health Department Health PROVINCE OF KWAZULU-NATAL

Quotation Advert

Opening Date:

2019-10-09

Closing Date:

2019-10-18

Closing Time:

11:00

INSTITUTION DETAILS

Institution Name:

Manguzi hospital

Province:

KwaZulu-Natal

Department or Entity:

Department of Health

Division or section:

Central Supply Chain Management

Place where goods / services is required

IN ALL 12 CLINICS UNDER MANGUZI HOSPITAL

Date Submitted

2019-10-08

ITEM CATEGORY AND DETAILS

Quotation Number:

ZNQ:

364/19/20

Item Category:

Services

Item Description:

HIGH DENSITY FILING SYSTEM

Quantity (if supplies)

12 CLINICS

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type:

Not Applicable

Date:

Time:

Venue:

QUOTES CAN BE COLLECTED FROM:

MAIN STORES/ VIA EMAIL: andile.gumede@kznhealth.gov.za

MAIN STORES/ VIA EMAIL: andile.gumede@kznhealth.gov.za

QUOTES SHOULD BE DELIVERED TO:

TENDER BOX/ VIA EMAIL: Quotes.ManguziHospital@kznheaith.gov.za

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name:

THEMBA MAPHUMULO

Email:

andile.gumede@kznhealth.gov.za

Contact Number:

0355920150EXT 212

Finance Manager Name:

TL VUMASE

2019 -10- 03

NAME:...

CICMATHER

GNATURE:....

 $http://portal.kznhealth.gov.za/components/scm/_layouts/15/Print.FormServer.aspx \\$

2019/10/08

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? [IF YES ENCLOSE PROOF]

OFFICIAL F	RICE PAGE	FOR QUOTATIONS					
SIGNATUR	E OF BIDDER	₹		DA	ΓΕ	**********	
[By signing t	this document	t I hereby agree to all terms and conditions]					
CAP A CITY	UNDER WHI	CH THIS QUOTE IS SIGNED					
Item No	Quantity	Description	Brand	å	Country of	Price	
	<u> </u>			model	manufacture	R	C
		SUPPLY AND DELIVER				ļ	_
01.	12	HIGH DENSITY FILING SYSTEM	-				
		FOR 12 CLINICS					\top
		SEE THE ATTACHED SPECIFICATION					
							_
						<u> </u>	
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		The second secon					+
W-17		2019 -10- 09		,			-
		2010					\top
		BIARE.					\top

Does This Offer Comply With The Specification?

Does The Article Conform To The S.A.N.S. / S.A.B.S. Specification?

Is The Price Firm?

Does The Article Conform To The S.A.N.S. / S.A.B.S. Specification?

State Delivery Period E.G. E.G. 1day, 1week

SIGNATURE:....

VALUE ADDED TAX @ 14% (Only if VAT Vendor)

Enquiries regarding the <u>quote</u> may be directed to:	Enquiries regarding technical information may be directed to:
Contact Person: SBUSISO MPANZA Tel: 035 5920150	Contact Person: SBUSISO MPANZA Tel035 5920 150

DECLARATION OF INTEREST

1. -	blood relationship, may make ar limited quote or proposal). In vie employed by the state, or to per declare his/her position in relation the bidder is employed by the the legal person on whose be evaluation and or adjudication	noffer or offers in terms of this invita- ew of possible allegations of favouring rsons connected with or related to a in to the evaluating/adjudicating authors state; and/or ehalf the bidding document is signe	ation to quote (includes a price quitism, should the resulting quote, them, it is required that the bidd nority where- ed, has a relationship with person with the them.	ons employed by the state, including a uotation, advertised competitive quote, or part thereof, be awarded to persons er or his/her authorised representative ns/a person who are/is involved in the s between the person or persons for or dication of the quote.
2.	In order to give effect to the above	ve, the following questionnaire must	be completed and submitted with	h the quote.
		üve	2.4. Company Registration Num 2.5. Tax Reference Number:	ber:
	Position occupied in the Compa	ny (director, trustee, shareholder²):2	2.6. VAT Registration Number: .	
2.7.				reference numbers and, if applicable,
0.0		st be indicated in paragraph 3 below		[TICK APPLICABLE]
	1. If so, furnish the following partic	ed with the bidder presently employed aulars:	•	<u></u>
	Name of person / director / trusto	ee / shareholder/ member:	hidder is employed:	
	Position occupied in the state ins	stitution. L'you or me person connecteu to me	Any other particulars:	
2.8.2	2. If you are presently employed	by the state, did you obtain the app	propriate authority to undertake re	emunerative work outside employment
	in the public sector?			YES NO
		of such authority to the quote docum		-
(Note: I	Failure to submit proof of such au	thority, where applicable, may resul n-submission of such proof:	t in the disqualification of the quo	<u>ore.)</u>
2.0.4 2.9	2.2. If the, futfills if teasons for no Did you or your shouse, or any	of the company's directors / trustee	s / shareholders / members or th	eir spouses conduct business with the
2.0.	state in the previous twelve mor		3 / Sharoholders / members of an	YES NO
2.9.1	1. If so, fumish particulars:		***************************************	· · · · · · · · · · · · · · · · · · ·
2.10	. Do you, or any person connecte	ed with the bidder, have any relation	ship (family, friend, other) with a	person employed by the state and who
		ation and or adjudication of this quot		YES NO
2.10	.1. If so, furnish particulars:			turn -nu other hidder and enu nerson
2.11	. Are you, or any person connect	ed with the bidder, aware of any rela be involved with the evaluation and	ationship (tarnily, triend, other) bei	tween any other bidder and any person
2 11		De IIIAOIAen Mitil Die eagination aur		YES NO
				n any other related companies whether
	or not they are bidding for this of			YES NO
2.12	.1. If so, furnish particulars:	***************************************	,,	,
	to ensure that their details are	alidate details of directors / truste	he Department cannot validate th	n CSD. It is the suppliers' responsibility ne information on CSD, the quote will e 4 (a) 2016/17.
4	DECLARATION			
	HE UNDERSIGNED (NAME RNISHED IN PARAGRAPHS	•	CERT	IFY THAT THE INFORMATION
	CCEPT THAT THE STATE NOVE TO BE FALSE.	MAY REJECT THE QUOTE OF	R ACT AGAINST ME SHOU	LD THIS DECLARATION
	o of hidder	Cimandana	Daritia	
ivam	e of bidder	Signature	Position	Date
1#Stat	e" means -		,	
a) b)		, national or provincial public entity or ning of the Public Finance Management	provincial legislature; at) national Assembly or the national C Parliament.	Council of provinces; or

^{2&}quot;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

AMENDMENT OF CONTRACT

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.

CHANGE OF ADDRESS

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.

GENERAL CONDITIONS ATTACHED TO THIS QUOTATION

- The institution is under no obligation to accept the lowest or any quote. 3.1.
- The price quoted must include VAT (if VAT vendor). However, it must be noted that the department reserves the right to evaluate all 3.2. quotations excluding VAT as some bidders may not be VAT vendors.
- The bidder must ensure the correctness & validity of quote: 3.3.
 - 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
- The bidder must accept full responsibility for the proper execution & fulfilment of all obligations conditions devolving on under this 3,4. agreement, as the Principal (s) liable for the due fulfilment of this contract.
- This quotation will be evaluated based on the 80/20 points system, specification & correctness of information. All required 3,5. documentation must be completed in full and submitted.
- Offers must comply strictly with the specification. 3.6.
- Only offers that meet or are greater than the specification will be considered. 3.7.
- Late quotes will not be considered. 3.8.
- Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months. 3.9.
- A bidder not registered on the Central Suppliers Database or verification has failed will not be considered. 3.10.
- All delivery costs must be included in the quote price, for delivery at the prescribed destination. 3.11.
- 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.

SAMPLES

- In the case of the quote document stipulating that samples are required, the supplier will be informed in due course when samples 4.1. 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.
- If a company/s who has not won the quote requires their samples, they must advise the institution in writing of such.
- If samples are not collected within three months of close of quote the institution reserves the right to dispose of them at their discretion. (ii)
- Samples must be made available when requested in writing or if stipulated on the document. 4.2.
- 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 (i) rejected. All testing will be for the account of the bidder.

COMPULSORY SITE INSPECTION / BRIEFING SESSION

5.1.	Bidders who fail to attend the compulsory meeting will be disqualified from the evaluation process.				
(i) (ii)	The institution has determined that a compulsory site meeting Date Time Place	take place			
Insti	ution Stamp:	Institution Site Inspection / briefing session Official			
		Full Name:			
		Signature:			
		Date:			

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** (hear after 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 \$\frac{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:

	Note the second	POINTS	
PRICE	· · · · · · · · · · · · · · · · · · ·	80	
B-BBEE STATUS LEVEL OF CONTRIBUTOR		20	
Total points for Price and B-BBEE must not exceed	d	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;
 - A swom affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 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:

POINTS AWARDED FOR PRICE 3.

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

$$Ps = 80 \left(1 - \frac{Pt - P\min}{P\min}\right)$$
 Where

Ps

Points scored for price of bid under consideration

Ρŧ

Price of bid under consideration

Pmin

Price of lowest acceptable bid

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

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for 4,1 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				
1	20			
2	18			
3	14			
. 4	12			
5 .	8			
6	6			
7	4			
8	2			
Non-compliant contributor	0			

5.	BID	DECL	.ARA	AOIT.

- Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following: 5.1
- B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1 6.
- B-BBEE Status Level of Contributor: =(maximum of 20 points) 6.1

(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. (Tick applicable box) 7. SUB-CONTRACTING YES NO 7.1 Will any portion of the contract be sub-contracted? If yes, indicate: 7.1.1 What percentage of the contract will be subcontracted..... The name of the sub-contractor..... The B-BBEE status level of the sub-contractor..... (Tick applicable box) Whether the sub-contractor is an EME or QSE 8.

Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms YES

of Preferential Procurement Regulations,2017: 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	<u>.</u>	
Any EME		
Any QSE		

9.	DECLARATION WITH REGA	RD 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	I [TICK APPLICABLE BOX]				
	□ Partnership/Joint Ve □ One person busines □ Close corporation □ Company □ (Pty) Limited					
9.5	DESCRIBE PRINCIPAL BL		•			

0.6	A Company of the Comp	ON [TICK APPLICABLE BO)				
9.6	☐ Manufacturer☐ Supplier☐ Professional service		N			
9.7			siness:			
9.8	the B-BBE status level of o	l/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	, , , , , , , , , , , , , , , , , , , ,				
	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 in have not been fulfilled	evel of contributor has been on the purchaser may, in addit	claimed or obtained on a fraudulent basis or any of the conditions of contract ion to any other remedy it may have –			
	(a) disqualify the pers	on from the bidding process;				
		ses or damages it has incurre	ed or suffered as a result of that person's conduct;			
	 (c) cancel the contract and claim any damages which it has suffer arrangements due to such cancellation; 		hich it has suffered as a result of having to make less favourable			
	(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 matte	r for criminal prosecution.				
	WITNESSES	-	SIGNATURE(S) OF BIDDERS(S)			
	. 1		DATE:			
		,	ADDRESS			
	2		ADDICES			

PART B: QUOTATION TEMPLATE

The table below should be used to prepare the quotation to be submitted to the Health System Trust. Calculations should be based on the specifications provided in this information pack. The price (VAT inclusive) should include provision, delivery and installation of these filing cabinets.

Quantity	Product	Description e.g. 2200X1100X400 GREY	Price (VAT Inclusive)
n chapter to the			1,1000
1	HIGH DENSITY 3 BAY UNIT	·	
1	HIGH DENSITY 4 BAY UNIT		
1	HIGH DENSITY 5 BAY UNIT		-
1	HIGH DENSITY 6 BAY UNIT		
1	HIGH DENSITY 7 BAY UNIT		
1	HIGH DENSITY 8 BAY UNIT		

In addition to the table above, suppliers are expected to also provide a quotation (cost per kilometre for distances further than 50km radius) on transport of filing cabinets for delivery to facilities.

Also in the quotation describe;

- Area in which company provides services
- Detailed description of the product
- Quotation to be clear on lead time for delivery and installation
- Quotation to be based on delivery of bulk filing cabinets within a 50km radius from depot
- Quotation to include installation of filing cabinets
- Any other relevant information

Suppliers to take note;

- Products should include a minimum of 5-year guarantee and /or warrantee
- Product should be SABS approved.
- BEE Certificate to be included which will assist in determining compliant companies
- Company tax clearance certificate and registration document to be provided
- Prices quoted needs to include VAT
- Payment will be made within 2-3 weeks after delivery
- A picture of the product must be attached to the quote

The selection of the qualifying quotation will be at HST's sole discretion and does not bind itself not to accept any further or particular quotation / bid / proposal. Payment will be effected on a signed/authorised delivery note and no upfront payments or deposits will be made

Submission deadline:

Quotations should be submitted per email to <u>rorquotes@hst.org.za</u> on or before 11 March 2016 by no later than 4am.

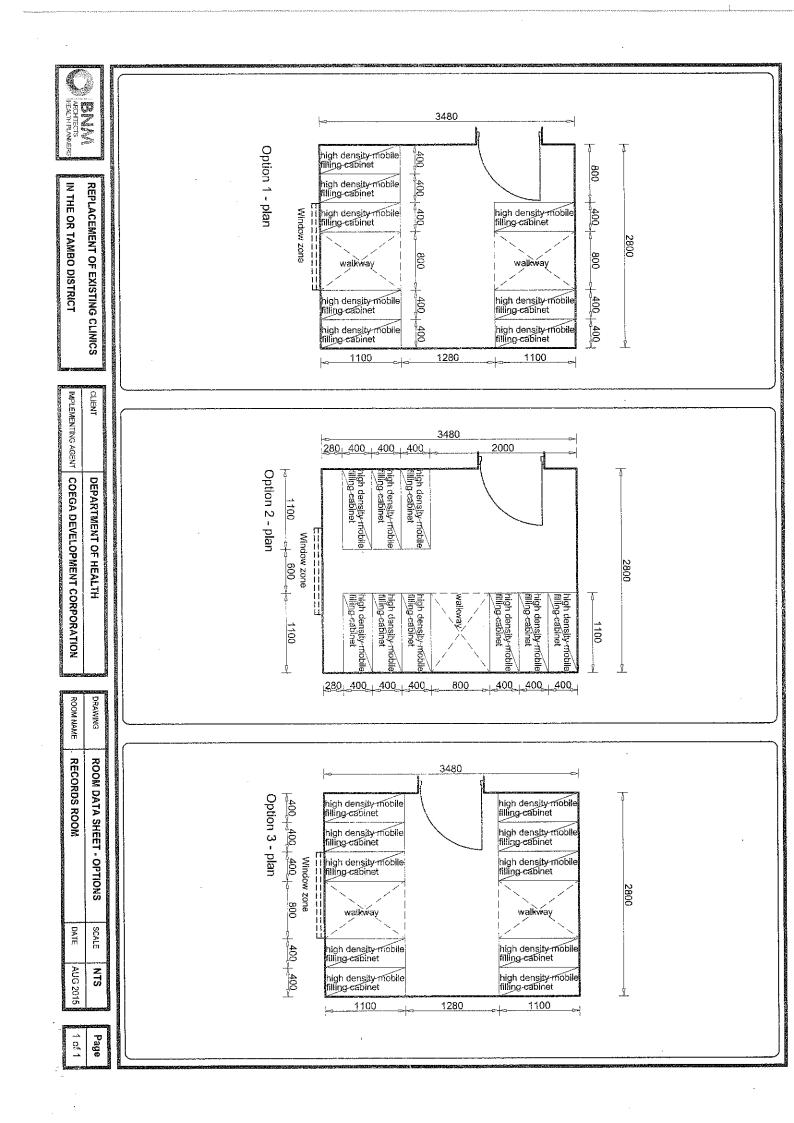
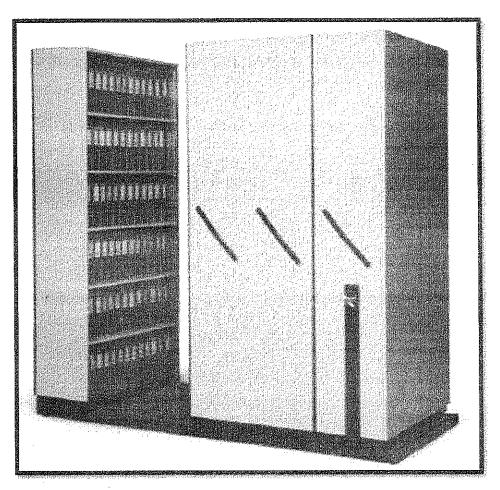


Figure: Example of a bulk filing cabinet specified above



The quotation template attached should be used to prepare the quotation.

Geographical area

The Primary Health Care facilities where these filing cabinets will be installed are located in the following districts: OR Tambo (Eastern Cape), Gert Sibande (Mpumalanga), Vhembe (Limpopo), Pixley ka Seme (Northern Cape), Dr K Kaunda (North West) and Thabo Mofutsanyane (Free State). A further two districts in KwaZulu-Natal namely uMzinyathi and uMgungundlovu still need to be confirmed. The number of facilities where filing cabinets will be installed is currently an estimated 300 facilities. These facilities however need to be ready in terms of infrastructure and space; meaning that the readiness of these facilities will be a determining factor on the number of facilities that will ultimately receive bulk filing cabinets.

PART A: FILING SYSTEM REQUIREMENTS AND SPECIFICATIONS

Pre-installation activities

The Health Systems Trust will work together with the Department of Health to prepare district Primary Health Care facilities for installation of bulk filing cabinets. Activities will include identification of a well suited room for filing, as well as determining those facilities that are ready for filing cabinet installation e.g. in terms of infrastructure.

The contracted supplier/s will then visit those facilities identified as ready and will be accompanied by a representative from the Health Systems Trust. During the facility visit, the supplier/s will measure the space earmarked for filing purposes in each facility to determine the number of bays and whether this space is suitable indeed. The facility visit will ensure that the installation of the required filing cabinets is done in the best suited and secure space within the facility.

Installation

The supplier/s will provide the Health Systems Trust with quotes per facility, following the facility visits. This will include the price on the filing cabinet, based on the number of bays, as well as the additional delivery cost. The assumption is that installation will be included in the price of the filing cabinets. Once the quotes are approved, the supplier/s will be issued with a purchase order.

The supplier will be responsible for proper installation of the bulk filing cabinets at health facilities. The Health Systems Trust's district coordinator, the Supplier and a Department of Health representative from infrastructure and/or asset management unit will be responsible to perform inspection of the installed filing equipment to ascertain the quality of cabinets installed and to ensure that the installation of the required cabinets is done professionally and set standards have been adhere to.

Inspection will be conducted within 1 week of installation and the delivery note need to be signed by the representative from the Department of Health. This then need to be submitted with the invoice to the Health Systems Trust that will release payment within two weeks.

Requirements and specifications

Bulk filling cabinets should meet the following requirements and specifications;

- Each bay should have six (6) shelves ie: 7 rows of filing space per bay
- Each Bay: Height: 2200mm, Width: 1100mm, Depth: 400mm
- Metal A4 index plate on the side of the Unit
- 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 5 years
- Units should be with a floor mounted rail system.
- Floor mounted rail system should have levelling ferrules to eliminate any 'creeping'
- A walkway of 800mm to allow easy access to folders
- Cabinets should have central locking

INFORMATION PACKAGE ON THE PROCUREMENT, DELIVERY AND INSTALLATION OF BULK FILING CABINETS FOR SELECTED PUBLIC HEALTH FACILITIES IN SOUTH AFRICA

Ву;



The Health Systems Trust

34 Essex Terrace; Westville 3630 PO Box 808; Durban 4000 Tel: +27 (0)31 266 9090

Fax: +27 (0)31 266 9199

INFORMATION PACK:

PART A: FILING SYSTEM REQUIREMENTS AND SPECIFICATIONS

PART B: QUOTATION TEMPLATE

For Enquiry and/or Submission of Quotation: Please email rorquotes@hst.org.za