

SharePoint

Hlatshwayo Petros ?



KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

KZN Health Intranet

KZN HEALTH

Search this site



HOME CORPORATE INFORMATION COMPONENTS DIRECTORY DISTRICT OFFICES HEALTH FACILITIES

KZN Health > Components > Supply Chain Management

AdvertQuote



KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

Quotation Advert

Opening Date: 2022-03-02

Closing Date: 2022-03-09

Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: Select...

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required MANGUZI HOSPITAL

Date Submitted 2022-03-01

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ:
ZNQ-MZH-0676-21-22

Item Category: Select...

Item Description: SUPPLY AND DELIVERY OF STATIONERY

Quantity (if supplies) ONCE

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Select...

Date :

Time:

Venue:

QUOTES CAN BE COLLECTED FROM: KZNHEALTH WEBSITE

QUOTES SHOULD BE DELIVERED TO: TENDER BOX AT THE MAIN GATE OR VIA EMAIL

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: PETROS HLATSHWAYO

Email: petros.hlatshwayo@kznhealth.gov.za

Contact Number: 0355920150 EXT 1112

Finance Manager Name:

C. NHLEKO

Finance Manager Signature:

No late quotes will be considered

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, 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?

(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
-------------------------	--------------------	-------------------	---------------

¹"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. |

²"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;
- (ii) the name and address of the recipient;
- (iii) an individual serialized number and the date upon which the tax invoice is issued;
- (iv) a description and quantity or volume of the goods or services supplied;
- (v) the official department order number issued to the supplier;
- (vi) the value of the supply, the amount of tax charged;
- (vii) the words tax invoice in a prominent place.

12. PATENT RIGHTS

The supplier shall indemnify the **KZN Department of Health** (here after 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:

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

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:

$$Ps = 80 \left(1 - \frac{Pt - P \text{ min}}{P \text{ min}} \right) \text{ Where}$$

- 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.

WITNESSES
1.
2.

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



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

DIRECTORATE:

Private Bag X301, Kwaqwanase, 3973
Tel: 035 5920 150 Fax: 035 5920 158 Email: petros.hlatshwayo@kznhealth.gov.za
www.kznhealth.gov.za


Manguzi Hospital
Supply chain management
Date: 22-02-2022


CONTINUATION SHEET FOR STATIONERY

Item description	Size	Quantity	Unit price	Total price
Supply and delivery of book register psychotropic medicine (schedule 5/6 substances . packaging each .see attached specification	n/a	60		
Supply and delivery of book off-duty nurses (packaging : each) see attached specification	n/a	100		
Supply and delivery of book job card. packaging each (see attached specification)	n/a	58		
Supply and delivery of book requisition for schedule 7 substance . packaging each (see attached specification)	n/a	5		
Supply and delivery of forms history and progress . packaging pkt of 250 (see attached specification)	n/a	100pkt		
Supply and delivery of book maternity register . packaging each . (see attached specification)	n/a	15		
Supply and delivery of book operating register. Packaging each (see attached specification)	n/a	20		
Supply and delivery of forms case sheet white (English) packaging pkt of 250	n/a	60 pkts		
Supply and delivery of register paediatric , admission , discharge & death . packaging each . (see attached specification)	n/a	12		
Supply and delivery of forms x-ray request test . packaging pkt of 250 (see attached specification)	n/a	60 pkts		
Supply and delivery of book attendance register. Packaging 50 books per box(see attached specification)	n/a	50		
Supply and delivery of books, admission and discharge register. Packaging 30 books per box (see attached specification)	n/a	60		
Supply and delivery of books, out-patient register. Packaging box of 20 (see attached specification)	n/a	60		
Supply and delivery of cards, treatment and prescription. Packaging 250 per PICU	n/a	30 pkts		


Supply and delivery of health services .packaging : pkt of 100 (see attached apecification)	n/a	100pkt		
			15% vat	
			Sub total	
			Total	

		<p>Front cover: labelled/printed to show contents and item number. All Printing on file must be in the English language only.</p> <p>Packaging: 30 pads per box.</p>
	ITEM NO.	DESCRIPTION
50	02-07301 ✓	<p>BOOK ATIENDANCE REGISTER</p> <p>40 leaves printed both sides in black ink per each book.</p> <p>Size: 297mm x 420mm</p> <p>Paper: "Sky" 60 GSM (mill tinted)</p> <p>Covers: 1225 microns chipboard perfect bound Spine covered with 80mm blue book cloth</p> <p>Front cover: labelled/printed to show contents and item number. All Printing on file must be in the English language only.</p> <p>Packaging: 50 books per box</p>
	ITEM NO.	DESCRIPTION
51	02-07701	<p>BOOK, REGISTER REMITIANCE RECEIVED VIA POST (MONIES)</p> <p>100 leaves printed both sides in black ink Size: 297mm x 420mm</p> <p>Paper: White 60 GSM</p> <p>Top and bottom covers: 1225 micron chipboard. Perfect bound. Stapled 4 and spine covered with 80mm blue book cloth.</p> <p>Front cover: labelled/printed to show contents and CPS Cat. No.</p> <p>Packaging: 50 books per box</p>
	ITEM NO.	DESCRIPTION
52	19-00001	<p>SETS, BATCH BINDERS</p> <p>No printing. Each batch binder consists of 2 pieces of board with 4 slots 22mm long by 4mm wide punched on each board.</p> <p>Size: 315mm x 220mm</p> <p>Board:1825 microns chipboard white ribbon 850mm long and 20mm wide thread through each batch binder set</p> <p>Imprint no: i.e. CPS CAT. No. latest o/n/date/your reference</p> <p>Pack and Label: (Cat. No. on all labels and boxes please)</p> <p>Front cover: labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p>Packaging:50 sets per box</p>

	ITEM NO.	DESCRIPTION
(23-08601	<p>BOOKS, STATEMENT OF ACCOUNT NON-LIABLE PATIENT</p> <p>50 sets of 5 leaves printed one side only. each book 250 leaves</p> <p>Size: 297mm x 210mm</p> <p>Original: White NCR CB printed in black ink. Perforated. Duplicate: White NCR CFB printed in red ink. Perforated. Triplicate: White NCR CFB printed in blue ink. Perforated. Quadruplicate: Pink NCR CFB printed in black ink. Perforated (mill tinted) Quadruplicate: Yellow NCR CF printed in black ink. Firm. (mill tinted) Numbered In Quadruplicate from A 168151 to A 185650 Covers: Buff Tokai 200 GSM (mill tinted) Back cover: size 297mm x 410mm. Scored 2 to form a writing shield. front cover: size 297mm x 210mm Instructions printed on inside front cover labelled/printed to show contents, Cat. No. and serial numbering. Each book wire stapled 4 in the 22mm binding margin.</p> <p>Front cover: labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p>Packaging: 30 books per box</p>
	ITEM NO.	DESCRIPTION
68	23-10901 	<p>BOOKS, ADMISSION AND DISCHARGE REGISTER</p> <p>200 leaves printed both sides in black ink. 400 pages per book.</p> <p>Size: 420mm x 304mm Paper: "Sky" 80 GSM (mill tinted) Covers: 1825 microns chipboard Full bound with blue book cloth.</p> <p>Thread sewn in sections bound with front and back end papers. Front cover: labelled/printed to show contents and Cat. No.</p> <p>Packaging: 30 books per box</p>


	ITEM NO.	DESCRIPTION
6.	 23-16501	<p>BOOKS, OUT-PATIENT REGISTER</p> <p>250 leaves printed both sides in black ink each book.</p> <p>Size: 297 mm x 420 mm</p> <p>Paper: White 80 GSM</p> <p>each book numbered from 1 to 500</p> <p>Instructions printed in black ink and pasted onto fly leaf on the inside front cover. Each book thread sewn in sections of 8 leaves per section. Fly leaves laminated to front and back inside covers.</p> <p>Quarter Bind Covers: top and bottom cover 1825 microns chipboard, spine covered with blue or green miradur, front cover labelled or printed to show contents, cat.no and serial numbering.</p> <ol style="list-style-type: none"> 1. Imprint No.: i.e. CPS Cat. No. / Latest o/n / date / your reference 2. Pack and label [cat. no. on all labels and boxes please] 3. All items to be boxed <p>Packaging: Box of 20</p>
	ITEM NO.	DESCRIPTION
7.	23-16850	<p>SETS PATIENTS REFERRAL LETTER</p> <p>Each set to consist of 4 leaves gummed across the top.</p> <p>Size: 297mm x 210mm</p> <p>Original: white NCR CB perforated</p> <p>Duplicate: white NCR CFB perforated (mill tinted)</p> <p>Triplicate: blue NCR CFB perforated (mill tinted)</p> <p>Quadruplicate: yellow NCR paper CF firm (mill tinted) forms guideline for use. One form per packet. Printed in black ink on white 60gsm paper on side only.</p> <p>Pack and label: 50 sets of referral letters and 1 form guideline for use, per packet.</p> <p>All items to be boxed</p> <p>Packaging: Box of 20 packets (Packets of 50 units)</p>

	ITEM NO.	DESCRIPTION
88 (23-27610	<p>PADS, ADMISSION FORM: IN PATIENT</p> <p>150 Leaves printed both sides in black ink and tumbled. Size: 297mm x 210mm Board: Yellow 80 GSM (mill tinted)</p> <p>Padded along the top with Kraft liner 180 GSM backing board.</p> <p>Front cover: labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p>Packaging: 50 pads per box</p>
	ITEM NO.	DESCRIPTION
89	23-28100 ✓	<p>CARDS, TREATMENT AND PRESCRIPTION</p> <p>Printed both sides in black ink. Size: 297mm x 210mm Board: pink 160 GSM Tokai (mill tinted) Punch 2 holes.</p> <p>Imprint no: i.e. cps cat.no./latest o/n/date/your reference Pack and label: (cat. no. on all labels and boxes please) Front cover: labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p>Packaging: 250 per packet, 30 packets per box</p>
	ITEM NO.	DESCRIPTION
90	23-38704	<p>PADS, IN-PATIENT ADMISSION</p> <p>80 sets of 3 leaves printed in black (240 leaves per pad) accurate registration is essential</p> <p>Size: 297mm x 210mm</p> <p>Original: White NCR PAPER CB printed on one side only Duplicate: Yellow NCR PAPER CFB printed on both sides (mill tinted) Triplicate: Blue NCR CF printed on both sides (mill tinted) padded along the top with 225 GSM Kraft backing board</p> <p>Front cover: labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p>Packaging: 30 pads per box</p>

		<p>Covers: Buff Tokai 200G (mill tinted) saddle stapled 2</p> <p>Front cover: labelled or printed to show contents and item number. Front cover: labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p>Packaging: 100 books per box</p>
	ITEM NO.	DESCRIPTION
65	23-05001 	<p>BOOKS, REGISTER OF PSYCHOTROPIC MEDICINES</p> <p>50 leaves printed both sides in black ink. Size: 297mm x 420mm</p> <p>Paper: White 70 GSM</p> <p>Pages numbered from 1 to 100 each book</p> <p>Covers: 1225 microns chipboard. Hinge reinforced with Tokai 200 GSM. Inside cover: wire stapled 4 spine covered with 75mm wide blue book cloth. Front cover: instructions printed in black ink and pasted onto inside front cover. Label: size 260mm x 190mm, white 70 GSM paper printed in black ink pasted onto front cover. Front cover: labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p>Packaging: 50 books per box</p>
	ITEM NO.	DESCRIPTION
66	23-05101	<p>BOOKS, SCHEDULE 7 SUBSTANCES REGISTER</p> <p>52 leaves printed both sides in black ink.</p> <p>Size: 297mm x 420mm Colour: 'sky' 80 GSM paper (mill tinted) Numbered in black ink from 1 to 100</p> <p>Covers: 1225 microns chipboard. Wire stapled 4 spines. Spine covered with 74mm wide red book cloth. Front cover: instructions printed in black ink and pasted onto the inside of the front cover. label: size: 219mm x 305mm, white 70 GSM paper Printed in black ink and pasted onto the outside of the front cover. Imprint no: i.e. cps cat.no/latest o/n/date/your reference Pack and label: (Cat. No. on all labels and boxes) Front cover: labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p>Packaging: 50 books per box</p>


	ITEM NO.	DESCRIPTION
60 (23-02301	<p>BOOKS AMBULANCE RETURN</p> <p>30 sets of 5 leaves printed in black ink. Size: 297mm x 215mm</p> <p>Original: yellow-mill tinted NCR-CB print on both sides perforated. Duplicate: White NCR-CFB printed one side only perforated. Triplicate: Green NCR-CFB printed one side perforated (mill tinted). Quadruplicate: Pink (mill tinted) NCR-CF- printed one side- perforated Quadruplicate: Pink (mill tinted) NCR-CF- Printed One Side- Perforated Quintuplicate: WHITE NCR - CF printed one side only Numbered in quintuplicate from 1000001 to 1552000.</p> <p>Front Cover: Size 297mm x 215mm Buff Tokai 200 GSM mill tinted. Labelled/printed to show contents and Cat. No. and serial numbering. Back Cover: Size: 297mm x 215mm 1225 microns chipboard Backing board, Size: 297mm x 235mm buff 200 gsm pasted onto back cover score 2 to form a pressure board. Perfect binding. Wire stapled 4 in the 15mm binding margin. Spine covered with 50mm wide red miradur. Front cover: labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p>Packaging: 40 books per box.</p>
	ITEM NO.	DESCRIPTION
61	23-02501 ✓	<p>BOOKS, JOB RECORD</p> <p>25 sets of 3 leaves printed one side only in black ink. 75 leaves per book.</p> <p>Size: 297mm x 210mm</p> <p>Original: White NCR CB -perforated Duplicate: White NCR CFB -perforated Triplicate: White NCR CF- FIRM Covers: Buff Tokai 200 GSM (mill tinted) wire stapled 4 in the 15mm binding margin Back Cover: Size: 297mm x 410mm score 2 to form a writing shield Front Cover: instructions printed on inside of front cover Labelled/printed to show contents and cat. no. each book</p> <p>Pack and Label: to s (Item number on all labels and boxes please) Front cover: labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p>Packaging: 50 books per box.</p>

	ITEM NO.	DESCRIPTION
36.	26-08622	<p>BOOK REQUISITIONS FOR EQUIPMENT FOR REPAIR</p> <p>50 sets of 3 leaves printed one side only in black ink 2-to-view each book. 150 leaves per book accurate registration is essential</p> <p>Size: 297mm x 210mm</p> <p>Original: Green NCR CB (mill tinted) – perforated 1 down and 1 across</p> <p>Duplicate: White NCR CFB – perforated 1 down and 1 across</p> <p>Triplicate: White NCR CF- firm ,numbered in triplicate 2-to-view from</p> <p>Covers: Buff Tokai 200 GSM (mill tinted). wire stapled 4 in the 20mm binding margin</p> <p>Back Cover: Size: 297mm x 420mm. scored 2 to form a writing shield.</p> <p>Front Cover: Instructions printed on the inside front cover</p> <p>Cover: Labelled/printed to show contents, CAT.NO. And serial numbering, each book.</p> <p>All items to be boxed</p> <p>Packaging: Box of 40</p>
37.	26-08822	<p>BOOK REQUISITIONS FOR SCHEDULE 7 SUB.</p> <p>100 sets of 2 leaves printed one side only in red ink as per specimen , each book.200 leaves per book</p> <p>Size:210mm x 148mm</p> <p>Original: White NCR paper CB--Perforated</p> <p>Duplicate: White NCR CF – firm</p> <p>Numbered in duplicate in red ink from</p> <p>Covers: Buff Tokai 200 GSM . Wire stapled 3 in the 21mm binding margin</p> <p>Back Cover: Size: 210mm x 292mm. scored 2 to form a writing shield.</p> <p>Front Cover: Instructions printed on the inside front.</p> <p>Back cover size 210x292 scored 2 to form a writing shield</p> <p>Cover: labelled/printed to show contents, Cat.No. And serial numbering, each book.</p> <p>All items to be boxed</p> <p>Packaging: Box of 20</p>

	ITEM NO.	DESCRIPTION
91	23-39201	<p>FORMS ANAESTHETIC OPERATION AND RECOVERY ROOM RECORD</p> <p>Printed both sides in black ink Size: 297mm x 420mm Paper: Yellow 60 GSM (mill tinted)</p> <p>Fold to form size :A4 Front cover: labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p>Packaging: packets of 250</p>
	ITEM NO.	DESCRIPTION
92	23-42701	<p>FORMS, CHART OBSERVATION</p> <p>Printed one side only in black ink Size: 297mm x 210mm</p> <p>Paper: White 60 GSM Front cover: labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p>Packaging: 20 x packets of 250</p>
	ITEM NO.	DESCRIPTION
93	23-44101	<p>FORMS, DIABETIC URINE CHART</p> <p>Printed on one side only in black ink</p> <p>Size: 210mm x 297mm Paper: 60 GSM White Front cover: labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p>Packaging: 100 per packet, 40 packets per box</p>
	ITEM NO.	DESCRIPTION
94	23-45001	<p>FORMS, HISTORY AND PROGRESS NOTES</p> <p>Printed on both sides in black ink Size: 297mm x 210mm PAPER: 60 GSM WHITE</p> 

		<p>Imprint No: i.e item number/latest o/n/date/your reference Pack and label: 250's (item number all labels and boxes) Front cover: labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p>Packaging: 250 per packet, 30 packets per box</p>
	ITEM NO.	DESCRIPTION
95	23-45401	<p>FORMS, RECORD OF NEONATE</p> <p>Printed both sides in black ink Size: 297mm x 420mm Paper: 60 GSM white Front cover: labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p>Packaging: 250 per packet, 30 packets per box</p>
	ITEM NO.	DESCRIPTION
96	23-46333	<p>FORMS, NURSING PROCESS</p> <p>Printed on both sides in black and tumbled Colour: White Size: 210mm x 297mm Paper: 60 GSM white</p> <p>Punch 2 holes Front cover: labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p>Packaging: 100 per packet, 40 packets per box</p>
	ITEM NO.	DESCRIPTION
97	23-46501	<p>FORMS, PATIENT WARD CHART</p> <p>Printed one side only in black ink. Size: 297mm x 210mm Paper: 60 GSM white Punch 2 hole.</p> <p>Imprint no: i.e. item number./ latest o/n/date/your reference Pack and Label: 250's (Cat. No. on all labels and boxes) Front cover: labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p>Packaging: 250 per packet, 30 packets per box</p>

	ITEM NO.	DESCRIPTION
72	23-14901	<p>BOOKS, MATERNITY REGISTER</p> <p>150 leaves printed on both sides in black ink. Size: 420mm x 297mm Paper: "White" 70 GSM</p> <p>Covers: 1825 microns chipboard Full bound with red book cloth. Thread sewn in sections bound with front and back end papers.</p> <p>Front cover: labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p>Packaging: 30 books per box</p>
	ITEM NO.	DESCRIPTION
73	23-16001	<p>BOOKS, OPERATION THEATRE RECORD</p> <p>50 sets of 3 leaves printed one side only in black ink. 150 leaves per book</p> <p>Size: 297mm x 210mm</p> <p>Original: White NCR CB Perforated Duplicate: White NCR CFB- Perforated Triplicate: White NCR CF - firm</p> <p>Numbered in triplicate from H631001 to H781000</p> <p>Covers: Buff Tokai 200 GSM (mill tinted) ,wire stapled 4 in the binding margin Back Cover: size 297mm x 410mm, scored 2 to form a writing shield</p> <p>Front Cover: size 297mm x 210mm</p> <p>Imprint no: i.e. item number/lateV date/your reference Pack and label: (item number on all labels and boxes)</p> <p>Front cover: labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p>Packaging: 50 books per box</p>

		<p>Back Cover: Size: 297mm x 406, scored 2 to form a writing shield.</p> <p>Front Cover: Size: 297mm x 210mm</p> <p>All items to be boxed</p> <p>Packaging: Box of 20</p>
	ITEM NO.	DESCRIPTION
26.	 23-15801	<p>BOOKS, OPERATION REGISTER</p> <p>250 leaves printed both sides in black ink as per specimen, each book</p> <p>Size: 420mm x 297mm</p> <p>Paper: White 70 GSM</p> <p>Covers: 1825 microns chipboard, thread sewn in sections front and back end papers. Full bound with red bookbinding cloth.</p> <p>Front cover: labelled/printed to show and cat.no.</p> <p>All items to be boxed</p> <p>Packaging: Box of 10</p>
	ITEM NO.	DESCRIPTION
27.	23-15901	<p>BOOK OPERATION REGISTER CASUALTY</p> <p>300 leaves printed both sides in black ink as per specimen, 600 pages each book.</p> <p>Size: 420mm x 297mm</p> <p>Paper: "sky" 70GSM (mill tinted)</p> <p>Covers: 1825 microns chipboard, thread sewn in sections. Bound with front and back end papers full bound with Red Miradur.</p> <p>Front Cover: labelled/printed to show contents and cat.no.</p> <p>All items to be boxed</p> <p>Packaging: Box of 10</p>
	ITEM NO.	DESCRIPTION
28.	23-27604	<p>FORM PRESCRIPTION CONTINUATION CARD</p> <p>Printed both sides only in black ink.</p> <p>Size: 297 mm x 210 mm</p> <p>Board: Similar or equal to gold Tokai 240GSM (mill tinted)</p> <p>All items to be in box</p> <p>Packaging: Box of 20 packets (packets of 250 units)</p>

	ITEM NO.	DESCRIPTION
106	23-54601	<p>SETS, X-RAY REQUEST FORM</p> <p>Snap set Of 3 Leaves Printed On One Side Only In Black Ink. Accurate Registration Is Essential</p> <p>Size: 297mm x 210mm</p> <p>Original: White NCR CB- Perforated Duplicate: White NCR CFB -Perforated Triplicate: White NCR CF- Perforated</p> <p>Each set of 3 leaves glued along the top and perforated 13mm from the top edge. Must be carbonise</p> <p>Front cover: labelled/printed to show contents and item number. All Printing on file must be in the English language only.</p> <p>Packaging: 250 per packet, 10 packets per box</p>
	ITEM NO.	DESCRIPTION
107	23-54801	<p>FORMS, X-RAY REGISTER (LOOSE LEAF)</p> <p>Printed Both Sides Only In Black Ink</p> <p>Size: 330mm x289mm</p> <p>Paper: Colour "Sky-Blue" 80 GSM (mill tinted)</p> <p>Thong punched 4 holes.</p> <p>Front cover: labelled/printed to show contents and item number. All Pr'nting on file must be in the English language only.</p> <p>Packaging: 100 per packet, 30 packets per box</p>
	ITEM NO.	DESCRIPTION
108	23-55201	<p>SETS, BINDER FOR X-RAY REPORT</p> <p>Not Printed.</p> <p>Material: Board 1225 Microns Chipboard. Book Cloth Tan</p> <p>Top piece: Consists of 2 pieces of board. One piece 24mm wide and the other 180mm. wide hinged with a 99mm book cloth strip glued on both sides to give an overall width of 210mm. a further book cloth strip 203mm deep by 163mm wide to be glued 19mm in from the hinged edge leaving a 5mm fold positioned onto top cover. Correct embossed top side of the material to appear on spine when made up.</p> <p>Bottom piece: consists of 1 piece of board with a 101mm book cloth strip glued on both sides of the board at the binding edge.</p> <p>Top and bottom pieces: punched 2 round holes with a 6.4mm diameter at centres of 80mm and centred along the 203mm. Binding edge centres of holes to be 15mm from the binding edge.</p> <p>Packaging: 100 sets per box</p>

ITEM NO.	DESCRIPTION
107	<p>23-54801</p> <p>FORMS, X-RAY REGISTER (LOOSE LEAF)</p> <p>Printed Both Sides Only In Black Ink Size: 330mm x289mm Paper: Colour "Sky-Blue" 80 GSM (mill tinted)</p> <p>Thong punched 4 holes. Front cover: labelled/printed to show contents and item number. All Printing on file must be in the English language only.</p> <p>Packaging: 100 per packet, 30 packets per box</p>

ITEM NO.	DESCRIPTION
45.	<p>PAEDIATRIC ADMISSION DISCHARGE DEATH REGISTER</p> <p>NB: NEW VERSION WITH COVID REQUIREMENTS</p> <p>Cover: Printed Full Colour 2 sides on 128GSM snow eagle board. The file cover is to be laminated matt laminated.</p> <p>Inside: Printed back to back on 80GSM White, Blue and Yellow bonds.</p> <p>Finishing: Collate 3 Sheets White, 2 Sheets of Yellow, 1 Sheet of Blue to form a set, total pages to complete a book is 350 pages.</p> <p>Wrap around cover printed 1 colour 1 side.</p> <p>Board: Grey Chip Board Backing</p> <p>Colour: Red Book Cloth</p> <p>Book to be perfect bound.</p> <p>Size: A4</p> <p>23-29055</p> <p>THE FOLLOWING IS TO BE PRINTED IN BLACK INK ON THE FACE OF THE FILE</p>

REQUIREMENTS

	ITEM NO.	DESCRIPTION
98	23-46802	<p>PADS, CONSENT FOR OPERATION/PROCEDURE</p> <p>150 leaves printed both sides in black ink. Size: 297mm x 210mm Paper: 60 GSM white</p> <p>Padded along the top with Kraft 225 GSM backing board. Front cover: labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p>Packaging: 50 pads per box</p>
	ITEM NO.	DESCRIPTION
99	23-47001	<p>CARDS OUT-PATIENT RECORD (PATIENT HELD)</p> <p>Printed on both sides only in black ink The dated diagnosis side must be printed on the CF side of the board. Size: 125mm x 325mm Board: NCR 125 GSM CF white</p> <p>Front cover: labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p>Packaging: 250 per packet</p>
	ITEM NO.	DESCRIPTION
100	23-47850	<p>PADS, PRESCRIPTION</p> <p>50 leaves printed one side only in black ink. Size: 145mm x 105mm White NCR PAPER CB. Padded along the top with Kraft 225 GSM backing board. Front cover: labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p>Packaging: 50 pads per box</p>
	ITEM NO.	DESCRIPTION
101	23-42401	<p>FORMS, CASE SHEET WHITE (ENGLISH)</p> <p>Printed both sides only in black ink Size: 297mm x 420mm Paper: White 70 GSM Punch 2 holes score. Front cover: labelled/printed to show contents and item number. All Printing on file must be in the English language only.</p> <p>Packaging: 250 per packet</p>

	ITEM NO.	DESCRIPTION
113	23-58901	<p>COVERS, RECORD: PROVINCE OF KWAZULU-NATAL</p> <p>Printed One Side Only In Black Ink. Half a moon in the middle on the cover. Half in the middle on the middle on the top cover.</p> <p>Size: 480mm X 365mm Board: Kraft Liner 225 GSM</p> <p>MADE UP AS FOLLOWS: Score 3 (1 down centre and 2 down each side) fold 1 (centre) 2 side flaps folded and pasted onto main area top dye</p> <p>Front cover: labelled/printed to show contents and item number. All Printing on file must be in the English language only.</p> <p>Packaging: 100 per packet, 10 packets per box To be boxed</p>
	ITEM NO.	DESCRIPTION
114	23-61401	<p>CARDS, MORTUARY LABEL</p> <p>Printed one side only in black ink Size: 75mm x 105mm Board: Green Tokai 160 GSM (mill tinted). Punch one in bottom right hand corner. Front cover: labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p>Packaging: 500 per packet</p>
	ITEM NO.	DESCRIPTION
115	23-61801	<p>FORMS, X-RAY IDENTIFICATION</p> <p>Printed one side only in black ink</p> <p>The printing must be positioned 27mm from the left hand side, 27mm from the right hand side and 4mm from the top.</p> <p>This is imperative as this form must fit into the X-Ray machine slot. Front cover: labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p>Packaging: 500 per packet, 10 packets per box</p>