

**Opening Date:** 2019-08-02  
**Closing Date:** 2019-08-12  
**Closing Time:** 11:00

Quotation Request Form

**Institution Name:** Mbongolwane hospital  
**Province:** KwaZulu-Natal  
**Department or Entity:** Department of Health  
**Division or section:** Central Supply Chain Management  
**Place where goods / services is required** AT CLINICS  
**Date Submitted** 2019-08-01

Quotation Request Form

**Quotation Number:** ZNQ:  
 ZNQ 192 2019/20

**Item Category:** Goods

**Item Description:** SUPPLY,DELIVER AND INSTALL

HIGH DENSITY CABINATE  
 MATHUNGELA CLINIC X 04  
 NTUMENI CLINIC X 04

N.B. SPECIFICATION IS ATTACHED ON THE DOCUMENT

**Quantity (if supplies)**

Quotation Request Form

**Select Type:** Not Applicable

**Date :**

**Time:**

**Venue:**

**QUOTES CAN BE COLLECTED FROM:** SUPPLY CHAIN OFFICE AT (STORES)

**QUOTES SHOULD BE DELIVERED TO:** MBONGOLWANE HOSPITAL ON TENDERBOX NEXT TO C.E.O OFFICE. IT  
 SHOULD BE ON A SEALED ENVELOP AND MUSTBE MARKED WITH A

Quotation Request Form

**Name:** Mr. SINGUBANE

**Email:** m2kayise ntshi@kznhealth.gov.za


**Contact Number:**

(035) 476 6008

Finance Manager Name:

Mr. E.S. Mgobhozi

Finance Manager Signature:



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No late quotes will be considered

01/08/2019

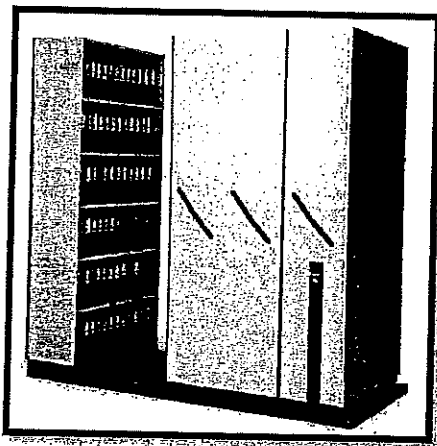
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## 2. Requirements and Specifications

### 3.1 Filing Cabinets

High density mobile filing cabinets are required for document storage with minimum floor space storage to save space and time in the public health facility by focusing on quick and easy accessibility of information.

Figure 1: High Density Mobile Filing Cabinets and Specifications

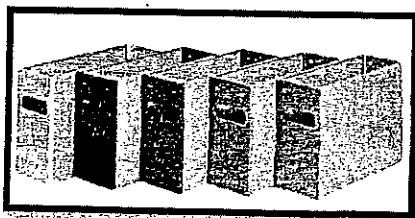


- Each bay has five (5) shelves ie: 6 rows of filing space per bay; each opening accommodates eight (8) solid A4 plastic containers as described below
- Each Bay: Height: 2200mm, Width: 1100mm, Depth: 400mm
- The units should be made up of solid metal to add to stability
- All Units to be SABS approved
- Cabinets to carry warranty of minimum 10 years
- Units should be with a floor mounted rail system
- Floor mounted rail system should have levelling ferrules which compensate for unevenness in the floor and eliminate any 'creeping'
- Steel trolleys with wheels that runs on the rail system should allow for a load not less than 960kg
- A walkway of 800mm to allow easy access to folders
- Maximum floor loading per square meter of empty units is up to 120kg per bay
- Cabinets should be locked separately, allowing the rest of the unit to be accessed while keeping certain areas secure
- Units to be painted in metal grey

### 3.2 Solid Plastic Containers

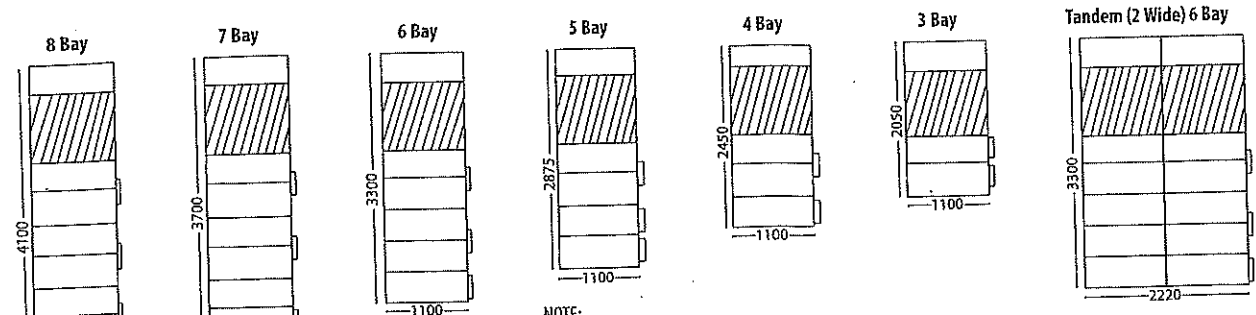
Solid A4 plastic colour-coded containers are required. As indicated above, each of the openings should accommodate eight (8) containers that will be used to file patient folders. Each container will accommodate seventeen (17) patient A4 folders.

Figure 1: Solid A4 Plastic Colour-coded Containers and Specifications



- Solid A4 plastic container
- 8 per row
- 320mm length x 220mm height 100mm width
- Colour-coded containers for filing (same colour containers per row)
- The 6 colours are: dark blue, red, yellow, black, light blue, bright green

pace do you have?

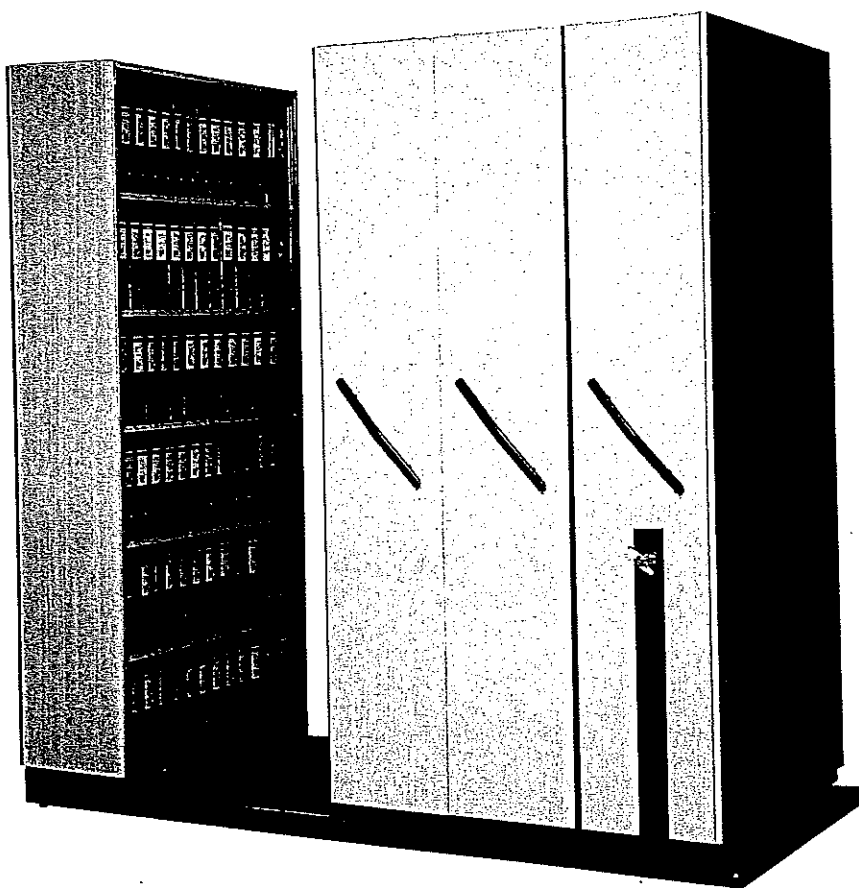


- NOTE:
- Sizes above - calculated using 400mm deep units.
  - 360mm units are also available but cannot be used with pull-out components.
  - Tandem Bays (2,3,4 etc. Wide) are available in all combination of bays ie. 2,3,4,5,6 etc. bays.
  - Infinite possibilities are available dependent on floor space

der Hi-Density?  
 the user to make use of vertical height - costly floorspace is maximised.  
 he user a myriad of internal component combinations dependant on the storage application.  
 components can be simply adjusted at any time making use of multiple setting options on the side of the cabinet.  
 y of finish options are available to enhance the overall aesthetic of the area in which the cabinets are being installed.

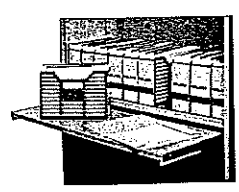
**SFS** SPECIALISED  
 FILING SYSTEMS  
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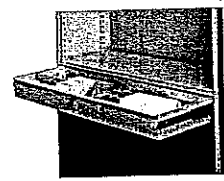


Additional Components

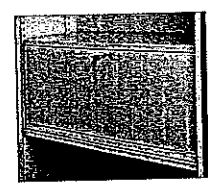
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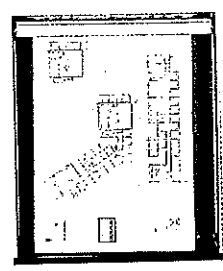
- Pull-Out Working Shelf**
- Used when referencing documents within the filing bay.
  - Should be positioned immediately below a shelf.
  - Use only one Pull-Out Working Shelf per two filing bays.



- Pull-Out Stationary Drawer**
- Used for the storage of stationary, CD's etc.
  - Must be fitted directly below a Shelf.
  - Fitted with a lock as a standard feature.



- Lockable Shelf Door**
- Is an independently lockable cabinet within a bay.
  - Used as a Security Cabinet.



- Pull-Out Plan Filing Cradle**
- Used mainly for A0 plans.
  - Has 5 x binders per cradle.
  - Each binder holds 30 to 40 plans.