



Opening Date: 2019-07-05 
Closing Date: 2019-07-15 
Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: King Edward VIII hospital 
Province: KwaZulu-Natal
Department or Entity: Department of Health
Division or section: Central Supply Chain Management
Place where goods / services is required: KING EDWARD VIII HOSPITAL
Date Submitted: 2019-07-02 

ITEM CATEGORY AND DETAILS

Quotation Number: ZNO:
KM 126/19
Item Category: Services 
Item Description: MONTHLY PAYMENT FOR OFFSITE STORAGE AND HANDLING OF X-RAY FILES AND REPORTS, SCANNING OF X-RAY REQUEST FORMS AND DOWNLOAD ONTO DISC. AS PER SPEC

* 36 MONTHS CONTRACT

Quantity (if supplies)

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Select... 
Date: 
Time:
Venue:


QUOTES CAN BE COLLECTED FROM: ZODWA NHLAWUZANA

QUOTES SHOULD BE DELIVERED TO: KING EDWARD VIII HOSPITAL TENDER BOX

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: KHULANI MTHEMBU
Email: KHULANI.MTHEMBU@KZNHEALTH.GOV.ZA
Contact Number: 031 360 5446
Finance Manager Name: MISS NOMDUTE KCHIME

Finance Manager Signature:


No late quotes will be considered



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

Physical Address
Corner of Francios and Sydney Road, Congella, Durban
Tel. (031) 360 3466 Fax. (031) 205 0207
www.kznhealth.gov.za

KING EDWARD VIII HOSPITAL

SPECIFICATION: 36 MONTHS CONTRACT FOR OFFSITE STORAGE AND HANDLING OF X-RAY FILES AND REPORTS

- Storage & handling required for x-ray files which are less than 10 years old.
- Index (using : patient name, hospital no, x-ray number and year) each individual x-ray packet with a box of 30 and archive appropriately in a cool, damp free and fire safe compliant area. The area must be secure with consideration for patient confidentiality.
- Collect from the institution on a monthly basis reports and scan them off-site. The reports must be archived both electronical and physically.
- Return x-ray files to King Edward as and when requested. Urgent requests need to be attended within 24 hours. Non urgent request 3 to 7 days.
- Re-scan and update files which are already indexed and have been retrieved as per above.
- Return original reports if needed for medico legal cases and in the case of lost reports, email/fax scanned copies to the institution.
- From the outset the awarded contractor will be requested to uplift files from current off-site storage facility.
- Once files are more than 10 years old they must be destructed after authorization has been received from the client. NB: all documents remain the property of the institution therefore for all documents that become more than 10 years they may be required to be returned for destruction by the institution or by the service provider. Should the files be requested back to the institution the institution will provide its own transport or request the service provider to return them at a specified cost? Should the institution request service provider to do the destruction the service provider will be requested to issue a destruction certificate, receipt of any revenue generated from the disposal (for recycling) of paper and this will be offset against the incurred cost and balance paid to the institution.

Quotation must be done at a per unit rate and include the following cost must be indicated on the quotation:

1. Collection/delivery
 2. New box – location handling fee
 3. Pack and index/ verification
 4. Off-site scanning and imaging
 5. Transportation of new box
 6. Box location label
 7. New box – location handling fee
 8. Box and lid
 9. Box storage rental.
 10. Other related cost not included above (to be specified)
- A separate quotation must be done on the company's letterhead for: (1) once off initial cost of taking over the files currently on storage and (2) bulk disposal of files older than 10 years. This quote must be submitted with this document.