






Quotation Advert

Opening Date: 2019-05-30 
Closing Date: 2019-06-05 
Closing Time: 11:00

INSTITUTION DETAILS



Institution Name: Tongaat CHC 
Province: KwaZulu-Natal
Department or Entity: Department of Health
Division or section: Central Supply Chain Management
Place where goods / services is required 07 SANELE NXUMALO LANE TONGAAT 4399
Date Submitted 2019-05-29 

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ:
39/19/20
Item Category: Goods 
Item Description: SUPPLY OF STATIONERY ITEMS AS PER THE ATTACHED LIST

Quantity (if supplies) N/A

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Not Applicable 
Date : 

Time:

Venue:

QUOTES CAN BE COLLECTED FROM: 07 SANELE NXUMALO LANE TONGAAT 4399

QUOTES SHOULD BE DELIVERED TO: 07 SANELE NXUMALO LANE TONGAAT 4399

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: MR. S. RAMCHARAN
Email: sivendra.ramcharan@kznhealth.gov.za
Contact Number:

032 944 5054

Finance Manager Name:

MS. H. J. NXASANE

Finance Manager Signature:

PP 


No late quotes will be considered

LIST OF STATIONERY ITEMS


DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
1. PERMANENT ARTLINE MARKERS - BLACK ARTLINE 70 (HIGH PERFORMANCE)	X 45 UNITS		
2. WHITE BOARD MARKERS	X 30 UNITS		
3. GLUE STICK 100G	X 55 UNITS		
4. LEVER ARCH FILES - BLUE- 70 MM SPINE	X 60 UNITS		
5. BOOK MANUSCRIPT A4 - 2 QUIRE	X 110 UNITS		
6. ENVELOPES MEDIUM (250 X 176 MM) SIZE: B5 (BOX OF 500) - (SPEC WITH DEPARTMENT LOGO TCHC)	X 5 BOXES		
7. PAPER CARBON PENCIL A4 (PAD OF 100 SHEETS)	X 10 PADS		
8. PAPER A4 -SINGLE LINED (PACK OF 250)	X 19 PACKETS		
9. PAPER PHOTOCOPY WHITE A4 - 80G	X 70 BOXES		
10. BOX FILES - BLACK	X 40 UNITS		
11. GUM OFFICE LIQUID - 250 ML	X 10 UNITS		
12. INK ENDORSING - BLACK - 30 ML	X 6 UNITS		
13. INK ENDORSING - RED FOR STAMP PAD 30 ML	X 15 UNITS		
14. PENCIL SHARPENER MECHANICAL - DESK TYPE	X 4 UNITS		
15. PENS - RED	X 390 UNITS		
16. STRING THIN BALL - 100 G	X 6 UNITS		
17. CARD APPOINTMENT PATIENT - WHITE (PACK OF 250)	X 40 PACKS		
18. FORM MEMORANDUM A4 (PAD OF 100 PAGES)	X 40 PADS		
19. CERTIFICATE OF ATTENDANCE BOOKS	X 70 BOOKS		
20. LABELS LAZER - 24 UP (70 X 37 X 24) WHITE - (BOX OF 500 SHEETS) - FOR PHARMACY MEDS -LABELLING	X 40 BOXES		
21. TONER CARTRIDGE FOR - HL 5240 PRINTER	X 18 UNITS		
22. TREASURY INDIAN TAGS (BOX OF 100)	X 110 BOXES		
23.PENCILS BLACK	X 80 UNITS		
24. PENS BLACK	X 580 UNITS		
25. STAPLE PINS : 26/6 - (BOX OF 5000)	X 55 BOXES		
26. PAPER PHOTOCOPY WHITE - A3 - 80 G	X 16 REAMS		
27. BAND ELASTIC ASSORTED	X 20 BOXES		

Continuing next page

1 OF 2

ISIFUNDAZWE SAKWAZULU-NATALI
 EZEMPILO

 2019 -05- 29
 DEPARTMENT OF HEALTH
 TONGAAT HEALTH CENTRE
 PROVINCE OF KWAZULU-NATAL

28. FASTENERS SELF PIERCING - 76 CM	X 10 BOXES		

ISIFUNDAZWE SAKWAZULU-NATALI
EZEMPILO

2019 -05- 2 9
DEPARTMENT OF HEALTH
TONGAAT HEALTH CENTRE
PROVINCE OF KWAZULU-NATAL

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to quote (includes a price quotation, advertised competitive quote, limited quote or proposal). In view of possible allegations of favouritism, should the resulting quote, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the quote(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the quote.
2. In order to give effect to the above, the following questionnaire must be completed and submitted with the quote.

- 2.1. Full Name of bidder/representative..... 2.4. Company Registration Number:
- 2.2. Identity Number: 2.5. Tax Reference Number:
- 2.3. Position occupied in the Company (director, trustee, shareholder?):..... 2.6. VAT Registration Number:

2.7. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below. [TICK APPLICABLE]

2.8. Are you or any person connected with the bidder presently employed by the state? YES NO

2.8.1. If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed:.....

Position occupied in the state institution:Any other particulars:.....

2.8.2. If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES NO

2.8.2.1. If yes, did you attach proof of such authority to the quote document?

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the quote.)

2.8.2.2. If no, furnish reasons for non-submission of such proof:

2.9. Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES NO

2.9.1. If so, furnish particulars:.....

2.10. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this quote? YES NO

2.10.1. If so, furnish particulars:.....

2.11. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this quote? YES NO

2.11.1. If so, furnish particulars:.....

2.12. Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES NO

2.12.1. If so, furnish particulars:.....

3. Full details of directors / trustees / members / shareholders.

NB: The Department Of Health will validate details of directors / trustees / members / shareholders on CSD. It is the suppliers' responsibility to ensure that their details are up-to-date and verified on CSD. If the Department cannot validate the information on CSD, the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.

4 DECLARATION

I, THE UNDERSIGNED (NAME).....CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.

I ACCEPT THAT THE STATE MAY REJECT THE QUOTE OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Name of bidder Signature Position Date
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¹State¹ means –

- | | |
|---|---|
| a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999); | c) provincial legislature; |
| b) any municipality or municipal entity; | d) national Assembly or the national Council of provinces; or |
| | e) Parliament. |

^{*}Shareholder^{*} means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

SPECIAL CONTRACT CONDITIONS OF QUOTATIONS

1. AMENDMENT OF CONTRACT

1.1. Any amendment to or renunciation of the provisions of the contract shall at all times be done in writing and shall be signed by both parties.

2. CHANGE OF ADDRESS

2.1. Bidders must advise the Department of Health (institution where the offer was submitted) should their address (*domicilium citandi et executandi*) details change from the time of bidding to the expiry of the contract.

3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION

- 3.1. The institution is under no obligation to accept the lowest or any quote.
- 3.2. The price quoted must include VAT (if VAT vendor). However, it must be noted that the department reserves the right to evaluate all quotations excluding VAT as some bidders may not be VAT vendors.
- 3.3. The bidder must ensure the correctness & validity of quote:
 - (i) *that the price(s), rate(s) & preference quoted cover all for the work/item (s) & accept that any mistakes regarding the price (s) & calculations will be at the bidder's risk*
- 3.4. The bidder must accept full responsibility for the proper execution & fulfilment of all obligations conditions devolving on under this agreement, as the Principal (s) liable for the due fulfilment of this contract.
- 3.5. This quotation will be evaluated based on the 80/20 points system, specification & correctness of information. All required documentation must be completed in full and submitted.
- 3.6. Offers must comply strictly with the specification.
- 3.7. Only offers that meet or are greater than the specification will be considered.
- 3.8. Late quotes will not be considered.
- 3.9. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
- 3.10. A bidder not registered on the Central Suppliers Database or verification has failed will not be considered.
- 3.11. All delivery costs must be included in the quote price, for delivery at the prescribed destination.
- 3.12. Only firm prices will be accepted. Such prices must remain firm for the contract period. Non-firm prices (including rates of exchange variations) will not be considered.
- 3.13. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.14. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered. Furthermore a verification will be done to identify if bidders have multiple companies and are quoting (cover-quoting) for this bid. In such instances only the cheapest bid according to specification will be considered.

4. SAMPLES

- 4.1. In the case of the quote document stipulating that samples are required, the supplier will be informed in due course when samples should be provided to the institution. (This decreases the time of safety and storage risk that may be incurred by the respective institution). The bidders sample will be retained if such bidder wins the contract.
 - (i) If a company/s who has not won the quote requires their samples, they must advise the institution in writing of such.
 - (ii) If samples are not collected within three months of close of quote the institution reserves the right to dispose of them at their discretion.
- 4.2. **Samples must be made available when requested in writing or if stipulated on the document.**
 - (i) If a Bidder fails to provide a sample of their product on offer for scrutiny against the set specification when requested, their offer will be rejected. All testing will be for the account of the bidder.

5. COMPULSORY SITE INSPECTION / BRIEFING SESSION

5.1. Bidders who fail to attend the compulsory meeting will be disqualified from the evaluation process.

- (i) The institution has determined that a compulsory site meeting take place
- (ii) Date ____/____/____ Time ____:____ Place _____

Institution Stamp:	Institution Site Inspection / briefing session Official Full Name: Signature: Date:
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6. STATEMENT OF SUPPLIES AND SERVICES

- 6.1. The contractor shall, when requested to do so, furnish particulars of supplies delivered or services executed. If he/she fails to do so, the Department may, without prejudice to any other rights which it may have, institute inquiries at the expense of the contractor to obtain the required particulars.

7. SUBMISSION AND COMPLETION OF SBD 6.1

- 7.1. Should a bidder wish to qualify for preference points they must complete a SBD 6.1 document. Failure by a bidder to provide all relevant information required, will result in such a bidder not being considered for preference point's allocation. The preferences applicable on the closing date will be utilized. Any changes after the closing date will not be considered for that particular quote.

8. TAX COMPLIANCE REQUIREMENTS

- 8.1. In the event that the tax compliance status has failed on CSD, **it is the suppliers' responsibility to provide a SARS pin in order for the institution to validate the tax compliance status of the supplier.**
- 8.2. In the event that the institution cannot validate the suppliers' tax clearance on SARS as well as the Central Suppliers Database, **the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.**

9. TAX INVOICE

- 9.1. A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:

- (i) the name, address and registration number of the supplier;
- (ii) the name and address of the recipient;
- (iii) an individual serialized number and the date upon which the tax invoice is issued;
- (iv) a description and quantity or volume of the goods or services supplied;
- (v) the official department order number issued to the supplier;
- (vi) the value of the supply, the amount of tax charged;
- (vii) the words tax invoice in a prominent place.

10. PATENT RIGHTS

- 10.1. The supplier shall indemnify the **KZN Department of Health** (hereafter known as the purchaser) against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

11. PENALTIES

- 11.1. if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract.

12. TERMINATION FOR DEFAULT

- 12.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (i) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract,
 - (ii) if the supplier fails to perform any other obligation(s) under the contract; or
 - (iii) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 12.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services.
- 12.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

FAILURE TO COMPLY WITH ABOVE WILL RESULT IN YOUR QUOTE BEING PASSED OVER.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all quotes invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all quotes:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 The value of this quote is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.

1.3 Points for this quote shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this quote is allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the quote, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a quote is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **"prices"** includes all applicable taxes less all unconditional discounts;
- (h) **"proof of B-BBEE status level of contributor"** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ Where}$$

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: =(maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

(Tick applicable box)

7.1 Will any portion of the contract be sub-contracted?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....

8. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

iv) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

9. **DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 **TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

9.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....
.....

9.6 **COMPANY CLASSIFICATION [TICK APPLICABLE BOX]**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

9.7 Total number of years the company/firm has been in business:.....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>

<p>..... SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS.....</p>



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

DIRECTORATE:

Tongaat CHC, 07 Sanele Nxumalo Lane
Tongaat
4400
Tel: 032 944 5054 Fax: 032 9451210

Quotation Specification
Committee

TONGAAT COMMUNITY HEALTH CENTRE

SPEC NO: QSN _____

ITEM / SERVICE DESCRIPTION

- Supply of Stationery Items.

1. SCOPE OF WORK

The company to be awarded is anticipated to supply Stationery Items as per Specification below.

2. Full description of items to be supplied:

Item No:	Item Description	
2.1. 0106201	Paper Carbon Pencil: ▪ Size A4 black & 100sh/pad.	
2.2. 0107601	Paper A4 Single Lined: ▪ Packet of ½ Reams & Fainted margins.	
2.3. 0103805	Envelopes B/Small: ▪ Size: (114mm X 162mm), C6 Seal Easy & Boxed 250.	Special Note: ▪ TCHC must be printed on each envelop.
2.4. 0103808	Envelopes B/Large: ▪ Size: (353mm X 250mm), B4 Seal Easy & Boxed 250.	Special Note: ▪ TCHC must be printed on each envelop.
2.5. 5057944	File Ring: ▪ PVC 2 Ring, A4 size (70mm Spine) & Blue in colour & Box of 20.	
2.6. 5010020	Permanent Art-line Marker: ▪ Featuring a handy pocket clip, with a hard wearing, superfine plastic nib for durability – this marker is ideal for all types of permanent marking where a fine line is required, such as shelf labelling, marking the spines of plastic files etc. ▪ Take this marker anywhere with its slim body design and a handy pocket clip – ideal for all types of permanent marking.	
2.7. 5010024	White Board Marker: ▪ For use on whiteboards. ▪ Positive click-closure cap ensures the tip is kept airtight to prevent drying out and cap must be safety ventilated. cap	
2.8.8 0118601	Drawing Pin: ▪ 11mm pin with Head, Stainless Steel & Box of 100 Pieces.	
2.9. 0118601	Glue Stick- (Size 100G): ▪ Glue stick for paper, must be solvent free, non-toxic & washable in cold water. ▪ Acid free, clean & neat for sticking paper & cards.	

Initials and Surname	Signature	Initials and Surname	Signature
Mr. MC Malunga		Ms. MSE Mnguni	
Mr. TO Maphumulo		Mrs. V Rampersad	Member
Mr. MT Mwandla		M T Alwandy	



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

DIRECTORATE:

Tongaat CHC, 07 Sanele Nxumalo Lane
Tongaat
4400
Tel: 032 944 6054 Fax: 032 9451210

Quotation Specification
Committee

TONGAAT COMMUNITY HEALTH CENTRE

SPEC NO: QSN _____


ITEM / SERVICE DESCRIPTION

- Supply of Stationery items.

1. SCOPE OF WORK

The company to be awarded is anticipated to supply **Stationery items as per Specification** below.

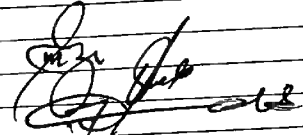
2. Full description of items to be supplied:

Item No:	Item Description
2.1. 5014605	Glue Stick- (Size 100G): <ul style="list-style-type: none"> Glue stick for paper, must be solvent free, non-toxic & washable in cold water. Acid free, clean & neat for sticking paper & cards.
2.2. 5020026	Staple Pins 26/6: <ul style="list-style-type: none"> Material: Metal and Color: Silver. Diameter of about 14mm. Box of 1000 chisel point staples.
2.3. 5057944 	File Ring: <ul style="list-style-type: none"> PVC 2 Ring, A4 size (70mm Spine) & Blue in colour Package: Box of 20.

Note:

- The department reserves the right to request for an actual sample / send a picture of the item to be supplied from a potential supplier for quality testing / verification.
- Items must be SABS approved / fully comply with any equivalent standards.

Authorized / Endorsed By Quotation Specification Committee

Initials and Surname	Portfolio	Signature
Mr. MC Malunga	Chairperson	
Mr. TO Maphumulo	Member	
Mr. MT Mwandla	Member	
Ms. MSE Mnguni	Member	
Mrs. V Rampersad	Member	



Tongaat CHC, 07 Sanele Nxumalo Lane
Tongaat
4400
Tel: 032 944 5054 Fax: 032 9451210

Quotation Specification
Committee

TONGAAT COMMUNITY HEALTH CENTRE

SPEC NO: QSN _____


ITEM / SERVICE DESCRIPTION

- Supply of Stationery items.

1. SCOPE OF WORK

The company to be awarded is anticipated to supply **Stationery items as per Specification below.**






2. Full description of items to be supplied:

Item No:	Item Description
2.1. 0101002 	Book Manuscript: <ul style="list-style-type: none"> ▪ A4 Size, 2 quires. ✓ ▪ Hard cover 384 pages. ▪ The writing paper must have light horizontal lines printed across at regular intervals and one margin on the left hand side.
2.2. 0111201	Treasure Indian Tags: <ul style="list-style-type: none"> ▪ A short piece of cord having tin plated steel ends one of which can be slotted inside the other. ▪ It will be used for holding papers together or fastening them into a file; 51mm long & box of 100.
2.3. 0117601	Pen, Spirit Base: <ul style="list-style-type: none"> ▪ Fine tip black in color. ▪ To fit on stencil ruler.

Note:

- The department reserves the right to request for an actual sample / send a picture of the item to be supplied from a potential supplier for quality testing / verification.
- Items must be SABS approved / fully comply with any equivalent standards.

Authorized / Endorsed By Quotation Specification Committee

Initials and Surname	Portfolio	Signature
Mr. MC Malunga	Chairperson	
Mr. TO Maphumulo	Member	
Mr. MT Mwandla	Member	
Ms. MSE Mnguni	Member	
Mrs. V Rampersad	Member	



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

DIRECTORATE:

Tongaat CHC, 07 Sanele Nxumalo Lane
Tongaat
4400
Tel. 032 944 5054 Fax: 032 9451210

Quotation Specification
Committee

TONGAAT COMMUNITY HEALTH CENTRE

SPEC NO: QSN _____


ITEM / SERVICE DESCRIPTION

- Supply of Stationery Items.

1. SCOPE OF WORK

The company to be awarded is anticipated to supply Stationery Items as per Specification below.

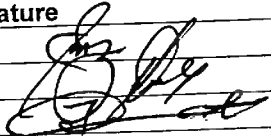
2. Full description of items to be supplied:

Item No:	Item Description	Special Note:
2.3. 0103805	Envelopes B/Small: <ul style="list-style-type: none"> Size: (114mm X 162mm). C6 Seal Easy Boxed 250. 	<ul style="list-style-type: none"> TCHC must be printed on each envelop.
	Envelopes Medium: <ul style="list-style-type: none"> Size: (250mm X 176mm). B5 Seal Easy. Boxed 500. ✓ 	<ul style="list-style-type: none"> TCHC must be printed on each envelop.
2.4. 0103808	Envelopes B/Large: <ul style="list-style-type: none"> Size: (353mm X 250mm). B4 Seal Easy. Boxed 250. 	<ul style="list-style-type: none"> TCHC must be printed on each envelop.

Note:

- The department reserves the right to request for an actual sample / send a picture of the item to be supplied from a potential supplier for quality testing / verification.
- The items to be supplied must be SABS Approved.

Authorized / Endorsed By Quotation Specification Committee

Initials and Surname	Portfolio	Signature
Mr. MC Malunga	Chairperson	
Mr. TO Maphumulo	Member	
Mr. MT Mwandla	Member	
Ms. MSE Mnguni	Member	
Mrs. V Rampersad	Member	



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

DIRECTORATE:

Tongaat CHC, 07 Sanele Nxumalo Lane
Tongaat
4400
Tel: 032 944 5054 Fax: 032 9451210

Quotation Specification
Committee

TONGAAT COMMUNITY HEALTH CENTRE

SPEC NO: QSN _____

ITEM / SERVICE DESCRIPTION

- Supply of Stationery Items.

1. SCOPE OF WORK

The company to be awarded is anticipated to supply Stationery Items as per Specification below.

2. Full description of items to be supplied:

Item No:	Item Description
2.1. 0106201	Paper Carbon Pencil: ✓ ▪ Size A4 black & 100sh/pad.
2.2. 0107601	Paper A4 Single Lined: ✓ ▪ Packet of ½ Reams & Fainted margins. <i>(Pack of 250 Pieces)</i>
2.3. 0103805	Envelopes B/Small: ▪ Size: (114mm X 162mm), C6 Seal Easy & Boxed 250. Special Note: ▪ TCHC must be printed on each envelop.
2.4. 0103808	Envelopes B/Large: ▪ Size: (353mm X 250mm), B4 Seal Easy & Boxed 250. Special Note: ▪ TCHC must be printed on each envelop.
2.5. 5057944	File Ring: ▪ PVC 2 Ring, A4 size (70mm Spine) & Blue in colour & Box of 20.
2.6. 5010020	Permanent Art-line Marker: ▪ Featuring a handy pocket clip, with a hard wearing, superfine plastic nib for durability – this marker is ideal for all types of permanent marking where a fine line is required, such as shelf labelling, marking the spines of plastic files etc. ▪ Take this marker anywhere with its slim body design and a handy pocket clip – ideal for all types of permanent marking.
2.7. 5010024	White Board Marker: ▪ For use on whiteboards. ▪ Positive click-closure cap ensures the tip is kept airtight to prevent drying out and cap must be safety ventilated. cap
2.8.8 0118601	Drawing Pin: ▪ 11mm pin with Head, Stainless Steel & Box of 100 Pieces.
2.9. 0118601	Glue Stick- (Size 100G): ▪ Glue stick for paper, must be solvent free, non-toxic & washable in cold water. ▪ Acid free, clean & neat for sticking paper & cards.

Initials and Surname	Signature	Initials and Surname	Signature
Mr. MC Malunga		Ms. MSE Mnguni	
Mr. TO Maphumulo		Mrs. V Rampersad	Member
Mr. MT Mwandla		<i>M T Alwandy</i>	



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

DIRECTORATE:

Tongaat CHC, 07 Sanele Nxumalo Lane
Tongaat
4400
Tel: 032 944 5054 Fax: 032 9451210

Quotation Specification
Committee

TONGAAT COMMUNITY HEALTH CENTRE

SPEC NO: QSN _____


ITEM / SERVICE DESCRIPTION

- Supply of **PHOTOCOPYING PAPERS.**

1. SCOPE OF WORK

The company to be awarded is anticipated to supply **PHOTOCOPYING PAPERS** as per Specification below.




2. Full description of items to be supplied:

Item No:	Item Description
2.1. 	Photocopying Paper: <ul style="list-style-type: none"> ▪ A4 Size. ▪ 80g/M². ▪ Ream of 500 Sheets. Package: Box of 5 Reams.
2.2.	Photocopying Paper: <ul style="list-style-type: none"> ▪ A3 Size. ▪ 80g/M². ▪ Ream of 500 Sheets. Package: Box of 5 Reams.

Note:

- The department reserves the right to request for an actual sample / send a picture of the item to be supplied from a potential supplier for quality testing / verification.
- **Certificated:**
 - ISO 14001 : Environmental Management System.
 - ISO 9001 : Quality Management System.
 - OHSAS 18001 : Occupational Health and Safety.

Authorized / Endorsed By Quotation Specification Committee.

Initials and Surname	Portfolio	Signature
Mr. MC Malunga	Chairperson	
Mr. TO Maphumulo	Member	
Mr. MT Mwandla	Member	
Ms. MSE Mnguni	Member	
Mrs. V Rampersad	Member	



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

DIRECTORATE:

Tongaat CHC: 07 Sanele Nxumalo Lane
Tongaat
4400
Tel: 032 944 5054 Fax: 032 9451210

Quotation Specification
Committee

**TONGAAT COMMUNITY HEALTH CENTRE
ITEM / SERVICE DESCRIPTION**

SPEC NO: QSN _____

- Supply of Stationery Items.

1. SCOPE OF WORK

The company to be awarded is anticipated to supply **Surgical Items** as per Specification below.

2. Full description of items to be supplied:

Item No:	Item Description	
2.1. 0111201	Paper Fasteners: <ul style="list-style-type: none"> 51mm Long, Indian (Lace File) Treasury Tags. Pack & Label. 	Company Must provide Sample.
2.2. 0111701	Box File: <ul style="list-style-type: none"> Size: 380mm X 255mm X 70mm. To be constructed of 1825 microns chipboard with a reinforced hinged lid and front flap. A spring clip mechanism securely riveted to the inside of the Centre of the box on the long spine end. Top and bottom end of the box to be reinforced with 3.6mm board to enable the file to stand upright when filled with documents, label to cover entire outside of spine. 	Company Must provide Sample.
2.3. 0117301	Ball Point Pen Black: <ul style="list-style-type: none"> Medium ball & non replaceable refill. Retractable side push button and click. SABS approved & Box of 20 pens Complying with the latest edition of CKs 1. Ball Point Pens For Use In School And Offices. Pack And Label: Boxes Of 50 	Company Must provide Sample.
2.4. 0117303	Ball Point Pen RED <ul style="list-style-type: none"> Medium ball & non replaceable refill. Retractable side push button and click. SABS approved & Box of 20 pens Complying with the latest edition of CKs 1. Ball Point Pens For Use In School And Offices. Pack And Label: Boxes Of 50 	Company Must provide Sample.
2.5. 0203701	Pads, Memorandum: <ul style="list-style-type: none"> Size: A4 (297mm X 210mm). 200 leaves printed one side only in black ink, each pad. Paper : White 46gsm Padded Along The Top With Kraft Liner 180gsm Backing Board. 	Company Must provide Sample.
2.6. 2321101	Cards, Appointment Patient: <ul style="list-style-type: none"> Printed Both Sides Only In Black Ink Size: 105mm X 152mm Board: Eltoro Litho 200 Gsm Score 76mm From Left Hand Side-Not Folded All Items To Be Boxed Pkts of 250 cards. 	Company Must provide Sample.
2.7. 2329051	Clinical Charts Adult (Arv): <ul style="list-style-type: none"> Stock: Cover – Tokai Maize 240gsm Text – White 80gsm Size: A4 Pages: 12 + Cover Print: Cover – 4 Process One Side Text – Black Throughout 	Company Must provide Sample.

M.C. MAMUNGA
 7
 M.I.T



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

DIRECTORATE:

Tongaat CHC, 07 Sanele Nxumalo Lane
Tongaat
4400
Tel: 032 944 5054 Fax: 032 9451210

Quotation Specification
Committee

TONGAAT COMMUNITY HEALTH CENTRE

SPEC NO: QSN _____





ITEM / SERVICE DESCRIPTION

- Supply of Stationery Items.

1. SCOPE OF WORK

The company to be awarded is anticipated to supply **Stationery Items as per Specification below.**

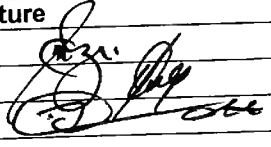
2. Full description of items to be supplied:

Item No:	Item Description
0112501 	Gum Office Liquid 250ML: <ul style="list-style-type: none"> ▪ This glue must adhere to materials including but not limited to paper, cardboard and textiles & It must dry clear and smoothly.. ▪ It must be nontoxic and the formula must be washable and non-staining to address accidental spills.
0113002 	Ink for Endorsing: <ul style="list-style-type: none"> ▪ Colour: Black. ▪ Size: 30ML. ▪ To be used on the stamp Pad.
0113002 	Ink for Endorsing: <ul style="list-style-type: none"> ▪ Colour: Red. ▪ Size: 30ML. ▪ To be used on the stamp Pad.
0122601 	String thin ball: <ul style="list-style-type: none"> ▪ 100 gms

Note:

- The department reserves the right to request for an actual sample / send a picture of the item to be supplied from a potential supplier for quality testing / verification.
- The items to be supplied must be SABS Approved.

Authorized / Endorsed By Quotation Specification Committee

Initials and Surname	Portfolio	Signature
Mr. MC Malunga	Chairperson	
Mr. TO Maphumulo	Member	
Mr. MT Mwandla	Member	
Ms. MSE Mnguni	Member	
Mrs. V Rampersad	Member	



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

DIRECTORATE:

Tongaat CHC, 07 Sanele Nxumalo Lane
Tongaat
4400
Tel: 032 944 5054 Fax: 032 9451210


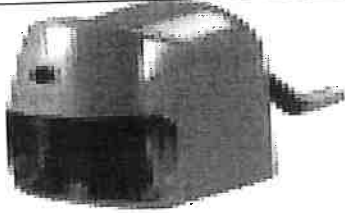
Quotation Specification
Committee

TONGAAT COMMUNITY HEALTH CENTRE

SPEC NO: QSN _____

ITEM / SERVICE DESCRIPTION


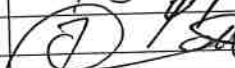
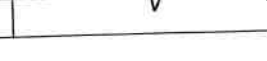

- Supply of Stationery Items.
1. **SCOPE OF WORK**
 - The company to be awarded is anticipated to supply Stationery Items as per Specification below.
 2. Full description of items to be supplied:

Item No:	Item Description
0108406	Paper Photocopy White: <ul style="list-style-type: none"> ▪ Paper Photocopy White Bond ▪ 80Gsm A4 ▪ 500sh/ream box(5)
0115901	 Pencil Sharpener: <ul style="list-style-type: none"> ▪ Mechanical Small unit, ▪ Single-hole metal. ▪ Plastic desk sharpener. ▪ For 7-8 mm dia. pencils. ▪ Self-feeding system. ▪ Size: L120*W75*H118 mm. ▪ To be mounted on the desk. 

Note:

- The department reserves the right to request the sample / Picture of the item to be supplied from the potential supplier for quality testing / specification conformity.

Authorized / Endorsed By Quotation Specification Committee

Initials and Surname	Portfolio	Signature
Mr. MC Malunga	Chairperson	
Mr. TO Maphumulo	Member	
Mr. MT Mwandla	Member	
Ms. MSE Mnguni	Member	
Mrs. V Rampersad	Member	



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

DIRECTORATE:

Tongaat CHC, 07 Sanele Nxumalo Lane
Tongaat
4400
Tel: 032 944 5054 Fax: 032 9451210

Quotation Specification
Committee

TONGAAT COMMUNITY HEALTH CENTRE

SPEC NO: QSN _____

1. ITEM / SERVICE DESCRIPTION

- Supply the Ball Point Pen Medium.

2. SCOPE OF WORK

- The company to be awarded is anticipated to supply and Install Ball Point Pen Medium as per Specification below.

3. Full description of items to be supplied:

Item No:	Item Description
3.1. 0117301	Ball Point Pen Medium Black: <ul style="list-style-type: none"> ▪ Medium ball & non replaceable refill. ▪ Retractable side push button and click. ▪ SABS approved & Box of 20 pens ▪ Complying with the latest edition of CKs 1.
3.2 0117303	Ball Point Pen Medium Red: <ul style="list-style-type: none"> ▪ Medium ball & non replaceable refill. ▪ Retractable side push button and click. ▪ SABS approved & Box of 20 pens ▪ Complying with the latest edition of CKs 1.

Note:

- The department reserves the right to request for an actual sample / send a picture of the item to be supplied from a potential supplier for quality testing / verification.
- Items must be SABS approved / fully comply with any equivalent standards.

Authorized / Endorsed By Quotation Specification Committee

Initials and Surname	Portfolio	Signature
Mr. MC Malunga	Chairperson	
Mr. TO Maphumulo	Member	
Mr. MT Mwandla	Member	
Ms. MSE Mnguni	Member	
Mrs. V Rampersad	Member	
	End-User	



Tongaat CHC, 07 Sanele Nxumalo Lane.
Tongaat
4400
Tel: 032 944 5054 Fax: 032 9451210

Quotation Specification
Committee

TONGAAT COMMUNITY HEALTH CENTRE

SPEC NO: QSN _____

1. **ITEM / SERVICE DESCRIPTION**
 - Supply of **APPOINTMENT CARD WHITE**.
2. The company to be awarded is anticipated to supply **APPOINTMENT CARD WHITE** as per Specification below.
3. **Full description of items to be supplied:**

Item No:	Item Description
23-21101	<p>APPOINTMENT CARD WHITE:</p> <ul style="list-style-type: none"> ▪ Appointment Patient ▪ Printed Both Sides Only In Black Ink ▪ Size: 105mm X 152mm ▪ Board: Etoro Litho 200 Gsm ▪ Score 76mm From Left Hand Side-Not Folded ▪ Pkts X 250 ▪ All Items to Be Boxed. <p>NB***The Sample is attached.</p>

- Note:**
- The department reserves the right to request for an actual sample of the item to be supplied from a potential supplier for quality testing / verification.

Authorized / Endorsed By Quotation Specification Committee

Initials and Surname	Portfolio	Signature
Mr. MC Malunga	Chairperson	
Mr. TO Maphumulo	Member	
Mr. MT Mwandla	Member	
Ms. MSE Mnguni	Member	
Mrs. V Rampersad	Member	



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

DIRECTORATE:

Tongaat CHC: 07 Sanele Nxumalo Lane
Tongaat
4400
Tel: 032 944 5054 Fax: 032 9451210

Quotation Specification
Committee

TONGAAT COMMUNITY HEALTH CENTRE
ITEM / SERVICE DESCRIPTION

SPEC NO: QSN _____

- Supply of Stationery Items.

1. SCOPE OF WORK

The company to be awarded is anticipated to supply **Surgical Items** as per Specification below.

2. Full description of items to be supplied:

Item No:	Item Description	
2.1. 0111201	Paper Fasteners: <ul style="list-style-type: none"> 51mm Long, Indian (Lace File) Treasury Tags. Pack & Label. 	Company Must provide Sample.
2.2. 0111701	Box File: <ul style="list-style-type: none"> Size: 380mm X 255mm X 70mm. To be constructed of 1825 microns chipboard with a reinforced hinged lid and front flap. A spring clip mechanism securely riveted to the inside of the Centre of the box on the long spine end. Top and bottom end of the box to be reinforced with 3.6mm board to enable the file to stand upright when filled with documents, label to cover entire outside of spine. 	Company Must provide Sample.
2.3. 0117301	Ball Point Pen Black: <ul style="list-style-type: none"> Medium ball & non replaceable refill. Retractable side push button and click. SABS approved & Box of 20 pens Complying with the latest edition of CKs 1. Ball Point Pens For Use In School And Offices. Pack And Label: Boxes Of 50 	Company Must provide Sample.
2.4. 0117303	Ball Point Pen Black: <ul style="list-style-type: none"> Medium ball & non replaceable refill. Retractable side push button and click. SABS approved & Box of 20 pens Complying with the latest edition of CKs 1. Ball Point Pens For Use In School And Offices. Pack And Label: Boxes Of 50 	Company Must provide Sample
2.5. 0203701	Pads, Memorandum: <ul style="list-style-type: none"> Size: A4 (297mm X 210mm). 200 leaves printed one side only in black ink, each pad. Paper : White 46gsm Padded Along The Top With Kraft Liner 180gsm Backing Board. 	Company Must provide Sample.
2.6. 2321101	Cards, Appointment Patient: <ul style="list-style-type: none"> Printed Both Sides Only In Black Ink Size: 105mm X 152mm Board: Eltoro Litho 200 Gsm Score 76mm From Left Hand Side-Not Folded All Items To Be Boxed Pkts of 250 cards. 	Company Must provide Sample.
2.7. 2329051	Clinical Charts Adult (Arv): <ul style="list-style-type: none"> Stock: Cover - Tokai Maize 240gsm Text - White 80gsm Size: A4 Pages: 12 + Cover Print: Cover - 4 Process One Side Text - Black Throughout 	Company Must provide Sample.

M.C. Mthembu
M.T
[Signature]



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

DIRECTORATE:

Tongaat CHC, 07 Sanele Nxumalo Lane
Tongaat
4400
Tel: 032 944 5054 Fax: 032 9451210

Quotation Specification
Committee

TONGAAT COMMUNITY HEALTH CENTRE

SPEC NO: QSN _____


ITEM / SERVICE DESCRIPTION

- Supply of Certificate of Attendance Book.

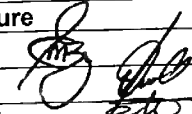
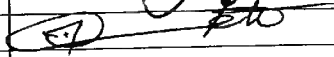
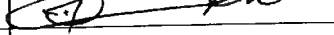
1. SCOPE OF WORK

The company to be awarded is anticipated to supply Certificate of Attendance Book as per Specification below.


2. Full description of items to be supplied:

Item No:	Item Description	
<p>2.6. 0412701</p> 	<p>Certificate of Attendance Book:</p> <ul style="list-style-type: none"> ▪ 200 sets of 2 leaves printed one side only in black ink. Each book. 100 leaves per book ▪ Total Size : 297 mm x210 mm ▪ Original: white ncr- paper- cb- perforated ▪ Duplicate: white ncr paper- cf- firm ▪ Numbered in Duplicate from ▪ Covers: buff tokai 200 gsm (mill tinted) <p>Back cover: size 297 mm x 428 mm</p> <p>Scored 2 to form a writing shield</p> <p>Front cover: size 297mm x 210 mm</p> <p>Front Cover: Labelled Or Printed</p> <ul style="list-style-type: none"> • [CERTIFICATE OF ATTENDANCE BOOK] • [TONGAAT COMMUNITY HEALTH CENTRE] • Number Sequence contained in the book. <p>Each book wire staple 4 in the 22mm binding margin</p>	<ul style="list-style-type: none"> ▪ Note: two certificates per set separated by dots to indicate where to tear. ▪ Each Certificate must have a unique number printed at the top


Authorized / Endorsed By Quotation Specification Committee

Initials and Surname	Portfolio	Signature
Mr. MC Malunga	Chairperson	
Mr. TO Maphumulo	Member	
Mr. MT Mwandla	Member	
Ms. MSE Mnguni	Member	
Mrs. V Rampersad	Member	

Nº 9601

		health Department: Health PROVINCE OF KWAZULU-NATAL			Tongaat Community Health Centre Private Bag X06, Tongaat 4000 07 Sanele Nxumalo Lane, Tongaat Tel.: 032 944 5054, Fax: 032 945 1210 www.kznhealth.gov.za		
CERTIFICATE OF ATTENDANCE							
THIS IS TO CONFIRM THAT:							
Patient Name & Surname:				OPD#			
Was accompanied by	Spouse	Patient	Relative	Friend	Name & Surname:		
Has Attended Clinic on:/...../20.....			Arrived at:	Left at:	
Name & Surname:				Designation:			
Reg. Number:				Signature:			
				Date:/...../20.....			
N.B.: Must only be fully completed by Clinical Nursing Practitioner / Doctor.							
Fighting Disease, Fighting Poverty, Giving Hope							

Nº 9602

		health Department: Health PROVINCE OF KWAZULU-NATAL			Tongaat Community Health Centre Private Bag X06, Tongaat 4000 07 Sanele Nxumalo Lane, Tongaat Tel.: 032 944 5054, Fax: 032 945 1210 www.kznhealth.gov.za		
CERTIFICATE OF ATTENDANCE							
THIS IS TO CONFIRM THAT:							
Patient Name & Surname:				OPD#			
Was accompanied by	Spouse	Patient	Relative	Friend	Name & Surname:		
Has Attended Clinic on:/...../20.....			Arrived at:	Left at:	
Name & Surname:				Designation:			
Reg. Number:				Signature:			
				Date:/...../20.....			
N.B.: Must only be fully completed by Clinical Nursing Practitioner / Doctor.							
Fighting Disease, Fighting Poverty, Giving Hope							



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

DIRECTORATE:

Tongaat CHC, 07 Sanele Nxumalo Lane
Tongaat
4400
Tel. 032 944 5054 Fax: 032 9451210

Quotation Specification
Committee

TONGAAT COMMUNITY HEALTH CENTRE

SPEC NO: QSN _____


ITEM / SERVICE DESCRIPTION

- Supply of Labels Laser 24 up.

1. SCOPE OF WORK

The company to be awarded is anticipated to supply Labels Laser 24 up as per Specification below.






2. Full description of items to be supplied:

Item No:	Item Description
2.1. 	Labels Laser: <ul style="list-style-type: none"> ▪ 24 up [70*37*24]. ▪ White in colour. ▪ Box of 500 sheets. ▪ Pre-cut self-adhesive.
2.2.	Labels Laser: <ul style="list-style-type: none"> ▪ 24 up [70*37*24]. ▪ Red in colour. ▪ Box of 500 sheets. ▪ Pre-cut self-adhesive.

Note:

- The department reserves the right to request for an actual sample of the item to be supplied from a potential supplier for quality testing / verification.
- Items must be SABS approved.

Authorized / Endorsed By Quotation Specification Committee

Initials and Surname	Portfolio	Signature
Mr. MC Malunga	Chairperson	
Mr. TO Maphumulo	Member	
Mr. MT Mwandla	Member	
Ms. MSE Mnguni	Member	
Mrs. V Rampersad	Member	



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

DIRECTORATE:

Tongaat CHC, 07 Sanele Nxumalo Lane
Tongaat
4400
Tel: 032 944 5054 Fax: 032 9451210

Quotation Specification
Committee

TONGAAT COMMUNITY HEALTH CENTRE

SPEC NO: QSN _____


ITEM / SERVICE DESCRIPTION

- **Supply of IT CONSUMABLES.**

1. SCOPE OF WORK

The company to be awarded is anticipated to supply **IT CONSUMABLES** as per Specification below.

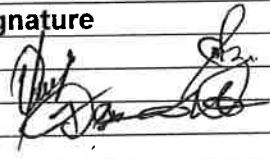
2. Full description of items to be supplied:

Item No:	Item Description
2.1. 	Toner Cartridge: <ul style="list-style-type: none">▪ For HL5240 Printer.▪ It must be an original genuine; not generic item
2.2.	FUSER: <ul style="list-style-type: none">▪ Complete unit.▪ For HL5450 laser printer.▪ 230 Volt 2 (SP) – LU 8566001.▪ It must be an original genuine; not generic item.

Note:

- The department reserves the right to request for an actual sample / send a picture of the item to be supplied from a potential supplier for quality testing / verification.

Authorized / Endorsed By Quotation Specification Committee.

Initials and Surname	Portfolio	Signature
Mr. MC Malunga	Chairperson	
Mr. TO Maphumulo	Member	
Mr. MT Mwandla	Member	
Ms. MSE Mnguni	Member	
Mrs. V Rampersad	Member	



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

DIRECTORATE:

Tongaat CHC, 07 Sanele Nxumalo Lane
Tongaat
4400
Tel: 032 944 5054 Fax: 032 9451210

Quotation Specification
Committee

TONGAAT COMMUNITY HEALTH CENTRE

SPEC NO: QSN _____

ITEM / SERVICE DESCRIPTION

- Supply of Stationery items.

1. SCOPE OF WORK

The company to be awarded is anticipated to supply **Stationery items as per Specification below.**

2. Full description of items to be supplied:

Item No:	Item Description
2.1. 0101002	Book Manuscript: <ul style="list-style-type: none"> A4 Size, 2 quires. Hard cover 384 pages. The writing paper must have light horizontal lines printed across at regular intervals and one margin on the left hand side.
2.2. 0111201	Treasure Indian Tags: <ul style="list-style-type: none"> A short piece of cord having tin plated steel ends one of which can be slotted inside the other. It will be used for holding papers together or fastening them into a file; 51mm long & box of 100.
2.3. 0117601	Pen, Spirit Base: <ul style="list-style-type: none"> Fine tip black in color. To fit on stencil ruler.

Note:

- The department reserves the right to request for an actual sample / send a picture of the item to be supplied from a potential supplier for quality testing / verification.
- Items must be SABS approved / fully comply with any equivalent standards.

Authorized / Endorsed By Quotation Specification Committee

Initials and Surname	Portfolio	Signature
Mr. MC Malunga	Chairperson	
Mr. TO Maphumulo	Member	
Mr. MT Mwandla	Member	
Ms. MSE Mnguni	Member	
Mrs. V Rampersad	Member	



health

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TONGAAT COMMUNITY HEALTH CENTRE

SPEC NO: QSN _____

ITEM / SERVICE DESCRIPTION

- Supply of Pencil.

1. SCOPE OF WORK

The company to be awarded is anticipated to supply Pencil as per Specification below.

2. Full description of items to be supplied:

Item No:	Item Description
2.1.	<p>Pencil Black:</p> <ul style="list-style-type: none"> ▪ A narrow, generally cylindrical implement for writing, drawing, or marking, consisting of a thin rod of graphite, colored black wax, or similar substance encased in wood. ▪ Size: not less than 16cm long. ▪ Packed in units

*

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TONGAAT COMMUNITY HEALTH CENTRE

SPEC NO: QSN _____


1. ITEM / SERVICE DESCRIPTION

- Supply the Ball Point Pen Medium.

2. SCOPE OF WORK

- The company to be awarded is anticipated to supply and Install **Ball Point Pen Medium** as per Specification below.


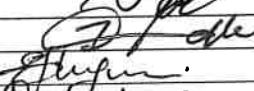
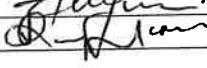


3. Full description of items to be supplied:

Item No:	Item Description
3.1. 0117301 	Ball Point Pen Medium Black: <ul style="list-style-type: none"> ▪ Medium ball & non replaceable refill. ▪ Retractable side push button and click. ▪ SABS approved & Box of 20 pens ▪ Complying with the latest edition of CKs 1.
3.2 0117303	Ball Point Pen Medium Red: <ul style="list-style-type: none"> ▪ Medium ball & non replaceable refill. ▪ Retractable side push button and click. ▪ SABS approved & Box of 20 pens ▪ Complying with the latest edition of CKs 1.

Note:

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- Items must be SABS approved / fully comply with any equivalent standards.

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Mr. MC Malunga	Chairperson	
Mr. TO Maphumulo	Member	
Mr. MT Mwandla	Member	
Ms. MSE Mnguni	Member	
Mrs. V Rampersad	Member	
	End-User	



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Quotation Specification
Committee

TONGAAT COMMUNITY HEALTH CENTRE

SPEC NO: QSN _____

ITEM / SERVICE DESCRIPTION

- Supply of Stationery items.

1. SCOPE OF WORK

The company to be awarded is anticipated to supply **Stationery items as per Specification below.**

2. Full description of items to be supplied:

Item No:	Item Description
2.1. 5014605	Glue Stick- (Size 100G): <ul style="list-style-type: none"> ▪ Glue stick for paper, must be solvent free, non-toxic & washable in cold water. ▪ Acid free, clean & neat for sticking paper & cards.
2.2. 5020026	Staple Pins 26/6: <ul style="list-style-type: none"> ▪ Material: Metal and Color: Silver. ▪ Diameter of about 14mm. ▪ Box of 1000 chisel point staples.
2.3. 5057941	File Ring: <ul style="list-style-type: none"> ▪ PVC 2 Ring, A4 size (70mm Spine) & Blue in colour ▪ Package: Box of 20.

Note:

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TONGAAT COMMUNITY HEALTH CENTRE

SPEC NO: QSN _____

ITEM / SERVICE DESCRIPTION

- Supply of **PHOTOCOPYING PAPERS.**

1. SCOPE OF WORK

The company to be awarded is anticipated to supply **PHOTOCOPYING PAPERS** as per Specification below.

2. Full description of items to be supplied:

Item No:	Item Description
2.1.	Photocopying Paper: <ul style="list-style-type: none"> A4 Size. 80g/M². Ream of 500 Sheets. Package: Box of 5 Reams.
2.2.	Photocopying Paper: <ul style="list-style-type: none"> A3 Size. 80g/M². Ream of 500 Sheets. Package: Box of 5 Reams.

Note:

- The department reserves the right to request for an actual sample / send a picture of the item to be supplied from a potential supplier for quality testing / verification.
- Certificated:**
 - ISO 14001 : Environmental Management System.
 - ISO 9001 : Quality Management System.
 - OHSAS 18001 : Occupational Health and Safety.

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Committee**TONGAAT COMMUNITY HEALTH CENTRE**

SPEC NO: QSN _____



ITEM / SERVICE DESCRIPTION

- Supply of Stationery items.

1. SCOPE OF WORK

The company to be awarded is anticipated to supply **Stationery items as per Specification below.**

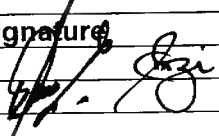
2. Full description of items to be supplied:

Item No:	Item Description
2.1. 0109602 ✱ 	Band Elastic Assorted: <ul style="list-style-type: none"> 100 grams. All sizes.
2.2. 0111004 ✱ 	Fasteners: <ul style="list-style-type: none"> Paper Self Piercing. Size 76cm. Box of 100.

Note:

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