



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

### Quotation Advert

Opening Date: 07/03/2025  
Closing Date: 17/03/2025  
Closing Time: 11:00

#### INSTITUTION DETAILS

Institution Name: Prince Mshiyeni Memorial Hospital  
Province: KwaZulu-Natal  
Department of entity: Department of Health  
Division or section: Supply Chain Management  
Place where goods/  
Service is required: PMMH (stores)  
Date Submitted: 07/03/2025

#### ITEM CATEGORY AND DETAILS

Quotation number: ZNQ/PMM/725/24/25  
Item Category: Services  
Item Description: 06 Months contract outsourced collection, packing and dispatch of hospital supplies and assets

NB: See Attached Evaluation Criteria Failing to Comply Will Result Disqualification

#### COMPULSORY BRIEFING SESSION / SITE VISIT


Select Type: Complusory Briefing  
Date : 12/03/2025  
Time : 09:30am  
Venue : PMMH (Gym Room Basement area next to nurse's home hall)

Quotes can be collected: Prince Mshiyeni Memorial Hospital, Supply Chain Management Office Date: 10/03/2025 till 11/03/2025, Time: 09:30 am to 15:30 pm. No quotation document will be available on site meeting. Failing to collect quotation document the companies will be not allowed to attend site meeting.

QUOTES CAN BE DELIVERED TO: PMMH on tender box ONLY.

Telephonic, Telex, Facsimile, Emailed and late quotation will not be accepted.

ENQUIRIES REGARDING ADVERT MAY BE DIRECTED TO:

Name: Hloniphani Ngcobo  
Email: Hloniphani.Ngcobo@kznhealth.gov.za  
Contact number: 031 907 8214  
Finance Manager Name: Mr C.D Zuma  
Finance Manager Signature: 



## EVALUATION CRITERIA

Quotation No.	ZNQ/PMM/725/24/25
Quotation Description	06 Months contract, Outsourcing collection and dispatch of hospital supplies and assets.

### EVALUATION CRITERIA

This institution intends to evaluate valid quotations using **four (4) 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

- Contractor to sign collection register failing to comply with this instruction quotation will be disqualification and site meeting register
- See attached schedule for contract breakdown workers breakdown cost failing to comply will result disqualification.

#### Stage 2: Capacity to Deliver

- Contractor to attach letter of good standing from the bank to demonstrate to pay labour and all other cost failing to comply with this instruction quotation will be disqualification

#### Stage 3: Compliance with Specification

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

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**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	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	YES
9.	CENTRAL SUPPLIER DATABASE COMPLIANCE REPORT (CSD)	NO	YES
10.	A tenderer (bidder) must submit Original proof of address from Ward Counsellor or Utility Bill of tenderer (bidder) not less than three months old.	NO	YES
<b>Mandatory Requirements</b>			
11.	The tenderer to attach at three trade references, to serve as proof of general work was rendered successfully and paid for, the information include order number/ type of service/ name of client/ amount paid/ contact person and contact detail. ( <b>NB ONLY PUBLIC SECTOR</b> ) Should the tenderer fail to provide this, the quotation will be regarded as non- responsive and will be disqualified.	NO	YES
12.	Contractor to attach letter of good standing from the bank to demonstrate ability to pay labour and all other cost for at least 2 months failing to comply with this instruction quotation will be disqualification	NO	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 the documents submitted, should it be discovered that the information submitted is misrepresented the quotation will be disqualified.

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## EVALUATION CRITERIA

### 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 this item in 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.	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.

### 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
<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)
Race: Full points allocated to Companies who are at least 51% owned by black people who are Women.	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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## EVALUATION CRITERIA

EVALUATION CRITERIA AND SPECIFICATION APPROVED BY					
Official	Title (Ms/ Miss/ Mrs/ Mr/Dr)	Surname	Initials	Date	Signature
End User Representative	Mr	Shazi	K.P.	2025/03/07	
SCM Official	Mrs	Nene	T.T	2025/03/07	

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