



Quotation Advert

Opening Date: 2020-10-05
 Closing Date: 2020-10-09
 Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: Christ the King hospital
 Province: KwaZulu-Natal
 Department or Entity: Department of Health
 Division or section: Central Supply Chain Management
 Place where goods / services is required: CHRIST THE KING HOSPITAL
 Date Submitted: 2020-10-02

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: 253-2020-21
 Item Category: Goods
 Item Description: SUPPLY AND DELIVER ELECTRONIC CASH REGISTER MACHINE
 NB. SPECIFICATION ATTACHED
 NB. QOUTATION MUST BE DELIVERED AT CTK TENDER BOX NEXT TO SECURITY OFFICE
 Quantity (if supplies): 01 UNIT

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Not Applicable
 Date :
 Time:
 Venue:

QUOTES CAN BE COLLECTED FROM: ATTACHED ON THE DOCUMENT

QUOTES SHOULD BE DELIVERED TO: CHRIST THE KING HOSPITAL TENDER BOX NEXT TO SECURITY GATE

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: NG TSHENDU
 Email: nellybuthelezi@kznhealth.gov.za
 Contact Number: 0398347519
 Finance Manager Name: NB SIMELANE

Finance Manager Signature:

No late quotes will be considered

DESCRIPTION: ELECTRONIC CASH REGISTER MACHINE

SIGNATURE OF BIDDER DATE.....

[By signing this document I hereby agree to all terms and conditions]

CAPACITY UNDER WHICH THIS QUOTE IS SIGNED.....

Item No	Quantity	Description	Brand & model	Country of manufacture	Price	
					R	c
01	01 UNITS	SUPPLY AND DELIVER ELECTRONIC CASH REGISTER MACHINE				
	NB	SEE ATTACHED SPECIFICATION				
		BIDS WILL BE EVALUATED USING 80/20 PREFERENCE POINTS SYSTEM				
	NB	ALL DOCUMENTS MUST BE HAND DELIVERED AT CTK @MAILED OR FAXED DOCUMENTS WILL NOT BE CONSIDERED				
VALUE ADDED TAX @ 15% (Only if VAT Vendor)						
TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)						

Does This Offer Comply With The 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
--	---

<p>Enquiries regarding the <u>quote</u> may be directed to:</p> <p>Contact Person: <u>NG TSHENDU</u> Tel: <u>039 834 7534</u></p> <p>E-Mail Address: <u>nellybuthelezi@kznhealth.gov.za</u></p>	<p>Enquiries regarding <u>technical information</u> may be directed to:</p> <p>Contact Person: <u>NC NGUBO</u> Tel: <u>039 834 7526</u></p>
---	---

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):..... | 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?

YES	NO
-----	----

(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
-------------------------	--------------------	-------------------	---------------

¹"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); | c) provincial legislature; |
| b) any municipality or municipal entity; | d) national Assembly or the national Council of provinces; or |
| | e) Parliament. |

²"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. SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF THIS QUOTATION.

- 4.1. 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.
- 4.2. 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.
- 4.3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
- 4.4. Quotation submitted must be complete in all respects.
- 4.5. Any alteration made by the bidder must be initialled.
- 4.6. Use of correcting fluid is prohibited
- 4.7. Quotation will be opened in public as soon as practicable after the closing time of quotation.
- 4.8. Where practical, prices are made public at the time of opening quotations.
- 4.9. 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.

5. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS

- 5.1. 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.
- 5.2. 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.
- 5.3. 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.
- 5.4. 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.

- 5.5. 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.
- 5.6. Quotation documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.

6. SAMPLES

- 6.1. 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.
- 6.2. **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.

7. COMPULSORY SITE INSPECTION / BRIEFING SESSION

7.1. 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:
--------------------	--

8. STATEMENT OF SUPPLIES AND SERVICES

8.1. 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.

9. SUBMISSION AND COMPLETION OF SBD 6.1

9.1. 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.

10. TAX COMPLIANCE REQUIREMENTS

- 10.1. 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.*
- 10.2. 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.*

11. TAX INVOICE

11.1. 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.

12. PATENT RIGHTS

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.

13. PENALTIES

- 13.1. If at any time during the contract period, the service provider is unable to perform in a timely manner, the service provider must notify the institution in writing/email of the cause of and the duration of the delay. Upon receipt of the notification, the institution should evaluate the circumstances and, if deemed necessary, the institution may extend the service provider's time for performance.
- 13.2. In the event of delayed performance that extends beyond the delivery period, the institution is entitled to purchase commodities of a similar quantity and quality as a substitution for the outstanding commodities, without terminating the contract, as well as return commodities delivered at a later stage at the service provider's expense.
- 13.3. Alternatively, the institution may elect to terminate the contract and procure the necessary commodities in order to complete the contract. In the event that the contract is terminated the institution may claim damages from the service provider in the form of a penalty. The service provider's performance should be captured on the service provider database in order to determine whether or not the service provider should be awarded any contracts in the future.
- 13.4. 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.

14. TERMINATION FOR DEFAULT

- 14.1. 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.
- 14.2. 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.
- 14.3. 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.

15. 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:

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

- Ps = Points scored for price of bid under consideration
- Pt = Price of bid under consideration
- Pmin = 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"/>
-----	--------------------------	----	--------------------------

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"/>
-----	--------------------------	----	--------------------------

Designated Group: An EME or QSE which is at least 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-BBE 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.

WITNESSES
1.
2.

..... SIGNATURE(S) OF BIDDERS(S)
DATE:
ADDRESS.....

**PROVINCE OF KWAZULU-NATAL
DEPARTMENT OF HEALTH
SPECIFICATION FOR ELECTRONIC CASH REGISTER MACHINES (RECEIPTING)**

1. The Condition and Procedure in regard to Tenders, contract and Order as laid down by the ZNT6 as amended, shall apply to this specification.
2. Tenderers must reply to every clause of this Specification clearly stating that the offer complies with or differs from the Specification. If alternative offers are made, the specification of each alternative must be clearly stated.
3. If this type of equipment/apparatus appears on the schedule of Hazardous Substances issued by the Directorate: Radiation Control of the Department of National Health and Population Development a license in the terms of the Act of Hazardous Substances (Act. 15/1973) must accompany the tender.

NOTE TO TENDERERS

WHERE THERE ARE ADVANTAGES IN THE EQUIPMENT THAT HAS BEEN PROPOSED THESE ADVANTAGES MUST BE CAREFULLY STRESSED AND WHERE EQUIPMENT FAILS TO MEET THE SPECIFICATION IN EVERY RESPECT ATTEMPTS MUST MADE TO OUTLINE THAT THE DIFFERENCES ARE NOT OF VITAL IMPORTANCE OR DO NOT AFFECT THE EFFECACY OF THE EQUIPMENT QUOTED. IT IS OF VITAL IMPORTANCE THAT THE TIME AND TROUBLE BE TAKEN TO OUTLINE THE DIFFERENCES IN THE SPECIFICATION AND TO ADVANCE INFORMATION WHICH WILL SHOW EITHER THAT THESE DIFFERENCES ARE NOT OF MATERIAL CONSEQUENCES OR, ALTERNATIVELY, THAT THE EQUIPMENT OFFERED HAS SPECIFIC TECHNICAL ADVANTAGES.

Clause 1: Unique insert keys which have to be inserted to operate the machine and to unlock the mechanism, with three separate Clerk keys.

Does the offer fully comply with the specification?

 YES NO

If the offer does not fully comply with the specification, detail

Clause 2: Locked in totals i.e. the register cannot be totaled without being unlocked with a special machine key.

Does the offer fully comply with the specification?

 YES NO

If the offer does not fully comply with the specification, detail

Clause 3: A supervisor/manager control key to unlock certain operations, which he must be capable of performing. The Clerk/Operator must not have direct or indirect access to these operations entrusted to the supervisor/manager.

Does the offer fully comply with the specification? YES NO

If the offer does not fully comply with the specification, detail

Clause 4: A programme control key to unlock all programming operations on the machine which must not be possible by the clerk or the Supervisor/Manager keys.

Does the offer fully comply with the specification? YES NO

If the offer does not fully comply with the specification, detail

Clause 5: Locked in audit roll and receipt roll onto which is recorded each and every operation of the machine and which can be removed only by unlocking with a special key.

Does the offer fully comply with the specification? YES NO

If the offer does not fully comply with the specification, detail

Clause 6: The cash drawer (till) must not open unless an amount has been rung up or the machine is operated with the special machine key to give a sub total (X) or a final total (Z) which will clear and reset the machine. In this regard it must be borne in mind that certain registrations are for free services. It is essential that the cash drawer does not open for these registrations.

Does the offer fully comply with the specification? YES NO

If the offer does not fully comply with the specification, detail

Clause 7: An Alpha-numeric operator display indicating amounts registered together with error messages prompting the Clerk to operate the machine in the prescribed manner if errors are made is essential.

Does the offer fully comply with the specification? YES NO

If the offer does not fully comply with the specification, detail

Clause 8: A customer displays indicating amounts registered only (and not the error message)
The amount of the preceding transaction must remain on this display until the next transaction is registered (i.e. error message on the operator display must not effect this display).

Does the offer fully comply with the specification? YES NO

If the offer does not fully comply with the specification, detail

Clause 9: The cash drawer must be closed (locked in place) after each transaction and the next transaction must not be capable of registration whilst the cash drawer is open.

Does the offer fully comply with the specification? YES NO

If the offer does not fully comply with the specification, detail

Clause 10: Hospital/Clinics levy charges for various patients over various service categories. The tariff rates for these categories are reviewed each year and may be fixed charges , in which case the pre-programmed amounts must not be capable of being over ridden the operator but must be capable of amounts amended. (Certain charges may be variable and must require manual input of services fee by the operator.)

Does the offer fully comply with the specification? YES NO

If the offer does not fully comply with the specification, detail

Clause 11: The entry of Patient/Out –Patient number must be compulsory at the commencement of the transaction. The machine must be capable of registering and displaying this number on the operator display only. The Out-Patient number should be displayed on the left had side of the operator display so as to avoid confusion with money values. The Out-Patient number must be up to 9 (line) digits in length and the machine must be capable of registering any number from 1 to 999999999. The machine must not allow entry of Out-Patient numbers greater than 9 (line) digits.

Does the offer fully comply with the specification? YES NO

If the offer does not fully comply with the specification. detail

Clause 12: It must be compulsory before a transaction can proceed further that the Clerk depresses the Patient No. Button. If this is not done and the Clerk attempts to continue with the transaction register must display on the operator display only (and not the customer display) the relevant error message.

Does the offer fully comply with the specification? YES NO

If the offer does not fully comply with the specification, detail

Clause 13: The next button that is to be pressed in the relevant tariff button. The machine must automatically register the correct rate according to the pre-programmed value.

Does the offer fully comply with the specification? YES NO

If the offer does not fully comply with the specification, detail

Clause 14: It must be possible to register any amount by direct amount entry.

Does the offer fully comply with the specification? YES NO

If the offer does not fully comply with the specification, detail

Clause 15: In respect of any tariff on which a charge is payable the machine must insist on insertion of a record (Out-Patient card or Admission form) and no operation must be possible on the machine until the record has been validated. The cash drawer must only open for receiving money after this validation has been performed. The validation must be performed simultaneously with the receipt and audit roll printing and must print the following details on a single line:

- i. Machine identification
- ii. A selected code to indicate Revenue Category
- iii. Consecutive receipt number
- iv. Date and time
- v. Amount
- vi. Cashier code
- vii. Tender type (cash, due, free).

Does the offer fully comply with the specification? YES NO

If the offer does not fully comply with the specification, detail

Clause 16: It is essential that the machine has the facility to avoid overprinting on the record, preferable by means of an indicator line.

Does the offer fully comply with the specification? YES NO

If the offer does not fully comply with the specification, detail

Clause 17: In respect of the transactions for the NIL/DUE amounts the machine must validate in the record and the cash drawer must not open

Does the offer fully comply with the specification? YES NO

If the offer does not fully comply with the specification, detail

Clause 18: The machine must produce a receipt automatically for all transactions except those for a Nil and Due amounts where no receipt ins required. Details required on the receipt are as follows:

- i. Name of Hospital/Clinic
- ii. Machine identification
- iii. Clerk identification
- iv. Consecutive receipt number
- v. Date and Time
- vi. Patient Number
- vii. Amount and Tender type.

Does the offer fully comply with the specification? YES NO

If the offer does not fully comply with the specification, detail

Clause 19: The machine must log each and every operation on an audit strip and the machine must have the physical capacity to hold an audit roll large enough to take 2 000 transactions without being replaced. The following details are required to be printed automatically and concurrently with the receipt (N.B. in respect of Nil and Due amounts transactions no receipt is to be printed but the following must nonetheless be printed on the audit strip):

- i. Machine identification
- ii. A selected code to indicate Revenue Category
- iii. Clerk identification
- iv. Consecutive receipt numbers
- v. Patient number (must be offset to the left hand side of the strip)
- vi. Date and Time
- vii. Amount and Tender type

Does the offer fully comply with the specification? YES NO

If the offer does not fully comply with the specification, detail

Clause 20: It is essential that the machine recognize when the receipt and audit rolls are running low and indicate an appropriate message on the operator display to warn of this. The warning message must differentiate between the receipt and audit roll. Immediately after the warning a maximum of ten transactions must be allowed, if the audit/receipt roll are not replaced the machine must again give a warning and stop the operations of the machine until the rolls are replaced.

Does the offer fully comply with the specification? YES NO

If the offer does not fully comply with the specification, detail

Clause 21: It must be possible to allow transactions to be finalized by cash or by cheque. Where the transaction is finalized by cash drawer must open immediately. Where the transaction is finalized by credit card or by cheque the operation of the register must halt until the cheque or credit card voucher is inserted in the validation printer and suitable prompt.

The cheque or credit card voucher must then be validated on reverse with the following

- i. Machine identification
- ii. Clerk identification
- iii. Date and time
- iv. Consecutive receipt number
- v. Patient number
- vi. Amount

Only when this validation is completed must the cash drawer open to receive cheque or credit card voucher.

Does the offer fully comply with the specification? YES NO

If the offer does not fully comply with the specification, detail

Clause 22: At the X and Z reading the various cashier codes must indicate the sub total of the cash, cheques and credit card collections.

Does the offer fully comply with the specification? YES NO

If the offer does not fully comply with the specification, detail

Clause 23: The machine must be fitted with a real time clock so that it is not necessary to change the date each day. This clock must take account of the number of days in each calendar month and leap years for a minimum of 7 (seven) years.

Does the offer fully comply with the specification? YES NO

If the offer does not fully comply with the specification, detail

Clause 24: The machine must have a battery back up memory so that in the even of a power failure or the machine being switched off for 30 (thirty) days neither the programme nor the totals will be lost.

Does the offer fully comply with the specification? YES NO

If the offer does not fully comply with the specification, detail

Clause 25: Any error made by the Clerk if detected prior to registration must be capable of being cleared by pressing a clearance button without having to cancel the whole transaction.

Does the offer fully comply with the specification? YES NO

If the offer does not fully comply with the specification, detail

Clause 27: The validation printer should be an integral part of the machine and not a separate removable unit attached by cables to a remote unit.

Does the offer fully comply with the specification? YES NO

If the offer does not fully comply with the specification, detail

Clause 28: The validation printer should be located at such a position on the machine as to be convenient for insertion of Out-Patient record cards and Admission forms by the left hand without interfering with the operation of the machine by the right hand.

Does the offer fully comply with the specification? YES NO

If the offer does not fully comply with the specification, detail

Clause 29: The date must be printed in the format YYYY-MM-DD (Y = year, M = Month, D = Day) Example 2011-08-01, on the receipt, audit strip, Out-patient cards, Admission forms, on the reverse on cheques and credit card vouchers.

Does the offer fully comply with the specification? YES NO

If the offer does not fully comply with the specification, detail

Clause 30: The machine must be capable of later upgrading, if required, so as to output information by RS232 communication system to modern computers.

Does the offer fully comply with the specification? YES NO

If the offer does not fully comply with the specification, detail

Clause 31: Tenders must ensure that their machines are available for demonstration prior to the Department of Health, KwaZulu-Natal Provincial Administration awarding the tender.

Does the offer fully comply with the specification? YES NO

If the offer does not fully comply with the specification, detail

Clause 32 The Tenderer must at all times provide an efficient maintenance service and repair work in respect of faulty equipment must be carried out on request. The Tenderer must always supply the service with expedience and cost of this repair work must be fully specified. The supplier must have back-up machines to replace machines taken away for repair.

Does the offer fully comply with the specification? YES NO

If the offer does not fully comply with the specification, detail

Clause 33: The tenderer must state the maximum time which he will be prepared to guarantee that any defective equipment will be out of action.

Does the offer fully comply with the specification? YES NO

If the offer does not fully comply with the specification, detail

Clause 34: An indication must be given of the availability of maintenance personnel in the (state area) area, when they can be called upon and the time it will take to attend to calls as well as the cost thereof.

Does the offer fully comply with the specification? YES NO

If the offer does not fully comply with the specification, detail

Clause 35: Is the cash Register Y2K compliant and is it affected by the leap year?

Does the offer fully comply with the specification? YES NO

If the offer does not fully comply with the specification, detail

Clause 36: Company is to indicate if there is a Trade-in value for the Cash Registers at the institutions.

Does the offer fully comply with the specification? YES NO

If the offer does not fully comply with the specification, detail

Note 1: The successful company will have to supply a compliance certificate to indicate that the equipment being purchased is Y2K compliant.

Note 2: It is the responsibility of the company to install the cash registers at each institution and training is to be given to the operators at each institution.