCMU3-P25/26-1048-NMM

PROVISIONING FOR THE SUPPLY,DELIVERY, MAINTENANCE, REPAIRS AND INSTALLATION OF AIR CONDITIONERS AT VARIOUS HEALTH FACILITIES IN NELSON MANDELA BAY HEALTH DISTRICT FOR A PERIOD OF 12 MONTHS

Quotations are hereby invited from a registered supplier/company to provide for the above items at Nelson Mandela Bay Health District.

All bidding documents must be downloaded, completed signed by the bidder.

Electronic quotation to be completed as required. Please ensure that you quote according to the specification's requirements.

Submission of completed documents is done via E-Tenders. No other form of submission form will be accepted.

Ensure that all the required compliance proof of evidence is submitted via E-Tender System by closing date and time in table below.

Bid Issue starting date is **10 November 2026**	Closing Date is **24 November 2026** at 11h00.
Bid Enquiry Period	**10 –18 November 2026 11h00**

.....
MR. R. DE VOS
DEPUTY DIRECTOR : SCM
NELSON MANDELA BAY HEALTH DISTRICT

Part 1 General Conditions

1. CONDITIONS FOR THIS TENDER General

1.1 The bidder must be registered on **Central Supplier Database (CSD) and summary report (not older than30 days)** must be attached as proof thereof.

1.2 The closing time for the receipt of quotations in response to this invitation to quote is detailed on the cover page of this invitation to bid.

1.3 Bidders must be a legal entity or partnership (consortium is acceptable subject to bid documents and specifications).

1.4 Eastern Cape Department of Health (ECDoH) does not bind itself to accept either the lowest or any other bid and reserves the right to accept the bid which it deems to be in the best interest of the State.

1.5 Receipt of the invitation to quote does not confer any right on any party in respect of the Services or in respect of or against the ECDoH.

1.6 The ECDoH (as the case may be) reserves the right, in its sole discretion, to withdraw by notice to bidders any Services or combination of Services from the bid process, to terminate any party's participation in the process or to accept or reject any response to this invitation to quote on notice to the bidders without liability to any party.

1.7 Bid documentation submitted by the bidder will be valid and open for acceptance for a period of 60 **calendar days from the closing date of the bid.**

1.8 Provincial Treasury price index will be used for price evaluation and prices above the price index and/or market prices will not be accepted.

1.9 The Department reserves the right to award the bid to one or more than one bidder/s .

1.10 **No tippex is allowed on the tender document.**

1.11 Please ensure that you read the specification to ensure that your price is submitted on the correct goods & services required.

1.12 In Case of Samples : A Product Catalogue must be supplied with all details on product and specifications to be evaluated and proceed to price evaluation. On awarding Product must be delivered in accordance to the catalogue sample provided no deviation is allowed or permitted.

1.13 All documentation inclusive of supporting documentation requested in terms of the Bid Document requirements must be submitted and signed off where required

1.14 VAT must be recorded separately if your company is a registered VAT Vendor. If your company is not a registered VAT Vendor you are not permitted to charge VAT

1.15 All prices must include all charges related to deliver the services, NO additional or extra costs will be paid not calculated in the unit pricing.(e.g delivery etc.)

1.16 Joint Ventures/Sub Contracting agreements must be attached to bid document

1.17 The department reserves the right not to accept bids whose quotations fall beyond reasonable rates

1.18 A 36 Months Maintenance & Service Plan to be included pricing schedule.

2. SPECIAL BID CONDITIONS TO THIS CONTRACT

- CIDB Registration Required with a grading of at least 1EB or higher
- Awarding Bidder(s) is required to supply & Install the Air Conditioners and maintain equipment for a period of 12 months
- Air Conditioners must be installed by a qualified and registered electrician and or process management by a qualified electrician.
- Once Installation is completed the awarded bidder will issue a Certificate of Compliance with Electrical Installation and or any other regulation in this regard.
- No payment will be released without the receipt of the Certificate of Compliance on the installation

3. PROJECT DELIVERABLES

- The supply and delivery dates and times will be agreed upon with the successful bidder.
- Delivery addresses will be provided to the suppliers
- If at any time during performance of the contract, the supplier or its Sub Service Provider(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s).
- Non-compliance to delivery period will lead to cancellation of the contract.

First instance	Issue notice of breach
Second instance	Meeting and second notice of breach
Third instance	Cancellation of contract

4. ORDER QUANTITIES AND PRICES

This contract is term based and prices are fixed throughout the period of the contract. Quantities will vary depending on health facility needs, as the need arise.

5. EVALUATION PROCESS

The 80/20 preference point system will be used in terms of Regulation 6 of the Preferential Procurement Regulation, 80 points (maximum) for the lowest price bid and 20 points (maximum) for HDI Specific Goals.

6. EVALUATION CRITERIA

6.1 The bid will be evaluated as follows:

- Stage 1: Administrative compliance /pre-qualification
- Stage 2 : Mandatory CIDB : 1EB
- Stage 3: Price and Specific Goals Points

The stages are further detailed below

6.2. Stage 1: Compliance Pre-qualification evaluation

6.2.1 ECDOH has defined minimum pre-qualification criteria that must be met by the Bidder in order for ECDoH to accept a bid for evaluation. In this regard a pre-qualification verification will be carried out by ECDoH in order to determine whether a bid complies in this regard.

6.2.2 Where the Bidder's bid fails to comply fully with any of the pre-qualification criteria, or ECDoH is for any reason unable to verify whether the pre-qualification criteria are fully complied with, ECDoH will have the right to either:

6.2.3 Reject the Bid in question and not to evaluate it at all;

6.2.3. Give the Bidder an opportunity to submit and/or supplement the information and/or documentation provided by it under its Bid so as to achieve full compliance with the administrative pre-qualification criteria, provided that such information and/or documentation can be provided within a period of 7 (seven) days, or such alternative period as ECDoH may determine, of it being requested by ECDoH and is administrative in nature, as opposed to forming a material part of the Bidder's Bid;
in any event permit the bid to be evaluated, subject to the outstanding information and/or documentation being submitted prior to the award of the Bid.(this exclude Mandatory Pre-qualifications)

6.3. The following Administration Pre-qualification criteria shall apply:

Administration Compliance Requirements

6.3.1 The bid documentation must be completed comprehensively and correctly in original BLACK ink all signatures MUST be Original. All SBD documents

6.3.2 Declaration forms (SBD 4) must be completed and signed.(new format SBD4, 8, 9 in one document)

6.3.3 Bidders must have attended the Compulsory Bid Briefing & Information and be recorded as such in the register. There is NO Bid Briefing Session for this Bid

6.3.4 Bidders must be a legal entity or partnership (consortia/joint ventures are acceptable subject to Paragraph 11 of Part 1 of the Bid Document).

6.3.5 Bidders must be Registered on the Central Suppliers Data Base

6.3.6 **Proof of Financial Stability to be attached**
Proof of Financial Capacity: Submission of
a) Recent Audited Financial Statements,
b) Good Standing letter from Registered Financial Institution Bank(not an account Confirmation letter)
c) Confirmation Letter from Registered Financial Entity on Financial Assistance Letter

6.3.7 CIPRO certificate (Company Registration Documents) **and** ID copies (must be certified with original stamp within 3 months from closing date of bid

6.3.8 Locality Ownership: Proof of business address (municipal account or valid lease agreement)

6.3.9 Service provider required to submit catalogue/pamphlet containing pictures of product, specifications of product

Prospective bidders are required to submit the following documentation for quality for Administrative compliance;

#	*Administrative Requirements*	Complied	
		YES	NO
A	Invitation to Bid (SBD1) completed and signed		
B	Pricing Schedule (SBD 3.1)		
C	New 2022 Declaration of Interest (SBD 4)		
D	Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1)		
E	Compulsory Briefing Session Certificate/Signed Briefing Register	n/a	n/a
F	Joint Venture Agreement requirement if applicable		
G	Financial Capacity(good stand letter from Bank, recent audit financial Statements or ECDC Financial Assistance)		
H	CIPRO certificate (Company Registration Documents) (must be certified with original stamp within 3 months from closing date of bid)		
I	ID copies (must be certified with original stamp within 3 months from closing date of bid)		
J	Disability Ownership: Proof of ownership (CIPRO certificate) with valid medical documentary proof.		
K	Military Veterans Ownership: Proof of ownership (CIPRO certificate) with valid proof of veteran status.		
L	Locality Ownership: Proof of business address (municipal account or valid lease agreement)		

6.4 SECOND STAGE: Mandatory Compliance

Service provider required to submit Valid CIDB Certificate;

- Valid 1EB CIDB Registration
- Valid COIDA Certificate
- SARACCA Registration

#	*Mandatory Administrative Requirements*	Complied	
A	**Bidders required to submit a Valid CIDB Certificate : Grade 1ME or Higher**		
B	**Bidders required to submit a valid COIDA Certificate**		
C	**Bidder must provide registration with the South African Refrigeration and Air Conditioning Contractors Association**		

6.5 SECOND STAGE: PRICE AND PREFERENCE POINTS EVALUATION

As a general rule the Department must follow an open bidding process as this is a requirement in terms of Section 217 of the Constitution of RSA, 1996 as amended.

The 80/20 Preference Point system in terms of Preferential Regulations 6 must be applied for all procurement from R0,00 to R1 million inclusive of Vat. The following formula must be used to calculate points out of 80 for price

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where
Ps = points scored for comparative price of bid or offer under consideration.
Pt =Comparative price of bid or offer under consideration.
Pmin = comparative price of lowest acceptable bid or offer.

The following table must be used to calculate the score out of 20 points for Specific Goals

The specific goals allocated points in terms of this tender	Weighting (of 20 POINTS)	Number of points (80/20 system)
Historically Disadvantaged Individuals Ownership	20%	4
Women Ownership	20%	4
Youth Ownership	20%	4
Disability Ownership	10%	2
Military Veterans Ownership	10%	2
Locality Ownership	20%	4
TOTAL	100%	**20**

a) A tenderer must submit proof of its Specific Goals status of contributor.
b) A tenderer failing to submit proof of Specific Goals status level of contributor or is a non-compliant contributor to Specific Goals may not be disqualified, but may only score points out of 80 price, and scores 0 points out of 20 for Specific Goals.
c) The Specific Goals supporting documents required to verify claimed points may inline with the specified requirements include:

- CSD report (must be recent within 7 days from closing date);
- CIPRO certificate and/or ID copies (must be certified with original stamp within 3 months from closing date of bid/quote);
- Medical certificate / Doctor's medical report (Impairment should be substantially limiting - long term or of recurring nature)
- Municipal accounts or proof of address

d) A tenderer may not be awarded points for Specific Goals status level of contributor if the tender documents indicate that they intend subcontracting 25% of their contract value to any other person not qualifying for at least the points that the tenderer qualifies for, unless the intended subcontractor is an EME that has the capability to execute the contract.

Part 2 : SPECIFICATION

PROVISIONING FOR THE SUPPLY, DELIVERY AND INSTALLATION OF AIR CONDITIONERS AT VARIOUS HEALTH FACILITIES IN NELSON MANDELA BAY HEALTH DISTRICT FOR A PERIOD OF 12 MONTHS

Overall Objective

The Department of EC Primary Health Care institution must provide conducive environment for treatment of patients and staff at the institutions. This specification establishes the requirements of the Eastern Cape Department of Health for the appointment of a qualified service provider that can supply, deliver, install and service air-conditioners for 12 months with a 24 months maintenance plan on new installations.

Qualified service providers will be required to conduct assessments of all installed air conditioner and compile a report on findings and the condition of the air conditioner.

Bid Strategy

Nelson Mandela Bay Health District to support all facilities as per instruction.

- Contract will be awarded accordingly and compliance with the specifications requirements and submission of evidence required for evaluation purposes.
- The Department reserves the right to award the contract to more than one bidder for continued service delivery.
- There are no fixed quantities on this contract and service providers must take note at time of submitting a quotation.
- Unit price is fixed for the first 12 months of the contract period.
- All charges to be included in the unit price. No separate charges will be allowed.
- Additional requests(quotations) for repair work consumables will be requested on assessment of all equipment in need of repairs.
- Warrantee : New Installation of Air conditioners must have at least a 12 month product warrantee/guarantee.
- 24 Months Maintenance Plan Included on Newly installed air conditioners.
- **If electrical connections form part of the installation, the bidder must provide a valid Wiremen's License or electrical contractor registration.**
- **Bidder required to provide the Certificate of Compliance on Electrical Installation per air conditioner.**

Contract Period 1 : 12 Month's
Proposed Start Date: July/August 2026 **Delivery Period within** 60 days after receiving order
Delivery Place/Address : Various Health Facilities in NMM

SCOPE

The service provider must be able to supply, deliver, install and maintain air-conditioners for 12 months at Various Health Facilities in Nelson Mandela Bay Health District **as per tender specifications.**
Please Note : Special Bid Conditions Item 2 of Bid Conditions

This 12 Month Contract will cover;

a. Assessment of old air conditioner equipment
b. Services (cleaning etc.) of old air conditioner equipment on request as approved by the Infrastructure Manager. There is NO fixed Quantities.
c. Possible repairs to old air conditioner equipment that is subjected to quotation prior to repairs are approved against this contract.
d. New Installation in respect of replacing old air conditioners or totally new installation.
e. All the above contract requirements will form part of the same contract that is linked to budget availability and SCM Delegated Threshold values to a 5 day bid.
f. Air Conditioners must be installed by a qualified and registered electrician and or process management by a qualified electrician.
g. Once Installation is completed the awarded bidder will issue a Certificate of Compliance with Electrical Installation and or any other regulation in this regard.
h. No payment will be released without the receipt of the Certificate of Compliance on the installation.

Additional BID Conditions

1.The job to be completed within a month after receiving the official order issued against the Service Level Agreement
2.The contractor to work between 8am and 15:00
3.The contractor is responsible for keeping his asset safe
5.The department of health will not be liable for any loss and injury
6.The contractor to employ individuals older equal or older than 18 years of age
7.All employees to work under supervision of employees or security staff of the institution.
8.All materials should be provided by the Service Provider/contractor
9.Employees of service provider to wear proper protective material at all times
10.Service provider must employ at least 80 % of its staff from Nelson Mandela Municipality Area

1. SPECIFICATIONS FOR MAINTENANCE / SERVICE

The department has previously / old installed air conditioners that needs services by cleaning the unit as required. Filters, Pipes etc.

The awarded bidder will be required to visit the site(s) as requested to clean / maintain identified air conditioner(s).

The Department will issue orders per request indicating the number of services required and facility/facilities to be visited

Bidders may not visit or service any air conditioners without the proper approved order issue requesting services to be conducted

SPECIFICATION: Servicing of Previously / Installed Air Conditioners

- The Price is per UNIT to be serviced including all costs related
- All prices must include delivery charges such as call out fees, labour and or any charges related to install new air conditioners
- There is NO fixed Quantity on Services.
- Delivery will be requested by the Infrastructure Manager and approved prior to the order being issued.
- Orders will be generated after authorization has been granted for any of the services indicated on this contract.

2. SPECIFICATIONS FOR ASSESSMENT OF PREVIOUSLY INSTALLED AIR CONDITIONERS

As previously stated, the department has previously / old installed air conditioners that needs services by cleaning the unit as required. Filters, Pipes etc.

The awarded bidder will be required to visit the site(s) as requested to conduct and Assessment of the old previously installed air conditioners

The Department will issue orders per request indicating the number of assessments required and facility/facilities to be visited

Bidders may not visit or service any air conditioners without the proper approved order issue requesting services to be conducted

SPECIFICATION: Servicing of Previously Installed Air Conditioners

- The Price is per UNIT to be serviced including all costs related
- All prices must include delivery charges such as call out fees, labour and or any charges related to install new air conditioners
- There is NO fixed Quantity on Services.
- Delivery will be requested by the Infrastructure Manager and approved prior to the order being issued.
- Orders will be generated after authorization has been granted for any of the services indicated on this contract.

TECHNICAL SPECIFICATION

1. KNOWLEDGE

1.1 The installation shall be completed in a satisfactory manner. The contractor shall be responsible for the proper functioning of the installation and any claims on the grounds for want of knowledge in such respect or otherwise will not be entertained by the Provincial Administration.

1.2 Tenderers are required to visit the site and satisfy themselves to the nature and extent of the work to be done and make allowance for any items omitted from the specification but obviously intended and necessary for the completion of the work and must check all sizes and measurements.

2. TENDER DOCUMENT

2.1 The quotation must be clearly marked:
Department Of Health ECDOH
Service of existing air-conditioning equipment.

3. WARRANTY

3.1 The tenderer is to guarantee his workmanship and equipment installed under this contract for a period of twelve (12) months against any defects (from date of Completion).

3.2 This warranty is applicable on workmanship & the supply, delivery and installation of new additional parts & equipment only.

4. SITES : Nelson Mandela Bay Health District

5. CONTRACT PERIOD

5.1 The time to be allowed for completion of the work in terms of Clause 20 of the Conditions of Contract shall be ...12... **calendar months** calculated from the date of site hand over.

6. MAKING GOOD TO TRADES AND CLEARING OF SITE

6.1 The mechanical contractor will be held fully responsible for the making good of all trades damaged or disturbed during the course of the contract.

6.2 All making good to damage must be done to match the existing and to the entire satisfaction of the Works Inspector (Mechanical).

6.3 After making good to all trades the contractor shall be held responsible for the clearing of the site and any off-cut materials, etc., caused by him during the course of this contract.

7. PENALTY FOR DELAY

7.1 Penalty will be calculated for late completion at ...R500-00.. per calendar day.

8. SCOPE OF WORK

8.1 This specification is for the servicing of may consist of the following Air Conditioner Systems Intelligent Touch Manager system, VRV III inverter outdoor units, fresh air handling units, split inverter type air-conditioners, round flow ceiling cassette type air-conditioners in line duct extraction fan systems, replacement of 1.5 AAA batteries on remote controls.

8.2 Specifications also included installation of new Air Conditioner System.

9. SERVICES

9.1 Servicing od air-conditioners within the Nelson Mandela Bay Health District.

10. TENDER PRICING

10.0 ADDITIONAL COSTS ON REPAIR WORK AMOUNT

10.1.1 The sum of R0.00 has been allowed for materials and labour to repair any defective air conditioner units, repair any refrigerant leaks, replace defective filter media and re-gas the air conditioner units .

10.1.2 Repairs will be in accordance with a request to the service provider to submit a quotation on required repairs. This quote must indicate the spares/consumable costs, labour, mark-up cost clearly specified.

10.1.3 This request is subjected to approval by the relevant delegated official and supported by the finance manager.

10.1.4 This item is subject to re-measurement on a proven cost basis and is subjected to approval as indicated and will be added to the entire contract cost Not to exceed the approved SCM Delegated threshold linked to this bid process below R21million rand.

10.2 PRICING INSTRUCTIONS

10.2.1 The tenderer is to price labour and consumables only in the following items. Where indicated, repairs and replacement of parts is subject to re-measurement on a proven cost basis and is not to be priced in this section. These items are covered under a provisional sum as per clause 10.1 of the specification.

11. CHECK/REPAIR/REPLACE LIST FOR SERVICING OF SPLIT AND CASSETTE TYPE AIR CONDITIONERS

11.1 Check heating/cooling/fan operation before disconnecting air conditioner units. Repair faults where necessary. (Repairs subject to remeasurement as per clause 10.2 of the specification)

11.2 Outdoor units shall be high-pressure cleaned, dried and clean outdoor casings and surrounding areas and observe for correct operation at client's premises.

11.3 Check all power cabling, circuit breakers and isolators for any defects. If any electrical defects are found, submit a written report to the Supply Chain Manager.

11.4 Check power transformers and capacitors on outdoor units for proper functioning. (Repairs/replacement subject to remeasurement as per clause 10.2 of the specification)

11.5 Check compressor operation on all air conditioner units and ensure compressor is properly anchored to isolators (anti vibration mountings) and vibration free. (Repairs/replacement subject to remeasurement as per clause 10.2 of the specification)

11.6 Treat condensate drip trays for corrosion.

11.7 Clear condensate drains.

11.8 Check all base, cover, panel, barrier, and motor assemblies on outdoor units for loose and missing fasteners and adjust accordingly. (Replacement subject to remeasurement as per clause 10.2 of the specification)

11.9 Check all safety grills, canter lever assemblies on outdoor units, replace bolts, nuts etc. where missing. (Repairs/replacement subject to remeasurement as per clause 10.2 of the specification)

11.10 Clean evaporator and condenser fans.

11.11 Check fan motors and lubricate bearings as necessary.

11.12 All outdoor casings shall be treated with clear coat anti corrosion coating.

11.13 Check all reversing, check, and service valves for correct operation. Test for refrigerant leaks, repair and recharge where necessary. (Repairs/replacement and recharging subject to remeasurement as per clause 10.2 of the specification)

11.14 Check all amperage readings, record and report if readings are not correct.

11.15 Ensure that mounting plate assembly of evaporators are correctly installed against wall.

11.16 Check condition of evaporator and condenser coils, starting equipment, switches, thermostats and repair where necessary. (Repairs subject to remeasurement as per clause 10.2 of the specification)

11.17 Check the air filters, wash or replace as necessary. (Replacement subject to remeasurement as per clause 10.2 of the specification)

11.18 Generally clean evaporators, surrounding areas and observe for correct operation.

11.19 Check plant for proper operation, repair any defaults not listed above. (Repairs subject to remeasurement as per clause 10.2 of the specification)

12. CHECK/REPAIR/REPLACE LIST FOR SERVICING OF VRV-III INVERTER TYPE AIR CONDITIONERS

12.1 Check heating/cooling/fan operation. Repair faults where necessary. (Repairs subject to remeasurement as per clause 10.2 of the specification)

12.2 Outdoor units shall be cleaned as per manufacturer's recommendation and specification.

12.3 Check all power cabling, circuit breakers, contactors and isolators for any defects. If any electrical defects are found, submit a written report to the Supply Chain Manager.

12.4 Check power transformers and capacitors on outdoor units for proper functioning. (Repairs/replacement subject to remeasurement as per clause 10.2 of the specification)

12.5 Check compressor operation on all outdoor units and ensure compressor is properly anchored to isolators (anti vibration mountings) and vibration free. (Repairs/replacement subject to remeasurement as per clause 10.2 of the specification)

12.6 Treat condensate drip trays for corrosion.

12.7 Clear condensate drains.

12.8 Check all covers, panels, anchor bolts, trunking, safety grills, etc. on outdoor units for loose and missing fasteners and adjust accordingly. Check for corroded fasteners. (Replacement subject to remeasurement as per clause 10.2 of the specification)

12.9 Clean evaporator coils, condenser coils and condenser fans.

12.10 Check fan motors and lubricate bearings as necessary.

12.11 All outdoor casings and fan guards etc. shall be treated with clear coat anti corrosion coating.

12.12 Check all reversing, check, and service valves for correct operation. Check refrigerant charge, refrigerant operating pressures and log. Test for refrigerant leaks, repair and recharge where necessary. (Repairs/replacement and recharging subject to remeasurement as per clause 10.2 of the specification)

12.13 Tighten all electrical terminals and clean interior of electrical panels. Check all amperage readings, record and report if readings are not correct.

12.14 Ensure that mounting plate assembly of evaporators are correctly installed against wall.

12.15 Check condition of evaporator and condenser coils, starting equipment, switches, thermostats and repair where necessary. (Repairs subject to remeasurement as per clause 10.2 of the specification)

12.16 Check the air filters, wash or replace as necessary. (Replacement subject to remeasurement as per clause 10.2 of the specification)

12.17 Generally clean evaporators, surrounding areas and observe for correct operation.

12.18 Clean all diffusers.

12.19 Check all PC boards, LED's and controllers for correct operation

12.20 Clean floor area surrounding the outdoor units.

12.21 Check plant for proper operation, repair any defaults not listed above. (Repairs subject to remeasurement as per clause 10.2 of the specification)

13. CHECK/REPAIR/REPLACE LIST FOR SERVICING OF FRESH AIR HANDLING UNITS

13.1 Check heating/cooling/fan operation. Repair faults where necessary. (Repairs subject to remeasurement as per clause 10.2 of the specification)

13.2 Check all PC boards, LED's and controllers for correct operation.

13.3 Check all power cabling, circuit breakers, contactors and isolators for any defects. If any electrical defects are found, submit a written report to the Supply Chain Manager.

13.4 Check power transformers and capacitors on outdoor units for proper functioning. (Repairs/replacement subject to remeasurement as per clause 10.2 of the specification)

13.5 Tighten all electrical terminals and clean interior of electrical panels. Check all amperage readings, record and report if readings are not correct.

13.6 Check condition of evaporator and condenser coils, starting equipment, switches, thermostats and repair where necessary. (Repairs subject to remeasurement as per clause 10.2 of the specification)

13.7 Clean evaporator coils, condenser coils and condenser fans.

13.8 Clear condensate drains.

13.9 Treat condensate drip trays for corrosion.

13.10 Check fan motors and lubricate bearings as necessary.

13.11 Check all fan belts. (Repairs/replacement subject to remeasurement as per clause 10.2 of the specification)

13.12 Check all covers, panels, anchor bolts, trunking, safety grills, etc. on outdoor units for loose and missing fasteners and adjust accordingly. Check for corroded fasteners. (Replacement subject to remeasurement as per clause 10.2 of the specification)

13.13 All outdoor casings and fan guards etc. shall be treated with clear coat anti corrosion Coating where signs of rust is visible.

13.14 Check all reversing, check, and service valves for correct operation. Check refrigerant charge, refrigerant operating pressures and log. Test for refrigerant leaks, repair and recharge where necessary. (Repairs/replacement and recharging subject to remeasurement as per clause 10.2 of the specification)

13.15 Check the air filters, wash or replace as necessary. (Replacement subject to remeasurement as per clause 10.2 of the specification)

13.16 Generally clean evaporators, surrounding areas and observe for correct

operation.

13.17 Clean all diffusers.

13.18 Check all internal duct lagging for tears and leaks. (Repairs subject to remeasurement as per clause 10.2 of the specification)

13.19 Check plant for proper operation, repair any defaults not listed above. (Repairs subject to remeasurement as per clause 10.2 of the specification)

13.20 Outdoor units shall be cleaned as per manufacturer's recommendation and specification.

13.21 Clean floor area surrounding the outdoor units.

14 EXTRACTION UNITS

14.1 Check electrical motors. (Repairs subject to remeasurement as per clause 10.2 of the specification)

14.2 Check safety devices.

14.3 Check bearings, lubricate as necessary.

14.4 Clean all weather louvers, shutters, fan motors and blades.

15 INTELLIGENT TOUCH MANAGER WITH iTM PLUS ADAPTORS

15.1 Fault find, check and report if the intelligent touch manager is functioning and showing all registered air conditioners and systems linked to it. (Repairs subject to remeasurement as per clause 10.2 of the specification)

15.2 Check that the built in battery is powered up to retain settings. (Repairs subject to remeasurement as per clause 10.2 of the specification)

15.3 Check all temperature and condition settings if it is as per original settings, correct all possible faults as per manufacturer specification. (Repairs subject to remeasurement as per clause 10.2 of the specification)

15.4 Check electrical connections if secure and making contact as per manufacturing specification.

15.5 Check all alarms on iTM plus adaptors and correct fault. (Repairs subject to remeasurement as per clause 10.2 of the specification)

15.6 Clean all dust from equipment housed inside the box.

16. REMOTE CONTROL BATTERIES

16.1 Replace ten (10) x 1.5V AAA batteries, on remote controls.

3. SPECIFICATIONS FOR AIR-CONDITIONERS : New Installations

1.Technology

1.1 Air conditioner should comply with the electrical requirement and interface as per table below i.e. 220V 50Hz single phase or 380V 50Hz three phase, with an EER of greater than 10.

1 .2 Power factor in all cases should be better than 0.95.

1 .3 Technology/design of the air conditioners should be such that the inrush current during switch on should not exceed its maximum running current (as per below table) to prevent oversizing of onsite generators. Thus typical technology should be typical of "inverter" type or equivalent technology.

2 Features of air conditioners

The air conditioner should have the following features as standard on the supplied air conditioners:

2.1 The air conditioners should have air flow direction control for the following directions

- Horizontal (manual or auto) and
- Vertical (auto).

2.2. The air conditioner should be able to auto restart. When there is electricity failure the system shuts off. After restoration of the power, unit will start in the same set conditions prior to the power failure.

2.3. The air conditioner should have an on-board memory so that after mains restoration after mains failure the condition of on / off condition, operating mode (cooling/heating), set temperature and fan speed must be remembered.

2.4. The air conditioner should be able to be controlled by an EAS as per paragraph 5.4.

2.5. The air conditioner should have a manual override/forced operation in case when the user needs the air conditioner to be switched on.

2.6. The air conditioner should be able to go in a sleep mode and be switched on again when the required signal has been received from the controller.

2.7. The air conditioners should be able to dehumidification and or remove moisture from the air inside the required room and or container.

2.8. The air conditioner should be able to operate in the following ambient temperature range

- Minimum - 5 degrees Celsius;
- Maximum 45 degrees Celsius.

2.9. Auto defrosting feature should be available on the air conditioner by for example reducing outdoor fan speed when such an incident occurred.

2.10. Easy access and filter removal should be possible to enhance routine maintenance.

2.11. Piping length between the indoor and outdoor unit should be able to operate with a distance of at least 10m.

2.12. Temperature control — Air conditioners should be able to regulate the temperature in a room to a user selectable set value between 18 and 30 degrees Celsius.

2.13 Wireless remote control should be supplied with the air conditioner.

2.14 Environment friendly refrigerant should be used. i.e. R41 OA.

2.15 The air conditioners should have the following operations: Cooling- and fan functions. The requested air conditioner doesn't require heating function.

2.16. Air conditioner should be equipped of anti-corrosion fins for the outdoor units.

2.17. Air conditioner should have an auto cleaning function.

2.18 The window units should include a slide-out chassis for easy wall mounting.

3 Dimensions

3.1 The typical maximum dimensions of the air conditioners indoor units should be as follows (lenght x height x depth):

A. split unit 12000 BTU: 11100 mm (L); 300mm (W); 200mm (H)
B. split unit 18 000 BTU 1110mm (L); 300mm (W); 200mm (H)
C. split unit 24000 BTU 1110 mm (L); 300mm (W); 200m (H)

3.2 Please note that all physical dimensions (indoor and outdoor) for the air conditioners should be confirmed, prior ordering to take place. Air conditioners units may be installed in space constraints areas where specific dimensions may be required especially where replacement units are required.

4. EAS Controller

All air conditioners shall be able to be controlled by the EAS air conditioning control unit and shall be able to automatic start and switch-off after the appropriate signals, 220Vac single phase for 12 to 36000 BTU/hr, from the EAS has been received (which is either when the temperature inside the container has reached a certain threshold value or when the mains power of the site has been interrupted and been restored).

5.Alarms/indicator

The air conditioner should have a self-diagnostic feature and be able to detect what is faulty with the air conditioners and indicate the required error code and or message accordingly.

6 Service intervals

6.1 The service intervals of the air conditioners shall be made available (in running hours and maximum months/years).

6.2 Part of the service interval schedule, the supplier shall indicate the service components and items to be serviced at various service intervals as well.

6.3 The supplier of the air conditioners shall indicate the various approved companies who can assist Broadband Infract in servicing the air conditioner at the required interval, the required service components it will require and the maintenance the air conditioner in case of breakdown.

7 Support

7.1 The air conditioner and spares must be locally available in South Africa and must be supported by any local company.

7.2 The supplier of the equipment should also be prepared to do services on the air conditioner when the need arises.

8.Warrantee

8.1 Warrantee of minimum 24 months is required for the air conditioner and 3 years for the compressor under normal operations.

9.Training

5.9.1 The supplier shall offer training to Infract on request covering aspects like installation, maintenance and or fault finding.

10 Deliverables

10.1 The air conditioner must come with all relevant manuals, including technical drawings and product specifications, supplied.

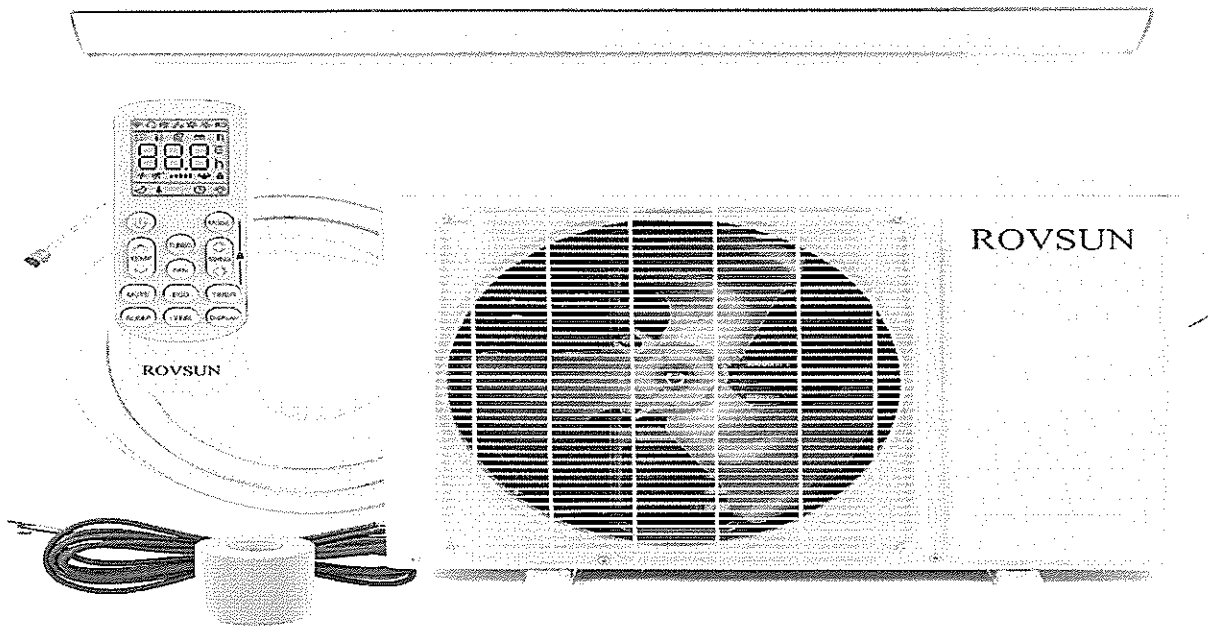
11 Maintenance

11.1 Cleaning of Air Conditioners, Vents, Pipes, Connections, electrical components and ensuring components are fully functional and operational

ITEM	SCOPE OF WORK
1.	split unit 12000BTU: 11100 mm (L); 300mm (W); 200mm (H)
2	split unit 18 000BTU 1110mm (L); 300mm (W); 200mm (H)
3	split unit 24000 BTU 1110 mm (L); 300mm (W); 200m (H)

SPECIFICATION: New Installation of Air Conditioner

- All prices must include delivery charges.
- The unit price will be fixed for the first 12 months of the contract.
- Delivery must be once off.
- Orders will be generated after authorization has been granted for any of the services indicated on this contract.


ROVSUN
ROVSUN

SBD 3.1

PRICING SCHEDULE – FIRM PRICES
(PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED
IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....

Bid number...SCMU3-P26/27-1048-NMM : **PROVISIONING FOR THE SUPPLY, DELIVERY AND INSTALLATION OF AIR CONDITIONERS AT VARIOUS HEALTH FACILITIES IN NELSON MANDELA BAY HEALTH DISTRICT FOR A PERIOD OF 24 MONTHS**
Closing Time 11:00
Closing Date...See page 1 of bid document...

OFFER TO BE VALID FOR...60...DAYS FROM THE CLOSING DATE OF BID.

BID PRICE IN RSA CURRENCY -- ALL APPLICABLE TAXES INCLUDED – "NO VAT CHARGES ALLOWED ON NON-VAT ITEMS"
- NON VAT VENDORS MAY NOT CHARGE VAT – DELIVERY CHARGES TO BE INCLUDED IN UNIT PRICE

NB : USE BLACK INK TO FILL THIS FORM
- **Does the offer comply with the specification(s)?** ***YES/NO**
- **If not to specification, indicate deviation(s)**
  .....
- **Period required for delivery** .....
  ***Delivery: Firm/not firm**

PART 1 : Assessment of Air Conditioners under discussion

No.	SCOPE OF WORK	Quantity delivered	Unit Price Excluding VAT	VAT	Total Unit Price Inclusive of VAT
1.	Set Rate to Conduct Assessment of an identified air conditioner in the NMM . This will include Cleaning Unit, Labour Charges(call fee) etc.	1 Unit			

NOTE THE FOLLOWING: PRICE SCHEDULE MUST BE COMPLETED IN FULL AND CORRECTLY. FAILURE TO COMPLLETE WILL RESULT IN ELIMINATION.

PLEASE RECORD COMPANY DETAILS BELOW

Signature of authorized person: _____

Print Name : _____

CAPACITY : _____ **DATE :** _____

Company Stamp Here

Part 3

SBD 3.1

PRICING SCHEDULE – FIRM PRICES
(PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED
IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....

Bid number...SCMU3-P26/27-1048-NMM : **PROVISIONING FOR THE SUPPLY, DELIVERY AND INSTALLATION OF AIR CONDITIONERS AT VARIOUS HEALTH FACILITIES IN NELSON MANDELA BAY HEALTH DISTRICT FOR A PERIOD OF 24 MONTHS**
Closing Time 11:00
Closing Date...See page 1 of bid document...

OFFER TO BE VALID FOR...60...DAYS FROM THE CLOSING DATE OF BID.

BID PRICE IN RSA CURRENCY -- ALL APPLICABLE TAXES INCLUDED – "NO VAT CHARGES ALLOWED ON NON-VAT ITEMS"
- NON VAT VENDORS MAY NOT CHARGE VAT – DELIVERY CHARGES TO BE INCLUDED IN UNIT PRICE

NB : USE BLACK INK TO FILL THIS FORM

- **Does the offer comply with the specification(s)? *YES/NO**
- **If not to specification, indicate deviation(s)**
  .....
- **Period required for delivery** .....
  ***Delivery: Firm/not firm**

PART 2 : New Installations

No.	SCOPE OF WORK	Quantity delivered	Unit Price Excluding VAT	VAT	Total Unit Price Inclusive of VAT
1.	split unit 12000BTU: 11100 mm (L); 300mm (W); 200mm (H)	1			
2	split unit 18 000BTU 1110mm (L); 300mm (W); 200mm (H)	1			
3	split unit 24000 BTU 1110 mm (L); 300mm (W); 200m (H)	1			
4	Maintenance Plan year 1 : This includes cleaning etc. On any of the newly Installed Equipment	1			
5	Maintenance Plan Year 2 : This includes cleaning etc. On any of the newly Installed Equipment	1			

NOTE THE FOLLOWING: PRICE SCHEDULE MUST BE COMPLETED IN FULL AND CORRECTLY. FAILURE TO COMPLLETE WILL RESULT IN ELIMINATION.

PLEASE RECORD COMPANY DETAILS BELOW

Signature of authorized person: _____

Print Name : _____

CAPACITY : _____ **DATE :** _____

Company Stamp Here

SBD 3.1

PRICING SCHEDULE – FIRM PRICES
(PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....

Bid number...SCMU3-P26/27-1048-NMM : **PROVISIONING FOR THE SUPPLY, DELIVERY AND INSTALLATION OF AIR CONDITIONERS AT VARIOUS HEALTH FACILITIES IN NELSON MANDELA BAY HEALTH DISTRICT FOR A PERIOD OF 24 MONTHS**
Closing Time 11:00
Closing Date...See page 1 of bid document...

OFFER TO BE VALID FOR...60...DAYS FROM THE CLOSING DATE OF BID.

BID PRICE IN RSA CURRENCY -- ALL APPLICABLE TAXES INCLUDED – "NO VAT CHARGES ALLOWED ON NON-VAT ITEMS"
- NON VAT VENDORS MAY NOT CHARGE VAT – DELIVERY CHARGES TO BE INCLUDED IN UNIT PRICE

NB : USE BLACK INK TO FILL THIS FORM

- **Does the offer comply with the specification(s)?** *YES/NO
- **If not to specification, indicate deviation(s)**
  .....
- **Period required for delivery** .....
  *Delivery: Firm/not firm

PART3 Maintenance / Servicing of Old pre-installed Air Conditioners

Cost Calculated per unit to be serviced

No.	SCOPE OF WORK	Quantity delivered	Unit Price Excluding VAT	VAT	Total Unit Price Inclusive of VAT
1.	Check/repair/replace servicing of split type air-conditioners. All costs for transport, labour and material to be included per unit rate	1			
2	Check/repair/replace servicing of VRV III Inverter type air-Conditioners. All costs for transport, labour and material to be included per unit rate	1			
3	Check/repair/replace servicing of Fresh air handling units. All costs for transport, labour and material to be included per unit rate	1			
4	Extraction units All costs for transport, labour and material to be included per unit rate	1			
5	Intelligent touch manager with iTM plus adaptors. All costs for transport, labour and material to be included per unit rate	1			
6	Remote control batteries AAA Each				

NOTE THE FOLLOWING: PRICE SCHEDULE MUST BE COMPLETED IN FULL AND CORRECTLY. FAILURE TO COMPLLETE WILL RESULT IN ELIMINATION.

PLEASE RECORD COMPANY DETAILS BELOW

Signature of authorized person: _____

Print Name : _____

CAPACITY : _____ **DATE :** _____

Company Stamp Here

Part 1 – Signed Bid Advert, Specifications, Operational / Services Conditions and requirements
Part 2 – Bid Conditions of Bid / Contract
Part 3 – Bid Forms and related documentation.

Schedule A –	SBD1 Bid Advert
Schedule B –	SBD2, CSD Registration, Logis and Tax Information
Schedule C –	Declaration of Interest (SBD 4)
Schedule D -	Preference Points Claim Forms (SBD 6.1)
Schedule E –	Financial Particulars

DEFINITIONS

The rules of interpretation and defined terms contained in the General Conditions of Contract (GCC) shall apply to this invitation to bid unless the context requires otherwise.

In addition the following terms used in this invitation to bid shall, unless indicated otherwise, have the meanings assigned to such terms in the table below.

DEFINITIONS

The rules of interpretation and defined terms contained in the General Conditions of Contract (GCC) shall apply to this invitation to bid unless the context requires otherwise.

In addition the following terms used in this invitation to bid shall, unless indicated otherwise, have the meanings assigned to such terms in the table below.

ECDoH	means the Eastern Cape Department of Health acting for and on behalf of the Eastern Cape Provincial Government;
Invitation to bid	means this invitation to bid comprising. o The cover page and the table of content and definitions o Part 1 which details the Conditions of Bid. o Part 2 which details the Conditions of Contract and Operational Requirements. o Part 3 which details the bid Specifications. o Part 4 which contains all the requisite bid forms and certificates. As read with GCC – *General Conditions of Contract* http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf
Services	means the services defined on the cover page of this invitation to bid and described in detail in the Terms of Reference;
Terms of Reference	means the Terms of Reference contained in Part 4 of this invitation to bid;
Submission of Bid	Via E-Tender Portal

CONDITIONS OF BID

1. **BACKGROUND AND INTRODUCTORY PROVISIONS**

Refer to Part 1 of this invitation to bid for background and introductory information relating to the Services and this invitation to bid.

2. **OFFER AND SPECIAL CONDITIONS**

2.1. Without detracting from the generality of clause 2.2 below, bidders must submit a completed and signed Invitation to Bid form (SBD 1) and requisite bid forms attached as (Part 3 – Schedule A) with their bids. Bidders must take careful note of the special conditions.

2.2. **All bids submitted in reply to this invitation to bid should incorporate all the forms, parts, certificates and other documentation forming part of this invitation to bid, duly completed where required.**

2.3. **It is a requirement that the bidder must attach proof of registration with (CSD) Central Supplier Database. Failure to provide proof as a registered CSD Service Provider, will invalidate your bid.**

2.4. In the event that any form or certificate provided in Part 5 of this invitation to bid does not have adequate space for the bidder to provide the requested details, the bidder should attach an annexure to such form or certificate on which the requested details should be provided and the bidder should refer to such annexure in the form or certificate provided.

2.5. Proof of Service Delivery
To submit invoice along with the following documents,

a.) proof of service rendered in a form of a service voucher signed by the end user:

b.) Proof of delivery of goods signed by the end user on receipt of delivery.

2.6 Penalty Clauses will be monitored by contract office where the appointed bidder fails to comply as per the scope of work.

2.7 The ECDOH reserves the right to award the bid to one or more than one bidder/s. The difference in point score should not exceed 10% between the lowest and highest point scorer.

2.8 There will be a reserve bidder appointed in a case of poor or non-delivery.

2.9 If the price offered by a tenderer scoring the highest points is not market related, the organ of state may not award the contract to that tenderer. **The organs of state may**

(i) Negotiate a market-related price with the tenderer scoring the highest points or cancel the tender.

(ii) If the tenderer does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the second highest points or cancel the tender;

(iii) If the tenderer scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the third highest points or cancel the tender.

2.10 If a market-related price is not agreed as envisaged in paragraph (b)(iii), the organ of state must cancel the tender.

3. **CLOSING TIME OF BIDS AND PROVISIONS RELATING TO SUBMISSION OF BIDS**

3.1. The closing time for the receipt of bids in response to this invitation to bid is detailed on the cover page of this invitation to bid.

3.2. All bids must be submitted in a sealed envelope bearing the bid number, bid description and closing date.

3.3. All bids must be received before the closing time and date stipulated above and must be posted to or deposited in the bid box at the address detailed on the cover page of this invitation to bid.

4. **ENQUIRIES**

Should any bidder have any enquiries relating to this invitation to bid, such inquiries may only be addressed to the person/s detailed on the cover page to this invitation to bid at the number/s stipulated.

5. **SITE BRIEFING**

Refer to Part 1 Advert & Specifications of bid documents

5.1 **Pricing must be stipulated INCLUSIVE OF VALUE ADDED TAX if you are a VAT vendor. Please Note : NON VAT vendors may not charge VAT.**

6. **DECLARATION OF INTEREST**

The bidder should submit a duly signed declaration of interest (SBD 4) together with the bid. The declaration of interest is attached as (Part 3 – Schedule D). Failure to do so will invalidate your bid.

7. **CONSORTIUM/JOINT VENTURE**

7.1 It is recognized that bidders may wish to form consortia to provide the Services.

7.2 A bid in response to this invitation to bid by a consortium shall comply with the following requirements:-
7.2.1 It shall be signed so as to be legally binding on all consortium members;
7.2.2 One of the members shall be nominated by the others as authorized to be the lead member and this authorization shall be included in the agreement entered into between the consortium members;
7.2.3 The lead member shall be the only authorized party to make legal statements, communicate with the Technical Review Committee and/or the ECDoH and receive instructions for and on behalf of any and all the members of the consortium;
7.2.4 A copy of the agreement entered into by the consortium members shall be submitted with the bid.
7.2.5 Each party to the Consortium must submit a consolidated BBBEE status Level Verification certificate for every separate BID.

8. **ORGANISATIONAL PRINCIPLES AND EXPERIENCE**

The bidder should submit a clear indication of the envisaged authorized organizational principles, procedures and functions for an effective delivery of the required Service at the relevant Institutions with the bid. These details should be submitted on the form attached as (Part 3 – Schedule F)

9. **DETAILS OF THE PROSPECTIVE BIDDERS NEAREST OFFICE TO THE LOCATION OF THE CONTRACT**

The bidder should provide full details regarding the bidders nearest office to the Institutions at which the Services are to be provided (see Part 4 of this invitation to bid). These details should be provided on the form attached as (Part 3 – Schedule G) which completed form, must be submitted together with the bid.

10. **FINANCIAL PARTICULARS**

Bidder must provide full details regarding its financial particulars and standing, which particulars should be submitted together with the bid on the form attached as (Part 34- Schedule H). If no such details are submitted it would be assumed that the bidder is not in good standing with his/her financial institution. Official latest audited financial statements signed by the relevant authorized authority to be attached (Accounting firm).

11. **PREFERENCE POINTS CLAIM FORMS**

(Part 3 – Schedule E) SBD6.1 contains the Preference Points Claim Forms in terms of Preferential Procurement Regulations to be completed and signed by the bidder to the extent applicable and returned with this bid.

12. **ACCEPTANCE OF BIDS**

The Eastern Cape Department of Health (ECDoH) does not bind itself to accept either the lowest or any other bid and reserves the right to accept the bid which it deems to be in the best interest of the State even if it implies a waiver by the State, the Eastern Cape Department of Health (ECDoH) of certain requirements which the State, Eastern Cape Department of Health (ECDoH) considers to be of minor importance and not complied with by the bidder.

13. **NO RIGHTS OR CLAIMS**

13.1 Receipt of the invitation to bid does not confer any right on any party in respect of the Services or in respect of or against the State, Eastern Cape Department of Health (ECDoH). The State, the Eastern Cape Department of Health (ECDoH) reserves the right, in its sole discretion, to withdraw by notice to bidders any Services or combination of Services from the bid process, to terminate any party's participation in the bid process or to accept or reject any response to this invitation to bid on notice to the bidders without liability to any party. Accordingly, parties have no rights, expressed or implied, with respect to any of the Services as a result of their participation in the bid process.

13.2 Eastern Cape Department of Health (ECDoH), nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligations for any costs or expenses incurred by any party in or associated with any appraisal and/or investigation relating to this invitation to bid or the subsequent submission of a bid in response to this invitation to bid in respect of the Services or any other costs, expenses or liabilities of whatsoever nature and howsoever incurred by bidders in connection with or arising out of the bid process.

14. **NON DISCLOSURE, CONFIDENTIALITY AND SECURITY**

14.1 The invitation to bid and its contents are made available on condition that they are used in connection with the bid process set out in the invitation to bid and for no other purpose. All information pertaining to this invitation to bid and its contents shall be regarded as restricted and divulged on a "need to know" bases with the approval of the ECDoH.

14.2 In the event that the bidder is appointed pursuant to this invitation to bid such bidder may be subject to security clearance prior to commencement of the Services.

15. **ACCURACY OF INFORMATION**

15.1 The information contained in the invitation to bid has been prepared in good faith. Eastern Cape Department of Health (ECDoH) nor any of their respective directors, advisors, officers, employees, agents, representatives make any representation or warranty or give any undertaking express or implied, or accept any responsibility or liability whatsoever, as to the contents, accuracy or completeness of the information contained in the invitation to bid, or any other written or oral information made available in connection with the bid and nothing contained herein is, or shall be relied upon as a promise or representation, whether as to the past or the future.

15.2 This invitation to bid may not contain all the information that may be required to evaluate a possible submission of a response to this invitation to bid. The bidder should conduct its own independent analysis of the operations to the extent required to enable it to respond to this bid.

16. **COMPETITION**

16.1 Bidders and their respective officers, employees and agents are prohibited from engaging in any collusive action with respect to the biding process which serves to limit competition amongst bidders.

16.2 In general, the attention of bidders is drawn to Section 4(1)(iii) of the Competition Act1998 (Act No. 89 of 1998) (the Competition Act) that prohibits collusive biding.

16.3 If bidders have reason to believe that competition issues may arise from any submission of a response to this bid invitation they may make, they are encouraged to discuss their position with the competition authorities before submitting response.

16.4 Any correspondence or process of any kind between bidders and the competition authorities must be documented in the responses to this invitation to bid.

17. **RESERVATION OF RIGHTS**

17.1 Without limitation to any other rights of the ECDoH (whether otherwise reserved in this invitation to bid or under law), the ECDoH expressly reserves the right to:-

17.2 Request clarification on any aspect of a response to this invitation to bid received from the bidder, such requests and the responses to be in writing;

17.3 Amend the biding process, including the timetables, closing date and any other date at its sole discretion;

17.4 Reject all responses submitted by bidders and to embark on a new bid process.

17.5 Check the bidder involvement in the local economic development of the region (employment of the staff from Nelson Mandela Metro to reflect on the bid).

18. **DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

18.1 The bidder must complete the declaration and sign accordingly to submit with the bid. The declaration of bidder's past supply chain management practices is attached as Part 3– Schedule F

19. **REQUIREMENTS**

19.1 Previous performance of the bidder will be considered in the evaluation of the bid.

19.2 Form Part 5 schedule J must be completed accordingly.

19.3 Financial standing of the bidder will be considered for risk analysis and bidders are required to submit documentary proof to demonstrate financial stability in the form of:-

a. Latest Audited financial statements in the case of Companies and in the case of Close Co-operation CC.**OR**

b. Letter from the financial institution confirming availability of funds OR

c. Letter of good standing and/or proof from the financial institution indicating a positive rating must be attached.

19.4 All bidders to familiarize themselves with the General conditions of contract on http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf

20. CLOSING TIME OF BIDS AND PROVISIONS RELATING TO SUBMISSION OF BIDS

3.1 The closing time for the receipt of bids in response to this invitation to bid is detailed on the cover page of this invitation to bid.

3.2 All bids must be submitted via e-tender portal (www.etenders.gov.za) before the closing time and date stipulated on the cover page of this invitation to bid.

3.3 All bids must be received before the closing time and date stipulated above and must be submitted on e-tender portal (www.etenders.gov.za) No late bid submission will be accepted.

Guide: How to submit a response to the E-tender Portal

1. (https://www.etenders.gov.za/)
2. Click "Login"
3. Select "Supplier Login"
4. Type in your Central Supplier Database (CSD) login credentials.
5. Click Browse Opportunities
6. Select Currently Advertised.
7. Click "+" on any tender opportunity you wish to apply for.
8. Click on "Start eSubmission Process"
9. Select Supplier
10. Click "Start response"
11. Check the submission checklist and attached the compulsory documents.
12. Confirm and proceed.
If you experience difficulties on eSubmission please contact:
021 406 9229 /012 406 9222 or email etenders@treasury.gov.za
13. Take note of the envelope submission in item 3.4 below

3.4 In order to make the evaluation process smoother, bidders are required to submit in the bid proposals and all supporting documents in the following e-tender submission Envelopes / Files numbered as;

Envelope 1	Fully Completed and Signed SBD Documents
Envelope 2	Item 6.3 & 6.5 Compliance Attachments Evidence
Envelope 3	Item 6.5 – HDI Score Claim Evidence
Envelope 4	Company Profiles

Part 3 : Schedule A

SBD1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	**SCMU3-P26/27-1048-NMM**	CLOSING DATE:	**24 November 2026**	CLOSING TIME:	**11h00**
DESCRIPTION	**PROVISIONING FOR THE SUPPLY,DELIVERY, MAINTENANCE, REPAIRS AND INSTALLATION OF AIR CONDITIONERS AT VARIOUS HEALTH FACILITIES IN NELSON MANDELA BAY HEALTH DISTRICT FOR A PERIOD OF 12 MONTHS**				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*					
ELECTRONIC SUBMISSION VIA E-TENDERS					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON		CONTACT PERSON	
TELEPHONE NUMBER		TELEPHONE NUMBER	
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS		E-MAIL ADDRESS	

SUPPLIER INFORMATION						
NAME OF BIDDER						
POSTAL ADDRESS						
STREET ADDRESS						
TELEPHONE NUMBER	CODE		NUMBER			
CELLPHONE NUMBER						
FACSIMILE NUMBER	CODE		NUMBER			
E-MAIL ADDRESS						
VAT REGISTRATION NUMBER						
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA	

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B
TERMS AND CONDITIONS FOR BIDDING

1.	**BID SUBMISSION:**
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**
2.	**TAX COMPLIANCE REQUIREMENTS**
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

SBD 2

TAX CLEARANCE REQUIREMENTS

IT IS A CONDITION OF BIDDING:-

1. The Department of Health must verify the tax compliance status of bidders on the Central Supplier Database (CSD) for all price quotations R0-R30 000 and competitive bids exceeding the value of R30 001 (vat inclusive) prior to award as per National Treasury Instruction no. 4A of 2016/17 Central Supplier Database and circular compiled thereafter governing Tax Compliance Status.
2. Also note that it is the responsibility of the services provider registered on the CSD to ensure Tax Compliance at all times.

Directorship (Print clearly)

Surname & Initials	Identity No.	Gender	%

Central Supplier Database (CSD) Number: _____

EC Department of Health Logis Number: _____

Company Registration Number: _____

Company Vat Registration Number: _____

Company Tax Reference Number: _____

BANK DETAIL CONFIRMATION

Bank Name	
Branch Code	
Account Type	
Account No	

Please answer the following questions carefully-:

Questions	Yes	No	Year
Is your business under voluntary suspension?			
Is your business under suspension by the Authority?			
Are all the directors provided above registered as directors of the business by the Authority?			
Has your business or any of the directors found guilty by the Authority or any agencies of the state of improper conduct in terms of the Act? If so please provide a separate paper for explanation.			
Is your business in partnership with any of the well-established businesses?			
Has your business status changed in the last five years?			

Instructions

Please read the instructions carefully

1. The form must be completed in full.
2. The list of directors means all those directors who are share holders in business and who are registered as such.
3. Only the number of personnel registered under the name of the business should be provided.

Conditions

1. The Eastern Cape Department of Health will not be responsible in any way for incorrect information supplied by the service provider or any agencies/authority/state organs holding such information.
2. It is the responsibility for each business to update the Eastern Cape Department of Health with any change in its status.
3. It is the responsibility for the business to ensure that the information provided to South African Revenue Services is correct and up-to-date.

SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2 If a person is listed in the Register for Tender Defaulters and/or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	**Identity Number**	**Name of organ of state**

2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.3.1 If so, furnish particulars:

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

2.4 Does the bidder or any of its directors/trustees/shareholders members/partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise, whether or not they are bidding for this contract?
YES/NO

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	**Status (active/inactive/deleted)**

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I, ..., the undersigned, in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....	.....
Signature	Date
.....	.....
Designation	Name of bidder

Part 3 : Schedule D

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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).

1.2 **To be completed by the organ of state**

(*delete whichever is not applicable for this tender*).

~~a) The applicable preference point system for this tender is the 90/10 preference point system.~~
b) The applicable preference point system for this tender is the 80/20 preference point system.
c) Either the ~~90/10 or~~ 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	**100**

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 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.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or

any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"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; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - Pmin}{Pmin}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - Pmin}{Pmin}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - Pmax}{Pmax}\right) \quad \text{or} \quad Ps = 90\left(1 + \frac{Pt - Pmax}{Pmax}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Historically Disadvantaged Individuals Ownership	20%(4)	
Women Ownership	20%(4)	
Youth Ownership	20%(4)	
Disability Ownership	10%(2)	
Military Veterans Ownership	10%(2)	
Locality Ownership Nelson Mandela Bay Metro	20%(4)	
TOTAL	100%(20)	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium
One-person business/sole propriety
Close corporation
Public Company
Personal Liability Company
(Pty) Limited
Non-Profit Company
State Owned Company
[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) 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;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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; and

(e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....

.....

.....

FINANCIAL PARTICULARS

This schedule must be completed by the bidder and submitted together with the bid. **Documentary proof confirming availability of financial resources to execute the contract from the bidder's financial institution and /or Audited Financial Statements must be submitted with the bid.** If this requirement is not complied with in full the bid may be considered invalid.

Nature of Service: _____

Name of bidder: _____

Bid Number: _____

	FINANCIAL POSITION OF BIDDER I/we hereby certify that I/we have the necessary financial capacity and resources to execute the above contract successfully for the bid amount. I / we hereby attach letter confirming availability of financial resources from the financial institution. I / we give the DOH permission to contact the financial institution below to confirm the information provided. In the absence of the above, a letter confirming that the bidder has applied for financial assistance from any financial institution and that the institution is willing to favorably consider such application in the event that the bidder is successful, will also satisfy the Department.
NAME OF FINANCIAL INSTITUTION	
ADDRESS	
TEL.NO	
FAX NO	
CONTACT PERSON	

.....

SIGNATURE OF (ON BEHALF OF) BIDDER

.....

NAME IN CAPITALS

Witnesses

1. .....

2. .....