



Quotation Advert

Opening Date: 06/02/2026
Closing Date: 17/02/2026
Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: Prince Mshiyeni Memorial Hospital
Province: KwaZulu-Natal
Department of entity: Department of Health
Division or section: Supply Chain Management
Place where goods/
Service is required: PMMH (Hospital Orderly Services)
Date Submitted: 06/02/2026

ITEM CATEGORY AND DETAILS

Quotation number: ZNQ/PMMH/701/25/26
Item Category: Services
Item Description: 03 Months contract, Outsourcing of Hospital Orderlies

NB: See Attached Evaluation Criteria Failing to Comply Will Result Disqualification

COMPULSORY BRIEFING SESSION / SITE VISIT


Select Type: Compulsory Briefing
Date : 11/02/2026
Time : 09:00am
Venue : PMMH (Gym Room Basement area next to nurse's home hall)

Quotes can be collected: Prince Mshiyeni Memorial Hospital, Supply Chain Management Office Date: 09/02/2026 till 11/02/2026, Time: 09:30 am to 15:30 pm. No quotation document will be available on site meeting. Failing to collect quotation document the companies will be not allowed to attend site meeting.

QUOTES CAN BE DELIVERED TO: PMMH on tender box ONLY.

Telephonic, Telex, Facsimile, Emailed and late quotation will not be accepted.

ENQUIRIES REGARDING ADVERT MAY BE DIRECTED TO:

Name: Hloniphani Ngcobo
Email: Hloniphani.Ngcobo@kznhealth.gov.za
Contact number: 031 907 8214
Finance Manager Name: Mr C.D Zuma
Finance Manager Signature: 



EVALUATION CRITERIA

Quotation No.	ZNQ/PMM/701/25/26
Quotation Description	03 Months contract outsourcing of hospital orderlies.

EVALUATION CRITERIA

This institution intends to evaluate valid quotations using **four (4) evaluation stages**. These are peremptory requirements, should the bidder/tenderer fail to comply with any of the stages as stated below, the quotation will be regarded as non-responsive, and will not progress to the final stage of evaluation:

Stage 1: Administrative Compliance, Compulsory and Mandatory Requirements

- A tenderer to sign collection register and site meeting attendance register failing to comply with this instruction quotation will be disqualification.
- A tenderer to compile schedule for contract breakdown down of cost (miscalculations and hand written forms will be rejected)

Stage 2: Capacity to Deliver

- A tenderer to attach letter of good standing from the bank to demonstrate to pay labour, uniform and all other cost failing to comply with this instruction quotation will be disqualification.

Stage 3: Compliance with Specification

Stage 4: Price and Preference Points System (Specific Goals)

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EVALUATION CRITERIA

STAGE 1: ADMINISTRATIVE, COMPULSORY COMPLIANCE AND MANDATORY REQUIREMENTS

NO.	REQUIREMENTS	INCLUDED IN THE PUBLISHED DOCUMENT?	TO BE RETURNED BY BIDDER/ TENDERER?
Administrative Compliance			
1.	PARTICULARS OF QUOTATION	Yes	Yes
2.	OFFICIAL PRICE PAGE FOR QUOTATIONS OVER R2 000.01	Yes	Yes
3.	BIDDER'S DISCLOSURE (SBD4)	Yes	Yes
4.	GENERAL CONDITIONS OF CONTRACT (GCC)	Yes	Yes
5.	SPECIAL CONDITIONS OF CONTRACT (SCC)	Yes	Yes
6.	PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 (SBD 6.1)	Yes	Yes
Compulsory Compliance			
7.	SUPPLIER UPDATED CIPC REGISTRATION DOCUMENTS	NO	
8.	A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (For EMEs& QSEs)	NO	
9.	CENTRAL SUPPLIER DATABASE COMPLIANCE REPORT (CSD)	NO	
10	A tenderer (bidder) must submit Original proof of address from Ward Counsellor or Utility Bill of tenderer (bidder) not less than three months old.	NO	
Mandatory Requirements			
11	A tenderer to attach letter of good standing from the bank to demonstrate to pay labour, material and all other cost failing to comply with this instruction quotation will be disqualification	NO	
12.	A tenderer to compile schedule for contract breakdown down of cost (miscalculations and hand written forms will be rejected	NO	
13.	A tenderer with disabilities to attach proof of disability signed by registered medical practitioner or proof of disability grant and disability must also reflected on CSD)	NO	

Note: This relates to administrative, compulsory and mandatory returnable documents which must be fully completed, and submitted, should you fail to submit any of the above returnable documents, your offer will be treated as non-responsive and will not proceed to the next stage of evaluation. The department reserve a right to verify validity of the documents submitted, should it be discovered that the information submitted is misrepresented the quotation will be disqualified.

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EVALUATION CRITERIA

STAGE 2: CAPACITY TO DELIVER

1.	The tenderer provides three contractible trades references, in domestic services such as cleaning of buildings, general orderlies, pottering, gardens and grounds. NB: Only public sector trade references.
2..	A tenderer to attach letter of good standing from the bank to demonstrate to pay labour, uniform and all other cost failing to comply with this instruction quotation will be disqualification

STAGE 3: COMPLIANCE WITH SPECIFICATION

Requirement	Complies With Specification Yes /No
The bidder / Tenderer to confirm that the product supplied complies with attached specification document, should you fail to indicate compliance your quotation will not progress to the next stage of evaluation	

STAGE 4: PRICE AND PREFERENCE POINTS

The value of this quotation is estimated not to exceed R 50 000 000 (inclusive of all applicable taxes), therefore the 80/20 preference point system shall be applicable. Points for this quotation will be awarded for:



CATEGORY	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and must not exceed	100

The Department has identified the following specific goal:

Specific Goal	Number of Points allocated	Proof To Claim Specific Goal (Returnable Documents)
Disability: Full points allocated to companies who at least 51% are owned by black persons with disability. (A tenderer with disabilities to attach proof of disability signed by registered medical practitioner or proof of disability grant and disability must also reflected on CSD)	20	<ol style="list-style-type: none"> 1. Ownership Certificate issued by the Companies and Intellectual Property Commission (CIPC). 2. The Department will download CSD to verify this information.
NOTE:		
Should a responsive bidder fail to submit proof to claim points, as stated above this will not result in disqualification, however the bidder will not be awarded points for specific goals.		

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EVALUATION CRITERIA

EVALUATION CRITERIA AND SPECIFICATION APPROVED BY					
Official	Title (Ms/ Miss/ Mrs/ Mr/Dr)	Surname	Initials	Date	Signature
End User Representative	MRS	HIOPHE	Z.O.	05/02/2026	
SCM Official	Mv	Ngcobo	H.E	05/02/2026	 H.E

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