



STEVE TSHWETE LOCAL MUNICIPALITY

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Public Services

Department of Health Services

SUPPLY AND DELIVERY of:-

Formal written price quotation are invited from qualifying suppliers for the **SUPPLY AND DELIVERY of 5 Bay Bulk filers with 5 Shelves per bay in the Clinics, Commissioning / installation of the units**, please find the specifications listed below.

A. General section

1. Scope

Department: Health Services

Quantity	Item description
(3) three	5 BAY BULK FILERS WITH 5 SHELVES PER BAY
(1) one	2 BAY BULK FILER WITH 5 SHELVES PER BAY

2. Quantity

The Council does not guarantee to purchase the quantity indicated in **PART I, ITEM A. 1 GENERAL** above or any other quantity.

3. Equipment and accessories

The quotation is for a complete 5 bay bulk filer with 5 shelves per bay, including all equipment and accessories where applicable.

4. Delivery

Delivery shall be made to the relevant Clinics, Middelburg and Kwazamokuhle in Hendrina.

5. Statement of compliance

The schedule of particulars PART I, shall be completed in every respect to indicate to what extent the quotation requirements of the specification are met.

Suppliers may offer equipment that deviates from the required specification but which they consider of advantage to the Council. **Such offers may be considered provided details of the deviations are clearly stated.**

B. DETAILED DESCRIPTION OF GOOD REQUIRED

1. General

- (a) The equipment shall be a new, currently advertised and product of a well established manufacturer of this type of product. The supplier shall satisfy the Council that he is maintaining a branch or store within a reasonable distance from the working location of the equipment, staffed for securing parts within a reasonable length of time.
- (b) The equipment is to comply in all aspects with this includes all the requirements for equipment that must be part of.
- (c) The suppliers must submit with their quotations, specification and to ensure that the equipments offered, complies with the Councils requirements.

2. Equipments offered

The suppliers must submit complete technical details and illustrations for all items offered and complete ITEM C Part I, DETAILS of equipment offered for each respective item and ITEM E, Part I form of price schedule.

3. Detailed specifications

- 3.1 High density mobile unit size 2875 X 1100 X 2300 (H) 5 Bay unit (1 back brace) solid back.**
- 3.2 Lockable doors with tube handle aluminium furnishes.**
- 3.3 Full height lockable doors.**

3.4 Colour metal silver vein finishes.

3.5 Rack shelves that accommodate lateral files in an upright position.

SUPPORT / BACK – UP

1. Installation Standards:

The Company to ensure the highest installation standards set through combined effort between the company and institution. Department to ensure quality and safe installation.

2. Track Record / Previous Experience:

Provide a profile of the specialized company.

3.6 General

3.6.1 Suppliers must be prepared to demonstrate the units if called upon to do so by the **Steve Tshwete Local Municipality**.

3.6.2 Suppliers shall describe in detail the parts and service exchange facilities offered.

3.6.3 All free services shall be described in details.

3.6.4 Firm date of delivering is to be stated.

3.7 Assembly and handing over

The quoted price shall include the assembly and handing over at the **Steve Tshwete Local Municipality**.

3.8 Quality

Any work found to be not up to standard would be rejected. The supplier must make arrangements to collect such rejected work and rectify this at his own expense.

3.9 Guarantee

The supplier shall guarantee the equipments and accessories purchased in respect of performance and defects for a period of at least twelve months from the delivery date and this guarantee should include at least **Two (2) free services and shall include travelling, labour and calibrations**.

4. Manuals

The successful supplier shall supply the following manuals free of charge for **PART I, ITEM A.1 GENERAL** as well as for accompanying equipment, where applicable:-

- (i) one (1) only operators manual
- (ii) two (2) only maintenance manuals (one copy may be a CD with an electronic version)
- (iii) two (2) only spare parts manuals (one copy may be a CD with an electronic version)

C. DETAILS OF EQUIPMENT OFFERED

Quotation: _____

	Models	Details	Marks X Compliance with specification or fill in details where necessary
1. 5 Bay bulk filers with 5 Shelves per bay			
1.1 Name of supplier			
1.2 Physical address of supplier			
1.3 Physical address of supply / service dept			
1.4 Type / Name and model designation of equipment			
2.	Type		R
		Vat	R
		Total	R

3. Price and delivery excluding optional items	Price	Delivery timeframe
Subtotal	R	
Vat	R	
Total	R	

E PRICE SCHEDULE

DETAILS	DESCRIPTION OF GOODS OFFERED: SPECIFY MODEL	PRICE
<u>Equipment and accessories</u>		R
		R
		R
	SUB TOTAL	R
	VAT	R
	TOTAL	R
<u>Additional or optional items</u>		R
		R
		R
		R
		R
		R
		R
		R
		R
		R
		R
		R
		R
		R
		R
	SUB TOTAL	R
	VAT	R
	TOTAL	R

