

**RFQ NO: \_\_\_\_\_\_\_\_\_\_\_\_**

**INVITATION TO QUOTE ON: RFQ 1698407/18-19**

**DESCRIPTION: MAINTENANCE AND VALIDATION OF CLASS II (MICRO)BIOLOGICAL SAFETY CABINETS AT NICD SANDRINGHAM**

**COMPULSORY SITE MEETING:**

**ADDRESS; 09TH OF NOVEMBER 2018, 1 MODDERFONTEIN ROAD, SANDRINGHAM AND MEET AT NICD RECEPTION**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

**CLOSING DATE: 16TH NOVEMBER 2018 @ 11H00 (ALL QUOTATIONS MUST BE DROPPED OFF IN THE NICD QUOTATION BOX AT 1 MODDERFONTEIN ROAD, SANDRINGHAM, JOHANNESBURG.**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

**FORM OF QUOTATION**

**SUPPLIER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**QUOTATION NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DESCRIPTION: MAINTENANCE AND VALIDATION OF CLASS II (MICRO-) BIOLOGICAL SAFETY CABINETS AT NICD SANDRINGHAM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Description** | **Unit** | **Quantity** | **Rate** | **Cost excl. vat** |
| 1. | Chemicals for Decontamination of BSC | 1 ea | 86 |  |  |
| 2. | Sealing, demarcation, process indicators for Decon. |
| 3. | Adsorbtion and certification of Decon. (next day) |
| 4. | Cleaning, service and routine maintenance (pre-filters) | 1 ea | 86 |  |  |
| 5. | Location assessment and pre-Validation assessment |
| 6. | Record all assessments on the NHLS std. report form |
| 7. | Initial Downflow/Inflow air velocity measurements | 1 ea | 86 |  |  |
| 8. | Calibration and programming of all sensors and alarms |
| 9. | Measure/record Downflow/inflow measurements |
| 10. | Record cabinet conditions (gauge/display) |
| 11. | 4 step Smoke test and demonstration |
| 12. | Filter Integrity Tests |
| 13. | Full report and certificates/documents |
| Additional costs to be considered for repairs |
| 14. | Downflow and exhaust HEPA Filters for 4ft Bioflow II (FWH) H14 | set of 2 filters | 1 |  |  |
| 15. | Downflow and exhaust HEPA Filters for 4ft Healforce H14 | set of 2 filters | 1 |  |  |
| 16. | Downflow and exhaust HEPA Filters for 4ft ESCO (AC2-4S1) U15 | set of 2 filters | 1 |  |  |
| 17. | Downflow and exhaust HEPA Filters for 4ft NuAire (incl. HEPEX) H14 | set of 2 filters | 1 |  |  |
| 18. | Call out charges incl. Travel | 1 | 1 |  |  |
| 19. | Labor charges per Hour | 1 hr | 1 |  |  |

Note:

Price and allow for all requirements listed in the approved specifications listed in Annex A.

All work must be according to acceptrable local and international good practices.

**NHLS STANDARD SPECIFICATION**

**NOTE:**

**Always read specification in conjunction with Bill of Quantities and Plan (if plan is applicable and supplied)**

**All Quantities measured are indicative and will be re-measured on completion**

**Specific products to be used, to be confirmed in Bill of Quantities**

**All materials and products to be used, to be ISO 9001 accredited**

**Variation orders can only be approved in writing by the NHLS Project Manager (certificate to be issued confirming VO and price implication)**

**All inspections will be conducted by NHLS Project Manager**

**GUARANTEE, MAINTENANCE, PENALTY AND RETENTION PERIOD**

The Guarantee and Maintenance period shall be for 12 months commencing on the date of Practical completion and acceptance of the Installation. During the Guarantee period the Contractor shall repair all defects in the Installation which may arise as a result of inferior quality materials or faulty workmanship. **5% retention of the contract price will be held back for a period of 3 months after date of Practical completion and acceptance of the installation**

The fact that the Installation will be used and occupied by the Employer during the guarantee period shall in no way exempt the Contractor from his responsibility under this clause

Should a non-urgent fault occur during the guarantee period the Contractor will be advised and he shall repair the fault in good time

Should a fault occur during the guarantee period, that is in the opinion of the Project Manager of an urgent nature, then the Contractor will be advised and shall proceed immediately to rectify the fault

Should a fault occur during the guarantee period, that is in the opinion of the Project Manager of an urgent nature, and the Contractor is not available, the Employer shall reserve the right to obtain the services of any available Contractor to repair the fault. The cost of such repair work shall be borne by the Contractor in accordance with the escalated rates. In such a case the faulty equipment shall be kept for scrutiny by the Contractor. If this occurs during the retention period and retention money is still due to the Contractor, such claim from the Alternative Contractor, will be deducted from the Retention fund

Should the frequency and breakdown/s, in the opinion of the Project Manager, become so regular as to constitute and unacceptable state of affairs or should the installation or portions thereof prove to be unacceptable, the Contractor shall upon receipt of a written instruction from the Project Manager, replace portions/components or even the entire installation if need be, at his own cost as prescribed by the Project Manager

Where the practical completion is not reached by the date stated in the Tender/ RFQ document or by the revised date granted by the Project Manager, the Contractor shall be liable to a Penalty determent by the Project Manager, which is in this instance .1% (point 1 percent) of the Tender/ RFQ Total value, Per Day

**PRELIMINARIES**

Tenderer’s attention is drawn to the fact that the Hospital and Laboratory will be fully operational during the building process. The work will have to be carried out in phases and at times that must be liased and agreed to with the Business Manager and Hospital Management. This might result in certain work being carried out at certain times only, even after hours of weekends. Also note that sensitive electronic equipment are in use and no work that cause a vibration can be carried out when these equipment are in operation. Operating theaters in the vicinity of the building work will also be in use during the building program and the Contractor must liase closely with the Hospital Management and obtain their written consent and permission, before removing and/or servicing equipment/structures, that might interfere with the running of the theaters or any other service/s. The use of certain lifts for moving of material will also have to be agreed to with the Hospital Management. The tenderer must allow for this in his prices since no additional claim will be entertained in this regard

***QUOTATIONS SHOULD BE BASED ON THE FOLLOWING SPECIFICATIONS***

###### WORKS AGREEMENT

#### Contractor: The contactor shall:

* Provide adequate supervision and management of the **works**
* Provide toilet facilities for use by his workers except where provided by the **employer**
* **Storage space is not always available for material and sufficient arrangements should be catered for and included in pricing**
* Submit all local authority notices by the **works**
* Comply with all statutes, regulations and bylaws of local or other authorities having jurisdiction regarding the execution of the **works** and obtain all certificates and other documents required by such authorities
* Notify the Project Manager where compliance with any statute, regulation or bylaw requires a change or variation to the **works** upon which such change shall be deemed to be a **contract instruction**
* Immediately begin the **works** and continue at a rate of progress satisfactory to the Project Manager in terms of the **agreement**
* Comply with all **contract instructions** in good time
* Bring the **works,** within the **constructed period**, to **practical completion** in terms ofcompletion
* Bring the **works** to **final completion**
* Surplus material and waste to be carted away to a suitable dumping site to be found by the Contractor, outside the boundary of the site

#### Completion

 **Practical Completion**

* The Project Manager shall inspect the **works** from time to time to give the **contractor** interpretations and guidance on the standard and state of completion of the **works** which he will require the **contractor** to achieve for **practical completion**
* The **contractor** shall inform the Project Manager of the date on which he expects to achieve **practical completion**
* The Project Managershall inspect the **works** on or before the date requested by the **contractor**

##### Where the works:

* Has reached **practical completion** the Project Manager shall at once issue a certificate of **practical completion** to the **contractor**
* Has not reached **practical completion** the Project Manager shall issue a **practical completion** list to the **contractor** detailing the outstanding work to be done and **defects** to be rectified to achieve **practical completion**
* Is not ready for **practical completion** inspection the Project Managershall issue a list as a general guide to the **contractor** of the outstanding areas of work and **defects** to be attended to before he can request a further inspection

##### Final Completion

* Within seven **calendar days** of **practical completion** the Project Manager shall prepare and issue to the **contractor** a **final completion** list detailing the incomplete work and **defects** to be rectified within a reasonable period
* The **defects** liability period of fourteen **calendar days** shall start on the date of **practical completion**
* On the expiry of the **defects** liability period the Project Managershall immediately inspect the **works** for **final completion**. **Where the works:**
* Has reached **final completion** the Project Manager shall at once issue a certificate of **final completion** to the **contractor**
* Has not reached **final completion** the Project Manager shall issue a **defects** list to the **contractor** detailing any incomplete work and **defects** to be rectified before the Project Manager will undertake a further inspection
* Where the **contractor** has achieved **final completion** the **latent defects** liability period shall end three years from the date of **final completion**

Employer

 **The employer shall:**

* Hand over the **site** to the **contractor** by the date stated in the **schedule.** The **construction period** and **latent defects** liability period shall commence with the hand over of the **site**
* Arrange for water, sewer and electrical connections as required and pay all fees concerning this
* Provide water and electricity as required for the execution of the **works** free of charge
* Not issue instructions to, interfere with, hinder or obstruct any of the **contractor's** workers or any other persons employed or acting on behalf of the **contractor**

#### Risk and Insurance

* The **Contractor** indemnifies the **NHLS** against any loss in respect of claims from other parties arising out of or due to the execution of the **works** or occupation of the **site** by the **contractor** consequent upon:
* Death or bodily injury or illness of any person
* Physical loss and damage to any property other than the **works**
* Removal of or interference with lateral support of an adjoining property
* The **contractor** shall take out insurances in respect of his employees as are required by law
* Where, in the opinion of the Project Manager **,** loss and damage to the **works** due to the **contractor's** negligence the **contractor** shall be liable for such loss and damage
* The **contractor** shall in all circumstances be at risk for loss of, or damage to his construction plant or vehicles
* The contractor shall enclose the site along the facades where work is being done. He shall furthermore allow for all the required scaffolding, gantries, hoarding, etc to safeguard pedestrian traffic on the sidewalks or paths as well as vehicular traffic in the streets
* The form of scaffolding, gantries, hoardings, etc, must be fully detailed in his “method statement” as previously required. It is not the intention to prohibit or deviate pedestrians or traffic during construction and Tenderers are to account for this when pricing the Tender
* Adequate warning signs/ lights/ etc are to be employed where required. If the Tenderer requires the full pavement width and even part of the adjacent street then he must make all the necessary arrangements with local authorities for the pavement and street closure as well as pay for all fees in connection therewith including the loss of income due to parking meters
* The existing premises will be occupied at all times and the Contractor will be required to keep all noise to a minimum

**Safety**

* From the date of site handover to the Contractor until the completed work is handed back to the Employer, the Contractor shall be responsible for maintaining safe working conditions on site
* The Contractor shall be responsible in terms of the Occupational Health and Safety Act, 1993 ( Act No 85 of 1993) and the regulations promulgated in terms of the Act or Factories, Machinery and Buildings Work Act, whichever is applicable
* The Contractor shall be responsible for supplying and installing the required safety signs as determined by the Occupational Health and Safety Act, 1993 ( Act No 85 of 1993) All safety signs shall comply with the requirements of the latest edition of SANS 11861 as Applicable

**Programme**

* The Contractor shall submit his programme of work to the Project Manager not later than 14 days after the Contractor has been notified of the acceptance of his tender. If necessary the Project Manager may instruct the Contractor to adjust his programme to suit other activities

Annexure A

