health
Department:
Health
North West Provincial Government
REPUBLIC OF SOUTH AFRICA

2nd Floor, Health Office Park
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MMABATHO
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SUPPLY CHAIN MANAGEMENT

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NWDOH 21/2026: PRINTING, SUPPLY AND DELIVERY OF MEDICAL STATIONERY, PROMOTIONAL MATERIALS AND SIGNAGE FOR HEALTH INSTITUTIONS IN THE NORTH WEST PROVINCE FOR A PERIOD OF FOUR (4) YEARS.

Open bids are hereby invited for printing, supply and delivery of medical stationery, promotional materials and signage for Health institutions in the North West Province for a period of four (4) years.

The conditions contained in the Preferential Procurement Policy Framework Act and 2022 PPPFA Regulations, National Treasury Implementation Guide: Preferential Procurement Regulations 2022, the General Conditions of Contract (GCC) and/ NEC 3 Engineering & Construction Contract, i.e. Annexure "A" and the attached bid forms, as well as any other conditions accompanying this invitation, are applicable.

1. The work procedure the bidder proposes to follow in order to obtain the required result must be clearly outlined and its terms may not conflict with those contained in the General Conditions of Contract.

2. All the documents accompanying this invitation to bid must be completed in detail where applicable, and together with all documentation required in considering the bid, be sealed in an envelope and be deposited in the bid box before the closing date and time.

3. The proposals in a sealed envelope and marked with the Bid Number , Company Name, Closing Date and Closing Time should be deposited in the Bid Box situated at the entrance of the **Department of Health North West, New Office Park Building, Ground floor, Corner First Street and Sekame, Mmabatho [Behind the Crossing Mall]. No correspondence will be entered into regarding non-submission/ attachment of required documents after bid closure. Failure to submit all the required documents will render your bid non-responsive**

4. Duly completed and signed original bid documents issued by the Department should be sealed in an envelope marked:

Bid number	**: NWDOH 21/2026**
Company Name	**:**
Closing date	**: 20 OCTOBER 2026**
Closing time	**: 11H00**

Technical enquiries: Mr H. Thaba/ Mr L Kolobe: 064 850 3294/ 060 978 3097

hrthaba@nwpg.gov.za and lkolobe@nwpg.gov.za

No telegraphic or facsimile bids will be considered.

5. In terms of the PFMA Treasury Regulations 2005;-

A. **Regulation 16A9. 1 [e] and [f]** the Accounting Officer of the Department may-

i. Reject a proposal for the award of a contract if the recommended bidder has committed a corrupt or fraudulent act in competing for the particular contract, or

ii. Cancel a contract awarded to a supplier of goods or services

- If the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract, or
- If any official or other role-player committed any corrupt or fraudulent act during the bidding process or the execution of that contract that benefitted that supplier.

B. **Regulation 16A9.2 [a] and [b]** the accounting officer or accounting authority-

i. May disregard the bid of any bidder if that bidder, or any of its directors-

- Have abused the institution's supply chain management system
- Have committed fraud or any other improper conduct in relation to such system.

C. Bidders may NOT buy gifts for or ask for cell phone numbers from Bid Committee Members or contract managers during briefing sessions, evaluation and adjudication of bids. In terms of the **NATIONAL TREASURY MINUTE3/3/3/2/10 DATED 23 APRIL 2006-CODE OF CONDUCT FOR BID ADJUDICATION COMMITTEES** governing the Conduct of all Bid Committees, Stakeholders and SCM Practitioners involved in the SCM processes:-

i. Bid information and documentation are confidential

ii. No unauthorized communication should be made with a bidder/contractor by any member, stakeholder or SCM Practitioner prior to or after any meeting during the evaluation and adjudication of bids

D. **IN TERMS OF THE NATIONAL TREASURY SCM PRACTICE NOTE NUMBER: SCM 4 OF 2003; CODE OF CONDUCT FOR SUPPLY CHAIN MANAGEMENT PRACTITIONERS -**

"6.5. No person should:-

"6.5.1 Interfere with the supply chain management system of an Institution

"6.5.2 Amend or tamper with any bid after its submission

6. Bidders should ensure that all the relevant documentation required in considering bids are submitted. **Failure to submit all the required documents may render your bid non-responsive**

7. The Department will not be held responsible for missing or duplicated documents. **Bidders are required to sign, number sequentially and initial on each page of the bidding documents. Bid documents must be binded.**

8. It is the ultimate responsibility of every bidder to ensure that his/her bid is duly deposited in the Bid Box situated at the entrance of the Department of Health North West, New Office Park Building, Ground floor, Corner First Street and Sekame, Mmabatho on time before the closing date and time. **The Department of Health shall not be held responsible for any couriered bid documents that do not reach the Bid Box by the Closing date and time. – Couriered documents must be deposited in the bid box by Couriers before the closing date and time. No correspondence will be entered into regarding late bids and couriered documents that were not deposited in the bid box by the bid closing date and time.**

9. The Department of Health reserves the right to award any bid in whole or in part and the Department **does not bind itself to accept the lowest or any bid in whole and price alone is not a determining factor.**

10. National Treasury has per Circular no 3 OF 2015/2016 given instructions to all PFMA Institutions that with effect from 01 April 2016, no quotation or bid may be awarded to any supplier who is not registered as a Prospective Supplier on the National Treasury Central Service Provider Database [CSD]. If you are not registered proceed to complete the registration of your company prior to submitting your bid. Refer to https://secure.csd.gov.za/ to register your company. Ensure that all documentation on the database are updated and valid. Bidders should further note that the Central Supplier Database (CSD) will be utilized to confirm compliance to tax and other related matters. It is therefore the bidder's responsibility to ensure compliance in all respects.

11. For more information please contact the following:

ADMINISTRATION ENQUIRES:

- Ms N. Tshabalala/ Ms R Setena 066 081 6410 nsegwabanyane@nwpg.gov.za

TECHNICAL ENQUIRIES:

Technical enquiries: Mr H. Thaba/ Mr L Kolobe: 064 850 3294/ 060 978 3097

hrthaba@nwpg.gov.za and lkolobe@nwpg.gov.za

Potential bidder(s) must reduce all telephonic enquiries to writing and send them to the above email addresses.

12. CONDITIONS TO BID

This bid is issued under the condition that the bidder should at any stage during production or execution or on completion of the bid be subject to inspection. The premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by the representative of the Department of Health or organization acting on behalf of the State. The bidder shall provide, if required, all required facilities for inspections, tests and analysis of the land available, apparatus which may be required for the purpose of such inspection, tests and analysis free of charge unless otherwise specified. The bidder also agrees that the financial standing of the bidder may be examined as part of the inspection

13. RISK ANALYSIS

A risk analysis as per applicable legislation and prescripts shall be used to establish the competency and ability of the successful bidder for the project

14. BID CONDITIONS

a) Late bids will not be considered. Please note that bids are late if they are received at the address given in the bid document after the bid closing date and time.
b) Bids will be valid for a period of 120 days.
c) All bid prices must be quoted in South African currency and must be VAT inclusive.
d) All the Relevant Forms attached to this bid document must be completed and signed in black ink where applicable by a duly authorized official. Use of tippex and pencil in the bid document are not allowed. Where cancellation has been made, bidders should endorse with a signatures

15. BID ADMINISTRATION DOCUMENTS TO BE SUBMITTED BY ALL BIDDERS:

National Treasury has per **PFMA SCM INSTRUCTION NO.9 OF 2022/2023 MANDOTRY UTILISATION OF THE E-TENDER PORTAL FOR PUBLICATION OF BID OPPORTUNITIES, BID AWARDS AND ANY BID RELATED NOTIFICATIONS DATED 13 OCT 2022** prescribed the mandatory advertisement of bids on the e-tender Publication Portal by all departments. Constitutional institutions and public entities listed In Schedules 2 and 3 to the Public Finance Management Act (PFMA). 1999 (Act No.1 of 1999), hereafter referred to as PFMA compliant institutions. This application is aimed at ensuring that all potential service providers have easy access to advertised bids and are provided with an opportunity to supply PFMA compliant institutions with goods and services, as they may require. With effect from 1 Nov 2022, all PFMA compliant institutions must submit the following information to the relevant treasury's e-Tender Publication Administrator in support its advertisement:

a) Bid description;

b) Bid number;
c) Name of the PFMA compliant institution;
d) The place where the bid is required;
e) The closing date and time of the bid;
f) The PFMA compliant institution's contact details (postal and physical address, Telephone number, etc.);
g) The place where bids can be collected;
h) The place where bids should be delivered; and
i) The bid document, that is,
    - Invitation to Bid-which explains the bid administration requirements and the evaluation criteria, to be complied with by all bidders.
    - SBD Forms Prescribed by National Treasury- to be completed by all Bidders without exception
    - Technical Bid Specifications/Terms of Reference or Bill of Quantities requirements - depending on the technical nature of the bid.

16. BID ADMINISTRATIVE REQUIREMENTS/CRITERIA TO BE USED IN EVALUATING A BID

The National Treasury **Supply Chain Management Circular Ref 3/4/3/2/10 dated 10 May 2005**: Page 2 Paragraph 1 stipulates that "Bids may only be evaluated in accordance with the evaluation Criteria stipulated in the bid documentation"

All the under-mentioned documentation /criteria required to evaluate this bid must be sealed in an envelope and be deposited in the bid box before the closing date and time.

ALL BIDDERS ARE REQUIRED TO ENSURE THAT THE FOLLOWING DOCUMENTS ARE ATTACHED:-

(a) Original, fully completed and signed applicable SBD Bid Documents and Preference Claim Forms in terms of the Preferential Procurements Regulations and National Treasury SCM prescripts. **NB. All Bidders are required to fully complete the SBD forms (SBD form 1, 3.2, 4, 6.1,) as required by the National Treasury PFMA prescripts and the PPPFA Regulations AND to fully complete all other forms as required by the specification, without fail.**

(b) Copies of Identity Documents of the Directors / Main Shareholders of the company.

(c) Copy of Valid Tax Clearance Certificate/ Tax Compliance Status PIN or CSD Report- The Department will also verify the tax compliance status of bidder

(d) **Bidders are requested to download the tender document from the E-tender website: www.etenders.gov.za at no cost.**

Bank Name	**: ABSA**
Account Name	**: NW Health**
Account Holder	**: NWPG**
Branch Code	**: 632005**
Account Number	**: 41-1181-1655**

Account Type : Cheque Account

(e) Copy of Company Registration Certificate from the Registrar of Companies of all Parties indicating the names of directors or main shareholders of the company. **NB The old Company Registration certificates issued in terms of the repealed 1973 Companies Act which do not show the company Directors 'names are not acceptable. All bidders are required to submit the updated Company Registration Certificates issued by the Registrar of Companies in terms of the 2008 Companies Act, that is, a complete certificates which indicate the names of all Directors or main shareholders of the Company.**

(f) Bidders are required to submit a valid B-BBEE Status level Verification Certificate or copies thereof, together with their bids, to substantiate their B-BBEE rating claims.
An EME is required to submit a sworn affidavit confirming their annual total revenue of R10 MILLION or less

(g) Bidders who do not submit B-BBEE Status level Verification Certificates , a sworn affidavit or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEEE but shall not be disqualified from the bidding process , but will score points out of price only and zero [0] points out of B-BBEE.

(h) **In the case of joint venture (JV) or Consortium the following documents must be attached to the Bid documents:-**

- Copy of Valid Tax Clearance Certificate pin of all Partners- / Tax Compliance Status PIN or CSD report- The Department will also verify the tax compliance status of bidder
- Copies of Identity Documents of all Directors / Main Shareholders of the company.-
- Joint venture agreement duly signed by all parties
- A certificate or agreement regarding shareholder -ship of members
- Copies of Company Registration Certificates from the Registrar of Companies of all Parties to a Joint Venture indicating the names of directors or main shareholders of the companies to the joint venture.-**NB The old Company Registration certificates issued in terms of the repealed 1973 Companies Act which do not show the company Directors 'names are not acceptable. All bidders are required to submit the updated Company Registration Certificates issued by the Registrar of Companies in terms of the 2008 Companies Act, that is, a complete certificates which indicate the names of all Directors or main shareholders of the Company**
- Copy of valid consolidated B-BBEE Status level verification Certificate.-An EME is required to submit a sworn affidavit

confirming their annual total revenue of R10 MILLION or less -Bidders who do not submit B-BBEE Status level Verification Certificates , a sworn affidavit or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEEE but shall not be disqualified from the bidding process , but will score points out of price only and zero [0] points out of B-BBEE

(i) A Trust, consortium or a joint venture are required to submit a Consolidated-BBEEE Status Level Verification Certificate for every separate bid

(j) Public entities and tertiary institutions are required to submit B-BBEE Status level verification certificates together with their bids

All the bid documents should be completed, signed and sealed in an envelope and deposited in the Bid Box, situated at the entrance of the **Department of Health North West, New Office Park Building, Ground Floor, Corner First Street and Sekame, Mmabatho.**

17. VALIDITY OF B-BBEE STATUS LEVEL VERIFICATION CERTIFICATES

- AO/AAs must ensure that the B-BBEE Status Level Verification Certificates submitted are issued by the following agencies:

  - Tenderers other than EMEs
    - I. Verification agencies accredited by SANAS; or
  - Tenderers who qualify as EMEs
    - II. Sworn affidavit signed by the EME representative and attested by a Commissioner of oaths.

18.1 Verification agencies accredited by SANAS

18.1.1 These certificates are identifiable by a SANAS logo and a unique BVA number.

18.1.2 Confirmation of the validity of a B-BBEE Status Level Verification Certification can be done by tracing the name of the issuing Verification Agency to the list of all SANAS accredited agencies. The list is accessible on http://www.sanas.co.za/directory/bbee default.php

18.1.3. The relevant BVA may be contacted to confirm whether such a certificate is valid.

18.1.4 As a minimum requirement, all valid B-BBEE Status Level Verification Certificates should have the following information detailed on the face of the certificate:

- The name and physical location of the measured entity
- The registration number and, where applicable, the VAT number of the measured entity;

- The date of issue and date expiry;
- The certification number for identification and reference;
- The scorecard that was used (for example QSE, Specialized or Generic);
- The name and / or logo of the Verification Agency;
- The SANAS logo
- The certificate must be signed by the authorized person from the Verification Agency; and
- The B-BBEE Status Level of Contribution obtained by the measured entity

19. VERIFICATION OF B-BBEE LEVELS IN RESPECT OF EMEs

19.1. In terms of the Generic Codes Practice, an enterprise including a sole propriety with annual total revenue of R10 million or less qualifies as an EME

19.2 In instances where Sector Charters are developed to address the transformation challenges of specific sectors or industries, the threshold for qualification as an EME may be different from the generic threshold of R10 million. In such instances, the relevant sector Charter threshold will therefore be used as a basis for a potential bidder to qualify as an EME. (For example the approved threshold for EMEs for the Tourism and Construction Sector Charters are R2.5 million and R1.5 million respectively)

19.3 An EME is required to submit a sworn affidavit confirming their annual total revenue of R10 million or less and level of black ownership to claim points as prescribed by regulation 6 and 7 of the preferential procurement regulations 2017.

19.4 An EME that is regarded as a Specialized Enterprise is required to submit a sworn affidavit confirming their annual turnover/allocated budget/ gross receipt of R10 million or

19.5 An EME may be measured in terms of the QSE scorecard should they wish to maximize their points and move to a higher B-BBEE recognition level. It is this context that an EME may submit a B-BBEE verification certificate

20. EVALUATION CRITERIA FOR THIS BID IS AS FOLLOWS:

Phase 1: Administrative Compliance

Phase 2: Bidder Requirements

Phase 3: Functionality

Phase 4: 90/10 Preference Point System

Phase 5: Site Inspection

90 = Price (NOTE: All bid price should be VAT inclusive)

10 = Preferential points (Points will be allocated according to the specific goals table below)

Specific Goals	Procurement Transactions Preference Points allocated out of 10
B-BBEE Status level of Contributor	**5**
1	5
2	4
3, 4, 5, 6, 7, 8 and Non-compliant contributor	0
Enterprises located in a specific province for work to be done or services to be rendered in that area (Mandatory)	**2**
Residing within the North West Province where the service is required.	2
Residing outside the North West Province	0
Designated Groups(any bid that meets one or more of the five will get maximum points)	**3**
• Enterprises 51% owned by black women. • Enterprises 51% owned by people with disability • Enterprises 51% owned by black youth. • Enterprises 51% owned by black military veteran • Registered Cooperatives within the North West Department of Health database	3

NB: Points will be allocated to all those who submitted their BBBEE verification certificates/Sworn Affidavit and Confirmation of preferred address on CSD will be checked and printed by the SCM Practitioner for locality points.

CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT

COMPLIANCE CHECKLIST NB. THE BIDDERS MUST COMPLETE THE CHEKLIST TO VERIFY/CONFIRM WHETHER A BIDDER HAS ATTACHED ALL OF THE BID ADMINISTRATIVE REQUIREMENTS		
NO	***REQUIREMENT***	***HAVE YOU ATTACHED*** ***Answer Yes or No***
1	Compulsory Briefing session	**N/A**
2	General Revenue Receipt should be attached by all bidders who obtained hardcopy bid documentation at the Offices of the Health Department-.Original Bank Deposit slip or Electronic Transfer printout receipt reflecting the name of the Bidder and Bid Number. **NB–Bidders who download the bid documentation from the E-Tender Website are exempted from this requirement. Bidders are encouraged to download the bid documentation from the E-Tender Website**	
3	Original, fully Completed and signed applicable Bid Documents and Preference Claim Forms in terms of the Preferential Procurement Regulations. NB. All Bidders are required to fully complete the SBD forms as required by the National Treasury PFMA prescripts and the 2022 PPPFA Regulations AND fully complete all other forms as required by the specification, without fail. Any bidder having not complied with these requirements shall be disqualified. [Each of the following SBD form must be fully completed and signed.]	
3.1	Availability of signed and fully completed SBD 1- Invitation to bid	
3.2	Availability of signed and fully completed SBD 3.2- Firm Price	
3.3	Availability of signed and fully completed SBD 4- Declaration of Interest. Complete and sign the supplied hard copy with the bid at the closing date and time. **(Must declare other companies that they own. Refer to Paragraph 2.3). in case of joint venture, both companies should complete separate SBD forms**	
3.4	Availability of signed and fully completed SBD 6.1 - Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2022 **Non-claiming of points on this form will lead to zero (0) even if supporting documentation is attached**	
4	Copies of Identity Documents of all Directors / Main Shareholders of the company.-	

5	Copy of Valid Tax Clearance Certificate / Tax Compliance Status PIN or CSD Report- Indicate the expiry date[s] of all the TCC The Department will also verify the tax compliance status of bidder	
6	Copy of Company Registration Certificate from the Registrar of Companies of all Parties indicating the names of directors or main shareholders of the company. **NB The old Company Registration certificates issued in terms of the repealed 1973 Companies Act which do not show the company Directors 'names are not acceptable. All bidders are required to submit the updated Company Registration Certificates issued by the Registrar of Companies in terms of the 2008 Companies Act, that is, a complete certificates which indicate the names of all Directors or main shareholders of the Company without fail**	
7	**TOTAL BID PRICE INCLUDING VAT** ***AMOUNT*...............................**	
8	Bidders are required to submit a copy of a valid B-BBEE Status level Verification Certificate copies, together with their bids, to substantiate their B-BBEE rating claims. Confirmation not older than six months. An EME is required to submit a sworn affidavit confirming their annual total revenue of R10 MILLION or less -Bidders who do not submit B-BBEE Status level Verification Certificates , a sworn affidavit or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEEE but shall not be disqualified from the bidding process , but will score points out of price only and zero [0] points out of B-BBEE	
9	**IN THE CASE OF JOINT VENTURE (JV) OR CONSORTIUM THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO THE BID DOCUMENTS**	
9.1	Copy of a valid Tax Clearance Certificate of all Partners- / Tax Compliance Status PIN or CSD report- The Department will also verify the tax compliance status of bidder Indicate the expiry date[s] of all the TCC of the JV partners.	
9.2	Copies of Identity Documents of all Directors / Main Shareholders of all Parties to the Joint Venture.	
9.3	Joint venture agreement duly signed by all parties	

9.4	General Revenue Receipt should be attached by all bidders who obtained hardcopy bid documentation at the Offices of the Health Department-.Original Bank Deposit slip or Electronic Transfer printout receipt reflecting the name of the Bidder and Bid Number **NB–Bidders who download the bid documentation from the E-Tender Website are exempted from this requirement**	
9.5	Copies of Company Registration Certificates from the Registrar of Companies of all Parties to a Joint Venture indicating the names of directors or main shareholders of the companies to the joint venture.- **NB The old Company Registration certificates issued in terms of the repealed 1973 Companies Act which do not show the company Directors 'names are not acceptable. All bidders are required to submit the updated Company Registration Certificates issued by the Registrar of Companies in terms of the 2008 Companies Act, that is, certificates which indicate the names of all Directors or main shareholders of the Company, without fail.**	
9.6	Copy of a valid Consolidated B-BBEE Status level verification Certificate or confirmation letter. An EME is required to submit a sworn affidavit confirming their annual total revenue of R10 MILLION or less Bidders who do not submit B-BBEE Status level Verification Certificates , a sworn affidavit or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEEE but shall not be disqualified from the bidding process , but will score points out of price only and zero [0] points out of B-BBEE	
10	A Trust, consortium or a joint venture are required to submit a consolidated B-BBEEE Status Level Verification Certificate for every separate bid	
11	Public entities and tertiary institutions are required to submit B-BBEE Status level verification certificates together with their bids	
12	Duly completed and signed original bid documents issued by the Department should be sealed in an envelope marked: Bid number : **NWDOH21/2026** Company Name : Closing date : **20 OCTOBER 2026** Closing time : **11H00**	
13	Address and contact details:	

SIGNATURE BY BIDDER: ....

DATE: ....

health
Department:
Health
North West Provincial Government
REPUBLIC OF SOUTH AFRICA

1st Floor, Health Office Park
Private Bag X 2068
MMABATHO
2735

DEPARTMENTAL BID ADJUDICATION COMMITTEE

Enq: Mr M. Dinoko
Tel: 018 391 4150
Email: mdinoko@nwpg.gov.za

1. NAME OF BID

PRINTING, SUPPLY AND DELIVERY OF MEDICAL STATIONERY, PROMOTIONAL MATERIALS AND SIGNAGE FOR HEALTH INSTITUTIONS IN THE NORTH WEST PROVINCE FOR A PERIOD OF FOUR (4) YEARS.

2. PURPOSE

To invite open bids for printing, supply and delivery of medical stationery, promotional materials and signage for Health institutions in the North West Province for a period of Four (4) years.

3. BACKGROUND INFORMATION

The printing, supply and delivery of medical stationery, promotional materials and signage play a crucial role in the business of the department. This ensures that the hospitals, clinics and medical stores have access to essential document, branding materials and signage needed for smooth operations, regulatory compliance and effective communication. The efficient supply and delivery of printed materials is vital to the uninterrupted operations in the department. This requires reliable logistics, quality material and timely fulfilment of orders. Consequently, factors such as bulk printing capabilities, customised printing options and on-time delivery services are crucial to meet the demands of the department. The current contract term lapsed at the end of May 2025.

4. EXPECTED DELIVERABLES AND OUTCOMES

a) Availability of medical stationery, promotional material and signage at Health Institutions

5. TIME FRAME/DURATION OF TENDER

Four (4) Years

6. EVALUATION CRITERIA

a. The submission from the service provider will be evaluated in terms of the 90/10-point system as stipulated in the Preferential Procurement Policy Framework Act (Act 5 of 2000) and the Department's Procurement Policies.

b. The bids will be evaluated on five phases:

Phase 1: Administrative Compliance

Phase 2: Bidder Requirements

Phase 3: Functionality

Phase 4: 90/10 Preference Point system

Phase 5: Site Inspection

c. Phase 1: Administrative Compliance:

i. The below administrative bidding requirements shall be complied with and required documents must be attached before consideration for further evaluation.

ii. Without limiting the generality of NWDOH's other critical requirements for this Bid, bidder(s) must submit the documents listed in Table below. All documents must be completed and signed by the duly authorized representative of the prospective bidder(s). During this phase Bidders` responses will be evaluated based on compliance with the listed administration. The bidder(s) proposal may be disqualified for non-submission of any of the documents.

Documents	Non-submission and partial completion will result in disqualification	Requirement
Invitation to Bid – SBD 1	**YES**	Complete and sign the supplied pro forma document
Pricing Schedule – SBD 3.2	**YES**	Complete and sign the supplied pro forma document
Bidders Disclosure – SBD 4	**YES**	Complete and sign the supplied hard copy with the bid at the closing date and time. **(Must declare other companies that they own. Refer to Paragraph 2.3). in case of joint venture, both companies should complete separate SBD forms**

Preference Point Claim Form – SBD 6.1	**NO**	Non-Returnable of the supplied pro forma document will not lead to Disqualification. **Non-claiming of points on this form will lead to zero (0) even if supporting documentation is attached**
Joint Ventures (J/V)	**YES**	Attach a valid JV agreement. Non-submission will lead to disqualification. In the case of an award, the company need to register on CSD as a JV. The process is that the service providers must register the JV at SARS then open a JV bank account. With those documents they can then register the JV on CSD. **The department will only make payment to a JV account. Should complete 2 separate SBD 4 for each company**

iii. **Bidders must ensure that they meet the following requirements before the bid can be awarded**:

Criteria	Requirement
Tax compliance status	• Bidder must be tax compliant before the bid is awarded, • **It is compulsory for a person to register for VAT if the value of taxable supplies made or to be made, is in excess of R1 million**
Identity number (s) or directors	Must all be active
Business registration	Entity must be in business
Company registration with central supplier database (CSD)	Bidders must be registered as a service provider on the Central Supplier Database (CSD). If not registered must proceed to complete the registration prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number. Attach detailed CSD registration document
In the service of the state status	Bid will not considered if Shareholders or directors are employed by state /government departments, municipalities, municipal entities, public entities unless **the approval from executive authority to do remunerative work outside public service**

Criteria	Requirement
	and to do business with the state is submitted with the proposal
Tender defaulting and restriction status	Entity and directors must not be restricted

6.4 Phase 2: BIDDER REQUIREMENTS (MANDATORY)

Bidders must submit all mandatory documents and demonstrate minimum technical capacity as set out below. Failure to meet any mandatory requirement will render the bid non-responsive (disqualified).

No.	Mandatory bidder requirement (pass/fail)	Minimum evidence to be submitted
A1	Quality Management System (QMS) certification (ISO 9001:2015 or equivalent).	Valid certificate issued by an accredited certification body (e.g., UKAS/SANAS-accredited) indicating scope aligned to printing and related services.
A2	Occupational Health & Safety Management System certification (ISO 45001:2018 or equivalent).	Valid certificate issued by an accredited certification body; scope aligned to printing/production environment.
A3	Operational production facility in South Africa (printing plant / works) suitable for industrial printing and finishing.	Physical address verification: photos, layout/floor plan (basic), municipal account/utility bill coupled with lease agreement or title deed or permission to occupy.
A4	Asset inventory of printing and finishing machinery **meeting minimum equipment** requirements (own/lease/long-term rental).	Signed asset register listing the make, model, serial number, location, ownership status and attach photographs of equipment nameplates or ID plates matching the register, proof of ownership or lease/rental agreements. **See annexure D for ease of reference**. ***(Each equipment to be mapped to a function under categories 6.4.1)***
A5	Transport and delivery capability (Department-wide delivery).	Proof of owned/leased vehicles (at least 4 X 1 ton or more delivery vehicle) and proof of public liability insurance. ***NB: If the vehicles are leased, the bidder must attach a letter of intent signed by both parties. MVL1 of each vehicle must be attached of the lessor or owner***

A6	Human resource complement for production, quality control, design and distribution (minimum key posts).	CVs and certified qualifications for key staff (Plant/ Production Manager, Graphic Designer/ DTP Operator, Quality Controller, Bindery/ Finishing Supervisor, Driver/ Dispatcher). Employment letters or signed commitment/ availability letters.
A7	Bidder must price all items	Each item on Annexure A, B and C fully priced

6.4.1 Guideline: Minimum Machinery and Equipment Schedule (to be reflected in the asset inventory - A4)

The following schedule provides the minimum machinery/equipment categories required to deliver the Department's medical stationery portfolio. Bidders must indicate compliance by listing the relevant assets (make/model/capacity/serial no.) and attaching photographs of equipment nameplates (ID plates).

CATEGORY	MINIMUM REQUIREMENT	EXAMPLES OF OUTPUTS SUPPORTED	KEY TECHNICAL ATTRIBUTES (MINIMUM)	EVIDENCE IN BID SUBMISSION
Pre-press, Design & Workflow	Desktop Publishing (DTP) and print workflow capability	Artwork, templates, variable data setup	Licensed design software, Raster image processor (RIP) or workflow, colour calibration (International Colour Consortium (ICC) profiles), backup or version control	Software licenses (where applicable); workflow description; sample proofs
Production Printing (Sheet fed Digital and/ or Offset)	At least one production press suitable for A3/A4 medical stationery volumes	Forms, letterheads, booklets, covers, registers	Adequate duty cycle; duplex; consistent registration; colour control; ability to run required paper weights	Asset register + ID plate photos; maintenance/ service records
Cutting/Trimming	Industrial guillotine/cutter	All cut-to-size stationery	Programmable back-gauge; suitable cutting width; safety features	Asset register + photos; calibration record (if available)

Folding / Collating	Folder and collator capability	Folded inserts, multi-page sets	Consistent folding; multi-section collate	Asset register + photos
Binding / Finishing	At least one binding method appropriate to registers/books	Registers, books, manuals	Perfect binding and/ or saddle stitch; and/ or wire-O/ comb; plus stitching/ stacking capability	Asset register + photos; sample finished product
Lamination / Coating	Industrial laminator and trimming	Cards, ID sleeves, posters requiring protection	Hot/cold lamination; width appropriate to outputs; temperature control	Asset register + photos; sample laminated output
Die-cut / Creasing / Perforation (Finishing)	Creaser and die-cut (where required)	Cards, covers, special stationery	Consistent creasing; die-cut capability per specifications	Asset register + photos; samples
Large Format Printing	Wide format printer for signage	Banners, vinyl, posters, signage panels	Minimum print width suitable for required outputs; compatible inks/ media; outdoor durability where specified	Asset register + photos; sample prints
Large Format Finishing	Wide format laminator/cutter	Laminated vinyl, contour cut labels	Lamination width matched to printer; cutting accuracy	Asset register + photos
Packaging & Dispatch	Packing and palletisation capability	Bulk orders to districts/facilities	Shrink-wrap/strapping; labelled boxes; dispatch control	Photos; process description

6.5 Phase 3- FUNCTIONALITY EVALUATION (100 POINTS)

6.5.1 All bidders are required to respond to the Functionality evaluation criteria

6.5.2 Only Bidders that have met the requirements of Phase 1 and 2 will be evaluated in Phase 3 for functionality.

6.5.3 Bidder must score a minimum of 50% in each category excluding category E.

6.5.4 Bidders are required to obtain a minimum of **75 Out of 100 points to proceed to the next stage of evaluation.**

	DESCRIPTION	FUNCTIONALITY	CRITERIA	VALUE	WEIGHT
a	**Company** experience in printing, supplying and delivering stationery and documents of similar complexity and scale.	Demonstrated experience in printing, supplying and delivering stationery and documents **for comparable work** of similar complexity and scale with a minimum order value of R5 million. • **Reference letters with contactable referees, completion certificates and at least one (1) sample pack performed within the last five (5) years.** **NB: As part of due diligence, NWDOH <u>MAY</u> conduct sites visit at a <u>CLIENT</u> of the Bidder (reference) for validation of the services rendered. The choice of the sites will be at the NWDOH`s sole discretion.**	6 or more projects	**25**	**25**
			4 to 5 projects	**20**	
			2 to 3 projects	**15**	
			Less than 2 or none submission of projects	**0**	
b	Financial Capacity	Bidders are required to submit proof/evidence of financial capacity by providing; • **Stamped three months' bank statements.** • **NB: The statements should not be older than 3 months from closing of the Bid and only the average of the 3 months balance will be considered for allocation of points**	R 5 000,001.00 or more	**25**	**25**
			R4,000,001.00 to R 5 000,000.00	**20**	
			R3,000,001.00 to R4,000,000.00	**15**	
			R3,000,000.00 or less	**5**	
			Anything less or non-submission	**0**	
c	Technical Capacity	Bidders must demonstrate verifiable capacity to produce the Departmental printing portfolio through appropriate production equipment and machinery. The assessment must be based only on equipment that is owned or secured through a signed long-term (5 or more years) rental/lease agreement at bid closing.	10 categories verified, including the core categories of production press, industrial cutting, binding/ finishing and packaging/	**25**	**25**

	DESCRIPTION	FUNCTIONALITY	CRITERIA	VALUE	WEIGHT
		• **Signed asset-inventory list indicating equipment category, make, model, serial number, production capacity, physical location and ownership/lease basis.** • **Photographs of equipment and nameplates/ ID plates matching the asset- inventory list.** • **Proof of ownership, lease or long-term rental agreement for each declared critical machine.** • **Production workflow showing pre-press, printing, cutting, folding/ collating, binding/ finishing, lamination/ coating, quality control, packaging and dispatch.** Scoring will be based on the number of verifiable equipment categories demonstrated from the following ten (10) categories: (1) pre-press/ design and RIP workflow; (2) production digital and/or offset press; (3) industrial guillotine/cutting; (4) folding/collating; (5) binding/ stitching/ book finishing; (6) lamination/ coating; (7) die-cutting/creasing/ perforation/ numbering where applicable; (8) large-format /signage printer; (9) large-format laminator/ cutter, (10) packaging, palletization and dispatch equipment.	dispatch, with complete matching evidence.		
			8-9 categories verified, including the core categories of production press, industrial cutting, binding/ finishing and packaging/ dispatch, with complete matching evidence.	**20**	
			6-7 categories verified, including at least production press, industrial cutting and one binding/finishing method.	**15**	
			Fewer than 5 categories verified, no credible asset evidence, unverifiable equipment, or reliance on undeclared subcontracting for core production functions.	**0**	
d	Operational Capacity	Bidders must demonstrate that suitably qualified and experienced personnel are available to manage and perform the production, design, quality control, finishing, packaging, dispatch and delivery functions required under this bid. **NB: Attach detailed CV and affidavit giving consent for submission of the CV of any personnel.**	All 6 key roles verified with CVs, relevant qualifications/training and proof of employment or signed availability.	**20**	**20**
			5 key roles verified, including Plant/Production Manager and Quality Controller, with	**15**	

	DESCRIPTION	FUNCTIONALITY	CRITERIA	VALUE	WEIGHT
		• **CVs for all nominated key personnel, showing relevant experience in printing, production, finishing, quality control, dispatch or logistics.** • **Certified qualifications, certificates or trade/technical training records where applicable.** • **Proof of employment, appointment letter, payroll confirmation, or signed availability/ commitment letter for each nominated person.** • **Organogram or role allocation matrix linking each person to the production workflow.** Scoring will be based on the number of verifiable key roles demonstrated from the following six (6) roles: (1) Plant/Production Manager; (2) Graphic Designer/DTP Operator; (3) Quality Controller; (4) Bindery/Finishing Supervisor; (5) Dispatch/Logistics Officer; (6) Driver/Dispatcher.	complete evidence for those roles.		
			4 key roles verified, including either Plant/Production Manager or Quality Controller, with acceptable evidence.	**10**	
			Fewer than 3 key roles verified, no credible staff evidence, or key personnel are not linked to the bidder or to the required production workflow.	**0**	
e	**Established business offices**	Operating Office Address • **Attach proof of address comprising of title deed/ lease agreement or permission to occupy and utility bill) and any other proof of address**	Within North west Province	**5**	**5**
			Outside North West Province and/or Non-Submission	**3**	
		TOTAL			**100**

6.6 SITE INSPECTION (VERIFICATION OF CAPACITY)

6.6.1 The due diligence inspection will be conducted to the top scoring bidder. Should the bidder fail the inspection, the next top scoring bidder will then be inspected.

6.6.2 Site inspection will be conducted to confirm representations made in the bid document.

6.6.3 Written notice of change of physical address of the business must reach the departmental SCM within fourteen (14) days after the closing date of such bid.

6.6.4 The following would be used to evaluate site inspection of the main contractor:

6.6.5 Failure of bidders to pass the inspection will render their bid non-responsive

Site visit requirements (verification checklist):

- Verify production facility address and access control.
- Verify critical equipment listed in the asset inventory (make/model/serial number) against physical nameplates/ID plates and photographs.
- Verify operational readiness: power supply suitability, maintenance status, and availability of finishing units (cutting, binding, numbering, lamination, large format where applicable).
- Verify sample outputs and internal QC records (proof approvals, job cards, batch control).
- Verify staffing on site (production supervision, design/DTP, QC, dispatch) and confirm roles.
- Verify packing/dispatch area and delivery arrangements.
- **Materials handling, packaging and dispatch capability for bulk orders. (Shelving/pallet space, packing stations, shrink-wrap/strapping, and documented dispatch process)**

NB: Failure to allow the site visit, or material misrepresentation of the declared assets/capacity during verification, will lead to disqualification and/or further administrative action in terms of applicable procurement prescripts.

7 Phase 4: 90/10 PREFERENTIAL POINT SYSTEM

90 = Price (NOTE: All bid price should be VAT inclusive)

10 = Preferential points (Points will be allocated according to the specific goals table below)

Specific Goals	**Procurement Transactions** **Preference Points allocated out of 10**
B-BBEE Status level of Contributor	**5**
1	5
2	4
3, 4, 5, 6, 7, 8 and Non-compliant contributor	0
Enterprises located in a specific province for work to be done or services to be rendered in that area (Mandatory)	**2**
Residing within the North West Province where the service is required.	2
Residing outside the North West Province	0

Designated Groups(any bid that meets one or more of the five will get maximum points)	3
• Enterprises 51% owned by black women. • Enterprises 51% owned by people with disability • Enterprises 51% owned by black youth. • Enterprises 51% owned by black military veteran • Registered Cooperatives within the North West Department of Health database	3

NB: Points will be allocated to all those who submitted their BBBEE verification certificates/Sworn Affidavit and Confirmation of preferred address on CSD will be checked and printed by the SCM Practitioner for locality points.

8 POST-AWARD REQUIREMENTS

8.1 Legal Status of Post-Award Requirements

8.1.1 The requirements set out in this section shall constitute Special Conditions of Contract (SCC) applicable to this bid.

8.1.2 These Special Conditions shall be read together with the General Conditions of Contract (GCC), and where any conflict arises, the Special Conditions shall prevail to the extent of such conflict.

8.1.3 Failure by the appointed service provider to comply with these requirements shall constitute a material breach of contract, which may result in penalties, suspension, or termination in accordance with the GCC.

8.2Contract Mobilisation and Commencement

8.2.1 The successful bidder shall, within 14 calendar days of award, submit a **Contract Mobilisation Plan** detailing:

- Production readiness (machinery, staffing, workflow)
- Distribution model per district
- Turnaround times per product category
- Risk mitigation plan

8.2.2 No work shall commence until such plan is reviewed and accepted by the Department.

8.3 Verification of Technical Capacity

8.3.1 The Department reserves the right, at any time during the contract period, to conduct announced or unannounced inspections, audits, monitoring visits and verification exercises to confirm the continued availability and operational status of the resources, personnel, systems and facilities declared by the service provider in its bid submission.

8.3.2 Such verification may include, but shall not be limited to:

- Physical inspection of declared machinery, equipment and production facilities, including verification of make, model, serial numbers, capacity and operational status;
- Confirmation of the continued availability and functionality of production, finishing, storage, packaging and dispatch facilities;
- Verification of key personnel, qualifications, employment status and operational deployment;
- Assessment of workflow management systems, quality control processes and production records;
- Verification of delivery vehicles, logistics arrangements and distribution capability;
- Review of maintenance records, service agreements, quality assurance records and any other documentation relevant to contract performance.

8.3.3 The service provider shall provide the Department, its authorised representatives, internal auditors, external auditors or any duly appointed oversight body with reasonable access to premises, equipment, records, systems and personnel for purposes of verification, monitoring and compliance assessment.

8.3.4 Where the Department identifies any discrepancy, reduction in declared capacity, non-availability of critical equipment or personnel, material misrepresentation, deterioration in service capability or any other non-compliance with contractual requirements, the Department may require the service provider to implement corrective measures within a specified period.

8.3.5 Failure to implement corrective measures within the prescribed period, or repeated non-compliance, may result in the application of contractual remedies, including performance penalties, suspension of orders, reduction of work allocation, contract termination and/or any other action permitted in terms of the General Conditions of Contract and these Special Conditions of Contract.

8.3.6 The Department's right to conduct inspections, audits, monitoring visits and verification activities shall remain in force for the entire duration of the contract and shall not be limited to the period immediately following contract award.

8.4 Production and Quality Assurance Requirements

8.4.1 A Quality Management System (QMS) aligned to ISO 9001 or equivalent shall be implemented and maintained throughout the contract period.

8.4.2 The following shall be mandatory:

- Proof approval prior to bulk printing
- Batch control and job tracking
- Retention of sample copies for each print run
- Reprint at supplier cost for any defective output

8.4.3 The Department reserves the right to conduct random quality audits at any stage.

8.5 Turnaround Times and Service Levels

8.5.1 The service provider shall comply with the following maximum turnaround times unless otherwise agreed:

Standard stationery (A4/A5 forms): 5–7 working days

Booklets/registers: 7–10 working days

Large format/signage: 5–10 working days

Urgent orders: 48–72 hours

8.5.2 Failure to meet turnaround times shall attract performance penalties as determined in the SLA.

8.6 Logistics, Distribution and Delivery

8.6.1 The service provider shall ensure province-wide delivery to all health facilities, including remote areas.

8.6.2 Delivery requirements shall include:

- Proper packaging to prevent damage
- Clearly labelled consignments
- Delivery notes signed at facility level
- Proof of delivery (POD) submitted to the Department

8.6.3 The service provider shall maintain:

- A delivery tracking system
- Adequate transport capacity (owned, leased or contracted)
- Insurance for goods in transit

8.7 Human Resource and Operational Continuity

8.7.1 The service provider shall maintain minimum required staffing levels throughout the contract period.

8.7.2 Replacement of key personnel shall:

- Be communicated to the Department in writing
- Maintain equivalent or higher qualifications and experience

8.8 Subcontracting and Outsourcing Controls

8.8.1 Subcontracting of core production functions shall not be permitted unless declared and approved in writing.

8.8.2 Undeclared subcontracting shall constitute material breach of contract.

8.8.3 The main contractor shall remain fully liable for performance of subcontractors.

8.9 Pricing, Variations and Cost Control

8.9.1 Prices shall remain fixed for the first 12 months of the contract.

8.9.2 Any price adjustments thereafter shall be justified and approved.

8.9.3 No variation orders shall be accepted without prior written approval.

8.10. Performance Monitoring and Reporting

8.10.1 The service provider shall submit monthly performance reports.

8.10.2 The Department shall conduct quarterly performance reviews.

8.11 Contract Governance and Communication

8.11.1 A designated contract manager shall be appointed by both parties.

8.11.2 All instructions shall be issued in writing.

8.12 Penalties and Remedies

8.12.1 The Department may impose penalties for non-performance.

8.12.2 Repeated non-performance may result in termination.

8.13 Termination

8.13.1 The Department reserves the right to terminate the contract in accordance with the GCC.

8.14 Risk and Business Continuity

8.14.1 The service provider shall maintain a Business Continuity Plan.

9 TECHNICAL SPECIFICATION

9.1 ANNEXURE A – PRINTING OF MEDICAL STATIONERY

ITEM NO	ITEM DESCRIPTION	FORM CODE	MINIMUM PACKAGING REQUIRED	PRICE
1.	**OUTPATIENT PRESCRIPTION BOOK – need to comply with Good Pharmacy Practice regulations** Continuous stationery: 100 Triplicate printed 1 side 1 colour pages (300 leaves) numbered from 1-100 1st two pages must be perforated on top (so pages can tear out and be removed) Paper : NCR All White Size: 210mm x297mm (A4) Cover: grey cardboard (one loose A4 per book)	NWI 10.1	10 Books	
2.	**PHARMACY APPOINTMENT CARD** A5 folded to A6, PRINTED BOTH SIDES side on 90g Tokai outside blue, inside white.	NWI 10.3	500 cards	
3.	**INPATIENT PRESCRIPTION SHEET** Tri-folded into A4 size, printed both sides on 160 gsm paper	N/A	Per order	
4.	**CREDIT REQUEST FORM (MEDICAL STORE)** Continuous stationery: 100 Triplicate printed 1 side 1 colour pages (300 leaves) numbered from 1-100 1st two pages must be perforated on top (so pages can tear out and be removed) Paper : NCR All White Size: 210mm x297mm (A4)	N/A	Per order	
5.	**FOUR HOURLY TEMPERATURE CHART VITAL SIGNS** A4 forms printed 1 colour both sides on 80g bond	NWI 22	500 sheets	
6.	**FAMILY PLANNING CARD** A4 folded Health cards: printed 1 colour throughout 8 pages stabled saddle stitched on last fold. Cover : 200gsm Eltoro	NWI 23	1000 cards	

ITEM NO	ITEM DESCRIPTION	FORM CODE	MINIMUM PACKAGING REQUIRED	PRICE
	Text : 8 pages 80g bond			
7.	**OUTPATIENT DEPARTMENT CARD** 125mm x85mm cards Printed 2 colour 1 side & 1 colour the other side on 200g Eltoro	NWI 25	500 cards	
8.	**OUTPATIENT AND CASUALTY DEPT** A4 printed on 8 pages +cover printed 1 colour throughout. Text printed on 70g bond & cover on 160g Eltoro	NWI 26.1	500 cards	
9.	**ADMISSION FORM BOOKLETS- psychiatric hospital** A4 printed on 06 pages +cover printed **Pages 1 & 6:** High-quality hard cover paper **Pages 2–5:** Standard quality for inner content			
10.	**ORAL HEALTH CARD (EP 104)** A4 cards printed 1 colour both sides on 160g Tokai Board	NWI 32	1000 cards	
11.	**DEPARTMENT OF PHYSIOTHERAPHY** **A4 Cards printed 1 colour both sides on 160 gsm Blue Tokai Board**	NWI 134	500 cards	
12.	**MORTUARY TAG SLIP** 148mm x 80mm card printed 2 colour 1 side on 200g Eltoro Board	NWI 152	1000 cards	
13.	**DISCHARGE SLIP** A4 forms printed 1 colour both sides on 80g bond Duplicate and perforated for easy removal/Carbon copy	NWI 198	Per order	
14.	**PERSONAL HEALTH** A4 forms printed on 1 colour both sides on 200g Eltoro Board	NWI 257	1000 sheets	
15.	**SPEECH THERAPY DEPARTMENT** A4 cards printed on 1 colour both sides on 210g Pink Tokai Board	NWI 261	200 cards	
16.	**OCCUPATIONAL THERAPY REFERRAL CARD(TPH GREEN CARD)** A3 folded A4 printed on 1 colour both sides on Green colour Tokai Board 200g	NWI 262	200 cards	
17.	**SOCIAL WORKER REFERRAL CARD**	N/A	Per order	

ITEM NO	ITEM DESCRIPTION	FORM CODE	MINIMUM PACKAGING REQUIRED	PRICE
	A4 folded to A5, printed on white colour both sides on 160gsm			
18.	**APPOINTMENT CARD** A5 folded to A6,printed on blue and white colour both sides on 200g Tokai Board	NWI 263	500 cards	
19.	**PATIENT TREATMENT CARD** A3 folded into A4 printed 1 colour on both sides on 160g pink Tokai Board	NWI 264	1000 cards	
20.	**HEALTH REPORT CARD** A4 forms printed 1 colour on both sides on 200g Tokai Board	NWI 265	500 cards	
21.	**PATIENT CLINIC/HOSPITAL CARE** A4 cards printed 1 colour on 200g Blue Tokai both sides	NWI 267	500 cards	
22.	**FLOW CHART: NEONATAL INTENSIVE CARE UNIT** 62mm x81mm cards printed 1 colour both sides on 200g Eltoro Board	NWI 268	500 cards	
23.	**FLOW CHART: GENERAL CORONARY INTENSIVE CARE UNIT** 62mm x81mm cards printed on 1 colour both sides on 80gram paper	NWI 269	500 cards	
24.	**HEALTH REPORT CARD** 230mm x 540mm cards printed on 1 colour both sides on 200g Pink Tokai Scored twice	NWI 272	1000 cards	
25.	**CONSENT FORM** A3 forms folded to A4 printed on both sides on 80g Bond	NWI 20	2500 forms	
26.	**INFANT FEEDING CHART** A4 forms printed both sides on 1 colour on side 80g Bond	NWI 21	2500 forms	
27.	**PATIENT FILES** Files printed on 1 colour on 1 side Die-cut, creased & glued size 545mm x 390mm folded and Printed on 260gsm Blue Tokai Board	NW I 24	5000 files	
28.	**Clinical file-psychiatric hospital** File printed on cover page Tri-Fold Print Folders Size (when folded): (230mm × 347mm)	NW655(81/30 5506)	5000 files	

ITEM NO	ITEM DESCRIPTION	FORM CODE	MINIMUM PACKAGING REQUIRED	PRICE
	Colour Brown (natural kraft)			
29.	**CASE HISTORY SHEET** A4 forms printed on 1 colour on both sides on 100g Scala Ledger	NWI 26	5000 forms	
30.	**CASE HISTORY SHEET** A4, 6 page booklet printed 1 colour both side outer cover 100g inside pages 80g bond	NWI 26.1	250 booklets	
31.	**DIET SHEET** A4 forms printed on 1 colour on both sides on 80g Bond	NWI 58	1000 forms	
32.	**SURGICAL CASE SHEET** A4 forms printed on 1 colour 1 side 80g bond	NWI 45	1000 forms	
33.	**MATRONS DAY AND NIGHT REPORT** A4 forms printed on 1 colour on both sides on 80g bond	NWI 66	1000 forms	
34.	**APPLICATION FOR TRANSFER OF A PATIENT** Continuous stationery: duplicate printed 1 side 1 colour Paper : NCR All White Size: 210mm x305mm	NWI 67	1000 forms	
35.	**DIABETIC CONTROL CARD** A4 forms printed on 1 colour on sides on 1 side on 80g Bond	NWI 71	1000 forms	
36.	**INTAKE AND OUTPUT FLUID CHART** A4 forms printed on 1 colour on both sides on 80g Bond	NWI 73	1000 forms	
37.	**BLOOD PRESSURE CONTROL CHART** A4 forms printed on 1 colour on both sides on 80g Bond	NWI 74	1000 forms	
38.	**MORTUARY REGISTER** A3 register printed on 1 colour on both sides with 250 pages Internals: 120gsm cartridge (banded hard cover)	NWI 77	5 registers	
39.	**RADIOLOGICAL REQUEST FORM** A4 forms printed on 1 colour on 1 side & padded to pads of 100 leaves each, X-Ray Request forms to be in Triplicate	NWI 79	250 forms	
40.	**PROBLEM ORIENTATED PATIENT RECORD**	NWI 76	1000 Sheets	

ITEM NO	ITEM DESCRIPTION	FORM CODE	MINIMUM PACKAGING REQUIRED	PRICE
	A4 paper printed 1 colour on 1 side 80g White Bond			
41.	**DEPARTMENT OF ANESTHESIA** A4 paper printed 1 colour on 1 side 80g White Bond	NWI 78	1000 Sheets	
42.	**BLOOD TRANSFUSION** A4 forms printed on 1 colour on both sides on 80g Bond	NWI 129	100 pads	
43.	**PRE– OPERATIVE CHECKLIST** A4 forms printed on 1 colour on both sides on 80g Bond	NWI 145	1000 forms	
44.	**REFERRAL FROM HOSPITAL TO CLINIC** A4 paper printed on 1 colour 1 side 80g White	NWI 80	1000 forms	
45.	**HIGH CARE UNIT CHART** 400mm x 602mm sheets printed on 1 colour on 1 side on 90g Bond	NWI 199	1000 forms	
46.	**NURSING CARE PLAN FORM** A4 forms printed on 1 colour on both sides on 80g Bond	NWI 250	1000 forms	
47.	**HIV TEST INFORMED CONSENT FORM** A4 forms printed on 1 colour on both sides on 80g Bond	NWI 253	1000 forms	
48.	**OPERATION LIST FORM** A4 forms printed on 1 colour on both sides on 80g Bond	NWI 255	500 forms	
49.	**ADMISSION FORM** A4 forms printed on 1 colour on both sides on 80g Bond	NWI 273	1000 forms	
50.	**NURSING ASSESSMENT FORM** A4 printed on 1 colour on both sides on 80g Bond	NWI 275	1000 forms	
51.	**ANESTHETIC OPERATION AND RECOVERY ROOM RECORD** A4 forms printed on 1 colour on both sides on 80g Bond	NWI 277	500 forms	
52.	**REFERRAL FORM FROM CLINIC TO HOSPITAL AND FEEDBACK** A4 forms printed on 1 colour on both sides on 80g Bond	NWI 279	2500 forms	
53.	**BACTERIOLOGICAL COVERAGE & OUTCOME (STATS)** A4 forms printed on 1 colour on both sides on 80g Bond	NWI 280	200 forms	
54.	**INCIDENTS FORMS** A4 forms printed on 1 colour on both sides on 80g Bond	NWI 281	500 forms	

ITEM NO	ITEM DESCRIPTION	FORM CODE	MINIMUM PACKAGING REQUIRED	PRICE
55.	**FRIDGE TEMPERATURE MONITORING CHART COLD CHAIN FORM (white)** A4 forms printed on 1 colour on both sides on 80g Bond	NWI 283.1	500 forms	
56.	**ROOM TEMPERATURE MONITORING CHART (new)** A4 forms printed on 1 colour on both sides on 80g Bond	NWI 283.2	500 forms	
57.	**WARNING LABELS:** size 10x30mm, in 1 or 2 languages - English and Tswana Avoid alcohol -fluorescent red Keep in fridge – fluorescent green Antibiotics, complete course – fluorescent yellow For external use – fluorescent pink Do not swallow – fluorescent red Contains penicillin – fluorescent orange Issued by(facility name) ... - white	NWI 283.3	1000 labels per roll	
58.	**WARNING LABELS FOR MEDICATION WITH SHORT DATES** Use First (short dated) - fluorescent yellow		1000 labels per roll	
59.	**Labels with days of the week** For Infusion lines		1000 labels per roll	
60.	**LABELS – COLOUR CODING ROUND** RED/GREEN/YELLOW for the Emergency Trolley		1000 labels per roll	
61.	**VACULITRE LABELS** With space for 2 Signatures		1000 labels per roll	
62.	**Labels for Surgical Items and Medication** with Minimum and Maximum Levels		1000 labels per roll	
63.	**MEDICATION INSTRUCTION LABELS (Big):** size 45X75mm, color white; in 3 languages- English, Afrikaans, Tswana Time a day The mixture Vaculiter Minimum quantities used:	NWI 283.4	1000 labels per roll	

ITEM NO	ITEM DESCRIPTION	FORM CODE	MINIMUM PACKAGING REQUIRED	PRICE
	Inhalation The gargle Vaginal cream/tablet Take at night Take in morning			
64.	**MEDICATION INSTRUCTION LABELS (small):** 38x29mm, color white: 3 languages – English, Afrikaans, Tswana Eye drops, Ear drops, Nose drops, Eye ointment	NWI 283.5	1000 labels per roll	
65.	**THERMAL LABELS –** plain white, 50x75mm, single row	NWI 283.6	1000 labels per roll	
66.	**STI MONTHLY REPORT** A4 forms printed on 1 colour on both sides on 80g Bond	NWI 284	500 forms	Stats query
67.	**HCT REGISTER (TESTING REGISTER)** A4 forms printed on 1 colour on both sides on 80g Bond	NWI 285	500 forms	
68.	**SPUTUM TURN AROUND FORM** A4 forms printed on 1 colour on both sides on 80g Bond	NWI 286	1000 forms	
69.	**PROGRESS REPORT** A4 forms printed on 1 colour on both sides on 80g Bond	NWI 287	1000 forms	
70.	**X-RAY REGISTER** A4 booklet printed on 1 colour on both sides, inside on 80g Bond and cover on 160g Bond	NWI 290	5 books	
71.	**LIST OF DEFECTS AND PROBLEMS** A4 forms printed on 1 colour on both sides on 80g Bond	NWI 293	1000 forms	
72.	**HEALTH EXAMINATION OF LEARNER** A4 forms printed on 1 colour on both sides on 80g Bond	NWI 294	1000 forms	
73.	**RECOMMENDATION FOR MEDICAL TREATMENT (REFERRAL FORM)** A4 forms printed on 1 colour on both sides on 80g Bond	NWI 295	500 forms	

ITEM NO	ITEM DESCRIPTION	FORM CODE	MINIMUM PACKAGING REQUIRED	PRICE
74.	**OPTOMETRIC REFERRAL OF LEARNER** A4 forms printed on 1 colour on both sides on 80g Bond	NWI 296	1000 forms	
75.	**APPLICATION FOR MEDICAL ASSISTANCE FOR SCHOOL CHILDREN** A4 forms printed on 1 colour on both sides on 80g Bond	NWI 297	1000 forms	
76.	**ANALYSIS OF DEFECTS** A4 forms printed on 1 colour on both sides on 80g Bond	NWI 298	1000 forms	
77.	**SUMMARY OF 10TH DAY ENROLLMENT** A4 forms printed on 1 colour on both sides on 80g Bond	NWI 299	1000 forms	
78.	**ITINERARY: SCHOOL HEALTH PROFESSIONAL NURSE** A4 forms printed on 1 colour on both sides on 80g Bond	NWI 300	1000 forms	
79.	**REFERRAL LETTER TO OTHER DISCIPLINE** A4 forms printed on 1 colour on both sides on 80g Bond	NWI 301	1000 forms	
80.	**School Learner Profile Card**			
81.	**School Learner Consent form FET**			
82.	**School Learner Consent form Foundation & Intermediate**			
83.	**QUESTIONNAIRE (SCHOOL HEALTH SERVICE)** A4 forms printed on 1 colour on both sides on 80g Bond	NWI 302	1000 forms	
84.	**ISHP Daily Register**	N/A	Per order	
85.	**HPV Register** A4 Quadruplicate white, pink green blue printed 1 side in black 20 sets 250gsm cover printed both sides in color perfect bound wrap around on 250 gsm printed one side	N/A	Per order	
86.	**MONTHLY STATS (SCHOOL HEALTH SERVICES)** A4 forms printed on 1 colour on both sides on 80g Bond	NWI 303	500 forms	
87.	**OBSERVATION/ NURSING CARE CHART** A4 forms printed on 1 colour on 1 side on 200g on Eltoro White Board	NWI 304	1000 forms	
88.	**OPD Daily Headcount Register** With weekly and monthly tally sheets			

ITEM NO	ITEM DESCRIPTION	FORM CODE	MINIMUM PACKAGING REQUIRED	PRICE
89.	Aligned to NIDS 2025 A3 (297 x 520) 300 pages (150 leaves) text printed, double sided black only on 80 gsm bond, cover printed outside front only CMYK on white 250gsm Thread sewn (bound on short edge), Cover gloss, outside only. Aligned to NIDS 2025 A3 (297 x 520) 300 pages (150 leaves) text printed, double sided black only on 80 gsm bond, cover printed outside front only CMYK on white 250gsm Thread sewn (bound on short edge), Cover gloss, outside only.			
90.	**Eye Care Daily Register** A3 (297 x 520) 300 pages (150 leaves) text printed, double sided black only on 80 gsm bond, cover printed outside front only CMYK on white 250gsm Thread sewn (bound on short edge), Cover gloss, outside only.		20	
91.	**Rehabilitation Service Daily Register** 2025 A3 (297 x 520) 300 pages (150 leaves) text printed, double sided black only on 80 gsm bond, cover printed outside front only CMYK on white 250gsm Thread sewn (bound on short edge), Cover gloss, outside only.		20	
92.	**PATIENT REGISTER OPD- psychiatric hospital** Paper Type: Scala Ledger, 100 gsm bond 80 gsm Cover: Hardboard cover for long-term durability Number of Sheets per Book: 500 sheets double-sided Size: A3 (297 mm × 420 mm) — Landscape Printing: Single colour, printed on both sides Binding: Cloth binding, sturdy and suitable for frequent hospital use	G.P.S 01/17	50 books	
93.	**ADDITIONAL DOCUMENT IN RESPECT OF SCHEDULED MEDICATIONS**	NWI 46.1	5 books	

ITEM NO	ITEM DESCRIPTION	FORM CODE	MINIMUM PACKAGING REQUIRED	PRICE
	A5 Books printed 1 colour 1 side numbered & perforated 50 in triplicate, Paper: NCR-CB White, CBF Tint, CF Tint Cover: 200gsm Green Milano board Wraparound: 200gsm Milano Finish: ¼ bound & trimmed to size			
94.	**GENETIC SERVICE BIRTH DEFECT NOTIFICATION** A4 form printed on 1 side 200g on Eltoro White Board	NWI 52.1	5 forms	
95.	**ARTISANS WORKS ORDER SLIP/JOB CARD** Books of 100 leaflets printed both sides on 120gsm cartridge 1 colour Cover: Grey Chipboard Text: 120gsm cartridge Size: 294mm deep x 415mm wide (landscape) **Finish: perfect bond**	NWI 56	50 books	
96.	**SICK LEAVE NOTE/ MEDICAL CERTIFICATE** A5 books 100 in duplicate 2 to view Text: printed on 80g IVP White 1 colour 1 side 1st copy perforated 7 numbered 2nd copy fast and numbered Cover: Printed on Milano 200g Finish: 3 staples side stitched	NWI 63	100 books	
97.	**PATIENT PROPERTY REGISTER/ KIT BOOK** A4 printed 50g in triplicate on NCR 1 colour on side numbered & perforated Text: printed on CB pink CFB Blue & CF White Cover: Grey Chipboard with wraparound Finish: ¼ bound& trimmed to size	NWI 64	100 books	
98.	**OFF DUTY REGISTER** A4 100 in duplicate printed on 1 colour on 1 side on IVP White. 1st copy numbered & perforated & 2nd 3rd and 4th copy fast &numbered. Cover printed on Milano cover 200g	NWI 68	500 books	

ITEM NO	ITEM DESCRIPTION	FORM CODE	MINIMUM PACKAGING REQUIRED	PRICE
	Finish: 3 staples side stitched and perforated on three pages			
99.	**LAUNDRY BOOK** A4 books printed on 1 side on 1 colour in 50 quad Text: IVP White all copies Cover: 200g Milano Board Finish: 2 staples side stitched & trimmed to size	NWI 110	500 books	
100.	**BIRTH REGISTER COMBINED LABOUR AND POST -- NATAL** Register of 100 leaves per book. Printed on 1 colour both sides on Scala Ledge Azure. Size: 295mmm x 360mm Cover: Grey chipboard& ¼ bond	NWI 115	500 books	
101.	**BIRTH REGISTER LABOUR** Register of 100 leaves per book. Printed on 1 colour both sides on Scala Ledge Azure. Size: 295mmm x 360mm Cover: Grey chipboard& ¼ bond Request to have additional two columns for length and head circumference.		500 books	
102.	**POSTNATAL REGISTER** Register of 100 leaves per book. Printed on 1 colour both sides on Scala Ledge Azure. Size: 295mmm x 360mm Cover: Grey chipboard& ¼ bond Request to have additional two columns for length and head circumference.		500 books	
103.	**PATIENT INTERIOR MOVEMENT** Application for non-formulatory item per named patient. A4 books printed on 1 colour 1 side numbered & perforated 50 in triplicate(landscape) Paper: NCR-CB White, CFB Tint, CF Tint Cover: 200g Green Milano Board Wraparound: 200gsm Milano	NWI 258	5 books	

ITEM NO	ITEM DESCRIPTION	FORM CODE	MINIMUM PACKAGING REQUIRED	PRICE
	Finish: ¼ bound and trimmed to size			
104.	**DUTY REGISTER** A4 (upright) numbered & perforated 50 in triplicate printed 1 colour 1 side Paper: NCR-CB White, CFB Tint, CF Tint Cover: 200g Green Milano Board Wraparound: 200gsm Milano Finish: ¼ bound and trimmed to size	NWI 259	500 books	
105.	**DAY AND NIGHT REPORT** A4 books printed on 1 colour on 1 side. A5 quotation (1) numbered & perforated in triplicate (upright) Paper: NCR – CB White, CFB Tint, CF Tint Cover: 200g Green Milano Board Wraparound: 200gsm Milano Finish:1/4 bound and trimmed to size	NWI 260	5 books	
106.	**MATERNITY CASE RECORD** A4 books of 76 pages + cover. Text: Printed on 1 colour on 1 side on 80g Bond Cover: Printed full colour on 1 side on 250 gsm gloss Text: 80g bond Size: 415mm wide x 294mm deep Finish: Hand stitched & perfect bound	NWI 306	500 books	
107.	**TB REGISTER** 100 leaves register printed 1 colour both sides. Text: Printed on 180g Bond Bond Cover: Grey Chipboard Size: 415mm wide 294mm deep Finish: Hand stitched & perfect bound	NWI 307	500 books	
108.	**DAILY MID NIGHT COUNT (CENSUS FORM)** A3 size Books 50 pages in duplicate Fronts printed the same, 1st Copy printed on back too. (1st copy perfect)	NWI 308	5 books	

ITEM NO	ITEM DESCRIPTION	FORM CODE	MINIMUM PACKAGING REQUIRED	PRICE
	Cover: Emtini Kraft Liner 200gsm Text: 1st copy Yellow IVP, 2nd copy White IVP fast Finish: Perfect bound & trimmed to size.			
109.	**Inpatient Register (Excluding Paeds)** With weekly and monthly tally sheets			
110.	**WARD MEDICATION DRUG REGISTER** 22x35cm Books of 80 pages, landscape, pages numbered Printed 1 color throughout on 90g bond , Bond Cover RED,; Register name printed outside	NWI 309	5 books	
111.	**DAILY DRUG CHECKING/COUNTING BOOK FOR SCHEDULE 5 + 6**			
112.	**ORDER BOOK FOR SCHEDULE 5 + 6** A5 Book ; duplicate, printed on 1 side 1 colour, 100 sheets (numbered 1-50) per book, top page perforated. Paper: Front Milano Soft Cover Back: Grey Chipboard Text: 80gsm bond	NWI 310	5 books	
113.1	**REGULAR PRESCRIPTION TO BE GIVEN AT STANDARDS MEDICINE ROUNDS** A3 printed both side 1 colour 80g	NWI 315	500 CARDS	
114.1	**CHRONIC DISEASE AND MENTAL ILLNESS CASES RECORD** A4 books of 20 pages + cover. Text: Printed on 1 colour on 1 side on 80g Bond Cover: Printed full colour on 1 side on 250 gsm gloss Text: 80g bond Size: 415mm wide x 294mm deep Finish: Hand stitched & perfect bound	NWI 317	100 booklets	
115.1	**APPOINTMENT CARDS (PHC) Family Planning** A5 folded to A6, Printed on green colour both sides on 90g Tokai	NWI 318	500 cards	
116.1	**APPOINTMENT CARDS (HOSPITAL)**	NWI 319	500 cards	

ITEM NO	ITEM DESCRIPTION	FORM CODE	MINIMUM PACKAGING REQUIRED	PRICE
	12cm X 8.5cm Printed on one side. 90g Colour blue and white			
117.1	**CONSENT FORM (CIRCUMCISION)** A4 Printed 1 colour both sides on white 80g bond.	NWI 322	100 forms	
118.	**PERINATAL DEATH NOTIFICATION FORM** A4, 7 pages Printed 1 colour 1 side with 2 staples on white 80g bond.	NWI 323	100 booklets	
119.	**PEDIATRIC WARD REGISTER** A3 printed all pages with hard cover. 100 leaves register printed 1 colour both sides. Text: Printed on 180g Bond Bond Cover: Grey Chipboard	NWI 326	5 books	
120.1	**OPHTHALMIC DEPARTMENT(EYE TEST)** A4 pads printed both sides 1 colour 80g bond.	NWI 330	100 pads	
121.	**121.1. AGL POLICY DOCUMENT** A4 Printed on 150gsm, Number of pages 124 pages Binding – white wire binding on the long end Front and Back cover – frosted front with a white backing board and frosted back cover	NWI 336	Per order	
	121.2. AGL SOPs BOOKLET A4 Paper – 150gsm Number of pages – 80 pages Binding – white wire binding on the long end Front and Back cover – frosted front with a white backing board and frosted back cover			
	121.3. AGL PARTICIPANT TRAINING MANUAL A4 Paper – 150gsm Number of pages – 84 pages Binding – white wire binding Front and Back cover – frosted front with a white backing board			

ITEM NO	ITEM DESCRIPTION	FORM CODE	MINIMUM PACKAGING REQUIRED	PRICE
	121.4. AGL FLIP FILE A4 Paper – 200gsm Number of pages – 162 pages Binding – white wire binding on long end Front and Back cover – frosted front with a white backing board and white/grey stand			
	121.5. AGL ADHERANCE FLYER A4 Roll Fold printed both sides in full colour Printed on 128gsm Other instruction: document must be scored for ease of folding + matt machine varnish both sides.			
	121.6. AGL PATIENT ADHERENCE PLAN A4 Paper printed on 150gsm Number of pages – 100 leafs per book Binding – A4 book binding (top) duplicate carbonised (W/W), 100 leafs per book, top page perforated, Green spine, 1 to view numbering at the top, above Name & surname, 1 spot green 355U and black, Front and Back Cover – 300gsm gloss			
	121.7. **AGL PATIENT ADHERENCE CLUB REGISTER** 18 Pager A4 printer CMYK both sides on 200gsm Power Art Matt White Trim, Wiro Bind, Frosted cover Front and Back Saddle Stitch			
	121.8. AGL RPCS ENROLMENT AND CONSENT FORM A4 printed CMYK, One Side on 200gsm Power Art Matt White Finishing: Trim Page AGL Differentiated Care Implementation tools printing guide 25,9,16			

ITEM NO	ITEM DESCRIPTION	FORM CODE	MINIMUM PACKAGING REQUIRED	PRICE
	121.9. AGL PREPACK – MEDICINE COLLECTION CARD 148 X 105 mm printed cmyk both sides on 300 gsm Power Art Matt White Trim, Center fold			
	121.10. AGL ALGORITHMS (x2) 300gsm Power Art Matt White Sizes, A2 – A6			
	121.11. AGL FACILITATOR GUIDE A4 Paper – 150gsm Binding – white wire binding			
122.1	**HCBC M & E TOOLS** A3 printed 1 side with perforated page 1 colour on 80g bond	NWI 336	100 books	
123.1	**HCBC REGISTER** A3 printed both sides with hardcover both sides. 100 leaves register printed 1 colour both sides. Text: Printed on 180g Bond Bond Cover: Grey Chipboard	NWI 337	100 booklets	
124.1	**EMERGENCY ADMISSION OR TREATMENT WITHOUT CONSENT REPORT TO MENTAL HEALTH REVIEW BOARD** A4 form printed 1 side (forms) 2 sheets or to be printed on both side 1 colour on 80g bond	MHCA 01	50 forms	
125.1	**REPORT ON EXPLOITATION, PHYSICAL OR OTHER ABUSE, NEGLECT OR DEGRADING TREATMENT OF A MENTAL HEALTH CARE USER** A4 form printed on 1 side (2 sheet) can be printed on both sheets to make one form 1 colour on 80g bond	MHCA 02	10 forms	
126.1	**DISCHARGE REPORT** A4 form printed on 1 side (1 sheet) 1 colour on 80g bond	MHCA 03	500 forms	

ITEM NO	ITEM DESCRIPTION	FORM CODE	MINIMUM PACKAGING REQUIRED	PRICE
127.1	**APPLICATION FOR ASSISTED OR INVOLUNTARY CARE, TREATMENT AND REHABILITATION** A4 form printed on 1 side (3 sheets) 1 colour on 80g bond	MHCA 04	1000 forms	
128.1	**EXAMINATION AND FINDINGS OF MENTAL HEALTH CARE PRACTITIONER FOLLOWING AN APPLICATION FOR ASSISTED OR INVOLUNTARY CARE, TREATMENT AND REHABILITATION** A4 form printed on 1 side (4 sheets) 1 colour on 80g bond	MHCA 05	1000 forms	
129.1	**72 HOUR ASSESSMENT AND FINDINGS OF MEDICAL PRACTITIONER AFTER HEAD OF HEALTH ESTABLISHMENT HAS GRANTED APPLICATION FOR INVOLUNTARY CARE, TREATMENT AND REHABILITATION** A4 form printed on 1 side (3 sheets) 1 colour on 80g bond	MHCA 06	50 forms	
130.1	**NOTICE BY HEAD OF HEALTH ESTABLISHMENT ON WHETHER TO PROVIDE ASSISTED OR INVOLUNTARY INPATIENT CARE, TREATMENT AND REHABILITATION** A4 form printed on 1 side (1 sheet) 1 colour on 80g bond	MHCA 07	100 forms	
131.1	**NOTICE BY HEAD OF HEALTH ESTABLISHMENT TO REVIEW BOARD REQUESTING APPROVAL FOR FURTHER INVOLUNTARY CARE, TREATMENT AND REHABILITATION ON AN INPATIENT BASIS** A4 form printed on 1 side (1 sheet) 1 colour on 80g bond	MHCA 08	50 forms	
132.1	**NOTICE BY HEAD OF HEALTH ESTABLISHMENT AFTER 72 HOUR ASSESSMENT PERIOD INFORMING REVIEW BOARD THAT MENTAL HEALTH CARE USERS WARRANTS FURTHER INVOLUNTARY CARE, TREATMENT AND REHABILITATION ON AN OUTPATIENT BASIS** A4 form printed on 1 side (1 sheet) 1 colour on 80g bond	MHCA 09	20 forms	
133.	**TRANSFER OF INVOLUNTARY MENTAL HEALTH CARE USERS SCHEDULE OF CONDITIONS RELATING TO HIS OR HER OUTPATIENT CARE, TREATMENT AND REHABILITATION**	MHCA 10	50 forms	

ITEM NO	ITEM DESCRIPTION	FORM CODE	MINIMUM PACKAGING REQUIRED	PRICE
	A4 form printed on 1 side (2 sheets) 1 colour on 80g bond			
134.1	**TRANSFER OF INVOLUNTARY MENTAL HEALTH CARE USERS ON INPATIENT BASIS TO PSYCHIATRIC HOSPITAL** A4 form printed on 1 side (1 sheet) 1 colour on 80g bond	MHCA 11	50 forms	
135.	**TRANSFER OF INVOLUNTARY MENTAL HEALTH CARE USER FROM INPATIENT TO OUTPATIENT(SECTION 34 OF THE ACT)** A4 form printed on 1 side 1 colour on 80g bond	MCHA12	50 forms	
136.1	**PERIODICAL REPORT ON MENTAL HEALTH CARE USERS (ASSISTED/ INVOLUNTARY USER/MENTALLY ILL PRISONER) SECTION 30 (2),37(2)AND 55(1) OF THE ACT** A4 form printed on 1 side (4 sheets) 1 colour on 80g bond	MHCA 13A	100 forms	
137.1	**PERIODICAL REPORT ON STATE PATIENT SECTION 46(2) OF THE ACT** A4 form printed on 1 side (6 sheets) 1 colour on 80g bond	MHCA 13B	50 forms	
138.1	**DECISION BY REVIEW BOARD CONCERNING (ASSISTED MENTAL CARE, TREATMENT AND REHABILITATION (SECTION 28(3) OF THE ACT)** A4 form printed on 1 side (2sheets) 1 colour on 80g bond	MHCA 14	500 forms	
139.1	**APEAL TO REVIEW BOARD AGAINST DECISION OF HEAD OF HEALTH ESTABLISHMENT ON ASSISTED- ON EVOLUTIONARY MENTAL HEALTH CARE, TREATMENT AND REHABILITATION. (SECTION 29(1) AND 35(1) OF THE ACT.** A4 form printed on 1 side (2sheets) 1 colour on 80g bond	MHCA 15	10 forms	
140.1	**ORDER BY HIGH COURT FOR FURTHER HOSPITALIZATION/ IMMEDIATE DISCHARGE OF AN INVOLUNTARY MENTAL HEALTH USER (SECTION 36(C) OF THE ACT).** A4 form printed on 1 side 1 colour on 80g bond	MHCA 16	20 forms	

ITEM NO	ITEM DESCRIPTION	FORM CODE	MINIMUM PACKAGING REQUIRED	PRICE
141.1	**DECISION/RECOMMENDATION BY REVIEW BOARD FOLLOWING PERIODIC REVIEWS/ REPORTS ON ASSISTED- OR INVOLUNTARY MENTAL HEALTH CARE USERS OR MENTALLY ILL PRISONERS[SECTION 30(4), 37(4) OR 55(2)(A) OF THE ACT]** A4 form printed on 1 side 1 colour on 80g bond	MHCA 17	100 forms	
142.1	**SUMMONS TO APPEAR BEFORE A REVIEW BOARD [SECTION 11(2), 29(2)(A) AND 35(2)(C) OF THE ACT}** A4 form printed on 1 side 1 colour on 80g bond	MHCA 18	10 forms	
143.1	**REQUEST BY HEAD OF HEALTH ESTABLISHMENT TO REVIEW BOARD TO TRANSFER-** **a) AN ASSISTED OR INVOLUNTARY MENTAL HEALTH CARE USER IN TERMS OF SECTION 39(1) OF THE ACT TO MAXIMUM SECURITY FACILITIES.** **b) A STATE PATIENT BETWEEN DESIGNATED HEALTH ESTABLISHMENTS IN TERMS OF SECTION 43 OF THIS ACT.** **c) A MENTALLY ILL PRISONER BETWEEN DESIGNATED HEALTH ESTABLISHMENTS IN TERMS OF SECTION 54(2) OF THE ACT.** A4 form printed on 1 side 1 colour on 80g bond	MHCA 19	10 forms	
144.1	**ODER BY REVIEW BOARD TO TRANSFER-** **a) AN ASSISTED OR INVOLUNTARY MENTAL HEALTH CARE USER IN TERMS OF SECTION 39(4) OF THE ACT TO MAXIMUM SECURITY FACILITIES.** **b) A STATE PATIENT BETWEEN DESIGNATED HEALTH ESTABLISHMENTS IN TERMS OF SECTION 43(3) OF THIS ACT.** **c) A MENTALLY ILL PRISONER BETWEEN DESIGNATED HEALTH ESTABLISHMENTS IN TERMS OF SECTION 54(2) OF THE ACT.** A4 form printed on 1 side 1 colour on 80g bond	MHCA 20	10 forms	

ITEM NO	ITEM DESCRIPTION	FORM CODE	MINIMUM PACKAGING REQUIRED	PRICE
145.1	**NOTICE OF TRANSFER OF STATE PATIENT OR MENTALLY ILL PRISONER[SECTION 43(8) OR 54(6) OF THE ACT]** A4 form printed on 1 side 1 colour on 80g bond	MHCA 21	10 forms	
146.1	**HANDING OVER CUSTODY BY THE SOUTH AFRICAN POLICE SERVICES (SAPS) OF A PERSON SUSPECTED OF BEING MENTALLY ILL OR SEVERELY OR PROFOUNDLY INTELLECTUALLY DISABLED AND LIKELY TO INFLICT SERIOUS HARM.[SECTION 40(1) OF THE ACT]** A4 form printed on 1 side (2sheets) 1 colour on 80g bond	MHCA 22	50 forms	
147.1	**TRANSFER OF STATE PATIENTS FROM DETENTION CENTER TO A DESIGNATED HEALTH ESTABLISHMENT** A4 form printed on 1 side (1 sheet) 1 colour on 80g bond	MHCA 23	10 forms	
148.1	**TRANSFER OF STATE PATIENTS BETWEEN DESIGNATED HEALTH ESTABLISHMENT** A4 form printed on 1 side (2 sheets) 1 colour on 80g bond	MHCA 24	10 forms	
149.1	**NOTICE OF ABSCONDMENT TO SOUTH AFRICAN POLICE SERVICE (SAPS) AND REQUEST FOR ASSISTANCE TO LOCATE, APPREHEND AND RETURN USER[SECTION 40(4), 44(1) OR 57(1) OF THE ACT]** A4 form printed on 1 side (2sheets) 1 colour on 80g bond	MHCA 25	10 forms	
150.1	**NOTICE OF RETURN OF ABSCONDED USER TO THE HEALTH ESTABLISHMENT(TO BE COMPLETED BY THE HEAD OF THE HEALTH ESTABLISHMENT)(SECTIONS 40(4), 44(1) OR 57(1) OF THE ACT)** A4 form printed on 1 side 1 colour on 80g bond	MHCA 26	10 forms	
151.1	**GRANTING OF LEAVE OF ABSENCE TO A STATE PATIENT; ASSISTED OR INVOLUNTARY MENTAL HEALTH CARE USERS** **SECTION 45,66(1)(J) OF THE ACT** A4 form printed on 1 side (2 sheets) 1 colour on 80g bond	MHCA 27	50 forms	

ITEM NO	ITEM DESCRIPTION	FORM CODE	MINIMUM PACKAGING REQUIRED	PRICE
152.1	**CANCELLATION OF LEAVE OF ABSENCE OF A STATE PATIENT OR AN ASSISTED OR INVOLUNTARY MENTAL HEALTH CARE USER** **SECTION 45(3), 66(1) (j) OF THE ACT** A4 form printed on 1 side 1 colour on 80g bond	MHCA 28	5 forms	
153.1	**APPLICATION FOR DISCHARGE OF STATE PATIENT TO JUDGE IN CHAMBERS (WHERE APPLICANT IS NOT AN OFFICIAL CURATOR AD LITEM OR ADMINISTRATOR[SECTION 47(2)(E) OF THE ACT]** A4 form printed on 1 side (2sheets) 1 colour on 80g bond	MHCA 29	5 forms	
154.1	**APPLICATION FOR DISCHARGE OF STATE PATIENT TO JUDGE IN CHAMBERS (WHERE APPLICANT IS AN OFFICIAL CURATOR AD LITEM OR ADMINISTRATOR)[SECTION 47(2)© OF THE ACT]** A4 form printed on 1 side 1 colour on 80g bond	MHCA 30	5 forms	
155.1	**ORDER BY JUDGE IN CHAMBERS FOR CONDITIONAL DISCHARGE OF STATE PATIENT.[SECTION 47(6) OF THE ACT]** A4 form printed on 1 side 1 colour on 80g bond	MHCA 31	5 forms	
156.1	**SIX MONTHLY REPORT ON CONDITIONALLY DISCHARGED STATE PATIENT[SECTION 48(3) OF THE ACT]** A4 form printed on 1 side 1 colour on 80g bond	MHCA 32	5 forms	
157.1	**UNCONDITIONAL DISCHARGE BY HEAD OF HEALTH ESTABLISHMENT OF STATE PATIENT PREVIOUSLY DISCHARGED CONDITIONALLY.[SECTION 48(4) (A) OF THE ACT]** A4 form printed on 1 side 1 colour on 80g bond	MHCA 33	5 forms	
158.1	**APPLICATION TO REGISTRAR OF THE HIGH COURT FOR AN ORDER AMENDING THE CONDITION S/ REVOKING THE CONDITIONAL DISCHARGE OF A STATE PATIENT.[SECTION 48(5) OF THE ACT]** A4 form printed on 1 side 1 colour on 80g bond	MHCA 34	5 forms	

ITEM NO	ITEM DESCRIPTION	FORM CODE	MINIMUM PACKAGING REQUIRED	PRICE
159.1	**APPLICATION BY STATE PATIENT TO JUDGE IN CHAMBERS FOR AMENDMENT TO ANY CONDITION APPLICABLE TO DISCHARGE OR REQUESTING UNCONDITIONAL DISCHARGE[SECTION 48(6) AND (7) OF THE ACT]** A4 form printed on 1 side 1 colour on 80g bond	MHCA 35	5 forms	
160.1	**ASSESSMENT OF MENTAL HEALTH STATUS OF PRISONER FOLLOWING REQUEST FROM HEAD OF PRISON AND/ OR MAGISTRATE.[SECTION 50(2) OR 52 OF THE ACT** A4 form printed on 1 side 1 colour on 80g bond	MHCA 36	5 forms	
161.1	**MAGISTERIAL ORDER TO HEAD OF PRISON TO:-** **a) TRANSFER PRISONER TO HEALTH ESTABLISHMENT.** **b) TAKE NECESSARY STEPS TO ENSURE THAT THE REQUIRED LEVELS OF CARE AND TREATMENT ARE PROVIDED TO THE PRISONER CONCERNED [SECTION 52(3)(A) OR (B) OF THE ACT]** A4 form printed on 1 side 1 colour on 80g bond	MHCA 37	5 forms	
162.1	**APPLICATION TO MAGISTRATE FOR CONTINUED DETENTION OF A MENTALLY ILL PRISONER [SECTION 58(3) OF THE ACT]** A4 form printed on 1 side 1 colour on 80g bond	MHCA 38	5 forms	
163.1	**APPLICATION TO MASTER OF HIGH COURT TO APPOINT ADMINISTRATOR [SECTION 60(1) AND (2) OF THE ACT]** A4 form printed on 1 side 1 colour on 80g bond	MHCA 39	5 forms	
164.1	**DECISION BY MASTER OF THE HIGH COURT ON APPOINTMENT OF AN ADMINISTRATOR[SECTION60(8) OF THE ACT]** A4 form printed on 1 side 1 colour on 80g bond	MHCA 40	5 forms	
165.1	**NOTICE OF APPEAL TO HIGH COURT JUDGE IN CHAMBERS REGARDING THE DECISION OF THE MASTER**		5 forms	

ITEM NO	ITEM DESCRIPTION	FORM CODE	MINIMUM PACKAGING REQUIRED	PRICE
	OF THE HIGH COURT TO APPOINT OR NOT TO APPOINT AN ADMINISTRATOR.[SECTION 60(10) OF THE ACT] A4 form printed on 1 side 1 colour on 80g bond	MHCA 41		
166.1	**NOTICE OF DECISION OF HIGH COURT TO APPOINT AN ADMINISTRATOR OR TO TERMINATE THE APPOINTMENT OF AN ADMINISTRATOR[SECTION 61(3) AND 64(3) OF THE ACT]** A4 form printed on 1 side 1 colour on 80g bond	MHCA 42	5 forms	
167.1	**CONFIRMATION OF APPOINTMENT OF ADMINISTRATOR[SECTION 62 OF THE ACT]** A4 form printed on 1 side 1 colour on 80g bond	MHCA 43	5 forms	
168.1	**APPLICATION FOR TERMINATION OF TERM OF OFFICE OF AN ADMINISTRATOR AND THE DECISION OF THE MASTER OF THE HIGH COURT[SECTION 64 OF THE ACT]** A4 form printed on 1 side 1 colour on 80g bond	MHCA 44	5 forms	
169.	**REGISTER MECHANICAL RESTRAINT AND SECLUSION** A4 form printed on 1 side 1 colour on 80g bond	MHCA 48	5 forms	
170.	**TB TREATMENT RECORD** A4 hardcover form printed on both sides 1 colour on 90g bond	GW 20/12	500 forms	
171.	**TUBERCULOSIS CASE IDENTIFICATION REGISTER** **Updated template available**	GW 20/13	50 Registers	
172.	**DRUG RESISTANT TB REGISTER** Cover: Printed full colour both sides 350 gsm magno matt, Matt laminated both sides Text: 80 gsm bond white printed black throughout 28 pages Size: 594mm x 210 mm Score and fold to 297mm x 210mm Saddle Stitched	N/A	20 books	
173.	**ADULT ART CLINICAL STATIONARY**	N/A	50 booklets	
174.	**DRUG RESISTANT TB TREATMENT RECORD** A4 form printed on both sides 1 colour on 80g bond, 8 pages, cover on 120gsm	N/A	50 Cards	

ITEM NO	ITEM DESCRIPTION	FORM CODE	MINIMUM PACKAGING REQUIRED	PRICE
175.	**PAEDIATRICT AND ADOLECENT (BIRTH-15YRS) ART CLINICAL STATIONARY**	N/A	20 Booklets	
176.	**ROAD TO HEALTH BOOKLET** A4 folded to A5 in full colour. Cover: printed both sides in full colour on 350 gsm magno matt. Matt laminated, spot UV varnished on the front cover. **Content**: Eleven (11) pages folded to A5 {44 pages (22 pager) } printed in full colour both sides on 150gsm magno matt. **Content finishing should be** Matt machine varnished. **Finishing should be:** Binding: stapled through the folded crease from the outside, clinched between the centres most pages. Two thick staples along the spine.	N/A	10 books per pack	
177.	**PAEDIATRIC WARD MIDNIGHT COUNT** Size: *A4 (landscape)* Paper: White, matt, printed one side in black Paper 80gms Pages:200 pages Duplicated; original perforated 1 cm from binding, copy not perforated 80gms Cover: 200gms, Matt Front: White with full colour printing Back and spine: white, no printing Finishing-Perfect binding	N/A	10 Books	
178.	**PAEDIATRIC WARD REGISTER** *Size- A3 (landscape)* Paper- White, matt, printed both sides in black Paper 100gms, Pages- 100 pages plus title page and blank page at back, Each page numbered (bottom left), Cover - Back, front and spine: 250gms, matt Front: White with full colour printing Back and spine: white, no printing Finishing - Stitch bound with cloth	N/A	10 Books	

ITEM NO	ITEM DESCRIPTION	FORM CODE	MINIMUM PACKAGING REQUIRED	PRICE
179.	**PAEDIATRIC MONTHLY SUMMARY** Size: *A4 (portrait)* Paper: 200 pages Duplicated; original perforated 1 cm from binding, copy not perforated 80gms Cover: 200gms, Matt Front: White with full colour printing Back and spine: white, no printing Finishing-Perfect binding	N/A	10 Books	
180.	**EPI AND HIV PAEDS WARD REGISTER** White, matt, printed both sides in black Paper 100gsm 200 pages plus title page and blank page at the back Each page numbered (bottom left) Back, front and spine: 300gsm, matt Front: White with full colour printing Back and spine: white, no printing Definitions will be printed on the Last Page and inner Back Cover Page Stitch bound with cloth	N/A	50 Books	
181.	**MENTOR MOTHER REGISTER** A3 Landscape White, matt, printed both sides in black Paper 100 gsm 80 pages plus title page and blank page at the back Each page numbered (bottom left) Back, front and spine: 300gsm, matt Front: White with full colour printing Back and spine: white, no printing Guidelines will be printed on the Inner Front Cover Page	N/A	20 Books	
182.	**PRE-SERVICE PARTICIPANTS MANUALS** A4 (Portrait)	N/A	Per order	

ITEM NO	ITEM DESCRIPTION	FORM CODE	MINIMUM PACKAGING REQUIRED	PRICE
	White, matt, printed both sides in black Paper 100 gsm 132 pages plus title page and blank page at the back Each page numbered (bottom left) Back, front and spine: 300gsm, matt Front: White with full colour printing Back and spine: white, no printing Guidelines will be printed on the Inner Front Cover Page Stitch bound with cloth			
183.	**FACILITATOR GUIDE** A3 Landscape A4 (Portrait) White, matt, printed both sides in black Paper 100 gsm 100 pages plus title page and blank page at the back Each page numbered (bottom left) Back, front and spine: 300gsm, matt Front: White with full colour printing Back and spine: white, no printing Guidelines will be printed on the Inner Front Cover Page Stitch bound with cloth	N/A	Per order	
184.	**FACILITY TELEPHONIC TRACING REGISTER**	N/A	50 Books	
185.	**WARD BASED PHC OUTREACH TEAM MONTHLY TRACING SUMMARY**	N/A	50 Books	
186.	**WBPHCOT TRACING REGISTER**	N/A	50 Books	
187.	**CHW(HCBC) TRACING REGISTER**	N/A	50 Books	
188.1	**WEEKLY RETURNS OF ALL NOTIFIABLE DISEASE** A4 form printed on 1 side 1 colour on 80g bond	GW 17/3	5 forms	
189.1	**WEEKLY RETURNS OF ALL DEATHS FROM NOTIFIABLE DISEASE** A4 form printed on 1 side 1 colour on 80g bond	GW 17/4	5 forms	
190.	**NOTIFIABLE CONDITIONS NOTICATION BOOK**	N/A	Book per order	

ITEM NO	ITEM DESCRIPTION	FORM CODE	MINIMUM PACKAGING REQUIRED	PRICE
191.	**MEDICINE ROOM STOCK CARD** A5 printed both sides in Green Tokai board	N/A	5000 cards per order	
192.	**A3 Daily Reception Headcount Registers** (297 x 520) 300 pages (150 leaves) text printed, double sided black only on 80 gsm bond, cover printed outside front only CMYK on white 250gsm Thread sewn (bound on short edge), Cover gloss varnished, outside only.	N/A	5 books	
193.	**A3 PHC Daily Tick Register** (297 x 520) 300 pages (150 leaves) numbered from 1-300 text blk through. To collate, staple, apply buckram to spine and trim to size, cover in blk bottom right. . Text 75gsm white bond. Cover 250gsm Gloss art.	N/A	5 Books	
194.	**Weekly Tally Summary** (297 x 550) 80 pages (40 leaves) text printed double sided black only on 80gsm Bond, cover printed both sides (example page to be printed on inside front cover) on white 250gsm board. 13die cut tab dividers with "Month 1, Month 3… Month 13" printed on them (black only) to be inserted. Thread sewn Binding Cover gloss varnished.	N/A	20 books	
195.	**Monthly Tally Summary** (297 x 420) 32 Pages (16 leaves) text printed double sided black only on 80 gsm Bond, cover printed one side only CMYK on white 250gsm board. Saddle stitched. Each inner leaf perforated on the left margin (indicated by non-printing dotted line) so pages can tear out and be removed. Cover gloss varnished, outside only.	N/A	20 Books	
196.	**OPD Specialists Registers e.g. ANC, Paediatrics, Surgical OPD, etc** A3 printed all pages with hardcover 100 pages register, printed 1 colour both sides Text: printed on 180g bond	N/A	Per order	

ITEM NO	ITEM DESCRIPTION	FORM CODE	MINIMUM PACKAGING REQUIRED	PRICE
	Bond cover: Fawn Chipboard			
197.	**Allied Health Registers (Dental, Andrology, Physiotherapy, Radiology, Speech Therapy, Podiatry and Audiology)** 300 pages (150 leaves), numbered from 1-300 text black, throughout, to collate, staple, apply buckram to spine and trim to size, numbering from 1-4885 on outside cover in black bottom right, Blanket cut, on machine numbering, text 75gsm white bond, Cover 250gsm Gloss art	N/A	Per order	
198.	**Medicine Referral Prescription for CCMDD Booklet** Continuous stationery: 100 Triplicate printed 1 side 1 colour pages (300 leaves) numbered from 1-100 1st two pages must be perforated on top (so pages can tear out and be removed) Paper : NCR All White Size: 210mm x297mm (A4) Cover: grey cardboard (one loose A4 per book)	N/A	Per order	
199.	**CCMDD Collection Card** A6 printed on both sides, full colour on 160gsm white paper	N/A	Per order	
200.	**Referral and Back Referral Form for WBPHCOT** A4 Two pages printed one side on 80gsm white paper	N/A	Per order	
201.	**Maternity care Peri-Operative records** A4 book of 12 pages		500	
202.	**Standardised Complaint/Suggestion and Compliment Forms**	N/A	Per order	
203.	**Nursing Progress Notes**	pad	Per order	
204.	**Clinical Notes**	pad	Per order	
205.	**Death Report**	book	Per order	
206.	**Application for Surgical Appliances**	pad	Per order	

ITEM NO	ITEM DESCRIPTION	FORM CODE	MINIMUM PACKAGING REQUIRED	PRICE
207.	TB screening tool books	N/A	50 books	
208.	Logistics Management Information Systems(LMIS) books male and female condom , books		50 books	
209.	Medical Male Circumcision Register		Per order	

9.2 ANNEXURE B – PRINTING OF GOODS AND PROMOTIONAL MATERIALS

ITEM NO	ITEM DESCRIPTION	MINIMUM PACKAGING REQUIRED	PRICE (VAT EXCLUSIVE)	PRICE (VAT INCLUSIVE)
1.	**BUSINESS CARDS** a) Printed in full colour, foiling gold and/or silver, 250g chromolux buff. b) Printed in full colour on 250g cream chromolux	250 per order		
2.	**EXTERNAL NEWS LETTER** A4 self-cover newsletter printed in full colour on 135g.Dukuza gloss. 30 pages ± 35 pictures. Soft copy to be supplied, saddle stitched	2000 per order		
3.	**Posters, printed on full color on Dukuza gloss size** 1. A1 - 250g 2. A2 - 135g/ 250g 3. A3 - 135g	2000 per order		

ITEM NO	ITEM DESCRIPTION	MINIMUM PACKAGING REQUIRED	PRICE (VAT EXCLUSIVE)	PRICE (VAT INCLUSIVE)
	4. A4 - 135g 5. AO - 250g			
4.	**BROCHURES** Z folded A4 printed in full colour 135g Dukuza gloss double sided.	1500 per order		
5.	**DEPARTMENTAL CALENDARS** (a) A2 calendars, printed in full colour, 135g Dukuza gloss. photos included, with collage of pictures on the background. rimmed on top and at the bottom.	500 per order		
	(b) Tent calendars printed in full colour on 150g gloss wire bound at the top, six full colour pages printed both sides.	500 per order		
	(c) A2 desk calendar of 12 pages printed in full colour on 80g bound with backing board.	500 per order		
6.	**BOOKLETS (sizes & no. of pages)** **a) Budget Speech booklet.** A3 folded to A4. 32 Pages Pages to include cover. 2 pages to be printed on one side only, full colour, and white Icena board.	500 per order		

ITEM NO	ITEM DESCRIPTION	MINIMUM PACKAGING REQUIRED	PRICE (VAT EXCLUSIVE)	PRICE (VAT INCLUSIVE)
	Inside pages to be printed on both side, one colour black, on white 80g bond saddle stitched, photos included.			
7.	**FOLDERS** a) Folders – white 230g or 250g chromolux board-flap included, single side only printed in full colour. b) Folders 230g or 250g chromolux printed full colour one side with 10mm spine and business card slit.	500 per order		
8.	**DIARIES:** A4 executive diaries personalized	500 per order		
	A5 executive diaries personalized	500 per order		
	A5 executive diaries not personalized	500 per order		
	A4 non executive diaries	500 per order		
9	Annual Performance Plan (APP)	500 per order		
10	Annual Report	500 per order		
11	Strategic Plan	500 per order		

9.3 ANNEXURE C – SIGNAGE/ADVERTISING/ MARKETING DEVICES AND ACCESSORIES

ITEM NO	ITEM DESCRIPTION	MINIMUM QUANTITY REQUIRED	PRICE (VAT EXCLUSIVE)	PRICE (VAT INCLUSIVE)
	1. SIGN BOARD			
	2.1 CHROMADEK			
1.1.1.	**CHROMADEK SIGNS** **Single sided 0,8mm high gloss powder coated white chromadek sign fitted with retrofit non-reflective permanent adhesive based polymeric 8 year vinyl, 64 micron, wall mounted frame or poles to fit the following standard sizes:**	**Per Item**		
	1860mm x 925mm			
	2450mm x 1225mm			
	3000mm x 1225mm			
	930mm x 600mm			
	600mm x 400mm			
	Delivery and installation			
1.1.2	**Single sided high gloss powder coated white chromadek sign fitted with retrofit non-reflective permanent adhesive based polymeric 8 year vinyl, 64 micron, mounted on 25mm x 2mm cased grey square tubing frame, claped with P-series clamps to 76mm x 2mm round tube poles of 4 meters length to fit the following standard sizes:** 1860mm x 925mm	**Per Item**		
	2450mm x 1225mm			

ITEM NO	ITEM DESCRIPTION	MINIMUM QUANTITY REQUIRED	PRICE (VAT EXCLUSIVE)	PRICE (VAT INCLUSIVE)
	3000mm x 1225mm			
	Delivery and installation			
1.1.3	**Double sided high gloss powder coated white chromadek sign fitted with retrofit non-reflective permanent adhesive based polymeric 8 year vinyl, 64 micron, mounted on 25mm x 2mm cased grey square tubing frame, bolted with M-series bolts to 76mm x 2mm round tube poles of 4 meters length to fit the following standard sizes:** 1860mm x 925mm	**Per Item**		
	2450mm x 1225mm			
	3000mm x 1225mm			
	Delivery and installation			
1.1.4	**Single sided powder coated buffalo brown 1.0mm chromadek road sign fitted with retro reflective permanent pressure sensitive high gloss 7 year vinly, 140 micron, mounted on 25mm x 2mm cased grey square tubing frame, clamped with P-series clamps to 76mm X 2mm round tube poles of 3 meters length to fit the following standard sizes:** 1860mm x 465mm	**Per Item**		
	2450mm x 610mm			
	Delivery and installation			

ITEM NO	ITEM DESCRIPTION	MINIMUM QUANTITY REQUIRED	PRICE (VAT EXCLUSIVE)	PRICE (VAT INCLUSIVE)
1.1.5	**Double sided powder coated buffalo brown 1.0mm chromadek road sign fitted with retro reflective 7 year vinly, 140 micron, mounted on 25mm x 2mm cased grey square tubing frame, welded to 76mm x 2mm round tube poles of 3 meters length to fit the following standard sizes:** 1860mm x 465mm	**Per Item**		
	2450mm x 610mm			
	Delivery and installation			
1.2	**PERSPEX SIGNS** **Single sided wall mounted Perspex sign with retrofit non-reflective permanent adhesive based polymeric 8 year vinyl, 64 micron, to fit the following standard sizes:** 400mm x 50mm	**Per Item**		
	400mm x 100mm			
	75mm x 150mm			
	190mm x 190mm			
	290mm x 290mm			
	600mm x 300mm			
	900mm x 600mm			
	1200mm x 900mm			
	Delivery and installation			

ITEM NO	ITEM DESCRIPTION	MINIMUM QUANTITY REQUIRED	PRICE (VAT EXCLUSIVE)	PRICE (VAT INCLUSIVE)
1.3	**ALUMINIUM SIGNS** **Single sided wall mounted Aluminium sign with retrofit non-reflective permanent acrylic based polymeric 8 year vinyl, 64 micron, to fit the following standard sizes:** 400mm x 50mm 400mm x 100mm 75mm x 150mm 190mm x 190mm 290mm x 290mm 600mm x 300mm 900mm x 600mm 1200mm x 900mm			
	Delivery and installation			
	1.4 ILLUMINATED SIGNS			

ITEM NO	ITEM DESCRIPTION	MINIMUM QUANTITY REQUIRED	PRICE (VAT EXCLUSIVE)	PRICE (VAT INCLUSIVE)
1.4.1	**Single sided wall mounted illuminated sign with 160mm aluminium profile surround, grey shaped corners over angle 200 steel brackets, 0,8mm high gloss powder coated, single sided white chromadek back with fluorescent tubes mounted on 12 x12 x 3mm aluminium square tubing with chromed clips. Internal colour coded 1.5mm2 wiring used with chokes and Osram starters. Front face of sign to be 3mm opal perspex with retrofit non-reflective permanent acrylic based polymeric 8 year vinyl, 64 micron to fit the following standard sizes:** 1600mm x 600mm 1850mm x 925mm 2450mm x 1225mm 3000mm x 1225mm	**Per Item**		
	Delivery and installation			
1.4.2.	**Single sided illuminated sign mounted on 76 x 2mm black square tubing framework with 160mm aluminium profile surround, grey shaped corners over angle 200 steel brackets, 0.8mm high gloss powder coated, single sided white chromadek back with fluorescent tubes mounted on 12 x12 x 3mm aluminium square tubing with chromed clips. Internal colour coded 1.5mm2 wiring used with chokes and Osram starters. Front face of sign to be 3mm opal Perspex with retrofit non-reflective permanent acrylic based polymeric 8 year vinyl, 64 micron to fit the following standard sizes:** 1600mm x 600mm	**Per Item**		

ITEM NO	ITEM DESCRIPTION	MINIMUM QUANTITY REQUIRED	PRICE (VAT EXCLUSIVE)	PRICE (VAT INCLUSIVE)
	1850mm x 925mm 2450mm x 1225mm 3000mm x 1225mm			
	Delivery and installation			
1.4.3	**Double sided illuminated sign mounted on 76 x 2mm black square tubing framework with 160mm aluminium profile surround, grey shaped corners over angle 200 steel brackets, with fluorescent tubes mounted on 12 x12 x 3mm aluminium square tubing with chromed clips. Internal colour coded 1.5mm2 wiring used with chokes and Osram starters. Both faces of sign to be 3mm opal Perspex with retrofit non-reflective permanent acrylic based polymeric 8 year vinyl, 64 micron to fit the following standard sizes:** 1600mm x 600mm 1850mm x 925mm 2450mm x 1225mm 3000mm x 1225mm	**Per Item**		
	Delivery and installation			
	3. STANDS			
2.1	**Single sided Rolla Banners stand with digitally printed PVC insert mounted in a spring loaded silver cartridge complete with carrying bag to fit the following sizes:** 850mm x 2000mm	**Per Item**		

ITEM NO	ITEM DESCRIPTION	MINIMUM QUANTITY REQUIRED	PRICE (VAT EXCLUSIVE)	PRICE (VAT INCLUSIVE)
	1200mm x 2000mm 3000mm x 1500mm			
	Delivery and installation			
2.2	**Flat digitally printed one side and stitched all round to fit size:** 1200mm x 1800mm	**Per Item**		
	Delivery and installation			
2.3	**Wall stand, single sided, with digitally printed LGP 039 K20 cloth face mounted on an interweaving anodised aluminium framework with magnetic bar clips complete with carrying bag to fit the following sizes:** 3m x 1m 3m x 2m 3m x 3m	**Per Item**		
	Delivery and installation			
2.4	**Teardrop banners, single sided, digitally printed onto LGP 039 K20 cloth complete with galvanized round tubing pole with carrying bag to fit size:** 3m x 1m 4m x 0.95m	**Per Item**		
	Delivery and installation			
5. BILLBOARDS				
3.1 FIXED				

ITEM NO	ITEM DESCRIPTION	MINIMUM QUANTITY REQUIRED	PRICE (VAT EXCLUSIVE)	PRICE (VAT INCLUSIVE)
3.1.1	**Double sided fixed billboard with 1.0 high gloss powder coated white chromadek faces both sides without any prints, mounted onto 38mm x 2mm cased grey square tubing frames structured with intervals of not more than 1200mm attached to 3 x 4.5 meter x 100mm x 3mm round tubing uprights and 3 x 4.5meter x 76mm x 3mm braces which are concrete into the ground at a minimum depth of 800mm using 10MPA concrete to fit size:**	**Per Item**		
	6000mm x 1225mm 6000mm x 2450mm			
	Delivery and installation			
3.1.2	**Retrofit non-reflective, permanent acrylic based polymeric digitally printed vinyl, 64 micron, for billboards size:** 6000mm x 1225mm 6000mm x 2450mm	**Per Item**		
	Delivery and installation			
3.1.3	**Retrofit non-reflective permanent acrylic based polymeric 8 year vinyl, 64 micron, for billboards size:** 6000mm x 1225mm 6000mm x 2450mm	**Per Item**		
	Delivery and installation			

ITEM NO	ITEM DESCRIPTION	MINIMUM QUANTITY REQUIRED	PRICE (VAT EXCLUSIVE)	PRICE (VAT INCLUSIVE)
3.1.4	**Retro reflective permanent pressure sensitive 7 year vinyl, 140 micron, for billboards size:** 6000mm x 1225mm 6000mm x 2450mm	**Per Item**		
	Delivery and installation			

9.4 ANNEXURE D - ASSET INVENTORY OF PRINTING AND FINISHING MACHINERY

Bid Number: ______________________

Bidder Name: ______________________

CSD Number: ______________________

Physical Address of Production Facility: ____________________________________

Contact Person: ____________________

Telephone: ________________________

Declaration

I hereby certify that the machinery and equipment listed below are available to the bidder at the time of bid closing and are either owned, leased or secured under a long-term rental agreement. I further certify that all supporting documentation attached is true and correct and that the Department may verify the existence and operational status of the equipment at any stage of the evaluation or contract.

Ownership Status (tick): ☐ Owned ☐ Leased ☐ Long-term Rental (5 years or more)

Signature: ____________ Name: ____________ Designation: ____________ Date: ____________

Part A: Asset Register

Asset Ref.	Machinery Category (6.4.1)	Function Performed	Equipment Description	Make	Model	Serial Number	Year	Production Capacity	Physical Location	Ownership Status	Proof Attached

Part B: Mapping of Equipment to Minimum Machinery Requirements

Category	Required Function	Asset Ref(s)

Pre-press, Design & Workflow	Artwork, DTP, RIP workflow	
Production Printing	Medical stationery printing	
Industrial Cutting	Cutting and trimming	
Folding/Collating	Folding and collation	
Binding/Finishing	Binding, stitching, book finishing	
Lamination/Coating	Lamination	
Die-cutting/Creasing/Perforation	Special finishing	
Large Format Printing	Signage and banners	
Large Format Finishing	Large format finishing	
Packaging & Dispatch	Packaging and dispatch	

Part C: Supporting Evidence Checklist

Document	Attached (Yes/No)	Reference
Equipment Photograph		
Nameplate/ID Plate Photograph		
Proof of Ownership		
Lease Agreement		
Long-term Rental Agreement		
Maintenance Record (if available)		
Calibration Certificate (if applicable)		

Part D: Leased / Rented Equipment

Equipment	Lessor	Agreement No.	Contract Period	Expiry Date	Remaining Term

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE *(NAME OF DEPARTMENT/ PUBLIC ENTITY)*					
BID NUMBER:	**NWDOH 21/2026**	CLOSING DATE:	**20 OCTOBER 2026**	CLOSING TIME:	**11:00**
DESCRIPTION	**PRINTING, SUPPLY AND DELIVERY OF MEDICAL STATIONERY, PROMOTIONAL MATERIALS AND SIGNAGE FOR HEALTH INSTITUTIONS IN THE NORTH WEST PROVINCE FOR A PERIOD OF FOUR (4) YEARS.**				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*					
DEPARTMENT OF HEALTH NORTH WEST, GROUND FLOOR, NEW OFFICE PARK BUILDING, 3801 CORNER FIRST STREET AND SEKAME, MMABATHO (BEHIND THE CROSSING MALL)					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**Ms N. Tshabalala/ Ms R Setena**	CONTACT PERSON	**Mr H. Thaba/ Mr L Kolobe**
TELEPHONE NUMBER	**066 081 6410**	TELEPHONE NUMBER	**064 850 3294/ 060 978 3097**
FACSIMILE NUMBER	**N/A**	FACSIMILE NUMBER	**N/A**
E-MAIL ADDRESS	nsegwabanyane@nwpg.gov.za	E-MAIL ADDRESS	hrthaba@nwpg.gov.za and lkolobe@nwpg.gov.za

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B
TERMS AND CONDITIONS FOR BIDDING

1.	**BID SUBMISSION:**
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS. THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2.	**TAX COMPLIANCE REQUIREMENTS**
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER: ……………………………………………

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……………………………………………
(Proof of authority must be submitted e.g. company resolution)

DATE: ……………………………………………

SBD 3.2

PRICING SCHEDULE – NON-FIRM PRICES (PURCHASES)

NOTE: **PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.**

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder…………………………………………………………	Bid number…………………………………
Closing Time 11:00 ………………………………………………	Closing date…………………………………

OFFER TO BE VALID FOR………DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)

- Required by: ………………………………………
- At: ………………………………………
- Brand and model ………………………………………
-
- Country of origin ………………………………………
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s) ………………………………………
- Period required for delivery ………………………………………
- Delivery: *Firm/not firm

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

SBD 3.2

PRICE ADJUSTMENTS

A NON-FIRM PRICES SUBJECT TO ESCALATION

1. IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES

2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1-V)Pt\left(D1\frac{R1t}{R1o} + D2\frac{R2t}{R2o} + D3\frac{R3t}{R3o} + D4\frac{R4t}{R4o}\right) + VPt$$

Where:

Pa	=	The new escalated price to be calculated.
(1-V)Pt	=	85% of the original bid price. **Note that Pt must always be the original bid price and not an escalated price.**
D1, D2..	=	Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2...etc. must add up to 100%.
R1t, R2t......	=	Index figure obtained from new index (depends on the number of factors used).
R1o, R2o	=	Index figure at time of bidding.
VPt	=	15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index.......... Dated.......... Index.......... Dated.......... Index.......... Dated..........

Index.......... Dated.......... Index.......... Dated.......... Index.......... Dated..........

4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. eg. Labour, transport etc.)	PERCENTAGE OF BID PRICE

B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

SIGNATURE OF BIDDER:…………………………………………….

CAPACITY UNDER WHICH THIS BID IS SIGNED:………………

DATE:………………………..

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

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

2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

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

2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.3.1 If so, furnish particulars:

………………………………………………………………………………………
………………………………………………………………………………………
………………………………………………………………………………………

2.4 Does the bidder or any of its directors/trustees/shareholders members/partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise, whether or not they are bidding for this contract? **YES/NO**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

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

3.1 I have read and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

…………………………………	…………………………………………
Signature	Date
…………………………………	…………………………………………
Designation	Name of bidder

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

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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 **To be completed by the organ of state**

(*delete whichever is not applicable for this tender*).

a) The applicable preference point system for this tender is the 90/10 preference point system.

b) The applicable preference point system for this tender is the 80/20 preference point system.

c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS	10
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 90/10 PREFERENCE POINT SYSTEMS

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

90/10

$$Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

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 o90 points is allocated for price on the following basis:

80/20

$$Ps = 80\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

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 organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

Specific Goals	Procurement Transaction Preference Points allocated out of 10	Number of points claimed (90/10 system) (To be completed by the tenderer)
B-BBEE Status level of Contributor	**5**	
1	5	
2	5	
3, 4, 5, 6, 7, 8 and Non-compliant contributor	0	
Enterprises located in a specific province for work to be done or services to be rendered in that area (Mandatory)	**2**	
Residing within the North West Province where the service is required.	2	
Residing outside the North West Province	0	
Designated Groups (any bid that meets 1 or more of the 5 will get the maximum points)	**3**	
• Enterprises 51% owned by black women. • Enterprises 51% owned by people with disability • Enterprises 51% owned by black youth. • Enterprises 51% owned by black military veterans • Registered Cooperatives within the North West department of Health database	3	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm..

4.4. Company registration number: ....

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium
One-person business/sole propriety

Close corporation
Public Company
Personal Liability Company
(Pty) Limited
Non-Profit Company
State Owned Company
[TICK APPLICABLE BOX]

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.

………………………………………

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: ……………………………………………………

DATE: ……………………………………………………

ADDRESS: ……………………………………………………

……………………………………………………

……………………………………………………

……………………………………………………

THE NATIONAL TREASURY

Republic of South Africa

GOVERNMENT PROCUREMENT:

GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT
July 2010

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 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.

TABLE OF CLAUSES

General Conditions of Contract

1. Definitions

1. 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

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 supplied goods.

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

14.1 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:

(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 anti-dumping 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.