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**FORM**

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Title: Intranet and Internet brief form

Document number: FML1249

Version number: 2

**(Changes from previous version highlighted)**

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Checked by: N/A

Approved by: Ntokozo Majozi

Active date: 22-06-2022

Date of next review	Date reviewed	Reviewed by	Action
22-06-2024			

Date withdrawn: .....



**NATIONAL HEALTH  
LABORATORY SERVICE**

**CHECKLIST FOR AUTHORISING  
THE PUBLICATION OF INTRANET/  
INTERNET WEBSITES AND  
COMMUNICATIONS INFORMATION**

**JOB REQUEST FOR INTRANET/ INTERNET WEBSITE BRIEF FORM**

Department:	SCM	(General Communication/ Content/ Express/ News/ Gallery/ Events)	
Requester	Manare Malekutu	Requested date:	09/04/2025
Contact No:	( 011 ) 555 0580	Expected date:	09/04/2025
Approver:	Nthuseng Motloun	Approver Signature:	
Position:	Manager: Tender and Contracts		

Intranet Content ☐

Internet /Website Content ☒

Other ☐

Define other: \_\_\_\_\_

Content: Written or attached

RFB028/24/25 Outright purchase of fluorescent microscope for NHLS Tygerberg for a period of five (5) years with service and maintenance .

**All completed forms to be e-mailed to [james.mabaso@nhls.ac.za](mailto:james.mabaso@nhls.ac.za)**

### Acknowledgement of Reading Form

**Document number:** \_\_\_\_\_

**Version Number:** \_\_\_\_\_

**Title:** \_\_\_\_\_

***My signature confirms that I have read and understood the content of this document and relevant kit insert (where applicable).***

[illegible]

**Note to the Quality Rep:** - This form must be filed for 5 years to provide audit traceability.



Description	Tender Number	Closing Date (At 11:00)	View Document	Bids Received	Awarded Bidder
<p>Outright purchase of fluorescent microscope for NHLs Tygerberg for a period of five (5) years with service and maintenance</p> <p><u>Compulsory briefing session</u></p> <p>No Compulsory Briefing session</p> <p><b>Bids obtainable from:</b></p> <p><b>Download:</b> <a href="https://nhs.ac.za/supply-chain/latest-tenders/">nhs.ac.za/supply-chain/latest-tenders/</a></p> <p><b>Post or Deliver Bids to:</b> National Health Laboratory Service (NHLs), 1 Modderfontein Road, Sandringham, Johannesburg. All bid submissions must be placed in the tender box at the NHLs main reception.</p> <p><b>Late submission will not be considered and will be disqualified.</b> <b>Please Sign Tender Submission Register at Reception</b></p> <p>For enquiries please contact: <b>Manare Malekutu</b> <b>Tel: (011) 555 0580</b> <a href="mailto:Manare.malekutu@nhs.ac.za">Manare.malekutu@nhs.ac.za</a> <b>Working Hours: 08:00-16:30</b></p>	<b>RFB028/24/25</b>	<b>05 May 2025</b>	<p>NHLs Website</p> <p>e-Tenders Portal</p>		