



KZN HEALTH

# KZN Health Intranet

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AdvertQuote



## Quotation Advert

Opening Date: 2022-10-17 Closing Date: 2022-10-21 Closing Time: 11:00

### INSTITUTION DETAILS

Institution Name: Umphumulo hospital Province: Kwazulu-Natal Department or Entity: Department of Health Division or section: Central Supply Chain Management Place where goods / services is required: umphumulo hospital Date Submitted: 2022-10-17

### ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: ump0542-22-23 Item Category: Goods Item Description: SUPPLY COMPLETE DIAGNOSTIC SET WITH OPHTHALMOSCOPE SET Quantity (if supplies): 04

### COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Not Applicable

QUOTES CAN BE COLLECTED FROM:

kzn health website / umphumulo hospital (stores)

QUOTES SHOULD BE DELIVERED TO:

R74 greytown road Maphumulo 4470 (security main gate)

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

Name: SIBONELLO SITHOLE Email: SIBONELLO.SITHOLE@KZNHEALTH.GOV.ZA Contact Number: 032 481 4103 Finance Manager Name: N M SELEPE Finance Manager Signature:

No late quotes will be considered

Print this page

Site Updated: 15 October, 2022, 11:08 am

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Contact the Web Administrator





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 person/ 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 / partners / members / employed by the state? 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

2.2.1 If so, furnish particulars: .....

2.3. Does the bidder or any of its directors / trustees / shareholders / partners / 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

2.3.1 If so, furnish particulars: .....

**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; 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 consortium will not be construed as collusive bidding.
- 3.3. 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 contracts, 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.  
 3.7. 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.  
 3.8. This quotation will be evaluated based on the 80/20 points system, specification, correctness of information and/or functionality criteria. 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 product/hand 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. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered.  
 3.18. Verification will be conducted to identify if bidders have multiple companies and are cover-quoting for this bid.  
 3.19. 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 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. 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 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.

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.

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. 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	
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(ii) Date / / Time : Place  
 (i) The institution has determined that a compulsory site meeting **WILL NOT** take place

**7. COMPULSORY SITE INSPECTION / BRIEFING SESSION**

7.1. Bidders who fail to attend the compulsory meeting will be disqualified from the evaluation process.

(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.

6.2. Samples must be made available when requested in writing or if stipulated on the document.  
 (i) If a company/ 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.

6.1. 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 date and time of quotation will be considered.

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.

- 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.
- 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.
- 12. PATENT RIGHTS**
- 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. THE DEPARTMENT RESERVES THE RIGHT TO PASS OVER ANY QUOTATION WHICH FAILS TO COMPLY WITH THE ABOVE.**



- (f) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (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;
- 3) Any other requirement prescribed in terms of the B-BBEE Act;
- 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
- 1) B-BBEE Status level certificate issued by an authorized body or person;
- (h) "proof of B-BBEE status level of contributor" means:
- (g) "prices" includes all applicable taxes less all unconditional discounts;

- (f) "functionality" means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents;
- (e) "EME" means an Exemplified 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;
- (d) "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (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;
- (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;
- (a) "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

**2. DEFINITIONS**

- 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.
- 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 contributor are not claimed.

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

- 1.4 The maximum points for this quote is allocated as follows:
- 1.3 Points for this quote shall be awarded for:  
(a) Price; and  
(b) B-BBEE Status Level of Contributor.
- 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.
- 1.1 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  
the following preference point systems are applicable to all quotes:

**GENERAL CONDITIONS**

**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.**

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.

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

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		

Designated Group: An EME or QSE which is at least 51% owned by:  
 Preferential Procurement Regulations, 2017:  
 (v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of (Tick applicable box)

YES  NO

8.

- (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.....

Whether the sub-contractor is an EME or QSE

7.1.1

If yes, indicate:

Will any portion of the contract be sub-contracted?

YES  NO

7.1

**SUB-CONTRACTING**  
 (Tick applicable box)

(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.

B-BBEE Status Level of Contributor: = .....(maximum of 20 points)

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

**BID DECLARATION**

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

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:

**POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

Ps = Points scored for price of bid under consideration  
 Pt = Price of bid under consideration  
 Pmin = price of lowest acceptable bid

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

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

3.1

**THE 80/20 PREFERENCE POINT SYSTEMS**

3.

**POINTS AWARDED FOR PRICE**

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

.....  
 2. ....  
 1. ....  
 WITNESSES

**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 property

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-BEE 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-BEE 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.

Maureen.Selape@kznhealth.gov.za

Email Address:

N.M SELEPE

Responsibility Manager:

Complaints or objections should be directed to:

- > The Responsibility Manager, or his appointee, must prepare a response letter to the complainant.
- > The complaint must be resolved within **60 days**.
- > Should the complainant not be satisfied with the response, the matter will be referred to the District Finance Manager (applicable to all Hospitals and CHC) or District Manager (Applicable to all District Offices) for a final verdict.
- > Should the complainant still not be satisfied with the response received, they may then seek legal recourse at their own expense.

**2. Institution Prepares Written Response to Complaint**

- > Bidders aggrieved by decisions or actions taken by the Department or Institution during the SCM procurement process, must lodge a written complaint **immediately**.
- > Complaints lodged two (2) or more days after the award will not be entertained.
- > Complaints must be directed to the Responsibility Manager of the institution (Hospital or CHC) and District Finance Manager for District Offices.
- > It must be noted that this is not an appeals process and as such will not halt the procurement process.

**1. Supplier Submits Written Complaint / Objection**

COMPLAINTS PROCESS FOR QUOTATIONS R2 000.00 TO R500 000.00 INCLUDING V.A.T

UMPHUMULO HOSPITAL


Institution name:

KWAZULU-NATAL PROVINCE  
HEALTH  
REPUBLIC OF SOUTH AFRICA



# Diagnostic set: portable

Catalogue Number	PHC-E-117
Item Name	Diagnostic set: portable
Available on Transversal Contract	RT 252
Contract Number or Code	RT 252-01-050 ME

Description	Use	Clinical or User Specifications	Accessories or Related Consumables	Care	Supplier Warranty
<p>Battery-powered portable set consisting of ophthalmoscope, otoscope and illuminated tongue blade depressor.</p> 	<p>Used for examining the eyes (particularly the fundi), the ears and nasal cavity, and the throat.</p>	<p>Container with zip or other closure, housing:                      A mirror-type ophthalmoscope, with standard focussing device and range of lenses;                      An otoscope, with a fibre-optic light path;                      Re-usable plastic otoscope specula, in 4 sizes;                      Illuminated tongue blade depressor, with lamp and holding screw for disposable wooden tongue blades;                      Knurled handle, housing two non-corrosive batteries; connector for the instruments, and rheostat for brightness adjustment.</p>	<p>1 spare globe ophthalmoscope.                      1 spare globe otoscope.                      1 set batteries – standard Size C 1,5V alkaline.</p>	<p>Clean and disinfect with standard solutions.                      Replace batteries if the light is dim.                      Check batteries for leakage at least monthly.                      If globe burns out, replace or have replaced by technical personnel.</p>	<p>2 years.</p>

SPECIFICATION: H.T.S. NO. S14 (SURGICAL)

DIAGNOSTIC SET - BATTERY OPERATED (OPHTHALMOSCOPES /  
AURSCOPE)

UMDNS: 12815

SPECIFICATION FOR:

HEALTH TECHNOLOGY SERVICES  
(H.T.S.)

DEPARTMENT OF HEALTH

PROVINCE OF KWAZULU-NATAL

REVISED: 13/08/2014

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

BIDDERS COMMENTS: STATE "COMPLIES" OR "DOES NOT COMPLY"	SPECIFICATION	NO
	<p>The space provided under "Bidders' Comments" for each clause must be used for this purpose. Bidders who neglect to provide answers to every clause in this Bid Specification will be disqualified. Bidders must note that abbreviated answers e.g. N/A etc. will not be accepted.</p> <p>Bidders must also note that no part of any clause/s in this Bid Specification may be altered. Where there are traces of alterations found to any clauses in this Bid Specification during Adjudication, the Adjudication Committee will reserve the right to disqualify the bidder.</p> <p>The Bidder must clearly indicate if their offered product complies with the stated requirements, by indicating, "Complies" or "Does not comply" next to the corresponding clause.</p> <p>All responses must be clear and legible.</p>	<p>Clause G1.1</p>
	<p>At the end of the guarantee period the successful bidder must be prepared to enter into a planned preventative maintenance agreement with the Department of Health.</p>	<p>Clause G2</p>
	<p><b>GUARANTEE:</b></p> <p>All Equipment, Materials and Workmanship provided under this Contract must be Guaranteed for a minimum period of twenty four (24) Months. The successful bidder must arrange with both the respective Hospital / Institution and the Health Technology Services before Commissioning the Equipment at the respective Hospital / Institution.</p> <p>The bidder to note that the Guarantee period must only take effect upon successful Commissioning at the respective Hospital / Institution and successful test and acceptance by the Health Technology Services.</p>	<p>Clause G3.1</p>
	<p>State percentage guaranteed up time of machine. (Should be at least 99%).</p>	<p>Clause G3.2</p>
	<p>State the Guarantee Period. (State the number of years).</p>	<p>Clause G3.3</p>
	<p>The recommended number of services, per annum, by the manufacturer, must be included during and up until the end of the guarantee period and all costs related to the provision of such services will be for the bidders account.</p>	<p>Clause G3.4</p>
	<p>The bidder must state the number of services that will be provided during and up to the end of the guarantee period.</p>	<p>Clause G3.5</p>
	<p>Any breakdown during the guarantee period must include all cost (spares, labour, travelling and sundries) for any prescribed maintenance services (major and minor) as well as any QA testing that is required by Department Health's Radiation Control Board during the guarantee period.</p>	<p>Clause G3.6</p>
	<p>Travelling and Travelling Time costs must be included during the Guarantee Period?</p>	<p>Clause G3.7</p>
	<p>Spares that may be required during the Guarantee Period will be supplied at the expense of the bidder.</p>	<p>Clause G3.8</p>
	<p>Downtime during the Guarantee Period must extend the Guarantee time on a Day-to-Day basis.</p>	<p>Clause G3.9</p>
	<p>Any repetition (twice or more) of the same type of fault that first occurred during the guarantee period must be considered as a repair under guarantee</p>	<p>Clause G3.10</p>

NO	SPECIFICATION	BIDDERS COMMENTS: "STATE 'COMPLIES' OR "DOES NOT COMPLY"
	for the successful operation of the equipment bided for on delivery and commissioning at the customers site. A starter pack of all essential accessories and disposables must be supplied so that the unit can be put into immediate operation. The cost of the starter pack must be included in the final bid price.	
Clause G10	Optional accessories must be offered for separately on the Schedule of optional accessories found at the end of this Technical specification, indicating catalogue numbers, correct descriptions and Prices inclusive of V.A.T.	
Clause G11.1	Bidder must state the period of time for delivery of Spare parts following the receipt of an official order as follows: 0 to 10 days; 0 to 20 days; 0 to 30 days; 0 to 60 days; 0 to 90 days; more than 90 days.	
Clause G11.2	The Bidder must supply with this offer a list together with the quantities of spares held locally in stock in the Kwazulu-Natal Province on the offered premises to verify the spares stock held.	
Clause G12.1	The bidder must include a firm commitment in writing, which must be attached with this bid that they would supply spares, components, upgrades, complete original service / repair manual, technical support and ongoing training support for technical staff of the Health Technology Services, Department of Health, Kwazulu-Natal.	
Clause G12.2	The bidder must include a firm commitment in writing, which must be attached to this bid that they would provide ongoing training for end users throughout the life cycle of the equipment offered.	
Clause G13	Spares will be available for _____ years from the original equipment manufacturer for the product offered.	
Clause G14	The successful bidder must include in their offer at no extra cost to the final bid price:	
Clause G14.1	Complete user Operation / Maintenance Manual x 2 (two) Book / File; CD; DVD copies in English Language.	
Clause G14.2	Complete ORIGINAL Service / Repair Manual x 2 (two) Book / File; CD; DVD copies in English Language which MUST include the following information: Fault Finding Guide, Circuit Diagrams / Schematics, Circuit Descriptions, and PCB Layouts, Calibration Guide, Part Numbers and exploded diagram of Mechanical Parts / Panels.	
Clause G14.3	All the above Manuals must be properly bound in either a Book, File or CD form.	
Clause G14.4	The Bidder must supply all software (including software-keys and / or passwords) to allow for trouble shooting (faultfinding), maintenance, calibrations, repairs and services at no additional cost.	
Clause G15	Does your Company have an after hour service back up facility.	
Clause G16	If the equipment is taken away for repairs, a loan set must be made available on request to the end user by the Institution until the Institution's unit is returned. All costs incurred for providing the loan unit must be for the bidders account.	
Clause G17.1	Bidder must bid on the latest model and Technology that fully complies with this Technical Specification.	
Clause G17.2	The Bidder must state how long this technology has been commercially	



BIDDERS COMMENTS: STATE "COMPLIES" OR "DOES NOT COMPLY"	SPECIFICATION	NO
	available (state when the model offered was launched).	Clause G17.3
	The bidder must state if there are any near future updates expected.	Clause G18
	The successful bidder must maintain a system for notifying and providing users with Updates, Modifications, new Software Releases and Recalls.	Clause G19
	The successful bidders must arrange for an acceptance test of the equipment with the Manager of the Health Technology Services and the Hospital Manager. A copy of the original answered Specification, copy of the invoice order and relevant paperwork (PH form) from the receiving Hospital must be submitted with the equipment when the <b>ACCEPTANCE TEST</b> is to be undertaken.	Clause G20
	Where equipment bided for, operates off 220 Volt, 50Hz a.c. supply, bidder must ensure that the product being quoted for is fitted with a 15 Amp approved mains plug top, which is held together by two screws.	Clause G21
	The unit must comply with an acceptable International Electrical Safety Standard such as IEC 60601-1 and 60601-1-2 for Medical Equipment where the quoted equipment operates off an electrical supply.	Clause G22
	<b>All equipment, the installation and any alteration / additions must comply with:</b> The Occupational Health and Safety Act (1993);	Clause G22.1
	The wiring code S.A.N.S. 0142.	Clause G22.2
	Units being quoted for must be CE Certified. (Attach a copy of certification). The make and the model offered must be reflected on the certificate.	Clause G23
	The Mains Cable of the unit being quoted for must be the Hospital Grade Type and it must be a minimum length of (3) three metres.	Clause G24
	N.B. The mains cable of the unit being quoted for must be S.A.N.S. colour coded.	Clause G25
	The equipment being quoted for must be protected against Electro magnetic interference.	Clause G26
	Only new equipment must be quoted for. Refurbished and reconditioned equipment being quoted on will not be accepted.	Clause G27
	Bidders must note that dedicated test equipment, spare parts and any special tooling required for the upkeep and maintenance of the equipment quoted on must be available to the Health Technology Services to procure if requested.	Clause G28
	All the necessary calibration and maintenance software, where applicable, required to maintain and calibrate the equipment, must be supplied with the equipment to the Health Technology Services at no extra cost to the final bid price.	Clause G29
	<b>NB. HAZARDOUS SUBSTANCE ACT:</b> If this type of equipment / apparatus appears on the schedule of Hazardous Substances issued by the Directorate: Health Technology of the Department of Health, a licence in terms of the Act on Hazardous Substances (Act. 15/1973) must be submitted with this bid document. The licence must be registered under the bidders name or a letter of joint venture must be submitted by the licence holder where the licence is not in the name of the bidder. Bidders that neglect to submit a licence will not be considered.	Clause G29.1
	Bidder must state the Radiation Control licence number of the make and	Clause G29.2

NO	SPECIFICATION	BIDDER COMMENTS: "DOES NOT COMPLY" OR STATE "COMPLIES" OR "DOES NOT COMPLY"
	model of equipment offered.	
Clause G29.3	Where it has been established by the bidder that the equipment offered does not require Radiation Control licence, proof from the Radiation Control authority must be submitted with this bid document.	
Clause G30	The system offered must comply fully with or exceed all of the minimum specification requirements per the Technical Clauses.	
Clause G31	The offer submitted must be supported by descriptive literature, colour pamphlets, colour brochures and technical data sheets applicable to the offer (i.e. supporting information for all components of the system) must accompany the bid, failing which the bid will not be considered.	
Clause G32	The equipment and any accessories ordered from the successful bidder will be delivered, installed, tested, calibrated, demonstrated (including specified training) and commissioned in the specific Hospital at the expense of the successful Bidder, prior to full payment being made.	
Clause G33	All prices are to include V.A.T. and must be quoted in the South African currency. The price must be firm for a period of 6 months from closing date of bid.	
Clause G34	If the product offered is unknown to the Department, the Department reserves the right to have the unit evaluated by a team of Technical and Clinical experts with regards to its functionality, performance and quality. The decision of this committee will be used as a motivation for the evaluation and recommendation of the bid. For this reason a demonstration unit must be readily available, or the bidder must take arrangement for demonstration with representatives of the Department for the equipment offered at a site within South Africa where a same make and model of unit is installed and is in full clinical operation. The cost of this site visit is for the account of the bidder and it must therefore not place any obligation on the Department to procure from the bidder.	
Clause G35	The institution requesting the unit reserves the right to clinically trial and evaluate the unit in order to ensure that the unit meets the clinical requirements of the Department before adjudication of the bid.	
Clause G36	<b>UPGRADEABILITY:</b>	
Clause G36.1	Bidders are to state the policy with regard to future software updates and the costs that will be involved.	
Clause G36.2	The Bidder to state what hardware and software will be available, with costs and projected dates.	
Clause G37	<b>UPGRADE POLICY:</b>	
Clause G37.1	All future upgrades (hardware and software) involving patient safety must be offered at no additional cost.	
Clause G37.2	All future upgrades removing software viruses from existing software must be supplied at no cost.	
Clause G37.3	Any upgrade before or after installation of the equipment involving additional cost must be brought to the attention of the Manager, Health Technology Services.	
Clause G38	The Bidder must indicate the expected life of their offered unit and software in years.	
Clause G39	The Bidder must provide a detailed breakdown of the cost of ownership of their offered system for the life cycle including cost of services, disposables etc. The following formula must be used: Cost of Ownership = Unit Price + Installation / Commissioning costs +	

NO	SPECIFICATION	BIDDERS COMMENTS: STATE "COMPLIES" OR "DOES NOT COMPLY"
Clause G40	Training costs (End User & Technical) + Comprehensive Maintenance / QA checks per year (Nett Present Value) X Life expectancy in years. The cost of Ownership may be used as part of the feasibility evaluation of bid. The successful Bidder at no extra cost must provide additional future training for end users and technical staff on the equipment offered.	

**TECHNICAL SPECIFICATION.**

Clause T1

This specification establishes the requirements, supply, delivery, end user training, demonstration, commission and installation of the battery operated diagnostic set that must consist of the following items:

- T1.1 Chrome Plated Battery Handle.
- T1.2 Ophthalmoscope Head.
- T1.3 Otolaryngoscope Head (Auroscope).
- T1.4 Various Ear Pieces.
- T1.5 Carry Case.
- T1.6 2.5 Volts Globes.
- T1.7 "C" Type Batteries x2.

**BIDDER'S COMMENTS:**

Clause T2

The chrome plated battery handle must be powered by 2x "C" type batteries and batteries to be supplied (Alkaline). Plastic handles will not be considered.

**BIDDER'S COMMENTS:**

Clause T3

The battery handle head connection must have a Bayonet type of fitting for ophthalmoscope and otoscope heads to fit on and for removing.

**BIDDER'S COMMENTS:**

Clause T4

Ophthalmoscope head must be fitted with a 2.5 Volt globe.

**BIDDER'S COMMENTS:**

Clause T5

Otolaryngoscope head must be fitted with a 2.5 Volt globe.

**BIDDER'S COMMENTS:**

**Clause T6**

3 sizes of plastic ear pieces to be included.

**BIDDER'S COMMENTS:**

**Clause T7**

Carry case for safe keeping must be supplied.

**BIDDER'S COMMENTS:**

**Clause T8**

Please mention other accessories available with equipment offered and prices.

**BIDDER'S COMMENTS:**

**Clause T9**  
**MANUALS**

The successful bidder must include in their offer at no extra cost to the final bid price:

Complete original user Operation / Maintenance Manual x 2 (two) Book / File; CD; DVD copies in English Language.

Complete **ORIGINAL** Service / Repair Manual x 2 (two) Book / File; CD; DVD copies in English Language which **MUST** include the following information: Fault finding guide, Circuit diagrams / Schematics, Circuit Descriptions, and **PCB** Layouts, Calibration guide, Part Numbers and exploded diagram of Mechanical Parts / Panels.

The offer submitted must be supported by descriptive literature, colour pamphlets, colour brochures and technical data sheets with equipment specifications that are applicable to the offer.

**FAILURE TO SUBMIT THE ABOVE WILL RESULT IN THE BID NOT BEING CONSIDERED.**

**BIDDER'S COMMENTS:**

**Clause 10**

**RADIATION CONTROL LICENCE**

Bidders must state the Radiation Control Licence number of the make and model of the equipment offered. If this type of equipment/apparatus appears on the schedule of Hazardous Substances, issued by the Directorate: Radiation Control of the Department of Health, a licence in terms of the Act on Hazardous Substances (Act 15/1973) must be submitted with the bid

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**DETAILED TECHNICAL SPECIFICATION**

**GENERAL INFORMATION REQUIRED**

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

Make:

Model Number / Part Number for:

Country of Origin

Final Bid Price inclusive of V.A.T.

Local (Kwazulu-Natal) Agent

Delivery Period

R S A Import Permit Holder

Bidder

Signature

Date

Address

Telephone No.

Fax No.

Contact Person  
(Please Print)  
(PLEASE PRINT)

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