

Quotation Advert

16/01/2023 Opening Date: 18/01/2023 Closing Date:

Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: Tongaat CHC

Province: KwaZulu-Natal

Department of entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods/

Tongaat Community Health Centre service is required:

Date Submitted: 13/01/2023

ITEM CATEGORY AND DETAILS

Quotation number: ZNQ: TON/140/22/23

Item Category: Goods

Item Description: Stationery items

Quantity (if supplies): N/A

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Not applicable

Date: Click here to enter a date.

Time: Click here to enter text.

Venue: Click here to enter text.

QUOTES CAN BE COLLECTED FROM: 07 Sanele Nxumalo Lane Tongaat

QUOTES SHOULD BE DELIVERED TO: 07 Sanele Nxumalo Lane Tongaat 4399

ENQUIRIES REGARDING ADVERT MAY BE DIRECTED TO:

Name: S. Ramcharan

Email: sivendra.ramcharan@kznhealth.gov.za Contact number: 032 944 5054

Ms. J. Phalad Finance Manager Signature Finance Manager Name:

STANDARD QUOTE DOCUMENTATION OVER R30 000.00

PHYSICAL ADDRESS: 07 San QUOTE NUMBER: TON/140/2 DESCRIPTION: Stationery iter	23 4 3971 sele Nxumalo Lane 2/23	CLOSIN E-MAIL Tongaat 4399	G DATE: 18/0 ADDRESS <mark>: T</mark>	1/2023 CHC.SCMC	Quotations(CLO			
PHYSICAL ADDRESS: 07 San QUOTE NUMBER: TON/140/2 DESCRIPTION: Stationery iter	4 3971 lele Nxumalo Lane 2/23	E-MAIL Tongaat 4399	ADDRESS:	CHC.SCMC	Quotations(kznhealtl			
PHYSICAL ADDRESS: 07 San QUOTE NUMBER: TON/140/2 DESCRIPTION: Stationery iter	ele Nxumalo Lane	Tongaat 4399					n.gov.za		
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	applicable)	VALIDITY PER	RIOD 60 Days		SARS PIN				
CENTRAL SUPPLIER DATABA	ASE REGISTRATIO	N (CSD) NO.							
UNIQUE REGISTRATION REF	ERENCE								
DEPOSITED IN THE QUOTE B	BOX SITUATED AT	(STREET ADD	RESS)						
		(41111111111111111111111111111111111111	,						
				**********	***************************************				
<u></u> <u></u>									
Bidders should ensure that consideration.	quotes are delive	red timeously	to the correc	t address.	if the quo	te is late,	it will no	t be acc	epted fo
The quote box is open from 08	-00 to 15:30								
·		NEELOIMI EODA	IC (NOT TO	DE DETVO	-D/				
QUOTATIONS MUST BE SUB									
THIS QUOTE IS SUBJECT PROCUREMENT REGULATION SPECIAL CONDITIONS OF CO	ONS, 2011, THE	ERENTIAL PRO GENERAL CO	OCUREMENT NDITIONS OF	POLICY CONTRA	FRAMEWO CT (GCC)	RK ACT AND, IF	and thi applicat	E PREFE BLE, AN'	ERENTIA Y OTHE
	THE FO (FAILURE TO DO	DLLOWING PAF SO MAY RESU				ALIFIED)			
NAME OF BIDDER									
POSTAL ADDRESS									
STREET ADDRESS									,,
TELEPHONE NUMBER CO	DENUMBEF	L	FACSIN	IILE NUMB	ER COD	EN	JMBER		
CELLPHONE NUMBER				.,			•••••		
E-MAIL ADDRESS									
VAT REGISTRATION NUMBE	ER (If VAT vendor)								
HAS A B-BBEE STATUS LEV	EL VERIFICATION	CERTIFICATE	BEEN SUBMI	ITED? (SB	D 6.1)			YES	NO

OFFICIAL PRICE PAGE FOR QUOTATIONS OVER R30 000	QUOTE NUMBER: TON/140/22/23
DESCRIPTION: Stationery items	
SIGNATURE OF BIDDER	DATE

CAPACITY UNDER WHICH THIS QUOTE IS SIGNED.....

Item No	Quantity Description		Brand &	Country of	Price		
			model	manufacture	R	С	
	X50 Units	Lever arch files - 75 mm spine (assorted colours)					
2	X50 Boxes	Labels laser 24 -UP (70 x 37 x 24) (3 A x 8 Down) -					
		white - (box of 500 sheets)					
3	X55 Units	Prestik - 100 G					
4	X07 Boxes	Envelopes large (box of 250)				_	
5	X36 Packs	Patient referal letter					
3	X120 Pack	Card carrier ouit - patient (blue) (Pkt of 250)					
7	X100 Pack	Form - out - patient continuation sheet				_	
8	X25 Packs	Cover file case history				_	
9	X30 Packs	Card repeat prescription (Pkt of 250)				\rightarrow	
						-	
						\perp	
						_	
						_	
						_	
		NB : Please provide samples for Labels laser					
		NB: Please quote using the attached specification				_	
					_	_	
		NB:Please provide original or certified copy				_	
		of BBBEE and SARS certificate.				_	
						-	
		NB:Please attach CSD page with unique numbers				_	
		in order to verify hand written CSD number.				-	
						_	
VALUE /	ADDED TAX @	15% (Only if VAT Vendor) PRICE (VALIDITY PERIOD 60 Days)				_	

	Does The Article Conform To The S.A.N.S. / S.A.B.S.
Does This Offer Comply With The Specification?	Specification?
Is The Price Firm?	State Delivery Period, e.g., 1day, 1week

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Enquiries regarding the <u>quote</u> may be directed to:	Enquiries regarding technical information may be directed to:
Contact Person: Tel: Marcharan Tel:	Ns. L.F.Magwaza Tol. 032 944 5054

Contact Person: Ms. L.F.Magwaza Tel: 032 944 5054

E-Mail Address: Sivendra.ramcharan@kznheatth.gov.za Tel: 032 944 5054

ISIFUNDAZWE SAKWAZULU NATAL

SCM QUOTATIONS
2023 -01- 13

DEPARTMENT OF HEALTH

TONGAAT HEALTH CENTRE PROVINCE OF KWAZULU - NATAL

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

- 2.1. Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

 YES/NO
- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State Institution

- 2.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?
 YES/NO
- 2.2.1. If so, furnish particulars:
- 2.3. Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES/NO
- 2.3.1. If so, furnish particulars:

3. DECLARATION

I, the undersigned (name) in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1. I have read and I understand the contents of this disclosure;
- 3.2. I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6. There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

Name of Bidder	Signature	Position	Date

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

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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 Department is under no obligation to accept the lowest or any quote.
- 3.2. The Department reserves the right to communicate in writing with vendors in cases where information is incomplete or where there are obscurities regarding technical aspects of the offer, to obtain confirmation of prices or preference claims in cases where it is evident that a typing, written, transfer or unit error has been made, to investigate the vendor's standing and ability to complete the supply/service satisfactorily.
- 3.3. ALL DECÍSIONS TAKEN BY THE DEPARTMENT ARE FINAL, INCLUDING THE AWARD OR CANCELLATION OF THIS QUOTATION.
- 3.4. The price quoted must include VAT (if VAT vendor).
- 3.5. Should a bidder become a VAT vendor after award or during the implementation of a contract, they may not request the VAT percentage from the Department as the service provider made an offer during the period they were not registered as a VAT vendor. The Department is only liable for any VAT from registered VAT vendors as originally stated on the quotation document.
- 3.6. The bidder must ensure the correctness & validity of the quotation:
 - (i) that the price(s), rate(s) & preference quoted cover all for the work/item (s) & accept that any mistakes regarding the price (s) & calculations will be at the bidder's risk
 - (ii) it is the responsibility of the bidder to confirm receipt of their quotation and to keep proof thereof.
- 3.7. The bidder must accept full responsibility for the proper execution & fulfilment of all obligations conditions devolving on under this agreement, as the Principal (s) liable for the due fulfilment of this contract.
- 3.8. This quotation will be evaluated based on the 80/20 points system, specification, correctness of information and/or functionality criteria.

 All required documentation must be completed in full and submitted.
- 3.9. Offers must comply strictly with the specification.
- 3.10. Only offers that meet or are greater than the specification will be considered.
- 3.11. Late offers will not be considered.
- 3.12. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
- 3.13. Used/ second-hand products will not be accepted.
- 3.14. A bidder not registered on the Central Suppliers Database or whose verification has failed will not be considered.
- 3.15. All delivery costs must be included in the quoted price for delivery at the prescribed destination.
- 3.16. Only firm prices will be accepted. Such prices must remain firm for the contract period. Non-firm prices (including rates of exchange variations) will not be considered.
- 3.17. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.18. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered.
- 3.19. Verification will be conducted to identify if bidders have multiple companies and are cover-quoting for this bid.
- 3.20. In such instances, the Department reserves the right to immediately disqualify such bidders as cover-quoting is an offence that represents both corruption and acquisition fraud.

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

- 4.1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
- 4.2. Under no circumstances whatsoever may the quotation/bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
- 4.3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
- 4.4. Quotations submitted must be complete in all respects. However, where it is identified that information in a bidder's response, which does not affect the preference points or price, is incomplete in any respect, the said supplier meets all specification requirements and scores the highest points in terms of preference points and price, the Department reserves the right to request the bidder to complete/submit such information.
- 4.5. Any alteration made by the bidder must be initialled; failure to do so may render the response invalid.
- 4.6. Use of correcting fluid is prohibited and may render the response invalid.
- 4.7. Quotations will be opened in public as soon as practicable after the closing time of quotation.
- 4.8. Where practical, prices are made public at the time of opening quotations.
- 4.9. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.

4.10. The Department is under no obligation to pay suppliers in part for work done if the supplier can no longer for fulfil their obligation.

5. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS

- 5.1. Quotation shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the quotation documents.
- 5.2. Each quotation shall be addressed in accordance with the directives in the quotation documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the quotation number and closing date indicated on the envelope. The envelope shall not contain documents relating to any quotation other than that shown on the envelope. If this provision is not complied with, such quotations/bids may be rejected as being invalid.
- 5.3. All quotations received in sealed envelopes with the relevant quotation numbers on the envelopes are kept unopened in safe custody until the closing time of the quotation/bids. Where, however, a quotation is received open, it shall be sealed. If it is received without a quotation/bid number on the envelope, it shall be opened, the quotation number ascertained, the envelope sealed and the quotation number written on the envelope.
- 5.4. A specific box is provided for the receipt of quotations, and no quotation found in any other box or elsewhere subsequent to the closing date and time of quotation will be considered.
- 5.5. 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

(i)

- 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.

The institution has determined that a compulsory site meeting take place

(ii) Date/ Time: Place	
Institution Stamp:	Institution Site Inspection / briefing session Official
	Fuil 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.

TAX INVOICE

- 10.3. 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.

11. 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.

12. PENALTIES

- 12.1. 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.
- 12.2. 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.
- 12.3. 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.
- 12.4. 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.

13. TERMINATION FOR DEFAULT

- 13.1. 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.
- 13.2. 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.
- 13.3. 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.

14. THE DEPARTMENT RESERVES THE RIGHT TO PASS OVER ANY QUOTATION WHICH FAILS TO COMPLY WITH THE ABOVE.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 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

- 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.
- 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:
 - 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;
 - 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:

$$Ps = 80 \left(1 - \frac{Pt - P\min}{P\min} \right)$$
 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	DECL	AD/	MALTA

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 applicable box)	(Tick			
7.	,,	YES	NO	_	
/ 1	Will any portion of the contract he cub contracted?				

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

7.1.1	1	lf ·	ves.	ind	ion	ho-
1.1.		П	ves.	mu	ıca	œ.

What percentage of the contract will be subcontracted......%

ii) The name of the sub-contractor......
The B-BBEE status level of the sub-contractor......

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

(Tick applicable box)

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

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE
Black people	<u> </u>	
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.	DECLA	RATION WITH REGARD TO COMPANY/FIRM	
9.1	Name	of company/firm:	
9.2	VAT r	egistration number:	
9.3	Comp	any 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	DESC	RIBE PRINCIPAL BUSINESS ACTIVITIES	
	••••••		
9.6	COMF	PANY CLASSIFICATION [TICK APPLICABLE BO	X]
	_	Manufacturer	
		Supplier	
		Professional service provider Other service providers, e.g. transporter, etc.	
0.7	.		
9.7		number of years the company/firm has been in bu	
9.8	the B-	he undersigned, who is / are duly authorised to d BBE status level of contributor indicated in parag eference(s) shown and I / we acknowledge that:	o so on behalf of the company/firm, certify that the points claimed, based on raphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for
	i) T	he information furnished is true and correct;	
	ii) T	he preference points claimed are in accordance v	with the General Conditions as indicated in paragraph 1 of this form;
	iii) Ir	n the event of a contract being awarded as a resu	alt of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may tisfaction of the purchaser that the claims are correct;
	iv) If	f the B-BBEE status level of contributor has be ontract have not been fulfilled, the purchaser may	en claimed or obtained on a fraudulent basis or any of the conditions of γ , 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 incurre	ed or suffered as a result of that person's conduct;
	(c)	cancel the contract and claim any damages warrangements due to such cancellation;	hich it has suffered as a result of having to make less favourable
	(d)	who acted on a fraudulent basis, be restricted	hareholders and directors, or only the shareholders and directors by the National Treasury from obtaining business from any organ after the audi alteram partem (hear the other side) rule has been
	(e)	forward the matter for criminal prosecution.	
	WITN	IESSES	SIGNATIDE (S) OF PIPPER (S)
	1		SIGNATURE(S) OF BIDDERS(S)
			DATE:
	2		ADDRESS



Tungast CHC, 07 Sanele Nxumalo Lane

4400 Tel: 032 944 5054 Fax: 032 9451210 Email Mondli.malunga@kznheaith.gov.za Quotation Specification Committee

TONGAAT COMMUNITY HEALTH CENTRE

SPEC NO: QSN TCHC____

SCOPE OF WORK

The supplier / bidder to be awarded is anticipated to SUPPLY AND DELIVER LEVER ARCH FILE AS PER SPECIFICATION BELOW.

	DETAILS
LEVER ARCH FILE	 Lever Arch File A4 Upright. Paper is held on two big curved pieces of metal (metal lever arch panel) documents that are opened or closed using a metal bar. A large lever arch file will also typically hold around 500 pages Must be made from hard cardboard and such can be recycled. Length: 28.5 cm Width: 7.5 cm Height: 31.5 cm Weight: 0.45 kg

AUTHORIZED / ENDORSED BY QUOTATION SPECIFICATION COMMITTEE

MR. TO MAPHUMULO ME MS. MSE MNGUNI ME	AIRPERSON MBER		Zh31
MR. TO MAPHUMULO ME MS. MSE MNGUNI ME	MBER	(160)	//
MS. MSE MNGUNI ME	****		()
	MBER	197	V
MRS. V RAMPERSAD ME	MBER	Jan	

Page 1 of 2

Fighting Disease, Fighting Poverty, Giving Hope



Quotation Specification Committee

Tongaat CHC 07 Sanele Nxumalo Lane Tel. 032 944 5054 Fax. 032 9451210

TONGAAT COMMUNITY HEALTH CENTRE

SPEC NO:	QSN	
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ITEM / SERVICE DESCRIPTION

Supply of Labels Laser 24 up.

1. SCOPE OF WORK

The company to be awarded is anticipated to supply Labels Laser 24 up as per Specification below.

2. Full description of items to be supplied:

Item No:	Item Description
2.1.	Labels Laser: 24 up [70*37*24]. White in colour. Box of 500 sheets. Pre-cut self-adhesive.
2.2.	Labels Laser: 24 up [70*37*24]. Red in colour. Box of 500 sheets. Pre-cut self-agnesive.

Note:

- The department reserves the right to request for an actual sample of the item to be supplied from a potential supplier for quality testing / verification.
- Items must be SABS approved.

Authorized / Endorsed By Quotation Specification Committee

Initials and Surname	Portfolio	Signature /
Mr. MC Malunga	Chairperson	(I) 1 Sec
Mr. TO Maphumulo	Member	Jan-
Mr. MT Mwandla	Member	St. Sto
Ms. MSE Mnguni	Member	1
Mrs. V Rampersad	Member	all.
Mrs. V Rampersad	10.011120	V



Jongaal CHC, 07 Sanels Nxumalo Lane

DIRECTORATE:

Quotation Specification Committee

Tel: 032 944 5054 Fax: 032 9451210, Email: Monditimalunga@kznnealtin.gov.za

TONGAAT COMMUNITY HEALTH CENTRE

SPEC NO:	QSN TCHC
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SCOPE OF WORK

• The supplier / bidder to be awarded is anticipated to SUPPLY AND DELIVER PRESTIK 100G AS PER SPECIFICATION BELOW.

DETAILS		
PRESTIK 100G	 Reusable adhesive. Water resistant, Non-toxic and Solvent free Individually wrapped. Size 100G. Single Use. [Box of 10] 	

AUTHORIZED / ENDORSED BY QUOTATION SPECIFICATION COMMITTEE

1.Initials & Surname (End-User)	W. W. W. J.		M-C MALLINEA
	111 14-01	Designation / Rank	SLMP 0
Designation / Rank	SESO	Signature	Ø31
Signature	1	Date	11
Date	2022/10/20	Initials & Surname (Member)	
	7.0 Westinglo	Designation / Rank	_
Designation / Rank	scope	G'ant tomo	
Signature	/ 6/	Dota	
Date	20/10/2027		

Page 1 of 2 GROWING KWAZULU-NATAL TOGETHER Tongaal CHC, 07 Sanele Nxumalo Lane

Tell 032 944 5054 Fax. 032 9451210

DIRECTORATE:

Quotation Specification

SPECIAL CONDITION OF BID / QUOTATION

1. SAMPLES

a. The institution reserves the right to request the supplier to provide the picture of the item / to request an actual sample of the item to be supplied for quality testing / verification.

2. STOCK AVAILABILITY

2.1 The institution reserves the right to request the confirmation letter for stock availability before awarding the bid / quotation.

3. DELIVERY ADHERENCE

a. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the purchase order.

4. PENALTY

a. 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 / order, the Institution shall, without prejudice to its other remedies, deduct from the contract / order price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The Institution may also consider termination of the contract / order pursuant to Clause 3.5 below.

5. TERMINATION / CANCELLATION

- a. The Institution, without prejudice to any other remedy for breach of bid / quotation, by written notice of default sent to the supplier, may terminate this contract / order in whole or in part.
 - A. If the supplier fails to deliver any or all of the goods within the period(s) specified in the contract / order, or within any extension thereof granted by the Institution;
 - B. If the Supplier fails to perform any other obligation(s) under the contract / Specification /
 - C. If the supplier, in the judgment of the Institution, has engaged in corrupt or fraudulent practices in competing for or in executing the contract / order.

6. SUPPLIER'S / BIDDER'S DETAILS a. Initials and Surname b. Position at the Company c. Signature

1.Initials & Surname (End-User)	N a Mand	Militians	M.C MALUNA
-	KIM H.Y	Designation / Rank	SCMP D
Designation / Rank	5680	Signature	
Signature	JW.	Date	
Date	2022/10/0		



Quotation Specification Committee

Tongaat CHC, 07 Sanele Nxumato Lane Tongsat 4400 Tel: 032 944 5054 Fax: 032 9451210

TONGAAT COMMUNITY HEALTH CENTRE

SPEC NO: QSN	EC NO: QSN	
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SCOPE OF WORK

THE SUPPLIER / BIDDER TO BE AWARDED IS ANTICIPATED TO SUPPLY ENVELOPE, BUFF, 353 X 250 B4, 100GSM AS PER SPECIFICATION BELOW

	SPECIFICATION DETAILS
ENVELOPE, BUFF, 353 X 250 B4, 100GSM: (01-03808)	 Envelope, buff, 353 x 250 b4, 100gsm. Envelope flap must be supplied with sufficient glue to ensure easy secure sealing. Pack and label: box of 250.

AUTHORIZED / ENDORSED BY QUOTATION SPECIFICATION COMMITTEE

I.Initials & Surname (End-User)	4. H- MU	Initials & Surname (SCM Official)	M.C MALLING
Designation / Rank		Designation / Rank	SCMP
Signature	100/	Signature	913
Date	202000	Date	()
Initials & Surname (Member)	10 Walley 6	Initials & Surname (Member)	U
Designation / Rank	sce X &	Designation / Rank	
Signature	1/1/	Signature	
Date	20/10/1022	Date	

Quotation Specification

Tongaal CHC, 07 Sanale Nxumalo Lane Tell 032 944 5054 Fax 032 9451210

SPECIAL CONDITION OF BID / QUOTATION

1. SAMPLES

a. The institution reserves the right to request the supplier to provide the picture of the item / to request an actual sample of the item to be supplied for quality testing / verification.

2. STOCK AVAILABILITY

2.1 The institution reserves the right to request the confirmation letter for stock availability before awarding the bid / quotation.

3. DELIVERY ADHERENCE

a. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the purchase order.

4. PENALTY

a. 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 / order, the Institution shall, without prejudice to its other remedies, deduct from the contract / order price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The Institution may also consider termination of the contract / order pursuant to Clause 3.5 below.

5. TERMINATION / CANCELLATION

- a. The Institution, without prejudice to any other remedy for breach of bid / quotation, by written notice of default sent to the supplier, may terminate this contract / order in whole or in part.
 - A. If the supplier fails to deliver any or all of the goods within the period(s) specified in the contract / order, or within any extension thereof granted by the Institution;
 - B. If the Supplier fails to perform any other obligation(s) under the contract / Specification / Quotation; or
 - C. If the supplier, in the judgment of the Institution, has engaged in corrupt or fraudulent practices in competing for or in executing the contract / order.

6.	SUPPLIER'S / BIDDER'S DETAILS a. Initials and Surname	
	b. Position at the Company	
	c. Signature	

Y. W. basy		M.C MALLINGY
- Indiana - Indi		SCMP)
1 \\\.		N. Sec.
2022 10/20	Date	L,-
	20	SF & Designation / Rank Signature



Quotation Specification
Committee

Tongaat CHC, 07 Sanele Nxumalo Lane Tongaat 4400 Tel. 032 944 5054 Fax: 032 9451210

TONGAAT COMMUNITY HEALTH CENTRE

SPEC NO: QSI	V
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SCOPE OF WORK THE SUPPLIER / BIDDER TO BE AWARDED IS ANTICIPATED TO SUPPLY PATIENTS REFERRAL LETTER AS PER SPECIFICATION BELOW

	SPECIFICATION DETAILS
PATIENTS REFERRAL LETTER: (23-16850)	 Packets x 50 sets Sets patients referral letter Each set to consist of 4 leaves gummed across the top. Size: 297mm x 210mm Original: white NCR CB perforated Duplicate: white NCR CFB perforated (mill tinted) Triplicate: blue NCR CFB Perforated (mill tinted) 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. Pack and label: 50 sets of referral letters and 1 form guideline for use, per packet. All items to be boxed

AUTHORIZED / ENDORSED BY QUOTATION SPECIFICATION

(F 111)	COMMIT	Initials & Surname (SCM Official)	M-C WHENHEY
.Initials & Surname (End-User)	ALL!	Designation / Rank	
Designation / Rank	SFSO		(0)
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Signature	- 14	Date	(()
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4 Practition	ner's Report from	the Referral Institu	tion		
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Tengaal CHC, 07 Sanele Nxumalo Lane Quotation Specification Committee Tel: 032 944 5054 Fax: 032 9451210

TONGAAT COMMUNITY HEALTH CENTRE

SPEC NO:	OSN	

SCOPE OF WORK

THE SUPPLIER / BIDDER TO BE AWARDED IS ANTICIPATED TO SUPPLY CARDS, CARRIER OUT-PATIENT AS PER SPECIFICATION BELOW

	SPECIFICATION DETAILS
CARDS, CARRIER OUT-PATIENT : (23-22301)	 Packets of 250 Cards, carrier out-patient Printed both sides in black ink Size: 74mm x 105mm Board: blue Tokai 200 GSM (mill tinted) All items to be boxed

AUTHORIZED / ENDORSED BY QUOTATION SPECIFICATION COMMITTEE

	COMMIT		
1.Initials & Surname (End-		Initials & Surname (SCM Official)	M-C MALLINGA
User)	Kun H. F		
Designation / Rank	5850	Designation / Rank	SCHIP
Signature	44	Signature	20
Date	2022 10 20	Date	()
Initials & Surname (Member)	To Maplicek	Initials & Surname (Member)	V
Designation / Rank		Designation / Rank	
Signature	160	Signature	
	20/10/2022	Date	

PROVINCE OF KWAZULU-NATAL - DEPARTMENT OF NEALTH PROVINSIE KWAZULU-NATAL - DEPARTEMENT VAN GESONDHEID **CARRIER CARD - DRAAGKAART** HOSPITAL HOSPITAAL NAME NAAM. OUT-PATIENT No. BUITEPASIENT No. TREATED BY BEHANDEL DEUR_ ADMISSION No. OPMEMINGS No. ADMISSION DATE OPHEMINGS DATUM DISCHARGE DATE ONTSLAGDATUM

APPOINTMENTS - AFSPRAKE- UBUYA NGOMHLAKA

DATE-DATUM USUKU	CLINIC - KLINIEK UMTHOLAMPILO

Cat No. 23-22301 / BP office suppliers

This card must be kept carefully and shown on all occasions. Hierdie kaart moet sorgvuldig bewaar en by elke geleentheid getoon word. U li londoloze leli Tikiti, u li veze zikate zonke.



Quotation Specification Committee

Tongsat CHC, 97 Sanèle Nxumale Lane Tongsat 4400 Tel: 032 944 5054 Fax: 032 9451210

TONGAAT COMMUNITY HEALTH CENTRE

SPEC NO:	QSN	
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SCOPE OF WORK

THE SUPPLIER / BIDDER TO BE AWARDED IS ANTICIPATED TO SUPPLY FORMS, OUT-PATIENT RECORD CONTINUATION SHEET AS PER SPECIFICATION BELOW

	SPECIFICATION DETAILS	
FORMS, OUT-PATIENT RECORD CONTINUATION SHEET	 Pkts x 250 Forms, out-patient record continuation sheet Printed both sides in black ink and tumbled Size: 210mm x 297mm Paper: white 60 GSM. Punch 3 holes. All items to be boxed. 	

AUTHORIZED / ENDORSED BY QUOTATION SPECIFICATION COMMITTEE

COMMIT	1EE	
	Initials & Surname (SCM Official)	M.C MALLING
SFSO	Designation / Rank	SCMIP
7/17	Signature	2931
222/10/20	Date	
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	7-11- ALY 5F50 My 2022/10/20 F.O. Waplante SCC/10	Designation / Rank Signature Date Date Document of the second of the s

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le app	PRESCRIPTION Prescription must include Doctor's full signature and qualifications. (In terms of the National Drug Policy, presentations should be written using the approved (generic) drug name).	MEDICAL DATA	DATE
;;;	OUTPATIENT NUMBER:	PATIENT'S NAME	
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Quotation Specification Committee

Tongast CHC 07 Sanele Nxumato Lane Tenggat 4400

Tel: 032 944 5054 Fax: 032 9451210

TONGAAT COMMUNITY HEALTH CENTRE

SPEC NO: QSN_

SCOPE OF WORK

THE SUPPLIER / BIDDER TO BE AWARDED IS ANTICIPATED TO SUPPLY FILE COVERS, CASE HISTORY AS PER SPECIFICATION BELOW

	SPECIFICATION DETAILS
FILE COVERS, CASE HISTORY (23-56001)	 Pkts x 50 File covers, case history Printed one side only in black ink Size: 380mm x 508mm Board: Kraft liner 225gsm To be made up as follows: Scored 230mm and 460mm and 32mm from the bottom on right hand side flap. Fold and staple one on the top right hand come (staple must close on the inside of the file cover) Bottom flap: folded over the right hand side flap and pasted or bottom right hand corner as per specimen. Spine covered with 25mm red miradur. The cloth must cover Approx 12.5mm or each side of the spine ALL ITEMS TO BE BOXED

AUTHORIZED / ENDORSED BY QUOTATION SPECIFICATION COMMITTEE

	COMMIT	Initials & Surname (SCM Official)	680. **
1.Initials & Surname (End-User)	Y.H. ALLY		MC MAUNT
Designation / Rank		Designation / Rank	SCMP 0
Signature	Med	Signature	QF34
	2022 [3]3]	Date	
	1.0. Washer	Initials & Surname (Member)	V
Designation / Rank	1 / / /	Designation / Rank	
Signature	4/4	Signature	
Date	20/10/2022	Date	

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PROVINCE OF KWAZULU-NATAL DEPARTMENT OF HEALTH

PROVINSIE KWAZULU-NATAL DEPARTMENT VAN GESONDHEID

MEDICAL RECORDS FOLDER MEDIESE REKORDOMSLAG

REFERRED BY/ VERWYS DEUR

ADDRESS / ADRES:		
BRIEF REPORT SENT/ BEKNOPTE VERSLAG GESTUUR		NO/ NEE
SIGNATURE / HANDTEKENING:	REGISTRAR / M.O. / REGISTRA	

SURNAME:



Quetation Specification .

Tongaal CHC, 07 Sanale Nxomalo Lane Tengaal 4400 Tel: 032 944 5054 Fax: 032 9451210

TONGAAT COMMUNITY HEALTH CENTRE

SPEC NO: QSN	
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SCOPE OF WORK

THE SUPPLIER / BIDDER TO BE AWARDED IS ANTICIPATED TO SUPPLY CARDS PRESCRIPTION REPEAT AS PER SPECIFICATION BELOW

	SPECIFICATION DETAILS
CARDS PRESCRIPTION REPEAT: (23-27602)	 PKTS X 250 CARDS PRESCRIPTION REPEAT PRINTED ONE SIDE ONLY IN BLACK INK SIZE: 210 mm X 297 mm BOARD: PINK TOKAI 160 GSM (MILL TINTED) ALL ITEMS TO BE BOXED.

AUTHORIZED / ENDORSED BY QUOTATION SPECIFICATION COMMITTEE

1.Initials & Surname (End-User)	Y. H. Med	Initials & Surname (SCM Official)	M.C MALUNIA
Designation / Rank		Designation / Rank	SCMP 0
Signature	3/0/	Signature	FR
Date	2022/10/20	Date	/(
Initials & Surname (Member)	TO Washing	Initials & Surname (Member)	
Designation / Rank		Designation / Rank	
Signature	the	Signature	
Date	20/19/2022	Date	

Quotation Specification Committee

Tel: 032 944 5054 Fax: 032 9451210

geat CHC, 97 Sanele Nxumalo Lane

SPECIAL CONDITION OF BID / QUOTATION

1. SAMPLES

a. The institution reserves the right to request the supplier to provide the picture of the item / to request an actual sample of the item to be supplied for quality testing / verification.

2. STOCK AVAILABILITY

2.1 The institution reserves the right to request the confirmation letter for stock availability before awarding the bid / quotation.

3. DELIVERY ADHERENCE

a. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the purchase order.

4. PENALTY

a. 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 / order, the Institution shall, without prejudice to its other remedies, deduct from the contract / order price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The Institution may also consider termination of the contract / order pursuant to Clause 3.5 below.

5. TERMINATION / CANCELLATION

- a. The Institution, without prejudice to any other remedy for breach of bid / quotation, by written notice of default sent to the supplier, may terminate this contract / order in whole or in part.
 - A. If the supplier fails to deliver any or all of the goods within the period(s) specified in the contract / order, or within any extension thereof granted by the Institution;
 - B. If the Supplier fails to perform any other obligation(s) under the contract / Specification / Quotation; or
 - C. If the supplier, in the judgment of the Institution, has engaged in corrupt or fraudulent practices in competing for or in executing the contract / order.

6. SUPPLIER'S / BIDDER'S DETAILS a. Initials and Surname b. Position at the Company c. Signature

.Initials & Surname (End-User)	KEM'H.F	Initials & Surname (SCM Official)	M.C MALLINEY
Designation / Rank		Designation / Rank	
Signature	₩	Signature	9130
Date	2022 (10/20	Date	

PROVINCE OF KWAZULU-NATAL DEPARTMENT OF HEALTH

REPEAT PRESCRIPTION CARD (For Institutional use only)

		Items in excess of 5 authorised:	Full signature of Medical Officer:								Date:	Date:	Any blocks relating to the presciber. In the presciber. the old one cancelled a. This repeat card is to Date:	D E					
		5 authorised:	edical Officer:									Prescription	Any blocks relating to the prescription and/or repeat dates which are not utilised must be cancelled by the presciber. In the event of any changes/alterations being required to the prescription, a new card must be issued and the old one cancelled and filed in the patient's folder. This repeat card is to be retained by the institution and is NOT to be issued to the patient. Prescription Prescription	elephone: Any blocks relating to the prescription and/or repeat dates which are not utilised must be cancelled by the presciber. In the event of any changes/alterations being required to the prescription, a new card must be issued the old one cancelled and filed in the patient's folder. This repeat card is to be retained by the institution and is NOT to be issued to the patient. Prescription Prescription	to the prescription and/or repeat dates which are not utilised mechanges/alterations being required to the prescription, a new conditional and the pattent's folder. To be retained by the institution and is NOT to be issued to the prescription	to the prescription and/or repeat dates which are not utilised mechanges/alterations being required to the prescription, a new conducted and filed in the patient's folder. To be retained by the institution and is NOT to be issued to the prescription	to the prescription and/or repeat dates which are not utilised mechanges/alterations being required to the prescription, a new or do and filed in the patient's folder. To be retained by the institution and is NOT to be issued to the prescription	to the prescription and/or repeat dates which are not utilised mechanges/alterations being required to the prescription, a new or deand filed in the patient's folder. To be retained by the institution and is NOT to be issued to the prescription	Patient particulars to the prescription and/or repeat dates which are not utilised meanings/alterations being required to the prescription, a new or down the patient's folder. To be retained by the institution and is NOT to be issued to the prescription. Prescription
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