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KWAZULU-NATAL PROVINCE  
HEALTH  
REPUBLIC OF SOUTH AFRICA

KZN HEALTH

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PROVINCE OF KWAZULU-NATAL

## Quotation Advert

Opening Date:	2020-11-10	
Closing Date:	2020-11-18	
Closing Time:	11:00	
<b>INSTITUTION DETAILS</b>		
Institution Name:	Head Office Quotations	
Province:	KwaZulu-Natal	
Department or Entity:	Department of Health	
Division or section:	Central Supply Chain Management	
Place where goods / services is required	Dr Pixley kalsaka Seme Hospital	
Date Submitted	2020-11-06	
<b>ITEM CATEGORY AND DETAILS</b>		
Quotation Number:	ZNQ: 660/19/20-h	
Item Category:	Goods	
Item Description:	SUPPLY AND DELIVERY OF Monofilament set	

Quantity (If supplies)	02	
<b>COMPULSORY BRIEFING SESSION / SITE VISIT</b>		
Select Type:	Not Applicable	
Date :		
Time:		
Venue:		
QUOTES CAN BE COLLECTED FROM:	310 JABU NOLOVU STREET, PMB, 3201	
QUOTES SHOULD BE DELIVERED TO:	310 JABU NOLOVU STREET, PMB, 3201 OF EMAIL: <a href="mailto:QUOTATIONS.SCMHQ@KZNHEALTH.GOV.ZA">QUOTATIONS.SCMHQ@KZNHEALTH.GOV.ZA</a>	
<b>ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:</b>		
Name:	Ms N. Shawuka	
Email:	Nkosithandile.Shawuka@kznhealth.gov.za	
Contact Number:	0338158344	
Finance Manager Name:	Mr S/Ngubane	
Finance Manager Signature:		

# STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT UNDER R30 000.00

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: DEPARTMENT OF HEALTH SCM

DATE ADVERTISED: 10/11/2020 FACSIMILE NUMBER: EMAIL: quotations.scmho@kznhealth.gov.za

ENQUIRIES MAY BE DIRECTED TO: Nishan Singh CONTACT NUMBER: 082 336 8240

PHYSICAL ADDRESS: 310 Jabu Ndlovu street, scm offices, PMB, 3201

ZNQ NUMBER: 660/19/20-H

CLOSING DATE: 2020/11/18

CLOSING TIME: 11:00

DESCRIPTION: Supply and Delivery of monofilaments set Dr Pixley Kalsaka Seme Hospital

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO WILL RESULT IN YOUR OFFER BEING DISQUALIFIED)

## NAME & ADDRESS OF BIDDER (FIRM)

NAME OF BIDDER:	DATE:
PHYSICAL ADDRESS:	EMAIL ADDRESS:
CONTACT NUMBER:	FACSIMILE NUMBER:
SIGNATURE OF BIDDER:	SARS PIN:
(By signing this document I hereby agree to all terms and conditions)	CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO.: 1
UNIQUE REGISTRATION REFERENCE: 1	

Does this offer comply with the specification?	State delivery period e.g. E.g. 1day, 1week
Is the price firm?	All delivery costs must be included in the quote price

Item No	Quantity	Description	Brand & model	Country of manufacture	Price	
					R	c
1	02	Supply and delivery of Monofilament set				
		NB: Specification attached				
		Original documents required in a sealed envelope with current CSD summary report reflecting banking details, certified copy of B-BBEE certificate by verified agency and Tax Certificate or tax Pin				
		Attach relevant brochure for evaluation purpose failure will result to your offer not considered				
		Responses to be delivered: 310 Jabu Ndlovu Street, PMB, 3201, or email: quotations.scmho@kznhealth.gov.za				
VALUE ADDED TAX @ 15% (Only if VAT Vendor)						
TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)						

1. SPECIAL CONTRACT CONDITIONS OF QUOTATIONS
- 1.1 The institution is under no obligation to accept the lowest or any quote.
- 1.2 The price quoted must include VAT (if VAT vendor).
- 1.3 The department reserves the right to evaluate all quotations excluding VAT as some bidders may not be VAT vendors.
- 1.4 The bidder must ensure the correctness & validity of quote: 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.
- 1.5 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.
- 1.6 This quotation will be evaluated specification & correctness of information.
- 1.7 Only offers that comply with or greater than specification will be considered.
- 1.8 Late quotes will not be considered.
- 1.9 All products supplied must be valid for a minimum period of six months.
- 1.10 A bidder not registered on the Central Suppliers Database or verification has failed will not be considered.
- 1.11 All delivery costs must be included in the quote price, for delivery at the prescribed destination.
- 1.12 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.
- 1.13 In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 1.14 If samples / compulsory site inspection / briefing session are required, the supplier will be informed in due course.
- 1.15 The supplier shall furnish any information, when requested.
- 1.16 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.
- 1.17 The supplier shall indemnify the KZN Department of Health (aka 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.
- 1.18 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.
- 1.19 The purchaser, may terminate this contract in whole or in part if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract fails to perform any other obligation(s) under the contract; or has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 1.20 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.
- 1.21 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.
- 1.22 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 having multiple companies and are quoting (cover-quoting) for this bid. In such instances only the cheapest bid according to specification will be considered
2. SPECIAL INSTRUCTIONS AND NOTICES TO SUPPLIERS REGARDING THE COMPLETION OF THIS QUOTATION.
- 2.1 Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
- 2.2 Under no circumstances whatsoever may the quotation/bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
- 2.3 The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
- 2.4 Quotation submitted must be complete in all respects.
- 2.5 Any alteration made by the bidder must be initialled.
- 2.6 Use of correcting fluid is prohibited.
- 2.7 Quotation will be opened in public as soon as practicable after the closing time of quotation.
- 2.8 Where practical, prices are made public at the time of opening quotations.
- 2.9 If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
3. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS
- 3.1 Quotation shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the quotation documents.
- 3.2 Each quotation shall be addressed in accordance with the directives in the quotation documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the quotation number and closing date indicated on the envelope. The envelope shall not contain documents relating to any quotation other than that shown on the envelope. If this provision is not complied with, such quotations/bids may be rejected as being invalid.
- 3.3 All quotations received in sealed envelopes with the relevant quotation numbers on the envelopes are kept unopened in safe custody until the closing time of the quotation/bids. Where, however, a quotation is received open, it shall be sealed. If it is received without a quotation/bid number on the envelope, it shall be opened, the quotation number ascertained, the envelope sealed and the quotation number written on the envelope.
- 3.4 A specific box is provided for the receipt of quotations, and no quotation found in any other box or elsewhere subsequent to the closing date and time of quotation will be considered.
- 3.5 No quotation/bid sent through the post will be considered if it is received after the closing date and time stipulated in the quotation documentation, and proof of posting will not be accepted as proof of delivery.
- 3.6 Quotation documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, 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<sup>2</sup>):..... 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

<sup>1</sup>"State" 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);

b) any municipality or municipal entity;

c) provincial legislature;

d) national Assembly or the national Council of provinces; or

e) Parliament.

<sup>2</sup>"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.

## **TECHNICAL SPECIFICATION.**

### **Clause T1**

This specification establishes the requirements, supply, delivery, end user training, demonstration, commission and installation of **MONOFILAMENT SET X2**. The unit/s offered must be both very reliable and extremely user friendly.

Application: The Baseline tactile monofilament evaluator is used to measure cutaneous sensory perception threshold. Each monofilament represents a unique amount of force and has a fitted protective case enables safe storage and transport.

#### **BIDDER'S COMMENTS:**

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### **Clause T2**

Key requirements of the item/s offered:

- a) 6 piece set
- b) Carry case
- c) Different color codes

#### **BIDDER'S COMMENTS:**

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### **Clause T3**

Pieces grams (force)

- a) 300 grams
- b) 10 grams
- c) 4.0 grams
- d) 2.0 grams
- e) 0.4 grams
- f) 0.07 grams

#### **BIDDER'S COMMENTS:**

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REVISED: 00/05/2019  
Preamble B

# PROVINCE OF KWAZULU-NATAL

## DEPARTMENT OF HEALTH

# HEALTH TECHNOLOGY SERVICES (H.T.S.)

## SPECIFICATION FOR:

### MONOFILAMENT SET (6 PIECE) x2

### SPECIFICATION: H.T.S. NO. AC11879

**NB: GENERAL CLAUSES THAT DO NOT APPLY TO THE EQUIPMENT OFFERED, MUST BE ANSWERED 'NOT APPLICABLE' UNDER BIDDERS COMMENTS.**

NO	GENERAL CLAUSES	BIDDERS COMMENTS: TICK (✓) APPROPRIATE BOX	
		COMPLY	DOES NOT COMPLY
Clause G1	The bidder must Guarantee that no additional equipment will be required for the successful operation of the equipment bidded for on delivery and commissioning at the customers site. A starter pack of all essential accessories and disposables must be supplied so that the unit can be put into immediate operation. The cost of the starter pack must be included in the final bid price.		
Clause G2	Optional accessories must be offered separately on the Schedule of optional accessories found at the end of the technical specification, indicating catalogue numbers, correct descriptions and prices inclusive of V.A.T.		
Clause G3	The Mains Cable, where applicable, of the unit being quoted for must be the hospital grade type and it must be a minimum length of (3) three metres. <b>N.B. The mains cable, where applicable, of the unit being quoted for must be S.A.N.S. colour coded.</b>		
Clause G4	Where applicable the equipment, bidded for, operates off 220 Volt, 50Hz a.c. supply, the bidder must ensure that the product being quoted for is fitted with a 15 Amp S.A.N.S. approved mains plug top, which is held together by two screws.		

NO	GENERAL CLAUSES	BIDDERS COMMENTS: TICK (✓) APPROPRIATE BOX	
		COMPLY	DOES NOT COMPLY
Clause G5.1	<p>Bidder must state the Radiation Control licence number of the make and model of equipment offered.</p> <p>If this type of equipment / apparatus appears on the schedule of Hazardous Substances issued by the Directorate: Health Technology of the Department of Health, a licence in terms of the Act on Hazardous Substances (Act. 15/1973) must be submitted with this bid document. The licence must be registered under the bidders name or a letter of joint venture must be submitted by the licence holder where the licence is not in the name of the bidder. <b>BIDDERS THAT NEGLECT TO SUBMIT A LICENCE WILL NOT BE CONSIDERED.</b></p>		
Clause G5.2	Equipment offered that do not require Radiation Control licensing, must be CE approved and the equipment offered shall be affixed with a CE mark label.		
Clause G6	<p>UPGRADABILITY: All future upgrades (hardware and software), where applicable, involving <u>patient safety</u> must be offered at no additional cost.</p> <p>All future upgrades removing software viruses from existing software, where applicable, must be supplied at no additional cost.</p> <p><b>Any software upgrade, where applicable, before or after installation of the equipment must be brought to the attention of the Manager, Health Technology Services.</b></p>		
Clause G7	The Technician(s) must be original equipment manufacturer trained to deal with the service, repair and calibration of the equipment quoted on. <b>N.B. Proof of original equipment manufacturer training must be submitted with this bid / quotation offer.</b>		
Clause G8	State Number of other medical equipment "Repair & Service" Agencies (excluding your Agency) represented by the subcontractor, where applicable.		
Clause G9	<p>The equipment offered on this bid must be supported with a letter of appointment of the bidder as a sole agent by the original equipment manufacturer.</p> <p>NOTE: Where the equipment offered is supplied with a joint venture agreement, the bidder must supply all necessary documentation as listed above together with a letter of confirmation of the joint venture agreement with signatures of both parties.</p>		
Clause G10	<p>The bidder must have a well established service and repair facility in KwaZulu-Natal, to service, repair and calibrate the equipment offered. Please supply details as follows:</p> <p><b>Company name</b> : _____</p> <p><b>Technician/s name/s</b> : _____ (Based in KZN)</p> <p><b>Physical Address</b> : _____ _____</p> <p><b>Telephone Number/s</b> : _____</p> <p><b>Fax number</b> : _____</p>		

NO	GENERAL CLAUSES	BIDDERS COMMENTS: TICK (✓) APPROPRIATE BOX	
		COMPLY	DOES NOT COMPLY
	<i>(The Health Technology Services reserves the right to inspect the premises).</i>		
Clause G11	<p><b>SUBCONTRACTOR – Where applicable</b>            If the service is subcontracted to a local service agent, a signed copy of the letter of appointment by the bidder and acceptance by the subcontractor must be submitted with this bid / quotation. Please supply details as follows:  <b>Company name</b> : _____  <b>Technician/s name/s :</b> _____  <b>(Based IN KZN)</b>  <b>Address</b> : _____            _____  <b>Telephone Number/s :</b> _____  <b>Fax number</b> : _____</p> <p><i>(The Health Technology Services reserves the right to inspect the premises).</i></p>		
Clause G12	<p><b>MANUALS</b>  <b>The successful bidder must include in their offer at no extra cost to the final bid price:</b></p> <p>Complete original user Operation / Maintenance Manual x 2 (two) Book / File; CD; DVD copies in English Language.</p> <p>Complete <b>ORIGINAL</b> Service / Repair Manual x 2 (two) Book / File; CD; DVD copies in English Language which <b>MUST</b> include the following information: Fault finding guide, Circuit diagrams / Schematics, Circuit Descriptions, and <b>PCB</b> Layouts, Calibration guide, Part Numbers and exploded diagram of Mechanical Parts / Panels.</p>		
Clause G13	The offer submitted must be supported by descriptive literature, colour pamphlets, colour brochures and technical data sheets with equipment specifications that are applicable to the offer. <b>FAILURE TO SUBMIT THE ABOVE WILL RESULT IN THE BID NOT BEING CONSIDERED.</b>		
Clause G14.1	All Equipment, Materials and Workmanship provided under this Contract must be Guaranteed for a minimum period of twelve (12) Months. The successful bidder must arrange with both the respective Hospital / Institution and the Health Technology Services before Commissioning the Equipment at the respective Hospital / Institution. The bidder to note that the Guarantee period must only take effect upon successful Commissioning at the respective Hospital / Institution and <b>successful test and acceptance by the Health Technology Services.</b>		
Clause G14.2	The bidder must state the guarantee period of the equipment offered.		
Clause G14.3	The recommended number of services, per annum, by the manufacturer must be included during and up until the end of the		

NO	GENERAL CLAUSES	BIDDERS COMMENTS: TICK (✓) APPROPRIATE BOX	
		COMPLY	DOES NOT COMPLY
	guarantee period and all costs related to the provision of such service/s will be for the bidders account.		
Clause G14.4	The bidder must state the number of services that will be provided during and up to the end of the guarantee period.		
Clause G14.5	Any breakdown during the guarantee period must include all cost (spares, labour, travelling and sundries) for any prescribed maintenance services (major and minor) as well as any QA testing that is required by the Department of Health's Radiation Control Board during the guarantee period.		
Clause G14.6	Travelling and Travelling Time costs must be included during the Guarantee Period.		
Clause G14.7	Spares that may be required during the Guarantee Period will be supplied at the expense of the bidder.		
Clause G14.8	Downtime during the Guarantee Period must extend the Guarantee time on a Day-to-Day basis.		
Clause G15	If the product offered is unknown to the Department, the Department reserves the right to have the unit evaluated by a team of Technical and Clinical <b>experts</b> with regards to its functionality, performance and quality. The decision of this committee will be used as a motivation for the evaluation and recommendation of the bid. For this reason a demonstration unit must be readily available, or the bidder must undertake to arrange for demonstration with representatives of the Department for the equipment offered at a site within South Africa where a same make and model of unit is installed and is in full clinical operation. The cost of this site visit is for the account of the bidder and it must therefore not place any obligation on the Department to procure from the bidder.		
Clause G16	The successful bidder must provide the Health Technology Service's in house Technicians, a demonstration of the product offered, <b>full training</b> in the calibration, maintenance, service and repair of the product down to PCB Level. N.B. The quality and level of the training must be equivalent to the manufacturer's original factory training and any costs incurred to provide this training will be for the bidders account. A Certificate of Competency must be issued on completion of the training. The Training must be provided by the successful bidder to the Health Technology Services within three months from date of initial supply and delivery of the equipment to the end user.		
Clause G17	The successful Bidder must at no extra cost provide additional on going training for end users and technical staff on the equipment offered.		



## **TECHNICAL SPECIFICATION.**

### **Clause T1**

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#### **BIDDER'S COMMENTS:**

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### **Clause T2**

Key requirements of the item/s offered:

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- d) 2.0 grams
- e) 0.4 grams
- f) 0.07 grams

#### **BIDDER'S COMMENTS:**

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## **SCHEDULE OF OPTIONAL ACCESSORIES**

**Bidders must quote the price of the optional accessories listed as well as any other accessories that may be useful to the end users. The receiving Institutions may purchase individual accessories necessary for their particular Institution.**

<b>Cat No</b>	<b>Item</b>	<b>Price including VAT</b>

## DETAILED TECHNICAL SPECIFICATION

### GENERAL INFORMATION REQUIRED

***FAILURE TO COMPLETE THIS PART WILL DISQUALIFY THE BIDDER***

Make:

\_\_\_\_\_

Model Number / Part Number for:

\_\_\_\_\_

Country of Origin

\_\_\_\_\_

Final Bid / Quotation Price inclusive of V.A.T.

\_\_\_\_\_

Local (KwaZulu-Natal) Agent

\_\_\_\_\_

Delivery Period

\_\_\_\_\_

R S A Import Permit Holder

\_\_\_\_\_

BIDDER

\_\_\_\_\_

SIGNATURE

\_\_\_\_\_

DATE

\_\_\_\_\_

ADDRESS

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE NO.

\_\_\_\_\_

FAX NO.

\_\_\_\_\_

CONTACT PERSON  
(PLEASE PRINT)

\_\_\_\_\_