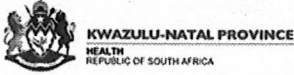


SharePoint

Mkhize Nhlakanipho ▾ ?



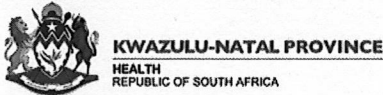
KZN HEALTH

**KZN Health Intranet**

Search this site


[HOME](#) [CORPORATE INFORMATION](#) [COMPONENTS](#) [DIRECTORY](#) [DISTRICT OFFICES](#) [HEALTH FACILITIES](#)

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

**AdvertQuote****Quotation Advert**

Opening Date: 2021-05-05

Closing Date: 2021-05-12

Closing Time: 11:00

**INSTITUTION DETAILS**

Institution Name: King Cetshwayo district office

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required: King Cetshwayo Health District Office

Date Submitted: 2021-05-05

**ITEM CATEGORY AND DETAILS**

Quotation Number: ZNQ: 047/KCD/21/22

Item Category: Goods

Item Description:
 

- MMC CLIENT INTAKE FORM (8000 UNITS)
- MMC CLIENTS BOOKING REGISTER (100 BOOKS)
- MMC LEAFLET / FLYER (1000 UNITS)
- MMC ADVERSE EVENTS CLASSIFICATIONS & DEFINATIONS( 100 UNITS)
- MMC CIRCUMCISION POSTER (400 UNITS)

Quantity (if supplies):

**COMPULSORY BRIEFING SESSION / SITE VISIT**

Select Type: Not Applicable

Date: N/A

Time: N/A

Venue: N/A

QUOTES CAN BE COLLECTED FROM: 

QUOTES SHOULD BE DELIVERED TO: EMPANGENI RAIL 2ND LOOD AVENUE KULEKA &amp; CHROME CRESCENT CNR

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

Name: NT MKHIZE

Email: Nhlakanipho.Mkhize@kznhealth.gov.za

Contact Number: 035 787 6288

Finance Manager Name: S Msane

Finance Manager Signature:

No late quotes will be considered







**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to quote (includes a price quotation, advertised competitive quote, limited quote or proposal). In view of possible allegations of favouritism, should the resulting quote, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the quote(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the quote.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the quote.

- |  |   |
|--|---|
| 2.1. Full Name of bidder/representative.....                                 | 2.4. Company Registration Number: ..... |
| 2.2. Identity Number: .....  | 2.5. Tax Reference Number: .....        |
| 2.3. Position occupied in the Company (director, trustee, shareholder?)..... | 2.6. VAT Registration Number: .....     |

2.7. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below. [TICK APPLICABLE]

2.8. Are you or any person connected with the bidder presently employed by the state? YES  NO

2.8.1. If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person connected to the bidder is employed:.....

Position occupied in the state institution: ..... Any other particulars:.....

2.8.2. If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES  NO

2.8.2.1. If yes, did you attach proof of such authority to the quote document? YES  NO

*(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the quote.)*

2.8.2.2. If no, furnish reasons for non-submission of such proof: .....

2.9. Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES  NO

2.9.1. If so, furnish particulars:.....

2.10. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this quote? YES  NO

2.10.1. If so, furnish particulars:.....

2.11. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this quote? YES  NO

2.11.1. If so, furnish particulars:.....

2.12. Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES  NO

2.12.1. If so, furnish particulars:.....

**3. Full details of directors / trustees / members / shareholders.**

NB: The Department Of Health will validate **details of directors / trustees / members / shareholders** on CSD. It is the suppliers' responsibility to ensure that their details are up-to-date and verified on CSD. If the Department cannot validate the **information** on CSD, the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.

**4 DECLARATION**

I, THE UNDERSIGNED (NAME).....CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.

I ACCEPT THAT THE STATE MAY REJECT THE QUOTE OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....	.....	.....
Name of bidder	Signature	Position	Date

<sup>1</sup>"State" means –

- |   |   |
|---|---|
| a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999); | c) provincial legislature;                                    |
| b) any municipality or municipal entity;  | d) national Assembly or the national Council of provinces; or |
|   | e) Parliament.  |

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.



## SPECIAL CONTRACT CONDITIONS OF QUOTATIONS

### 1. AMENDMENT OF CONTRACT

- 1.1. Any amendment to or renunciation of the provisions of the contract shall at all times be done in writing and shall be signed by both parties.

### 2. CHANGE OF ADDRESS

- 2.1. Bidders must advise the Department of Health (institution where the offer was submitted) should their address (*domicilium citandi et executandi*) details change from the time of bidding to the expiry of the contract.

### 3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION

- 3.1. The institution is under no obligation to accept the lowest or any quote.
- 3.2. The price quoted must include VAT (if VAT vendor). However, it must be noted that the department reserves the right to evaluate all quotations excluding VAT as some bidders may not be VAT vendors.
- 3.3. The bidder must ensure the correctness & validity of quote:
- (i) *that the price(s), rate(s) & preference quoted cover all for the work/item (s) & accept that any mistakes regarding the price (s) & calculations will be at the bidder's risk*
- 3.4. The bidder must accept full responsibility for the proper execution & fulfilment of all obligations conditions devolving on under this agreement, as the Principal (s) liable for the due fulfilment of this contract.
- 3.5. This quotation will be evaluated based on the 80/20 points system, specification & correctness of information. All required documentation must be completed in full and submitted.
- 3.6. Offers must comply strictly with the specification.
- 3.7. Only offers that meet or are greater than the specification will be considered.
- 3.8. Late quotes will not be considered.
- 3.9. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
- 3.10. A bidder not registered on the Central Suppliers Database or verification has failed will not be considered.
- 3.11. All delivery costs must be included in the quote price, for delivery at the prescribed destination.
- 3.12. Only firm prices will be accepted. Such prices must remain firm for the contract period. Non-firm prices (including rates of exchange variations) will not be considered.
- 3.13. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.14. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered. Furthermore a verification will be done to identify if bidders have multiple companies and are quoting (cover-quoting) for this bid. In such instances only the cheapest bid according to specification will be considered.

### 4. SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF THIS QUOTATION.

- 4.1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
- 4.2. Under no circumstances whatsoever may the quotation/bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
- 4.3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
- 4.4. Quotation submitted must be complete in all respects.
- 4.5. Any alteration made by the bidder must be initialled.
- 4.6. Use of correcting fluid is prohibited
- 4.7. Quotation will be opened in public as soon as practicable after the closing time of quotation.
- 4.8. Where practical, prices are made public at the time of opening quotations.
- 4.9. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.

### 5. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS

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

- 5.5. No quotation/bid sent through the post will be considered if it is received after the closing date and time stipulated in the quotation documentation, and proof of posting will not be accepted as proof of delivery.
- 5.6. Quotation documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.

**6. SAMPLES**

- 6.1. In the case of the quote document stipulating that samples are required, the supplier will be informed in due course when samples should be provided to the institution. (This decreases the time of safety and storage risk that may be incurred by the respective institution). The bidders sample will be retained if such bidder wins the contract.
  - (i) If a company/s who has not won the quote requires their samples, they must advise the institution in writing of such.
  - (ii) If samples are not collected within three months of close of quote the institution reserves the right to dispose of them at their discretion.
- 6.2. **Samples must be made available when requested in writing or if stipulated on the document.**
  - (i) If a Bidder fails to provide a sample of their product on offer for scrutiny against the set specification when requested, their offer will be rejected. All testing will be for the account of the bidder.

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

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

- (i) The institution has determined that a compulsory site meeting  take place
- (ii) Date  /  /  Time  :  Place

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

**8. STATEMENT OF SUPPLIES AND SERVICES**

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

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

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

**10. TAX COMPLIANCE REQUIREMENTS**

- 10.1. In the event that the tax compliance status has failed on CSD, **it is the suppliers' responsibility to provide a SARS pin in order for the institution to validate the tax compliance status of the supplier.**
- 10.2. In the event that the institution cannot validate the suppliers' tax clearance on SARS as well as the Central Suppliers Database, **the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.**

**11. TAX INVOICE**

- 11.1. A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:
  - (i) the name, address and registration number of the supplier;
  - (iv) a description and quantity or volume of the goods or services supplied;
  - (ii) the name and address of the recipient;
  - (v) the official department order number issued to the supplier;
  - (iii) an individual serialized number and the date upon which the tax invoice is issued;
  - (vi) the value of the supply, the amount of tax charged;
  - (vii) the words tax invoice in a prominent place.

**12. PATENT RIGHTS**

The supplier shall indemnify the **KZN Department of Health** (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. FAILURE TO COMPLY WITH ABOVE WILL RESULT IN YOUR QUOTE BEING PASSED OVER.**



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

This preference form must form part of all quotes invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

- 1.1 The following preference point systems are applicable to all quotes:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.2 The value of this quote is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.
- 1.3 Points for this quote shall be awarded for:
- (a) Price; and
  - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this quote is allocated as follows:

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

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the quote, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a quote is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

**2. DEFINITIONS**

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

**3. POINTS AWARDED FOR PRICE**

**3.1 THE 80/20 PREFERENCE POINT SYSTEMS**

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

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

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

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

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**5. BID DECLARATION**

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

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

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

(Tick applicable box)

7.1 Will any portion of the contract be sub-contracted?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

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

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

(Tick applicable box)

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

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

9. **DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 **TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

9.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
.....

9.6 **COMPANY CLASSIFICATION [TICK APPLICABLE BOX]**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

9.7 Total number of years the company/firm has been in business:.....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

<b>WITNESSES</b>
1. ....
2. ....

..... <b>SIGNATURE(S) OF BIDDERS(S)</b>
<b>DATE:</b> .....
<b>ADDRESS</b> ..... ..... .....





**KWAZULU-NATAL PROVINCE**

**HEALTH**  
REPUBLIC OF SOUTH AFRICA

2<sup>ND</sup> Lood Avenue, Kuleka & Chrome Crescent Corner, Empangeni Rail, Old Telkom Building  
Private Bag X 20034, EMPANGENI, 3880  
Tel: 035 787 0631 Fax: 035 787 0641/46  
www.kznhealth.gov.za

**DIRECTORATE:**

King Cetshwayo District Office  
Specification Document

DESCRIPTION	Mandatory requirements to be Completed by bidder
Chart	COMPLY / DO NOT COMPLY
- MMC Client Intake Form	
- Paper Size: A3 folded to A4	
- Paper type: 130gsm	
- None-gloss	
- Writings: see the attached document for details	

**Bidder's Comment:**

.....  
.....

1. The bidder is requested to put a company stamp on this specification document.
2. The bidder is requested to complete "Mandatory requirements to be completed by bidder" segment

**NB: FAILURE TO COMPLY WITH THE ABOVE WILL RESULT FOR A BIDDER TO BE DISQUALIFIED.**

**Bidder's Official Stamp**

\_\_\_\_\_  
Bidder Signature:

REPUBLIC OF SOUTH AFRICA



A. FACILITY AND CLIENT INFORMATION

A1. VMMC SETTING - To be completed by data clerk

Province, District, Sub-district, Facility Name, Facility Type, Date of Visit, Name of Data Clerk, Data Clerk signature

A2. CLIENT INFORMATION - To be completed by data clerk

First Name(s), Surname, Age (Years), ID Number, Date of Birth, Mobile Telephone Number, Physical Address, Employment Status, Relationship Status, Can next of kin be contacted?

A3. HIV TESTING INFORMATION - To be completed by nurse/counselor

Have you ever tested for HIV?, If yes, when was the most recent HIV test?, If yes, what was the most recent test result?, If HIV positive, have you attended an HIV care facility for care and treatment in the past 3 months?

A4. HIV TESTING SERVICES (HTS) - To be completed by nurse/counselor

Declined testing?, Consented?, Result 1, Result 2, Results given?, Final Result, Risk Reduction

A5. SEXUALLY TRANSMITTED INFECTION (STI) SCREENING - To be completed by nurse/counselor

Have you ever been tested for STIs?, Have you had genital sores or ulcers?, Do you have burning when passing urine?, Do you always use condoms when having sex?, Have you had discharge from your penis?, How many sexual partners have you had in the last 6 months?

A6. TUBERCULOSIS (TB) SCREENING - To be completed by nurse/counselor

Have you had a cough for ≥2 weeks OR any duration if HIV positive?, Have you had a persistent fever for more than 2 weeks?, Have you had unexplained weight loss >1,5kg per month?, Do you have night sweats?, Have you ever had contact with a person with TB?, Have you ever been previously diagnosed with TB?, A Yes to any of these questions may indicate possible active TB. If client screens positive for possible TB infection, refer them to TB clinic for further evaluation. Patient may continue to receive MMC. If you have been diagnosed with TB, have you completed your TB treatment?

A7. REFERRALS - To be completed by nurse/counselor

Referred for: ART/wellness, STI treatment, TB evaluation, General health facility, Other, specify:



B. SOCIO-MEDICAL HISTORY

B1. REFERRAL MECHANISMS- To be completed by nurse/counselor

How did you learn of VMMC?
 Friends/Family  Partner/Spouse  Other Client  Health Worker  Community Mobilizer  Community Event
 Church Event  Branded Taxis  Billboard  TV/Radio  Social Media (e.g. Facebook)
 Poster/Newspaper/Leaflet  Phone/SMS  Other, specify: \_\_\_\_\_

B2. REASONS FOR CIRCUMCISION - To be completed by nurse/counselor

What are your primary reasons for VMMC?
 Partial HIV Protection  STI Protection  Hygiene  Medical  Social/Religious  Appearance
 Sexual Pleasure  I was ready today  I just decided to come  Other, specify: \_\_\_\_\_

B3. PAST MEDICAL HISTORY - To be completed by nurse

Do you have any of the following conditions?
Anaemia  Yes  No If yes, are you currently receiving treatment?  Yes  No
Haemophilia/bleeding disorders in yourself or family  Yes  No If yes, are you currently receiving treatment?  Yes  No
Nose bleeds that last long time?  Yes  No If yes, are you currently receiving treatment?  Yes  No
Diabetes  Yes  No If yes, are you currently receiving treatment?  Yes  No

B4. COMPLAINTS - To be completed by nurse

Do you have any of the following complaints?
Urethral discharge  Yes  No Difficulty retracting foreskin  Yes  No
Genital sore/ulcer/warts  Yes  No Swelling/redness of foreskin/penis  Yes  No
Swelling of the scrotum  Yes  No Discharge or thick liquid under foreskin  Yes  No
Frequent urination  Yes  No Pain on erection  Yes  No
Difficulty passing urine  Yes  No Concerns about erection/sexual function  Yes  No
Pain on urination  Yes  No Other, specify: \_\_\_\_\_

B5. PREVIOUS SURGERY - To be completed by nurse

Have you ever had a dental or surgical operation?  Yes  No Nurse Name: \_\_\_\_\_
Signature: \_\_\_\_\_
If yes, specify nature, date, and any complications: \_\_\_\_\_

B6. CURRENT MEDICATIONS AND ALLERGIES- To be completed by nurse

Taking Any Medications?  Yes  No Allergies to Medications?  Yes  No
Specify: \_\_\_\_\_ Provide details (e.g. Iodine -> rash): \_\_\_\_\_

C. PHYSICAL EXAMINATION AND TRIAGE

C1. PHYSICAL EXAMINATION - To be completed by nurse

Phymosis  Yes  No Paraphymosis  Yes  No Epispadias  Yes  No Hypospadias  Yes  No Genital Ulcers/Warts  Yes  No
Balinitis  Yes  No Torsion  Yes  No Adhesions  Yes  No Urethral discharge  Yes  No Other, specify: \_\_\_\_\_

C2. WELLNESS ASSESSMENT - To be completed by nurse

C3. TETANUS VACCINATION- To be completed by nurse/counselor

Weight kg Blood pressure Pulse Temperature °C Tetanus (TTCV) given?  Yes  No
Pallor  Yes  No Lymph-adenopathy  Yes  No Wasting  Yes  No Haemoglobin  Yes  No Date of 1st dose DD/MM/YYYY
Date of 2nd dose DD/MM/YYYY

C4. VMMC ELIGIBILITY- To be completed by nurse

Is client eligible for VMMC?  Yes  No If no, specify: \_\_\_\_\_





D. VMMC PROCEDURE

D1. VMMC OPERATION - To be completed by surgeon/clinical associate & nurse

Form for D1 VMMC Operation including fields for Date of VMMC, Anesthetic, Method, Diathermy Used, and Consent for MMC Verified? (Yes/No).

D2. POST-SURGERY OBSERVATION (IMMEDIATELY AFTER PROCEDURE) - To be completed by surgeon/clinical associate & nurse

Form for D2 Post-Surgery Observation (Immediately After Procedure) including BP, Temp, Pulse, and Respiration rate.

D3. POST-SURGERY OBSERVATION (15 MINUTES AFTER PROCEDURE) - To be completed by surgeon/clinical associate & nurse

Form for D3 Post-Surgery Observation (15 Minutes After Procedure) including BP, Temp, Pulse, and Respiration rate.

Complications/Intra-Operative AEs? Yes No If "Yes" Mark all AE codes that apply below:

Table for complications including Anesthetic Reaction (AR), Bleeding (BL), Damage to Penis (DP), Excess Skin Removal (ES), Insufficient Skin Removal (IS), Occupational Exposure (OT), Pain (PA), and Other.

CLINICAL NOTES

Large text area for Clinical Notes.

E. POST-OPERATIVE REVIEW VISITS - To be completed by surgeon/clinical associate & nurse

E1. 48 Hours Post-Operative/First Visit

E2. 7 Days Post-Operative/Second Visit

Form for E1 and E2 Post-Operative Review Visits including Date of Visit, AE Present?, AE Code, Severity Code, and Diagnosis Date at this Severity.

Post-Operative AEs? Yes No If "Yes" - Mark all AE codes that apply below:

Table for post-operative AEs including Bleeding (BL), Damage to Penis (DP), Excess Skin Removal (ES), Infection (IN), Insufficient Skin Removal (IS), Pain (PA), Wound Disruption (WD), and Other.

E3. LOST TO FOLLOW UP - To be completed by surgeon/clinical associate & nurse

Form for E3 Lost to Follow Up including Lost-to-Follow-Up, Attempted to Call, Follow-Up at Another Site, and Specify.



**F1. INFORMED CONSENT FOR HIV TESTING SERVICES (HTS)**

Client First Name(s)		Surname	
----------------------	--	---------	--

- I, the above-mentioned, hereby declare that I was informed and freely offered HIV Testing Services. I understand that HIV test results are kept confidential and that only healthcare providers and the individual tested have access to the test results. I give consent that my information will be shared with authorised healthcare providers in the best interest of my health and with the Department of Health for monitoring and evaluation purposes.
- Be contacted telephonically on my mobile number supplied for follow-up.

Please check the relevant box below:

- I consent to be tested for HIV, to have my HIV status shared with me and my healthcare providers; and to be contacted for follow up
- I choose to decline HIV testing

Signature of Client		Date of consent	DD/MM/YYYY
---------------------	--	-----------------	------------

**F2. PARENT/LEGAL GUARDIAN CONSENT FOR HIV TESTING (CLIENT YOUNGER THAN 12 YEARS)**

First Name(s) of Parent/Guardian		Surname of Parent/Guardian	
----------------------------------	--	----------------------------	--

Date of consent	DD/MM/YYYY	Identity Number of Parent/Guardian																		
-----------------	------------	------------------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**G1. INFORMED CONSENT FOR MEDICAL MALE CIRCUMCISION (MMC)**

First Name(s)		Surname	
---------------	--	---------	--

- I, the above-mentioned, hereby declare that I was informed and voluntarily accepts to undergo medical male circumcision. I understand that VMMC is a surgical procedure that offers partial protection against HIV infection. With any medical or surgical procedure there are risks involved. The circumcision procedure and its possible outcomes including complications have been fully explained and discussed with me.
- I was informed that I might be contacted telephonically on my mobile number supplied for follow-up. Please check the relevant box below:

- I consent for medical male circumcision
- I choose to decline medical male circumcision

Signature of Client		Date of consent	DD/MM/YYYY
---------------------	--	-----------------	------------

**G2. PARENT/LEGAL GUARDIAN CONSENT FOR MEDICAL MALE CIRCUMCISION (CLIENT 10-17 YEARS)**

First Name(s) of Parent/Guardian	<i>Surname</i>	Signature of Parent/Guardian	
----------------------------------	----------------	------------------------------	--

Date of consent	DD/MM/YYYY	Parent/Guardian Identity Number																		
-----------------	------------	---------------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**G3. COUNSELOR PROVIDING CLIENT WITH HTS AND VMMC INFORMATION**

First Name(s) of Counselor		Surname of Counselor	
----------------------------	--	----------------------	--

I am the counselor who has provided the abovementioned client and/or his parent/legal guardian with information related to HTS and VMMC. I have given the client and/or his parent/ legal guardian an opportunity to ask me questions and have ensured that they understand the information provided. To the best of my assessment, the client and/or his parent/legal guardian are capable of giving consent and have sufficient information to make a decision about whether to proceed with HIV counseling and testing, and voluntary medical male circumcision procedure.

Signature of Counselor		Date	DD/MM/YYYY
------------------------	--	------	------------



**KWAZULU-NATAL PROVINCE**

**HEALTH**  
REPUBLIC OF SOUTH AFRICA

2<sup>ND</sup> Lood Avenue, Kuleka & Chrome Crescent Corner, Empangeni Rail, Old Telkom Building  
Private Bag X 20034, EMPANGENI, 3880  
Tel: 035 787 0631 Fax: 035 787 0641/46  
www.kznhealth.gov.za

**DIRECTORATE:**

King Cetshwayo District Office  
Specification Document

DESCRIPTION	Mandatory requirements to be Completed by bidder <b>COMPLY / DO NOT COMPLY</b>
<b>Medical Male Circumcision Booking Register</b>	
- <b>Pages:</b> 150	
- <b>Size:</b> A4 - Landscape Orientation	
- <b>Paper:</b> Text: Bond 80gsm	
- <b>Cover: Front and back cover: Green board 300gsm magno matt + matt laminated one side only.</b>	
- <b>Printing:</b> Text: Pages printed both sides in one colour (black)	
Front cover: printed one side in one colour (black)	
Back cover: blank	
- <b>Binding:</b> Saddle stitch	

**Bidder's Comment:**

.....

.....

1. The bidder is requested to put a company stamp on this specification document.
2. The bidder is requested to complete "Mandatory requirements to be completed by bidder" segment

**NB: FAILURE TO COMPLY WITH THE ABOVE WILL RESULT FOR A BIDDER TO BE DISQUALIFIED.**

**Bidder's Official Stamp**

Bidder Signature: \_\_\_\_\_





KWAZULU-NATAL PROVINCE  
HEALTH  
REPUBLIC OF SOUTH AFRICA

King Cetshwayo District

Medical Male Circumcision Booking Register

Sub-District: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Service Point: \_\_\_\_\_

Start Date: \_\_\_\_\_

End date: \_\_\_\_\_







2<sup>ND</sup> Lood Avenue, Kuleka & Chrome Crescent Corner, Empangeni Rail, Old Telkom Building  
Private Bag X 20034, EMPANGENI, 3880  
Tel: 035 787 0631 Fax: 035 787 0641/46  
www.kznhealth.gov.za

**DIRECTORATE:**

King Cetshwayo District Office  
Specification Document

DESCRIPTION	Mandatory requirements to be Completed by bidder COMPLY / DO NOT COMPLY
<b>MMC Flyer</b>	
- MMC Flyer IsiZulu Version and English Version	
- <b>Writings:</b> Double sided, IsiZulu one side and English the other side	
- <b>Size:</b> A4 Foldable	
- <b>Paper:</b> 80g/m <sup>2</sup> gloss	
- <b>Colour:</b> Full colour as per the attached sample	

**Bidder's Comment:**

- .....
1. The bidder is requested to put a company stamp on this specification document.
  2. The bidder is requested to complete "Mandatory requirements to be completed by bidder" segment

**NB: FAILURE TO COMPLY WITH THE ABOVE WILL RESULT FOR A BIDDER TO BE DISQUALIFIED.**

**Bidder's Official Stamp**

\_\_\_\_\_  
Bidder Signature:



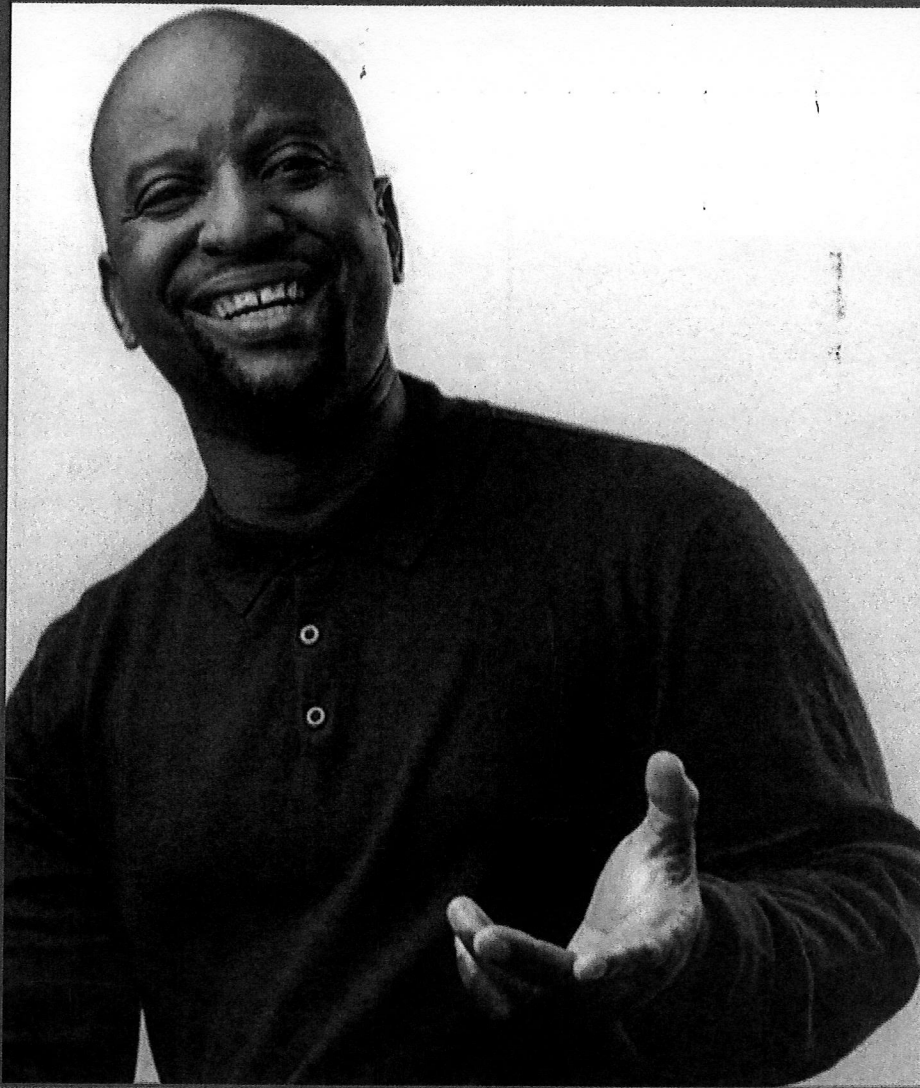


**KWAZULU-NATAL PROVINCE**

HEALTH  
REPUBLIC OF SOUTH AFRICA

**KING CETSHWAYO DISTRICT**

**Go and get circumcised at your nearest clinic today. It's safe, quick and free.**



**Benefits of Medical Male Circumcision (MMC).**

- **It reduces chances of getting infected with HIV, AIDS and STI's.**
- **It is easier to keep the penis clean.**
- **It reduces the risk of prostate cancer.**
- **It reduces the risk of cancer of the cervix in female sex partner.**

**Prince Nhlanganiso Zulu**

- **Circumcision does not prevent your female partner or your wife from contracting or infecting another with HIV.**
- **Circumcision does not completely prevent contracting HIV/AIDS, continue using a condom when engaging in sexual activities.**

**GROWING KWAZULU-NATAL TOGETHER**



**KWAZULU-NATAL PROVINCE**

**HEALTH**  
REPUBLIC OF SOUTH AFRICA

**KING CETSHWAYO DISTRICT**

# IYA KOSOKA EMTHOLAMPILO NAMUHLA KUYA SHESHA, KUPHEPHILE, FUTHI KUMAHHALA



## **IZINZUZO ZOKUSOKA:**

- Kunciphisa amathuba okutheleleka ngegciwane lesandulela ngculazi nezifo zocansi.
- Kwenza ngcono inhlanzeko.
- Kunciphisa amathuba okuba nomdlavuza kwisitho sangasese somuntu wesilisa.
- Kunciphisa amathuba omdlavuzo kumlingani wesifazane.

**Prince Nhlanganiso Zulu**

- Ukusoka akumvikeli umlingani wesifazane noma unkosikazi uuthi atheleleke noma aathelele omunye ngegciwane lesandulela ngculazi.
- Ukusoka akukuvikeli ngokuphelele ekuthelelekeni ngegciwane lengculazi, kumele uqhubeke usebenzise i-condom ngaso sonke isikhathi futhi ngendlela efanele uma uya ocansini.



**KWAZULU-NATAL PROVINCE**

**HEALTH**  
REPUBLIC OF SOUTH AFRICA

2<sup>ND</sup> Lood Avenue, Kuleka & Chrome Crescent Corner, Empangeni Rail, Old Telkom Building  
Private Bag X 20034, EMPANGENI, 3880  
Tel: 035 787 0631 Fax: 035 787 0641/46  
www.kznhealth.gov.za

**DIRECTORATE:**

King Cetshwayo District Office  
Specification Document

DESCRIPTION	
Adverse Event Classification Chart	Mandatory requirements to be Completed by bidder
	COMPLY / DO NOT COMPLY
- Print and laminate	
- Paper Size: A2	
- Paper type: 80gsm	
- None-gloss	
- Writings: black print on blue paper.	
- Design, Set up, Lay out: as per the attached sample	
- KwaZulu Natal Department of Health logo as footer and right aligned.	

**Bidder's Comment:**

.....  
.....

1. The bidder is requested to put a company stamp on this specification document.
2. The bidder is requested to complete "Mandatory requirements to be completed by bidder" segment

**NB: FAILURE TO COMPLY WITH THE ABOVE WILL RESULT FOR A BIDDER TO BE DISQUALIFIED.**

**Bidder's Official Stamp**

Bidder Signature: \_\_\_\_\_





**KWAZULU-NATAL PROVINCE**

HEALTH  
REPUBLIC OF SOUTH AFRICA

2<sup>ND</sup> Lood Avenue, Kuleka & Chrome Crescent Corner, Empangeni Rail, Old Telkom Building  
Private Bag X 20034, EMPANGENI, 3880  
Tel: 035 787 0631 Fax: 035 787 0641/46  
www.kznhealth.gov.za

**DIRECTORATE:**

King Cetshwayo District Office  
Specification Document

DESCRIPTION	Mandatory requirements to be Completed by bidder COMPLY / DO NOT COMPLY
<b>MMC Poster</b>	
- MMC Poster IsiZulu Version	
- Size: A1	
- Paper: (Calendar type) Gloss 120gsm	
- Colour: Full colour as per the attached sample	
- See the attached sample for accurate information	

**Bidder's Comment:**

.....

.....

1. The bidder is requested to put a company stamp on this specification document.
2. The bidder is requested to complete "Mandatory requirements to be completed by bidder" segment

**NB: FAILURE TO COMPLY WITH THE ABOVE WILL RESULT FOR A BIDDER TO BE DISQUALIFIED.**

**Bidder's Official Stamp**

Bidder Signature: \_\_\_\_\_