



KZN Health &gt; Components &gt; Supply Chain Management

**AdvertQuote****Quotation Advert**

Opening Date: 2021-03-09

Closing Date: 2021-03-16

Closing Time: 11:00

**INSTITUTION DETAILS**

Institution Name: Umgungundlovu district office

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required: Umgungundlovu District Office

Date Submitted: 2021-03-08

**ITEM CATEGORY AND DETAILS**

Quotation Number: ZNQ:  
UMG 65/20/21

Item Category: Goods

Item Description: SUPPLY AND DELIVER DIGITAL ELECTRONIC SCALES

Quantity (if supplies):

**COMPULSORY BRIEFING SESSION / SITE VISIT**

Select Type: Not Applicable

Date:

Time:

Venue:

QUOTES CAN BE COLLECTED FROM: [www.kznhealth.gov.za](http://www.kznhealth.gov.za)

QUOTES SHOULD BE DELIVERED TO: 171 Hoosen Haffejee Street, Pietermaritzburg, Ground Floor Tender Box

**ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:**

Name: Miss Nozipho Kweza

Email:

Contact Number: 033 897 1097

Finance Manager Name: Mrs PL Mkhize

Finance Manager Signature:

No late quotes will be considered



**KWAZULU-NATAL PROVINCE**

**HEALTH**  
REPUBLIC OF SOUTH AFRICA

**UMG 65/20/21**

**UMGUNGUNDLOVU HEALTH DISTRICT  
OFFICE**

**SUPPLY AND DELIVER DIGITAL ELECTRONIC  
SCALES**

Advert Date : 09 March 2021  
Closing Date & Time : 16 March 2021  
Administrative Enquires : Miss Nozipho Kweza  
Contact Number : 033 897 1097

Documents may be delivered by hand and deposited in the quotation box situated in:

**UMGUNGUNDLOVU HEALTH DISTRICT OFFICE**  
171 HOOSEN HAFEEJEE STREET  
GROUND FLOOR  
PIETERMARITZBURG

OR

Documents may be delivered by fax: 033 897 1006/1086

Documents sent by email will **NOT** be accepted.





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
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<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.

## 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  will not  take place
  - (ii) Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_:\_\_\_\_ Place \_\_\_\_\_

Institution Stamp:	Institution Site Inspection / briefing session Official  Full Name: .....  Signature: .....  Date: .....
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**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;
  - (iv) a description and quantity or volume of the goods or services supplied;
  - (ii) the name and address of the recipient;
  - (v) the official department order number issued to the supplier;
  - (iii) an individual serialized number and the date upon which the tax invoice is issued;
  - (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** (here 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.

### **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:

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

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

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

**2. DEFINITIONS**

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

- 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"/>
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7.1.1 If yes, indicate:

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

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

(Tick applicable box)

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

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

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.

<p><b>WITNESSES</b></p> <p>1. ....</p> <p>2. ....</p>
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<p>..... <b>SIGNATURE(S) OF BIDDERS(S)</b></p> <p><b>DATE:</b> .....</p> <p><b>ADDRESS</b>..... ..... .....</p>
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**KWAZULU-NATAL PROVINCE**

HEALTH  
REPUBLIC OF SOUTH AFRICA

**DIRECTORATE: SUPPLY CHAIN MANAGEMENT**

171 Hoosen Haffeejee Street, Pietermaritzburg

Private Bag x9124, Pietermaritzburg, 3200

Tel: 033 897 1097

**DEMAND MANAGEMENT**

**SPECIFICATION**

<b>ITEM DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
<b>DIGITAL SCALES</b> Scale, electronic, bathroom type To comply with the specifications on Appendix H, Type 3, see attached Capacity: at least 200 kg Battery operated Large LCD display withhold function Automatic switch-off Mother/child function to determine mass of a child held by an adult Scale must be of robust construction	15 units		
<b>TOTAL PRICE EXCLUDING VAT</b>			
<b>VAT @ 15%</b>			
<b>TOTAL PRICE</b>			

**NB: Total Price to be forwarded to the official price page  
Failure will invalidate your quotation**

# **APPENDIX H**

## SPECIFICATION

for

### WEIGHING SCALES FOR PATIENTS (DOCTOR'S TYPE)

#### 0. APPLICABLE STANDARDS

0.1 The latest issues of the following standards form part of this specification:

SABS 657	Steel tubes for non-pressure purposes Part 1: Steel tubes for scaffolding and for structural and general engineering purposes
SABS 663	Primer and enamel paint for hospital furniture
SABS 728	Electroplated coatings of nickel and chromium
SABS 989	Aluminium and aluminium alloy casting ingots for remelting
SABS 1190	Malleable iron castings

#### 1. SCOPE

1.1 This specification covers the dimensional, constructional, and performance requirements for patients' weighing scales of the steelyard, dial and digital indication types (with height-measuring attachment) intended for use in medical institutions.

NOTE: The following requirements must be specified in tender invitations and in each order or contract:

- a) Whether a steelyard type, dial type or a digital indication type is required (see 3.1)
- b) The colour of enamel finishes (see 3.14)
- c) The type of finish of stainless steel parts (see 3.14)

#### 2. DEFINITIONS

2.1 For the purposes of this specification the following definitions shall apply:

Acceptable. Acceptable to the purchaser.  
Effective plastics material. A plastics material that is capable of performing the required functions and that is based on a polymer of a grade and quality recommended by the polymer manufacturer as being suitable for the specific purpose.

### 3. REQUIREMENTS

- 3.1 TYPE. A weighing scale shall be of the platform design and shall be of one of the following types, as specified by the purchaser:

Type 1. The steelyard lever-resistant type.

Type 2. The self-indicating spring-resistant dial type.

Type 3. The self-indicating digital indication type.

- 3.2 CAPACITY. A weighing scale shall have a weighing capacity of at least ~~120 kg~~ **200 kg**.

### 3.3 MATERIALS

- 3.3.1 Rolled Steel Sections and Sheet. Rolled steel sections and sheet shall be of an acceptable quality mild steel and shall be free from cracks, fins, laminations, and other deleterious defects.
- 3.3.2 Stainless Steel. Stainless steel shall be 18/8 (AISI Type 304) stainless steel or other acceptable austenitic stainless steel.
- 3.3.3 Welding Electrodes and Filler Rods. Filler metal used in fusion welding and braze welding shall be such as to produce a joint having mechanical properties of at least the same order as those of the parent metal.
- 3.3.4 Paint. The paint shall be an enamel, or a system comprising a primer and an enamel, complying with the relevant requirements for Type III (catalyst hardened) paint of SABS 663.
- 3.3.5 Plastics material. Plastics components shall be of an effective plastics material.
- 3.3.6 Aluminium Alloy. Aluminium alloy shall be an alloy of designation A1-Si12B (code No. SA22) that complies with the relevant requirements of SABS 989.
- 3.3.7 Mild Steel Tubes. Mild steel tubes shall comply with the relevant requirements of SABS 657 for tubes of Grade 210 (Type EFW).
- 3.3.8 Cast Iron. Cast iron shall be an acceptable quality malleable cast iron that complies with the relevant requirements of SABS 1190.
- 3.3.9 Wood. Wood shall be free from seasoning defects and shall have a moisture content of  $10 \pm 2\%$  and a density of at least  $480 \text{ kg/m}^3$ .

3.4 **FUSION WELDED JOINTS.** Parts joined by fusion welding shall be close-fitting and in correct alignment, and the joints shall have mechanical properties and, when relevant, corrosion resistance of at least the same order as those of the parent metal. Weld faces shall be smooth, clean, and free from porosity, cavities, spatter, and trapped slag. They shall merge smoothly into the surface of the parent metal without overlap or undue undercut. The weld metal, heat-affected zone, and adjacent parent metal shall be free from cracks. Where welding is done from one side only, there shall be full penetration of the joint.

### 3.5 DESIGN

3.5.1 General. The base of a weighing scale shall be large enough to provide acceptable stability and shall be so formed as to provide for the rigid attachment of a vertical pillar and headpiece carrying the steelyard assembly or dial. The weighing mechanism shall, as far as possible, be enclosed within the base, the pillar, and the headpiece (for protection of the moving parts), and the links shall be such that they cannot easily become detached in normal use and during transportation. A height-measuring attachment shall be fixed to the pillar (see 3.11).

3.5.2 Platform. The weighing platform shall have a shallow recess on the top surface that accommodates an insert of rubber (or other acceptable material) at least 300 mm long x 200 mm wide x 3 mm thick and that is firmly attached by means of an acceptable adhesive. 250

3.5.3 Pillar. The vertical pillar shall be made from stainless steel or mild steel plate, tube, or other material of acceptable strength and rigidity. The bottom of the pillar shall be securely attached to the base by bolting or other acceptable means. The top of the pillar shall be so formed as to facilitate secure attachment of the headpiece or it shall be integral with the headpiece.

#### 3.5.4 Indicating Mechanism

Type 1. The steelyard shall be of stainless steel or of mild steel with a chromium-plated finish. The poises shall be of stainless steel or of mild steel or of an acceptable copper alloy with a chromium-plated finish. The graduations and figures shall be engraved, embossed, or otherwise permanently and indelibly marked, and shall be finished in a contrasting colour that provides good legibility.



Type 2. A self-indicating weighing scale shall be fitted with a circular dial that is so constructed as to enable a direct reading of mass to be obtained. The pointer shall be so damped as to prevent excessive oscillation. The dial and pointer shall be protected by an acceptable dustproof transparent cover.

Type 3. Visual, digital indication shall be effected by means of a display of figures constituting the number indicative of the numerical result of a measurement, together with the symbol denoting the measuring unit. The mass indicated shall be clearly legible and the figures shall be in line and so arranged that the result of a measurement may be read by simple juxtaposition of the figures. The height of the figures denoting the numerical result of a measurement shall be not less than 5 mm in the case of a scale having a capacity of not more than 50 kg and not less than 15 mm in the case of a scale having a capacity of more than 50 kg. The height of the symbol denoting the measuring unit shall be compatible with, but in no case less than one half of the height of the figures denoting the numerical values to which the symbol relates. The symbol denoting the measuring unit shall be marked conspicuously on the dial, either immediately following the figures denoting the numerical value or immediately above or below such figures.

Where the figures comprise seven separate segments, the apparatus shall be so arranged that whenever the power to the apparatus is switched on having previously been switched off all digitals shall show the figure 8 for a short period sufficient for the figures to be read, unless the apparatus is provided with a device which automatically tests the functioning of all the segments immediately before each measurement and inhibits a display in the event of any malfunction.

### 3.6 WEIGHING MECHANISM

- 3.6.1 Type 1. The weighing mechanism shall be of the lever-resistant type having major and minor counterbalance masses (poises) arranged to slide on the poise bar. Loose proportional masses shall not be used. The poise bar shall be connected to the weighing platform through such a system of links and levers as will ensure that the mass registered is constant irrespective of the position of the body on the platform, and it shall be provided with a means of indicating the balance position, and a means of locking the steelyard when not in use. All knife edges, bearings, and friction surfaces shall be of hardened steel or of agate. Knife edges and bearings shall be so fitted as to allow the levers and steelyard to move easily. Knife edges shall be firmly secured in position and shall be truly paralleled and coplanar, and shall bear throughout the length of the parts designed to be in contact with the bearings. All bearings and knife edges shall be readily replaceable.

3.6.2 Type 2. The weighing mechanism shall be of the spring-resistant type of which the spring constant is not affected by temperature.

### 3.7 CALIBRATION

3.7.1 Type 1. The poise bar shall be graduated from 0 to the full scale reading in 5-kg divisions for the major sliding mass, and from 0-5 kg (in 50-g divisions) for the minor sliding mass. Each division for the major sliding mass shall be notched and denominated; the zero, the 500-g division, and each division that is a multiple of 500 g for the minor sliding mass shall be denominated.

3.7.2 Type 2. The dial shall be graduated from 0 to at least 120 kg in divisions not larger than 500 g. The distance between consecutive divisions shall be at least 2 mm. Each 5-kg marking shall be denominated in bold numerals, and each 500-g division shall be indicated by means of a line. *200kg*

### 3.8 SENSITIVITY

3.8.1 Type 1. Both when the weighing platform is unloaded and when it is loaded with any mass up to the capacity of the scale, the addition to, or subtraction from, the load of a mass of 500 g shall cause the displacement of the steelyard, to the full extent of its travel, from the horizontal position of balance.

3.8.2 Type 2. Both when the weighing platform is unloaded and when it is loaded with any mass up to the capacity of the scale, the addition to, or subtraction from, the load of a mass of 50 g shall cause a visible movement of the pointer.

3.8.3 Type 3. Both when the weighing platform is unloaded and when it is loaded with any mass up to the capacity of the scale, the addition to, or subtraction from, the load of a mass of 50 g shall cause a visible oscillation of the digits.

3.9 ACCURACY. After a weighing scale has been correctly balanced at zero load, it shall indicate, to within 50 g of the true value, the mass of any load up to and including half capacity and to within 100 g of the true value, the mass of any load between half and full capacity.

- 3.10 ZERO ADJUSTMENT. A separate screw-operated device for the adjustment of zero balance shall be provided for Type 1 and Type 2 scales. In the case of a Type 3 scale provision shall be made for a mean for indicating the position of balance at zero load. A weighing scale which has digital indication may be provided with a device which, when set in operation by means of a push-button, automatically resets the indication to zero.
- 3.11 HEIGHT-MEASURING ATTACHMENT. The height-measuring attachment shall be a vertical post of stainless steel, aluminium alloy, or other acceptable metal, rigidly fixed to the pillar and carrying a linear scale made from acceptable wood or an effective plastics material. The scale shall be graduated in 2-mm divisions over the range 750-2 000 mm measured from the top surface of the platform as datum, with major (denominated) divisions every 20 mm, and shall have a sliding cursor that carries a horizontal feeler arm for making contact with the top of the patient's head. The cursor shall have a spring-loaded, frictional, arresting mechanism that prevents it from slipping, and shall give a direct reading of the patient's height.
- 3.12 DURABILITY. When a weighing scale is tested in accordance with 4.1 it shall, at the end of the test, still be in good working condition and shall still comply with the relevant requirements of 3.8 and 3.9.
- 3.13 WORKMANSHIP. Workmanship shall be of an acceptable standard throughout. All exposed parts shall be smoothly finished and shall be free from burrs, fins, sharp edges, and other defects that affect the appearance or may affect the serviceability of the weighing scale. Plastics components shall, in addition, be free from flash. Joints that are welded or brazed shall be of acceptable strength and shall be free from weakening and disfiguring defects.
- 3.14 FINISH. Parts made from mild steel shall be coated with enamel paint (see 3.3.4) having a dry film thickness of at least 60  $\mu\text{m}$ . The colour shall be as specified by the purchaser. Stainless steel shall have a medium directional satin finish or a bright polished finish<sup>1)</sup>, as specified by the purchaser. Chromium plating shall comply with the relevant requirements for coatings for mild service conditions given in SABS 728. Wood surfaces shall be sanded to a fine even finish and coated with an acceptable sealer or penetrant that renders the wood resistant to moisture. The material used and the type of finish shall be such that they are acceptable.

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1) Information regarding a medium directional satin finish and a bright polished finish is obtainable from the South African Bureau of Standards.

#### 4. METHOD OF TEST

##### 4.1 TEST FOR DURABILITY

- 4.1.1 Apparatus. A device that is capable of so lowering and raising, at a rate of  $15 \pm 1$  cycles per minute, a sandbag of mass 100 kg on to and from the weighing platform that the free motion of the sandbag is approximately sinusoidal and that the bag rests on the platform just long enough to cause the scale to indicate a mass of 100 kg .
- 4.1.2 Procedure. Place the weighing scale on a solid horizontal surface so that its platform is centred below the sandbag of the apparatus. In the case of a Type 1 weighing scale preset the poises to 100 kg . Subject the scale to 50 000 cycles, each consisting of lowering and then raising the sandbag. On completion of the test, check the weighing scale for compliance with the requirements for sensitivity (see 3.8) and accuracy (see 3.9) and examine it visually for any sign of deterioration or structural failure.