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KWAZULU-NATAL PROVINCE HALTM REMARKE OF SOUTHAPPICA	
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AdvertQuote

KWAZULU-NATAL PROVIN HEALTH REPUBLIC OF SOUTH AFRICA	Quotation Advert
Opening Date:	2021-10-22
Closing Date:	2021-10-27
Closing Time:	11:00
INSTITUTION DETAILS	
Institution Name:	Benedictine hospital
Province:	KwaZulu-Natal
Department or Entity:	Department of Health
Division or section:	Central Supply Chain Management
Place where goods / services is required	Goods
Date Submitted	2021-10-22
ITEM CATEGORY AND DETAILS	
Quotation Number:	ZNQ: Ben228/21-22
Item Category:	Goods △1
Item Description:	1. Books daily diet sheet 2.Books off duty nurse 3. Carrier card blue
	i
Quantity (if supplies)	
COMPULSORY BRIEFING SESSION /	SITE VISIT
Select Type:	Select •
Date :	
Time:	
Venue:	
QUOTES CAN BE COLLECTED FROM:	Download from website
QUOTES SHOULD BE DELIVERED TO:	Deposit to tender box near PRO office at Benedictine Hospital
ENQUIRIES REGARDING THE ADVER	RT MAY BE DIRECTED TO:
Name:	Mrs J.P Mjaja
Email:	N/A
Contact Number:	· · · · · · · · · · · · · · · · · · ·

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Supply Chain Management - AdvertQuote

Finance Manager Name:

Finance Manager Signature:

No late quotes will be considered

Mrs P.N Gumede

STANDARD QUOTE DOCUMENTATION OVER R30 000.00 YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT Benedictine Hospital DATE ADVERTISED: 22/10/2021 CLOSING DATE: 27/10/2021 CLOSING TIME: 11:00 E-MAIL ADDRESS: N/A FACSIMILE NUMBER: N/A PHYSICAL ADDRESS: benedictine Hospital vryheid main road nongoma 3950 QUOTE NUMBER: 228/21-22 DESCRIPTION: Book daily diet sheets, carrier card and book off duty Nurse CONTRACT PERIOD Once off VALIDITY PERIOD 60 Days SARS PIN (if applicable) CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO. UNIQUE REGISTRATION REFERENCE DEPOSITED IN THE QUOTE BOX SITUATED AT (STREET ADDRESS) Deposit to tender box near PRO office at Benedictine hospital Bidders should ensure that quotes are delivered timeously to the correct address. If the quote is late, it will not be accepted for consideration. The quote box is open from 08:00 to 15:30. QUOTATIONS MUST BE SUBMITTED ON THE OFFICIAL FORMS - (NOT TO BE RETYPED) THIS QUOTE IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR QUOTE BEING DISQUALIFIED) NAME OF BIDDER POSTAL ADDRESS STREET ADDRESS TELEPHONE NUMBER CODE......NUMBER...... FACSIMILE NUMBER CODENUMBER..... CELLPHONE NUMBER E-MAIL ADDRESS VAT REGISTRATION NUMBER (If VAT vendor) YES HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1) [A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMES& QSES) MUST BE SUBMITTED TO QUALIFY

FOR PREFERENCE POINTS FOR B-BBEE]

OFFICIAL PRICE PAGE FOR QUOTATIONS DESCRIPTION: Book daily diet sheets, carrier card a	QUOTE NUMBER: 228/21-22 and book off duty Nurse
SIGNATURE OF BIDDER [By signing this document, I hereby agree to all terms and conditions]	DATE
CAPACITY UNDER WHICH THIS QUOTE IS SIGNED	

Item No	Quantity	Description	Brand &	Country of	Price		
	1	·	model	manufacture	R	С	
		Supply and deliver					
1.	100	Book daily diet sheet (100pages/book)					
2.	100	Book off duty nurse 200 leaves printed one side only				┸	
		in black ink size 297x210mm					
	300 pkts	Carrier card printed on both side in black colour					
		size 74mmx105mm board blue tokai 200 gsm					
		(mill_tinted) 250pcs/pkt					
						_	
						_	
		NB : Specification attached				_	
		Please bring sample on closing date or before				4	
		closing date				_	
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	DED TIVE						
		15% (Only if VAT Vendor) RICE (VALIDITY PERIOD 60 Days)				+	

	Does	The	Article	Conform	То	The	S.A.N.S.	1	S,A.B.S.	
Does This Offer Comply With The Specification?		Spec	ification?	)						
Is The Price Firm?	State [	Deliver	y Period	, e.g., 1day	, 1we	ek				

Enquiries regarding the <u>quote</u> may be directed to:	Enquiries regarding technical information may be directed to:
Contact Person: Mrs J.P. Mjaja Tel: 0358317062  E-Mail Address: N/A	Contact Person: Mrs. G.N myeni Tel: 0358317062



### **DECLARATION OF INTEREST**

- Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to quote (includes a price quotation, advertised competitive quote, limited quote or proposal). In view of possible allegations of favouritism, should the resulting quote, or part thereof, be awarded to persons employed by the state or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where the bidder is employed by the state; and/or
   the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the quote(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the quote.

2.	In order to g	ive effec	t to the	above	e, the foll	owing	questio	nnaire m	nust be	complete	ed and sui	bmitte	ed with	the qu	iote.			
2,2,	Full Name Identity Nu Position	mber: occupied							ee,2.5.	Compa Tax Re	ny Regist ference N	tration Numbe	Numl er:	ber:		,		
	shareholde	•									egistration							
	The names employee /	persal n	umber	s must	t be indic	ated ir	n paragr	aph 3 be	elow.			umbe	rs, tax	refere	nce nun [TIC	K APPL	ICABLE	:]
	Are you or I.lf so, furnis					e bidde	er prese	ntly emp	oloyed b	y the sta	te?					<u> Y</u>	ES	NO
2.0.	Name of pe	rson / dir	ector/	truste	iiais. e / sharel	holder	/ memb	er: ,										
	Name o	of sta	ite	institu	ıtion	at	which	you	or	the	perso	n	conne	ected	to	the	bidde	er is
	employed: Position	OCCL	pied		in	the	S	tate	ins	itution:			••••••	•••••		Aı	ny	other
2.8.2	particulars:. 2. If you are	present	ly emp	loyed	by the st	ate, di	d you ol	btain the	approg	riate aut	hority to ι	under	take re	emuner	rative wo	ork outsi	de empl	loyment
	in the pul	blic secto	r?														ES 📗	NO
2.8.2	2.1. If yes, ∈ Failure to sui	did you a	ttach p	proof or	f such au	ithority	/ to the (	quote do	ocult in	? the discu	ıalification	n of th	טווט פו	ta 1				
2.8.2	2.2.	If no. ft	ırnish i	reasor	is for nor	n-subn	nission (	of such p	roof:		.,							
2.9.	Did you or	your spo	use, o	r any c	of the cor	npany	's direct	ors / tru	stees /	sharehol	ders / me	mbers	s or th	eir spo	uses co	nduc <u>t b</u> u	ısiness	with the
	state in the													.4.		Y	ES	NO L
2.9.1	l. If so, furr . Do you, or	ıısın partı anv nar	culars:	nnecte	ad with the	he hid	der hav	 A anv r	elations	hin /fami	lv friend	othe	r) with	a per	son em	oloved b	v the st	ate and
2,10	who may b	e involve	d with	the ev	aluation	and o	r adjudio	ation of	this que	ote?	iy, mono,	, 0010	.,	, u ₁ ,01,	0011 0111		ES	NO
2.10	1 If so, furr	ish partic	culars:											1				
2.11	. Are you, o	r any pe	rson c	onnec	ted with	the bi	dder, a	ware of	any rel	ationship	(family,	friend	, othe	r) betw	veen an			
0.44	person em 1. If so, furr	ployed by	y the si	tate wi	no may b	e invo	ived wit	n the ev	aluation	and or a	iajuaicatio	on or i	ınıs qu	1016?		Y	ES	NO
2.11	. i. ii so, iuii . Do you or	anv of t	bulars. he dire	ectors	/ trustee	s / sh	areholde	ers / me	mbers	of the co	mpany h	nave a	any in	terest i	in any o	ther rela	ated cor	npanies
	whether or	not they	are bid	dding f	or this co	ontract	1?								•		ES	NO
2.12	.1. If so, furr	nish parti	culars:															
3.	Full details	of direc	tors /	truste	es / men	nbers	/ share	holders.	i									
NB:	The Deparesponsibilities the quote v	ity to ens	sure th	at thei	r details	are ur	o-to-date	and ve	rified or	ı CSD, li	the Depa	artme	nt can	inot val	lidate th	e inforn	nation o	uppliers' on CSD,
4	DECLAF	RATION																
	HE UNDEI RNISHED I								,,,,,,,,			C	ERT	IFY T	нат т	HE INI	FORMA	ATION
	CCEPT TH OVE TO BI			TE M	IAY RE	JECT	THE (	QUOTE	OR A	CT AG	AINST N	ME S	HOU	LD TI	HIS DE	CLAR	ATION	Γ
	ne of bidder				 Signature		•••••	*********		osition		******	******		 Date		•••••	••
¹"Stai a)	te" means – any national constitutional Act, 1999 (Ac	institution	within th	artment, ne mear	national onling of the	or provi Public i	incial pub Finance N	lic entity lanageme	or c) nt d) e)		al legislature Assembly o ent.		ational	Council o	of province	es; or		

any municipality or municipal entity;

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

SCC

### SPECIAL CONTRACT CONDITIONS OF QUOTATIONS

### 1. AMENDMENT OF CONTRACT

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

### 2. CHANGE OF ADDRESS

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

### 3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION

- 3.1. The Department is under no obligation to accept the lowest or any quote.
- 3.2. The Department reserves the right to communicate in writing with vendors in cases where information is incomplete or where there are obscurities regarding technical aspects of the offer, to obtain confirmation of prices or preference claims in cases where it is evident that a typing, written, transfer or unit error has been made, to investigate the vendor's standing and ability to complete the supply/service satisfactorily.
- 3.3. ALL DECISIONS TAKEN BY THE DEPARTMENT ARE FINAL, INCLUDING THE AWARD OF THIS QUOTATION.
- 3.4. The price quoted must include VAT (if VAT vendor). However, it must be noted that the Department reserves the right to evaluate all quotations excluding VAT as some bidders may not be VAT vendors.
- 3.5. 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
  - (iii) It is the responsibility of the bidder to confirm receipt of their quotation and to keep proof thereof.
- 3.6. 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.
- 3.7. This quotation will be evaluated based on the 80/20 points system, specification, correctness of information and/or functionality criteria.

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

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

- 4.1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
- 4.2. Under no circumstances whatsoever may the quotation/bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
- 4.3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
- 4.4. Quotations submitted must be complete in all respects. However, where it is identified that information in a bidder's response is incomplete in any respect, the said supplier meets all specification requirements and is lowest to quote, the Department reserves the right to request the bidder to complete/submit such information.
- 4.5. Any alteration made by the bidder must be initialled; failure to do so may render the response invalid.
- 4.6. Use of correcting fluid is prohibited.
- 4.7. Quotations will be opened in public as soon as practicable after the closing time of quotation.
- 4.8. Where practical, prices are made public at the time of opening quotations.
- 4.9. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
- 4.10. The Department is under no obligation to pay suppliers in part for work done if the supplier can no longer for fulfil their obligation.

### 5. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS

5.1. Quotation shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the quotation documents.

5.2. Each quotation shall be addressed in accordance with the directives in the quotation documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the quotation number and closing date indicated on the envelope. The envelope shall not contain documents relating to any quotation other than that shown on the envelope. If this provision is not compiled with, such quotations/bids may be rejected as being invalid.

5.3. All quotations received in sealed envelopes with the relevant quotation numbers on the envelopes are kept unopened in safe custody until the closing time of the quotation/bids. Where, however, a quotation is received open, it shall be sealed. If it is received without a quotation/bid number on the envelope, it shall be opened, the quotation number ascertained, the envelope sealed and the quotation number written on the envelope.

5.4. A specific box is provided for the receipt of quotations, and no quotation found in any other box or elsewhere subsequent to the closing date and time of quotation will be considered.

5.5. No quotation/bid sent through the post will be considered if it is received after the closing date and time stipulated in the quotation documentation, and proof of posting will not be accepted as proof of delivery.

5.6. Quotation documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.

### 6. SAMPLES

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

### COMPULSORY SITE INSPECTION / BRIEFING SESSION

7.1.	Bidders who fail to attend the compulsory meeting will be disqualified from the evaluation process.
(i) (ii)	The institution has determined that a compulsory site meeting Date Flace

Institution Stamp:	\$\frac{1}{2} \rightarrow \frac{1}{2} \rightarrow \frac	Institution Site	à sa	
	- \$ ¹	Full Name:		î. .1
		Signature:		
		Date:		

### 8. STATEMENT OF SUPPLIES AND SERVICES

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

### 9. SUBMISSION AND COMPLETION OF SBD 6.1

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

### 10. TAX COMPLIANCE REQUIREMENTS

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

### 11. TAX INVOICE

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

### 12. PATENT RIGHTS

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

### 13. PENALTIES

- 13.1. If at any time during the contract period, the service provider is unable to perform in a timely manner, the service provider must notify the institution in writing/email of the cause of and the duration of the delay. Upon receipt of the notification, the institution should evaluate the circumstances and, if deemed necessary, the institution may extend the service provider's time for performance.
- 13.2. In the event of delayed performance that extends beyond the delivery period, the institution is entitled to purchase commodities of a similar quantity and quality as a substitution for the outstanding commodities, without terminating the contract, as well as return commodities delivered at a later stage at the service provider's expense.
- 13.3. Alternatively, the institution may elect to terminate the contract and procure the necessary commodities in order to complete the contract. In the event that the contract is terminated the institution may claim damages from the service provider in the form of a penalty. The service provider's performance should be captured on the service provider database in order to determine whether or not the service provider should be awarded any contracts in the future.
- 13.4. If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance.

### 14. TERMINATION FOR DEFAULT

- 14.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (i) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract,
- (ii) if the supplier fails to perform any other obligation(s) under the contract; or
- (iii) If the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 14.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services.
- 14.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

### 15. FAILURE TO COMPLY WITH ABOVE WILL RESULT IN YOUR QUOTE BEING PASSED OVER.

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

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

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

### 1. GENERAL CONDITIONS

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

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

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

### 2. DEFINITIONS

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

### 3. POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration
Pmin = price of lowest acceptable bid

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

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

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

5.	BID	DECL	ARA	ATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:
- 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1
- 6.1 B-BBEE Status Level of Contributor: = .......(maximum of 20 points)

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

7.	SUB-CONTRACTING
	applicable box)

(Tick

YES	NO	

- 7.1 Will any portion of the contract be sub-contracted?
- 7.1.1 If yes, indicate:
  - i) What percentage of the contract will be subcontracted.......%
  - ii) The name of the sub-contractor.....
  - iii) The B-BBEE status level of the sub-contractor.....
- 8. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

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

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE
Black people	1	
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		

Nam	ne of company/firm:	***************************************
	registration number:	
	pany registration number:	
	E OF COMPANY/ FIRM [TICK APPLICABLE BOX]	
0	Partnership/Joint Venture / Consortium One person business/sole propriety Close corporation Company (Pty) Limited	
DES	CRIBE PRINCIPAL BUSINESS ACTIVITIES	
COM	IPANY CLASSIFICATION (TICK APPLICABLE BOX	7
	Manufacturer	
	Supplier Professional service provider	
	Other service providers, e.g. transporter, etc.	:
Total	I number of years the company/firm has been in bus	iness:
1/1///	. (1	and the test of the common of the control of the co
the E	3-BBE status level of contributor indicated in paragra preference(s) shown and I / we acknowledge that:	so on behalf of the company/firm, certify that the points claimed, aphs 1.4 and 6.1 of the foregoing certificate, qualifies the compar
the E the p i)	3-BBE status level of contributor indicated in paragra preference(s) shown and I / we acknowledge that: The information furnished is true and correct;	aphs 1.4 and 6.1 of the foregoing certificate, qualifies the compar
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### **END-USER SPECIFICATION FORM**

Qu	ote Number:			
ltei	n Description: BOOKS	, OFF DUTY NURSE		
De	partment/Section: _S	SCM	Purpos	se of Item: STATIONERY
1.	Pre-qualification criter	ia if any:		
		ed to have a regulatory body certification required if Yes:		NS, SANAS, ISO, CIDB, etc.)? Yes / No:
		ite inspection / briefing session re		
		n and content part of the quote? Y		
		tion 4(1)(a) of the PPPFA Regulatio		Yes / No
	1.5. Liability Cover ins	aurance? Yes / No		
	if Yes, specify:			
2. BO	What is the specificati OK OFF DUTY NURSE	on of the required item?		Comment
1.	200 leaves printed one s	ide only in black ink		·
	SIZE: 297 x 210 mm,			
	First page : White NCR p Pages 2 to 199: White N			
2.		paper CF all leaves to be perforated,		
	Front and back covers :	•		
		ced on the inside with Buff Tokai 200		
3.		inding margin, Spine covered with re printed to show contents and cps cate		
Э.	03301	nimed to show coments and cps car	alogue number 25-	
4.	•	eet of 160 GSM buff Tokai board se	curely attached which	
		d twice to form a writing shield.		
5.		nted to show contents and item number in the English language only	oer.	
<u> </u>	7 th printing of the fidee 2	o in the English language eng		
3.		be submitted? Yes / No(select op		
	3.1. Deadline for submis	ssion if Yes: Date//	Time:Place	
or	3.2. Specify that sample	es must be made available when req	uested in writing. Yes	or No
4.	Penalties to be noted b	y the suppliers:		
	4.1. If the supplier fails	to deliver any or all of the goods		rices within the period(s) specified in the
				contract, deduct from the contract price, or unperformed services using the current
		ralculated for each day of the delay t		
	<b>F</b>	,	,	
5.		criteria / special terms and conditi		
List	Pre-qualification criteria	al terms and conditions to be adverting  Does the offer meet the pre-qualific		
2.	Administrative	Does the offer comply to stipulated		nents?
3.	Conformance:	Was the product made or service p		
4.	Performance:	Will/does the product/service fulfil i	ts performance obligation	n, in a manner that releases the supplier
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	ne of End-user (in full)	myeni 90	Name of SCM Rep (in	
	signation / Rank (in full)	OCC	Designation/ Rank (in	
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ાત	ndard End-User Specifica	HOLL LOTHE		/ Page 1 of 2



### **END-USER SPECIFICATION FORM**

	ote Number:				
	_				
		CARDS, CARRIER OUT-			
De	partment/Section:		Purpose of Item	:	
1.	Pre-qualification crite	ria if any:			
		ed to have a regulatory body certification required if Yes:			
	1.2. Is a compulsory s if Yes, specify: Date	ite inspection / briefing session re	equired? Yes / No lace		
		n and content part of the quote? Y			
	1.4 Provisions of sec	tion 4(1)(a) of the PPPFA Regulation	nns.2017 if annlicable?	Yes / No	
	if Yes, specify:	iion τ( τ χα y στιπε το	one,zo i i appreable :	1057110	
			<del></del>		
	1.5. Liability Cover ins	surance? Yes / No			
	if Yes, specify:	surance? Yes / No			
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2.	What is the specification to be adve	on of the required item?		Commen	
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4.		MUST BE IN THE ENGLISH LANG	UAGE ONLY		
5.		PACKET,	31104 3114		
3.	Does a sample need to	be submitted? Yes / No(select op	tion 3.1 or 3.2)		
	3.1. Deadline for submi	ssion if Yes: Date <i>[]</i>	Time:_Place		
or					
	3.2. Specify that sample	es must be made available when req	uested in writing.Yes	or N	o
4.	Penalties to be noted b				<b>\</b> *
		to deliver any or all of the goods			
		aser shall, without prejudice to its other			
		m calculated on the delivered price calculated for each day of the delay			
	prime interest rate	calculated for each day of the delay	uritii actaar delivery or per	HOHRANG	<del>.</del>
5.	What is the evaluation	criteria / special terms and condit	ions to be advertised?		
		al terms and conditions to be adverti			
1.	Pre-qualification criteria	Does the offer meet the pre-qualifi	cation criteria?		
2.	Administrative	Does the offer comply to stipulated	l administrative requireme	ents?	
3.	Conformance:	Was the product made or service p	performed to specification	ıs?	
4.	Performance:	Will/does the product/service fulfil		n, in a ma	nner that releases the supplier
	<b>F</b>	from all liabilities under the contract			
5.	Features:	What characteristics does the proc			
6.	Reliability:	How long can a product go between			
7.	Durability:	What is the useful life for the produ How easy is it to repair, maintain o			
8.	Serviceability:				customer support)
9.	Ability & Capacity	The ability and capacity of the ven- Preferential Procurement System (		UL	
10.	Preference points	Freierential Frocurement System (	ourzu) ii applicable		
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Standard End-User Specification Form

Page 1 of 2

# PROVINCE OF KWAZULU-NATAL HEALTH SERVICES

## DAILY DIET SHEETS

Cat No.23-02001

## DAILY DIET SHEET Procedures



## DAAKLIKSE DIFFTKAART PROSEDURE

### GENERAL

- Only those items which have been reprinted on the Daily Diet Sheet (Stores Cat No. 23-0200) will be issued in accordance with the approved prescribed diet scales
- items required in terms of doctors prescriptions must be indicated in the column headed "Kitchen issues and the patient's in-patient number must be furnished.
- Emergency requirements by wards (e.g. in respect of late admissions) may be requisitioned on a supplementary Daily Diet Sheet (Stores Cat No. 23-d2001). If it is not possible to enter these items on the Summary of Provisions Issued Daily to Wards and Departments (Stores Cat No. 23-d2001) for the particular day, these Items may be included in the summary in respect of the next day.

## REGISTERED NURSE IN CHARGE 4. Both copies of the completed

- Both copies of the completed Daily Diet Sheet must reach the Catering Division before 06h30 daily.
- Complete, in duplicate, Only the left hand portion of the form indicating.

- (1) the number of patients, requiring each of the various preprinted diets.
  (2) in the case of tube feeds, the type, volume and energy value required;
  (3) in the case of diabetic and reducing diets, the energy value; and
  (4) in the case of low protein diets, the protein mass (in grams) required.
- When the provisions issued by the Supplies Division are received the items issued must be checked and, if correct, receipt must be acknowledged by signing in the space provided in the bottom right hand corner of the
- The midnight bed state figures must be compared with the Daily Diet Sheet as a control in gazure.

### 8. After the Daily D

- After the Daily Diet Sheet has been scrutinised the reference no. of the relevant Summary of Provisions Issued Daily to Wards and Departments (Stores Cat No. 230901) must be entered thereon.
- Relevant details n the Daily Diet Sheet must be transcribed on the summary referred to in above.
- þ The Daily Diet Sheet then passed to the issued Section who

- (1) issues the required items;(2) signs in the space provided "issued by" and(3) despatches items to the ward together with the Daily Diet Sheet
- 11. When the receipted Daily Diet Sheet is received from the ward the Ledger Clerk enters relevant details on the Ledger Cards and flies the Daily Diet Sheet in reference number order.

## CATERING DIVISIONS

- 12. After the Daily Diet Sheets have been checked all the original copies must be forwarded to the supplies Division before 08h30 daily.
- The relevant details must be entered on the diet board.
- 14. Furnish the kitchen staff concerned with the necessary instructions
- 15. Enter relevant details in the Patient/ Meals Record Book
- 16. Use Daily Sheets ti undertake a check of loading times
- File discharge Daily Diet Sheets with the appropriate Summary Requisition of Provisions Issued Daily to Kitchens (Stores Cat No. 23-10001).

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### ALGEMEEN 1. Slegs di

- Slegs die items wat vooraf op die Daaglikse Dieetkaart (Mag. Kat No. 23-02001) gedruk is, sal ingevolge die goedgekeurde voorgeskrewe dieetskale uitgereik word.
- ttems wat ingevolge doktersvoorskrifte benodig word moet aangedui word in die kolom "Kombuisuitreikings" en die pasient se binnepasient nommer moet verstrek word.
- Noodbenodighede deur sale (b.v ten opsigte van laat opnemings) mag aanfevra word op 'n supplemetere Daaglikse Dieetkaart (Mag. Kat. No. 23-02001). Indien hierdie items nie op die Opsomming van Provland Daagliks aan Şale en Departemente Uitgereik ( Mag. Kat. No. 23-09901) vir die betrokke dag ingesluit kan word nie, mag dit in die volgende dag se opsomming ingesluit word.

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## GEREGISTREERDE VERPLEEGSTER IN BEHEEF

- 4. Albei skrifte van die voltooide Daaglikse Dieetkaart moet die Verversingsafdeling voor 06h30 daaglikse bereik
- Voltooi, indupo, slegs die linkerkant van die vorm en vermeld

- (1) die aantal pasiente wat elk van die afsonderlike voorafgedrukte diete.
  (2) in die geval van buisvoedings, die tipe, volume en energiewaarde wat benodig word;
  (3) in die geval van diabeties en verslankingsdiete, die engeirwaarder: en
  (4) in die geval van lae proteien diete, die proteien massa (in gram) wat benodig word.
- Sodra die proviand wat deur voorsieningsafdeling uitgereik is, ontvang is, moet die items uitgereik nagegaan word en, indien Juis, moet ontvangs erken word deur in die spasie wat in die onderste hoek aan die regerkant van die vorm voorsien is te teken.
- 7. Die bedstaat soos om middernag, moet met die Daaglikse Dieet staat as 'n kontrole matreel vergelyk word

## VOORSIENINGSAFDELING

- 8. Nadat die Daaglikse Dieetkaart nagegaan is, moet die verwysingsnommer van die lersaaklik .Opsommir ·· van Proviand Daagliks aan Sale en Departemente Uitgereik (Mag. Kat. No. 23-09901) daarop aangebring word.
- 9. Die ter saaklike besonderhede op dide Daaglikse. Dieetkaart moet op die opsomming waarna in 8 heirbo verwys word, aangebring word.
- 10. Die Daaglikse DieetKaat moet daarna na die Uitreikingsseksie verwys word waar.
- (1) die benodige items uitgereik word; (2) daar in die spasie "Uitgereik deur" geteken word; en
- die items na die saal tesame met Daaglikse Dieetkaart versend word
- 11. Wanneer die gekwiteerde Daaglikse Dieetkaart terug van die saal ontvang word moet die Grootboekkierk die verwysingsnommervolgende geliaseer word. ter saaklike besonderhede in die grootboek ingeskryl word en die Daaglikse Dieetkaart moet in

## VERVERSINGSAFDELING

- 12. Nadal die Daaglikse Dieetkaart nagegaan is moet al die oorspronklike afskrifte aan die voorsienningsafdeling voor 08h30 daagliks besorg word
- Die ter saaklike inligting moet op die dieetbord opgeskryf word
- 14. Die nodige opdrafte moet aan die betrokke kombuispersonel gegee word
- 15. Die ter saaklike besonderhede moet in die Pasient/Etesrekordboek ingeskryf word
- 16. Gebruik die Daaglikse Dieetkaart oom 'n kontrole by die laaitye te onderneem
- 17. Die vervulde Daaglikse Dieetkaarte moet tesame met die relevante opsomming van Bestelling vir Proviand Daagliks aan Kombuis Uitgereik (Mag. Kat. No. 23-10001) geliaseer word.

100 Pages

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