



EVALUATION CRITERIA

Institution	GJGM Regional Hospital
Quotation No.	GJGM 103C- 24/25
Quotation Description	Cash registers

EVALUATION CRITERIA

This institution intends to evaluate valid quotations using five (5) evaluation stages. These are peremptory requirements, should the bidder/tenderer fail to comply with any of the stages as stated below, the quotation will be regarded as non-responsive, and will not progress to the final stage of evaluation:

Stage 1: Administrative Compliance, Compulsory and Mandatory Requirements

Stage 2: Capacity to Deliver

Stage 3: Compliance with Specification

Stage 4: Price and Preference Points System (Specific Goals)

Stage 5: Objective Criteria (Submission of Sample)

Bidder Initial here: _____



STAGE 1: ADMINISTRATIVE, COMPULSORY COMPLIANCE AND MANDATORY REQUIREMENTS

NO.	REQUIREMENTS	INCLUDED IN THE PUBLISHED DOCUMENT?	TO BE RETURNED BY BIDDER/ TENDERER?
Administrative Compliance			
1.	PARTICULARS OF QUOTATION	YES	YES
2.	OFFICIAL PRICE PAGE FOR QUOTATIONS OVER R2 000.01	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
Compulsory Compliance			
7.	SUPPLIER UPDATED CIPC REGISTRATION DOCUMENTS	NO	YES
8.	A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (For EMEs& QSEs)	NO	YES
9.	CENTRAL SUPPLIER DATABASE COMPLIANCE REPORT (CSD)	NO	YES
Mandatory Requirements			

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 the documents submitted, should it be discovered that the information submitted is misrepresented or falsified the quotation will be disqualified or contract maybe be terminated.

Bidder Initial here: _____



STAGE 2: CAPACITY TO DELIVER

1.	Valid copy of at least one order and delivery note which will serve as proof that you have delivered the order either in private or public health facility. Note: 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
2.	As part of risk management, if there is valid proof that the bidder was previously issued with an order and thereafter failed to deliver without acceptable reasons, the bidder will be treated as a defaulter and will not progress to the next stage of evaluation.

STAGE 3: COMPLIANCE WITH SPECIFICATION

Requirement	Complies with Specification Yes /No
The bidder / Tenderer to confirm that the product supplied complies with attached specification document, should you fail to indicate compliance 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 50 000 000 (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
Total points for Price and must not exceed	100

The Department has identified the following specific goal:

Specific Goal	Number of Points allocated	Proof To Claim Specific Goal (Returnable Documents)
The promotion of South African owned enterprises	20	<ol style="list-style-type: none"> Ownership Certificate issued by the Companies and Intellectual Property Commission (CIPC). Affidavit for a company to confirm and prove that the enterprise is South African Owned The Department will download CSD to verify this information confirming disability
NOTE: 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.		

Bidder Initial here: _____



STAGE 5: OBJECTIVE CRITERIA (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. Should all samples be rejected, the quotation process will start afresh.
4. The Department reserves the right to negotiate prices, if prices quoted are considered to be non-market related.
5. **Note, the samples will be requested via email.**

Bidder Initial here: _____



KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

ANNEXURE A: SPECIFICATION FORM

NAME OF PROCURING FACILITY	GJGM Regional Hospital		
ITEM DESCRIPTION	Cash registers		
ITEM PURPOSE	Used in OPD to collect fees		
ITEM DETAILED SPECIFICATION (INCLUDE SIZE, COLOUR, MATERIAL, ETC)			COMPLIES (YES/NO)
1.	Attached		
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
QUALITY STANDARD	n/a		
UNIT OF MEASURE OR PACKAGING I.E (UNIT/BOX/ROLL/PACK/BAIL ETC)	Unit		
SAMPLE REQUIRED (YES/NO) IF YES WHEN AND HOW	Yes. Demo will be requested		
ADDENDUM TO SPECIFICATION ATTACHED (YES/NO)	N/A		

Note:

- 1.
- 2.
- 3.

SPECIFICATION APPROVED BY

Name of end user (in full)	H7 Gumbozi	Name of SCM Rep (in full)	Tshamanga Ndlovu
Designation/Rank (in full)	Admission Clerk Supervisor	Designation/Rank (in full)	Seni BEMANA
Signature		Signature	
Date	30/09/2024	Date	30/09/2024

Bidders Initial here: _____

PROVINCE OF KWAZULU-NATAL
DEPARTMENT OF HEALTH
SPECIFICATION FOR ELECTRONIC CASH REGISTER MACHINES (RECEIPTING)

1. The Condition and Procedure in regard to Tenders, contract and Order as laid down by the ZNT6 as amended, shall apply to this specification.
2. Tenderers must reply to every clause of this Specification clearly stating that the offer complies with or differs from the Specification. If alternative offers are made, the specification of each alternative must be clearly stated.
3. If this type of equipment/apparatus appears on the schedule of Hazardous Substances issued by the Directorate; Radiation Control of the Department of National Health and Population Development a license in the terms of the Act of Hazardous Substances (Act. 15/1973) must accompany the tender.

NOTE TO TENDERERS

WHERE THERE ARE ADVANTAGES IN THE EQUIPMENT THAT HAS BEEN PROPOSED THESE ADVANTAGES MUST BE CAREFULLY STRESSED AND WHERE EQUIPMENT FAILS TO MEET THE SPECIFICATION IN EVERY RESPECT ATTEMPTS MUST BE MADE TO OUTLINE THAT THE DIFFERENCES ARE NOT OF VITAL IMPORTANCE OR DO NOT AFFECT THE EFFECACY OF THE EQUIPMENT QUOTED. IT IS OF VITAL IMPORTANCE THAT THE TIME AND TROUBLE BE TAKEN TO OUTLINE THE DIFFERENCES IN THE SPECIFICATION AND TO ADVANCE INFORMATION WHICH WILL SHOW EITHER THAT THESE DIFFERENCES ARE NOT OF MATERIAL CONSEQUENCES OR, ALTERNATIVELY, THAT THE EQUIPMENT OFFERED HAS SPECIFIC TECHNICAL ADVANTAGES.

Clause 1: Each clerk to have individual DALLAS key to log onto the cash register.

Does the offer fully comply with the specification?

YES

NO

If the offer does not fully comply with the specification, detail

Clause 2: Locked in totals i.e. the register cannot be totaled without being unlocked with a special machine key.

Does the offer fully comply with the specification?

YES

NO

If the offer does not fully comply with the specification, detail

Clause 3: A supervisor/manager control key to unlock certain operations, which he must be capable of performing. The Clerk/Operator must not have direct or indirect access to these operations entrusted to the supervisor/manager.

Does the offer fully comply with the specification?

☐ YES☐ NO

If the offer does not fully comply with the specification, detail

Clause 4: A programme control key to unlock all programming operations on the machine which must not be possible by the clerk or the Supervisor/Manager keys.

Does the offer fully comply with the specification?

☐ YES☐ NO

If the offer does not fully comply with the specification, detail

Clause 5: Locked in audit roll and receipt roll onto which is recorded each and every operation of the machine and which can be removed only by unlocking with a special key.

Does the offer fully comply with the specification?

☐ YES☐ NO

If the offer does not fully comply with the specification, detail

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Clause 6: The cash drawer (till) must not open unless an amount has been rung up or the machine is operated with the special machine key to give a sub total (X) or a final total (Z) which will clear and reset the machine. In this regard it must be borne in mind that certain registrations are for free services. It is essential that the cash drawer does not open for these registrations.

Does the offer fully comply with the specification?

☐ YES

☐ NO

If the offer does not fully comply with the specification, detail

Clause 7: An Alpha-numeric operator display indicating amounts registered together with error messages prompting the Clerk to operate the machine in the prescribed manner if errors are made is essential.

Does the offer fully comply with the specification?

☐ YES

☐ NO

If the offer does not fully comply with the specification, detail

Clause 8: A customer displays indicating amounts registered only (and not the error message)
The amount of the preceding transaction must remain on this display until the next transaction is registered (i.e. error message on the operator display must not effect this display).

Does the offer fully comply with the specification?

☐ YES

☐ NO

If the offer does not fully comply with the specification, detail

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Clause 9: The cash drawer must be closed (locked in place) after each transaction and the next transaction must not be capable of registration whilst the cash drawer is open.

Does the offer fully comply with the specification?

☐ YES

☐ NO

If the offer does not fully comply with the specification, detail

Clause 10: Hospital/Clinics levy charges for various patients over various service categories. The tariff rates for these categories are reviewed each year and may be fixed charges, in which case the pre-programmed amounts must not be capable of being over ridden the operator but must be capable of amounts amended. (Certain charges may be variable and must require manual input of services fee by the operator.)

Does the offer fully comply with the specification?

☐ YES

☐ NO

If the offer does not fully comply with the specification, detail

Clause 11: The entry of Patient/Out-Patient number must be compulsory at the commencement of the transaction. The machine must be capable of registering and displaying this number on both displays. The Out-Patient number should be displayed on the left hand side of the operators display so as to avoid confusion with money values. The Out-patient number must be of up to 9 (line) digit in length and the machine must be capable of registering any number from 1 to 999999999. The machine must not allow entry of out-patient number greater than 9(line) digit.

Does the offer fully comply with the specification?

☐ YES

☐ NO

If the offer does not fully comply with the specification, detail

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Clause 12: It must be compulsory before a transaction can proceed further that the Clerk depresses the Patient No. Button. If this is not done and the Clerk attempts to continue with the transaction register must display on the operator display only (and not the customer display) the relevant error message.

Does the offer fully comply with the specification? ☐ YES ☐ NO

If the offer does not fully comply with the specification, detail

Clause 13: The next button that is to be pressed in the relevant tariff button. The machine must automatically register the correct rate according to the pre-programmed value.

Does the offer fully comply with the specification? ☐ YES ☐ NO

If the offer does not fully comply with the specification, detail

Clause 14: It must be possible to register any amount by direct amount entry.

Does the offer fully comply with the specification? ☐ YES ☐ NO

If the offer does not fully comply with the specification, detail

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Clause 15: In respect of any tariff on which a charge is payable the machine must insist on insertion of a record (Out-Patient card or Admission form) and no operation must be possible on the machine until the record has been validated. The cash drawer must only open for receiving money after this validation has been performed. The validation must be performed simultaneously with the receipt and audit roll printing and must print the following details on a single line:

- i. Machine identification
- ii. A selected code to indicate Revenue Category
- iii. Consecutive receipt number
- iv. Date and time
- v. Amount
- vi. Cashier code
- vii. Tender type (cash, due, free).

Does the offer fully comply with the specification?

☐ YES

☐ NO

If the offer does not fully comply with the specification, detail

Clause 16: It is essential that the machine has the facility to avoid overprinting on the record, preferable by means of an indicator line.

Does the offer fully comply with the specification?

☐ YES

☐ NO

If the offer does not fully comply with the specification, detail

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Clause 17: In respect of the transactions for the NIL/DUE amounts the machine must validate in the record and the cash drawer must not open

Does the offer fully comply with the specification?

YES

NO

If the offer does not fully comply with the specification, detail

Clause 18: The machine must produce a receipt automatically for all transactions except those for a Nil and Due amounts where no receipt is required. Details required on the receipt are as follows:

- i. Name of Hospital/Clinic
- ii. Machine identification
- iii. Clerk identification
- iv. Consecutive receipt number
- v. Date and Time
- vi. Patient Number
- vii. Amount and Tender type.

Does the offer fully comply with the specification?

YES

NO

If the offer does not fully comply with the specification, detail

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Clause 19: The machine must log each and every operation on an audit strip and the machine must have the physical capacity to hold an audit roll large enough to take 2 000 transactions without being replaced. The following details are required to be printed automatically and concurrently with the receipt (N.B. in respect of Nil and Due amounts transactions no receipt is to be printed but the following must nonetheless be printed on the audit strip):

- i. Machine identification
- ii. A selected code to indicate Revenue Category
- iii. Clerk identification
- iv. Consecutive receipt numbers
- v. Patient number (must be offset to the left hand side of the strip)
- vi. Date and Time
- vii. Amount and Tender type

Does the offer fully comply with the specification?

☐ YES

☐ NO

If the offer does not fully comply with the specification, detail

Clause 20: It is essential that the machine recognize when the receipt and audit rolls are running low and indicate an appropriate message on the operator display to warn of this. The warning message must differentiate between the receipt and audit roll. Immediately after the warning a maximum of ten transactions must be allowed, if the audit/receipt roll are not replaced the machine must again give a warning and stop the operations of the machine until the rolls are replaced.

Does the offer fully comply with the specification?

☐ YES

☐ NO

If the offer does not fully comply with the specification, detail

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Clause 21: It must be possible to allow transactions to be finalized by cash or by cheque. Where the transaction is finalized by cash drawer must open immediately. Where the transaction is finalized by credit card or by cheque the operation of the register must halt until the cheque or credit card voucher is inserted in the validation printer and suitable prompt.

The cheque or credit card voucher must then be validated on reverse with the following

- i. Machine identification
- ii. Clerk identification
- iii. Date and time
- iv. Consecutive receipt number
- v. Patient number
- vi. Amount

Only when this validation is completed must the cash drawer open to receive cheque or credit card voucher.

Does the offer fully comply with the specification?

☐ YES

☐ NO

If the offer does not fully comply with the specification, detail

Clause 22: At the X and Z reading the various cashier codes must indicate the sub total of the cash, cheques and credit card collections.

Does the offer fully comply with the specification?

☐ YES

☐ NO

If the offer does not fully comply with the specification, detail

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Clause 23: The machine must be fitted with a real time clock so that it is not necessary to change the date each day. This clock must take account of the number of days in each calendar month and leap years for a minimum of 7 (seven) years.

Does the offer fully comply with the specification? ☐ YES ☐ NO

If the offer does not fully comply with the specification, detail

Clause 24: The machine must have a battery back up memory so that in the even of a power failure or the machine being switched off for 30 (thirty) days neither the programme nor the totals will be lost.

Does the offer fully comply with the specification? ☐ YES ☐ NO

If the offer does not fully comply with the specification, detail

Clause 25: Any error made by the Clerk if detected prior to registration must be capable of being cleared by pressing a clearance button without having to cancel the whole transaction.

Does the offer fully comply with the specification? ☐ YES ☐ NO

If the offer does not fully comply with the specification, detail

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Clause 27: The validation printer should be an integral part of the machine and not a separate removable unit attached by cables to a remote unit.

Does the offer fully comply with the specification?

☐ YES

☐ NO

If the offer does not fully comply with the specification, detail

Clause 28: The validation printer should be located at such a position on the machine as to be convenient for insertion of Out-Patient record cards and Admission forms by the left hand without interfering with the operation of the machine by the right hand.

Does the offer fully comply with the specification?

☐ YES

☐ NO

If the offer does not fully comply with the specification, detail

Clause 29: The date must be printed in the format YYYY-MM-DD (Y = year, M = Month, D = Day) Example 2011-08-01, on the receipt, audit strip, Out-patient cards, Admission forms, on the reverse on cheques and credit card vouchers.

Does the offer fully comply with the specification?

☐ YES

☐ NO

If the offer does not fully comply with the specification, detail

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Clause 30: The machine must be capable of later upgrading, if required, so as to output information by RS232 communication system to modern or computers.

Does the offer fully comply with the specification?

☐ YES

☐ NO

If the offer does not fully comply with the specification, detail

Clause 31: Tenders must ensure that their machines are available for demonstration prior to the Department of Health, KwaZulu-Natal Provincial Administration awarding the tender.

Does the offer fully comply with the specification?

☐ YES

☐ NO

If the offer does not fully comply with the specification, detail

Clause 32 The Tenderer must at all times provide an efficient maintenance service and repair work in respect of faulty equipment must be carried out on request. The Tenderer must always supply the service with expedience and cost of this repair work must be fully specified. The supplier must have back-up machines to replace machines taken away for repair.

Does the offer fully comply with the specification?

☐ YES

☐ NO

If the offer does not fully comply with the specification, detail

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Clause 33: The tenderer must state the maximum time which he will be prepared to guarantee that any defective equipment will be out of action.

Does the offer fully comply with the specification?

☐ YES

☐ NO

If the offer does not fully comply with the specification, detail

Clause 34: An indication must be given of the availability of maintenance personnel in the (state area) area, when they can be called upon and the time it will take to attend to calls as well as the cost thereof.

Does the offer fully comply with the specification?

☐ YES

☐ NO

If the offer does not fully comply with the specification, detail

Clause 35: Is the cash Register Y2K compliant and is it affected by the leap year?

Does the offer fully comply with the specification?

☐ YES

☐ NO

If the offer does not fully comply with the specification, detail

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Clause 36: Company is to indicate if there is a Trade-in value for the Cash Registers at the institutions.

Does the offer fully comply with the specification?

☐ YES☐ NO

If the offer does not fully comply with the specification, detail

Note 1: The successful company will have to supply a compliance certificate to indicate that the equipment being purchased is Y2K compliant.

Note 2: It is the responsibility of the company to install the cash registers at each institution and training is to be given to the operators at each institution.

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