

KZN Health Intranet

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KZN Health > Components > Supply Chain Management > AdvertQuote



KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

Quotation Advert

Opening Date:

2022-11-25

Closing Date:

2022-12-02

Closing Time:

11:00

INSTITUTION DETAILS

Institution Name:

Mfundo Arnold Lushaba CHC

Province:

KwaZulu-Natal

Department or Entity:

Department of Health

Division or section:

Central Supply Chain Management

Place where goods / services is required

Mfundo Arnold Lushaba

Date Submitted

2022-11-24

ITEM CATEGORY AND DETAILS

Quotation Number:

ZNQ:

ZNQ/MAL/0238

Item Category:

Goods

Item Description:

SUPPLY AND DELIVER STATIONERY

Quantity (if supplies)

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type:

Select...

Date:

Time:

Venue:

QUOTES CAN BE COLLECTED FROM:

kzn health website

QUOTES SHOULD BE DELIVERED TO:

Umzumbe Magistrate Court Road, Mafu Area, Mithwalume,4186

Name:

Mr N Hlophe

Email:

nkosinathi.hlophe@kznhealth.gov.za

Contact Number:

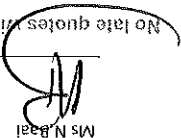
0399728254

11/24/22, 9:34 AM

Finance Manager Name:

Finance Manager Signature:

Ms N Beal



No late quotes will be considered

Supply Chain Management - AdvertQuote

Enquiries regarding the quote may be directed to: Contact Person: N HLOPHE Tel: 0399728254 E-Mail Address: nkosinathi.hlophe@kznhealth.gov.za	Enquiries regarding technical information may be directed to: Contact Person: Mr N Hlophe Tel: 0399728254
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Does This Offer Comply With The Specification?	Does The Article Conform To The S.A.N.S. / S.A.B.S. Specification?	State Delivery Period, e.g., 1 day, 1 week
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Item No	Quantity	Description	Brand & model	Country of manufacture	Price
		SUPPLY AND DELIVER STATIONERY			
	180	LEVER ARCH FILES			
	121	PENCIL AND RUBBER			
	129	PAIR OF SCISSORS			
	300	RED PENS			
	129	PLASTIC ENVELOP			
	120	CLIP BOARD			
	300	BLACK PENS			
	129	3 QUAIRE EXERCISE BOOK			
	05	STAPLER			
	300	BLACK PENS			
		VALUE ADDED TAX @ 15% (Only if VAT Vendor)			
		TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 days)			

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

SIGNATURE OF BIDDER.....
 [By signing this document, I hereby agree to all terms and conditions]

DATE.....

DESCRIPTION: SUPPLY AND DELIVER STATIONERY

QUOTE NUMBER: ZNO/MAL / 0238 / 23

OFFICIAL PRICE PAGE FOR QUOTATIONS OVER R30 000

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM
 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid, in line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
 Where a persons/ are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

2.1. Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise, employed by the state?
 YES/NO

2.1.1. If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State Institution

2.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?
 YES/NO

2.3. Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?
 YES/NO

3. DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1. I have read and I understand the contents of this disclosure;
- 3.2. I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6. There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contacts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

Name of Bidder
 Signature
 Position
 Date

1. The power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the persons having the deciding vote or power to influence or to direct the course and decisions of the enterprise.
 2. Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

GENERAL CONDITIONS OF CONTRACT

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 Department is under no obligation to accept the lowest or any quote.
- 3.2. The Department reserves the right to communicate in writing with vendors in cases where information is incomplete or where there are obscurities regarding technical aspects of the offer, to obtain confirmation of prices or preference claims in cases where it is evident that a typing, written, transfer or unit error has been made, to investigate the vendor's standing and ability to complete the supply/service satisfactorily.
- 3.3. **ALL DECISIONS TAKEN BY THE DEPARTMENT ARE FINAL, INCLUDING THE AWARD OR CANCELLATION OF THIS QUOTATION**

- 3.4. The price quoted must include VAT (if VAT vendor).
- 3.5. Should a bidder become a VAT vendor after award or during the implementation of a contract, they may not request the VAT percentage from the Department as the service provider made an offer during the period they were not registered as a VAT vendor. The Department is only liable for any VAT from registered VAT vendors as originally stated on the quotation document.
- 3.6. The bidder must ensure the correctness & validity of the quotation:
 - (i) that the price(s), rate(s) & preference quoted cover all for the workitem (s) & accept that any mistakes regarding the price (s) & calculations will be at the bidder's risk
 - (ii) it is the responsibility of the bidder to confirm receipt of their quotation and to keep proof thereof.
 - (iii) The bidder must accept full responsibility for the proper execution & fulfillment of all obligations conditions devolving on under this agreement, as the Principal (s) liable for the due fulfillment of this contract.
- 3.7. This quotation will be evaluated based on the 80/20 points system, specification, correctness of information and/or functionality criteria.
- 3.8. All required documentation must be completed in full and submitted.
- 3.9. Offers must comply strictly with the specification.
- 3.10. Only offers that meet or are greater than the specification will be considered.
- 3.11. Late offers will not be considered.
- 3.12. Expired products will not be accepted. All products supplied must be valid for a minimum period of six months.
- 3.13. Used/ second-hand products will not be accepted.
- 3.14. A bidder not registered on the Central Suppliers Database or whose verification has failed will not be considered.
- 3.15. All delivery costs must be included in the quoted price for delivery at the prescribed destination.
- 3.16. 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.
- 3.17. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.18. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered.
- 3.19. Verification will be conducted to identify if bidders have multiple companies and are cover-quoting for this bid.
- 3.20. In such instances, the Department reserves the right to immediately disqualify such bidders as cover-quoting is an offence that represents both corruption and acquisition fraud.

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 reprinted. 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. Quotations submitted must be complete in all respects. However, where it is identified that information in a bidder's response, which does not affect the preference points or price, is incomplete in any respect, the said supplier meets all specification requirements and scores the highest points in terms of preference points and price, the Department reserves the right to request the bidder to complete/submit such information.
- 4.5. Any alteration made by the bidder must be initialed; failure to do so may render the response invalid.
- 4.6. Use of correcting fluid is prohibited and may render the response invalid.
- 4.7. Quotations will be opened in public 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.

10.2. In the event that the institution cannot validate the suppliers' tax clearance on SARS as well as the Central Suppliers Database, the institution to validate the tax compliance status of the supplier.
 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 quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.

10. TAX COMPLIANCE REQUIREMENTS

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 points 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.

9. SUBMISSION AND COMPLETION OF SBD 6.1

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.

8. STATEMENT OF SUPPLIES AND SERVICES

Institution Stamp: Full Name: Signature: Date:	Institution Site Inspection / briefing session Official
-------------------------------------------------------------------------------	---------------------------------------------------------

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

7. COMPULSORY SITE INSPECTION / BRIEFING SESSION

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.
 (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.
 (i) If a company/ who has not won the quote requires their samples, they must advise the institution in writing of such.
 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.

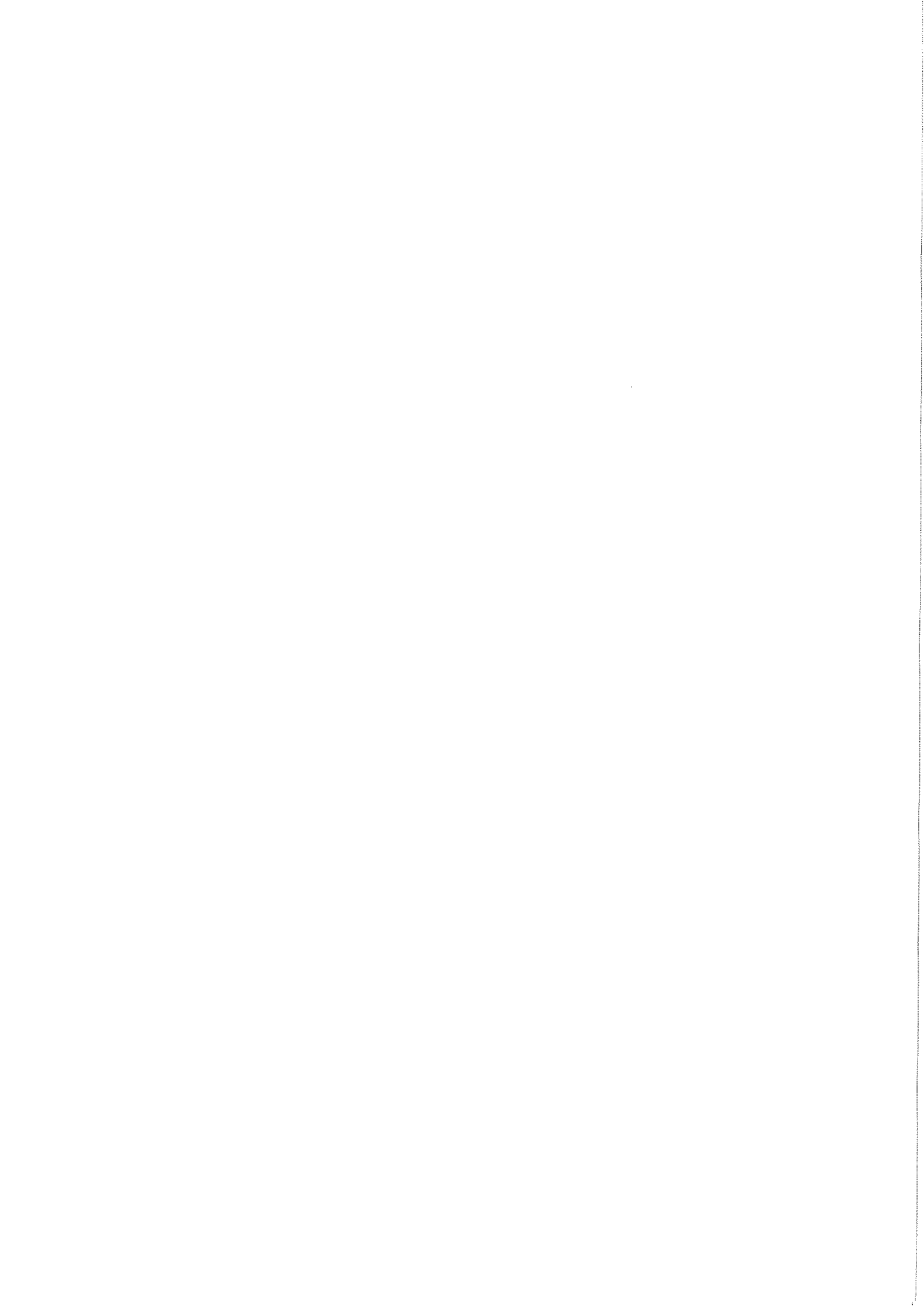
6. SAMPLES

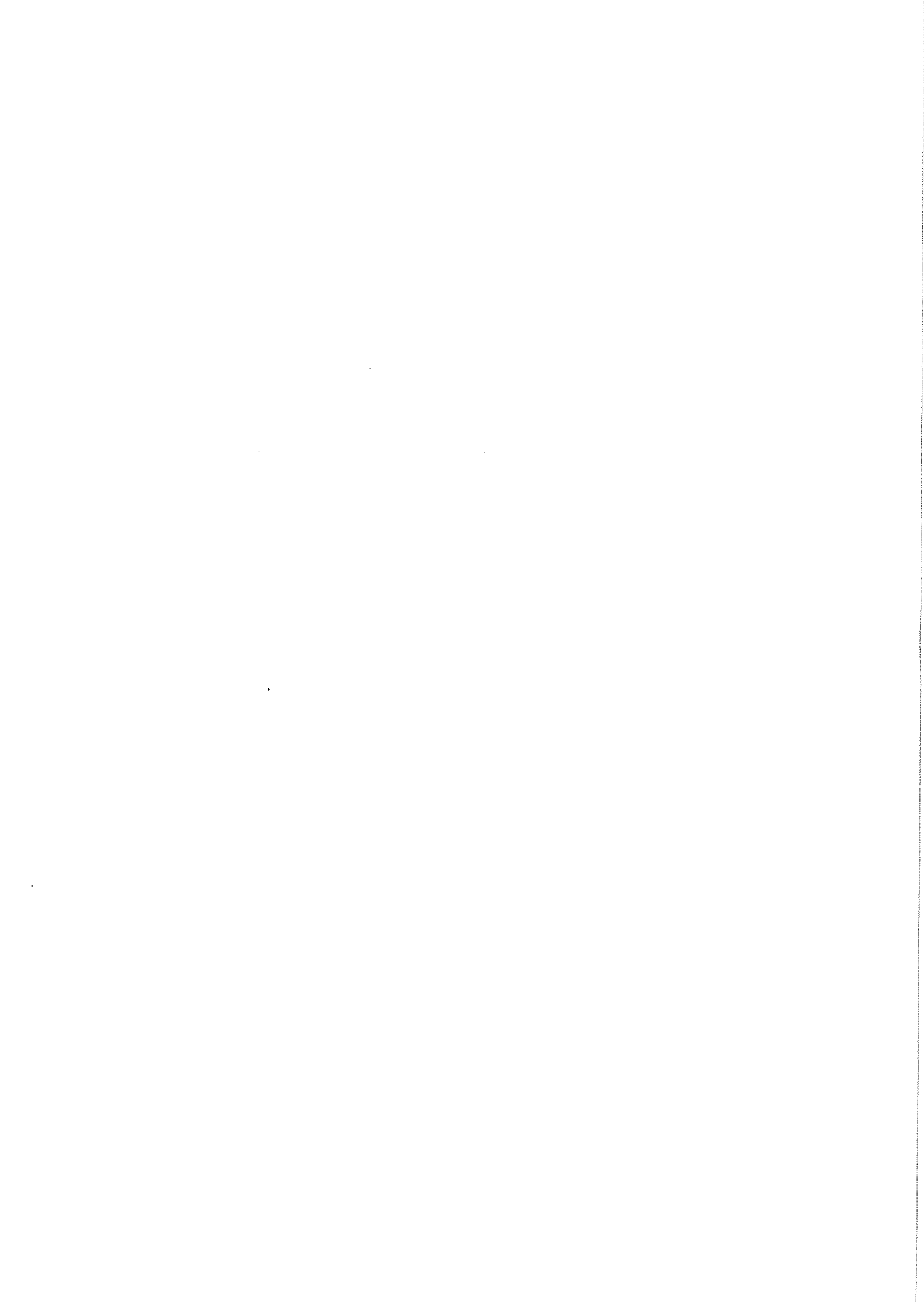
5.6. Quotation documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.
 5.5. No quotation/bid sent through the post will be considered if it is received after the closing date and time stipulated in the quotation documentation, and proof of posting will not be accepted as proof of delivery.
 5.4. A specific box is provided for the receipt of quotations, and no quotation found in any other box or elsewhere subsequent to the closing number written on the envelope.
 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.
 5.2. 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.
 5.1. 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. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS

4.10. The Department is under no obligation to pay suppliers in part for work done if the supplier can no longer fulfill their obligation.









END-USER SPECIFICATION FORM

Quote Number: _____
 Item Description: PLASTIC ENVELOPES FILE EXPENDING
 Department/Section: PHC MOBILE
 Purpose of Item: FOR USE BY CHW

1. Pre-qualification criteria if any:
 1.1. Is the item required to have a regulatory body certification (e.g. SABS, SANS, SANAS, ISO, CIDB, etc.)? Yes / No: _____
 Regulatory Body / certification required if Yes: _____
 1.2. Is a compulsory site inspection / briefing session required? Yes / No: _____
 if Yes, specify: Date: _____ / Time: _____ / Place: _____
 1.3. Is local production and content part of the quote? Yes / No: _____
 if Yes, specify: _____
 1.4. Provisions of section 4(1)(a) of the PPPFA Regulations, 2017 if applicable? Yes / No: _____
 if Yes, specify: _____
 1.5. Liability Cover insurance? Yes / No: _____
 if Yes, specify: _____

2. What is the specification of the required item?

1	PLASTIC ENVELOPES FILE EXPENDING	Comment
2		
3		
4		
5		

3. Does a sample need to be submitted? Yes / No (select option 3.1 or 3.2)
 3.1. Deadline for submission if Yes: Date: _____ / Time: _____ / Place: _____
 or
 3.2. Specify that samples must be made available when requested in writing. Yes or No

4. Penalties to be noted by the suppliers:
 4.1. If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance.

5. What is the evaluation criteria / special terms and conditions to be advertised?

1.	Pre-qualification criteria	Does the offer meet the pre-qualification criteria?
2.	Administrative	Does the offer comply to stipulated administrative requirements?
3.	Conformance:	Was the product made or service performed to specifications?
4.	Performance:	Will/does the product/service fulfill its performance obligation, in a manner that releases the supplier from all liabilities under the contract?
5.	Features:	What characteristics does the product or service have?
6.	Reliability:	How long can a product go between failures and the need for maintenance? (guarantee)
7.	Durability:	What is the useful life for the product? How will the product hold up under extended use?
8.	Serviceability:	How easy is it to repair, maintain or support the product or service? (customer support)
9.	Ability & Capacity	The ability and capacity of the vendor to execute the contract
10.	Preference points	Preferential Procurement System (80/20) if applicable

Name of End-user (in full)	MN SHELEMBE	Name of SCM Rep (in full)	
Designation / Rank (in full)	ADMIN CLERK	Designation/ Rank (in full)	
Signature		Signature	
Date	06/06/22	Date	



END-USER SPECIFICATION FORM

Quote Number: 03 QUIRE EXERCISE BOOKS

Department/Section: MOBILE PHC Purpose of Item: FOR USE BY CHW

1. Pre-qualification criteria if any:

1.1. Is the item required to have a regulatory body certification (e.g. SABS, SANS, SANAS, ISO, CIDB, etc.)? Yes / No: _____
Regulatory Body / certification required if Yes: _____

1.2. Is a compulsory site inspection / briefing session required? Yes / No: _____
if Yes, specify: Date: _____ / Time: _____ / Place: _____

1.3. Is local production and content part of the quote? Yes / No: _____
if Yes, specify: _____

1.4. Provisions of section 4(1)(a) of the PPPFA Regulations, 2017 if applicable? Yes / No: _____
if Yes, specify: _____

1.5. Liability Cover Insurance? Yes / No: _____
if Yes, specify: _____

2. What is the specification of the required item?

1. 03 QUIRE EXERCISE BOOKS	List specifications to be advertised	Comment
2.		
3.		
4.		
5.		

3. Does a sample need to be submitted? Yes / No (select option 3.1 or 3.2)

3.1. Deadline for submission if Yes: Date: _____ / Time: _____ / Place: _____

3.2. Specify that samples must be made available when requested in writing. Yes or No

4. Penalties to be noted by the suppliers:

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

5. What is the evaluation criteria / special terms and conditions to be advertised?

1. Pre-qualification criteria	Does the offer meet the pre-qualification criteria?
2. Administrative	Does the offer comply to stipulated administrative requirements?
3. Conformance:	Was the product made or service performed to specifications?
4. Performance:	Will/does the product/service fulfill its performance obligation, in a manner that releases the supplier from all liabilities under the contract?
5. Features:	What characteristics does the product or service have?
6. Reliability:	How long can a product go between failures and the need for maintenance? (guarantee)
7. Durability:	What is the useful life for the product? How will the product hold up under extended use?
8. Serviceability:	How easy is it to repair, maintain or support the product or service? (customer support)
9. Ability & Capacity	The ability and capacity of the vendor to execute the contract
10. Preference points	Preferential Procurement System (80/20) if applicable

Name of End-user (in full)	Designation / Rank (in full)	Signature	Date
SHELEMBE M	SUPPORT OFFICER	<i>[Signature]</i>	10/06/2022
Name of SCM Rep (in full)	Designation/ Rank (in full)	Signature	Date

END-USER SPECIFICATION FORM

Quote Number: RED PENS Department/Section: MOBILE PHC Purpose of Item: FOR USE BY CHW

1. Pre-qualification criteria if any:

1.1. Is the item required to have a regulatory body certification (e.g. SABS, SANS, SANAS, ISO, CIDB, etc.)? Yes / No: Regulatory Body / certification required if Yes: _____

1.2. Is a compulsory site inspection / briefing session required? Yes / No: if Yes, specify: Date: _____ / Time: _____ / Place: _____

1.3. Is local production and content part of the quote? Yes / No: if Yes, specify: _____

1.4. Provisions of section 4(1)(a) of the PPFA Regulations, 2017 if applicable? Yes / No: if Yes, specify: _____

1.5. Liability Cover insurance? Yes / No: if Yes, specify: _____

2. What is the specification of the required item?

1.	BIC RED PENS	Comment
2.		
3.		
4.		
5.		

3. Does a sample need to be submitted? Yes / No (select option 3.1 or 3.2)

3.1. Deadline for submission if Yes: Date: _____ / Time: _____ / Place: _____

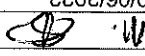
3.2. Specify that samples must be made available when requested in writing. Yes or No

4. Penalties to be noted by the suppliers:

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

5. What is the evaluation criteria / special terms and conditions to be advertised?

1.	Pre-qualification criteria	Does the offer meet the pre-qualification criteria?
2.	Administrative	Does the offer comply to stipulated administrative requirements?
3.	Conformance:	Was the product made or service performed to specifications?
4.	Performance:	Will/does the product/service fulfill its performance obligation, in a manner that releases the supplier from all liabilities under the contract?
5.	Features:	What characteristics does the product or service have?
6.	Reliability:	How long can a product go between failures and the need for maintenance? (guarantee)
7.	Durability:	What is the useful life for the product? How will the product hold up under extended use?
8.	Serviceability:	How easy is it to repair, maintain or support the product or service? (customer support)
9.	Ability & Capacity	The ability and capacity of the vendor to execute the contract
10.	Preference points	Preferential Procurement System (60/20) if applicable

Name of End-user (in full)	SHELEMBE M	Name of SCM Rep (in full)	
Designation / Rank (in full)	SUPPORT OFFICER	Designation/ Rank (in full)	
Signature		Signature	
Date	10/06/2022	Date	



END-USER SPECIFICATION FORM

Quote Number: PAIRS OF SCISSORS

Department/Section: MOBILE PHC Purpose of Item: FOR USE BY CHW

1. Pre-qualification criteria if any:

1.1. Is the item required to have a regulatory body certification (e.g. SABS, SANAS, ISO, CIDB, etc.)? Yes / No: _____
Regulatory Body / certification required if Yes: _____

1.2. Is a compulsory site inspection / briefing session required? Yes / No
if Yes, specify: Date _____ / _____ / _____ Time _____ Place _____

1.3. Is local production and content part of the quote? Yes / No
if Yes, specify: _____

1.4. Provisions of section 4(1)(a) of the PPPFA Regulations, 2017 if applicable? Yes / No
if Yes, specify: _____

1.5. Liability Cover insurance? Yes / No
if Yes, specify: _____

2. What is the specification of the required item?

1.	PAIR OF SISCORS SMALL
2.	
3.	
4.	
5.	
	List specifications to be advertised
	Comment

3. Does a sample need to be submitted? Yes / No (select option 3.1 or 3.2)

3.1. Deadline for submission if Yes: Date _____ / _____ / _____ Time _____ Place _____

3.2. Specify that samples must be made available when requested in writing. Yes or No

4. Penalties to be noted by the suppliers:

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

5. What is the evaluation criteria / special terms and conditions to be advertised?

1.	Pre-qualification criteria	Does the offer meet the pre-qualification criteria?
2.	Administrative	Does the offer comply to stipulated administrative requirements?
3.	Conformance:	Was the product made or service performed to specifications?
4.	Performance:	Will/does the product/service fulfill its performance obligation, in a manner that releases the supplier from all liabilities under the contract?
5.	Features:	What characteristics does the product or service have?
6.	Reliability:	How long can a product go between failures and the need for maintenance? (guarantee)
7.	Durability:	What is the useful life for the product? How will the product hold up under extended use?
8.	Serviceability:	How easy is it to repair, maintain or support the product or service? (customer support)
9.	Ability & Capacity	The ability and capacity of the vendor to execute the contract
10.	Preference points	Preferential Procurement System (80/20) if applicable

Name of End-user (in full)	SHELEMBE M	Name of SCM Rep (in full)	
Designation / Rank (in full)	SUPPORT OFFICER	Designation/ Rank (in full)	
Signature		Signature	
Date	10/06/2022	Date	



Quote Number: RUBBER AND PENCIL

Department/Section: MOBILE PHC

Purpose of Item: FOR USE BY CHW

FOR USE BY CHW

1. Pre-qualification criteria if any:

1.1. Is the item required to have a regulatory body certification (e.g. SABS, SANAS, ISO, CIDB, etc.)? Yes / No: Regulatory Body / certification required if Yes:

1.2. Is a compulsory site inspection / briefing session required? Yes / No

if Yes, specify: Date / / Time : Place

1.3. Is local production and content part of the quote? Yes / No

if Yes, specify:

1.4. Provisions of section 4(1)(a) of the PPPFA Regulations, 2017 if applicable? Yes / No

if Yes, specify:

1.5. Liability Cover insurance? Yes / No

if Yes, specify:

2. What is the specification of the required item?

1	RUBBER AND PENCIL
2	
3	
4	
5	

3. Does a sample need to be submitted? Yes / No (select option 3.1 or 3.2)

3.1. Deadline for submission if Yes: Date / / Time : Place

3.2. Specify that samples must be made available when requested in writing. Yes or No

4. Penalties to be noted by the suppliers:

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

5. What is the evaluation criteria / special terms and conditions to be advertised?

1	Pre-qualification criteria	Does the offer meet the pre-qualification criteria?
2	Administrative	Does the offer comply to stipulated administrative requirements?
3	Conformance:	Was the product made or service performed to specifications?
4	Performance:	Will/does the product/service fulfill its performance obligation, in a manner that releases the supplier from all liabilities under the contract?
5	Features:	What characteristics does the product or service have?
6	Reliability:	How long can a product go between failures and the need for maintenance? (guarantee)
7	Durability:	What is the useful life for the product? How will the product hold up under extended use?
8	Serviceability:	How easy is it to repair, maintain or support the product or service? (customer support)
9	Ability & Capacity	The ability and capacity of the vendor to execute the contract
10	Preference points	Preferential Procurement System (80/20) if applicable

Name of End-user (in full)	SHELEMBE M	Name of SCM Rep (in full)	
Designation / Rank (in full)	SUPPORT OFFICER	Designation/ Rank (in full)	
Signature		Signature	
Date	10/06/2022	Date	

END-USER SPECIFICATION FORM

Department: Health
PROVINCE OF KWAZULU-NATAL

Quote Number: LEVER ARCH FILES
Department/Section: MOBILE PHC
Purpose of Item: FOR USE BY CHW

1. Pre-qualification criteria if any:

1.1. Is the item required to have a regulatory body certification (e.g. SABS, SANAS, ISO, CIDB, etc.)? Yes / No: _____
Regulatory Body / certification required if Yes: _____

1.2. Is a compulsory site inspection / briefing session required? Yes / No
if Yes, specify: Date: _____ / Time: _____ / Place: _____

1.3. Is local production and content part of the quote? Yes / No
if Yes, specify: _____

1.4. Provisions of section 4(1)(a) of the PPPFA Regulations, 2017 if applicable? Yes / No
if Yes, specify: _____

1.5. Liability Cover Insurance? Yes / No
if Yes, specify: _____

2. What is the specification of the required item?

1.	LEVER ARCH FILES W71
2.	
3.	
4.	
5.	

3. Does a sample need to be submitted? Yes / No (select option 3.1 or 3.2)
3.1. Deadline for submission if Yes: Date: _____ / Time: _____ / Place: _____
3.2. Specify that samples must be made available when requested in writing. Yes or No

4. Penalties to be noted by the suppliers:

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

5. What is the evaluation criteria / special terms and conditions to be advertised?

1.	Pre-qualification criteria
2.	Administrative
3.	Conformance:
4.	Performance:
5.	Features:
6.	Reliability:
7.	Durability:
8.	Serviceability:
9.	Ability & Capacity
10.	Preference points

Name of End-user (in full)	SHELEMBE M
Designation / Rank (in full)	SUPPORT OFFICER
Signature	
Date	10/06/2022
Name of SCM Rep (in full)	
Signature	
Date	10/06/2022

END-USER SPECIFICATION FORM

Quote Number: CLIP BOARDS
 Department/Section: MOBILE PHC
 Purpose of Item: USED FOR HOLDING WHEN WRITING

1. Pre-qualification criteria if any:
 1.1. Is the item required to have a regulatory body certification (e.g. SABS, SANS, SANAS, ISO, CIDB, etc.)? Yes / No: _____
 Regulatory Body / certification required if Yes: _____
 1.2. Is a compulsory site inspection / briefing session required? Yes / No: _____
 If Yes, specify: Date: _____ / Time: _____ / Place: _____
 1.3. Is local production and content part of the quote? Yes / No: _____
 If Yes, specify: _____
 1.4. Provisions of section 4(1)(a) of the PPFA Regulations, 2017 if applicable? Yes / No: _____
 If Yes, specify: _____
 1.5. Liability Cover insurance? Yes / No: _____
 If Yes, specify: _____

2. What is the specification of the required item?

1.	Arrot products
2.	CB3005 Masonite A4
3.	CLIPBOARD(335X230MM)
4.	
5.	

List specifications to be advertised
 Comment

3. Does a sample need to be submitted? Yes / No (select option 3.1 or 3.2)
 3.1. Deadline for submission if Yes: Date: _____ / Time: _____ / Place: _____
 or
 3.2. Specify that samples must be made available when requested in writing. Yes or No

4. Penalties to be noted by the suppliers:
 4.1. If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance.

5. What is the evaluation criteria / special terms and conditions to be advertised?

1.	Pre-qualification criteria	Does the offer meet the pre-qualification criteria?
2.	Administrative	Does the offer comply to stipulated administrative requirements?
3.	Conformance:	Was the product made or service performed to specifications?
4.	Performance:	Will/does the product/service fulfill its performance obligation, in a manner that releases the supplier from all liabilities under the contract?
5.	Features:	What characteristics does the product or service have?
6.	Reliability:	How long can a product go between failures and the need for maintenance? (guarantee)
7.	Durability:	What is the useful life for the product? How will the product hold up under extended use?
8.	Serviceability:	How easy is it to repair, maintain or support the product or service? (customer support)
9.	Ability & Capacity	The ability and capacity of the vendor to execute the contract
10.	Preference points	Preferential Procurement System (80/20) if applicable

Name of End-user (in full)	SHELEMBE M	Name of SCM Rep (in full)	
Designation / Rank (in full)	SUPPORT OFFICER	Designation/ Rank (in full)	
Signature		Signature	
Date	10/06/2022	Date	

END-USER SPECIFICATION FORM

Quote Number: _____
 Item Description: black pens
 Department/Section: PHC MOBILE
 Purpose of Item: FOR USE BY CHW

1. Pre-qualification criteria if any:
 1.1. Is the item required to have a regulatory body certification (e.g. SABS, SANAS, ISO, CIDB, etc.)? Yes / No: _____
 Regulatory Body / certification required if Yes: _____
 1.2. Is a compulsory site inspection / briefing session required? Yes / No _____
 if Yes, specify: Date _____ / Time _____ / Place _____
 1.3. Is local production and content part of the quote? Yes / No _____
 if Yes, specify: _____
 1.4. Provisions of section 4(1)(a) of the PPPFA Regulations, 2017 if applicable? Yes / No _____
 if Yes, specify: _____
 1.5. Liability Cover Insurance? Yes / No _____
 if Yes, specify: _____

2. What is the specification of the required item?

1.	BIC BLACK FELT PENS	Comment
2.		
3.		
4.		
5.		

3. Does a sample need to be submitted? Yes / No (select option 3.1 or 3.2)
 3.1. Deadline for submission if Yes: Date _____ / Time _____ / Place _____
 or
 3.2. Specify that samples must be made available when requested in writing. Yes or No

4. Penalties to be noted by the suppliers:
 4.1. If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance.

5. What is the evaluation criteria / special terms and conditions to be advertised?

1.	Pre-qualification criteria	Does the offer meet the pre-qualification criteria?
2.	Administrative	Does the offer comply to stipulated administrative requirements?
3.	Conformance:	Was the product made or service performed to specifications?
4.	Performance:	Will/does the product/service fulfill its performance obligation, in a manner that releases the supplier from all liabilities under the contract?
5.	Features:	What characteristics does the product or service have?
6.	Reliability:	How long can a product go between failures and the need for maintenance? (guarantee)
7.	Durability:	What is the useful life for the product? How will the product hold up under extended use?
8.	Serviceability:	How easy is it to repair, maintain or support the product or service? (customer support)
9.	Ability & Capacity	The ability and capacity of the vendor to execute the contract
10.	Preference points	Preferential Procurement System (80/20) if applicable

Name of End-user (in full)	MN SHELEMBE	Name of SCM Rep (in full)	
Designation / Rank (in full)	ADMIN CLERK	Designation/ Rank (in full)	
Signature		Signature	
Date	06/06/22	Date	

END-USER SPECIFICATION FORM

Quote Number: STAPPLER
 Department/Section: MOBILE PHC
 Purpose of Item: FOR USE BY CHW

1. Pre-qualification criteria if any:
 1.1. Is the item required to have a regulatory body certification (e.g. SABS, SANS, SANAS, ISO, CIDB, etc.)? Yes / No: _____
 Regulatory Body / certification required if Yes: _____

1.2. Is a compulsory site inspection / briefing session required? Yes / No
 if Yes, specify: Date _____ / Time _____ / Place _____

1.3. Is local production and content part of the quote? Yes / No
 if Yes, specify: _____

1.4. Provisions of section 4(1)(a) of the PPPFA Regulations, 2017 if applicable? Yes / No
 if Yes, specify: _____

1.5. Liability Cover insurance? Yes / No
 if Yes, specify: _____

2. What is the specification of the required item?

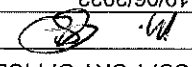
1	GEN MES 5535 STAPPLER	
2		
3		
4		
5		

3. Does a sample need to be submitted? Yes / No (select option 3.1 or 3.2)
 3.1. Deadline for submission if Yes: Date _____ / Time _____ / Place _____
 3.2. Specify that samples must be made available when requested in writing. Yes or No

4. Penalties to be noted by the suppliers:
 4.1. If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance.

5. What is the evaluation criteria / special terms and conditions to be advertised?

1	Pre-qualification criteria	Does the offer meet the pre-qualification criteria?
2	Administrative	Does the offer comply to stipulated administrative requirements?
3	Conformance:	Was the product made or service performed to specifications?
4	Performance:	Will/does the product/service fulfill its performance obligation, in a manner that releases the supplier from all liabilities under the contract?
5	Features:	What characteristics does the product or service have?
6	Reliability:	How long can a product go between failures and the need for maintenance? (guarantee)
7	Durability:	What is the useful life for the product? How will the product hold up under extended use?
8	Serviceability:	How easy is it to repair, maintain or support the product or service? (customer support)
9	Ability & Capacity	The ability and capacity of the vendor to execute the contract
10	Preference points	Preferential Procurement System (80/20) if applicable

Name of End-user (in full)	SHELEMBE M	Name of SCM Rep (in full)	
Designation / Rank (in full)	SUPPORT OFFICER	Designation/ Rank (in full)	
Signature		Signature	
Date	10/06/2022	Date	



KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

MFUNDO ARNOLD LUSHABA CHC

Postal Address Private Bag X07, Hibberdene, 4220

Physical Address Mthata Area, Magistrate Court Road, Ward 19, Umzumbe

Tel: (039) 972 6000

Email address: Zanele.Dikitsha@kznhealth.gov.za

www.kznhealth.gov.za

CLINICS CASH FLOW APPROVAL FORM

As a member of cash flow committee, I declare that TR 07/NSI No. 589/2023

Requested for BLACK PENS

presented at the cash flow No: _____ held on the _____ (date)

PRINT NAME RANK SIGNATURE

Members:	PRINT NAME	RANK	SIGNATURE
Ms. S Pillay	Ms. N Baal	HR Manager	
Mr. S. Ngcobo	Mr. S. Ngcobo	Pharmacy Manager	
Mrs. T.T Shezi	Mrs. T.T Shezi	DMN	
Mr. P.P Dlamini	Mr. P.P Dlamini	SSCMP	
Mrs. N Mbangi	Mrs. N Mbangi	ANM: M&E	
Mr. M.G. Ngobese	Mr. M.G. Ngobese	Systems Manager	
Mr. N. Hlophe	Mr. N. Hlophe	SCMO-Stores	
Mr. M.I Siyaya	Mr. M.I Siyaya	AMN PHC	
Sir. I.M. Ngidi	Sir. I.M. Ngidi	OM	
Sr. N M Radebe	Sr. N M Radebe	OM	
Sr. B. P Mkhize	Sr. B. P Mkhize	OM	
Sr. P.G Ngidi	Sr. P.G Ngidi	OM	
Sr. N. Mboyi	Sr. N. Mboyi	OM	
Sr. Z P Lukhozi	Sr. Z P Lukhozi	OM	
Sr. M.M Gumede	Sr. M.M Gumede	OM	
Sir S.B Ngece	Sir S.B Ngece	OM	



SPEC FOR SURGICAL STORES CONSUMABLES, FURNITURE & EQUIPMENT

Postal Address: Private Bag X07, Hibberdene, 4220
 Physical Address: Mafu Area, Magistrate Court Road, Ward 19, Umzumbi
 Tel: (039) 9726092
 Email address: Dlamini.plaisegod@kzn.gov.za
 www.kznhealth.gov.za

MFUNDO ARNOLD LUSHABA CHC

SPEC NO:
DATE APPROVED:

ITEM: BLACK PENS
REVIEW DATE:

ITEM DESCRIPTION	UNIT OF ISSUE	UNIT OF ISSUE SIZE	QUANTITY REQUIRED	QUALITY STANDARDS
BLACK PENS	UNITS		300	SABS APPROVED

WHAT IS THIS ITEM/PRODUCT USED FOR?

USED BY CHW

SPECIAL CONDITIONS

- Please submit sample when requested to do so, should you fail to submit, your quotation will be disqualified
- The Department is not compelled to accept lowest price only, evaluation criteria of your bid / quote will be based on Price, Functionality, and as prescribed on Broad Based Black Economic Act and Preferential Procurement Policy

FEATURES EXPECTED FROM THE PRODUCT TO BE EVALUATED (SCOPE)

AS PER ATTACHED SPECIFICATION

Initials and Surname	Portfolio	Signature	Date
Mr. Dlamini PP	Chairperson		
Ms. Pillay D	Member		
Mrs. Ngcobo NL	Member		
Mrs. Dlamini TP	Member		
Mr. Mkhize MJ	Member		

MFUNDO ARNOLD LUSHABA CHC
BID SPECIFICATION COMMITTEE
 2022 -10- 20

AUTHORISED BY BID SPECIFICATION COMMITTEE / RESPONSIBILITY MANAGER