



**KWAZULU-NATAL PROVINCE**  
HEALTH  
REPUBLIC OF SOUTH AFRICA

## Quotation Advert

**Opening Date:** 12/12/2020  
**Closing Date:** 17/12/2024  
**Closing Time:** 11:00

### INSTITUTION DETAILS

**Institution Name:** King Cetshwayo District Office  
**Province:** KwaZulu-Natal  
**Department of entity:** Department of Health  
**Division or section:** Supply Chain Management  
**Place where goods/** **KING CETSHWAYO DISTRICT OFFICE**  
**Date Submitted:** 26/11/2024

### ITEM CATEGORY AND DETAILS

**Quotation number:** ZNQ/194/KCD/24-25  
**Item Category:** Goods  
**Item Description:** ART BAROMETER AND CHARTS  
**Quantity (if supplies):**

### COMPULSORY BRIEFING SESSION / SITE VISIT

**Select Type:** Not applicable  
**Date:** Not applicable  
**Time:** Not applicable  
**Venue:** Not applicable

**QUOTES CAN BE COLLECTED FROM:** KZN Health Website Only

**QUOTES SHOULD BE DELIVERED TO:** QUOTATION MUST BE DEPOSITED ON THE  
TENDER BOX: 2ND LOOD AVE, CNR CHROME CRESCENT AVE, KULEKA –  
EMPANGENI RAIL, 3910

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

**Name:** Siphwo Ngema  
**Email:** Siphwo.ngema@kznhealth.gov.za  
**Contact number:** 035 787 6287

**Finance Manager:** Mrs SL MSANE

**Finance Manager Signature** \_\_\_\_\_



OFFICIAL PRICE PAGE FOR QUOTATIONS UP TO R1 000 000

QUOTE NUMBER: ZNQ /KCD  194 ,24 \_25

DESCRIPTION: ART BAROMETER AND CHARTS

<b>THE BELOW PREFERENCE POINTS WILL BE ALLOCATED IN COMPLIANCE WITH THE DEPARTMENTAL PREFERENCE PROCUREMENT POLICY (KNOWN AS SCM PPP):</b>	<b>POINTS ALLOCATED</b>
RDP Goal: Full points allocated to promote enterprises owned by Youth	<input type="checkbox"/> 20

ICN NUMBER	QUANTITY	UNIT OF MEASURE	DESCRIPTION	BRAND & MODEL	COUNTRY OF MANUFACTUR E	PRICE	
						R	C
U4549844	5500	UNIT	Adult Clinical charts				
U5527193	150	UNIT	Barometer - Viral Load completion and suppression				
U5527205	150	UNIT	Barometer - HIV and TB Cascades				
U5525757	150	UNIT	Chart - Art Drug Dosing for children 2022				
U5525769	150	UNIT	Chart - Viral Load monitoring for clients on TLD				
U5525771	150	UNIT	Chart - Management of confirmed Virological failure				
U5525783	150	UNIT	Chart - Switching children on PI-Containing regimen				
U5525795	150	UNIT	Chart- RE-initiating ART in no-pregnant clien				
			<b>IMPORTANT NOTES:</b>				
			See attached Specification and Evaluation Criteria				
			To deliver at King Cetshwayo District Office				
<b>VALUE ADDED TAX @ 15% (Only if VAT Vendor)</b>							
<b>TOTAL QUOTATION PRICE (VALIDITY PERIOD 90 Days)</b>							

DOES THIS OFFER COMPLY WITH THE SPECIFICATION? YES / NO  
 IS THE PRICE FIRM? YES / NO  
 DOES THE ARTICLE CONFORM TO THE S.A.N.S. / S.A.B.S. SPECIFICATION? YES / NO

STATE DELIVERY PERIOD (E.G. 3 DAYS, 1 WEEK)

NAME OF BIDDER: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

[By signing this document, I hereby agree to all terms and conditions]

CAPACITY UNDER WHICH THIS QUOTE IS SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_



**CLARITY ON DECLARATION OF INTEREST SBD 4 (a)**

<b>BIDDER NAME</b>	
<b>LEGISLATION ON DISCLOSURE OF INTEREST</b>	
<p>The Public Service Act 103 of 1994 indicates in section 30(1) that "No employee shall perform or engage himself or herself to perform remunerative work outside his or her employment in the relevant department, except with the written permission of the executive authority of the department."</p> <p>Furthermore, in terms of the Public Service Regulations paragraph 13(c), "An employee shall not conduct business with any organ of state or be a director of a public or private company conducting business with an organ of state, unless such employee is in an official capacity a director of a company listed in schedule 2 and 3 of the Public Finance Management Act"</p> <p>Treasury Regulations 16A8.4 further indicates that "If a supply chain management official or other role player, or any close family member, partner or associate of such official or other role player, has any private or business interest in any contract to be awarded, that official or other role player must-(a) disclose that interest; and (b) withdraw from participating in any manner whatsoever in the process relating to that contract."</p>	
<b>CLARITY ON HOW TO DISCLOSE</b>	
<p>Clause 2.2 of the Bidders Disclosure (SBD4), require the bidder to disclose a relationship with any person employed by the entire KZN Department of Health, even if that person is not employed by the procuring institution. The Department may use other Computer Assisted Techniques to verify possible interest, should you be found to have failed to disclose correctly, your bid/quotation will be treated as a false declaration, treated as non-responsive and disqualified.</p> <p>For example, if the tender is advertised or invited by Addington Hospital, yet the person with interest is employed by Manguzi Hospital, as long as that official is employed by the Department of Health, the bidder is required to disclose interest. Therefore the question is, do you, or any person connected with the bidder, have a relationship with any person who is employed by the KZN Department of Health? If so, please furnish particulars on Bidders Disclosure (SBD4) section 2.2.1, as attached below,</p>	

I read the above clarity on disclosure of interest and I commit to disclose as directed, should I fail to disclose correctly, I am aware of the consequences, which may include disqualification of my offer.

\_\_\_\_\_

BIDDER SURNAME AND INITIALS

\_\_\_\_\_

SIGNATURE

\_\_\_\_\_

DATE



**GENERAL CONDITIONS OF CONTRACT**

**NOTES**

The purpose of this document is to:

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

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

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

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**1. Definitions**

The following terms shall be interpreted as indicated:

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

**2. Application**

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

**3. General**

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

**4. Standards**

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

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

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

**6. Patent rights**

- 6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

**7. Performance security**

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

**8. Inspections, tests and analyses**

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

**9. Packing**

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

**10. Delivery and documents**

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

**11. Insurance**

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

**12. Transportation**

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

**13. Incidental services**

13.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the

13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

**14. Spare parts**

As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

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

**15. Warranty**

15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

**16. Payment**

16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4. Payment will be made in Rand unless otherwise stipulated in SCC.

**17. Prices**

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

**18. Contract amendments**

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

**19. Assignment**

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

**20. Subcontracts**

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

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

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

21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.



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

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

**SPECIAL CONDITIONS OF CONTRACT**

**1. AMENDMENT OF CONTRACT**

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

**2. CHANGE OF ADDRESS**

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

**3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION**

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

**4. NEGOTIATIONS**

- 4.1. The Department reserves the right to negotiate with the shortlisted bidder/s prior or post award. The terms and conditions for negotiations will be communicated to the shortlisted bidder/s prior to invitation to negotiations. This will be done to ensure value for money and where the bidder/s price is deemed to be exorbitant, uneconomical or not market related.

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

- 5.1. 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.
- 5.2. 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.
- 5.3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
- 5.4. 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.
- 5.5. Any alteration made by the bidder must be initialled; failure to do so may render the response invalid.
- 5.6. Use of correcting fluid is prohibited and may render the response invalid.
- 5.7. Quotations will be opened in public as soon as practicable after the closing time of quotation.
- 5.8. Where practical, prices are made public at the time of opening quotations.
- 5.9. 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.
- 5.10. The Department is under no obligation to pay suppliers in part for work done if the supplier can no longer fulfil their obligation.

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

- 6.1. 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.

- 6.2. 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.
- 6.3. 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.
- 6.4. 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.
- 6.5. Quotation documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.

**7. SAMPLES**

- 7.1. 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.
- 7.2. **Samples must be made available when requested in writing or if stipulated on the document.**
- If a Bidder fails to provide a sample of their product on offer for scrutiny against the set specification when requested, their offer will be rejected. All
- (i) testing will be for the account of the bidder.

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

- 8.1. 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 **will not** take place.

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

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

**9. STATEMENT OF SUPPLIES AND SERVICES**

- 9.1. 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.

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

- 10.1. 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.

**11. TAX COMPLIANCE REQUIREMENTS**

- 11.1. 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.
- 11.2. 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.

**12. TAX INVOICE**

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

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

**13. PATENT RIGHTS**

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

**14. PENALTIES**

- 14.1. 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.

- 14.2. 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.
- 14.3. 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.
- 14.4. 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.
- 15. TERMINATION FOR DEFAULT**
- 15.1. 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.
- 15.2. 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.
- 15.3. 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.
- 16. THE DEPARTMENT RESERVES THE RIGHT TO PASS OVER ANY QUOTATION WHICH FAILS TO COMPLY WITH THE ABOVE.**

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

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

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

**1. GENERAL CONDITIONS**

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

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

- 1.3. Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
  - (b) Specific Goals.

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

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

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

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

**2. DEFINITIONS**

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

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

**3.1. POINTS AWARDED FOR PRICE**

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

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

$$\begin{array}{ccc}
 \text{80/20} & & \text{90/10} \\
 \text{Ps} = 80 \left( 1 - \frac{\text{Pt} - \text{Pmin}}{\text{Pmin}} \right) & \text{OR} & \text{Ps} = 90 \left( 1 - \frac{\text{Pt} - \text{Pmin}}{\text{Pmin}} \right)
 \end{array}$$

Where

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

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

**3.2.1. POINTS AWARDED FOR PRICE**

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

$$\begin{array}{ccc}
 \text{80/20} & & \text{90/10} \\
 \text{Ps} = 80 \left( 1 + \frac{\text{Pt} - \text{Pmax}}{\text{Pmax}} \right) & \text{OR} & \text{Ps} = 90 \left( 1 + \frac{\text{Pt} - \text{Pmax}}{\text{Pmax}} \right)
 \end{array}$$

Where

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

**4. POINTS AWARDED FOR SPECIFIC GOALS**

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

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**  
**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.**

The specific goal/s allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system)
RDP Goal: Full points allocated to promote enterprises owned by Youth	20	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
  - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
  - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
  - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
    - (a) disqualify the person from the tendering process;
    - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
    - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
    - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
    - (e) forward the matter for criminal prosecution, if deemed necessary.

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



**ANNEXURE A: SPECIFICATION FORM**

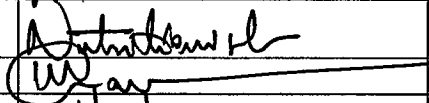
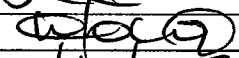
<b>NAME OF PROCURING FACILITY</b>	KZN DEPARTMENT OF HEALTH CENTRAL SCM – ON BEHALF OF KING CETSHWAYO DISTRICT OFFICE	
<b>ITEM DESCRIPTION</b>	<b>BAROMETER</b>	
<b>ITEM PURPOSE</b>	To monitor the progress against targets	
<b>NAME OF THE BIDDER</b>		
<b>ITEM DETAILED SPECIFICATION (INCLUDE SIZE, COLOUR AND MATERIAL ETC</b>	<b>COMPLIES (YES/NO)</b>	
1.	Barometer	
2.	Poster	
3.	Paper: 250gsm white	
4.	Texting and Shading: portrait printed 4 process colours front only	
5.	Size: A1	
6.	Laminated Gloss only side only	
<b>QUALITY STANDARD</b>		
<b>UNIT OF MEASURE OR PACKAGING I.E. (UNIT/BOX/ROLL/PACK/BAIL ETC)</b>	unit	
<b>SAMPLE REQUIRED (YES/NO) IF YES WHEN AND HOW?</b>	YES	
<b>ADDENDUM TO SPECIFICATION ATTACHED (YES OR NO)</b>	Not applicable	

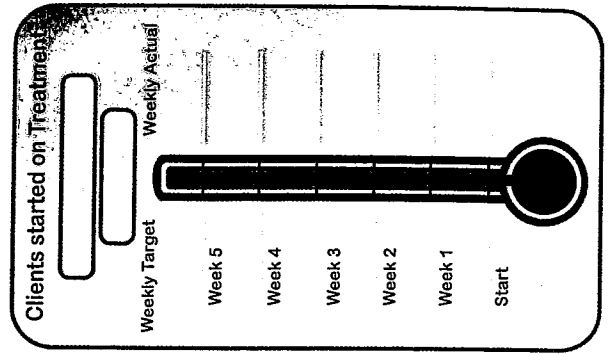
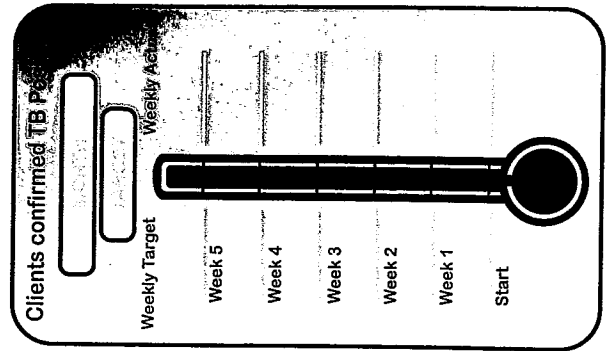
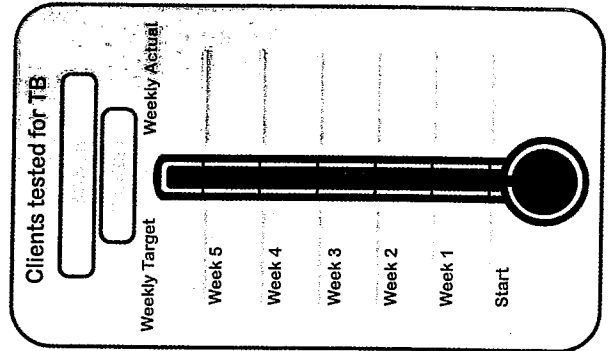
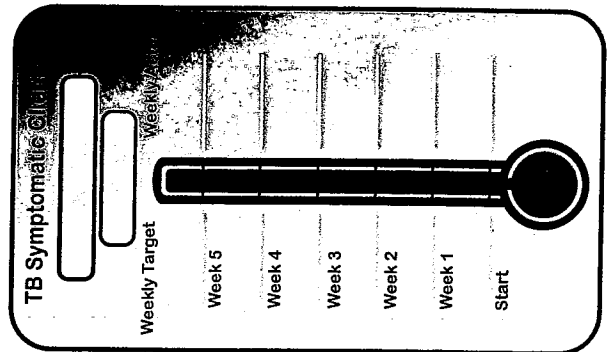
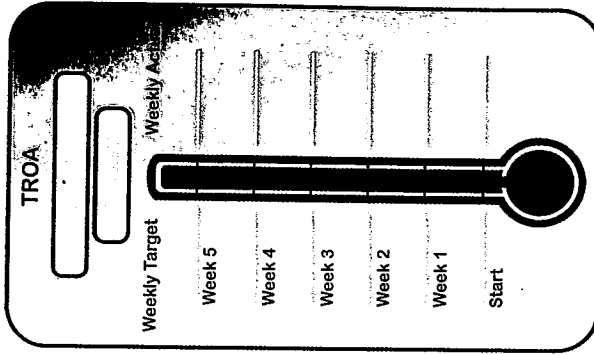
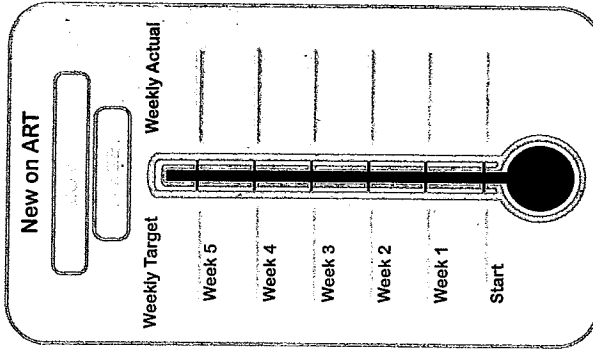
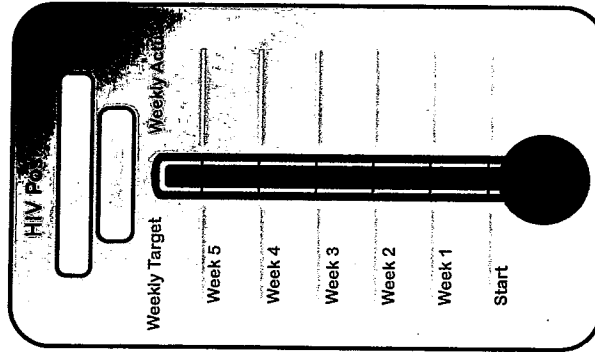
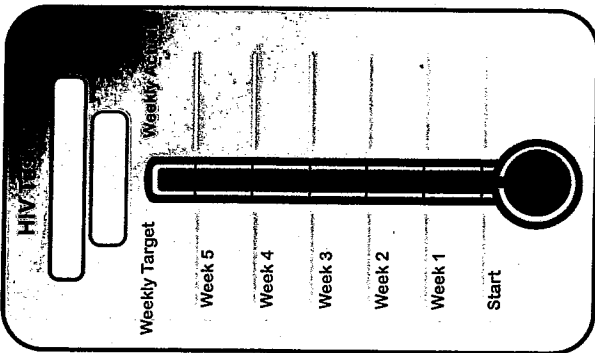
**Note:**

1. Health Technology Service (HTS) may have additional Terms of Reference or Scope of Work
2. Facility Maintenance may have additional Terms of Reference or Scope of Work
3. Other Professional Services may have additional Terms of Reference or Scope of Work



**SPECIFICATION APPROVED BY**

Name of End-user (in full)	Mami U Nkhoru	Name of SCM Rep (in full)	NW Nkhoro
Designation / Rank (in full)	Assistant	Designation/ Rank (in full)	SCC
Signature		Signature	
Date	2024/10/11	Date	11/10/2024



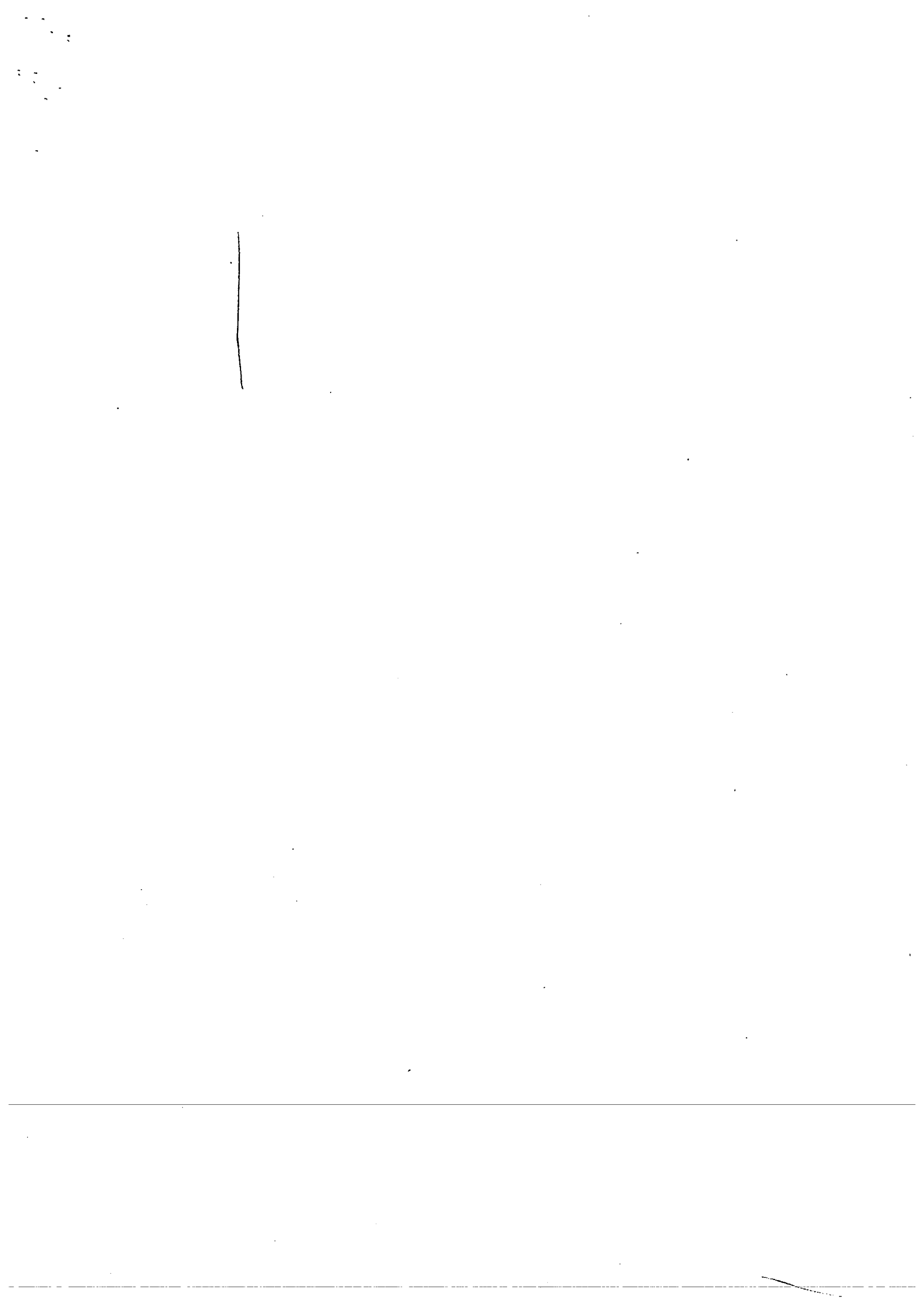


**ANNEXURE A: SPECIFICATION FORM**

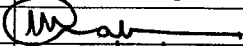

<b>NAME OF PROCURING FACILITY</b>	KZN DEPARTMENT OF HEALTH CENTRAL SCM – ON BEHALF OF KING CETSHWAYO DISTRICT OFFICE	
<b>ITEM DESCRIPTION</b>	CHART VIRAL LOAD MONITORING FOR CLIENTS ON TLD	
<b>ITEM PURPOSE</b>	Designed for outlining viral load monitoring for clients.	
<b>NAME OF THE BIDDER</b>		
<b>ITEM DETAILED SPECIFICATION (INCLUDE SIZE, COLOUR AND MATERIAL ETC)</b>		<b>COMPLIES (YES/NO)</b>
1.	Poster	
2.	Paper : (Calendar type) Gloss 320gsm	
3.	Texting and Shading: Landscape printed to 1 side.	
4.	Colour : Full colour	
5.	Size : A3	
<b>QUALITY STANDARD</b>		
<b>UNIT OF MEASURE OR PACKAGING I.E. (UNIT/BOX/ROLL/PACK/BAIL ETC)</b>	unit	
<b>SAMPLE REQUIRED (YES/NO) IF YES WHEN AND HOW?</b>	YES	
<b>ADDENDUM TO SPECIFICATION ATTACHED (YES OR NO)</b>	Not applicable	

**Note:**

1. Health Technology Service (HTS) may have additional Terms of Reference or Scope of Work
2. Facility Maintenance may have additional Terms of Reference or Scope of Work
3. Other Professional Services may have additional Terms of Reference or Scope of Work

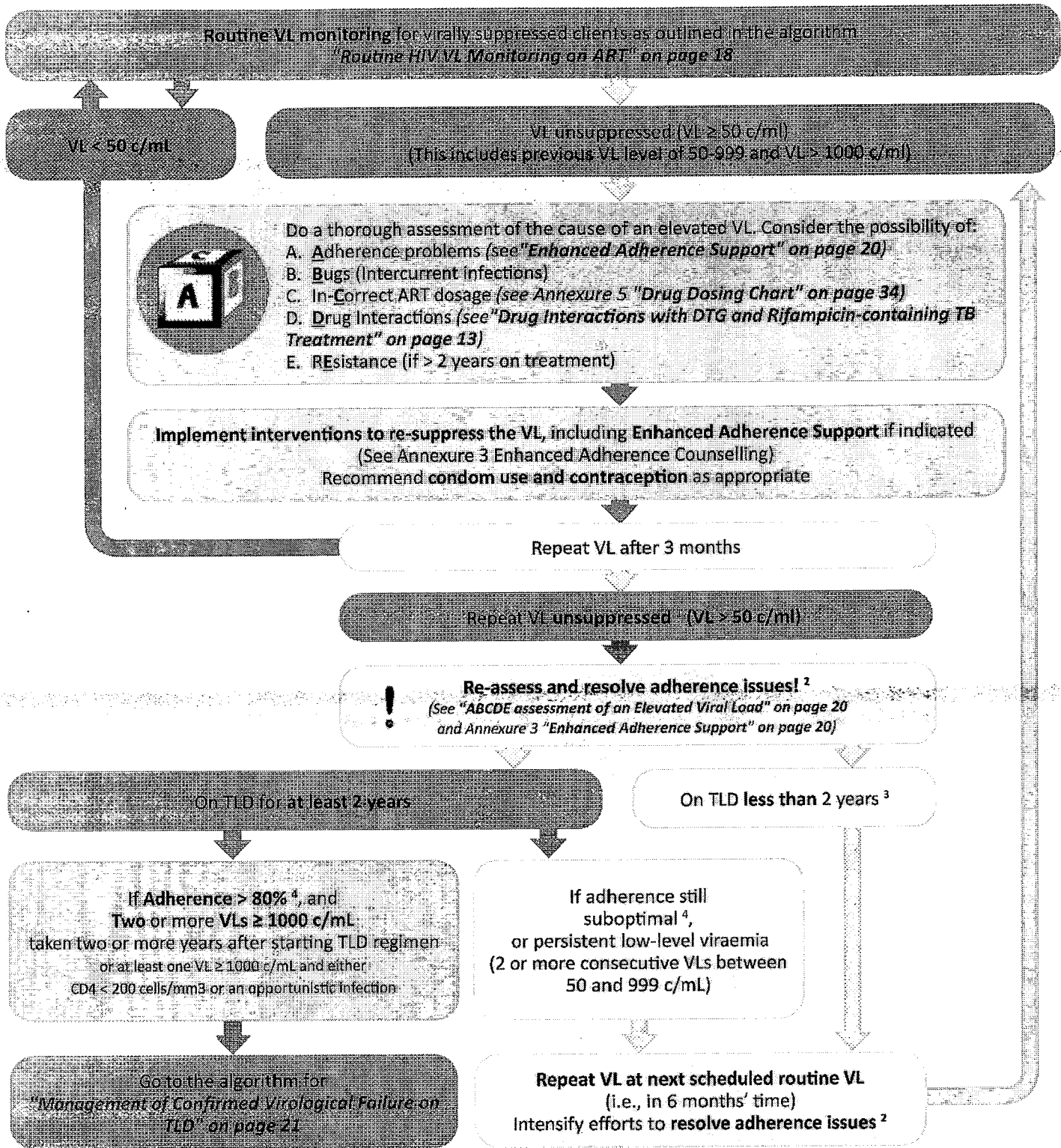


**SPECIFICATION APPROVED BY**

Name of End-user (in full)	Mansa V Mkhosela	Name of SCM Rep (in full)	NW Nkhomo
Designation / Rank (in full)	Outsourcing	Designation/ Rank (in full)	SCC
Signature		Signature	
Date	2024/10/11	Date	2024/10/11

## VL Monitoring for Clients on TLD

(also applicable to ALD and other DTG-containing regimens)



- Due to their high genetic barrier, resistance to a first-line DTG-containing (TLD1) regimen is extremely rare. If other reasons for an unsuppressed VL have been addressed or excluded, e.g., drug interactions, and the client remains unsuppressed at their repeat VL, suboptimal adherence remains the most probable cause for non-suppression. The highest probability of improving adherence would be to remain on a once-daily, well-tolerated, fixed-dose combination regimen (TLD) while identifying and addressing the underlying root causes of non-adherence. 99.9% of these clients will re-suppress on TLD if adherent!
- Repeat ABCDE assessment as outlined on "ABCDE assessment of an Elevated Viral Load" on page 20. Remember to ask about treatment side-effects, the potential cost of transport or loss of income related to clinic visits, non-disclosure, gender-based violence (GBV), and current or prior drug interactions. Current or previous drug interactions with rifampicin, carbamazepine, phenytoin, phenobarbital, or the polyvalent cations may have resulted in the development of resistance.
- Drug interactions may also warrant an expert discussion and authorisation of a resistance test earlier than 2 years on the regimen. If necessary, discuss with an expert
- Objective measures of good adherence include at least one of:
  - Pharmacy refills > 80% in the last 6-12 months (if this is known)
  - Attendance of > 80% of scheduled clinic visits in the last 6-12 months (if this is known)
  - Detection of current antiretroviral drug/s in the client's blood or urine, if available

Note: Self-reported adherence is not considered a measure of good adherence!

ART, Antiretroviral therapy; DTG, Dolutegravir; LLV, Low-level viraemia; SOP, Standard operating procedure; TL, Third-line; TLD, fixed-dose combination of tenofovir, lamivudine, DTG, VL, Viral load.



**ANNEXURE A: SPECIFICATION FORM**

<b>NAME OF PROCURING FACILITY</b>		KZN DEPARTMENT OF HEALTH CENTRAL SCM – ON BEHALF OF KING CETSHWAYO DISTRICT OFFICE	
<b>ITEM DESCRIPTION</b>		CHARTS-SWITCHING CHILDREN ON PI CONTAINING REGIMEN	
<b>ITEM PURPOSE</b>		To provide a structured guide for clinicians	
<b>NAME OF THE BIDDER</b>			
<b>ITEM DETAILED SPECIFICATION (INCLUDE SIZE, COLOUR AND MATERIAL ETC)</b>			<b>COMPLIES (YES/NO)</b>
1.	Poster		
2.	Paper : (Calendar type) Gloss 320gsm		
3.	Texting and Shading: Landscape printed to 1 side.		
4.	Colour : Full colour		
5.	Size : A3 post		
<b>QUALITY STANDARD</b>			
<b>UNIT OF MEASURE OR PACKAGING I.E. (UNIT/BOX/ROLL/PACK/BAIL ETC)</b>		unit	
<b>SAMPLE REQUIRED (YES/NO) IF YES WHEN AND HOW?</b>		YES	
<b>ADDENDUM TO SPECIFICATION ATTACHED (YES OR NO)</b>		Not applicable	

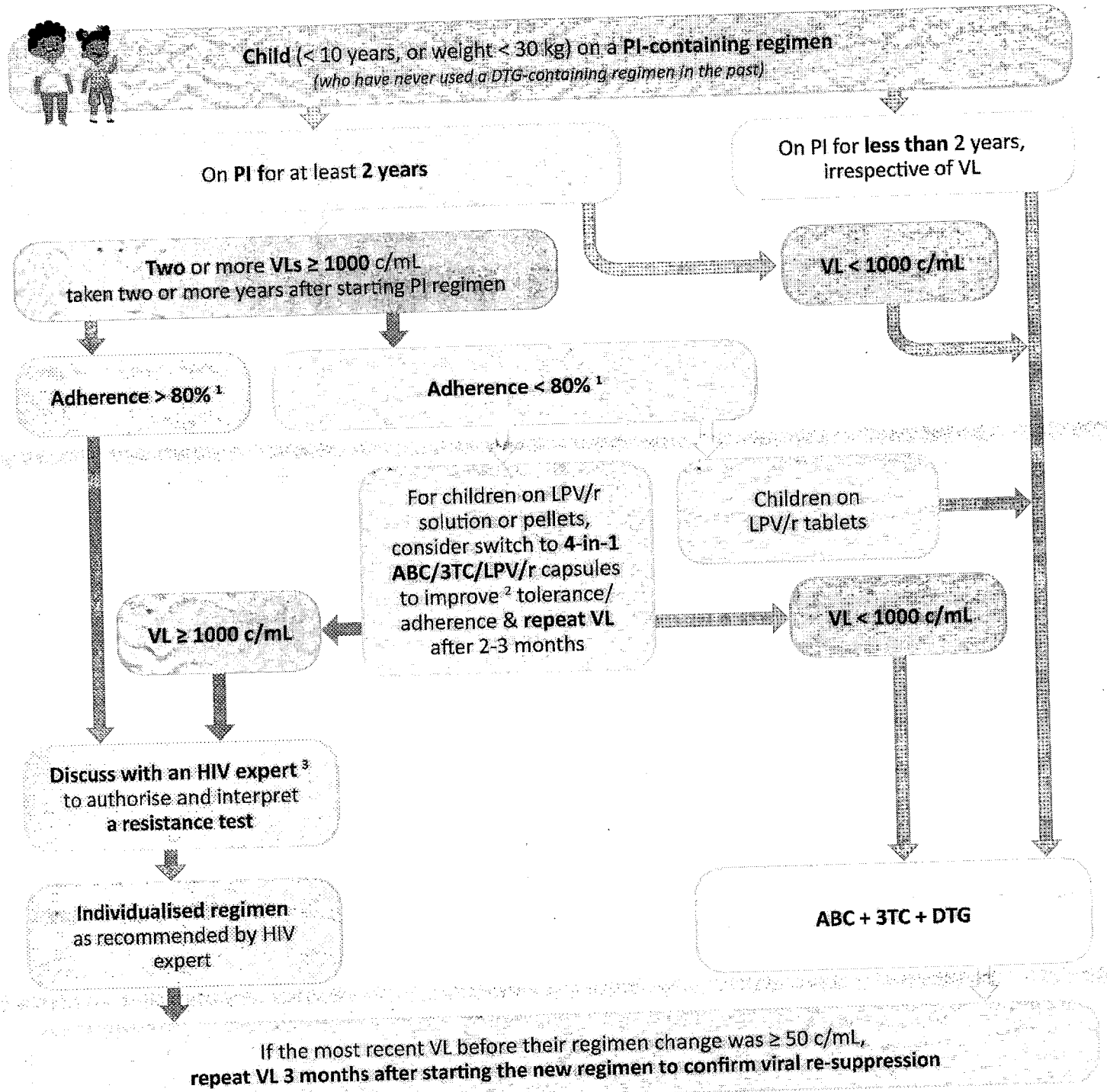
**Note:**

1. Health Technology Service (HTS) may have additional Terms of Reference or Scope of Work
2. Facility Maintenance may have additional Terms of Reference or Scope of Work
3. Other Professional Services may have additional Terms of Reference or Scope of Work

**SPECIFICATION APPROVED BY**

Name of End-user (in full)	<i>Mamtha V Mkhabela</i>	Name of SCM Rep (in full)	<i>NW Mkhongo</i>
Designation / Rank (in full)	<i>Nutritionist</i>	Designation/ Rank (in full)	<i>SCF</i>
Signature	<i>[Signature]</i>	Signature	<i>[Signature]</i>
Date	<i>2024/10/11</i>	Date	<i>2024/10/11</i>

## Switching Children on PI-containing Regimens to DTG-containing Regimens



- Although objective measures of poor adherence include pharmacy refills or attendance of scheduled clinic visits in the previous 6-12 months of < 80%, adherence difficulties in young children are often linked to poor tolerability of unpalatable formulations, particularly LPV/r solution. It is important to ask the caregiver about how the child tolerates the medication e.g., does the child refuse to swallow the medicine or spit out or vomit the medicine, and whether the caregiver has been able to overcome this. Considering these limitations, objective measures of good adherence could include one of the following:
  - Pharmacy refills > 80% in the last 6-12 months (if this is known)
  - Attendance of > 80% of scheduled clinic visits in the last 6-12 months (if this is known)
  - Detection of current antiretroviral drug/s in the client's blood or urine, if available
- If a switch to the 4-in-1 capsules does not improve adherence, or is not available, continue to switch to ABC + 3TC + DTG as for non-adherent children on LPV/r tablets
- The following would qualify as HIV experts: the HIV Helplines, a paediatric infectious disease specialist or the paediatric Third line ART committee





**ANNEXURE A: SPECIFICATION FORM**

<b>NAME OF PROCURING FACILITY</b>	KZN DEPARTMENT OF HEALTH CENTRAL SCM – ON BEHALF OF KING CETSHWAYO DISTRICT OFFICE	
<b>ITEM DESCRIPTION</b>	ART DRUG DOSING CHART FOR CHILDREN 2022	
<b>ITEM PURPOSE</b>	Designed to reduce the viral load in the blood.	
<b>NAME OF THE BIDDER</b>		
<b>ITEM DETAILED SPECIFICATION (INCLUDE SIZE, COLOUR AND MATERIAL ETC)</b>		<b>COMPLIES (YES/NO)</b>
1.	Poster	
2.	Paper : (Calendar type) Gloss 320gsm	
3.	Texting and Shading: Landscape printed to 1 side.	
4.	Colour : Full colour	
5.	Size : A3 post	
<b>QUALITY STANDARD</b>		
<b>UNIT OF MEASURE OR PACKAGING I.E. (UNIT/BOX/ROLL/PACK/BAIL ETC)</b>	unit	
<b>SAMPLE REQUIRED (YES/NO) IF YES WHEN AND HOW?</b>	YES	
<b>ADDENDUM TO SPECIFICATION ATTACHED (YES OR NO)</b>	Not applicable	

**Note:**

1. Health Technology Service (HTS) may have additional Terms of Reference or Scope of Work
2. Facility Maintenance may have additional Terms of Reference or Scope of Work
3. Other Professional Services may have additional Terms of Reference or Scope of Work

**SPECIFICATION APPROVED BY**

Name of End-user (in full)	Mamusa V Mchabele	Name of SCM Rep (in full)	N N Mkhongo
Designation / Rank (in full)	Nutritionist	Designation/ Rank (in full)	SCM
Signature		Signature	
Date	2024/10/11	Date	2024/10/11



# ANTIRETROVIRAL DRUG DOSING CHART FOR CHILDREN 2022

Compiled by Child and Adolescent Committee of SA HIV Clinicians Society in collaboration with the Department of Health



Target dose	Abacavir (ABC)	Lamivudine (3TC)	Zidovudine (AZT)	Dolutegravir (DTG)	Dolutegravir when on Rifampicin	Lopinavir/ritonavir (LPV/r)	Abacavir + Lamivudine + Lopinavir/ritonavir	Lopinavir/ritonavir when on rifampicin (and for 2 weeks after stopping rifampicin)	# Atazanavir (ATV) + Ritonavir (RTV)	Efavirenz (EFV)	Available formulations
3 - 5.9	3 ml bd OR 1 x 60 mg tab bd	3 ml bd	6 ml bd	0.5 x 10 mg DT od	0.5 x 10 mg DT bd	1 ml bd OR 2 capsules bd	2 capsules bd	LPV/r std dose (see purple column) + oral RTV powder 100 mg (1 packet) bd	Not recommended	Not recommended	3 - 5.9
6 - 9.9	4 ml bd OR 1.5 x 60 mg tab bd	4 ml bd	9 ml bd	1.5 x 10 mg DT od	1.5 x 10 mg DT bd	1.5 ml bd OR 3 capsules bd	3 capsules bd	LPV/r std dose (see purple column) + oral RTV powder 200 mg (2 packets) bd	Not recommended	Not recommended	6 - 9.9
10 - 13.9	Once daily dosing > 10 kg OR 4 x 60 mg tabs od OR 12 ml od	Once daily dosing > 10 kg OR 12 ml od	12 ml bd OR 1 x 100 mg tabs bd	2 x 10 mg DT od	2 x 10 mg DT bd	2 ml bd OR 4 capsules bd OR 2 x 100/25 mg paed tabs am + 1 x 100/25 mg paed tab pm	4 capsules bd	LPV/r std dose (see purple column) + oral RTV powder 200 mg (2 packets) bd	Do not use double-dose LPV/r tabs	Do not use double-dose LPV/r tabs	10 - 13.9
14 - 19.9	5 x 60 mg tabs od OR 1 x 300 mg tab od	1 x 150 mg tab od	2 x 100 mg tabs am + 1 x 100 mg tab pm OR 15 ml bd	2.5 x 10 mg DT od	2.5 x 10 mg DT bd	2.5 ml bd OR 5 capsules bd OR 2 x 100/25 mg paed tabs bd OR 1 x 200/50 mg adult tab bd	5 capsules bd	LPV/r std dose (see purple column) + oral RTV powder 300 mg (3 packets) bd	ATV 1 x 200 mg cap od + RTV 1 x 100 mg tab or 100 mg oral powder (1 packet) od	1 x 200 mg cap/tab + 2 x 50 mg caps/tabs nocte	14 - 19.9
20 - 24.9	1 x 300 mg tab + 1 x 60 mg tab od OR 5 x 60 mg tabs od	2 x 150 mg tabs od	2 x 100 mg tabs bd OR 20 ml bd	3 x 10 mg DT od OR 1.5 x 50 mg FC tabs od	3 x 10 mg DT bd OR 1.5 x 50 mg FC tab bd	3 ml bd OR 6 capsules bd OR 2 x 100/25 mg paed tabs bd OR 1 x 200/50 mg adult tab bd	6 capsules bd	LPV/r std dose (see purple column) + oral RTV powder 300 mg (3 packets) bd	ATV 1 x 200 mg cap od + RTV 2 x 100 mg tabs od	1 x 200 mg cap/tab + 2 x 50 mg caps/tabs nocte	20 - 24.9
25 - 29.9	2 x 300 mg tabs od	2 x 150 mg tabs od	1 x 300 mg tab bd OR 1 x AZT/3TC 300/150 mg tab bd	1 x 50 mg FC tab od OR FDC: ABC/3TC/DTG if eligible od + 50 mg DTG FC tab 12 hours later	1 x 50 mg FC tab bd OR FDC: ABC/3TC/DTG if eligible od + 50 mg DTG FC tab 12 hours later	3.5 ml bd OR 7 capsules bd OR 3 x 100/25 mg paed tabs bd OR 1 x 200/50 mg adult tab bd + 1 x 100/25 mg paed tab bd	Not recommended	LPV/r std dose (see purple column) + oral RTV powder 300 mg (3 packets) bd	1 x ATV/RTV 300/100mg FDC od OR ATV 2 x 150 mg caps od + RTV 1 x 100 mg tab or 100 mg oral powder (1 packet) od	2 x 200 mg caps/tabs nocte	25 - 29.9
30 - 39.9	2 x 300 mg tabs od	2 x 150 mg tabs od	1 x 300 mg tab bd OR 1 x AZT/3TC 300/150 mg tab bd	1 x 50 mg FC tab od OR FDC: ABC/3TC/DTG if eligible od	1 x 50 mg FC tab bd OR FDC: ABC/3TC/DTG if eligible od + 50 mg DTG FC tab 12 hours later	5 ml bd OR 10 capsules bd OR 4 x 100/25 mg paed tabs bd OR 2 x 200/50 mg adult tabs bd	Not recommended	LPV/r std dose (see purple column) + oral RTV powder 300 mg (3 packets) bd	ATV 2 x 150 mg caps od + RTV 1 x 100 mg tab or 100 mg oral powder (1 packet) od	2 x 200 mg caps/tabs nocte	30 - 39.9
≥ 40											≥ 40

Consult with a clinician experienced in paediatric ARV prescribing for neonates (< 28 days of age) and infants weighing < 3 kg

Wt. (kg)	3 - 5.9	6 - 9.9	10 - 13.9	14 - 19.9	20 - 24.9	25 - 29.9	30 - 39.9	≥ 40
Wt. (kg)	3 - 5.9	6 - 9.9	10 - 13.9	14 - 19.9	20 - 24.9	25 - 29.9	30 - 39.9	≥ 40



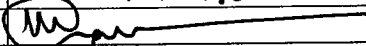
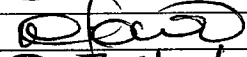
**ANNEXURE A: SPECIFICATION FORM**

<b>NAME OF PROCURING FACILITY</b>	KZN DEPARTMENT OF HEALTH CENTRAL SCM – ON BEHALF OF KING CETSHWAYO DISTRICT OFFICE	
<b>ITEM DESCRIPTION</b>	<b>CHART S-MANAGEMENT OF CONFIRMED VL FAILURE ON TLD</b>	
<b>ITEM PURPOSE</b>	Designed for outlining the management of confirmed VL failure	
<b>NAME OF THE BIDDER</b>		
<b>ITEM DETAILED SPECIFICATION (INCLUDE SIZE, COLOUR AND MATERIAL ETC)</b>	<b>COMPLIES (YES/NO)</b>	
1.	Poster	
2.	Paper : (Calendar type) Gloss 320gsm	
3.	Texting and Shading: Landscape printed to 1 side.	
4.	Colour : Full colour	
5.	Size : A3 poster	
<b>QUALITY STANDARD</b>		
<b>UNIT OF MEASURE OR PACKAGING I.E. (UNIT/BOX/ROLL/PACK/BAIL ETC)</b>	unit	
<b>SAMPLE REQUIRED (YES/NO) IF YES WHEN AND HOW?</b>	YES	
<b>ADDENDUM TO SPECIFICATION ATTACHED (YES OR NO)</b>	Not applicable	

**Note:**

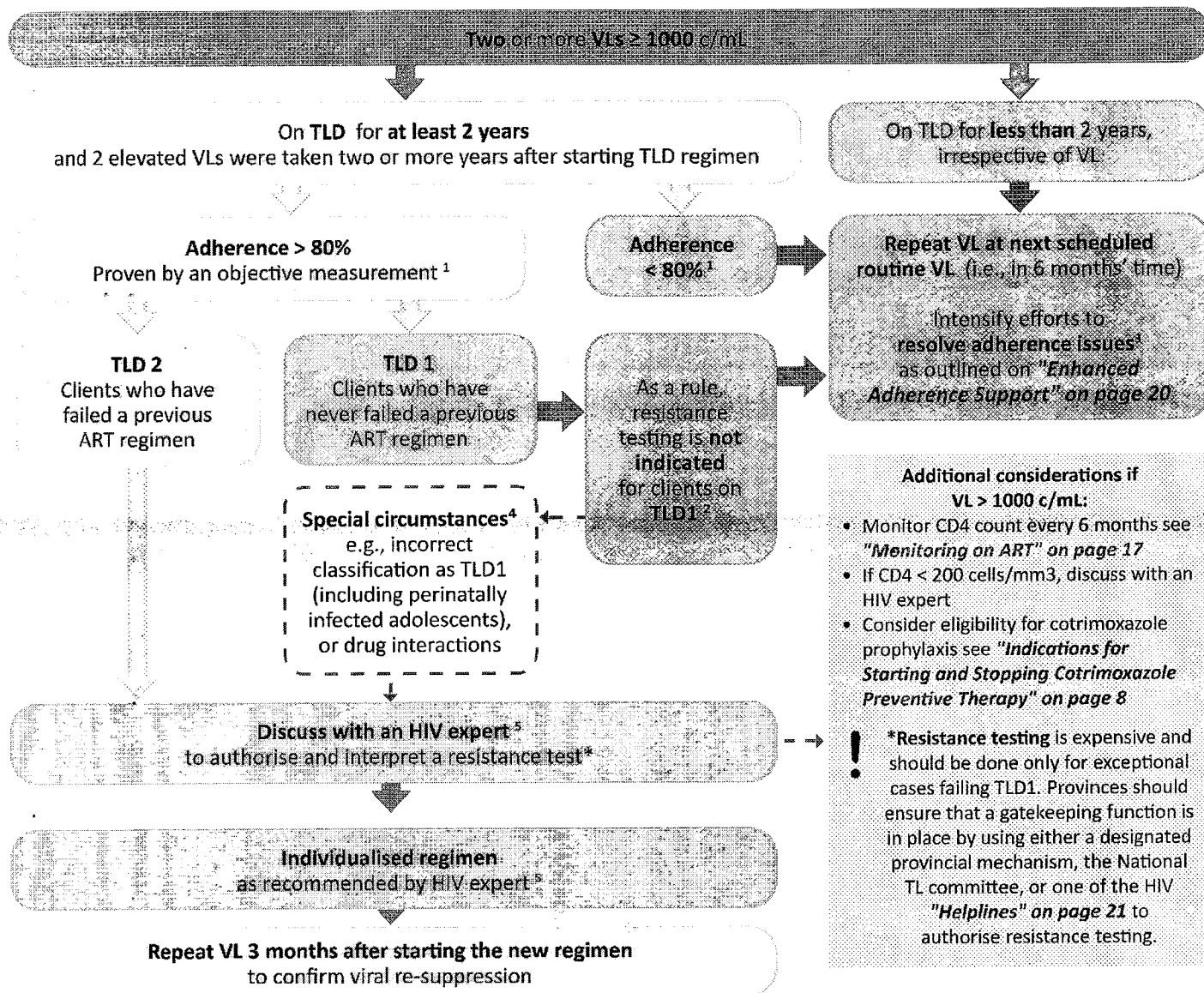
1. Health Technology Service (HTS) may have additional Terms of Reference or Scope of Work
2. Facility Maintenance may have additional Terms of Reference or Scope of Work
3. Other Professional Services may have additional Terms of Reference or Scope of Work

**SPECIFICATION APPROVED BY**

Name of End-user (in full)	Mamir V Mkhabela	Name of SCM Rep (in full)	MU Mhlongo
Designation / Rank (in full)	Director General	Designation/ Rank (in full)	SCC
Signature		Signature	
Date	2024/10/11	Date	2024/10/11

## Management of Confirmed Virological Failure on TLD

(also applicable to ALD and other DTG-containing regimens)



1. Objective measures of good adherence include at least one of:
  - Pharmacy refills  $>$  80% in the last 6-12 months (if this is known)
  - Attendance of  $>$  80% of scheduled clinic visits in the last 6-12 months (if this is known)
  - Detection of current antiretroviral drug/s in the client's blood or urine, if available

Note: Self-reported adherence is not considered a measure of good adherence!
2. Due to their high genetic barrier, resistance to a first-line DTG-containing regimen (TLD1) is extremely rare. If other reasons for an unsuppressed VL have been addressed or excluded, e.g., drug interactions and the client remains unsuppressed at their repeat VL, suboptimal adherence remains the most probable cause for non-suppression. The highest probability of improving adherence would be to remain on a once-daily, well-tolerated, fixed-dose combination regimen (TLD) while identifying and addressing the underlying root causes of non-adherence. 99.9% of these clients will re-suppress on TLD if adherent!
3. Repeat the ABCDE assessment as outlined on "**ABCDE assessment of an Elevated Viral Load**" on page 20. Remember to ask about treatment side-effects, the potential cost of transport or loss of income related to clinic visits, mental health conditions, non-disclosure, poor social support, or substance abuse. If necessary, discuss with an expert or refer to other multidisciplinary team members, if available.
4. Special circumstances that may warrant a resistance test for clients on TLD1 include:
  - Incorrect classification as TLD1 (clients who declare themselves as never having had ART before, but who have actually been exposed to ART and may have failed a regimen in the past)
  - Perinatally infected adolescents: Unless a clearly documented drug history is available, perinatally infected adolescents should be classified as TLD2 due to the high likelihood of ART exposure and virological failure in the past
  - Current or previous drug interactions with rifampicin, carbamazepine, phenytoin, phenobarbital, or the polyvalent cations may have resulted in the development of resistance. Drug interactions may also warrant an expert discussion and authorisation of a resistance test earlier than 2 years on the regimen.

In these types of exceptional circumstances, TLD1 clients with persistent virological failure despite confirmed good adherence may be discussed with an expert to authorise a resistance test on a case-by-case basis.
5. For advice from an HIV expert, approach an HIV Hotline, an infectious disease specialist, or the Third Line ART committee



**If in doubt about any aspect of viral load management or switching to second-line, contact one of the following resources:**

National HIV & TB Health Care Worker Hotline: **0800 212 506**

Right to Care Paediatric, Adolescent and Adult HIV Helpline: **082 352 6642**

KZN Paediatric Hotline: **0800 006 603**



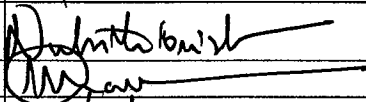
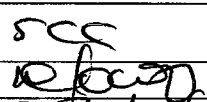
**ANNEXURE A: SPECIFICATION FORM**

<b>NAME OF PROCURING FACILITY</b>	KZN DEPARTMENT OF HEALTH CENTRAL SCM – ON BEHALF OF KING CETHWAYO DISTRICT OFFICE	
<b>ITEM DESCRIPTION</b>	RE-INITIATING ART IN NON-PREGNANT CLIENTS	
<b>ITEM PURPOSE</b>	To achieve and maintain viral suppression	
<b>NAME OF THE BIDDER</b>		
<b>ITEM DETAILED SPECIFICATION (INCLUDE SIZE, COLOUR AND MATERIAL ETC)</b>	<b>COMPLIES (YES/NO)</b>	
1.	Poster	
2.	Paper : (Calendar type) Gloss 320gsm	
3.	Texting and Shading: Landscape printed to 1 side.	
4.	Colour : Full colour	
5.	Size : A3 poster	
<b>QUALITY STANDARD</b>		
<b>UNIT OF MEASURE OR PACKAGING I.E. (UNIT/BOX/ROLL/PACK/BAIL ETC)</b>	unit	
<b>SAMPLE REQUIRED (YES/NO) IF YES WHEN AND HOW?</b>	YES	
<b>ADDENDUM TO SPECIFICATION ATTACHED (YES OR NO)</b>	Not applicable	

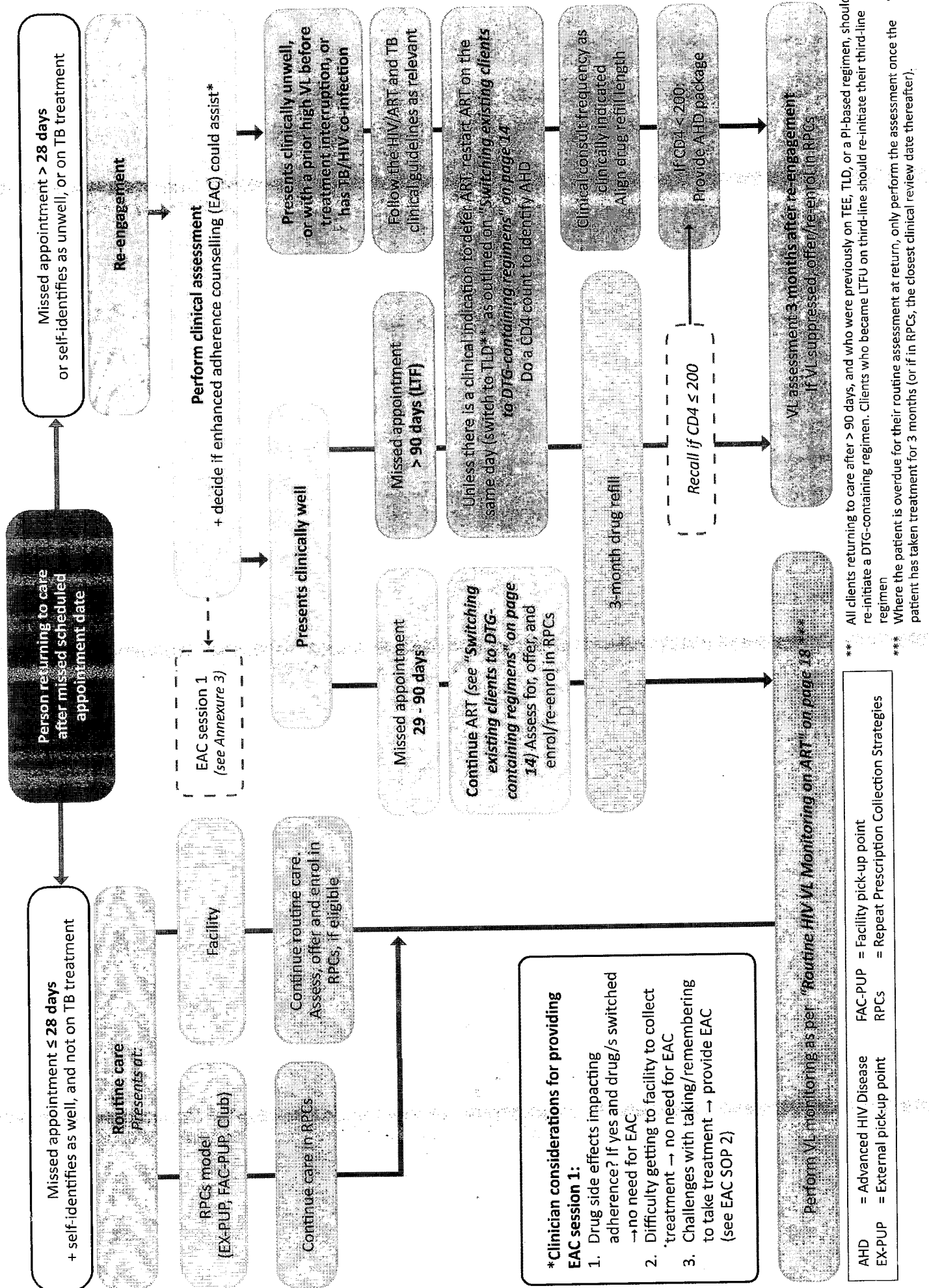
**Note:**

- 1. Health Technology Service (HTS) may have additional Terms of Reference or Scope of Work**
- 2. Facility Maintenance may have additional Terms of Reference or Scope of Work**
- 3. Other Professional Services may have additional Terms of Reference or Scope of Work**

**SPECIFICATION APPROVED BY**

Name of End-user (in full)	Manda V. White	Name of SCM Rep (in full)	M. White
Designation / Rank (in full)	Director	Designation/ Rank (in full)	SCS
Signature		Signature	
Date	2011/10/11	Date	2011/10/11

# Re-initiating ART in Non-pregnant Clients who have Interrupted Treatment







**ANNEXURE A: SPECIFICATION FORM**

<b>NAME OF PROCURING FACILITY</b>		KZN DEPARTMENT OF HEALTH CENTRAL SCM – ON BEHALF OF KING CETSHWAYO DISTRICT OFFICE	
<b>ITEM DESCRIPTION</b>		CHARTS – VIRAL LOAD COMPLETION & SUPPRESSION	
<b>ITEM PURPOSE</b>		Ensuring the effectiveness of ART & improving overall Health	
<b>NAME OF THE BIDDER</b>			
<b>ITEM DETAILED SPECIFICATION (INCLUDE SIZE, COLOUR AND MATERIAL ETC)</b>			<b>COMPLIES (YES/NO)</b>
1.	Poster		
2.	Paper: (Calendar type) Gloss 320gsm		
3.	Texting and Shading: portrait printed 4 process colours front only		
4.	Size: A2		
<b>QUALITY STANDARD</b>			
<b>UNIT OF MEASURE OR PACKAGING I.E. (UNIT/BOX/ROLL/PACK/BAIL ETC)</b>		<b>UNIT</b>	
<b>SAMPLE REQUIRED (YES/NO) IF YES WHEN AND HOW?</b>		YES	
<b>ADDENDUM TO SPECIFICATION ATTACHED (YES OR NO)</b>		Not applicable	

**Note:**

1. Health Technology Service (HTS) may have additional Terms of Reference or Scope of Work
2. Facility Maintenance may have additional Terms of Reference or Scope of Work
3. Other Professional Services may have additional Terms of Reference or Scope of Work

**SPECIFICATION APPROVED BY**

Name of End-user (in full)	Mamie V Mchabela	Name of SCM Rep (in full)	UN 18/11000
Designation / Rank (in full)	District Supervisor	Designation/ Rank (in full)	SCC
Signature		Signature	
Date	2024/10/11	Date	2024/10/11

Completion

6-month VL Completion thermometer graphic with 'ANNUAL TARGET' at the top, 'MONTH' and 'TARGET' columns, and a scale from 'Start' to 'Week 5'.

**6-month VL Completion**

- Fill in the Annual target as well as the current months target
- Calculate the monthly target:
  - Monthly target = Monthly target plus (+) or minus (-) variance from the previous months target
  - + Appointments rescheduled for defaulters
  - + Appointments rescheduled for out of Cohort clients
- Calculate the Weekly target:
  - Weekly target = (from Viral load due report) + or - variance from previous weeks target
  - out of cohort appointments
- Record the weekly target on the left column under Weekly Target
- Record the actual number of viral loads done on the right column under Weekly Actual

**6-month VL Suppression**

- Fill in the Annual target as well as the current months target
- Calculate the Monthly target:
  - Monthly target = Viral loads done + or - variance from previous + Unsuppressed Viral loads actioned and repeat
- Calculate the weekly target:
  - Weekly target = Number of Viral loads done + or - variance from previous week
- Record the weekly target on the left column under Weekly Target
- Record the actual number of viral loads suppressed on the right column under Weekly Actual



Suppression

6-month VL Suppression thermometer graphic with 'ANNUAL TARGET' at the top, 'MONTH' and 'TARGET' columns, and a scale from 'Start' to 'Week 5'.

**6-month VL Completion**

- Fill in the Annual target as well as the current months target
- Calculate the monthly target:
  - Monthly target = Monthly target plus (+) or minus (-) variance from the previous months target
  - + Appointments rescheduled for defaulters
  - + Appointments rescheduled for out of Cohort clients
- Calculate the Weekly target:
  - Weekly target = (from Viral load due report) + or - variance from previous weeks target
  - out of cohort appointments
- Record the weekly target on the left column under Weekly Target
- Record the actual number of viral loads done on the right column under Weekly Actual

**6-month VL Suppression**

- Fill in the Annual target as well as the current months target
- Calculate the Monthly target:
  - Monthly target = Viral loads done + or - variance from previous + Unsuppressed Viral loads actioned and repeat
- Calculate the weekly target:
  - Weekly target = Number of Viral loads done + or - variance from previous week
- Record the weekly target on the left column under Weekly Target
- Record the actual number of viral loads suppressed on the right column under Weekly Actual



Completion

12-month VL Completion thermometer graphic with 'ANNUAL TARGET' at the top, 'MONTH' and 'TARGET' columns, and a scale from 'Start' to 'Week 5'.

**12-month VL Completion**

- Fill in the Annual target as well as the current months target
- Calculate the monthly target:
  - Monthly target = Monthly target + or - variance from the previous months target
  - + Appointments rescheduled for Defaulters
  - + Appointments rescheduled for out of Cohort clients
- Calculate the Weekly target:
  - Weekly target = (from Viral load due report) + or - variance from previous weeks target
  - out of cohort appointments
- Record the weekly target on the left column under Weekly Target
- Record the actual number of viral loads done on the right column under Weekly Actual

**12-month VL Suppression**

- Fill in the Annual target as well as the current months target
- Calculate the Monthly target:
  - Monthly target = Viral loads done + or - variance from previous + Unsuppressed Viral loads actioned and repeat
- Calculate the weekly target:
  - Weekly target = Number of Viral loads done + or - variance from previous
- Record the weekly target on the left column under weekly target
- Record the number of suppressed viral loads on the right column under weekly actual



Suppression

12-month VL Suppression thermometer graphic with 'ANNUAL TARGET' at the top, 'MONTH' and 'TARGET' columns, and a scale from 'Start' to 'Week 5'.

**12-month VL Completion**

- Fill in the Annual target as well as the current months target
- Calculate the monthly target:
  - Monthly target = Monthly target + or - variance from the previous months target
  - + Appointments rescheduled for Defaulters
  - + Appointments rescheduled for out of Cohort clients
- Calculate the Weekly target:
  - Weekly target = (from Viral load due report) + or - variance from previous weeks target
  - out of cohort appointments
- Record the weekly target on the left column under Weekly Target
- Record the actual number of viral loads done on the right column under Weekly Actual

**12-month VL Suppression**

- Fill in the Annual target as well as the current months target
- Calculate the Monthly target:
  - Monthly target = Viral loads done + or - variance from previous + Unsuppressed Viral loads actioned and repeat
- Calculate the weekly target:
  - Weekly target = Number of Viral loads done + or - variance from previous
- Record the weekly target on the left column under weekly target
- Record the number of suppressed viral loads on the right column under weekly actual



Completion. 6 months.  
12 months.

**Fill in the Annual Target and the Month**

- Calculate the monthly target, considering the appointments that were rescheduled for defaulters and appointments scheduled out of Cohort
- Retrieve the 6 Month Viral load due report from Tier.net.
- Determine the number of Viral load due appointments due for the week.
- Fill in the weekly target on the left.
- Record the actual number of Viral loads done from the number of due on the Viral load report on the right.

**Determine the reason for VL not done:**

- Defaulters - add the number appointments for defaulters that was rescheduled to the specific week's target.
- Deduct the number of appointments that were out of cohort for the review period and add the number to the viral load due report of that specific cohort month.

Suppression 6 months  
12 months

**Fill in the annual target and the month**

• Obtain the number of 6 Month Viral loads done for the week from Tier.net using Lab track/hardcopies from the Lab or retrieve the Viral load results report from Tier.net to obtain Viral load results for the week.

Fill in the number of Viral loads done to the left.

• From the Viral load results received record the number of Viral loads that were suppressed to the right.

• Calculate the monthly target, considering the number of unsuppressed viral loads that was actioned and number of Viral loads repeated.

• *The Viral load result TAT will play a vital role in the weekly performance and should be considered for the review period* Fill in the annual target and the month



**ANNEXURE A: SPECIFICATION FORM**

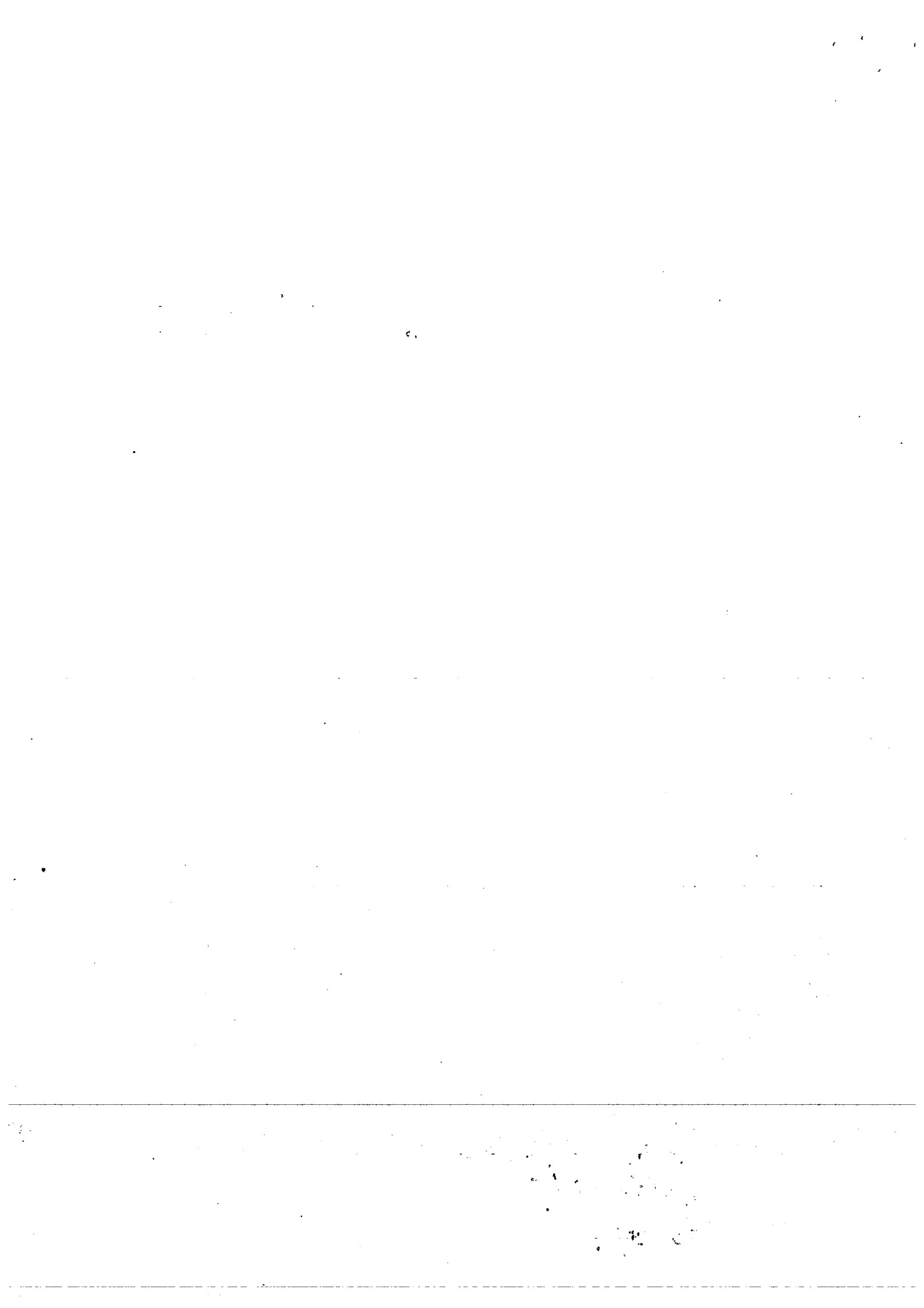
<b>NAME OF PROCURING FACILITY</b>	KZN DEPARTMENT OF HEALTH CENTRAL SCM – ON BEHALF OF KING CETHSWAYO DISTRICT OFFICE	
<b>ITEM DESCRIPTION</b>	ADULT CLINICAL CHARTS	
<b>ITEM PURPOSE</b>	1. To motivate patient to optimize or prevent illnesses and manage chronic condition	
<b>NAME OF THE BIDDER</b>		
<b>ITEM DETAILED SPECIFICATION (INCLUDE SIZE, COLOUR AND MATERIAL ETC)</b>		<b>COMPLIES (YES/NO)</b>
1.	<b>Cover</b>	
2.	160 GSM white paper (A4)	
3.	Print on cover: coat of arms (KZN DOH logo) - color	
4.	Print on cover: document title(black ink)	
	<b>Content</b>	
5.	80 GSM white paper (A4)	
6.	40 pages printed back to back (black ink)	
7.	Pages stapled to cover (manuscript style)	
<b>QUALITY STANDARD</b>		
<b>UNIT OF MEASURE OR PACKAGING I.E. (UNIT/BOX/ROLL/PACK/BAIL ETC)</b>		<b>UNIT</b>
<b>SAMPLE REQUIRED (YES/NO) IF YES WHEN AND HOW?</b>	YES	
<b>ADDENDUM TO SPECIFICATION ATTACHED (YES OR NO)</b>	Not applicable	

**Note:**

1. Health Technology Service (HTS) may have additional Terms of Reference or Scope of Work
2. Facility Maintenance may have additional Terms of Reference or Scope of Work
3. Other Professional Services may have additional Terms of Reference or Scope of Work

**SPECIFICATION APPROVED BY**

Name of End-user (in full)	<i>Mamie Mkhale</i>	Name of SCM Rep (in full)	<i>Bonny M. Nkomo</i>
Designation / Rank (in full)	<i>Director of SCM</i>	Designation/ Rank (in full)	<i>S.O</i>
Signature	<i>[Signature]</i>	Signature	<i>[Signature]</i>
Date	<i>2024/10/24</i>	Date	<i>11/10/24</i>





**KWAZULU-NATAL PROVINCE**  
**HEALTH**  
REPUBLIC OF SOUTH AFRICA

**FILE NUMBER**

**PATIENT NAME**

**HAST**  
**ADULT CLINICAL CHART**





### 3. CLINICAL ASSESSMENT : FIRST VISIT AT THIS CLINIC

Use this section during your patient's first encounter with HIV / ART services to help decide whether they need HIV or ART care

Presents from: TB clinic / PMTCT / VCT / GP / other Art clinic / primary care clinic / in-patient / correctional / work / other

#### WHO CLINICAL STAGING

If your patient has , OR HAS EVER HAD, any of the illnesses below, and none in stage 4 , and a CD4 count > 350 , they need HIV care		If your patient had , OR WAS EVER HAD , any of the illnesses below, or their CD4 count is < 350, they need HAART	
Clinical Features	Date	Clinical Features	Date
<b>WHO Stage 1</b> Persistent generalised lymphadenopathy Other:		<b>WHO Stage 4 (AIDS) Severe disease</b> Herpes simplex virus lesions > 1 month Oesophageal candidiasis Pneumocystis jiroveci (formerly PCP) Kaposi's sarcoma HIV wasting syndrome HIV encephalopathy Recurrent pneumonia Cytomegalovirus Isosporiasis / Cryptosporidiosis Bedridden >50% / day for most of last month Cryptococcal meningitis Cervical cancer Lymphoma Extra-pulmonary TB Other CD4 result	
<b>WHO Stage 2</b> Weights loss <10% body weight Minor mucocutaneous conditions Recurrent URTI Uncomplicated herpes zoster Other:			
<b>WHO Stage 3</b> Moderate disease Weight loss >10% body weight Diarrhoea >1 month Oral candidiasis Severe bacterial infections including Pneumonia Oral hairy leukoplakia Prolonged fever Bedridden <50% / day for most of last month Pulmonary TB (current or in the last year)* Other:			

#### REPRODUCTIVE HEALTH

Pregnant	Y	N	Trimester	1	2	3	Grav	Para	Pap smear result:	Date:
Contraception:									Date last used:	
none / condom / injection / pill / other										
Signs and symptoms	1) Urethral discharge / dysuria		2) Vaginal discharge Y / N		3) Genital ulcers Y / N		4) genital warts Y / N		5) Lower abdominal pain Y / N	
os STI today/									RPR (date) + results	Tx completed Y / N

#### TUBERCULOSIS SCREEN

Ever had TB before?	Y	N	If YES	Year	EPTB or pulmonary	Treatment outcomes		
Current TB	Y	N	Pulmonary or extra-pulmonary	Date commenced treatment				
TB symptoms today	1) Cough > 2 wks Y / N		2) Weight loss Y / N		3) Fever Y / N	4) Night sweats Y / N	5) Haemoptysis Y / N	6) Fatigue Y / N
Smear date Result	Culture / sensitivity date Result		Clinical indicatio of TB				Y / N	

#### NUTRITIONAL SCREEN

(Note: if BMI is less than 18.5 must refer to dietician and nutritional programme)

Date of assessment: / /	A. Weight: (kg)	B. Height (meters)	C. BMI = $\frac{\text{Weight (kg)}}{\text{Height (m)}^2}$
-------------------------	-----------------	--------------------	---

#### HISTORY AND EXAMINATION:

#### PLAN:

Temperature:		CD4 > 350 AND stage 1 - 3	<input type="checkbox"/>					
Heart Rate:		CD4 < 350	<input type="checkbox"/>					
Blood Pressure:		Co-trimoxazole						
Respiratory Rate:		Fluconazole						
		Other:						
Screened for IPT:	Y	N	Qualifies for IPT:	Y	N	Started IPT	Y	N
Date:			Date:			Date:		
Screened for cotrimoxazole	Y	N	Already for cotrimoxazole	Y	N	Qualifies / started	Y	N
Date:			Date:			Date:		
Screened for other / fluconazole	Y	N	Already for other / fluconazole	Y	N	Qualifies / started	Y	N
Date:			Date:			Date:		
Print name:	Signature:		Date:		/	/	/	

#### 4. CLINICAL EVALUATIONS FOR HAART OF TO RE-START HAART

If HAART is indicated for your patient, use this section to help decide whether there are any medical contra-indications to starting

##### PRIOR HAART HISTORY

If your patient has ever had previous HAART, details the period when taken, treatment changes and the reasons they stopped treatment:

##### BASELINE SAFETY BLOODS

Test	Date	Result	Other tests	Date	Result	Notes
ALT						
Haemoglobin						
CD4						

##### TB WORK-UP

Symptoms suspicious of TB?    Y    N       **If YES: Perform TB work-up, record results in visit summary sheet**

##### NUTRITIONAL ASSESSMENT

Symptoms Nausea / Vomiting / Diarrhoea / Severe loss of weight / Difficulty swallowing    **Baseline BMI**

##### CLINICAL NOTES

##### CLINICAL FACTORS INFLUENCING REGIMEN CHOICE

1. On TB Treatment? Y / N	5. Has had more than 1 month of HAART? (excluding PMTCT or PEP) Y / N	<b>PLAN:</b> ARV 1 ARV 2 ARV 3 Cotrimoxazole Fluconazole IPT
2. Pregnant? Y / N	6. BMI >27.5 Y / N	
3. Has severe peripheral Y / N	7. Other Y / N	
4. Has a history of psychiatric illness? Y / N	8. Other Y / N	

##### CLINICAL FACTORS INFLUENCING REGIMEN CHOICE

Psychosocial readiness (see section 7) Y / N	Clinically ready Y / N
Regimen factors (clinical factors influencing choice) Y / N	Regimen Y / N

##### ASSESSMENT OF OVERALL READINESS FOR HAART

Signature: \_\_\_\_\_ Date:    /    /

#	Date: / /				/ /				N	
	N / D:				N / D:					
History and examination	Weight									
	Temp / Height									
	Months on Art									
	Months on regimen									
	Notes									
	STI screen FP / Condoms									
	TB status		Assessed	No signs	TB suspect	TB Rx				
	Months on TB Rx									
	TB M / C / S									
	CD4 (CD4%)									
Investigations	Viral Load									
	ALT									
	HB / WCC / PLT									
	Other investigation results (inc.XR)									
	Assessment	HIV conditions / OIS, TB & other conditions	1			1			1	
			2			2			2	
3					3			3		
4					4			4		
Adverse event / grade										
Adverse event / grade										
Stage chances										
Plan and treatment	Notes									
	Adherence & Counselling				IN	OUT	PH	IN	OUT	PH
	Drugs and dosages	ARV 1								
		ARV 2								
		ARV 3								
		Contrimoxazole								
		INH								
		Fluconazole								
		Referred								
	Date of next visit		/ /		/ /		/ /			
	Signed (initialed)		Nurse/Doctor							
	Date		/ /		/ /		/ /			
	Signed				Data Capturer					



#	Date: / /		N / D:		N / D:		N			
	<b>History and examination</b>									
	Weight									
	Temp / Height									
	Months on Art									
	Months on regimen									
	Notes									
	STI screen FP / Condoms									
	TB status									
	Months on TB Rx									
	TB M / C / S									
	CD4 (CD4%)									
	ALT									
	HB / WCC / PLT									
	Other investigation results (inc.XR)									
	<b>HIV conditions / OIS, TB &amp; other conditions</b>	1					1	1		
		2					2	2		
		3					3	3		
		4					4	4		
	Adverse event / grade									
	Adverse event / grade									
	Stage chances									
	Notes									
	Adherence & Counselling		IN ▼	OUT ▼	PH		IN ▼	OUT ▼	PH	
<b>Plan and treatment</b>	Drugs and dosages	ARV 1								
		ARV 2								
		ARV 3								
		Contrimoxazole								
		INH								
		Fluconazole								
		Referred								
		Date of next visit	/ /				/ /			
		Signed (initialed)	Nurse/Doctor							
		Date	/ /				/ /			
Signed		Data Capturer								

/ /

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N / D:

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#	Date: / /		/ /		
	N / D:		N / D:		
History and examination	Weight				
	Temp / Height				
	Months on Art				
	Months on regimen				
	Notes				
	STI screen FP / Condoms				
	TB status				
Investigations	Months on TB Rx				
	TB M / C / S				
	CD4 (CD4%)				
	ALT				
	HB / WCC / PLT				
	Other investigation results (inc.XR)				
	HIV conditions / OIS, TB & other conditions	1	1		
		2	2		
		3	3		
		4	4		
Adverse event / grade					
Adverse event / grade					
Stage chances					
Plan and treatment	Notes				
	Adherence & Counselling	IN ▼	OUT ▼	PH	
	Drugs and dosages	ARV 1			
		ARV 2			
		ARV 3			
		Contrimoxazole			
		INH			
		Fluconazole			
		Referred			
	Date of next visit	/ /	/ /	/ /	
	Signed (Initialed)	Nurse/Doctor			
	Date	/ /	/ /	/ /	
Signed		Data Capturer			







#	Date: / /		/ /		N	
	N / D:		N / D:			
History and examination	Weight					
	Temp / Height					
	Months on Art					
	Months on regimen					
	Notes					
	STI screen FP / Condoms					
	TB status					
	Months on TB Rx					
	TB M / C / S					
	CD4 (CD4%)					
Investigations	ALT					
	HB / WCC / PLT					
	Other investigation results (inc.XR)					
	HIV conditions / OIS, TB & other conditions	1		1		1
		2		2		2
3			3		3	
4			4		4	
Adverse event / grade						
Adverse event / grade						
Stage chances						
Assessment	Notes					
	Adherence & Counselling		IN ▼	OUT ▼	PH	
	Drugs and dosages	ARV 1				
		ARV 2				
		ARV 3				
		Contrimoxazole				
		INH				
		Fluconazole				
		Referred				
		Date of next visit	/ /			
Signed (initialed)	Nurse/Doctor					
Date	/ /					
Signed						
Plan and treatment						



#	Date: / /		/ /			
	N / D:		N / D:			
History and examination	Weight					
	Temp / Height					
	Months on Art					
	Months on regimen					
	Notes					
	STI screen FP / Condoms					
	TB status					
	Months on TB Rx					
	TB M / C / S					
	CD4 (CD4%)					
Investigations	ALT					
	HB / WCC / PLT					
	Other investigation results (inc.XR)					
	HIV conditions / OIS, TB & other conditions	1	1			
		2	2			
		3	3			
		4	4			
	Adverse event / grade					
	Adverse event / grade					
	Stage chances					
Assessment	Notes					
	Adherence & Counselling		IN ▼	OUT ▼	PH	
	Drugs and dosages	ARV 1				
		ARV 2				
		ARV 3				
		Contrimoxazole				
		INH				
		Fluconazole				
		Referred				
		Date of next visit		/ /	/ /	/ /
Signed (initialed)		Nurse/Doctor				
Date		/ /	/ /	/ /		
Signed		Data Capturer				
Plan and treatment						



#	Date: / /		/ /			
	N / D:		N / D:			
	Weight					
	Temp / Height					
History and examination	Months on Art					
	Months on regimen					
	Notes					
	STI screen FP / Condoms					
	TB status					
	Months on TB Rx					
	TB M / C / S					
	CD4 (CD4%)					
	ALT					
	HB / WCC / PLT					
Investigations	Other investigation results (inc. XR)					
	HIV conditions / OIS, TB & other conditions	1	1	1		
		2	2	2		
		3	3	3		
		4	4	4		
	Adverse event / grade					
	Adverse event / grade					
	Stage changes					
	Assessment	Notes				
		Adherence & Counselling		IN ▼	OUT ▼	PH
Drugs and dosages		ARV 1				
		ARV 2				
		ARV 3				
		Contrimoxazole				
		INH				
		Fluconazole				
		Referred				
		Date of next visit		/ /	/ /	
Signed (Initialed)		Nurse/Doctor				
Plan and treatment	Date		/ /	/ /		
	Signed		  <small>Capturer</small>			

	/ /	/ /
	N / D:	N / D:
	1	1
	2	2
	3	3
	4	4

IN	OUT	PH
▼	▼	

IN	OUT	PH
▼	▼	

IN	OUT	PH
▼	▼	




## 5. SOCIAL ASSISTANCE

Use this section to assess the need for social assistance

(Record the date this social assessment was made) / /

Lives in what sort of dwelling? (please circle)		informal dwelling / formal house / hostel / other (specify)			Number of rooms		Refrigerator: Y N										
Number of adults in household		Correct partner in household		Y	N	Is currently partner husband/wife?		Y	N	Is current partner aware of HIV status		Y	N				
Age and HIV status children																	
Own children		Age				Other children in household											
HIV status		- / +				Age											
In household		Y / N				HIV Status - / +											
Has patient disclosed HIV status				Y	N	To whom:											
Source of income? (circle) employed / grant / pension / friends or family																	
Qualifies for grant?		Y	N	DG		Child		Other:		Receiving grant		Y	N	Application Submitted		Y	N
Current drug use		Current alcohol use		CAGE Questionnaire		Have you ever felt you should cut down on your drinking		Y	N	Have people annoyed you by criticising your drinking				Cage Score			
Y	N	Y	N			Have you ever felt guilty or bad about your drinking		Y	N	Have you ever had a drink first thing in the morning to steady your nerves or to get rid of a hangover							
Referral Clinic				Appointment Date													

## 6. PRE - ART COUNSELLING

Use this section to record to your patients counselling history

Session	Date/s	Counsellor / group	Tx buddy attended?	Comments (e.g. motivation , level of understanding)
General HIV Education and Healthy Living				
Antiretroviral Therapy				
Adherence Planning				
Other				

Name and contact details for treatment buddy:

Patient agreed to home visit	Y	N	Name of community health worker:	Attends a support group	Y	N
------------------------------	---	---	----------------------------------	-------------------------	---	---

What is clients understanding (in their own words) for wanting HAART?

## 7. PSYCHO-SOCIAL READINESS

Date: / /

if it has been decided HAART can safely be started (section 4) use this section to help decide if your patient is psychologically and socially prepared for HAART.

Review adapted from section 4 of WHO HIV Counselling and Testing Guidelines

IMPORTANT NOTE: The checks below are ONLY a prompt for the health care worker to check that the patient is:  
a) self motivated , b) has received HIV / ART education and c) has degree of social support

Have they attended all required counselling sessions? (see above)	Y	N	Do they have a treatment buddy?	Y	N
Have they disclosed to anyone?	Y	N	Have they been attending the clinic regularly?	Y	N

If the answer to all the above questions is YES then the patient is ready commence HAART












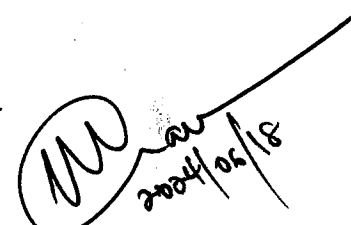


**KWAZULU-NATAL PROVINCE**

**HEALTH**

REPUBLIC OF SOUTH AFRICA

**HAST UNIT**  
**230 Prince Alfred Street**  
**Pietermaritzburg**  
**3200**  
**Tel.No.: (033) 341- 4000**  
**[www.kznhealth.gov.za](http://www.kznhealth.gov.za)**

ITEM NO.	DESCRIPTION
40. 23-16502	<p><b>TICK REGISTERS A2 (520 X 297)</b></p> <p>300 Pages Text black throughout 75GSM white board Binding buckram, colate &amp; staple Hand numbering Cover 250GSM gloss</p> <p>Packaging Unit: Each</p>
ITEM NO.	DESCRIPTION
41. 23-29054	<p><b>PAEDIATRIC CLINICAL CHART (ARV's)</b></p> <p>Cover: 160 GSM card yellow (paediatric) B4 size Printing on cover: coat of arms and title full colour Insert: 80g, 8 pages, A4 printed back to back</p> <p>Packaging Unit: Each</p> 
ITEM NO.	DESCRIPTION
42. 23-29051	<p><b>ADULT CLINICAL CHART (ARV's)</b></p> <p>Cover: 160 GSM card yellow (paediatric) B4 size Printing on cover: coat of arms and title full colour Insert: 80g, 8 pages, A4 printed back to back</p> <p>Packaging Unit: Each</p> 
ITEM NO.	DESCRIPTION
43. 23-29055	<p><b>BOOKS, PAEDIATRIC ADMISSION DISCHARGE DEATH REGISTER COVID EDITION 2020</b></p> <p>Size: A3 Landscape Pre-press: Design to be done by printer Printing &amp; Paper Cover Front : Printed CMYK both sides on G Print (Gloss), 300gsm, White Separating Sheets (x3): Emtini Liner, 235gsm, Kraft (not printed) Admissions (x75): Printed Black both sides on Cascade Bond, 80gsm, Pink Discharge (x75): Printed Black both sides on Cascade Bond, 80gsm, Blue Death (x15): Printed Black both sides on Cascade Bond, 80gsm, Yellow</p> <p>Cover Back : Malgray (Chipboard) (1,170mic), 700gsm, Grey (not printed) Finishing: hinged and wire stiched-4 wires. Binding Books Trimmed to size Black Book Cloth on Spine Other Material: Insert Ribbons Pink, Blue, Yellow Despatch: Shrink wrapped &amp; Boxed and deliver to one address in Pietermaritzburg</p> <p>Packaging Unit: Each</p>
ITEM NO.	DESCRIPTION
44. 01-02401	<p><b>FILE COVERS GENERAL</b></p> <p>File Cover General Buff 560 x 350mm - Pkt of 50 Printed one side only in black ink. Kraft Liner Material 225 GSM Size: 350mm x 560mm Colour: Brown Scored 220MM X 440MM from left hand edge not folded</p>



Physical Address: 2<sup>nd</sup> Lood Avenue, Kuleka, & Chrome Crescent Corner, Empangeni, Rail, Old Telkom Building  
Postal Address: Private Bag x 20034  
Tel: 035 7870631 Fax: 035 787 0641 Email: Nokufunga.Mhlongo@kznhealth.gov.za  
[www.kznhealth.gov.za](http://www.kznhealth.gov.za)

QUOTATION NO.	ZNQ :KCD/194/24-25
QUOTATION DESCRIPTION	STATIONARY
BIDDER NAME	

**EVALUATION CRITERIA:**

The Department will evaluate quotation received after the closing date and time using three (3) stages,  
**Stage 1:** Administrative, Compulsory and Mandatory Requirements; **Stage 2:** Compliance with specifications  
**Stage 3:** Price and Preference Points System

**STAGE 1: ADMINISTRATIVE, COMPULSORY COMPLIANCE AND MANDATORY REQUIREMENTS**

NO.	REQUIREMENTS	INCLUDED IN THE PUBLISHED DOCUMENT?	TO BE RETURNED BY BIDDER/ TENDERER?
<b>Administrative Compliance</b>			
1.	PARTICULARS OF QUOTATION	YES	YES
2.	OFFICIAL PRICE PAGE FOR QUOTATIONS OVER R2 000.01, MUST BE CALCULATED CORRECTLY AND IN COMPLIANCE WITH SARS REQUIREMENTS	YES	YES
3.	BIDDER'S DISCLOSURE (SBD4)	YES	YES
4.	GENERAL CONDITIONS OF CONTRACT (GCC)	YES	YES
5.	SPECIAL CONDITIONS OF CONTRACT (SCC)	YES	YES
6.	PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 (SBD 6.1)	YES	YES
<b>Compulsory Compliance</b>			
7.	SUPPLIER UPDATED CIPC REGISTRATION DOCUMENTS	NO	YES
8.	A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (For EMEs & QSEs)	NO	NO
9.	COPY OF CENTRAL SUPPLIER DATABASE COMPLIANCE REPORT (CSD)	NO	NO
<b>Mandatory Requirements</b>			
10.	ALL DOCUMENTS TO BE RETURNED FULLY AND ACCURATELY COMPLETED	YES	YES
11.	SAHPRA LICENSE	YES	YES

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

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M.V

**STAGE 2: CAPACITY TO DELIVER**

1.	Proof of quotations where you will get all items quoted for on ZNQ /KCD 194 /24-25 may be required and failure to provide such information may result to your quotation being disqualified.
2.	If there is valid proof that the bidder was previously issued with an order and failed to deliver without acceptable reasons, the bidder will be treated as a defaulter and will not progress to the next stage of evaluation.

**Delivery Period**

The goods and services quoted for are required to be delivered within a period of **04 weeks** unless unforeseen circumstances may arise and reported timeously. It is imperative to complete the delivery period field on the quotation form. All quotations returned with blank field on delivery period will be disqualified.

**STAGE 3: COMPLIANCE WITH SPECIFICATION**

<b>Requirement</b>
The bidder / Teriderer to confirm that the item to be supplied comply with the attached specification, should you fail to indicate with yes, it will mean, you do not comply and your quotation will not progress to the next stage of evaluation

**STAGE 4: PRICE AND PREFERENCE POINTS**

The value of this quotation is estimated not to exceed **R 500 000** (inclusive of all applicable taxes), therefore the 80/20 preference point system shall be applicable. Points for this quotation will be awarded for:

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

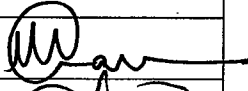
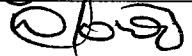
The Department has identified the following specific goal:

Specific Goal	Number of Points allocated	Proof To Claim Specific Goal (Returnable Documents)
RCP GOAL: full points allocated to promote enterprises owned by Youth	20	<ol style="list-style-type: none"> <li>Ownership Certificate issued by the Companies and Intellectual Property Commission (CIPC).</li> <li>The Department will download CSD to verify this information.</li> </ol>
<b>NOTE:</b> Should a responsive bidder fail to submit proof to claim points, as stated above this will not result in disqualification, however the bidder will not be awarded points for specific goals.		

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**STAGE 5: OBJECTIVE CRITERIA IN TERMS OF SECTION 9.1.3 OF THE DEPARTMENTAL PREFERENTIAL PROCUREMENT POLICY VERSION 2 (SUBMISSION OF SAMPLE)**

1. At least three bidders who scored the highest points will be required to submit samples, the institution will only accept and award compliant sample.
2. Should all three bidders fail to submit sample, the next three highest scoring bidders will be requested to submit samples
3. Samples will be requested via email.

EVALUATION CRITERIA AND SPECIFICATION APPROVED BY					
Official	Title (Ms/ Miss/ Mrs/ Mr/Dr)	Surname	Initials	Date	Signature
End User Representative	Mr	Mphahle	MU	2014/10/11	
SCM Official	Miss	Mhlongo	NN	2014/10/11	

**SEE BELOW SPECIFICATION DOCUMENT**

INITIAL HERE NR