



## Quotation Advert

**Opening Date:** 14/04/2023  
**Closing Date:** 21/04/2023  
**Closing Time:** 11:00

### INSTITUTION DETAILS

**Institution Name:** Niemeyer Memorial Hospital  
**Province:** KwaZulu-Natal  
**Department of entity:** Department of Health  
**Division or section:** Central Supply Chain Management  
**Place where goods/  
service is required:** NIEMEYER MEMORIAL HOSPITAL  
**Date Submitted:** 14/04/2023

### ITEM CATEGORY AND DETAILS

**Quotation number:** ZNQ: NMH05/23-24  
**Item Category:** Goods  
**Item Description:** Supply and Deliver Road to Health  
**Quantity (if supplies):** 1000 Units

### COMPULSORY BRIEFING SESSION / SITE VISIT

**Select Type:** Not applicable  
**Date:** Click here to enter a date.  
**Time:** Click here to enter text.  
**Venue:** Click here to enter text.

**QUOTES CAN BE COLLECTED FROM:** website

**QUOTES SHOULD BE DELIVERED TO:** 31 kantoor street Utrecht Niemeyer memorial hospital

### ENQUIRIES REGARDING ADVERT MAY BE DIRECTED TO:

**Name:** N.ZITHA

**Email:** Nontobeko.Zitha@kznhealth.gov.za

**Contact number:** 034 331 2369

**Finance Manager Name:** MR N R MTSHALI **Finance Manager Signature**





**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/s 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<sup>1</sup> 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 / 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;
- 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 consortium<sup>2</sup> 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 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
-------------------------	--------------------	-------------------	---------------

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

<sup>2</sup> 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

**NOTES**

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid/quotation documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

**1 Definitions**

The following terms shall be interpreted as indicated:

- 1.1. "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2. "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3. "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4. "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5. "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6. "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7. "Day" means calendar day.
- 1.8. "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9. "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10. "Delivery into consignee store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11. "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12. "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14. "GCC" means the General Conditions of Contract.
- 1.15. "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16. "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17. "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18. "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20. "Project site," where applicable, means the place indicated in bidding documents.
- 1.21. "Purchaser" means the organization purchasing the goods.
- 1.22. "Republic" means the Republic of South Africa.
- 1.23. "SCC" means the Special Conditions of Contract.
- 1.24. "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25. "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

**2 Application**

- 2.1. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

**3 General**

- 3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2. With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

**4 Standards**

- 4.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

**5 Use of contract documents and information; inspection.**

- 5.1. The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

**6 Patent rights**

- 6.1. The supplier shall indemnify 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.

**7 Performance security**

- 7.1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3. The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
  - (b) a cashier's or certified cheque
- 7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

**8 Inspections, tests and analyses**

- 8.1. All pre-bidding testing will be for the account of the bidder.
- 8.2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5. Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7. Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

**9 Packing**

- 9.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

**10 Delivery and documents**

- 10.1. Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2. Documents to be submitted by the supplier are specified in SCC.

**11 Insurance**

- 11.1. The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

**12 Transportation**

- 12.1. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

**13 Incidental services**

- 13.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract, and
  - (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the
- 13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

**14 Spare parts**

- As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- 14.1.
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
  - (b) in the event of termination of production of the spare parts:
    - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
    - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

**15 Warranty**

- 15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

**16 Payment**

- 16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4. Payment will be made in Rand unless otherwise stipulated in SCC.

**17 Prices**

- 17.1. Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

**18 Contract amendments**

- 18.1. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

**19 Assignment**

- 19.1. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

**20 Subcontracts**

- 20.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

**21 Delays in the supplier's performance**

- 21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

- 21.5. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.
- 22 Penalties**
- 22.1. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.
- 23 Termination for default**
- 23.1. 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:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2. 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. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3. 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.
- 23.4. If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5. Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.
- These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- 23.7. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.
- 24 Anti-dumping and countervailing duties and rights**
- 24.1. When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.
- 25 Force Majeure**
- 25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
- 26 Termination for insolvency**
- 26.1. The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
- 27 Settlement of Disputes**
- 27.1. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.



- 27.2. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4. Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5. Notwithstanding any reference to mediation and/or court proceedings herein,  
(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and  
(b) the purchaser shall pay the supplier any monies due the supplier.
- 28 Limitation of liability**
- 28.1. Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;  
(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and  
(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29 Governing language**
- 29.1. The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30 Applicable law**
- 30.1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31 Notices**
- 31.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32 Taxes and duties**
- 32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33 National Industrial Participation (NIP) Programme**
- 33.1. The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices**
- 34.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2. If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3. If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

**SPECIAL 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 work/item (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 & fulfilment of all obligations conditions devolving on under this agreement, as the Principal (s) liable for the due fulfilment 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/s 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 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 initialled; 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.
- 4.10. The Department is under no obligation to pay suppliers in part for work done if the supplier can no longer for fulfill their obligation.

**5. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS**

- 5.1. Quotation shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the quotation documents.
- 5.2. Each quotation shall be addressed in accordance with the directives in the quotation documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the quotation number and closing date indicated on the envelope. The envelope shall not contain documents relating to any quotation other than that shown on the envelope. If this provision is not complied with, such quotations/bids may be rejected as being invalid.
- 5.3. All quotations received in sealed envelopes with the relevant quotation numbers on the envelopes are kept unopened in safe custody until the closing time of the quotation/bids. Where, however, a quotation is received open, it shall be sealed. If it is received without a quotation/bid number on the envelope, it shall be opened, the quotation number ascertained, the envelope sealed and the quotation number written on the envelope.
- 5.4. A specific box is provided for the receipt of quotations, and no quotation found in any other box or elsewhere subsequent to the closing date and time of quotation will be considered.

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

**6. SAMPLES**

6.1. In the case of the quote document stipulating that samples are required, the supplier will be informed in due course when samples should be provided to the institution. (This decreases the time of safety and storage risk that may be incurred by the respective institution). The bidders sample will be retained if such bidder wins the contract.

- (i) If a company/s who has not won the quote requires their samples, they must advise the institution in writing of such.
- (ii) If samples are not collected within three months of close of quote the institution reserves the right to dispose of them at their discretion.

6.2. **Samples must be made available when requested in writing or if stipulated on the document.**

- 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
- (i) testing will be for the account of the bidder.

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

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

- (i) The institution has determined that a compulsory site meeting \_\_\_\_\_ take place.

(ii) **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **Time:** \_\_\_\_\_ : \_\_\_\_\_ **Place:** \_\_\_\_\_

<p>Institution Stamp:</p>	<p>Institution Site Inspection / briefing session Official:</p> <p>Full Name: _____</p> <p>Signature: _____</p> <p>Date: _____</p>
---------------------------	--

**8. STATEMENT OF SUPPLIES AND SERVICES**

8.1. The contractor shall, when requested to do so, furnish particulars of supplies delivered or services executed. If he/she fails to do so, the Department may, without prejudice to any other rights which it may have, institute inquiries at the expense of the contractor to obtain the required particulars.

**9. SUBMISSION AND COMPLETION OF SBD 6.1**

9.1. Should a bidder wish to qualify for preference points they must complete a SBD 6.1 document. Failure by a bidder to provide all relevant information required, will result in such a bidder not being considered for preference point's allocation. The preferences applicable on the closing date will be utilized. Any changes after the closing date will not be considered for that particular quote.

**10. TAX COMPLIANCE REQUIREMENTS**

10.1. In the event that the tax compliance status has failed on CSD, it is the suppliers' responsibility to provide a SARS pin in order for the institution to validate the tax compliance status of the supplier.

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

**11. TAX INVOICE**

11.1. A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:

- (i) the name, address and registration number of the supplier;
- (ii) the name and address of the recipient;
- (iii) an individual serialized number and the date upon which the tax invoice
- (iv) a description and quantity or volume of the goods or services supplied;
- (v) the official department order number issued to the supplier;
- (vi) the value of the supply, the amount of tax charged;
- (vii) the words tax invoice in a prominent place.

**12. PATENT RIGHTS**

12.1. The supplier shall indemnify the KZN Department of Health (hereafter known as the purchaser) against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

**13. PENALTIES**

13.1. If at any time during the contract period, the service provider is unable to perform in a timely manner, the service provider must notify the institution in writing/email of the cause of and the duration of the delay. Upon receipt of the notification, the institution should evaluate the circumstances and, if deemed necessary, the institution may extend the service provider's time for performance.

13.2. In the event of delayed performance that extends beyond the delivery period, the institution is entitled to purchase commodities of a similar quantity and quality as a substitution for the outstanding commodities, without terminating the contract, as well as return commodities delivered at a later stage at the service provider's expense.

13.3. Alternatively, the institution may elect to terminate the contract and procure the necessary commodities in order to complete the contract. In the event that the contract is terminated the institution may claim damages from the service provider in the form of a penalty. The service provider's performance should be captured on the service provider database in order to determine whether or not the service provider should be awarded any contracts in the future.

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

**14. TERMINATION FOR DEFAULT**

- 14.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (i) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract,
  - (ii) if the supplier fails to perform any other obligation(s) under the contract; or
  - (iii) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 14.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services.
- 14.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 15. THE DEPARTMENT RESERVES THE RIGHT TO PASS OVER ANY QUOTATION WHICH FAILS TO COMPLY WITH THE ABOVE.**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

- 1.1. The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2. The applicable preference point system for this tender is the 80/20 preference point system.

1.3. Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4. The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific Goals	100

1.5. Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

**2. DEFINITIONS**

- (a) "tender" means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) "price" means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) "tender for income-generating contracts" means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) "the Act" means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

**3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

**3.1. POINTS AWARDED FOR PRICE**

**3.1.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \quad \text{OR} \quad Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

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

**3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**

**3.2.1. POINTS AWARDED FOR PRICE**

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right) \quad \text{OR} \quad Ps = 90 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

**4. POINTS AWARDED FOR SPECIFIC GOALS**

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.**

The specific goal/s allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system)
Race – Full/partial/ combination of points may be allocated to companies at least 51% Owned by Black People	20	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

- 4.3. Name of company/firm: \_\_\_\_\_
- 4.4. Company registration number: \_\_\_\_\_
- 4.5. TYPE OF COMPANY/ FIRM [tick applicable box]
- Partnership/Joint Venture / Consortium
  - One-person business/sole propriety
  - Close corporation
  - Public Company
  - Personal Liability Company
  - (Pty) Limited
  - Non-Profit Company
  - State Owned Company

- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
  - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
    - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

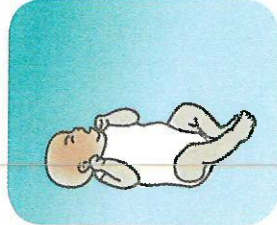
_____ <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	_____
<b>DATE:</b>	_____
<b>ADDRESS:</b>	_____
	_____
	_____

# Danger signs!

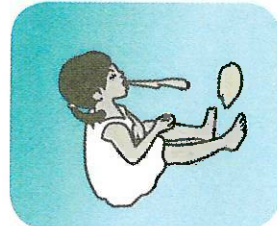
Take your child to the nearest clinic if you see any of the following.



Child is coughing and breathing fast (more than 50 breaths per minute)



Child under 2 months old has a fever and is not feeding



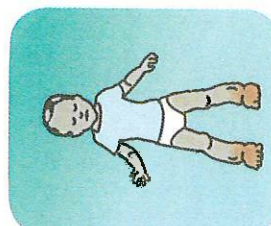
Child is vomiting everything



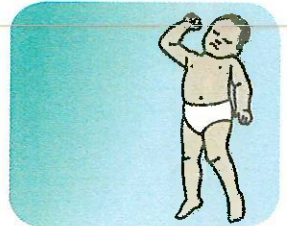
Child has diarrhoea, sunken eyes, and a sunken fontanelle



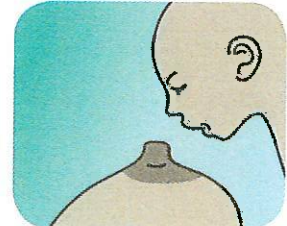
Child is shaking (convulsions)



Child has signs of malnutrition (swollen ankles and feet)



Child is not moving or does not wake up



You are unable to breastfeed

# Road to Health

**IMPORTANT:** Always bring this book when you visit any clinic, doctor, or hospital.



Nutrition



Love



Protection



Healthcare



Extra Care



Child's name:

Date of birth:

Gender:



health

Department of Health

REPUBLIC OF SOUTH AFRICA





# Clinic Visits

Age	Date	Feeding advice p4	Growth monitoring p9	Development p23	Head circumference p25	Immunisation p27	Vitamin A p28	Deworming p28	Oral Health p29	TB screen p40	Consider HIV p40	Next date
3 – 6 days												
6 weeks												
10 weeks												
14 weeks												
4 months												
5 months												
6 months												
7 months												
8 months												
9 months												
10 months												
11 months												
12 months												
14 months												
16 months												
18 months												
20 months												
22 months												
2 years												
2 and a half years												
3 years												
3 and a half years												
4 years												
4 and a half years												
5 years												
6 years												
12 years												

tick once done

Not in schedule

# Danger signs!

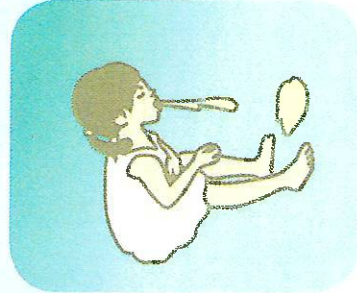
Take your child to the nearest clinic if you see any of the following.



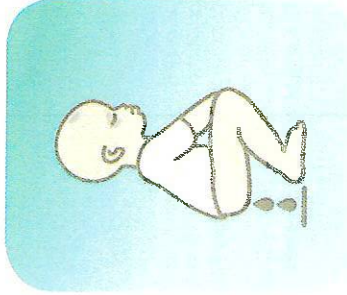
Child is coughing and breathing fast (more than 50 breaths per minute)



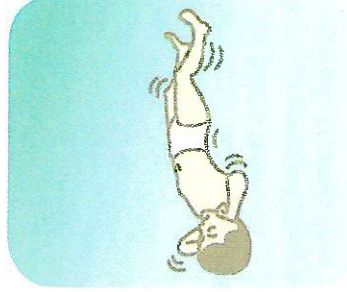
Child under 2 months old has a fever and is not feeding



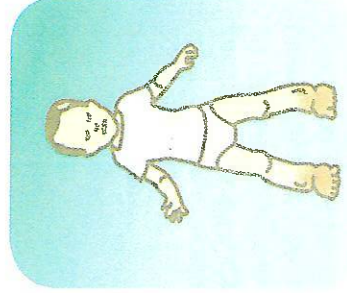
Child is vomiting everything



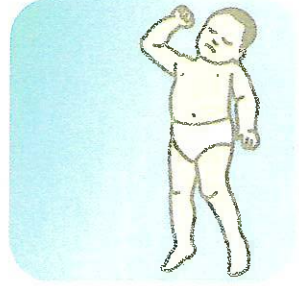
Child has diarrhoea (sunken eyes, and a sunken fontanelle)



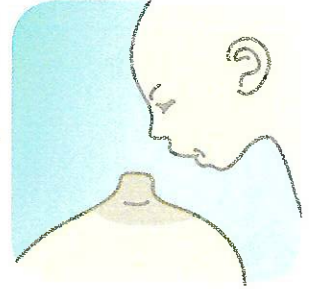
Child is shaking (convulsions)



Child has signs of malnutrition (swollen ankles and feet)



Child is not moving or does not wake up



You are unable to breastfeed

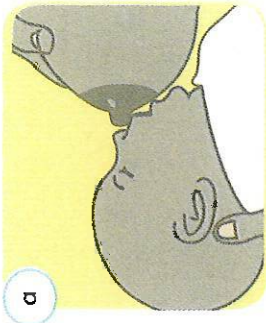
# 1. Good nutrition to grow and be healthy

Your child needs the right foods to be healthy and grow well. Ask the health worker if your child is growing well and tell them if you are worried about anything.

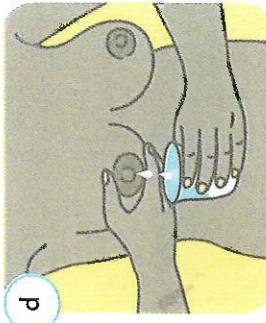
## Birth to 6 months

- Breastfeeding is the best way to feed your baby. It is the ideal food for your baby to grow, develop and be healthy.
- Give your baby **ONLY** breast milk for the first six months of life. Do not give porridge, water or any other liquids. Do not give any other home or traditional medicines or remedies.
- Only give your baby medicines they receive from the clinic or hospital.
- Breastfeed as often as your baby wants, both day and night.
- Breastfeed your baby at least 8 times in 24 hours. The more your baby feeds the more milk you will produce. Almost all mothers will produce enough milk for their baby not to need anything else for the first six months.
- You can express breastmilk for other carers to give to your baby while you are away. They should use a clean cup, rather than a bottle.
- Store expressed breastmilk in a clean glass or plastic cup with a lid. Defrost in a fridge or at room temperature over 12 hours or by standing in water. Do not boil or microwave.

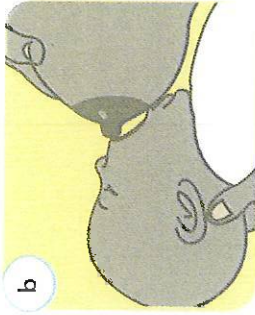
- It is best not to use bottles or artificial teats (dummies). Some babies find it difficult to suckle at the breast after using a dummy.
- Bottles are also difficult to clean and may have germs that can make your baby sick.
- If you are HIV-positive, remember to always take your HIV or antiretroviral treatment. This makes breastfeeding safe.
- Breastfeeding mothers should eat healthy food. They must not drink alcohol, smoke or take other harmful drugs.



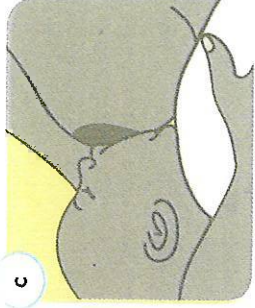
**a** Bring your baby to the breast as opposed to leaning forward to stretch your breast into your baby's mouth. Support your baby's head and neck.



**d** Place your thumb on the top part of where the dark ring around your nipple meets your breast. Place your remaining fingers below where the dark ring around your nipple meets your breast. To express milk, press your pointing finger and thumb together. Make sure that your hand is pushing your breast towards, and not away, from your body.



**b** Let your baby's head tip back a little so their top lip can brush against your nipple.



**c** Wait until your baby opens their mouth really wide with their tongue down. You can encourage them by gently stroking their top lip. Your baby needs to get a big mouthful of breast.

### Remember:

Before you make a decision not to breastfeed, discuss the matter with a health worker. If you are really unable to breastfeed, you will need to learn how to use formula safely.

### Why should I give only breastmilk during the first six months of life?

- Breastmilk contains all the nutrients your baby needs for the first 6 months of life.
- Baby's tummy (intestine/gut) is not yet ready for any other foods, water or other liquids before 6 months.
- Babies may get diarrhoea, constipation, infections and allergies if not given water – are given before the baby is 6 months old.
- Breastmilk contains enough water to quench your baby's thirst during the first 6 months of life, even in hot weather.
- Breastmilk contains special properties that keep your baby healthy. Breastfeeding reduces the chance of your baby getting pneumonia and diarrhoea.
- Giving other foods before six months will cause you to produce less breastmilk and your baby will not get all the nutrients they need to grow and develop.

### For Health Workers...

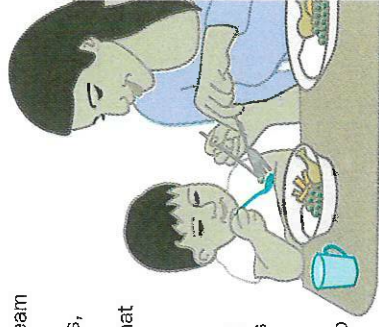
- Babies only need breastmilk and nothing else during the first six months of life. This is called exclusive breastfeeding.
- Mothers need help to start breastfeeding immediately after birth.
- Mothers need support to continue breastfeeding successfully. Help them to attach their baby to the breast properly.
- Mothers who are not breastfeeding must be counselled on correct replacement feeding.

### How long to store expressed breastmilk?

Temperature	Duration
Room temperature	Up to 8 hours
Fridge	Up to 6 days
Ice box freezer in fridge	3 months
Deep freezer (-18°C)	3-6 months

## 6 months to 5 years

Your child's age	What foods to give	How much?
12 months up to 5 years	<p><b>Continue breastfeeding as often as your child wants up to 2 years and beyond. Give food before breastmilk.</b></p> <ul style="list-style-type: none"> <li>Give a variety (different kinds) of foods (iron rich foods, starches, vegetables, fruits)</li> <li>Give foods rich in vitamin A (liver, spinach, pumpkin, yellow sweet potatoes, mango, paw-paw, full cream milk, maas)</li> <li>Give Vitamin C rich foods (oranges, naartjies, guavas, tomatoes)</li> <li>Cut up foods in small pieces so that your child can eat on their own</li> <li>Stay next to your child and encourage them to eat</li> <li>If not breastfeeding, you can start giving pasteurized full cream cow's milk/maas or yoghurt. Follow up formula is not necessary</li> <li>Give your child clean, safe water to drink from a cup, during the day</li> </ul>	<ul style="list-style-type: none"> <li>About 1 full cup</li> <li>5 small meals a day (A child has a small stomach, s/he will not eat enough to fill many hours)</li> </ul>



### Remember:

- From the age of 6 months, give your baby clean, safe-to-drink water from a cup during the day. Boil the water and cool before you give it to your child.
- Always stay next to your child when they are eating.
- Keep food and cooking utensils very clean to prevent diarrhoea.
- Always wash your hands and your child's hands with soap and water before preparing food, before eating, and after using the toilet and changing nappies.
- It's not necessary to buy baby food or baby cereals. Homemade foods are good.
- Don't give your child Rooibos tea or any other tea, coffee, creamers, condensed milk, flour water, sugar water, and cold drinks. These foods and drinks do not contain any nutrients and will not help your child to grow.
- Avoid giving your child unhealthy foods like chips, sweets, sugar and fizzy drinks.
- Infant formula increases risk of your baby getting diarrhoea, allergies, and breathing problems.

Your child's age	What foods to give	How much?
6 - 8 months	<p><b>Continue breastfeeding on demand. Breastfeed first, then give other foods.</b></p> <p>Your baby needs iron-rich foods (dried beans, egg, minced meat, boneless fish, chicken or chicken livers, ground mopane worms). These foods must be cooked and mashed to make them soft and easy for your baby to swallow.</p> <p>Also, give your baby:</p> <ul style="list-style-type: none"> <li>Starches (such as fortified maize meal porridge, mashed sweet potatoes or mashed potatoes)</li> <li>Mashed, cooked vegetables (such as pumpkin, butternut, carrots)</li> <li>Soft fruit without pits (such as avocado, bananas, paw-paw, cooked apples)</li> </ul> <p>Give your baby clean and safe water to drink from a cup, regularly</p>	<p>Start with 1 - 2 teaspoons, twice a day.</p> <p>Gradually increase the amount and frequency of feeds.</p>

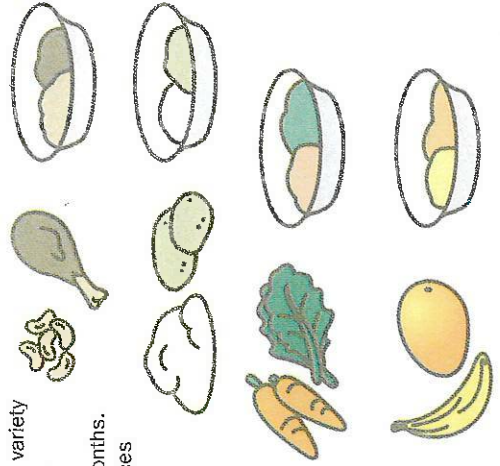


- About a 1/4 cup, then increase to half a cup by 12 months
- 5 small meals a day

### 9 - 11 months

- Continue breastfeeding on demand. Breastfeed first, then give other foods.**

- Iron rich foods are very important for your baby's growth
- Increase the amount and variety (different kinds) of foods.
- Food doesn't need to be smooth as in the past months.
- Give your child small pieces of foods they can hold (bananas, bread, cooked carrots)
- Avoid small hard foods that may cause choking like peanuts.
- Give your baby safe water to drink from a cup, regularly





**The following pages are your child's growth charts. Your health worker will measure your child at each visit and record their growth on these charts.**

The charts help your health worker find any problems with your child's growth. Ask your health worker to explain to you, using the charts, how your child is growing.

### For Health Workers ...

- Remember to tell mothers if their baby is growing well or if they are not thriving.
- Explain the growth charts to parents and caregivers. Answer their questions and any concerns that they may have about their baby's growth and development.
- A child with a MUAC less than 11.5cm or with a weight for height plot under the -3 line or with oedema of both feet is considered to have **SEVERE ACUTE MALNUTRITION** and should be referred.

### Growth monitoring and counselling

Growth charts assess a child's nutritional status.

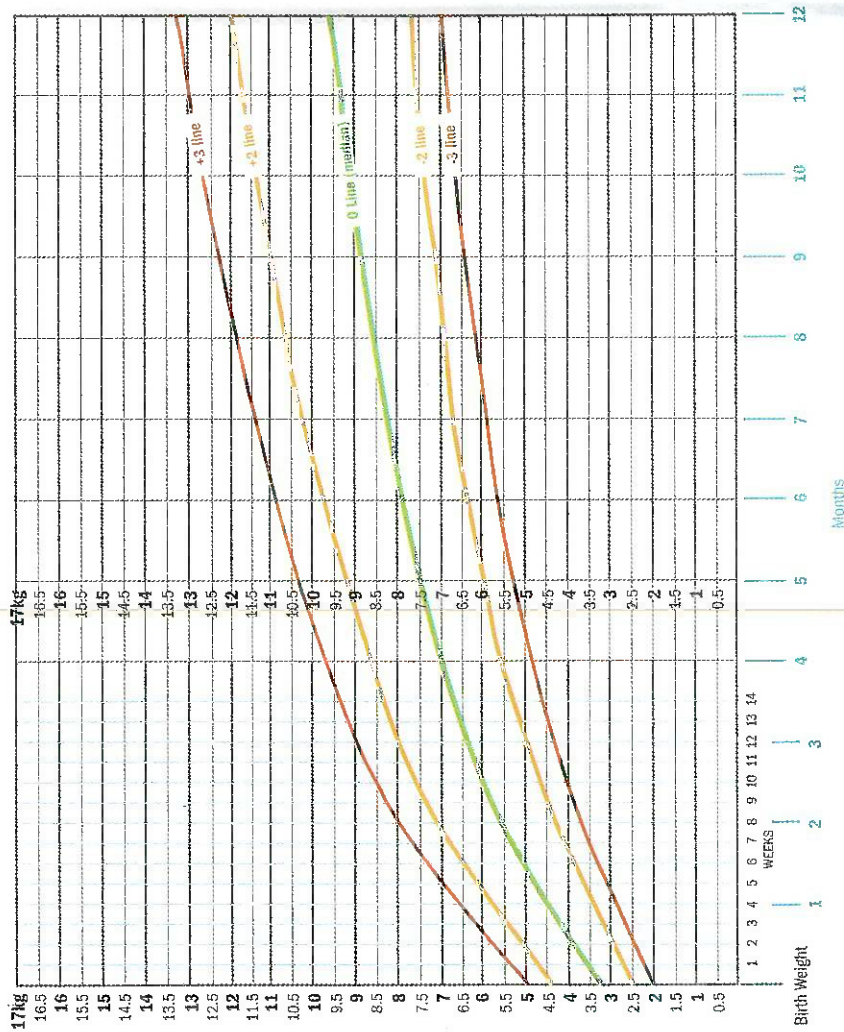
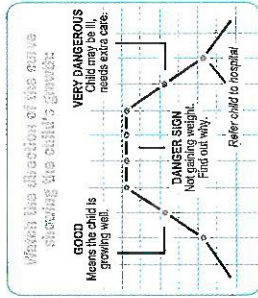
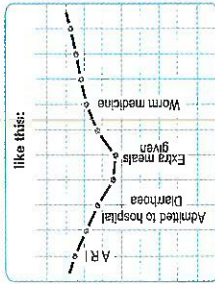
- Wasting is measured by either the mid-upper arm circumference (MUAC) or weight-for-height (WFH). Both are good indicators of wasting in children. MUAC should be done at all home and clinic visits. A child with a low MUAC or WFH may need hospitalisation or need therapeutic feeding. A child must be referred if either the MUAC OR the WFH measurement classifies the child as having Severe Acute Malnutrition.
- For short-term growth, the weight-for-age chart is used to monitor weight gain.
- Long-term linear growth faltering (stunting) is best assessed using the height-for-age chart.



## BOYS: Weight-for-age charts

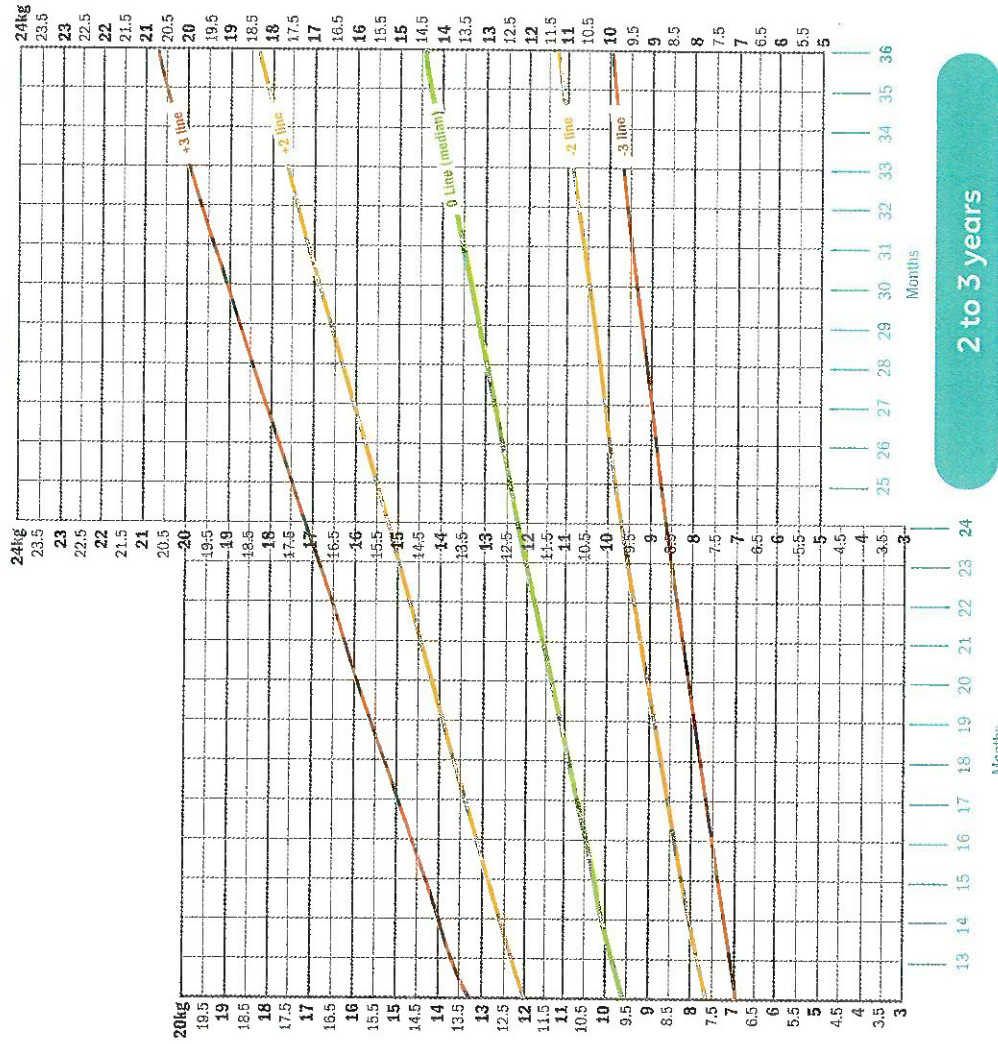
### Write on the chart

- Any illness e.g. diarrhoea, ARI, etc.
- Admission to hospital.
- Solids introduced.
- Breastfeeding stopped.
- Birth of next child, etc.



### Birth to 1 year

## BOYS: Weight-for-age charts



### 1 to 2 years

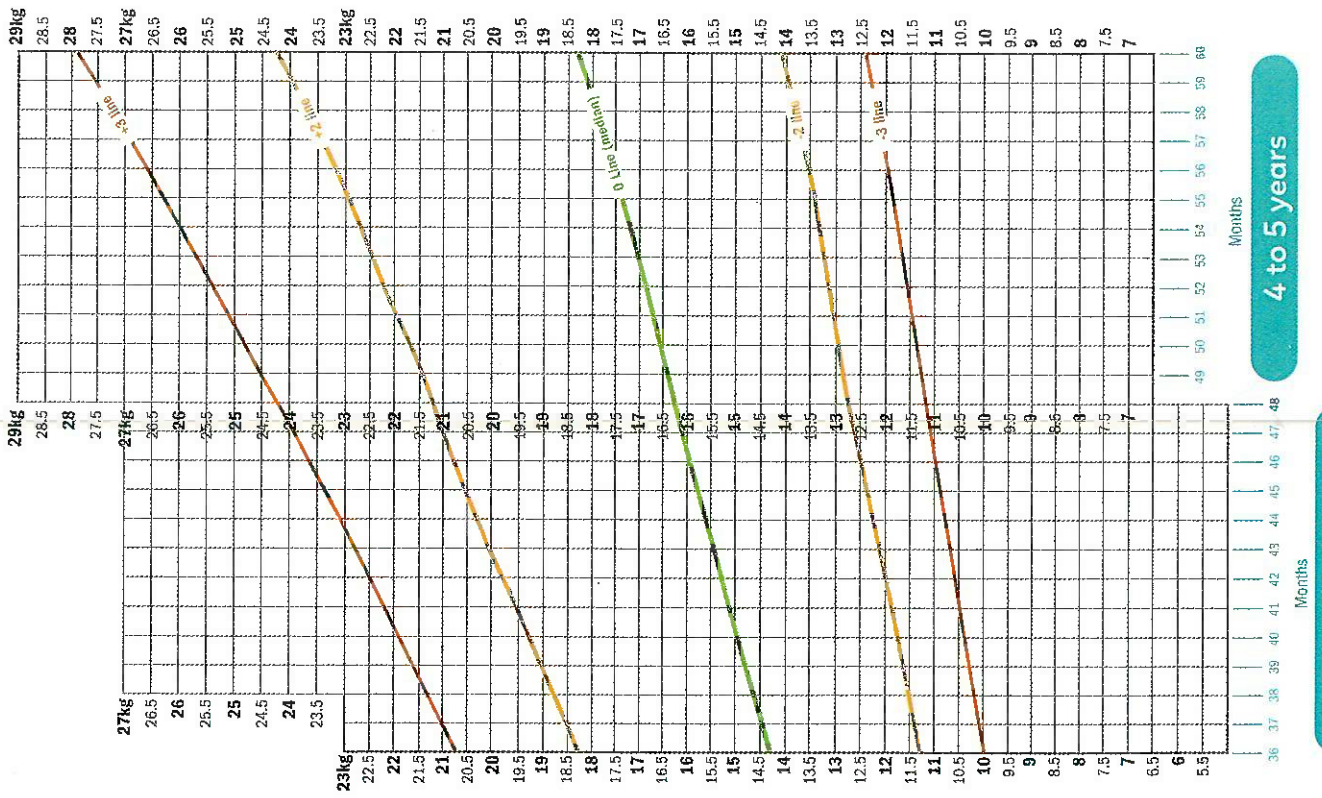
### 2 to 3 years

### Interpretation of lines:

- This Weight-for-Age Chart shows body-weight relative to age in comparison to the Median (green 0-line).
- A boy whose weight-for-age is below the orange -2 line, is underweight.
- A boy whose weight-for-age is below the red -3 line, is severely underweight.
- If his line crosses a z-score line and the shift is away from the median, this may indicate a problem or risk of a problem.
- If his line shifts away from his birth trend line, this may indicate a problem or a risk of a problem.

## BOYS: Weight-for-age charts

3 to 5 years

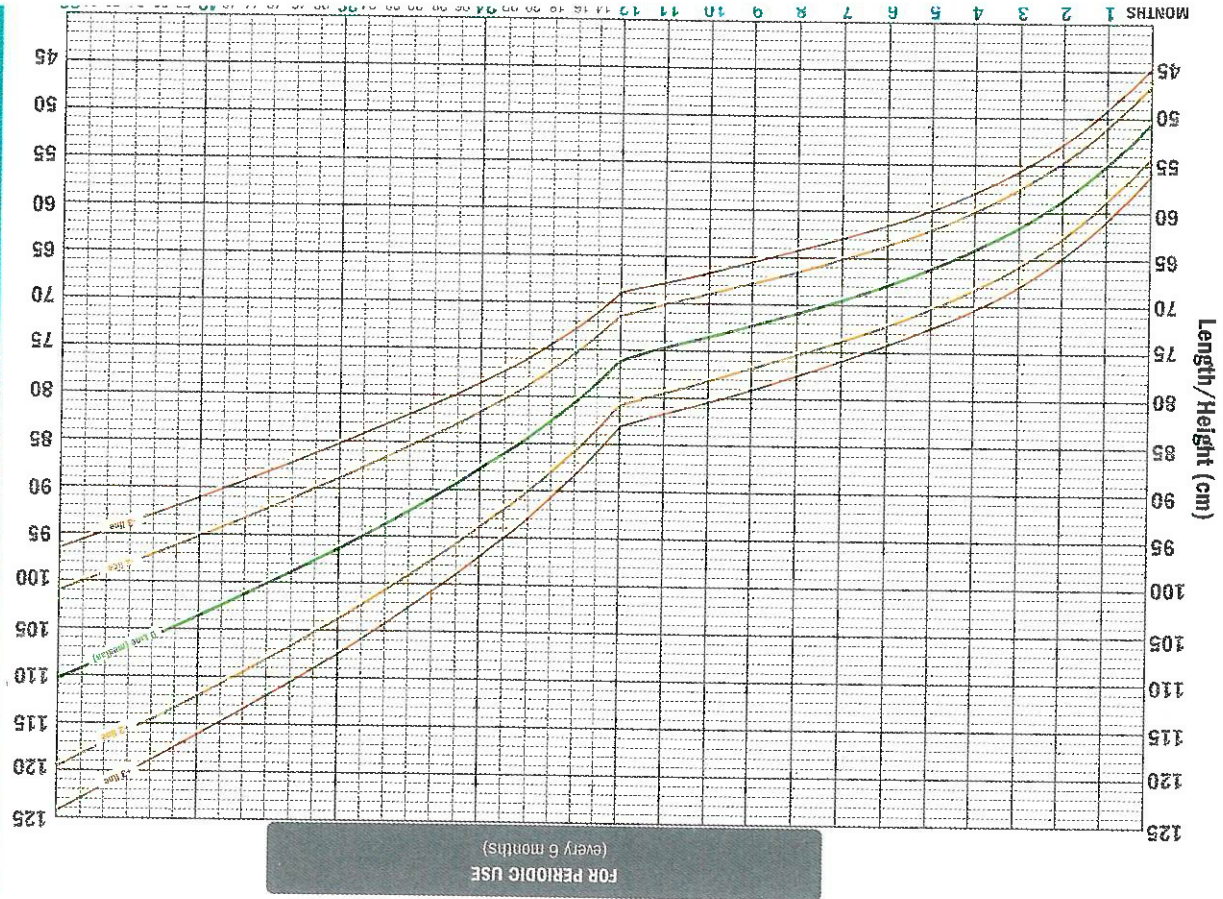


4 to 5 years

3 to 4 years

## BOYS: Height-for-age charts

birth to 5 years

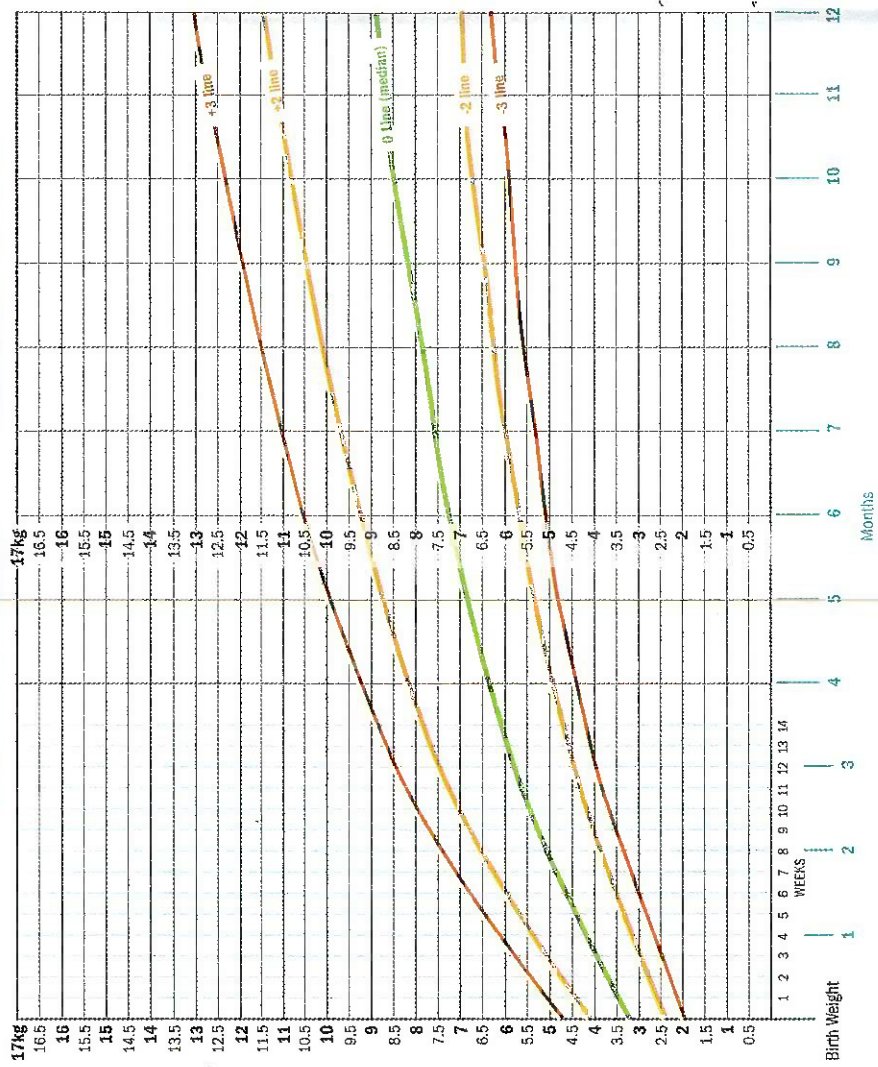
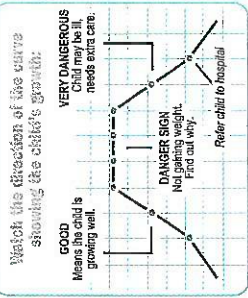
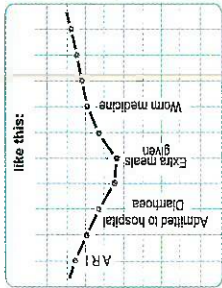


INTERPRETATION OF LINES  
This Length/Height-for-Age Chart shows height relative to age in comparison to the Median  
green (0-line)  
A boy whose length/height-for-age is below the orange -2 line, is stunted  
A boy whose length/height-for-age is below the red -3 line, is severely stunted

# GIRLS: Weight-for-age charts

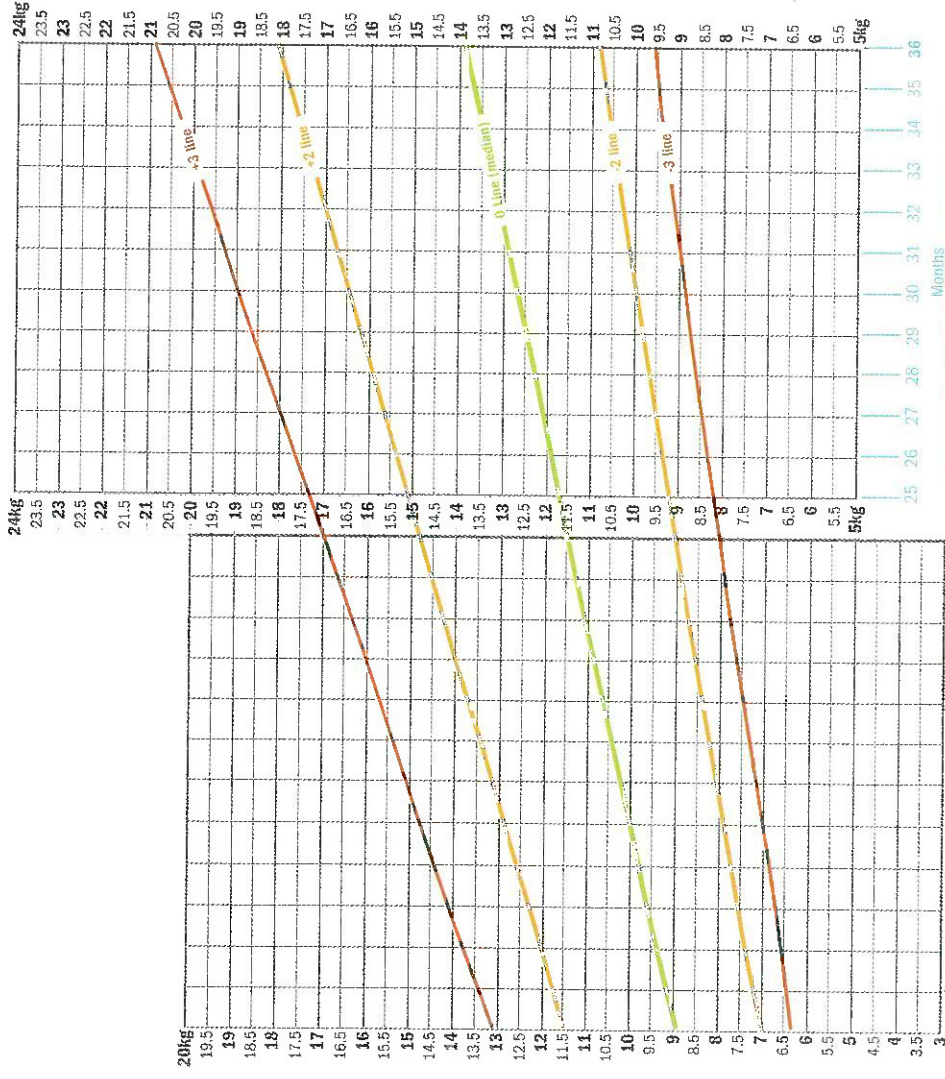
### Write on the chart

- Any illness e.g. diarrhoea, ARI, etc.
- Admission to hospital
- Solids introduced
- Breastfeeding stopped
- Birth of next child, etc.



## Birth to 1 year

# GIRLS: Weight-for-age charts



## 1 to 2 years

## 2 to 3 years

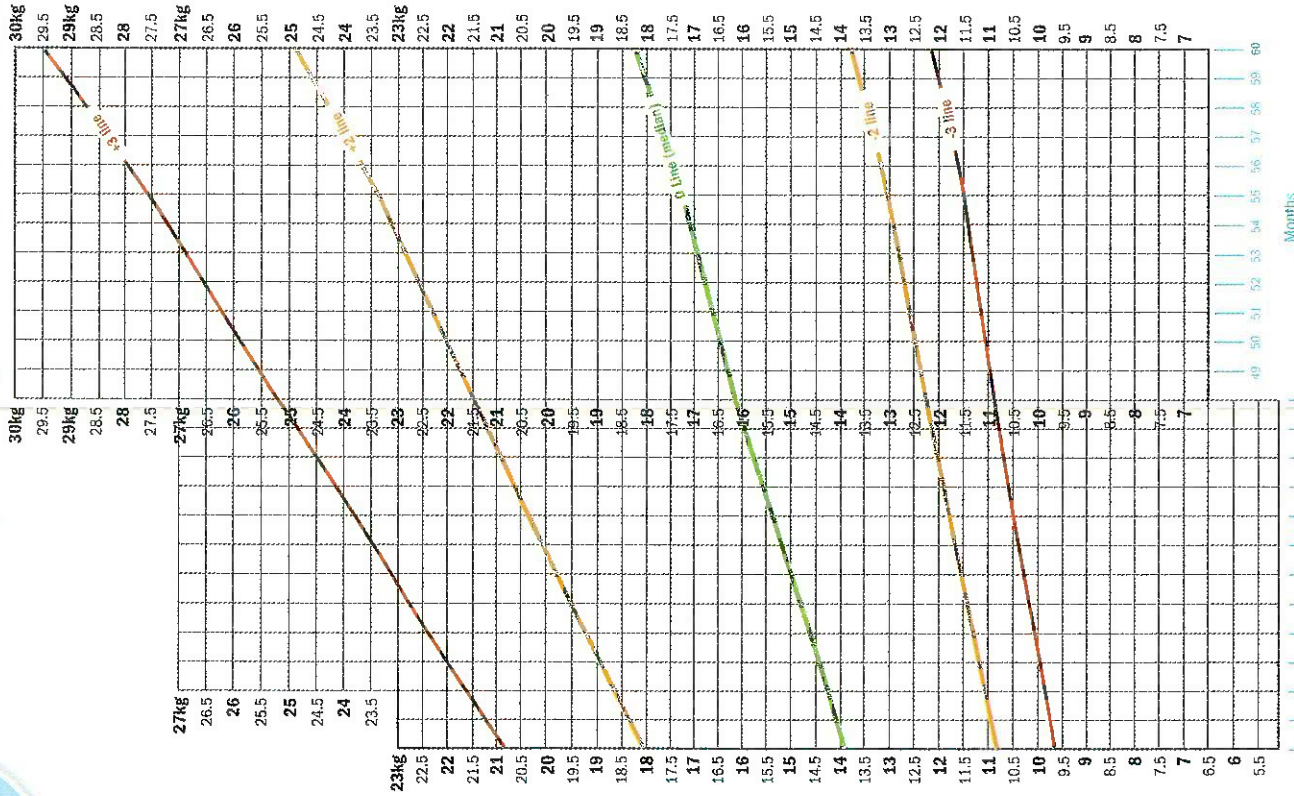
### Interpretation of lines:

- This Weight-for-Age Chart shows body-weight relative to age in comparison to the Median (0-line).
- A girl whose weight-for-age is below the orange (-2 line), is underweight.
- A girl whose weight-for-age is below the red (-3 line), is severely underweight.
- If her line crosses a z-score line and the shift is away from the median, this may indicate a problem or risk of a problem.
- If her line shifts away from her birth trend line, this may indicate a problem or a risk of a problem.



## GIRLS: Weight-for-age charts

3 to 5 years

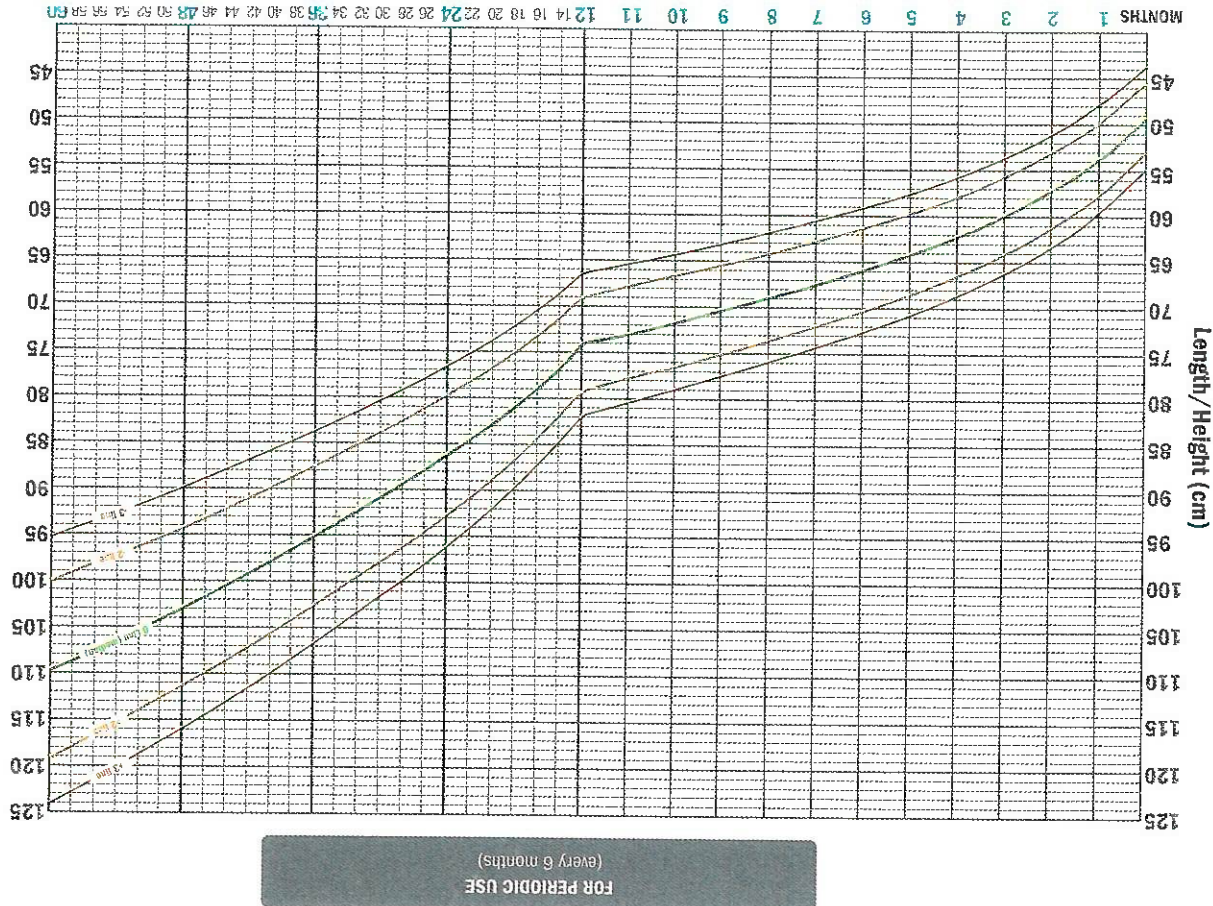


4 to 5 years

3 to 4 years

## GIRLS: Height-for-age charts

birth to 5 years



FOR PERIODIC USE  
(every 6 months)

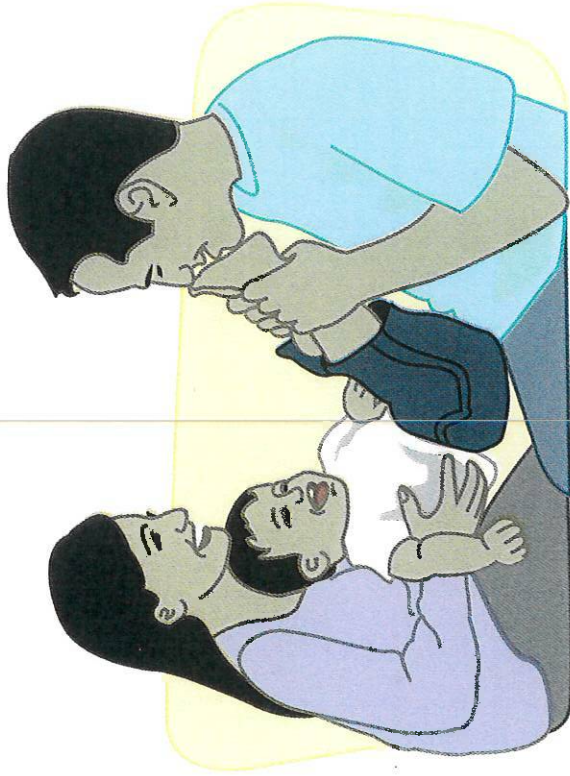
### INTERPRETATION OF LINES

This Length/Height-for-Age Chart shows height relative to age in comparison to the Median green line. A girl whose length/height-for-age is below the orange -2 line, is **stunted**. A girl whose length/height-for-age is below the red -3 line, is **severely stunted**.



## 2. Love, play and talk for healthy development

Young children need a safe environment and loving caregivers who can help them explore the world around them. Ordinary loving things that you do such as holding, talking, playing and reading to your child are what helps them grow and develop.



**There are some basic things you can do to help your child to develop and learn:**

- **Be there for your child.** You are the most important person in your child's life. All children want to feel safe, loved and cared for.
- **Bond with your child.** Keep your baby close to you as much as possible in the first weeks of life. This will help to calm them and help them to sleep, grow and feed well.
- **Be responsive.** Pay attention to your child's interests, emotions and their likes and dislikes and respond to them – this will help you to understand them better and to best meet your child's needs
- **Your baby learns from birth.** Hold, hug, sing, and talk to your baby, especially during feeding, bathing and dressing
- **Children learn through playing, exploring and interacting with others.** Give your child the chance to explore and play in a safe space and to play with clean household objects or toys.
- **Tell stories and read to your child.** Talk about the pictures, let them ask questions, allow them to tell you a story or what happened in the storybook as you go along.

## Developmental screening



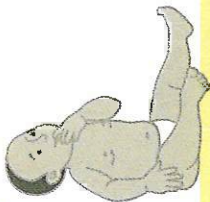
	Hearing/communication	Vision and adaptive	Cognitive/behaviour	Motor skills
<b>6 weeks</b>				
<b>10 weeks</b>				
<b>14 weeks</b>	<input type="checkbox"/> Startles to loud sounds	<input type="checkbox"/> Follows face or close objects with eyes	<input type="checkbox"/> Smiles at people	<input type="checkbox"/> Holds head upright when held against shoulder <input type="checkbox"/> Hands are open most of the time
Date ___/___/___ Sign _____				
<b>6 months</b>	<input type="checkbox"/> Moves eyes or head in direction of sounds <input type="checkbox"/> Responds by making sounds when talked to	<input type="checkbox"/> Eyes move well together (no squint) <input type="checkbox"/> Recognises familiar faces <input type="checkbox"/> Looks at own hands	<input type="checkbox"/> Laughs aloud <input type="checkbox"/> Uses different cries or sounds to show hunger, tiredness, discomfort	<input type="checkbox"/> Grasps toy in each hand <input type="checkbox"/> Lifts head when lying on tummy
Date ___/___/___ Sign _____				
<b>9 months</b>	<input type="checkbox"/> Babbles ('ma-ma', 'da-da') <input type="checkbox"/> Turns when called	<input type="checkbox"/> Eyes focus on far objects	<input type="checkbox"/> Throws, bangs toys/objects <input type="checkbox"/> Reacts when caregiver leaves, calms when she/he returns	<input type="checkbox"/> Sits without support <input type="checkbox"/> Moves objects from hand to hand
Date ___/___/___ Sign _____				
<b>12 months</b>	<input type="checkbox"/> Uses simple gestures (e.g. lifts arms to be picked up) <input type="checkbox"/> Has one meaningful word (dada, mama) although sounds may not be clear <input type="checkbox"/> Imitates different speech sounds	<input type="checkbox"/> Looks for toys/objects that disappear <input type="checkbox"/> Looks closely at toys/objects and pictures	<input type="checkbox"/> Imitates gestures (e.g. clapping hands) <input type="checkbox"/> Understands 'no'	<input type="checkbox"/> Stands with support <input type="checkbox"/> Picks up small objects with thumb and index finger
Date ___/___/___ Sign _____				

### For Health Workers...

**AT EVERY VISIT:** Ask the parents or caregiver if they have any specific concerns about how their child hears, sees, communicates, learns, behaves, interacts with others and uses their arms, legs and body.

Tick the boxes above if the caregiver says that the child **CAN** do the following or if it was **OBSERVED** during the visit. Try to elicit the behaviour or movement if not observed through spontaneous play and interaction.

If the child can complete the task, tick the box . If the child cannot complete the task, cross the box . If you were unable to assess the task, indicate ND (not done) next to the relevant task.



	Hearing/ communication	Vision and adaptive	Cognitive/ behaviour	Motor skills	Caregiver concerns
<b>18 months</b> Date ___/___/___ Sign _____	<input type="checkbox"/> Understands names of at least 2 common objects e.g. cup <input type="checkbox"/> Uses at least 3 words other than names	<input type="checkbox"/> Looks at small things and pictures	<input type="checkbox"/> Follows simple commands (e.g. 'come here')	<input type="checkbox"/> Walks alone <input type="checkbox"/> Uses fingers to feed	
<b>3 years</b> Date ___/___/___ Sign _____	<input type="checkbox"/> Child speaks in simple 3 word sentences	<input type="checkbox"/> Sees small shapes clearly at a distance (across room)	<input type="checkbox"/> Plays with other children/adults <input type="checkbox"/> Uses pretend play (e.g. feeds doll)	<input type="checkbox"/> Runs well <input type="checkbox"/> Eats on own	
<b>5-6 years</b> Date ___/___/___ Sign _____	<input type="checkbox"/> Speaks in full sentences <input type="checkbox"/> Caregiver understands child's speech	<input type="checkbox"/> No reported/observed vision problems (Use illiterate E chart if available)	<input type="checkbox"/> Interacts with children and adults <input type="checkbox"/> Understands multiple commands (e.g. 'go to the kitchen and bring me your plate')	<input type="checkbox"/> Hops on one foot <input type="checkbox"/> Holds with fingers at top or middle of pencil or stick to draw <input type="checkbox"/> Dresses self	

**REFERRED TO:**

Speech therapy  
 Audiology  
 Doctor  
 Doctor  
 Optometrist  
 Ophthalmic nurse  
 Occupational therapist  
 Occupational therapist  
 Doctor  
 Psychologist  
 Speech therapist  
 Physiotherapist  
 Occupational therapist  
 Doctor  
 Doctor

If specified health professional not available, refer to one of the following health professionals for an initial developmental assessment: Doctor/physiotherapist/occupational therapist/speech therapist

Always ask a health worker about your child's development if you are concerned about any of the following:

- Eye problems:**
- A white pupil/spot on the pupil
  - Eyes are not able to fix on and follow a moving object such as a finger or toy
  - One or both eyes being bigger or smaller than usual
  - Crossed eyes or one eye looking in another direction
- Hearing problems:**
- Hearing loss
  - Not responding to loud noises
  - Seems to hear some sounds an others
  - Your child can no longer do tasks they could before
  - Your child is not communicating through speech or gestures at 18 months
  - Not walking at 18 months
  - Head looks large
  - Head looks small
  - Does not use both sides of the body limbs equally
  - Stiff arms and legs
  - Floppy arms and legs

### Head Circumference

Measure every child's head circumference at 14 weeks and at 12 months. Record the child's head circumference, and refer if larger or smaller than the range shown below.

**14 weeks (cm)**

Range 38 – 43 cm

**12 months (cm)**

Range 43.5 – 48.5cm

### For Health Workers...

Children are at a higher risk for development problems if they have any of the following:

- Born premature/low birth weight
- Birth defect
- HIV
- Severe or moderate acute malnutrition/stunted
- Iron deficiency anaemia
- Recurrent illnesses; frequent hospitalisation

### 3. Protection from preventable childhood diseases and injuries

Children should NOT only be taken to the clinic when they are ill. You should also take your child for their full course of immunisations/ vaccines and routine treatments according to the timetables on pages 27 and 28.

- Immunisations are free. They protect your baby from common childhood illnesses and disease. Make sure your baby gets all his or her immunisations.
- Go to the clinic for your follow-up visits for you and your baby within six days of birth and at six weeks.
- Make sure that you know when your baby needs to return to the clinic for immunisations or other care. If you miss the date for your clinic visit, make sure that you return as soon as possible.
- If you are HIV positive, get your baby tested for HIV at birth and at 10 weeks.
- All children between 6 months and five years should receive Vitamin A and deworming medicines every six months. This helps to keep them healthy.
- Remember to wash your hands after using the toilet, changing nappies, before preparing meals and before feeding children. Wash your hands properly - wash both sides of your hands, between your fingers and your wrists with soap and clean water.
- Many serious injuries can be prevented if parents and other caregivers supervise young children carefully and keep their environment safe.
- A child should not be left unattended or unsupervised. Make sure that there is always a responsible adult taking care of your child and that you know where your child is at all times.
- Protect yourself too. Decide on a contraceptive method of choice and also use male or female condoms to prevent both unplanned pregnancy and sexually transmitted infections (dual protection).
- Good oral health will keep your child's teeth healthy and strong and prevent unnecessary pain and discomfort.

#### For Health Workers...

- Remember that every visit to the health facility is a chance to provide preventive health services and health promotion.
- Check the child's nutritional status and whether any immunisation or treatment is due.
- Show the caregiver proper hand washing.
- Always give the caregiver a date for their baby's next visit to the clinic.

### Immunisations

#### EPI (Expanded Programme of Immunisation) Schedule

Child's Name	Age	Vaccine	Route & Site	Batch no.	Child's Date of Birth	Date given	Signature
	Birth	BCG	Intradermal Right arm				
		OPV0	Oral				
		OPV1	Oral				
		Rotavirus 1	Oral				
	6 weeks	PCV1	IM Right thigh				
		Hexavalent (DTaP-IPV-Hib-HBV)1	IM Left thigh				
	1.0 weeks	Hexavalent (DTaP-IPV-Hib-HBV)2	IM Left thigh				
		Rotavirus 2	Oral				
	1.4 weeks	PCV2	IM Right thigh				
		Hexavalent (DTaP-IPV-Hib-HBV)3	IM Left thigh				
	6 months	Measles 1	S/C Right thigh				
	9 months	PCV 3	IM Right Thigh				
	1.2 months	Measles 2	S/C Right arm				
	1.8 months	Hexavalent (DTaP-IPV-Hib-HBV)4	IM Left arm				
	6 years	Td	IM Left arm				
	1.2 years	Td	Left arm				
	Additional Vaccinations						
	9 years and older	HPV1 HPV2	IM Non- dominant arm				

## Vitamin A and deworming doses

Vitamin A	Date	Signature	Mebendazole	Date	Signature
6 months					
12 months			100mg bd for 3 days		
18 months			100mg bd for 3 days		

**Starting from 24 months, every child should receive Vitamin A and mebendazole every six months (up to 5 years of age).**

**Record when these doses are given, and the return date below.**

Vitamin A (200 000IU)		Mebendazole (500 mg stat)	
Date	Signature	Return date	Signature

Date	Signature	Return date	Signature	Return date

### Protect your child's teeth

- Use a small, clean cloth to clean your baby's gums before the first teeth appear.
- Start to clean your baby's teeth as soon as the first tooth comes through.
- Once teeth appear, use a small, soft toothbrush with a small fingernail sized amount of child toothpaste to brush teeth.
- Brush teeth and along the gum line twice a day; in the morning and at night before bed.
- Discourage the giving of sugary snacks and drinks.
- Look in your child's mouth regularly to spot early signs of tooth decay and consult a dentist or other health worker if you notice anything abnormal.
- Never put your baby to sleep with a feeding bottle (remember that breastfeeding or cup-feeding is always better than bottle-feeding).

**1st visit on appearance of first tooth**  
(or at 6 months measles immunisation)

**At age 12 months**  
(measles immunisation)

**In the 2nd year**

**In the 3rd year**

**In the 4th year**

**In the 5th year**

**For Health Workers...**

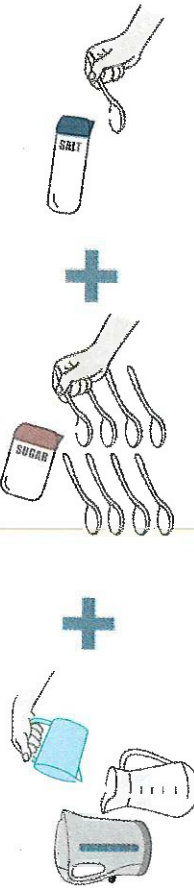
Complete the table at the specified visits, if you observe any oral abnormalities.

## 4. Health care for sick children

Children need health care when they are sick. Look out for the danger signs listed below. Take your child to the nearest clinic immediately if you see any of the listed signs.

- If your child is sick and is not able to drink or breastfeed, vomits everything or has convulsions (shakes) they should be taken to the clinic or hospital immediately.
- Young babies (especially those less than two months) can become very sick very quickly. If your young baby is not feeding properly or has a fever, take them to the clinic immediately.
- If your child has diarrhoea (loose stools) you should give them a Sugar Salt Solution (SSS) to drink after each stool.
- If your child has diarrhoea or is drinking poorly or has eyes that look sunken or blood in the stool, take them to the clinic immediately.
- If your child has a cough or cold and has fast or difficult breathing they should be taken to the clinic immediately.

### How to use a sugar-salt solution for children with diarrhoea



1 litre of cooled  
boiled water

8 level teaspoons  
of sugar

half a teaspoon  
of salt (level)

- Give a sugar-salt solution (SSS) in addition to feeds.
- Give SSS after each loose stool, using frequent small sips from a cup.
  - Half a cup for children under 2 years.
  - 1 cup for children 2 – 5 years.
- If your child vomits, wait 10 minutes then continue, but more slowly.
- If your child wants more than suggested, give more.
- Continue feeding your child.

### General clinical notes

Signature  
and name

Clinical notes (assess, classify, counsel,  
treat and follow up)

Date and  
Signature

### For Health Workers...

These notes should be completed for all sick child visits to the clinic or hospital. Also complete, if the child was referred for further assessment or management by other health professionals (e.g. therapists, dieticians etc).

Date

Clinical notes (assess, classify, counsel,  
treat and follow up)

Signature  
and name

Date

General clinical notes (cntd)  
Clinical notes (assess, classify, counsel,  
treat and follow up)

Signature  
and name







Date

Clinical notes (assess, classify, counsel,  
treat and follow up)

Signature  
and name

Date

General clinical notes (cntd)  
Clinical notes (assess, classify, counsel,  
treat and follow up)

Signature  
and name



Referrals and follow-up record

**Completed by referring HCW**

Date Reason for referral Referred to: Date Feedback to referring health worker (include follow-up that is required) Signature and name

**Completed at place of referral**

This table is for treatment facility/specialist clinic staff to record the main details of the health care for children with long-term health conditions such as asthma, epilepsy, congenital heart disease, cerebral palsy, etc.

**Long term health conditions**

Date Condition Treatment Health work contact

Hospital admission record

Hospital name Hospital number Date of admission Date of discharge Discharge diagnosis





## 5. Special care for children who need a little more help

Your baby's development, growth and health depends on so much more than just good health care. It depends on the daily care and protection you and your family provide to your baby from the moment that he or she is born (and in fact from when your baby is still in the womb and even before your baby was conceived).

**HIV** – If you are HIV positive, make sure that you get the treatment that you and your baby need to stay healthy. If you are unsure of your status, ask the health worker for HIV counselling and testing for you and your baby.

**TB** – TB is common. Tell the nurse at the clinic if you have a cough lasting longer than two weeks, weight loss or night sweats, or if there is someone in your household with TB. If there is, your baby should receive medicine to prevent TB for six months.

**Serious Injuries** – Many serious injuries can be prevented if you look after your child carefully and keep their environment safe.

**Supervision** – Your child should not be left alone, unattended or unsupervised. Make sure that there is always a responsible adult taking care of your child and that you know where your child is at all times.

**Disability** – Children with mental and physical disabilities need extra care. If your baby has a disability you will need support with caring for and protecting your baby. Tell your health worker and they will refer you to a social worker for parenting support. It is good to join a support group so you can share your experiences.



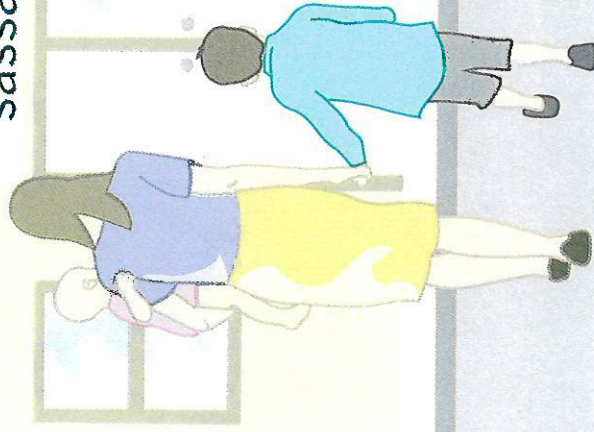
### For health workers:

This table incorporates key social risks for children. Complete this table at the or 14 week visit.

Are social risk factors present?	Notes (include details of risk referral and/or extra care provided)
Child has a birth certificate <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Mother has died or is ill <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Teenage parent or caregiver <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Child receives a child support grant <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Child receives a care dependency grant <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Child receives a foster care grant <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	



sassa



### Risks to your child's development

There are some home circumstances that create a risk to the health and wellbeing of your child. This is because they may limit your ability to care for, and protect your child. If you are experiencing any of the following circumstances, tell your community health worker, nurse or doctor and they will give you advice and refer you to the right support-provider.

- If you are a teen mother or a grandparent looking after a young child it is important to tell your health worker so that they can refer you for extra support if you need it.
- If you are exposed to violence or abuse in your home, you must let your health worker know. They can refer you to a social worker and the police if necessary to protect you and your baby from physical harm.
- If you or your partner, use drugs or alcohol, this is a risk to your baby. Tell your health worker so that they can refer you for support.
- If you are feeling that you are not coping, you are stressed or have been sad for a long period of time (depressed), talk to your health worker so that they can advise you on what to do or refer you for extra care and support.

### REMEMBER:

The law says you must register your baby's birth before they turn one month old. Take your ID and your father's ID book to the hospital where you will give birth. Many hospitals offer a birth registration service.

### Register your baby's birth

It is important to make sure that your baby has a birth certificate as soon as he or she is born. All babies have a right to a birth certificate, even if you are not South African.

This Road to Health book is not proof of identity; every child has a right to be registered at birth and to get a birth certificate. Getting a birth certificate for your child will help you access services and support.

### Support and Care Grants

- If you are not working or do not earn enough money every month to provide food, clothing or transport for your child, you may qualify for the **Child Support Grant (CSG)**. If you do qualify, you can get the CSG from when your baby is born. It is important that you get it as early as possible as this will help provide for good development in the first months of baby's life.
- If you have a disability or your baby has a disability, the Government provides either the **Disability Grant** for you, or the **Care Dependency Grant** for your baby to help cover the costs of the additional care that is required. Ask your health worker or a social worker about this grant.
- If you are fostering a child in your care, you will be able to claim a **Foster Care Grant** to help with the costs of providing for the child.



Health services

Your local clinic

Your doctor

AIDS Helpline 0800 012 322

Depression/Wental Health helplines 0800 12 13 14/011 262 6396, sms 31393

Emergency ambulance 10177  
From a mobile: 112

Poison information centre 0861 555 777

MomConnect \*134\*550#

Birth registration and identity documents

Home Affairs Toll Free helpline 0800 601 190

Child protection and safety

Police emergency number 10111

Childline toll free 0800 055 555  
0800 123 321

Grants

SASSA Toll Free helpline 0800 601 011  
0800 600 160  
GrantEnquiries@sassa.gov.za

Child care and education

Your local ECD centre, creche, preschool, child minder

Other numbers