



**BID DOCUMENT NUMBER: ZNB 5733/2021-H**

**THE APPOINTMENT OF A SERVICE PROVIDER(S) TO SUPPLY AND DELIVER PRINTED MATTER FOR VARIOUS INSTITUTIONS WITHIN THE KWAZULU-NATAL DEPARTMENT OF HEALTH: CONTRACT PERIOD – 3 YEARS**

Name of Bidder.....

Central Supplier's Database Registration Number.....

Income Tax Reference Number.....

**BIDDER TO NOTE THE FOLLOWING**

**CLOSING DATE AND TIME:**

**Date: 10 December 2021**

**Time: 11: 00AM**

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**SECTION A: INVITATION TO BID**

**PART A**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE KWAZULU-NATAL DEPARTMENT OF HEALTH</b>					
BID NUMBER:	ZNB 5733/2021-H	CLOSING DATE:	10 December 2021	CLOSING TIME:	11: H 00 AM
<b>DESCRIPTION</b>	<b>THE APPOINTMENT OF A SERVICE PROVIDER(S) TO SUPPLY AND DELIVER PRINTED MATTER FOR VARIOUS INSTITUTIONS WITHIN THE KWAZULU-NATAL DEPARTMENT OF HEALTH: CONTRACT PERIOD – 3 YEARS</b>				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
CENTRAL SUPPLY CHAIN MANAGEMENT DIRECTORATE					
OLD BOYS SCHOOL, 310 JABU NDLOVU STREET					
PIETERMARITZBURG					
3201					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
		TCS PIN:		OR	CSD No:
STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	<input type="checkbox"/>	A REGISTERED AUDITOR NAME:			
<b>[A STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs&amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR ]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS / SERVICES / WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]	
SIGNATURE OF BIDDER	.....	DATE			
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)			

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	KZN Department of Health	DEPARTMENT	KZN Department of Health
CONTACT PERSON	Mrs R Deonundhan	CONTACT PERSON	Mrs R Deonundhan
TELEPHONE NUMBER	033 815 8361	TELEPHONE NUMBER	033 815 8361
FACSIMILE NUMBER	-	FACSIMILE NUMBER	-
E-MAIL ADDRESS	<a href="mailto:Tenders@kznhealth.gov.za">Tenders@kznhealth.gov.za</a>	E-MAIL ADDRESS	<a href="mailto:Tenders@kznhealth.gov.za">Tenders@kznhealth.gov.za</a>

## PART B: TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
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 ONLINE
1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). CERTIFICATE OR SWORN AFFIDAVIT FOR MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. CERTIFICATE OR SWORN AFFIDAVIT FOR MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT AND ANY AMENDMENTS THERETO.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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 DEPARTMENT TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA/ JOINT VENTURES/ SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS/ TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTERED AS PER 2.3 ABOVE.</b>

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

## **SECTION B: SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS**

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT. REFER TO THE GENERAL CONDITIONS OF CONTRACT AT THE FOLLOWING WEB ADDRESS:

<http://www.treasury.gov.za/divisions/ocpo/ostb/contracts/default.aspx>

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed, and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialled.
13. Use of correcting fluid is prohibited.
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
17. The bidder must initial each and every page of the bid document.

**SECTION C: AUTHORITY TO SIGN A BID**

**A. COMPANIES**

If a Bidder is a company, a certified copy of the resolution by the Board of Directors, personally signed by the Chairperson of the Board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

**AUTHORITY BY BOARD OF DIRECTORS**

By resolution passed by the Board of Directors on .....20.....,  
..... (Full name)  
(whose signature appears below) has been duly authorised to sign all documents in connection with this bid on behalf of  
.....(Name of Company).

**IN HIS/ HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF COMPANY:** ..... (PRINT NAME)

**SIGNATURE OF SIGNATORY:** ..... **DATE:** .....

**WITNESSES:** 1 ..... **DATE:** .....

2 ..... **DATE:** .....

---

**B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)**

I, the undersigned..... (Full name)  
hereby confirm that I am the sole owner of the business trading as:  
.....(Name of Business)

**SIGNATURE**..... **DATE**.....

---

**C. PARTNERSHIP**

The following particulars in respect of every partner must be furnished and signed by every partner:

FULL NAME OF PARTNER	RESIDENTIAL ADDRESS	SIGNATURE



.....(Name of cooperative)

**SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:**

.....

**IN HIS/ HER CAPACITY AS:** .....

**DATE:** .....

**SIGNED ON BEHALF OF CO-OPERATIVE:** .....

**FULL NAME IN BLOCK LETTERS:** .....

**WITNESSES: 1** .....

**DATE:** .....

**2** .....

**DATE:** .....

**F. JOINT VENTURE**

If a bidder is a Joint Venture, a certified copy of the resolution/ agreement passed/ reached, signed by the duly authorised representatives of the entities, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and /or contract on behalf of the Joint Venture must be submitted with this bid, before the closing time and date of the bid.

**AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE**

By resolution/agreement passed/reached by the Joint Venture partners  
on.....20.....

..... (Full name)

..... (Full name)

..... (Full name)

..... (Full name)

whose signatures appear below have been duly authorised to sign all documents in connection with this bid on behalf of:  
..... (Name of Joint Venture)

**IN HIS/ HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF (ENTITY NAME):** .....

**SIGNATURE:** ..... **DATE:** .....

**IN HIS/ HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF (ENTITY NAME):** .....

**SIGNATURE:** ..... **DATE:** .....

IN HIS/ HER CAPACITY AS: .....

SIGNED ON BEHALF OF (ENTITY NAME): .....

SIGNATURE: ..... DATE: .....

IN HIS/ HER CAPACITY AS: .....

SIGNED ON BEHALF OF (ENTITY NAME): .....

SIGNATURE: ..... DATE: .....

IN HIS/ HER CAPACITY AS: .....

**G. CONSORTIUM**

If a bidder is a Consortium, a certified copy of the resolution/ agreement passed/ reached, signed by the duly authorised representatives of concerned entities, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/ or contract on behalf of the Consortium must be submitted with this bid, before the closing time and date of the bid.

**AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM**

By resolution/agreement passed/reached by the Consortium on.....20.....  
..... (full name)

whose signature appears below have been duly authorised to sign all documents in connection with this bid on behalf of:

..... (Name of Consortium)

IN HIS/ HER CAPACITY AS: .....

SIGNATURE: ..... DATE: .....

**SECTION D: DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/ her authorised representative declare his/ her position in relation to the evaluating/ adjudicating authority where:

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number: .....

2.3 Position occupied in the Company (Shareholder, Director, Sole Proprietor, Member, Partner, Trustee):

.....

2.4 Registration number of Company, Sole Proprietor, Close Corporation, Partnership, Joint Venture, Consortium or Trust:

.....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

2.7 The names of all Shareholders/ Directors/ Sole Proprietors, Members, Partners, Trustees, their individual identity numbers, tax reference numbers and, if applicable, employee/ PERSAL numbers must be indicated in paragraph 3 below.

**“State”** means –

- (a) Any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) Any municipality or municipal entity;
- (c) Provincial Legislature;
- (d) National Assembly or the National Council of Provinces; or
- (e) Parliament.

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

2.8 Are you or any person connected with the bidder presently employed by the State? **YES/NO**

If so, furnish the following particulars:

Name of person/director/trustee/shareholder/member: .....

Name of state institution at which you or the person connected to the bidder is employed:  
.....

Position occupied in the state institution: .....

Any other particulars:

.....  
.....  
.....

2.9 If you are presently employed by the State, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES/NO**

If yes, did you attach proof of such authority to the bid document? **YES/NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

If no, furnish reasons for non-submission of such proof:

.....  
.....  
.....

2.10 Did you or your spouse, or any of the company's directors/ trustees/ shareholders/members or their spouses conduct business with the state in the previous twelve months? **YES/NO**

If so, furnish particulars:

.....  
.....  
.....

2.11 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

If so, furnish particulars.

.....  
.....  
.....

2.12 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

If so, furnish particulars.

.....  
.....  
.....

2.13 Do you or any of the directors/trustees/shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES/NO

If so, furnish particulars:

.....  
.....  
.....

**3.Full details of directors/trustees/members/shareholders**

FULL NAME	IDENTITY NUMBER	PERSONAL INCOME TAX REFERENCE NUMBER	STATE EMPLOYEE NUMBER/ PERSAL NUMBER

**DECLARATION**

I, THE UNDERSIGNED (NAME) .....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

## SECTION E: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Standard Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

ITEM	QUESTION	YES	NO
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p><b>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</b></p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	<p>Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**CERTIFICATION**

I, THE UNDERSIGNED (FULL NAME) .....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

**SECTION F: DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE IS CORRECT AND UP TO DATE (To be completed by bidder)**

This is to certify that I

.....

(name of bidder/authorized representative)

who represents

.....

(state name of bidder)

am aware of the contents of the Central Supplier Database with respect to the bidder's details and registration information, and that the said information is correct and up to date as on the date of submitting this bid, and I am aware that incorrect or outdated information may be a cause for disqualification of this bid from the bidding process, and/ or possible cancellation of the contract that may be awarded on the basis of this bid.

.....

**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**

**DATE:** .....

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

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

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

### 1. GENERAL CONDITIONS

- 1.1. The following preference point systems are applicable to all bids:
- 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. The value of this bid is estimated not to exceed R50 000 000/ exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 or 90/10 preference point system shall be applicable.
- 1.3. Points for this bid shall be awarded for:
- (a) Price; and
  - (b) Status Level of Contributor.
- 1.4. The maximum points for this bid are allocated as follows:

CATEGORY	POINTS	POINTS
PRICE	80	90
STATUS LEVEL OF CONTRIBUTOR	20	10
<b>Total points for Price and must not exceed</b>	<b>100</b>	<b>100</b>

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

### 2. DEFINITIONS

- a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- c) **“Bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- d) **“Black Designated Groups”** has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- e) **“Black People”** has the meaning assigned to it in section 1 of the Broad-Based Black Economic Empowerment Act;
- f) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- g) **“Co-operative”** means a co-operative **registered** in terms of section 7 of the Cooperatives Act, 2005 (Act No. 14 of 2005);
- h) **“EME”** means an Exempted Micro **Enterprise** in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- i) **“Functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- j) **“Military Veteran”** has the meaning assigned to it in section 1 of the Military Veterans Act, 2011 (Act No. 18 of 2011);
- k) **“prices” includes** all applicable taxes less all unconditional discounts;
- l) **“proof of status level of contributor” means:**
  - 1) Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the Act;
- m) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- n) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes; and
- o) **“stipulated minimum threshold”** means the minimum threshold stipulated in terms of regulation 8(1)(b).

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- $P_s$  = Points scored for price of bid under consideration
- $P_t$  = Price of bid under consideration
- $P_{\min}$  = Price of lowest acceptable bid

**4. POINTS AWARDED FOR STATUS LEVEL OF CONTRIBUTOR**

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

STATUS LEVEL OF CONTRIBUTOR	NUMBER OF POINTS (90/10 SYSTEM)	NUMBER OF POINTS (80/20 SYSTEM)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

**5. BID DECLARATION**

5.1 Bidders who claim points in respect of Status Level of Contribution must complete the following:

**6. STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 Status Level of Contributor: = ..... (maximum of 10 or 20 points) (Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 4 and must be substantiated by relevant proof of status level of contributor.

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i. What percentage of the contract will be subcontracted.....%
- ii. The name of the sub-contractor.....
- iii. The status level of the sub-contractor.....
- iv. Whether the sub-contractor is an EME or QSE

**(Tick applicable box)**

YES		NO	
-----	--	----	--

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

DESIGNATED GROUP: AN EME OR QSE WHICH IS AT LAST 51% OWNED BY:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm: .....

8.2 VAT registration number: .....

8.3 Company registration number: .....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
.....  
.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business: .....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1. ....

2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....

.....

**SECTION H: CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids invited.
- 2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution’s supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

**Bid rigging (or collusive bidding)** occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_

(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:  
(Name of Bidder)

- 1. I have read, and I understand the contents of this Certificate;
- 2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
- 3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- 4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;

5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - a) has been requested to submit a bid in response to this bid invitation;
  - b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a) prices;
  - b) geographical area where product or service will be rendered (market allocation)
  - c) methods, factors or formulas used to calculate prices;
  - d) the intention or decision to submit or not to submit, a bid;
  - e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.
10. 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 No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder



**SECTION J: GENERAL CONDITIONS OF CONTRACT**

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf>

❖ I have read, understand and accept the General conditions of the contract which are binding upon me.

.....  
**Signature**

.....  
**Date**

.....  
**Name of Bidder**

## SECTION K: SPECIAL TERMS AND CONDITIONS

The bid is issued in accordance with the following subject to the provisions of the General Conditions of Contract:

- i. Section 217 of the Constitution,
- ii. The PFMA and its Regulations in general,
- iii. The Preferential Procurement Policy Framework Act ( PPPFA) of 2000
- iv. National Treasury guidelines, and
- v. Revised PPPFA Regulations of 2017

The special terms and conditions are supplementary to that of the General Conditions of Contract. Where, however, the special terms and conditions are in conflict with the General Conditions of Contract, the Special Terms and Conditions prevail.

**(a) Bidder/s must ensure that they are fully aware of all the conditions contained in this bid document.**

**(b) Only bidders that fully meet the specifications and all conditions will be considered.**

### 1. CONDITIONS OF BID

The bid is issued in accordance with the following conditions:

#### 1.1 ACCEPTANCE OF A BID

- 1.1.1 The Department of Health Bid Adjudication Committee is under no obligation to accept any bid.
- 1.1.2 The financial standing of a bidder and its ability to supply goods or render services may be examined before the bid is considered for acceptance.

#### 1.2 AWARD OF BID (S)

- 1.2.1. The Department of Health Bid Adjudication Committee reserves the right to award the bid to one or more than one bidder, provided that the respective bidders' offers comply with the specification and meets all the conditions attached to the bid.
- 1.2.2. Notification of the intention to award the bid shall be in the same media that the bid was advertised.
- 1.2.3. In terms of Practice Note Number: SCM-07 of 2006, Section 5: Appeal Procedure, 5.1 "A bidder aggrieved by a decision of the Departmental Bid Adjudication Committee or a delegate of an accounting officer may appeal to the Bid Appeals Tribunal in the prescribed manner." The bidder must, within five working days of the publication of the notice of intention to award, in the Government Tender Bulletin, deliver a written notification of an intention to appeal to Provincial Treasury, Secretariat, Bid Appeals Tribunal, Tel no: 033-897 4200
- 1.2.4. After all appeals, should they be lodged, have been dealt with by the Bid Appeals Tribunal, the successful bidder (s) shall be notified in writing by a duly authorised official of the Department of Health, Central Supply Chain Management Unit. A formal contract will then be entered into by both parties.

#### 1.3 CERTIFICATE OF COMPLIANCE

- 1.3.1. If the bidder submits offers for items that make reference to South African National Standards (SANS) or South African Bureau of Standards (SABS) specifications, a Certificate of Compliance must be submitted with the bid sample. SABS/SANS can be contacted for testing and conformity services at Tel: 031 203 2900/ Fax: 031 203 2907. SANS, SABS AND CKS specifications will be for the account of the prospective bidder.
- 1.3.2. Failure to submit the certificate, where applicable, will result in the bid being disqualified. The Department reserves its rights to contact SABS/SANS/CKS for testing and conformity services.
- 1.3.3. The South African National Accreditation System (SANAS) is recognized by the South African Government as the single National Accreditation Body that gives formal recognition that Laboratory, Certification Bodies, Inspection Bodies, Proficiency Testing Scheme Providers and Good Laboratory Practice (GLP) test facilities are competent to carry out specific tasks. This organization can be contacted as follows: Tel: 012 3943760: Fax: 012 3940526.

- 1.3.4. Prior to an award of the bid being made and/or during the evaluation process, the Department of Health reserves the right to conduct inspections of the premises of the most acceptable bidder. Therefore, premises of the bidder shall be open, at reasonable hours, for inspection by a representative of the Department of Health or organization acting on its behalf.
- 1.3.5. Any specification/s and conformity testing will be for the account of the prospective bidder.
- 1.3.6. In the event of the bidder not being the actual manufacturer and will be sourcing the product(s) from the manufacturer, a letter from the manufacturer confirming firm supply arrangement(s) including lead times in this regard, must accompany the bid at closing date and time. If the bidder is the manufacturer, a letter confirming that the bidder is the manufacturer should accompany the bid at the closing date and time.

#### **1.4. COMPLIANCE WITH SPECIFICATION**

- 1.4.1. Offers must comply strictly with the specification.
- 1.4.2. Offers exceeding specification requirements will be deemed to comply with the specification.
- 1.4.3. The quality of services/ supply must not be less than what is specified.

#### **1.5. LATE BIDS**

- 1.5.1. Bids are late if they are received at the address indicated in the bid documents after the closing date and time.

#### **1.6. MORE THAN ONE OFFER/ COUNTER OFFERS**

- 1.6.1. Should the bidder make more than one offer, where applicable, against any individual item, such offer/s must be detailed in the Schedule of Additional Offer/s. The Department reserves its rights in and to the consideration of any additional offer/s subject to compliance with specification and the bidding conditions.
- 1.6.2. Bidders' attention is drawn to the fact that counter offers with regard to any of the abovementioned Special Terms and Conditions will invalidate such bids.
- 1.6.3. Bidders are at liberty to bid for one, a number of items, or bid for all items. If a bidder is not bidding for all the items, the appropriate price page must reflect: 'nil quote'.

#### **1.7. ONLY ONE OFFER RECEIVED**

- 1.7.1. Where only 1 offer is received, the Department of Health will determine whether the price is fair and reasonable. Proof of reasonableness will be determined as follows:
- (i) Comparison with prices, after discounts, to the bidder's other normal clients and the relative discount that the State enjoys;
  - (ii) Where this is not possible, profit before tax based on a full statement of relevant costs; and
  - (iii) In all cases, comparison with previous bid prices where these are available.

#### **1.8. REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD)**

- 1.8.1. A bidder submitting an offer must be registered on the Central Supplier Database. A bidder who has submitted an offer and is not registered on the Central Supplier Database will not be considered.
- 1.8.2. Each party to a joint venture/ consortium must be registered on the Central Suppliers Database at the time of submitting the bid.

**NB.: IF A BIDDER IS FOUND TO BE EMPLOYED BY THE STATE AND IS ON THE CENTRAL SUPPLIER DATABASE, THE BIDDER WILL BE DISQUALIFIED.**

## **1.9. TAX COMPLIANCE REQUIREMENTS**

- 1.9.1. Bidders must ensure compliance with their tax obligations.
- 1.9.2. No award may be made to any bidder who is not tax compliant either on the Central Supplier Database or SARS eFiling system at the time of finalisation of the award of the bid. The Onus is on the bidder to ensure that their tax affairs are in order and is valid on the CSD.

## **1.10. TRUST, CONSORTIUM OR JOINT VENTURE**

- 1.10.1. In terms of the Preferential Procurement Policy Framework Act and Regulations, as amended, a Trust, Consortium or Joint Venture must submit a consolidated Status Level Verification Certificate for every separate bid.
- 1.10.2. A separate B-BBEE Certificate must be submitted by each company participating in the Trust, Consortium or Joint Venture.
- 1.10.3. The non-submission of a B-BBEE Certificate by a Trust, Consortium or Joint Venture will result in zero (0) preference points being allocated for evaluation purposes.
- 1.10.4. Should this bid be submitted by a Joint Venture, the Joint Venture agreement must accompany the bid document.
- 1.10.5. The Joint Venture agreement must clearly specify the percentage of the contract to be undertaken by each company participating therein.
- 1.10.6. The Joint Venture/Consortium must submit a formal agreement that outlines the roles and responsibilities of each member of the Joint Venture/ Consortium, nomination of an authorised person to represent the Joint Venture or Consortium in all matters relating to this bid and the details of the bank account for payments to be effected.
- 1.10.7. No award will be made to a Trust/ Joint Venture/ Consortium that is not tax compliant at the finalisation of the award.

## **1.11. VALIDITY PERIOD OF BID AND EXTENSION THEREOF**

- 1.11.1. The validity (binding) period for the bid will be **180 days** from close of bid.
- 1.11.2. However, circumstances may arise whereby the department may request bidders to extend the validity (binding) period. Should this occur, the department will request bidders to extend the validity (binding) period under the same terms and conditions as originally offered for by bidders. This request will be done before the expiry of the original validity (binding) period.

## **2. SPECIAL CONDITIONS OF CONTRACT**

### **2.1 CHANGE OF ADDRESS**

2.2.1 Bidders must advise the Department of Health's Central Supply Chain Management Unit, Contract Administration Section, should their ownership and/or address (domicilium citandi et executandi) details change from the time of bidding to the expiry of the contract.

### **2.2 CONTRACTOR'S LIABILITY**

2.2.1 In the event of the contract being cancelled by the Department in the exercise of its rights in terms of these conditions, the Contractor shall be liable to pay to the Department any losses sustained and/or additional costs or expenditure incurred as a result of such cancellation, and the Department shall have the right to recover such losses, damages or additional costs by means of set-off from moneys due or which may become due in terms of the contract or any other contract or from guarantee provided for the due fulfilment of the contract and, until such time as the amount of such losses, damages or additional costs have been determined, to retain such moneys or guarantee or any deposit as security for any loss which the Department may suffer or may have suffered.

2.2.2 The Contractor may be held responsible for any consequential damages and loss sustained which may be caused by any defect, latent or otherwise, in supply or service rendered or if the goods or service as a result of such defect, latent or otherwise, does not conform to any condition or requirement of the contract.

### **2.3 DELIVERY AND PACKAGING**

2.3.1 Basis of delivery: Delivery of items must be made in accordance with the instructions appearing on the official order form. Face value forms./books will be delivered directly to CPS.

2.3.2 The following items are to be delivered to CPS:

- 23-08501 BOOKS, STATEMENTS LIABLE PATIENT
- 23-29001 ROAD TO HEALTH BOOKLET WITH UNIQUE IDENTIFIERS
- 23-06501 BOOKS, REQUISITION FOR WARD STOCK MEDICINES
- 26-01522 SUNDRY PAYMENT BOOKS
- 26-08422 BOOKS, CASH REGISTER HANDING OVER
- 26-08922 REQUISITION FOR/RETURN OF EQUIPMENT STOCK ITEM
- 26-11222 BOOKS, OFFICIAL RECEIPTS GENERAL
- 26-01622 BOOK BAS SUPPLIERS ADVICE CONTINUATION SHEET
- 26-08622 BOOK REQUIS. FOR EQUIPMENT FOR REPAIR
- 26-08822 BOOK REQUIS. FOR SCHEDULE 7 SUB.
- 26-01422 ORDER BOOKS BAS
- 23-02301 BOOKS AMBULANCE RETURN
- 23-08601 BOOKS, STATEMENT OF ACCOUNT NON-LIABLE PATIENT
- 23-16001 BOOKS, OPERATION THEATRE RECORD
- 23-16701 BOOKS, REPAIR REQUESTS MEDICO TECHNICAL EQUIPMENT AND ELECTRIC APPARATUS
- 23-16901 BOOKS, PATIENT REPORT
- 26-08522 BOOKS, CONDEMNATION AND REPLACEMENT OF INEXPENSIVE EQUIPMENT
- 26-08722 BOOKS, REQUISITION FOR PSYCHOTROPIC MEDICINES (SCHEDULE 5 AND 6)
- 26-10122 BOOKS, OFFICIAL HOSPITAL RECEIPTS
- 26-11522 BOOKS, LOG GOVERNMENT OWNED VEHICLE
- 26-11622 BOOKS, CERTIFICATE OF INDISPOSITION
- 26-08322 BOOK PRESCRIPTION FORM NON-HOSPITAL BASED
- 26-09922 BOOK HOSPITAL COMPUTER RECEIPTS
- 26-10123 BOOK GOODS RECEIPT NOTE BOOK

2.3.3 All deliveries must take place from Monday to Friday between 08h00 and 14h00.

- 2.3.4 In emergency cases, the Department of Health reserves the right to request the successful bidder/s to effect deliveries at any given time including Saturdays, Sundays and public holidays.
- 2.3.5 Random inspection and sampling of items will be conducted upon delivery to verify quantity and compare the item against the contract sample and any other quality accreditation that is prescribed.
- 2.3.6 It is the contractor's responsibility to off load the delivery vehicle.
- 2.3.7 Order details must be presented upon delivery on delivery notes.
- 2.3.8 The following information must appear on the outer packaging of the carton/box:
  - (a) Name of the manufacturer/supplier
  - (b) Description of item
  - (c) Date of manufacture

## **2.4 DELIVERY CONDITIONS**

- 2.4.1 Delivery of products must be made in accordance with the instructions appearing on the official order form.
- 2.4.2 All deliveries or dispatches must be accompanied by a delivery note stating the official order number against the delivery that has been affected.
- 2.4.3 In respect of items awarded to them, contractors must adhere strictly to the delivery periods stipulated by them in their bid document.
- 2.4.4 The instructions appearing on the official order form regarding the supply, dispatch and submission of invoices must be strictly adhered to.
- 2.4.5 All invoices must be submitted in the original.
- 2.4.6 Deliveries not complying with the order form will be returned to the contractor at the contractor's expense.
- 2.4.7 No locally manufactured product may be substituted during the contract period with an imported product, and vice versa, without prior approval of Contract Management at Central Supply Chain Management, Department of Health.

## **2.5 DEPARTMENTAL PROPERTY IN POSSESSION OF A CONTRACTOR**

- 2.5.1 The Department's property supplied to a Contractor for the execution of a contract remains the property of the Department and shall at all times be available for inspection by the Department or its representatives. Any such property in the possession of the Contractor on the completion of the contract shall, at the Contractor's expense, be returned to the Department forthwith.
- 2.5.2 The Contractor shall be responsible at all times for any loss or damages to the Department's property in his possession and, if required, he shall furnish such security for the payment of any such loss or damages as the Department may require.

## **2.6 ENTERING OF HOSPITAL/CLINIC STORES**

- 2.6.1 No representative from a company shall be permitted to enter the hospital/clinic premises, buildings or containers where stores are kept unless he/she is accompanied by the responsible official in charge of stores. Before entering the hospital/clinic premises, buildings or containers where stores are kept, the company representative must in writing, motivate why entry is necessary and written authority must be obtained to enter from the Head of the Institution.

## **2.7 EQUAL BIDS**

- 2.7.1 If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for B-BBEE.

- 2.7.2 If functionality is part of the evaluation process and two or more tenderers score equal total points and equal preference points for B-BBEE, the contract must be awarded to the tenderer that scored the highest points for functionality.
- 2.7.3 If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

## **2.8 FIRM PRICES AND ESCALATIONS**

- 2.8.1 This bid requires that all bid prices offered are firm for the contract period. If a non-firm price is offered, the bidder shall be disqualified for not complying with the conditions of the bid.
- 2.8.2 In respect of rates of exchange, it is mandatory that bidders take forward cover upon award of the contract, for the contract period, with a recognized Financial Institution. Proof of this forward cover must be submitted to the contract management unit upon signing of the contract. Therefore, a price adjustment in respect of a rate of exchange claim will not be considered.

## **2.9 INSPECTION FOR QUALITY**

- 2.9.1 All deliveries to authorised participants will be subjected to a visual examination and scrutiny by the relevant participants, and/or inspection for quality by Provincial Quality Control Laboratories in the Republic of South Africa, and/or inspection for quality by an accredited South African National Accreditation Section (SANAS) testing agency.
- 2.9.2 In the event of products tested, the contractor will bear the cost of any item failing to meet the relevant standard.

## **2.10 INVOICES AND PAYMENTS**

- 2.10.1 All invoices submitted by the Contractor must be Tax Invoices indicating item description, catalogue number, quantity ordered and quantity delivered, unit price, total price, the amount of tax charged and the total invoice amount.
- 2.10.2 A tax invoice shall be in the currency of the republic of South Africa and shall contain the following particulars:
- (a) The name, address and registration number of the supplier;
  - (b) The name and address of the recipient;
  - (c) An individual serialized number and the date upon which the tax invoice is issued;
  - (d) A description of the goods or services supplied;
  - (e) The quantity or volume of the goods or services supplied
  - (f) The value of the supply, the amount of tax charged and the consideration for the supply; or
  - (g) Where the amount of tax charged is calculated by applying the tax fraction to the consideration, the consideration for the supply and either the amount of the tax charged, or a statement that it includes a charge in respect of the tax and the rate at which the tax was charged.
- 2.10.3 A contractor shall be paid by the institution concerned, in accordance with supplies delivered and services rendered.
- 2.10.4 Should a contractor indicate a special discount on his/her account provided payment is made within a certain time, every effort shall be made to take advantage of such discount.
- 2.10.5 Any query concerning the non-payment of accounts must be directed to the institution concerned. The following protocol will apply if accounts are queried:
- (i) Contact must be made with the officer-in-charge of stores;
  - (ii) If there is no response from stores, the finance manager of the institution must be contacted.

## **2.11 IRREGULARITIES**

- 2.11.1 Companies are encouraged to advise the Department of Health timeously of any possible irregularities which might come to their notice in connection with this or other contracts.

## **2.12 PERIOD OF CONTRACT**

- 2.12.1 Three-year contract.

## **2.13 PREFERENCES**

- 2.13.1 Should the Contractor apply for preferences in the submission of his bid, and it is found at a later stage that these applications were incorrect or made under false pretences, the Department may, at its own right:
- i. Recover from the Contractor all costs, losses or damages incurred or sustained by the Department as a result of the award of the Contract; and/or
  - ii. Cancel the contract and claim any damages which the Department may suffer by having to make less favourable arrangements after such cancellation.
  - iii. The Department may impose penalties, however, only if provision therefore is made in the Special Conditions of Bid.

## **2.14 QUALITY CONTROL TESTING OF PRODUCTS**

- 2.14.1 If it is discovered that the product supplied is not in accordance with the specification the following will occur:
- (i) Testing charges will be for the account of the principal contractor;
  - (ii) Possible cancellation of the contract with the principal contractor;
  - (iii) Reporting such negligence by the principal contractor to the provincial and national treasury for listing on the Restricted Suppliers' Database.

## **2.15 RATE OF EXCHANGE**

- 2.15.1 All bids involving imported products must use the rate of exchange that was applicable 14 days prior to the closing date indicated in the bid document. If this day falls on a weekend or public holiday, the next working day must be used.
- 2.15.2 Bidders must submit documentary proof (in the form of a certified copy) from their bank or any recognized legal financial Institution, clearly indicating what the rate of exchange was 14 days prior to the closing date, as mentioned above. Information can be sourced from the internet from a financial Institution website.
- 2.15.3 The Department of Health reserves the right to renegotiate the price should there be a reduction of the price in the market.

## **2.16 RESTRICTION OF BIDDING**

- The Accounting Officer or his/her delegate must:
- a) Notify the supplier and any other person of the intention to restrict it doing business with KZN-DoH by registered mail. The letter of restriction must provide for:
    - ✓ The grounds for restriction;
    - ✓ The period of restriction which must not exceed 10 years;
    - ✓ A period of 14 calendar days for the supplier to provide reasons why the restriction should not be imposed.
  - b) The Accounting Officer his/her delegate:
    - ✓ May regard the intended penalty as not objected to and may impose such penalty on the supplier, should the supplier fail to respond within the 14 days; and
    - ✓ Must assess the reasons provided by the supplier and take the final decision.

- c) If the penalty is imposed, the Accounting Officer must inform National Treasury of the restriction within 7 calendar days and must furnish the following information:
- ✓ The name and address of the entity/ person to be restricted;
  - ✓ The identity number of individuals and the registration number of the entity; and
  - ✓ The period of restriction.
- d) National Treasury will load the details on the Database of Prohibited Vendors.

## **2.17 RIGHTS TO PROCURE OUTSIDE THE CONTRACT**

- 2.17.1 The Department reserves the right to procure goods outside the contract in cases of urgency or emergency or if the quantities are too small to justify delivery costs, or if the goods are obtainable from another organ of State or if the Contractor's point of supply is not situated at or near the place where the goods are required or if the Contractor's goods are not readily available.
- 2.17.2 No provision in a contract shall be deemed to prohibit the obtaining of goods or services from a Department or local authority.

## **2.18 SAMPLES**

- 2.18.1 Samples will not be accepted with the closing of the bid document.
- 2.18.2 A sample meeting will be arranged with selected companies whereby the companies will be invited to forward their samples on a specified date and time.
- 2.18.3 Samples must be made available for the sample meeting, failure to provide a sample will reject their bid offer.
- 2.18.4 Samples shall be supplied by the bidder at his/her own cost/risk. Samples must be packaged as per the specification. Failure to do so will render the bid invalid.
- 2.18.5 The Department reserves the right not to return such samples and to dispose of them at its discretion.
- 2.18.6 Samples must be clearly marked: Item number:
- Name of the Company
  - Bid number
  - Name of the manufacturer/supplier
  - Description of item
  - Date of manufacture
- 2.18.7 The award of this bid will be based on the sample submitted from a manufacturer based on a letter of undertaking, which is compliant to specification. If, during the contract, the awarded supplier wishes to change the item being supplied, the service provider shall apply to the Department in writing, giving reasons why they want to change the product being supplied, which the Department shall consider. This process will be subject to the sample being submitted to the technical committee for evaluation and if in order, to the adjudication committee for approval. This will be done via the contract management unit of the Department. If there is a change in the product being supplied, and no prior approval has been granted, the Department reserves its right to cancel the contract.

**N.B Failure to clearly mark the samples submitted shall result in the samples not being evaluated and eliminated from further consideration.**

## **2.19 STATEMENT OF SUPPLIES AND SERVICES**

- 2.19.1 The contractor shall, monthly, furnish particulars of supplies delivered or services executed. Such information must be submitted to the Department of Health Supply Chain Management, Contract Management as follows:
- (i) Name of institution.
  - (ii) Orders received – order number & catalogue number & quantity delivered.
  - (iii) Price.

2.19.2 Historical value and volume reports may be requested by the Department of Health, Supply Chain Management, during the term of the contract for the following:

**a) SUPPLIER MEASURES**

- Delivery period adherence
- Quality adherence

2.19.3 This information will be submitted at the expense of the contractor.

**2.20 UNSATISFACTORY PERFORMANCE**

2.20.1 Unsatisfactory performance occurs when performance is not in accordance with the contract conditions.

(i) The institution shall warn the contractor by registered/certified mail that action will be taken in accordance with the contract conditions unless the contractor complies with the contract conditions and delivers satisfactory supplies or services within a specified reasonable time (7 days minimum). If the contractor does not perform satisfactorily despite the warning the institution will:

(a) Take necessary action in terms of its delegated powers.

(ii) When correspondence is addressed to the contractor, reference will be made to the contract number/item number/s and an explanation of the complaint.

**2.21 USE OF CONTRACT DOCUMENTS AND INFORMATION INSPECTION**

2.21.1 The Contractor shall not, without the Department'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 Department in connection therewith, to any person other than a person employed by the Contractor 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.

2.21.2 The Contractor shall not, without the Department's prior written consent, make use of any document or information mentioned in GCC clause 2.21.1 except for purposes of performing the contract.

2.21.3 Any document, other than the contract itself mentioned in GCC clause (2.21.1) shall remain the property of the Department and shall be returned (all copies) to the Department on completion of the Contractor's performance under the contract of so required by the Department.

2.21.4 The Contractor shall permit the Department to inspect the Contractor's records relating to the performance of the Contractor and to have them audited by auditors appointed by the Department, if so required by the Department.

**SECTION M: PRICING SCHEDULE**

Name of bidder.....	Bid number: <b>ZNB 5733/2021-H</b>
Closing Time 11:00	Closing Date: <b>10 December 2021</b>

OFFER TO BE VALID FOR **180** DAYS FROM THE CLOSING DATE OF BID.

**ZNB 5733/2021-H: THE APPOINTMENT OF A SERVICE PROVIDER(S) TO SUPPLY AND DELIVER PRINTED MATTER FOR VARIOUS INSTITUTIONS WITHIN THE KWAZULU-NATAL DEPARTMENT OF HEALTH: CONTRACT PERIOD – 3 YEARS**

ZNB 5733/1/2021-H		ANAESTHETIC RECORDS				
Item no.	DESCRIPTION	Packaging Unit	Price per packaging unit Year 1 (incl. VAT)	Price per packaging unit Year 2 (incl. VAT)	Price per packaging unit Year 3 (incl. VAT)	Total Price (incl. VAT) (Price for Year 1 + Year 2+ Year 3)
23-39202	OPERATIVE RECORD	Packets of 250				
23-39203	PERIOPERATIVE ANAESTHETIC RECORD	Packets of 250				
23-39204	ANAESTHETIC CONSENT	Packets of 250				
23-39205	CONTINUATION SHEET	Packets of 250				
			<b>Total price (incl. of taxes)</b>			
			<b>(To be used for evaluation)</b>			

Total Price (inclusive of taxes) in words: .....

**NB.** The Total price is the unit price (as per specification packaging) for year 1 + year 2 + Year 3  
 The total price is the price that will be used to evaluate the bid (Adding all the Total Prices)  
 The annual unit price will be the applicable (contractual) price per year per item.  
 The intention is to award the above items to one (1) service provider; therefore Bidders must quote for all these items, failure to do so will render the bidder disqualified for the above items.

Required by: **KZN DEPARTMENT OF HEALTH**

-At: **VARIOUS INSTITUTIONS**

Brand .....

Delivery period (on order) .....

**Failure to comply with the above shall invalidate the offer received.**

Note: All delivery costs must be included in the bid price, for delivery at prescribed destination.

.....  
 (Signature of Bidder)                      Date                      (Signature of Witness)                      Date

**SECTION M: PRICING SCHEDULE**

Name of bidder.....	Bid number: <b>ZNB 5733/2021-H</b>
Closing Time 11:00	Closing Date: <b>10 December 2021</b>

OFFER TO BE VALID FOR **180** DAYS FROM THE CLOSING DATE OF BID.

**ZNB 5733/2021-H: THE APPOINTMENT OF A SERVICE PROVIDER(S) TO SUPPLY AND DELIVER PRINTED MATTER FOR VARIOUS INSTITUTIONS WITHIN THE KWAZULU-NATAL DEPARTMENT OF HEALTH: CONTRACT PERIOD – 3 YEARS**

Item no.	DESCRIPTION	Packaging Unit	Price per packaging unit Year 1 (incl. VAT)	Price per packaging unit Year 2 (incl. VAT)	Price per packaging unit Year 3 (incl. VAT)
01-01901	CARDS, FILE MOVEMENT CONTROL	100 per pack			
23-02401	BOOKS, ELECTIVE PATIENT TRANSFER REQUISITION	Box of 20			
23-08501	BOOKS, STATEMENTS LIABLE PATIENT	Box of 20			
23-10401	BOOKS, WARD STOCK PLAIN-EQUIPMENT REGISTER	Box of 20			
23-15601	BOOKS, MORTUARY REGISTER	Box of 10			
23-16501	BOOKS, OUT-PATIENT REGISTER	Box of 20			
23-16850	SETS PATIENTS REFERRAL LETTER	Box of 20 packets (Packets of 50 units)			
23-18701	BOOK, CONTROL REGISTER LEVEL 1 AND 2 CONTRACTS	Box of 10			
23-21901	CARD, BLOOD TRANSFUSION THERAPY	Box of 20 packets (packets of 250 units)			
23-26401	OPERATION IDENTIFICATION	Box of 20 packets (packets of 250 units)			
23-27455	CARD, CLINIC/PHARMACY STOCK RECORD	Box of 20 packets (packets of 250 units)			
23-28401	CARDS, X-RAY INDEX	Box of 40 packets (packets of 250 units)			
23-29001	ROAD TO HEALTH BOOKLET WITH UNIQUE IDENTIFIERS	Box of 200			
23-32601	FORMS, DECEASED PATIENT PROPERTY LIST	Box of 20 packets (packets of 100 units)			
23-33902	PADS, HOSPITAL LAUNDRY LIST: THEATRE	Box of 40 pads			
23-42501	FORMS, C.T SCAN	Box of 20 packets (packets of 250 units)			

Item no.	DESCRIPTION	Packaging Unit	Price per packaging unit Year 1 (incl. VAT)	Price per packaging unit Year 2 (incl. VAT)	Price per packaging unit Year 3 (incl. VAT)
23-43303	FORMS, FLUID BALANCE CHART	Box of 40 packets (packets of 250 units)			
23-46319	FORMS, NURSING HISTORY	Box of 20 packets (packets of 250 units)			
23-51250	FORMS, REQUEST FOR E.E.G	Box of 20 packets (packets of 250 units)			
23-55202	SETS, BINDER FOR X-RAY REPORT	Box of 100			
23-59301	ENVELOPES, PATIENT'S PROPERTY	Box of 250			
23-59900	ENVELOPES, MEDICAL PHYSICS DEPARTMENT	Box of 250			
23-06501	BOOKS, REQUISITION FOR WARD STOCK MEDICINES	Box of 20			
23-15801	BOOKS, OPERATION REGISTER	Box of 10			
23-15901	BOOK OPERATION REGISTER CASUALTY	Box of 10			
23-27604	FORM PRESCRIPTION CONTINUATION CARD	Box of 20 packets (packets of 250 units)			
23-47201	COVER PLASTIC WITH PAISELY PATTERN	Buddle of 1500 to a bag			
26-01322	ORDER PAYMENTS BOOKS	Box of 20			
26-01522	SUNDRY PAYMENT BOOKS	Box of 20			
26-08422	BOOKS, CASH REGISTER HANDING OVER	Box of 20			
26-08922	REQUISITION FOR/RETURN OF EQUIPMENT STOCK ITEM	Box of 20			
26-11222	BOOKS, OFFICIAL RECEIPTS GENERAL	Box of 40			
26-01622	BOOK BAS SUPPLIERS ADVICE CONTINUATION SHEE T	Box of 40			
26-08622	BOOK REQUIS. FOR EQUIPMENT FOR REPAIR	Box of 40			
26-08822	BOOK REQUIS. FOR SCHEDULE 7 SUB.	Box of 20			
26-01422	ORDER BOOKS BAS	30 books per box			
23-27380	CARD, BIN RECORD (TALLY)	Cards shrink wrapped per pack			
23-39401	KZN A2 WEEKLY TALLY TABS	Per unit			
23-16503	KZN A4 HC REGISTERS LANDSCAPE	Per unit			

Item no.	DESCRIPTION	Packaging Unit	Price per packaging unit Year 1 (incl. VAT)	Price per packaging unit Year 2 (incl. VAT)	Price per packaging unit Year 3 (incl. VAT)
23-16502	TICK REGISTERS A2 (520 X 297)	Per unit			
23-29054	PAEDIATRIC CLINICAL CHARTS	Per unit			
23-29051	ADULT CLINICAL CHARTS	Per unit			
23-29055	BOOKS, PAEDIATRIC ADMISSION DISCHARGE DEATH REGISTER COVID EDITION 2020	Per unit			
01-02401	FILE COVER GENERAL	Packets of 50			
02-00801	BOOKS, SECURITY NOTE	100 books per box			
02-05701	PADS, FORM STOCK REPLENISHMENT REQUISITION	50 pads per box			
02-06101	PADS, STORES RECEIPT VOUCHER	30 pads per box			
02-07301	BOOK ATTENDANCE REGISTER	50 books per box			
02-07701	BOOK, REGISTER REMITTANCE RECEIVED VIA POST (MONIES)	50 books per box			
19-00001	SETS, BATCH BINDERS	50 sets per box			
21-01801	BOOKS, OCCURRENCE	30 books in a box			
21-03701	FILE COVERS, HOUSING ALLOWANCE	Packets of 25			
21-03704	FILE COVERS, LEAVE PERSONNEL	Packets of 25			
21-03705	FILE COVERS, PERSONAL	Packets of 25			
21-03710	FILE COVERS, PERSONNEL GENERAL	Packets of 25			
21-03790	FILE, WORKMEN'S COMPENSATION	Packets of 25			
21-15001	PADS, TRIP AUTHORIZATION FOR THE USE OF GOVERNMENT OWNED MOTOR VEHICLES	30 pads per box			
23-02301	BOOKS AMBULANCE RETURN	40 books per box			
23-02501	BOOKS, JOB RECORD	50 books per box			
23-03301	BOOKS, OFF DUTY NURSE	30 books per box			
23-041 01	BOOKS, KITBOOK	30 books per box			
23-04501	BOOK RECORD OF BORROWED ARTICLES	100 books per box			

Item no.	DESCRIPTION	Packaging Unit	Price per packaging unit Year 1 (incl. VAT)	Price per packaging unit Year 2 (incl. VAT)	Price per packaging unit Year 3 (incl. VAT)
23-05001	BOOKS, REGISTER OF PSYCHOTROPIC MEDICINES	50 books per box			
23-05101	BOOKS, SCHEDULE 7 SUBSTANCES REGISTER	50 books per box			
23-08601	BOOKS, STATEMENT OF ACCOUNT NON-LIABLE PATIENT	30 books per box			
23-10901	BOOKS, ADMISSION AND DISCHARGE REGISTER	30 books per box			
23-11001	BOOKS, ADMISSION, TRANSFER AND DISCHARGE REGISTER	50 books per box			
23-12201	BOOKS, DEATH NOTIFICATION	50 books per box			
23-14801	BOOKS, MATERNITY CASE RECORD	50 books per box			
23-14901	BOOKS, MATERNITY REGISTER	30 books per box			
23-16001	BOOKS, OPERATION THEATRE RECORD	50 books per box			
23-16401	BOOKS, DAILY CLINIC REGISTER	50 books per box			
23-16701	BOOKS, REPAIR REQUESTS MEDICO TECHNICAL EQUIPMENT AND ELECTRIC APPARATUS	50 books per box			
23-16800	LONG TERM MEDICATION ADMINISTRATION RECORD	250 per packet (30 packets per box)			
23-16901	BOOKS, PATIENT REPORT	30 books per box			
23-17101	BOOKS, PATIENT'S VALUABLES REGISTER	30 books per box			
23-17501	BOOKS, SPECIMEN DELIVERY	50 books per box			
23-20000	CARDS, FAMILY PLANNING	250 per packet to be boxed in A3 boxes			
23-22301	CARDS, CARRIER OUT-PATIENT	250 per packet (10 packets per box)			
23-25601	CARDS, HOLDERS, LABORATORY AND X-RAY REPORTS	250 per packet (10 packets per box)			
23-27320	CARDS BIN (TALLY CARD)	250 per packet(4 packets per box)			
23-27460	CARD, PATIENT SUMMARY	250 per packet			
23-27602	CARDS PRESCRIPTION REPEAT	250 per packet (10 packs per box)			

Item no.	DESCRIPTION	Packaging Unit	Price per packaging unit Year 1 (incl. VAT)	Price per packaging unit Year 2 (incl. VAT)	Price per packaging unit Year 3 (incl. VAT)
23-27608	FOLDERS, OUT-PATIENT RECORD	250 per packet			
23-27609	FORMS, OUT-PATIENT RECORD CONTINUATION SHEET	250 per packet			
23-27610	PADS, ADMISSION FORM: IN PATIENT	50 pads per box			
23-28100	CARDS, TREATMENT AND PRESCRIPTION	250 per packet (30 packets per box)			
23-38704	PADS, IN-PATIENT ADMISSION	30 pads per box			
23-42701	FORMS, CHART OBSERVATION	20 packets of 250			
23-44101	FORMS, DIABETIC URINE CHART	100 per packet (40 packets per box)			
23-45001	FORMS, HISTORY AND PROGRESS NOTES	250 per packet (30 packets per box)			
23-45401	FORMS, RECORD OF NEONATE	250 per packet (30 packets per box)			
23-46333	FORMS, NURSING PROCESS	100 per packet (40 packets per box)			
23-46501	FORMS, PATIENT WARD CHART	250 per packet (30 packets per box)			
23-46802	PADS, CONSENT FOR OPERATION/PROCEDURE	50 pads per box			
23-47001	CARDS OUT-PATIENT RECORD (PATIENT HELD).	250 per packet			
23-47850	PADS, PRESCRIPTION	50 pads per box			
23-42401	FORMS, CASE SHEET WHITE (ENGLISH)	250 per packet			
23-52201	FORMS, SURGICAL APPLIANCE	100 per packet, 50 packets per box			
23-53431	FORMS, PRESCRIPTION AND RECORD SHEET	250 per packet (30 packets per box)			
23-54001	FORMS, ULTRA SOUND REQUEST GENERAL	250 per packet			
23-54002	FORMS, ULTRA SOUND REQUEST GYNAECOLOGY	250 per packet			
23-54601	SETS, X-RAY REQUEST FORM	250 per packet (10 packets per box)			

Item no.	DESCRIPTION	Packaging Unit	Price per packaging unit Year 1 (incl. VAT)	Price per packaging unit Year 2 (incl. VAT)	Price per packaging unit Year 3 (incl. VAT)
23-54801	FORMS, X-RAY REGISTER (LOOSE LEAF)	100 per packet (30 packets per box)			
23-55201	SETS, BINDER FOR X-RAY REPORT	100 sets per box			
23-55601	FILE COVERS, ACCOUNT FOLDER: DEPARTMENT OF HEALTH KWAZULU-NATAL	Packets of 100			
23-56001	FILE COVERS, CASE HISTORY	Packets of 50			
23-56401	FILE COVERS, DEPARTMENT OF HEALTH KZN	Packets of 50			
23-57101	FILE COVERS, NURSES CONFIDENTIAL	Packets of 50			
23-58901	COVERS, RECORD: PROVINCE OF KWAZULU-NATAL	100 per packet (10 packets per box)			
23-61401	CARDS, MORTUARY LABEL	500 per packet			
23-61801	FORMS, X-RAY IDENTIFICATION	500 per packet (10 packets per box)			
26-08122	BOOKS REQUISITION FOR SUPPLIERS	50 books per box			
26-08522	BOOKS, CONDEMNATION AND REPLACEMENT OF INEXPENSIVE EQUIPMENT	30 books per box			
26-08722	BOOKS, REQUISITION FOR PSYCHOTROPIC MEDICINES (SCHEDULE 5 AND 6)	40 books per box			
26-10122	BOOKS, OFFICIAL HOSPITAL RECEIPTS	30 books per box			
26-11522	BOOKS, LOG GOVERNMENT OWNED VEHICLE	50 books per box			
26-11622	BOOKS, CERTIFICATE OF INDISPOSITION	50 books per box			
23-41701	PADS, CASE HISTORY SUMMARY	50 pads per box			
50-0768	EXECUTIVE DIARIES	Unit			
50-0769	DIARIES	Unit			
50-14557	A4 LEAFLETS/PAMPHLETS-HAST	Unit			
50-14556	POSTERS- HAST	Unit			
50-00736	EDUCATIONAL BOOKLETS-HAST	Unit			
50-00748	LABOUR WARD REGISTER-HAST	100 per box			

Item no.	DESCRIPTION	Packaging Unit	Price per packaging unit Year 1 (incl. VAT)	Price per packaging unit Year 2 (incl. VAT)	Price per packaging unit Year 3 (incl. VAT)
50-00747	COMBINED BIRTH REGISTER LABOUR WARD AND POSTNATAL WARD - HAST	100 per box			
50-00749	POSTNATAL WARD REGISTER- HAST	100 per box			
50-02163	EDUCATIONAL FLIPCHARTS- HAST	Unit			
50-01067	CLUBS AND PATIENT CARE CARDS- HAST	20 packs			
50-00737	LEAFLETS/ BOOKLETS WITH ADHERENCE MESSAGES- HAST	Unit			
50-00738	ADHERENCE BOOKLETS- HAST	Unit			
50-00750	PHC/ANC REGISTER-HAST	Unit			
26-08322	BOOK PRESCRIPTION FORM NON-HOSPITAL BASED	10 books per box			
26-09922	BOOK HOSPITAL COMPUTER RECEIPTS	Unit			
26-10123	BOOK GOODS RECEIPT NOTE BOOK	Unit			
50-02677	BOOK, DR-TB ADULT FOLDER	Unit			
50-02676	BOOK, DRUG RESISTANT TB REGISTER	Unit			
50-01022	CARD, A4 PATIENT HAND-HELD CARD	Unit			
50-000746	BOOK, NEW TB CASE IDENTIFICATION REGISTER	Unit			
50-01064	CARD, TB TREATMENT RECORD: (BLUE CARD) GW 20/12	Pack of 200			
50-01065	CARD, PATIENTS TREATMENT CARD (GREEN CARD) GW 20/15	Pack of 200			
50-01066	BOOK, TB PATIENT TRANSFER(REFERRALS) BOOKS GW 20/14	Pack of 100			
50-00733	BOOK, DR-TB PAEDIATRIC FOLDER	Unit			
50-00784	BOOK, MALNUTRITION REGISTER	Box of 10			
50-00734	BOOK, AGL – SOP BOOKLET	Packed and boxed in 50 packs			
50-02163	CHART, AGL FLIP FILE	Packed and boxed in 20 packs			

Item no.	DESCRIPTION	Packaging Unit	Price per packaging unit Year 1 (incl. VAT)	Price per packaging unit Year 2 (incl. VAT)	Price per packaging unit Year 3 (incl. VAT)
50-03116	BOOK, AGL PATIENT ADHERENCE PLAN	Packed and boxed in 100 packs			
50-03117	BOOK, AGL PARTICIPANT TRAINING GUIDELINE	Packed and boxed in 20 packs			
50-03118	BOOK, AGL FACILITATORS GUIDELINE	Packed in 50 per box			
50-03109	BOOK, HIV TESTING SERVICES REGISTER	20 packets (each packet to have 25 registers)			
50-03110	BOOK, HTS INDEX CONTACT TESTING BOOKLET	Box of 17 booklets			
50-03111	FLIPCHART, HTS SCREENING AND CONFIRMATION JOB AIDE	15 per pack in a box			
50-03112	BOOK, MEDICAL MALE CIRCUMCISION REGISTERS	25 in a box			
50-03113	FORM, MMC CLIENT INTAKE FORM: HARD PAPER	3500 in a box			
50-03114	LEAFLET, MMC WOUND CARE LEAFLET	5000 in a box			
50-03115	BOOK, LINKAGE REGISTER	25 in a box			
50-03116	FORM, ADVERSE EVENT CLASSIFICATION	5000 in a box			
50-03117	BOOK, TABLOID PUBLICATION	Unit			
50-03118	CARD, MATERNAL POST-NATAL CARD	100 per pack			
50-02163	CHARTS, INPATIENT SUPPORT PACK	100 per pack			
50-02164	CHARTS, ICU ADMISSION	100 per pack			
50-02165	CHARTS, GC ADMISSION	100 per pack			
50-02166	CHARTS, GC ADMISSION -2°	100 per pack			
50-02167	CHARTS, DAILY ASSESSMENT -ICU	100 per pack			
50-02168	CHARTS, DAILY ASSESSMENT -GC	100 per pack			
50-02169	CHARTS, DAILY ASSESSMENT -GC 2°	100 per pack			
50-02170	CHARTS, DAILY ASSESSMENT -KMC	100 per pack			
50-10235	PADS, DISCHARGE SUMMARY -BASIC	10 pads per pack			

Item no.	DESCRIPTION	Packaging Unit	Price per packaging unit Year 1 (incl. VAT)	Price per packaging unit Year 2 (incl. VAT)	Price per packaging unit Year 3 (incl. VAT)
50-02171	CHARTS, DISCHARGE/TRANSFER SUMMARY -COMP	100 per pack			
50-02172	CHARTS, TELEPHONIC CONSULTATION AND TRANSFER	100 per pack			
50-02173	CHARTS, NEONATAL DEATH SUMMARY	10 pads per pack			
50-10236	PADS, PPIP NEONATAL DEATH/ STILLBIRTH DATA CAPTURE SHEET	10 pads per pack			
50-10237	PADS, NEONATAL PALLIATIVE CARE PLAN	10 pads per pack			
50-10238	PADS, GROWTH CHARTS- PRETERM GIRLS	10 pads per pack			
50-10239	PADS, GROWTH CHARTS- PRETERM BOYS	10 pads per pack			
50-10240	PADS, GROWTH CHARTS- GIRLS	10 pads per pack			
50-10241	PADS, GROWTH CHARTS- BOYS	10 pads per pack			
50-10242	PADS, WEIGHT CHART 600-1450	10 pads per pack			
50-10243	PADS, WEIGHT CHART 1500-2350	10 pads per pack			
50-10244	PADS, WEIGHT CHART - 2400-3250	10 pads per pack			
50-10245	PADS, WEIGHT CHART 3300-4150	10 pads per pack			
50-10246	PADS, WEIGHT CHART 4200-5050	10 pads per pack			
50-10247	PADS, BLOOD GAS	10 pads per pack			
50-10248	PADS, KMC SCORE SHEETS	10 pads per pack			
50-10249	PADS, KMC FOLLOW UP	10 pads per pack			
50-00780	BOOKLET, KMC ORIENTATION	10 pads per pack			
50-00781	BOOKLET, KMC INFORMATION	10 pads per pack			
50-02800	FLYER, KMC FOR SICK AND SMALL BABIES	10 pads per pack			
50-00782	BOOKLET, LODGER ORIENTATION	10 pads per pack			
50-00783	BOOKLET, FAMILY MONITORING	50 booklets per pack			

Item no.	DESCRIPTION	Packaging Unit	Price per packaging unit Year 1 (incl. VAT)	Price per packaging unit Year 2 (incl. VAT)	Price per packaging unit Year 3 (incl. VAT)
50-10250	PADS, SARNAT AND THOMPSON SCORE SHEETS	10 pads per pack			
50-10251	PADS, BLOOD TRANSFUSION OBSERVATIONS	10 pads per pack			
50-02174	CHARTS, NEONATAL ENCEPHALOPATHY CHECKLIST	10 pads per pack			
50-02175	CHARTS, THERAPEUTIC HYPOTHERMIA CHECKLIST	10 pads per pack			
50-02176	CHARTS, NEONATAL FLUID MANAGEMENT CHECKLIST	100 pads per pack			
50-10252	PADS, NEONATAL FEEDING READINESS CHECKLIST	10 pads per pack			
50-10253	PADS, NEONATAL FEEDING TRANSITION CHECKLIST	10 pads per pack			
50-02177	CHARTS, NEONATAL RESPIRATORY MANAGEMENT CHECKLIST	100 per pack			
50-10254	PADS, NEONATAL INFECTIONS CHECKLIST	10 pads per pack			
50-02178	CHARTS, NEONATAL SPECIFIC INFECTIONS CHECKLIST	100 per pack			
50-10255	PADS, NECROTISING ENTEROCOLITIS CHECKLIST	100 per pack			
50-00769	BOOKS, TRACKING REGISTER	20 books per box			
50-00770	BOOKS, NEONATAL ADMISSION DISCHARGE (ADD) REGISTER	20 books per box			
50-00771	BOOKS, MIDNIGHT HEADCOUNT BOOK	20 books per box			
50-00772	BOOKS, STATISTICS REGISTER	20 books per box			
50-00773	BOOKS, MO HANDOVER BOOK	20 books per box			
50-00774	BOOKS, DAILY ALLOCATION BOOK	20 books per box			
50-00775	BOOKS, RESUSCITATION TROLLEY CHECKLIST	20 books per box			
50-00776	BOOKS, TRANSFER REGISTER	50 booklets per pack			
50-00777	BOOKS, MAINTENANCE REGISTER	50 booklets per pack			
50-00778	BOOKS, EQUIPMENT REGISTER	20 books per box			
50-04033	FILE, PAEDIATRIC OUTPATIENT FILE	100 folders per pack			
50-02179	CHARTS, OUTPATIENT RECORD	100 per pack			

Item no.	DESCRIPTION	Packaging Unit	Price per packaging unit Year 1 (incl. VAT)	Price per packaging unit Year 2 (incl. VAT)	Price per packaging unit Year 3 (incl. VAT)
50-10256	PADS, ALLIED SERVICES	10 pads per pack			
50-02180	CHARTS, HIV RECORD	100 per pack			
50-02181	CHARTS, GROWTH-GIRL	100 per pack			
50-02182	CHARTS, GROWTH-BOY	100 per pack			
50-10257	PADS, CHILDREN'S TRIAGE	10 pads per pack			
50-10258	PADS, LONG TERM HEALTH CONDITION-FIRST VISIT	10 pads per pack			
50-10259	PADS, LTHC FOLLOW UP	10 pads per pack			
50-02183	CHARTS, CLINICAL RECORD	100 documents per pack			
50-10260	PADS, PATIENT TRANSFER CHECKLIST	10 pads per pack			
50-10261	PADS, ADMISSION	10 pads per pack			
50-10262	PADS, DISCHARGE	10 pads per pack			
50-02184	CHARTS, CHILD DEATH DATA CAPTURE SHEET	100 per pack			
50-10263	PADS, CONTENTS PAGE	10 pads per pack			
50-10264	PADS, CHILDREN'S COMA SCORE	10 pads per pack			
50-10265	PADS, WOUND ASSESSMENT CHART	10 pads per pack			
50-10266	PADS, CONVULSION MX	10 pads per pack			
50-10267	PADS, HYPOGLYCAEMIC MX CHART	10 pads per pack			
50-10268	PADS, RESPIRATORY MONITORING CHART	10 pads per pack			
50-10269	PADS, PAEDIATRIC OBSERVATION CHART 1-5	10 pads per pack			
50-10270	PADS, PAEDIATRIC OBSERVATION CHART 5-15	10 pads per pack			
50-10271	PADS, PAEDIATRIC OBSERVATION CHART <1	10 pads per pack			
50-02185	CHARTS, PRESCRIPTION CHART & DOCTORS ORDERS	100 per pack			
50-10272	PADS, SAM PRESCRIPTION	10 pads per pack			
50-10273	PADS, INTAKE OUTPUT CHART FOR- ORALS	10 pads per pack			
50-10274	PADS, INTAKE OUTPUT CHART – IV & ORALS	10 pads per pack			
50-02175	PADS, PAEDIATRIC ASSESSMENT	10 pads per pack			

Item no.	DESCRIPTION	Packaging Unit	Price per packaging unit Year 1 (incl. VAT)	Price per packaging unit Year 2 (incl. VAT)	Price per packaging unit Year 3 (incl. VAT)
50-10276	PADS, NURSING ASSESSMENT AND CARE	10 pads per pack			
50-02186	CHARTS, NURSING CARE PLAN	100 per pack			
50-10277	PADS, NURSING RECORD	10 pads per pack			
50-10278	PADS, NURSING RECORD-CONTINUATION	10 pads per pack			
50-10279	PADS,FORMAL COUNSELLING SHEET	10 pads per pack			
50-10280	PADS, HEALTH EDUCATION RECORD	10 pads per pack			
50-10281	PADS, PAEDIATRIC CARE DISCHARGE PLAN	10 pads per pack			
50-10282	PADS, LETTER IN SUPPORT GRANT	10 pads per pack			
50-10283	PADS, SPECIAL CARE PLAN FOR CHILD WITH LIFE THREATENING CONDITION	10 pads per pack			
50-02187	CHARTS, ADVANCED CARE PLAN-LIFE LIMITING CONDITION	100 per pack			
50-10284	PADS, DOCUMENT BRAIN DEATH	10 pads per pack			
50-10285	PADS, ASSESSING TOTAL BURNT AREA	10 pads per pack			
50-10286	PADS, COMMUNITY CHILD HEALTH SCREENING 2MTH-5 YEARS-ENG	10 pads per pack			
50-10287	PADS, COMMUNITY CHILD HEALTH SCREENING 2MTH-5 EARS-ISIZULU	10 pads per pack			
50-10288	PADS, CLINICAL MANAGEMENT –CHILD 6-10 YEARS	10 pads per pack			
50-10289	PADS, SICK AND WELL CHILD VISIT 2-5 YEARS	10 pads per pack			
50-10290	PADS, SICK AND WELLINFANT VISIT BIRTH-2 MONTHS	10 pads per pack			
50-10291	PADS, LONG TERM HEALTH CONDITION-BASELINE VISIT	10 pads per pack			
50-10292	PADS, LONG TERM HEALTH CONDITION-FOLLOW UP	10 pads per pack			
50-00779	BOOK, EMTCT TRACKING TOOL	100 per box			
50-14557	POSTER, BAROMETER	Packed in 100			

**NB. The Total price is the unit price (as per specification packaging) for year 1 + year 2 + Year 3  
The Total price is the price that will be used to evaluate the bid.  
The annual unit price will be the applicable (contractual) price per year per item.**

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Required by: KZN DEPARTMENT OF HEALTH

-At: **VARIOUS INSTITUTIONS**

Brand .....

Delivery period (on order) .....

**Failure to comply with the above shall invalidate the offer received.**

Note: All delivery costs must be included in the bid price, for delivery at prescribed destination.

.....  
(Signature of Bidder)

.....  
Date

.....  
(Signature of Witness)

.....  
Date

**SECTION N: SPECIFICATION**

No	Catalogue		DESCRIPTION
1.	01-01901	100 per pack	CARDS, FILE MOVEMENT CONTROL
2.	23-02401	Box of 20	BOOKS, ELECTIVE PATIENT TRANSFER REQUISITION
3.	23-08501	Box of 20	BOOKS, STATEMENTS LIABLE PATIENT
4.	23-10401	Box of 20	BOOKS, WARD STOCK PLAIN-EQUIPMENT REGISTER
5.	23-15601	Box of 10	BOOKS, MORTUARY REGISTER
6.	23-16501	Box of 20	BOOKS, OUT-PATIENT REGISTER
7.	23-16850	Box of 20 packets (Packets of 50 units)	SETS PATIENTS REFERRAL LETTER
8.	23-18701	Box of 10	BOOK, CONTROL REGISTER LEVEL 1 AND 2 CONTRACTS
9.	23-21901	Box of 20 packets(packets of 250 units)	CARD, BLOOD TRANSFUSION THERAPY
10.	23-26401	Box of 20 packets (packets of 250 units)	OPERATION IDENTIFICATION
11.	23-27455	Box of 20 packets (packets of 250 units)	CARD, CLINIC/PHARMACY STOCK RECORD
12.	23-28401	Box of 40 packets (packets of 250 units)	CARDS, X-RAY INDEX
13.	23-29001	Box of 200	ROAD TO HEALTH BOOKLET WITH UNIQUE IDENTIFIERS
14.	23-32601	Box of 20 packets (packets of 100 units)	FORMS, DECEASED PATIENT PROPERTY LIST
15.	23-33902	Box of 40 pads	PADS, HOSPITAL LAUNDRY LIST: THEATRE
16.	23-42501	Box of 20 packets (packets of 250 units)	FORMS, C.T SCAN
17.	23-43303	Box of 40 packets (packets of 250 units)	FORMS, FLUID BALANCE CHART
18.	23-46319	Box of 20 packets (packets of 250 units)	FORMS, NURSING HISTORY
19.	23-51250	Box of 20 packets (packets of 250 units)	FORMS, REQUEST FOR E.E.G
20.	23-55202	Box of 100	SETS, BINDER FOR X-RAY REPORT
21.	23-59301	Box of 250	ENVELOPES, PATIENT'S PROPERTY
22.	23-59900	Box of 250	ENVELOPES, MEDICAL PHYSICS DEPARTMENT
23.	23-06501	Box of 20	BOOKS, REQUISITION FOR WARD STOCK MEDICINES
24.	23-15801	Box of 10	BOOKS, OPERATION REGISTER
25.	23-15901	Box of 10	BOOK OPERATION REGISTER CASUALTY
26.	23-27604	Box of 20 packets (packets of 250 units)	FORM PRESCRIPTION CONTINUATION CARD
27.	23-47201	Buddle of 1500 to a bag	COVER PLASTIC WITH PAISELY PATTERN

28.	26-01322	Box of 20	ORDER PAYMENTS BOOKS
29.	26-01522	Box of 20	SUNDRY PAYMENT BOOKS
30.	26-08422	Box of 20	BOOKS, CASH REGISTER HANDING OVER
31.	26-08922	Box of 20	REQUISITION FOR/RETURN OF EQUIPMENT STOCK ITEM
32.	26-11222	Box of 40	BOOKS, OFFICIAL RECEIPTS GENERAL
33.	26-01622	Box of 40	BOOK BAS SUPPLIERS ADVICE CONTINUATION SHEET
34.	26-08622	Box of 40	BOOK REQUIS. FOR EQUIPMENT FOR REPAIR
35.	26-08822	Box of 20	BOOK REQUIS. FOR SCHEDULE 7 SUB.
36.	26-01422	30 books per box	ORDER BOOKS BAS
37.	23-27380	Cards shrink wrapped per pack	CARD, BIN RECORD (TALLY)
38.	23-39401	Per unit	KZN A2 WEEKLY TALLY TABS
39.	23-16503	Per unit	KZN A4 HC REGISTERS LANDSCAPE
40.	23-16502	Per unit	TICK REGISTERS A2 (520 X 297)
41.	23-29054	Per unit	PAEDIATRIC CLINICAL CHARTS
42.	23-29051	Per unit	ADULT CLINICAL CHARTS
43.	23-29055	Per unit	BOOKS, PAEDIATRIC ADMISSION DISCHARGE DEATH REGISTER COVID EDITION 2020
44.	01-02401	Packets of 50	FILE COVER GENERAL
45.	02-00801	100 books per box	BOOKS, SECURITY NOTE
46.	02-05701	50 pads per box	PADS, FORM STOCK REPLENISHMENT REQUISITION
47.	02-06101	30 pads per box	PADS, STORES RECEIPT VOUCHER
48.	02-07301	50 books per box	BOOK ATTENDANCE REGISTER
49.	02-07701	50 books per box	BOOK, REGISTER REMITANCE RECEIVED VIA POST (MONIES)
50.	19-00001	50 sets per box	SETS, BATCH BINDERS
51.	21-01801	30 books in a box	BOOKS, OCCURRENCE
52.	21-03701	Packets of 25	FILE COVERS, HOUSING ALLOWANCE
53.	21-03704	Packets of 25	FILE COVERS, LEAVE PERSONNEL
54.	21-03705	Packets of 25	FILE COVERS, PERSONAL
55.	21-03710	Packets of 25	FILE COVERS, PERSONNEL GENERAL
56.	21-03790	Packets of 25	FILE, WORKMEN'S COMPENSATION

57.	21-15001	30 pads per box	PADS, TRIP AUTHORIZATION FOR THE USE OF GOVERNMENT OWNED MOTOR VEHICLES
58.	23-02301	40 books per box	BOOKS AMBULANCE RETURN
59.	23-02501	50 books per box	BOOKS, JOB RECORD
60.	23-03301	30 books per box	BOOKS, OFF DUTY NURSE
61.	23-041 01	30 books per box	BOOKS, KITBOOK
62.	23-04501	100 books per box	BOOK RECORD OF BORROWED ARTICLES
63.	23-05001	50 books per box	BOOKS, REGISTER OF PSYCHOTROPIC MEDICINES
64.	23-05101	50 books per box	BOOKS, SCHEDULE 7 SUBSTANCES REGISTER
65.	23-08601	30 books per box	BOOKS, STATEMENT OF ACCOUNT NON-LIABLE PATIENT
66.	23-10901	30 books per box	BOOKS, ADMISSION AND DISCHARGE REGISTER
67.	23-11001	50 books per box	BOOKS, ADMISSION, TRANSFER AND DISCHARGE REGISTER
68.	23-12201	50 books per box	BOOKS, DEATH NOTIFICATION
69.	23-14801	50 books per box	BOOKS, MATERNITY CASE RECORD
70.	23-14901	30 books per box	BOOKS, MATERNITY REGISTER
71.	23-16001	50 books per box	BOOKS, OPERATION THEATRE RECORD
72.	23-16401	50 books per box	BOOKS, DAILY CLINIC REGISTER
73.	23-16701	50 books per box	BOOKS, REPAIR REQUESTS MEDICO TECHNICAL EQUIPMENT AND ELECTRIC APPARATUS
74.	23-16800	250 per packet (30 packets per box)	LONG TERM MEDICATION ADMINISTRATION RECORD
75.	23-16901	30 books per box	BOOKS, PATIENT REPORT
76.	23-17101	30 books per box	BOOKS, PATIENT'S VALUABLES REGISTER
77.	23-17501	50 books per box	BOOKS, SPECIMEN DELIVERY
78.	23-20000	250 per packet to be boxed in A3 boxes	CARDS, FAMILY PLANNING
79.	23-22301	250 per packet (10 packets per box)	CARDS, CARRIER OUT-PATIENT
80.	23-25601	250 per packet (10 packets per box)	CARDS, HOLDERS, LABORATORY AND X-RAY REPORTS
81.	23-27320	250 per packet(4 packets per box)	CARDS BIN (TALLY CARD)
82.	23-27460	250 per packet	CARD, PATIENT SUMMARY
83.	23-27602	250 per packet (10 packs per box)	CARDS PRESCRIPTION REPEAT

84.	23-27608	250 per packet	FOLDERS, OUT-PATIENT RECORD
85.	23-27609	250 per packet	FORMS, OUT-PATIENT RECORD CONTINUATION SHEET
86.	23-27610	50 pads per box	PADS, ADMISSION FORM: IN PATIENT
87.	23-28100	250 per packet (30 packets per box)	CARDS, TREATMENT AND PRESCRIPTION
88.	23-38704	30 pads per box	PADS, IN-PATIENT ADMISSION
89.	23-42701	20 packets of 250	FORMS, CHART OBSERVATION
90.	23-44101	100 per packet (40 packets per box)	FORMS, DIABETIC URINE CHART
91.	23-45001	250 per packet (30 packets per box)	FORMS, HISTORY AND PROGRESS NOTES
92.	23-45401	250 per packet (30 packets per box)	FORMS, RECORD OF NEONATE
93.	23-46333	100 per packet (40 packets per box)	FORMS, NURSING PROCESS
94.	23-46501	250 per packet (30 packets per box)	FORMS, PATIENT WARD CHART
95.	23-46802	50 pads per box	PADS, CONSENT FOR OPERATION/PROCEDURE
96.	23-47001	250 per packet	CARDS OUT-PATIENT RECORD (PATIENT HELD)
97.	23-47850	50 pads per box	PADS, PRESCRIPTION
98.	23-42401	250 per packet	FORMS, CASE SHEET WHITE (ENGLISH)
99.	23-52201	100 per packet, 50 packets per box	FORMS, SURGICAL APPLIANCE
100	23-53431	250 per packet (30 packets per box)	FORMS, PRESCRIPTION AND RECORD SHEET
101	23-54001	250 per packet	FORMS, ULTRA SOUND REQUEST GENERAL
102	23-54002	250 per packet	FORMS, ULTRA SOUND REQUEST GYNAECOLOGY
103	23-54601	250 per packet (10 packets per box)	SETS, X-RAY REQUEST FORM
104	23-54801	100 per packet (30 packets per box)	FORMS, X-RAY REGISTER (LOOSE LEAF)
105	23-55201	100 sets per box	SETS, BINDER FOR X-RAY REPORT
106	23-55601	Packets of 100	FILE COVERS, ACCOUNT FOLDER: DEPARTMENT OF HEALTH KWAZULU-NATAL
107	23-56001	Packets of 50	FILE COVERS, CASE HISTORY
108	23-56401	Packets of 50	FILE COVERS, DEPARTMENT OF HEALTH KZN
109	23-57101	Packets of 50	FILE COVERS, NURSES CONFIDENTIAL
110	23-58901	100 per packet (10 packets per box)	COVERS, RECORD: PROVINCE OF KWAZULU-NATAL
111	23-61401	500 per packet	CARDS, MORTUARY LABEL
112	23-61801	500 per packet (10 packets per box)	FORMS, X-RAY IDENTIFICATION

113	26-08122	50 books per box	BOOKS REQUISITION FOR SUPPLIERS
114	26-08522	30 books per box	BOOKS, CONDEMNATION AND REPLACEMENT OF INEXPENSIVE EQUIPMENT
115	26-08722	40 books per box	BOOKS, REQUISITION FOR PHSYCHOTROPIC MEDICINES (SCHEDULE 5 AND 6)
116	26-10122	30 books per box	BOOKS, OFFICIAL HOSPITAL RECEIPTS
117	26-11522	50 books per box	BOOKS, LOG GOVERNMENT OWNED VEHICLE
118	26-11622	50 books per box	BOOKS, CERTIFICATE OF INDISPOSITION
119	23-41701	50 pads per box	PADS, CASE HISTORY SUMMARY
120	50-0768	Unit	EXECUTIVE DIARIES
121	50-0769	Unit	DIARIES
122	50-14557	Unit	A4 LEAFLETS/PAMPHLETS- <b>HAST</b>
123	50-14556	Unit	POSTERS- <b>HAST</b>
124	50-00736	Unit	EDUCATIONAL BOOKLETS- <b>HAST</b>
125	50-00748	100 per box	LABOUR WARD REGISTER- <b>HAST</b>
126	50-00747	100 per box	COMBINED BIRTH REGISTER LABOUR WARD AND POSTNATAL WARD - <b>HAST</b>
127	50-00749	100 per box	POSTNATAL WARD REGISTER- <b>HAST</b>
128	50-02163	Unit	EDUCATIONAL FLIPCHARTS- <b>HAST</b>
129	50-01067	20 packs	CLUBS AND PATIENT CARE CARDS- <b>HAST</b>
130	50-00737	Unit	LEAFLETS/ BOOKLETS WITH ADHERENCE MESSAGES- <b>HAST</b>
131	50-00738	Unit	ADHERENCE BOOKLETS- <b>HAST</b>
132	23-39202	Packets of 250	OPERATIVE RECORD
133	23-39203	Packets of 250	PERIOPERATIVE ANAESTHETIC RECORD
134	23-39204	Packets of 250	ANAESTHETIC CONSENT
135	23-39205	Packets of 250	CONTINUATION SHEET
136	50-00750	Unit	PHC/ANC REGISTER- <b>HAST</b>
137	26-08322	10 books per box	BOOK PRESCRIPTION FORM NON-HOSPITAL BASED
138	26-09922	Unit	BOOK HOSPITAL COMPUTER RECEIPTS
139	26-10123	Unit	BOOK GOODS RECEIPT NOTE BOOK

140	50-02677	Unit	BOOK, DR-TB ADULT FOLDER
141	50-02676	Unit	BOOK, DRUG RESISTANT TB REGISTER
142	50-01022	Unit	CARD, A4 PATIENT HAND-HELD CARD
143	50-000746	Unit	BOOK, NEW TB CASE IDENTIFICATION REGISTER
144	50-01064	Pack of 200	CARD, TB TREATMENT RECORD: (BLUE CARD) GW 20/12
145	50-01065	Pack of 200	CARD, PATIENTS TREATMENT CARD (GREEN CARD) GW 20/15
146	50-01066	Pack of 100	BOOK, TB PATIENT TRANSFER(REFERRALS) BOOKS GW 20/14
147	50-00733	Unit	BOOK, DR-TB PAEDIATRIC FOLDER
148	50-00784	Box of 10	BOOK, MALNUTRITION REGISTER
149	50-00734	Packed and boxed in 50 packs	BOOK, AGL – SOP BOOKLET
150	50-02163	Packed and boxed in 20 packs	CHART, AGL FLIP FILE
151	50-03116	Packed and boxed in 100 packs	BOOK, AGL PATIENT ADHERENCE PLAN
152	50-03117	Packed and boxed in 20 packs	BOOK, AGL PARTICIPANT TRAINING GUIDELINE
153	50-03118	Packed in 50 per box	BOOK, AGL FACILITATORS GUIDELINE
154	50-03109	20 packets (each packet to have 25 registers)	BOOK, HIV TESTING SERVICES REGISTER
155	50-03110	Box of 17 booklets	BOOK, HTS INDEX CONTACT TESTING BOOKLET
156	50-03111	15 per pack in a box	FLIPCHART, HTS SCREENING AND CONFIRMATION JOB AIDE
157	50-03112	25 in a box	BOOK, MEDICAL MALE CIRCUMCISION REGISTERS
158	50-03113	3500 in a box	FORM, MMC CLIENT INTAKE FORM: HARD PAPER
159	50-03114	5000 in a box	LEAFLET, MMC WOUND CARE LEAFLET
160	50-03115	25 in a box	BOOK, LINKAGE REGISTER
161	50-03116	5000 in a box	FORM, ADVERSE EVENT CLASSIFICATION
162	50-03117	Unit	BOOK, TABLOID PUBLICATION
163	50-03118	100 per pack	CARD, MATERNAL POST- NATAL CARD
164	50-02163	100 per pack	CHARTS, INPATIENT SUPPORT PACK
165	50-02164	100 per pack	CHARTS, ICU ADMISSION
166	50-02165	100 per pack	CHARTS, GC ADMISSION
167	50-02166	100 per pack	CHARTS, GC ADMISSION -2°

168	50-02167	100 per pack	CHARTS, DAILY ASSESSMENT -ICU
169	50-02168	100 per pack	CHARTS, DAILY ASSESSMENT -GC
170	50-02169	100 per pack	CHARTS, DAILY ASSESSMENT –GC 2°
171	50-02170	100 per pack	CHARTS, DAILY ASSESSMENT -KMC
172	50-10235	10 pads per pack	PADS, DISCHARGE SUMMARY -BASIC
173	50-02171	100 per pack	CHARTS, DISCHARGE/TRANSFER SUMMARY -COMP
174	50-02172	100 per pack	CHARTS, TELEPHONIC CONSULTATION AND TRANSFER
175	50-02173	10 pads per pack	CHARTS, NEONATAL DEATH SUMMARY
176	50-10236	10 pads per pack	PADS, PPIP NEONATAL DEATH/ STILLBIRTH DATA CAPTURE SHEET
177	50-10237	10 pads per pack	PADS, NEONATAL PALLIATIVE CARE PLAN
178	50-10238	10 pads per pack	PADS, GROWTH CHARTS-PRETERM GIRLS
179	50-10239	10 pads per pack	PADS, GROWTH CHARTS-PRETERM BOYS
180	50-10240	10 pads per pack	PADS, GROWTH CHARTS-GIRLS
181	50-10241	10 pads per pack	PADS, GROWTH CHARTS-BOYS
182	50-10242	10 pads per pack	PADS, WEIGHT CHART 600-1450
183	50-10243	10 pads per pack	PADS, WEIGHT CHART 1500-2350
184	50-10244	10 pads per pack	PADS, WEIGHT CHART -2400-3250
185	50-10245	10 pads per pack	PADS, WEIGHT CHART 3300-4150
186	50-10246	10 pads per pack	PADS, WEIGHT CHART 4200-5050
187	50-10247	10 pads per pack	PADS, BLOOD GAS
188	50-10248	10 pads per pack	PADS, KMC SCORE SHEETS
189	50-10249	10 pads per pack	PADS, KMC FOLLOW UP
190	50-00780	10 pads per pack	BOOKLET, KMC ORIENTATION
191	50-00781	10 pads per pack	BOOKLET, KMC INFORMATION
192	50-02800	10 pads per pack	FLYER, KMC FOR SICK AND SMALL BABIES
193	50-00782	10 pads per pack	BOOKLET, LODGER ORIENTATION
194	50-00783	50 booklets per pack	BOOKLET, FAMILY MONITORING
195	50-10250	10 pads per pack	PADS, SARNAT AND THOMPSON SCORE SHEETS
196	50-10251	10 pads per pack	PADS, BLOOD TRANSFUSION OBSERVATIONS

197	50-02174	10 pads per pack	CHARTS, NEONATAL ENCEPHALOPATHY CHECKLIST
198	50-02175	10 pads per pack	CHARTS, THERAPEUTIC HYPOTHERMIA CHECKLIST
199	50-02176	100 pads per pack	CHARTS, NEONATAL FLUID MANAGEMENT CHECKLIST
200	50-10252	10 pads per pack	PADS, NEONATAL FEEDING READINESS CHECKLIST
201	50-10253	10 pads per pack	PADS, NEONATAL FEEDING TRANSITION CHECKLIST
202	50-02177	100 per pack	CHARTS, NEONATAL RESPIRATORY MANAGEMENT CHECKLIST
203	50-10254	10 pads per pack	PADS, NEONATAL INFECTIONS CHECKLIST
204	50-02178	100 per pack	CHARTS, NEONATAL SPECIFIC INFECTIONS CHECKLIST
205	50-10255	100 per pack	PADS, NECROTISING ENTEROCOLITIS CHECKLIST
206	50-00769	20 books per box	BOOKS, TRACKING REGISTER
207	50-00770	20 books per box	BOOKS, NEONATAL ADMISSION DISCHARGE (ADD) REGISTER
208	50-00771	20 books per box	BOOKS, MIDNIGHT HEADCOUNT BOOK
209	50-00772	20 books per box	BOOKS, STATISTICS REGISTER
210	50-00773	20 books per box	BOOKS, MO HANDOVER BOOK
211	50-00774	20 books per box	BOOKS, DAILY ALLOCATION BOOK
212	50-00775	20 books per box	BOOKS, RESUSCITATION TROLLEY CHECKLIST
213	50-00776	50 booklets per pack	BOOKS, TRANSFER REGISTER
214	50-00777	50 booklets per pack	BOOKS, MAINTENANCE REGISTER
215	50-00778	20 books per box	BOOKS, EQUIPMENT REGISTER
216	50-04033	100 folders per pack	FILE, PAEDIATRIC OUTPATIENT FILE
217	50-02179	100 per pack	CHARTS, OUTPATIENT RECORD
218	50-10256	10 pads per pack	PADS, ALLIED SERVICES
219	50-02180	100 per pack	CHARTS, HIV RECORD
220	50-02181	100 per pack	CHARTS, GROWTH-GIRL
221	50-02182	100 per pack	CHARTS, GROWTH-BOY:
222	50-10257	10 pads per pack	PADS, CHILDREN'S TRIAGE
223	50-10258	10 pads per pack	PADS, LONG TERM HEALTH CONDITION-FIRST VISIT
224	50-10259	10 pads per pack	PADS, LTHC FOLLOW UP
225	50-02183	100 documents per pack	CHARTS, CLINICAL RECORD
226	50-10260	10 pads per pack	PADS, PATIENT TRANSFER CHECKLIST

227	50-10261	10 pads per pack	PADS, ADMISSION
228	50-10262	10 pads per pack	PADS, DISCHARGE
229	50-02184	100 per pack	CHARTS, CHILD DEATH DATA CAPTURE SHEET
230	50-10263	10 pads per pack	PADS, CONTENTS PAGE
231	50-10264	10 pads per pack	PADS, CHILDREN'S COMA SCORE
232	50-10265	10 pads per pack	PADS, WOUND ASSESSMENT CHART
233	50-10266	10 pads per pack	PADS, CONVULSION MX
234	50-10267	10 pads per pack	PADS, HYPOGLYCAEMIC MX CHART
235	50-10268	10 pads per pack	PADS, RESPIRATORY MONITORING CHART
236	50-10269	10 pads per pack	PADS, PAEDIATRIC OBSERVATION CHART 1-5
237	50-10270	10 pads per pack	PADS, PAEDIATRIC OBSERVATION CHART 5-15
238	50-10271	10 pads per pack	PADS, PAEDIATRIC OBSERVATION CHART <1
239	50-02185	100 per pack	CHARTS, PRESCRIPTION CHART & DOCTORS ORDERS
240	50-10272	10 pads per pack	PADS, SAM PRESCRIPTION
241	50-10273	10 pads per pack	PADS, INTAKE OUTPUT CHART FOR- ORALS
242	50-10274	10 pads per pack	PADS, INTAKE OUTPUT CHART – IV & ORALS
243	50-02175	10 pads per pack	PADS, PAEDIATRIC ASSESSMENT
244	50-10276	10 pads per pack	PADS, NURSING ASSESSMENT AND CARE
245	50-02186	100 per pack	CHARTS, NURSING CARE PLAN
246	50-10277	10 pads per pack	PADS, NURSING RECORD
247	50-10278	10 pads per pack	PADS, NURSING RECORD-CONTINUATION
248	50-10279	10 pads per pack	PADS, FORMAL COUNSELLING SHEET
249	50-10280	10 pads per pack	PADS, HEALTH EDUCATION RECORD
250	50-10281	10 pads per pack	PADS, PAEDIATRIC CARE DISCHARGE PLAN
251	50-10282	10 pads per pack	PADS, LETTER IN SUPPORT GRANT
252	50-10283	10 pads per pack	PADS, SPECIAL CARE PLAN FOR CHILD WITH LIFE THREATENING CONDITION
253	50-02187	100 per pack	CHARTS, ADVANCED CARE PLAN-LIFE LIMITING CONDITION
254	50-10284	10 pads per pack	PADS, DOCUMENT BRAIN DEATH
255	50-10285	10 pads per pack	PADS, ASSESSING TOTAL BURNT AREA
256	50-10286	10 pads per pack	PADS, COMMUNITY CHILD HEALTH SCREENING 2MTH-5 YEARS-ENG

257	50-10287	10 pads per pack	PADS, COMMUNITY CHILD HEALTH SCREENING 2MTH-5 EARS-ISIZULU
258	50-10288	10 pads per pack	PADS, CLINICAL MANAGEMENT –CHILD 6-10 YEARS
259	50-10289	10 pads per pack	PADS, SICK AND WELL CHILD VISIT 2-5 YEARS
260	50-10290	10 pads per pack	PADS, SICK AND WELLINFANT VISIT BIRTH-2 MONTHS
261	50-10291	10 pads per pack	PADS, LONG TERM HEALTH CONDITION-BASELINE VISIT
262	50-10292	10 pads per pack	PADS, LONG TERM HEALTH CONDITION-FOLLOW UP
263	50-00779	100 per box	BOOK, EMTCT TRACKING TOOL
264	50-14557	Packed in 100	POSTER, BAROMETER

## SPECIFICATION

**ZNB 5733/2021 -H: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO SUPPLY AND DELIVER PRINTED MATTER FOR VARIOUS INSTITUTIONS WITHIN THE KWAZULU-NATAL DEPARTMENT OF HEALTH: CONTRACT PERIOD – 3 YEARS**

ITEM NO.	DESCRIPTION
1. 01-01901	<p><b>CARDS, FILE MOVEMENT CONTROL</b></p> <p>Printed both sides in black ink.</p> <p><b>Size :</b> 297 MM x 210 MM  <b>Board:</b> Eltora Litho 200 GSM  <b>Band 100</b>                      Scored 220 mm and 444 mm from left hand edge not folded</p> <p>To be shrink wrapped in  <b>Packaging Unit:</b> 100 per pack.</p>
ITEM NO.	DESCRIPTION
2. 23-02401	<p><b>BOOKS, ELECTIVE PATIENT TRANSFER REQUISITION</b></p> <p>50 sets of 3 leaves printed one side only in black ink each book, 150 leaves per book</p> <p><b>Size:</b> 247 mm x 210 mm  <b>Original:</b> Yellow NCR paper CB – perforated  <b>Duplicate:</b> White NCR paper CFB – perforated  <b>Triplicate:</b> Green NCR paper CF – Firm  <b>Covers:</b> Similar or equal to Buff Tokai 200 GSM  <b>Back Cover Size:</b> 297 mm x 430 mm, Score and fold 2 to form a backing board, wire stabbed 3 in the 13 mm binding margin, labelled or printed to show contents and Cat. No.</p> <p>All Items to be boxed</p> <p><b>Packaging Unit:</b> Box of 20</p>
ITEM NO.	DESCRIPTION
3. 23-08501	<p><b>BOOKS, STATEMENTS LIABLE PATIENT</b></p> <p>50 sets of 5 leaves printed one side only as per specimen, each book.(original will be supplied with order)</p> <p><b>Size:</b> 297 mm x 210 mm</p> <p><b>Original:</b> White NCR CB printed in black ink, perforated  <b>Duplicate:</b> White NCR CFB printed in red ink, perforated  <b>Triplicate:</b> White NCR CFB Printed in Blue Ink, Perforated  <b>Quadruplicate:</b> Pink NCR CFB printed in black ink perforated (<b>mill tinted</b>)  <b>Quadruplicate:</b> Yellow NCR CF printed in black ink, firm (<b>mill tinted</b>)</p> <p><b>Covers:</b> Buff Tokai 200 GSM (mill tinted)  <b>Back Covers: Size:</b> 210 mm x 594 mm scored 2 to form a writing shield <b>1225</b> micron chipboard size: 297 mm x 210 mm pasted onto Buff Tokai</p> <p><b>Front Cover:</b> Size: 297 mm x 210 mm. instructions printed on inside front cover labelled/ printed to show contents, Cat. No. and serial numbering each book, wire stapled 4 in the 22 mm binding margin.</p> <p>Pack And Label: (Cat. No. on all labels and boxes)                      All items to be boxed</p> <p><b>Packaging Unit:</b> Box of 20</p>

ITEM NO.	DESCRIPTION
4. 23-10401	<p><b>BOOKS, WARD STOCK PLAIN- EQUIPMENT REGISTER</b></p> <p>10 sections of small leaves and 6 large leaves printed both sides in black ink , each book , 180 leaves per book</p> <p><b>Size:</b> Small leaves: 297mm x 310mm Large leaves: 297mm x 420mm</p> <p><b>Paper:</b> White 70 GSM pages interleaved as follows: 2 small leaves 1 large leaf throughout the book.</p> <p><b>COVERS:</b> 1225 microns chipboard. Perfect bound. Spine covered with 100mm wide black miradur.</p> <p><b>Front Cover: Size:</b> 120mm x 150mm, white 70 GSM paper, printed in black ink as per specimen and pasted onto outside front cover.</p> <p>All items to be boxed</p> <p><b>Packaging Unit:</b> Box of 20</p>
ITEM NO.	DESCRIPTION
5. 23-15601	<p><b>BOOKS, MORTUARY REGISTER</b></p> <p>200 leaves printed both sides in black ink, each book. ( 400 pages)</p> <p><b>Size:</b> 297mm x 210mm</p> <p><b>Paper:</b> 'sky' 70 GMS (mill tinted)</p> <p><b>Covers:</b> 1825 micros chipboard, thread sewn in sections. Bound with front and back end papers full bound with red miradur.</p> <p><b>Front Cover:</b> instructions printed in black ink and pasted onto the front end paper.</p> <p>Labelled/printed to show contents and cat. Imprint No: i.e. CPS Cat. No. / latest o/n / date / your reference</p> <p>All items to be boxed</p> <p><b>Packaging Unit:</b> Box of 10</p>
ITEM NO.	DESCRIPTION
6. 23-16501	<p><b>BOOKS, OUT-PATIENT REGISTER</b></p> <p>250 leaves printed both sides in black ink each book.</p> <p><b>Size:</b> 297 mm x 420 mm</p> <p><b>Paper:</b> White 80 GSM</p> <p>each book numbered from 1 to 500</p> <p>Instructions printed in black ink and pasted onto fly leaf on the inside front cover. Each book thread sewn in sections of 8 leaves per section. Fly leaves laminated to front and back inside covers.</p> <p><b>Quarter Bind Covers:</b> top and bottom cover 1825 microns chipboard, spine covered with blue or green miradur, front cover labelled or printed to show contents, cat.no and serial numbering.</p> <p>Imprint No.: i.e. CPS Cat. No. / Latest o/n / date / your reference</p> <p>Pack and label [cat. no. on all labels and boxes please]</p> <p>All items to be boxed</p> <p><b>Packaging Unit:</b> Box of 20</p>
ITEM NO.	DESCRIPTION
7. 23-16850	<p><b>SETS PATIENTS REFERRAL LETTER</b></p> <p>Each set to consist of 4 leaves gummed across the top.</p> <p><b>Size:</b> 297mm x 210mm</p>

		<p><b>Original:</b> white NCR CB perforated  <b>Duplicate:</b> white NCR CFB perforated (mill tinted)  <b>TriPLICATE:</b> blue NCR CFB perforated (mill tinted)  <b>Quadruplicate:</b> yellow NCR paper CF firm (mill tinted) forms guideline for use. One form per packet. Printed in black ink on white 60gsm paper on side only.</p> <p>Pack and label: 50 sets of referral letters and 1 form guideline for use, per packet.</p> <p>All items to be boxed</p> <p><b>Packaging Unit:</b> Box of 20 packets (Packets of 50 units)</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
8.	23-18701	<p><b>BOOK, CONTROL REGISTER LEVEL 1 AND 2 CONTRACTS</b></p> <p>200 leaves printed one side only in black ink, each book 400 pages.</p> <p><b>Size:</b> 297mm x 420mm  <b>Paper:</b> white 70gsm  Each book numbered from 1 to 200  <b>Covers:</b> Buff Tokai 200 gsm (mill tinted)  <b>Size:</b> 297mm x 420mm staple 4 in the 16mm binding margin. spine covered with 100 mm red miradur  <b>Front Cover:</b> labelled/printed to show contents, cat. no, and serial numbering, each book.</p> <p>All items to be in a box</p> <p><b>Packaging Unit:</b> Box of 10</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
9.	23-21901	<p><b>CARD, BLOOD TRANSFUSION THERAPY</b></p> <p>Printed one side only in black ink</p> <p><b>Size:</b> 297mm x 210mm  <b>Board:</b> Tag orange 180 GSM (mill tinted) punch one hole in top left hand corner  Imprint no: i.e. cps cat. no./latest o/n / date / your reference  pack and label: {cat. no. on all labels and boxes please  All items to be boxed</p> <p><b>Packaging Unit:</b> Box of 20 packets (packets of 250 units)</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
10.	23-26401	<p><b>CARDS, OPERATION IDENTIFICATION</b></p> <p>Printed one side only in black ink</p> <p><b>Size:</b> 50mm x 188mm  Perforated – 62mm and 125mm from left hand edge- not folded.  <b>Board:</b> Eltoro Litho 200 GSM  Punch 2 Holes</p> <p>All items to be boxed</p> <p><b>Packaging Unit:</b> Box of 20 packets (Packet of 250 units)</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
11.	23-27455	<p><b>CARD, CLINIC/PHARMACY STOCK RECORD</b></p> <p>Printed both sides only in black ink</p> <p><b>Size:</b> 147mm x 210mm</p>

		<p><b>Board:</b> Eltoro Litho 200 GSM</p> <p>All items to be boxed</p> <p><b>Packaging Unit:</b> Box of 20 packets (Packets of 250 units)</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
12.	23-28401	<p><b>CARDS, X-RAY INDEX</b></p> <p>Printed one side only in black ink printing must be off-set to the right-hand side</p> <p><b>Size:</b> 297mm x 210mm</p> <p><b>Board:</b> Yellow Tokai 240 GSM (mill tinted)</p> <p>punched 1 hole {size and position exactly as per specimen}</p> <p><b>Pack and label:</b> 500'S {Cat. No. on all labels and boxes please}</p> <p>Imprint no: i.e. CPS Cat. No./latest o/n / date / your reference</p> <p>All items to be boxed</p> <p><b>Packaging Unit:</b> Box of 40 packets (Packets of 250 units)</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
13.	23-29001	<p><b>ROAD TO HEALTH BOOKLET WITH UNIQUE IDENTIFIERS</b></p> <p><b>BOOKLET</b></p> <p><b>Size:</b> A5</p> <p><b>Pre-press:</b> Design To Be Done By Printer</p> <p><b>Printing &amp; Paper:</b> 4 Pager Cover: Printed 4 Process colours both sides on Nevia (Matt), 350gsm, White</p> <p>44 Pager Text: Printed 4 Process colours both sides on Nevia (Matt), 150gsm, White)</p> <p>Finishing: Folded Saddle Stitched &amp; Trimmed to Size</p> <p>Cover Laminated Matt One Side Only</p> <p>Despatch: Shrinkwrapped &amp; Boxed A4 Suitably and deliver to one address in Pietermaritzburg</p> <p><b>UNIQUE IDENTIFIER</b></p> <p>Product: Vellum Self-Adhesive – Patch Applied On the Front 170mm (Depth) x 270mm (Width)</p> <p># of Pages: 60</p> <p><b>Colours:</b> 4/4-colored, CMYK</p> <p><b>Barcoding:</b> Each Label is Barcoded</p> <p><b>Die Cutting:</b> Each Label is Die-Cut with Matrix Intact</p> <p><b>Card Material:</b> 105gsm Bond – Card 54mm (Depth) x 85mm (Width)</p> <p><b>Laminating Film:</b> 50 Micron Double Layer Laminant Applied On the Front of the Form</p> <p># of Cards: 1</p> <p><b>Colours:</b> 4/4-colored, CMYK</p> <p><b>Barcoding:</b> Card is Barcoded in One Position on the Front</p> <p>Each label is barcoded with KZN prefix before the number.</p> <p>Card is Barcoded in one position on the front with KZN prefix</p> <p><b>Die Cutting:</b> Card Is Die-Cut on the Reverse &amp; Barcoded Card Is Laminated On the Front</p> <p><b>Product:</b> Self-Seal Tape</p> <p><b>Final Size:</b> Applied On the back of the Form in Two Positions &amp; Runs Down The 230mm Side</p> <p>First Tape Is Applied LHS &amp; Second Tape Is Applied In the Middle</p> <p>Lead Time to be defined on confirmed order</p> <p>Each RTHB should have <b>RTHB UNIQUE IDENTIFIER STICKERS</b> inserted inside</p> <p><b>Packing Unit:</b> Box of 200 (ALL ITEMS TO BE BOXED)</p>

	ITEM NO.	DESCRIPTION
14.	23-32601	<p><b>FORMS, DECEASED PATIENT PROPERTY LIST</b></p> <p>Printed one side only in black ink.  <b>Size</b> : 297mm x 210mm  White 60 GSM paper  <b>Pack and Label:</b> 100's (cat.no. on all labels and labels and boxes please)</p> <p>Imprint no: i.e. cps cat.no./latest o/n/ date/ your reference</p> <p>All items to be boxed</p> <p><b>Packaging Unit:</b> Box of 20 packets ( packets of 100 units)</p>
	ITEM NO.	DESCRIPTION
15.	23-33902	<p><b>PADS, HOSPITAL LAUNDRY LIST: THEATRE</b></p> <p>200 leaves printed one side only in blue ink, each pad.</p> <p><b>Size:</b> 297mm x 210mm  <b>Paper:</b> WHITE 60GSM</p> <p>Top right hand corner die cut exactly as per specimen. Padded along the bottom edge with Kraft 180 GSM backing board.</p> <p>Imprint No: I.E. CPS Cat. No./latest o/n / date / your reference  Pack and label: {Cat. No. on all labels and boxes please}</p> <p>All items to be boxed</p> <p><b>Packaging Unit:</b> Box of 40 pads</p>
	ITEM NO.	DESCRIPTION
16.	23-42501	<p><b>FORMS, C.T. SCAN</b></p> <p>Printed both sides only in black ink  <b>Size:</b> 297mm x 615mm  <b>Paper:</b> white 60 GSM  Perforate 205mm and 410mm and fold 2  Imprint No: i.e. CPS Cat. No./latest o/n / date / your reference  Pack and Label: 250's {cat. no. on all labels and boxes please}  All items to be boxed</p> <p><b>Packaging Unit:</b> Box of 20 packets ( packets of 250 units)</p>
	ITEM NO.	DESCRIPTION
17.	23-43303	<p><b>FORMS, FLUID BALANCE CHART</b></p> <p>Printed both sides in black ink.</p> <p><b>Size:</b> 210mm X 297mm  <b>Paper:</b> White 46 GSM  Pack and Label 100's</p> <p>All items to be boxed</p> <p><b>Packaging Unit:</b> Box of 40 packets ( packets of 250 units)</p>

	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
18.	23-46319	<p><b>FORMS, NURSING HISTORY : ASSESSMENT ON ADMISSION</b></p> <p>Printed both sides in black.</p> <p><b>Size :</b> 297mm x 210mm <b>Paper :</b> White 60 GSM</p> <p>All items to be boxed</p> <p><b>Packaging Unit:</b> Box of 20 packets (packets of 250 units)</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
19.	23-51250	<p><b>FORMS, REQUEST FOR E.E.G.</b></p> <p>Printed one side only in black ink <b>Size:</b> 297mm x 210mm <b>Paper:</b> white 60GSM Imprint no: i.e. cps cat. no./latest o/n / date / your reference pack and label: {cat.no. on all labels and boxes please} All items to be boxed</p> <p><b>Packaging Unit:</b> Box of 20 packets ( packets of 250 units)</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
20.	23-55202	<p><b>SETS, BINDER FOR X-RAY REPORT NOT PRINTED</b></p> <p><b>Material:</b> Board 1225 microns chipboard. miradur tan/navy blue</p> <p>Top Piece: Consist of 2 pieces of board one piece 25mm wide and the other 191mm wide hinged with a 102mm miradur strip glued on both sides to give an overall width of 220mm. a further miradur strip 297mm deep by 180mm wide to be glued 12mm in from the hinged edge leaving a 170mm fold positioned onto top cover. Correct embossed top side of the material to appear on spine when made up.</p> <p><b>Bottom Piece:</b> consist of 1 piece of board with a 102mm miradur strip glued on both sides of the board at the binding edge. <b>Top and Bottom Pieces:</b> punched 2 round holes with a 6.4mm diameter at centers of 80mm and centered along the 297mm</p> <p><b>Binding edge.</b> Centers of holes to be 10mm from the binding edge.</p> <p>All items to be boxed</p> <p><b>Packaging Unit:</b> Box of 100</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
21.	23-59301	<p><b>ENVELOPES, PATIENT'S PROPERTY: DEPARTMENT OF HEALTH KZN PRINTED ONE SIDE ONLY IN BLACK INK</b></p> <p><b>Size:</b> 127mm x 189mm <b>Colour:</b> Buff Seal-easy envelope plus minus 95 grams</p> <p><b>Pack and label:</b> 250's (cat.no.on all labels and boxes)</p> <p>All items to be boxed</p> <p><b>Packaging Unit:</b> Box of 250</p>

ITEM NO.	DESCRIPTION
22. 23-59900	<p><b>ENVELOPES, MEDICAL PHYSICS DEPARTMENT</b></p> <p>Printed one side only in black ink</p> <p><b>Size:</b> 215mm x 271mm excluding the flap (flap: 215mm x 41mm)  seal-easy envelope ± 80 GSM  <b>Colour:</b> Buff</p> <p>Imprint no: i.e. cps cat. no./latest o/n / date / your reference  Pack and label: 250's {cat. no. on all labels and boxes please  All items to be boxed</p> <p><b>Packaging Unit:</b> Box of 250</p>
ITEM NO.	DESCRIPTION
23. 23-06501	<p><b>BOOKS, REQUISITION FOR WARD STOCK MEDICINES AND DISINFECTANTS</b></p> <p>100 sets of 2 leaves printed one side only in black ink as per specimen. Each book. 200 leaves per book.</p> <p><b>Size:</b> 297mm x 210mm  <b>Original:</b> White NCR CB – perforated  <b>Duplicated:</b> White NCR CF – firm</p> <p>Numbered in Duplicate  <b>Covers:</b> Buff Tokai 200 GSM (mill tinted). wire stapled 4 in the 34mm binding margin</p> <p><b>Back Cover:</b> Size: 297mm x 406, scored 2 to form a writing shield.</p> <p><b>Front Cover:</b> Size: 297mm x 210mm</p> <p>All items to be boxed</p> <p><b>Packaging Unit:</b> Box of 20</p>
ITEM NO.	DESCRIPTION
24. 23-15801	<p><b>BOOKS, OPERATION REGISTER</b></p> <p>250 leaves printed both sides in black ink as per specimen, each book</p> <p><b>Size:</b> 420mm x 297mm  <b>Paper:</b> White 70 GSM  <b>Covers:</b> 1825 microns chipboard, thread sewn in sections front and back end papers. Full bound with red bookbinding cloth.  <b>Front cover:</b> labelled/printed to show and cat.no.</p> <p>All items to be boxed</p> <p><b>Packaging Unit:</b> Box of 10</p>
ITEM NO.	DESCRIPTION
25. 23-15901	<p><b>BOOK OPERATION REGISTER CASUALTY</b></p> <p>300 leaves printed both sides in black ink as per specimen, 600 pages each book.</p> <p><b>Size:</b> 420mm x 297mm</p>

		<p><b>Paper:</b> "sky" 70GSM (mill tinted)  <b>Covers:</b> 1825 microns chipboard, thread sewn in sections. Bound with front and back end papers full bound with Red Miradur.  <b>Front Cover:</b> labelled/printed to show contents and cat.no.</p> <p>All items to be boxed</p> <p><b>Packaging Unit:</b> Box of 10</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
26.	23-27604	<p><b>FORM PRESCRIPTION CONTINUATION CARD</b></p> <p>Printed both sides only in black ink.</p> <p><b>Size:</b> 297 mm x 210 mm  <b>Board:</b> Similar or equal to gold Tokai 240GSM (mill tinted)</p> <p>All items to be in box</p> <p><b>Packaging Unit:</b> Box of 20 packets (packets of 250 units)</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
27.	23-47201	<p><b>COVER PLASTIC WITH PAISELY PATTERNED WITH SEAL</b></p> <p><b>Size:</b> 110mm x 180mm  <b>Description:</b> White opaque patterned front  <b>Colour:</b> Red or Green, depending on what colour might be on the machines.  <b>Back:</b> Dept. of Health logo  <b>Slogan:</b> "drink only cleans water "in various languages in black ink.</p> <p>All items to be boxed  Imprint No: i.e. CPS Cat. No./latest o/n / date / your reference  <b>Pack and Label:</b> 5000 bags per sack {cat. no. on all labels and boxes please}</p> <p><b>Packaging Unit:</b> Buddle of 1500 to a bag</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
28.	26-01322	<p><b>ORDER PAYMENTS BOOKS</b></p> <p>100 sets of 2 leaves each book, i.e. 200 leaves each book, printed one side only in green ink.</p> <p><b>Original</b> - White Mondi image CB 56 GSM – perforated 1 down  <b>Duplicated</b> – White Mondi image CB 57 GSM – firm  <b>Size</b> : 210 mm x 297 mm  <b>Binding:</b> wire stitched 3 times at left hand side with blue board 160 gsm front &amp; back, glued with printed label on front cover.1 x 1225 u impression board size A4, in each book.</p> <p>All items to be boxed</p> <p><b>Packaging Unit:</b> Box of 20</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
29.	26-01522	<p><b>SUNDRY PAYMENT BOOKS</b></p> <p>100 pages in duplicate. 1 to view,  1<sup>st</sup> printed one side only, in green and black ink. perforated 1 down  2<sup>nd</sup> printed one side only, in green ink fast make-up wire stitched 3 wires at left hand side with pink board 160gsm top and bottom. Glued with printed label on front cover and 1 x 1225u impression board in each book. Green ink reference to follow-note not numbered.</p> <p><b>Size:</b> 210mm x 297mm</p>

		<p><b>Stock:</b> 1<sup>st</sup> White Mondi image CB 56 GSM 2<sup>nd</sup> White - Mondi image 57GSM</p> <p>All items to be boxed</p> <p><b>Packaging Unit:</b> Box of 20</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
30.	26-08422	<p><b>BOOKS, CASH REGISTER HANDING OVER AND CLEARANCE, RECORD</b></p> <p>50 sets of 2 leaves printed both sides only in black each book. 100 leaves per book.</p> <p><b>Size:</b> 297mm X 210mm <b>Original:</b> Pink NCR CB-perforated (mill tinted) <b>Duplicate:</b> White NCR CF – firm <b>Covers:</b> Kraft 225 GSM wire stapled 4 in the 20mm binding margin <b>Back Cover:</b> Size: 297mm x 408mm. scored 2 to form a writing shield. <b>Front cover:</b> instructions printed on the inside front cover. Labelled / printed to show contents, Cat. No. and serial numbering, each book.</p> <p>All items to be boxed</p> <p><b>Packaging Unit:</b> Box of 20</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
31.	26-08922	<p><b>BOOKS, REQUISITION FOR/RETURN OF EQUIPMENT STOCK ITEM</b></p> <p>100 sets of 3 leaves printed one side only in black ink, each book. 300 leaves per book</p> <p><b>Size:</b> 297mm x 210mm <b>Original:</b> Blue NCR CB – perforated ( mill tinted) <b>Duplicate:</b> White NCR CFB – perforated <b>Triplicate:</b> White NCR CF – firm <b>Covers:</b> Buff Tokai 240 gsm (mill tinted). wire stapled 4 in the 20mm binding margin <b>Back Cover:</b> Size: 297mm x 412mm. scored 2 to form a writing shield. <b>Front Cover:</b> Instructions printed on the inside front. <b>Cover:</b> Labelled/printed to show contents, Cat. No. and serial numbering, each book.</p> <p>All items to be boxed</p> <p><b>Packaging Unit:</b> Box of 20</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
32.	26-11222	<p><b>BOOK, OFFICIAL RECEIPTS GENERAL</b></p> <p>50 sets of 2 leaves printed one side only in black ink 3-to view each book. 100 leaves per book accurate registration is essential</p> <p><b>Size:</b> 297mm x 210mm <b>Original:</b> Pink CR CB – perforated (mill tinted) <b>Duplicate:</b> White NCR CFB – firm Numbered in Triplicate</p> <p><b>Covers:</b> Buff Tokai 200 GSM (mill tinted). wire stapled 3 in the 24mm binding margin <b>Back Cover:</b> Size: 297mm x 392mm. scored 2 to form a writing shield. <b>Front cover:</b> instruction printed on the inside front. Labelled to show contents, cat. No. and serial numbering each book.</p> <p>All items to be boxed</p> <p><b>Packaging Unit:</b> Box of 40</p>

ITEM NO.	DESCRIPTION
33. 26-01622	<p><b>BOOK SUPPLIERS ADVICE CONTINUATION SHEET</b></p> <p>100 leaves. To view. Each in duplicate.</p> <p>1<sup>st</sup> printed one side only, in green ink, perforated 1 down  2<sup>nd</sup> printed one side only, in green ink, fast  Make-up: wire stitched 3 wires at left hand side with buff board 160GSM top and bottom. Glued with printed label on front cover and 1 x 1225u impression board in each book.  green ink reference to follow- note not numbered  <b>Size:</b> 210 mm x 297mm  <b>Stock:</b> 1<sup>ST</sup> White Mondi image CB 56GSM  2<sup>ND</sup> White Mondi image CF 57GSM</p> <p>Imprint No: i.e. CPS cat. no./latest o/n / date / your reference  Pack and label: {Cat.no. on all labels and boxes please}  All items to be boxed</p> <p><b>Packaging Unit:</b> Box of 40</p>
ITEM NO.	DESCRIPTION
34. 26-08622	<p><b>BOOK REQUISTIONS FOR EQUIPMENT FOR REPAIR</b></p> <p>50 sets of 3 leaves printed one side only in black ink 2-to-view each book. 150 leaves per book  accurate registration is essential  <b>Size:</b> 297mm x 210mm  <b>Original:</b> Green NCR CB (mill tinted) – perforated 1 down and 1 across  <b>Duplicate:</b> White NCR CFB – perforated 1 down and 1 across  <b>Triplicate:</b> White NCR CF- firm ,numbered in triplicate 2-to-view from</p> <p><b>Covers:</b> Buff Tokai 200 GSM (mill tinted). wire stapled 4 in the 20mm binding margin  <b>Back Cover:</b> Size: 297mm x 420mm. scored 2 to form a writing shield.  <b>Front Cover:</b> Instructions printed on the inside front cover  <b>Cover:</b> Labelled/printed to show contents, CAT.NO. And serial numbering, each book.</p> <p>All items to be boxed</p> <p><b>Packaging Unit:</b> Box of 40</p>
ITEM NO.	DESCRIPTION
35. 26-08822	<p><b>BOOK REQUISTIONS FOR SCHEDULE 7 SUB.</b></p> <p>100 sets of 2 leaves printed one side only in red ink as per specimen, each book.  200 leaves per book</p> <p><b>Size:</b>210mm x 148mm  <b>Original:</b> White NCR paper CB--Perforated  <b>Duplicate:</b> White NCR CF – firm  Numbered in duplicate in red ink from</p> <p><b>Covers:</b> Buff Tokai 200 GSM. Wire stapled 3 in the 21mm binding margin  <b>Back Cover:</b> Size: 210mm x 292mm. scored 2 to form a writing shield.  <b>Front Cover:</b> Instructions printed on the inside front.  <b>Cover:</b> labelled/printed to show contents, Cat.No. and serial numbering, each book.</p> <p>All items to be boxed</p> <p><b>Packaging Unit:</b> Box of 20</p>

ITEM NO.	DESCRIPTION
36. 26-01422	<p><b>ORDER BOOKS</b></p> <p>50 leaves. 1 to view, each in quadruplicate  <b>1<sup>st</sup></b> printed one side only, in green and black ink. Perforated 1 down and numbered in green ink-order form.  <b>2<sup>nd</sup></b> printed one side only, in green and black ink. Perforated 1 down and numbered in green ink-compiled by.  <b>3<sup>rd</sup></b> printed one side only, in green and black. perforated 1 down and numbered in green ink-checked by  <b>4<sup>th</sup></b> printed one side only, in green and black. Fast and numbered in green ink-without checked by.</p> <p>All numbering to be supplied from:</p> <p><b>Make-Up:</b> wire stitched 3 wires at left hand side with green board 160 gsm top and bottom. Glued with printed label on front cover: 1 x 1225u impression board, size a4 in each book. green ink reference to follow – note 10 digits required for numbering  Size: 210mm x 297mm  <b>Stock:</b> <b>1<sup>st</sup> Yellow</b> – tinted 1 side Mondi image CB-56gsm  <b>2<sup>nd</sup> White</b> - Mondi image CFB 53gsm  <b>3<sup>rd</sup> Blue -tinted</b> 1 side Mondi image CFB 53gsm  <b>4<sup>th</sup> Pink-tinted</b> 1 side Mondi image CF 57gsm</p> <p>Imprint no: i.e. cps cat. No/latest o/n/date/ your reference.  <b>Pack and label:</b> (cat. no. on all labels and boxes please)  All items to be boxed</p> <p><b>Packaging Unit:</b> 30 books per box</p>
ITEM NO.	DESCRIPTION
37. 23-27380	<p><b>CARD, BIN RECORD (TALLY)</b></p> <p>Printed both sides. In black ink only.  <b>Size:</b> 296 mm x 210 mm  <b>Board:</b> White Eltoro Litho 200GSM</p> <p><b>Packaging Unit:</b> cards shrink-wrapped per pack</p>
ITEM NO.	DESCRIPTION
38. 23-39401	<p><b>KZN A2 WEEKLY TALLY TABS</b></p> <p>297 x 550 portrait, 80 pages  Text black throughout  Dividers lithoed in black  13 dividers, hand numbering  Tabs to be inserted after every 6 pgs  Covers lithoed in colour + gloss uv  Text 75gsm, dividers 250gsm.</p> <p><b>Packaging Unit:</b> Each</p>
ITEM NO.	DESCRIPTION
39. 23-16503	<p><b>KZN A4 HC REGISTERS LANDSCAPE</b></p> <p><b>Size:</b> 297 x 210  Text lithoed black throughout  Binding threadsewn in 16pp sections  Text 75gsm white bond  Cover 250gsm gloss art one side only  Trimmed flush, hand numbering  Shrink-wrapped &amp; palletized</p> <p><b>Packaging Unit:</b> Each</p>

ITEM NO.	DESCRIPTION
40. 23-16502	<p><b>TICK REGISTERS A2 (520 X 297)</b></p> <p>300 Pages Text black throughout 75GSM white board Binding buckram, colate &amp; staple Hand numbering Cover 250GSM gloss</p> <p><b>Packaging Unit:</b> Each</p>
ITEM NO.	DESCRIPTION
41. 23-29054	<p><b>PAEDIATRIC CLINICAL CHART (ARV's)</b></p> <p><b>Cover:</b> 160 GSM card yellow (paediatric) B4 size Printing on cover: coat of arms and title full colour <b>Insert:</b> 80g, 8 pages, A4 printed back to back</p> <p><b>Packaging Unit:</b> Each</p>
ITEM NO.	DESCRIPTION
42. 23-29051	<p><b>ADULT CLINICAL CHART (ARV's)</b></p> <p><b>Cover:</b> 160 GSM card yellow (paediatric) B4 size Printing on cover: coat of arms and title full colour <b>Insert:</b> 80g, 8 pages, A4 printed back to back</p> <p><b>Packaging Unit:</b> Each</p>
ITEM NO.	DESCRIPTION
43. 23-29055	<p><b>BOOKS, PAEDIATRIC ADMISSION DISCHARGE DEATH REGISTER COVID EDITION 2020</b></p> <p><b>Size:</b> A3 Landscape <b>Pre-press:</b> Design to be done by printer Printing &amp; Paper <b>Cover Front :</b> Printed CMYK both sides on G Print (Gloss), 300gsm, White Separating Sheets (x3): Emtini Liner, 235gsm, Kraft (not printed) <b>Admissions (x75):</b> Printed Black both sides on Cascade Bond, 80gsm, Pink <b>Discharge (x75):</b> Printed Black both sides on Cascade Bond, 80gsm, Blue <b>Death (x15):</b> Printed Black both sides on Cascade Bond, 80gsm, Yellow</p> <p><b>Cover Back :</b> Malgray (Chipboard) (1,170mic), 700gsm, Grey (not printed) <b>Finishing:</b> hinged and wire stiched-4 wires. Binding Books Trimmed to size Black Book Cloth on Spine <b>Other Material:</b> Insert Ribbons Pink, Blue, Yellow <b>Despatch:</b> Shrink wrapped &amp; Boxed and deliver to one address in Pietermaritzburg</p> <p><b>Packaging Unit:</b> Each</p>
ITEM NO.	DESCRIPTION
44. 01-02401	<p><b>FILE COVERS GENERAL</b></p> <p>File Cover General Buff 560 x 350mm - Pkt of 50 Printed one side only in black ink. Kraft Liner Material 225 GSM <b>Size:</b> 350mm x 560mm Colour: Brown Scored 220MM X 440MM from left hand edge not folded.</p>

		<p><b>THE FOLLOWING IS TO BE PRINTED IN BLACK INK ON THE FACE OF THE FILE:</b></p> <p>Province of KwaZulu-Natal.  The File Cover is to Protect Correspondence in Transit.  Correspondence must not be filed in this file but must be sent to Registry for appropriate filing. Front cover: labelled/printed to show contents and item number.  All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> packets of 50</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
45.	02-00801	<p><b>BOOKS, SECURITY NOTE</b></p> <p>64 leaves printed both sides in black ink. each book (128 pages)  <b>Size:</b> 130mm x 100mm  <b>Paper:</b> White 60 GSM numbered from 1 to 128 each book  <b>Covers size:</b> 130mm x 207mm.  Blue film centred board.  Saddle staple 2. Inside front cover printed in black ink.</p> <p><b>Packaging Unit:</b> 100 books per box</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
46.	02-05701	<p><b>PADS, FORM STOCK REPLENISHMENT REQUISITION</b></p> <p>100 leaves printed one side only in black ink.  <b>Size:</b> 210mm x 297mm  <b>Paper:</b> White 60 GSM</p> <p>Padded along the top with Kraft liner 225 GSM backing board.  <b>Front cover:</b> labelled/printed to show contents and item number.  All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 50 pads per box</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
47.	02-06101	<p><b>PADS, STORES RECEIPT VOUCHER</b></p> <p>50 sets of 41leaves printed one side only in black ink. each pad: 200 leaves per pad</p> <p><b>Size:</b> 210mm x297mm  <b>Original:</b> White Paper NCR -CB  <b>Duplicate:</b> Yellow Paper NCR-CFB. (mill tinted) Triplicate: Pink NCR Paper-CFB-(mill tinted)  <b>Quadruplicate:</b> Blue Paper NCR CF (mill tinted)  Padded along the top with Kraft liner 225 GSM backing board</p> <p>Front cover: labelled/printed to show contents and item number. All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 30 pads per box.</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
48.	02-07301	<p><b>BOOK ATTENDANCE REGISTER</b></p> <p>40 leaves printed both sides in black ink per each book.  <b>Size:</b> 297mm x 420mm  <b>Paper:</b> "Sky" 60 GSM (mill tinted)</p>

		<p><b>Covers:</b> 1225 microns chipboard perfect bound Spine covered with 80mm blue book cloth  <b>Front cover:</b> labelled/printed to show contents and item number. All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 50 books per box</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
49.	02-07701	<p><b>BOOK, REGISTER REMITANCE RECEIVED VIA POST (MONIES)</b></p> <p>100 leaves printed both sides in black ink Size: 297mm x 420mm  <b>Paper:</b> White 60 GSM  <b>Top and bottom covers:</b> 1225 micron chipboard. Perfect bound. Stapled 4 and spine covered with 80mm blue book cloth.  <b>Front cover:</b> labelled/printed to show contents and CPS Cat. No.</p> <p><b>Packaging Unit:</b> 50 books per box</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
50.	19-00001	<p><b>SETS, BATCH BINDERS</b></p> <p>No printing. Each batch binder consists of 2 pieces of board with 4 slots 22mm long by 4mm wide punched on each board.</p> <p><b>Size:</b> 315mm x 220mm  <b>Board:</b>1825 microns chipboard white ribbon 850mm long and 20mm wide thread through each batch binder set</p> <p>Imprint no: i.e. CPS CAT. No. latest o/n/date/your reference  <b>Pack and Label:</b> (Cat. No. on all labels and boxes please)  <b>Front cover:</b> labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 50 sets per box</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
51.	21-01801	<p><b>BOOKS, OCCURRENCE</b></p> <p>250 leaves printed both sides in black ink.  500 pages each book</p> <p><b>Size:</b> 297mm x 210mm  <b>Paper:</b> Sky-Blue/Azure Ledger Paper 80 GSM</p> <p>Pages to be thread sewn in sections of 8 sheets per section.  Numbered from 1 to 500 each book.</p> <p><b>Covers:</b> 1825 microns chipboard full bound with blue midadur (only blue midadur to be used) bound with front and back papers  Front cover labelled to show contents, cat. No. and serial numbering.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 30 books in a box</p>

ITEM NO.	DESCRIPTION
52.	<p><b>21-03701</b></p> <p><b>FILE COVERS, HOUSING ALLOWANCE</b></p> <p>Printed one side only in black ink.  <b>Board:</b> White (Front) 240 GSM, Tinted one side in orange  <b>Size:</b> 362mm x 692mm  Scored 240mm and 476mm from left hand side. Not folded.  Reinforced with 2 x 50mm light green book cloth along the spines.  It is imperative that the book cloth covers the spines with 25mm on each side of the spine.</p> <p>Inner Retaining Board Size: 362mm x 210mm  <b>Board:</b> Kraft liner 225 GSM or same as board of file.  Punch 1 in the top left hand corner.  Stapled three 13mm from each score. Staples must close on the inside of the file cover. Front cover: labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> packets of 25</p>
ITEM NO.	DESCRIPTION
53.	<p><b>21-03704</b></p> <p><b>FILE COVERS, LEAVE PERSONNEL</b></p> <p>Printed both sides in black ink.  <b>Size:</b> 362mm x 700mm  <b>Board:</b> Green Tokai 240 GSM (mill tinted)</p> <p><b>MADE UP AS FOLLOWS:</b>  Scored 237mm and 473mm from left hand side.</p> <p><b>Inner Retaining Board Size:</b> 362mm x 210mm,  <b>Board:</b> Green Tokai 240 GSM (mill tinted) or Kraft Liner 225 GSM or Eltoro Litho 240 GSM.  Punch one in the top left hand corner stapled three 12mm from each score.  Staples must close on the inside of the file cover. Spines reinforced with 2 x 50mm yellow book cloth.  Not folded.  <b>Front cover:</b> labelled/printed to show contents and item number.  All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> packets of 25</p>
ITEM NO.	DESCRIPTION
54.	<p><b>21-03705</b></p> <p><b>FILE COVERS, PERSONAL</b></p> <p>Printed both sides only in black ink.  <b>Board:</b> Pink Tokai 240 GSM (mill tinted)  <b>Size:</b> 362mm x 810mm (including flap)  Scored 3 times - not folded</p> <p>Reinforced with 2 x 50mm strips of purple book cloth along the spines.  <b>Inner Retaining Sheet:</b> 1 sheet of the abovementioned board  <b>Size:</b> 362mm x 205mm punched 1 in the top left hand corner.  Stapled 3 to the inside of each cover (staples to close on the inside)</p> <p>Front cover: labelled/printed to show contents and item number.  All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> packets of 25</p>

ITEM NO.	DESCRIPTION
55.	<p><b>21-03710</b></p> <p><b>FILE COVERS, PERSONNEL GENERAL</b></p> <p>Printed one side in black ink.  <b>Size:</b> 362mm x 570mm  <b>Board:</b> White Eltoro 240 GSM. tinted orange on one side (front)</p> <p><b>MADE UP AS FOLLOWS:</b>  <b>Scored:</b> 234mm and 472mm- not folded</p> <p>Reinforced with 2 x 45mm strips of dark blue book cloth along the spines.  It is imperative that the book cloth strips cover the spines with 22.5mm on each side. Inner retaining sheet: 1 sheet Kraft 225 GSM</p> <p><b>Board size:</b> 350mm x 210mm. punch 1 in the top left hand corner.  Stapled three on the inside of each cover 15mm from each score.  Staples must close on the inside of the file.  <b>Front cover:</b> labelled/printed to show contents and item number.  All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> packets of 25</p>
ITEM NO.	DESCRIPTION
56.	<p><b>21-03790</b></p> <p><b>FILE, WORKMEN'S COMPENSATION</b></p> <p>Printed both sides only in black ink.</p> <p><b>Board:</b> Blue Tokai 240 GSM (mill tinted)  <b>Size:</b> 362mm x 575mm Scored 2 times- not folded  Reinforced with 2 x 50mm strips of blue book cloth down spines. 1 sheet Kraft 230 GSM board,  <b>Size:</b> 360mm x 205mm.  Punch 1 in the top left hand corner and stapled 3 to the inside of each file cover (staples to close on the inside of the file cover)  Front cover: labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> packets of 25</p>
ITEM NO.	DESCRIPTION
57.	<p><b>21-15001</b></p> <p><b>PADS, TRIP AUTHORIZATION FOR THE USE OF GOVERNMENT OWNED MOTOR VEHICLES</b></p> <p>150 leaves printed on both sides in black ink and red ink, each pad.  <b>Size:</b> 297mm x 210mm  <b>Paper:</b> White 60 GSM  Padded along the top with Kraft 225 GSM backing board</p> <p><b>Pack and Label:</b> (Item number on all labels and boxes)</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 30 pads per box</p>
ITEM NO.	DESCRIPTION
58.	<p><b>23-02301</b></p> <p><b>BOOKS AMBULANCE RETURN</b></p> <p>30 sets of 5 leaves printed in black ink.  <b>Size:</b> 297mm x 215mm</p>

		<p><b>Original:</b> yellow-mill tinted NCR-CB print on both sides perforated.  <b>Duplicate:</b> White NCR-CFB printed one side only perforated.  <b>Triplicate:</b> Green NCR-CFB printed one side perforated (mill tinted).  <b>Quadruplicate:</b> Pink (mill tinted) NCR-CF- printed one side- perforated  <b>Quadruplicate:</b> Pink (mill tinted) NCR-CF- Printed One Side- Perforated  <b>Quintriplicate:</b> WHITE NCR - CF printed one side only  Numbered in quintriplicate from 1000001 to 1552000.</p> <p><b>Front Cover:</b> Size 297mm x 215mm Buff Tokai 200 GSM mill tinted.  Labelled/printed to show contents and Cat. No. and serial numbering.  <b>Back Cover: Size:</b> 297mm x 215mm 1225 microns chipboard  <b>Backing board. Size:</b> 297mm x 235mm buff 200 gsm pasted onto back cover score 2 to form a pressure board. Perfect binding. Wire stapled 4 in the 15mm binding margin. Spine covered with 50mm wide red miradur.  <b>Front cover:</b> labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 40 books per box.</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
59.	23-02501	<p><b>BOOKS, JOB RECORD</b></p> <p>25 sets of 3 leaves printed one side only in black ink.  75 leaves per book.</p> <p>Size: 297mm x 210mm</p> <p><b>Original:</b> White NCR CB ·perforated  <b>Duplicate:</b> White NCR CFB ·perforated  <b>Triplicate:</b> White NCR CF· FIRM Covers: Buff Tokai 200 GSM (mill tinted)  wire stapled 4 in the 15mm binding margin  <b>Back Cover:</b> Size: 297mm x 410mm score 2 to form a writing shield  <b>Front Cover:</b> instructions printed on inside of front cover Labelled/printed to show contents and cat. no. each book</p> <p>Pack and Label: to-s (Item number on all labels and boxes please)</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 50 books per box.</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
60.	23-03301	<p><b>BOOKS, OFF DUTY NURSE</b></p> <p>200 leaves printed one side only in black ink.  <b>Size:</b> 297mm x 210mm  <b>First Page:</b> White NCR paper CB  <b>Pages 2 to 199:</b> White NCR paper- CFB</p> <p><b>Last Page:</b> White NCR paper CF all leaves to be perforated</p> <p><b>Front and back covers:</b> 1225 microns  Chipboard hinge. Reinforced on the inside with Buff Tokai 200GSM board. Wire stitched 4 in the 21mm binding margin. Spine covered with red book cloth.</p> <p>Front cover: labelled or printed to show contents and cps catalogue number</p>

		<p>Back cover: to have a sheet of 160 GSM buff Tokai board securely attached which is to be scored and folded twice to form a writing shield.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 30 books per box.</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
61.	23-041 01	<p><b>BOOKS, KITBOOK</b></p> <p>200 leaves printed both sides in black ink. each book (400 pages)</p> <p><b>Size:</b> 297mm x 210mm <b>Paper:</b> White 60 GSM</p> <p><b>Cover size:</b> 297mm x 210mm 1225 microns chipboard.</p> <p>Thread sewn in sections. Wire stapled 4 spine covered with 75mm wide red book cloth. <b>Front cover:</b> notice printed in black ink on inside front cover end paper labelled/printed to show contents and item number. <b>Back cover:</b> printed end paper pasted onto the back cover.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 30 books per box</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
62.	23-04501	<p><b>BOOK RECORD OF BORROWED ARTICLES</b></p> <p>12 leaves printed both sides in black ink. each book (24 pages per book)</p> <p><b>Size:</b> 148mmx210mm <b>Colour:</b> Yellow <b>Paper:</b> White 70 GSM</p> <p><b>Covers:</b> Buff Tokai 200G (mill tinted) saddle stapled 2 <b>Front cover:</b> labelled or printed to show contents and item number. Front cover: labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 100 books per box</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
63.	23-05001	<p><b>BOOKS, REGISTER OF PSYCHOTROPIC MEDICINES</b></p> <p>50 leaves printed both sides in black ink.</p> <p><b>Size:</b> 297mm x 420mm <b>Paper:</b> White 70 GSM</p> <p>Pages numbered from 1 to 100 each book</p> <p><b>Covers:</b> 1225 microns chipboard. Hinge reinforced with Tokai 200 GSM. Inside cover: wire stapled 4 spine covered with 75mm wide blue book cloth. <b>Front cover:</b> instructions printed in black ink and pasted onto inside front cover. <b>Label:</b> size 260mm x 190mm, white 70 GSM paper printed in black ink pasted onto front cover. <b>Front cover:</b> labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 50 books per box</p>

	ITEM NO.	DESCRIPTION
64.	23-05101	<p><b>BOOKS, SCHEDULE 7 SUBSTANCES REGISTER</b></p> <p>52 leaves printed both sides in black ink.</p> <p><b>Size:</b> 297mm x 420mm  <b>Colour:</b> 'sky' 80 GSM paper (mill tinted)            Numbered in black ink from 1 to 100</p> <p><b>Covers:</b> 1225 microns chipboard. Wire stapled 4 spines. Spine covered with 74mm wide red book cloth.</p> <p><b>Front cover:</b> instructions printed in black ink and pasted onto the inside of the front cover. label: <b>size:</b> 219mm x 305mm, white 70 GSM paper            Printed in black ink and pasted onto the outside of the front cover. Imprint no: i.e. cps cat.no/latest o/n/date/your reference</p> <p><b>Pack and label:</b> (Cat. No. on all labels and boxes)  <b>Front cover:</b> labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 50 books per box</p>
	ITEM NO.	DESCRIPTION
65.	23-08601	<p><b>BOOKS, STATEMENT OF ACCOUNT NON-LIABLE PATIENT</b></p> <p>50 sets of 5 leaves printed one side only. each book 250 leaves</p> <p><b>Size:</b> 297mm x 210mm</p> <p><b>Original:</b> White NCR CB printed in black ink. Perforated.  <b>Duplicate:</b> White NCR CFB printed in red ink. Perforated.  <b>TriPLICATE:</b> White NCR CFB printed in blue ink. Perforated.  <b>Quadruplicate:</b> Pink NCR CFB printed in black ink. Perforated (mill tinted)  <b>Quadruplicate:</b> Yellow NCR CF printed in black ink. Firm. (mill tinted)</p> <p>Numbered In Quadruplicate from A 168151 to A 185650</p> <p><b>Covers:</b> Buff Tokai 200 GSM (mill tinted)  <b>Back cover:</b> size 297mm x 418mm. Scored 2 to form a writing shield.  <b>Front cover:</b> size 297mm x 210mm</p> <p>Instructions printed on inside front cover labelled/printed to show contents, Cat. No. and serial numbering. Each book wire stapled 4 in the 22mm binding margin.</p> <p>Front cover: labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 30 books per box</p>
	ITEM NO.	DESCRIPTION
66.	23-10901	<p><b>BOOKS, ADMISSION AND DISCHARGE REGISTER</b></p> <p>200 leaves printed both sides in black ink. 400 pages per book.</p> <p><b>Size:</b> 420mm x 304mm  <b>Paper:</b> "Sky" 80 GSM (mill tinted)  <b>Covers:</b> 1825 microns chipboard            Full bound with blue book cloth.</p> <p>Thread sewn in sections bound with front and back end papers.            Front cover: labelled/printed to show contents and Cat. No.</p> <p><b>Packaging Unit:</b> 30 books per box</p>

	ITEM NO.	DESCRIPTION
67.	23-11001	<p><b>BOOKS, ADMISSION, TRANSFER AND DISCHARGE REGISTER</b></p> <p>200 leaves printed on both sides in black ink 400 pages per book</p> <p><b>Size:</b> 297mm x 210mm  <b>Paper:</b> 'Sky' 80 GSM (mill tinted)</p> <p><b>Covers:</b> 1825 microns chipboard, full bound with red miradur  Thread sewn in sections. bound with front and back end papers</p> <p><b>Front cover:</b> labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 50 books per box</p>
	ITEM NO.	DESCRIPTION
68.	23-12201	<p><b>BOOKS, DEATH NOTIFICATION</b></p> <p>100 sets of 4 leaves printed on one side only in black ink. Each book must have 400 pages.</p> <p><b>Size:</b> 210mm x 148mm</p> <p><b>Original:</b> White NCR CB perforated  <b>Duplicate:</b> White NCR CFB perforated Triplicate: White NCR CFB perforated Quadruplicate: White NCR WF - firm  Numbered In Quadruplicate from B 000001 to 8150 000.</p> <p><b>Covers:</b> Kraft Liner 225 GSM stapled 3 in the 27mm binding margin.  <b>Back Cover Size</b> 210MM X 286MM, scored 2 to form a writing shield  <b>Front Cover Size:</b> 210mm X 148mm  Instructions Printed On Inside Front Cover.  <b>Front cover:</b> labelled/printed to show contents and item number and serial number on each Book.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 50 books per box</p>
	ITEM NO.	DESCRIPTION
69.	23-14801	<p><b>BOOKS, MATERNITY CASE RECORD</b></p> <p><b>Outer cover:</b>  <b>Gloss – 200gm</b>  <b>Front cover –</b> printing on outer &amp; inside of cover page. Outside printing full colour with national logos; printing on inside of cover is black &amp; white.  <b>Back cover –</b> plain white with black &amp; white printing on outer &amp; inside of back cover page. These pages are not numbered.</p> <p><b>Inner pages:</b> (numbered from page 1 to page 58)  58 inner pages – 80gm number reduced from 64  Printing on both sides (back-to-back) except for pages 1; 3; 5; 7;; 53; 55; 57 where printing in the follow up pages are blank i.e. pages 2; 4; 6; 8; 54; 56; 58; are left blank  Black &amp; white printing on all inner pages except for:  Numbered pages 44; 45 in full colour</p> <p>The graph landscaped across pages 28 &amp; 29 in light green or grey ink* (This should be in A3 page size)</p>

		<p>{*It can be any colour ink, as long as it is light enough so that pen markings on the line will stand out when the graph is completed}</p> <p>Numbered pages 3; 53; 57; and back page (outer cover) add Covid screen on page 11 &amp; 12 next to TB screen Page 45 "Theatre notes..." must be blank but have the heading "ATTACH THEATRE NOTES HERE"</p> <p>Add another page of Maternal Early Warning Chart remove page 49 page 56 – Checklist: under recommendations, paragraph 3, remove bullet 1 and 2 Last page – Remove the heading "Remove this page..."</p> <p><b>Carbon paper:</b> Page 1 must complete using carbon paper (it duplicates onto 3) Page 53 must be completed using carbon paper (it duplicates onto p55) Page 56 must be completed using carbon paper (it duplicates onto p58)</p> <p><b>BINDING OF FINAL PRODUCT</b> Book to be made up with 2 staples at side</p> <p>Peri-operative record- back of cover page perforated (CAESAREAN DELIVERY SAFETY CHECKLIST) so that it can be removed for theatre audit purposes.</p> <p><b>Packaging Unit:</b> 50 books per box</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
70.	23-14901	<p><b>BOOKS, MATERNITY REGISTER</b></p> <p>150 leaves printed on both sides in black ink. <b>Size:</b> 420mm x 297mm Paper: "White" 70 GSM</p> <p><b>Covers:</b> 1825 microns chipboard Full bound with red book cloth. Thread sewn in sections bound with front and back end papers.</p> <p><b>Front cover:</b> labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 30 books per box</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
71.	23-16001	<p><b>BOOKS, OPERATION THEATRE RECORD</b></p> <p>50 sets of 3 leaves printed one side only in black ink. 150 leaves per book</p> <p><b>Size:</b> 297mm x 210mm</p> <p><b>Original:</b> White NCR CB Perforated <b>Duplicate:</b> White NCR CFB- Perforated <b>Triplicate:</b> White NCR CF - firm</p> <p>Numbered in triplicate from H631001 to H781000</p> <p><b>Covers:</b> Buff Tokai 200 GSM (mill tinted) ,wire stapled 4 in the binding margin <b>Back Cover:</b> size 297mm x 410mm, scored 2 to form a writing shield <b>Front Cover:</b> size 297mm x 210mm instructions printed on inside front cover labelled/printed to show contents and item number.</p>

		<p>Imprint no: i.e. item number/latesV date/your reference  <b>Pack and label:</b> (item number on all labels and boxes)</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 50 books per box</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
72.	23-16401	<p><b>BOOKS, DAILY CLINIC REGISTER</b></p> <p>50 leaves printed on both sides in black ink each book: 100 pages</p> <p><b>Size:</b> 297mm x 210mm Paper: White 70 GSM</p> <p><b>Covers:</b> Pink Tokai 200 GSM (mill tinted) Size: 297mm x 420mm saddle staple 2  <b>Front Cover:</b> labelled/ printed on outside only in black ink to show contents.</p> <p><b>PACK AND LABEL:</b> item number on all labels and boxes</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 50 books per box</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
73.	23-16701	<p><b>BOOKS, REPAIR REQUESTS MEDICO TECHNICAL EQUIPMENT AND ELECTRIC APPARATUS</b></p> <p>25 sets of 4 leaves printed one side only in black ink.  100 leaves per book.</p> <p><b>Size:</b> 297mm x 210mm  <b>Original:</b> White NCR-paper CB Perforated  <b>Duplicate:</b> White NCR- paper- CFB- Perforated  <b>Triplicate:</b> White NCR – paper -CF- Perforated  <b>Quadruplicate:</b> White NCR paper- CF- firm numbered in quadruplicate</p> <p><b>Covers:</b> Buff Tokai 200 GSM (mill tinted)</p> <p><b>Back Cover:</b> Size 297mm x 428mm scored 2 to form a writing shield.</p> <p><b>Front Cover:</b> Size: 297mm x 410mm Instructions printed on inside front cover.  Labelled/printed to show contents, cat.no and serial numbering.  Each book wire stapled 4 in the 22mm binding margin.</p> <p>Serial numbering to be provided at order  Front cover:</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 50 books per box</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
74.	23-16800	<p><b>LONG TERM MEDICATION ADMINISTRATION RECORD</b></p> <p>Printed Both Sides Only In Black Ink</p>

		<p><b>Size:</b> 297mmx210mm (A4)</p> <p><b>Paper:</b> 60GSM Blue</p> <p><b>Packaging Unit:</b> 250 per packet, 30 packets per box</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
75.	23-16901	<p><b>BOOKS, PATIENT REPORT</b></p> <p>100 sets of 3 leaves printed one side only in black ink. 300 leaves per book.</p> <p><b>Size:</b> 297mm x 210mm</p> <p><b>Original:</b> White NCR paper CB Perforated  <b>Duplicate:</b> White paper NCR CFB - Perforated  <b>Triplicate:</b> White NCR paper CF- firm</p> <p>Numbered in triplicate from H45001 to H95000.  <b>Covers:</b> Buff Tokai 200 GSM (mill tinted)  <b>Back Covers:</b> Size 297mm x 240mm scored 2 to form a writing shield.  <b>Front Cover:</b> Size 297mm x 210mm</p> <p>Instructions printed on inside front cover labelled/printed to show contents. cat.no and serial numbering.  Each book wire stapled 4 in the 20mm binding margin.  spine covered with 80mm wide yellow book cloth</p> <p>Serial numbering must be from 10000011o 13643200  All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 30 books per box</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
76.	23-17101	<p><b>BOOKS, PATIENT'S VALUABLES REGISTER</b></p> <p>50 leaves printed both sides in black ink.  <b>Size:</b> 210mm x 148mm  <b>Paper:</b> White 60 GSM</p> <p><b>Covers:</b> Buff Tokai Board 200 GSM wire stapled 3. Printed/labelled to show content and Stores Cat. No.  <b>Front cover:</b> labelled/printed to show contents and item number.  All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 30 books per box</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
77.	23-17501	<p><b>BOOKS, SPECIMEN DELIVERY</b></p> <p>20 leaves printed both sides in black ink. 40 pages per book.</p> <p><b>Size:</b> 297mm x 210mm Paper: White 70 GSM</p> <p><b>Covers:</b> Buff Tokai Board 160 GSM (mill tinted) Size: 297mm x 420mm staple 2  <b>Front Cover:</b> labelled/printed to show contents, Cat. No.  All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 50 books per box</p>

ITEM NO.	DESCRIPTION
78. 23-20000	<p><b>CARDS, FAMILY PLANNING</b></p> <p>Printed on both sides in black ink  <b>Size:</b> 135mm x 378mm  <b>Board:</b> Eltoro Litho 200 GSM</p> <p><b>Front cover:</b> labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 250 per packet to be boxed in A3 boxes</p>
ITEM NO.	DESCRIPTION
79. 23-22301	<p><b>CARDS, CARRIER OUT-PATIENT</b></p> <p>Printed on both sides in black ink  <b>Colour:</b> Blue  <b>Size:</b> 74mm x t 05mm  <b>Board:</b> Blue Tokai 200 GSM (mill tinted)</p> <p><b>Front cover:</b> labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 250 per packet, 10 packets per box</p>
ITEM NO.	DESCRIPTION
80. 23-25601	<p><b>CARDS, HOLDERS, LABORATORY AND X-RAY REPORTS</b></p> <p>Printed on one side only in black ink  <b>Colour:</b> Brown  <b>Size:</b> 297mm x 210mm  <b>Board:</b> Kraft Liner 160 GSM</p> <p>Punch 1 hole in the top left hand corner  Pack and Label: 250's (Cat. No. on all labels and boxes) Imprint no: i.e. item number/latest o/n/date/your reference  <b>Front cover:</b> labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 250 per packet, 10 packets per box</p>
ITEM NO.	DESCRIPTION
81. 23-27320	<p><b>CARDS BIN (TALLY CARD)</b></p> <p>Printed both sides in black ink.</p> <p><b>Size:</b> 210mm x 297mm <b>Board:</b> Eltoro Litho 200 GSM  <b>Pack and label:</b> (Item number on the boxes)</p> <p><b>Front cover:</b> labelled/printed to show contents and item number. All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 250 per packet, 4 packets per box.</p>

ITEM NO.	DESCRIPTION
82. 23-27460	<p><b>CARD, PATIENT SUMMARY</b> Printed on both sides in black ink</p> <p><b>Size:</b> 297mm x 210mm <b>Board:</b> Yellow TokiA160 GSM (mill tinted)</p> <p>Not folded. Punch 2 holes centred Front cover: labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 250 per packet</p>
ITEM NO.	DESCRIPTION
83. 23-27602	<p><b>CARDS PRESCRIPTION REPEAT</b></p> <p>Printed one side only in black ink <b>Size:</b> 210mm x 297mm <b>Board:</b> Pink Tokai 160 GSM (mill tinted)</p> <p><b>Front cover:</b> labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 250 per packet, 10 packets per box</p>
ITEM NO.	DESCRIPTION
84. 23-27608	<p><b>FOLDERS, OUT-PATIENT RECORD</b></p> <p>Printed on both sides in black ink <b>Size:</b> 297mm x 535mm <b>Board:</b> Buff Tokai 240 GSM (mill tinted) <b>Scored:</b> 2 down 203mm and 424mm from left hand edge. Not folded. Punch 3 holes 2 holes to be equidistant from the top and bottom edges and 228mm from the edge of the front cover 3'd hole 25mm from the top of border and Centre fold.</p> <p>Front cover: labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 250 per packet</p>
ITEM NO.	DESCRIPTION
85. 23-27609	<p><b>FORMS, OUT-PATIENT RECORD CONTINUATION SHEET</b></p> <p>Printed on both sides in black ink and tumbled <b>Size:</b> 210mm x297mm <b>Paper:</b> White 60 GSM</p> <p>Punch 2 holes Front cover: labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 250 per packet</p>

ITEM NO.	DESCRIPTION
86. 23-27610	<p><b>PADS, ADMISSION FORM: IN PATIENT</b></p> <p>150 Leaves printed both sides in black ink and tumbled.  <b>Size:</b> 297mm x 210mm  <b>Board:</b> Yellow 80 GSM (mill tinted)</p> <p>Padded along the top with Kraft liner 180 GSM backing board.</p> <p><b>Front cover:</b> labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 50 pads per box</p>
ITEM NO.	DESCRIPTION
87. 23-28100	<p><b>CARDS, TREATMENT AND PRESCRIPTION</b></p> <p>Printed both sides in black ink.  <b>Size:</b> 297mm x 210mm  <b>Board:</b> pink 160 GSM Tokai (mill tinted) Punch 2 holes.</p> <p>Imprint no: i.e. cps cat.no./latest o/n/date/your reference  <b>Pack and label:</b> (cat. no. on all labels and boxes please)  <b>Front cover:</b> labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 250 per packet, 30 packets per box</p>
ITEM NO.	DESCRIPTION
88. 23-38704	<p><b>PADS, IN-PATIENT ADMISSION</b></p> <p>80 sets of 3 leaves printed in black (240 leaves per pad) accurate registration is essential</p> <p><b>Size:</b> 297mm x 210mm</p> <p><b>Original:</b> White NCR PAPER CB printed on one side only  <b>Duplicate:</b> Yellow NCR PAPER CFB printed on both sides (mill tinted)  <b>Triplicate:</b> Blue NCR CF printed on both sides (mill tinted)  padded along the top with 225 GSM Kraft backing board</p> <p><b>Front cover:</b> labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 30 pads per box</p>
ITEM NO.	DESCRIPTION
89. 23-42701	<p><b>FORMS, CHART OBSERVATION</b></p> <p>Printed one side only in black ink  <b>Size:</b> 297mm x 210mm</p> <p><b>Paper:</b> White 60 GSM <b>Front cover:</b> labelled/printed to show contents and item number.</p>

		All Printing on file must be in the English language only. <b>Packaging Unit:</b> 20 x packets of 250
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
90.	23-44101	<b>FORMS, DIABETIC URINE CHART</b>  Printed on one side only in black ink  <b>Size:</b> 210mm x 297mm <b>Paper:</b> 60 GSM White <b>Front cover:</b> labelled/printed to show contents and item number.  All Printing on file must be in the English language only.  <b>Packaging Unit:</b> 100 per packet, 40 packets per box
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
91.	23-45001	<b>FORMS, HISTORY AND PROGRESS NOTES</b>  Printed on both sides in black ink <b>Size:</b> 297mm x 210mm <b>Paper:</b> 60 GSM WHITE  Imprint No: i.e item number/latest o/n/date/your reference <b>Pack and label:</b> 250's (item number all labels and boxes) <b>Front cover:</b> labelled/printed to show contents and item number.  All Printing on file must be in the English language only.  <b>Packaging Unit:</b> 250 per packet, 30 packets per box
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
92.	23-45401	<b>FORMS, RECORD OF NEONATE</b>  8 pages, 4 leaves. Self-cover. Printed both sides head to head in full colour on 80gm bond, white A3 paper folded to A4. Saddle stitched. 2 holes punched.  <b>Packaging Unit:</b> 250 per packet (30 packets per box)
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
93.	23-46333	<b>FORMS, NURSING PROCESS</b>  Printed on both sides in black and tumbled <b>Colour:</b> White <b>Size:</b> 210mm x 297mm Paper: 60 GSM white  Punch 2 holes <b>Front cover:</b> labelled/printed to show contents and item number.  All Printing on file must be in the English language only.  <b>Packaging Unit:</b> 100 per packet, 40 packets per box

ITEM NO.	DESCRIPTION
94. 23-46501	<p><b>FORMS, PATIENT WARD CHART</b></p> <p>Printed one side only in black ink.  <b>Size:</b> 297mm x 210mm  <b>Paper:</b> 60 GSM white Punch 2 hole.</p> <p>Imprint no: i.e. item number./ latest o/n/date/your reference  Pack and Label: 250's (Cat. No. on all labels and boxes)  Front cover: labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 250 per packet, 30 packets per box</p>
ITEM NO.	DESCRIPTION
95. 23-46802	<p><b>PADS, CONSENT FOR OPERATION/PROCEDURE</b></p> <p>150 leaves printed both sides in black ink.  <b>Size:</b> 297mm x 210mm  <b>Paper:</b> 60 GSM white</p> <p>Padded along the top with Kraft 225 GSM backing board.  <b>Front cover:</b> labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 50 pads per box</p>
ITEM NO.	DESCRIPTION
96. 23-47001	<p><b>CARDS OUT-PATIENT RECORD (PATIENT HELD)</b></p> <p>Printed on both sides only in black ink  The dated diagnosis side must be printed on the CF side of the board.  <b>Size:</b> 125mm x 325mm  <b>Board:</b> NCR 125 GSM CF white</p> <p><b>Front cover:</b> labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 250 per packet</p>
ITEM NO.	DESCRIPTION
97. 23-47850	<p><b>PADS, PRESCRIPTION</b></p> <p>50 leaves printed one side only in black ink.  <b>Size:</b> 145mm x 105mm  White NCR paper CB.  Padded along the top with Kraft 225 GSM backing board.  <b>Front cover:</b> labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 50 pads per box</p>

ITEM NO.	DESCRIPTION
98. 23-42401	<p><b>FORMS, CASE SHEET WHITE (ENGLISH)</b></p> <p>Printed both sides only in black ink Size: 297mm x 420mm  <b>Paper:</b> White 70 GSM Punch 2 holes score.  <b>Front cover:</b> labelled/printed to show contents and item number. All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 250 per packet</p>
ITEM NO.	DESCRIPTION
99. 23-52201	<p><b>FORMS, SURGICAL APPLIANCE</b></p> <p>Printed one side only in black ink Size: A4  <b>Paper:</b> 60 GSM white  <b>Front cover:</b> labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 100 per packet, 50 packets per box</p>
ITEM NO.	DESCRIPTION
100. 23-53431	<p><b>FORMS, PRESCRIPTION AND RECORD SHEET</b></p> <p>Printed both sides in black ink Colour: Blue</p> <p><b>Size:</b> 297mm X 210mm</p> <p><b>Paper:</b> 60 GSM BLUE (mill tinted)</p> <p><b>Packaging Unit:</b> 250 per packet, 30 packets per box</p>
ITEM NO.	DESCRIPTION
101. 23-54001	<p><b>FORMS, ULTRA SOUND REQUEST GENERAL</b></p> <p>Printed both sides in black ink  <b>Size:</b> 445mm x 210mm  <b>Paper:</b> 60 GSM WHITE  Perforate 148mm and 294mm from the top.  <b>Front cover:</b> labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 250 per packet</p>
ITEM NO.	DESCRIPTION
102. 23-54002	<p><b>FORMS, ULTRA SOUND REQUEST GYNAECOLOGY</b></p> <p>Printed both sides in black ink and tumbled Size: 445mm x 210mm  <b>Paper:</b> 60 GSM White</p> <p>Perforate 148mm and 294mm from the top.  <b>Front cover:</b> labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 250 per packet</p>

ITEM NO.	DESCRIPTION
103. 23-54601	<p><b>SETS, X-RAY REQUEST FORM</b></p> <p>Snap set Of 3 Leaves Printed On One Side Only In Black Ink. Accurate Registration Is Essential</p> <p><b>Size:</b> 297mm x 210mm</p> <p><b>Original:</b> White NCR CB- Perforated Duplicate: White NCR CFB -Perforated Triplicate: White NCR CF- Perforated</p> <p>Each set of 3 leaves glued along the top and perforated 13mm from the top edge. Must be carbonize</p> <p>Front cover: labelled/printed to show contents and item number. All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 250 per packet, 10 packets per box</p>
ITEM NO.	DESCRIPTION
104. 23-54801	<p><b>FORMS, X-RAY REGISTER (LOOSE LEAF)</b></p> <p>Printed Both Sides Only In Black Ink</p> <p><b>Size:</b> 330mm x289mm</p> <p><b>Paper:</b> Colour "Sky-Blue" 80 GSM (mill tinted)</p> <p>Thong punched 4 holes.</p> <p><b>Front cover:</b> labelled/printed to show contents and item number. All Pr'1nting on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 100 per packet, 30 packets per box</p>
ITEM NO.	DESCRIPTION
105. 23-55201	<p><b>SETS, BINDER FOR X-RAY REPORT</b></p> <p>Not Printed.</p> <p><b>Material:</b> Board 1225 Microns Chipboard. Book Cloth Tan</p> <p><b>Top piece:</b> Consists of 2 pieces of board. One piece 24mm wide and the other 180mm. wide hinged with a 99mm book cloth strip glued on both sides to give an overall width of 210mm. a further book cloth strip 203mm deep by 163mm wide to be glued 19mm in from the hinged edge leaving a 5mm fold positioned onto top cover. Correct embossed top side of the material to appear on spine when made up.</p> <p><b>Bottom piece:</b> consists of 1 piece of board with a 101mm book cloth strip glued on both sides of the board at the binding edge.</p> <p><b>Top and bottom pieces:</b> punched 2 round holes with a 6.4mm diameter at centers of BOmm and centered along the 203mm. Binding edge centers of holes to be 15mm from the binding edge.</p> <p><b>Packaging Unit:</b> 100 sets per box</p>
ITEM NO.	DESCRIPTION
106. 23-55601	<p><b>FILE COVERS, ACCOUNT FOLDER: DEPARTMENT OF HEALTH KWAZULU-NATAL</b></p> <p>Printed one side only in black ink.</p> <p><b>Size:</b> 350mm x 504mm</p> <p><b>Board:</b> Kraft Liner 225 GSM</p> <p><b>Colour:</b> Brown</p> <p>Score 220mm and 436mm from left hand side.</p>

		<p><b>MADE UP AS FOLLOWS:</b></p> <p>Fold right hand side flap (short flap)  Stapled 1 top right hand corner and 1 bottom right hand corner. Staples must close on the inside of the file cover.  <b>Front cover:</b> labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> packets of 100</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
107.	23-56001	<p><b>FILE COVERS, CASE HISTORY</b></p> <p>Printed one side only in black ink. Size: 3890mm x 5089mm  <b>Colour :</b> Brown  <b>Board:</b> Kraft Liner 225 GSM</p> <p><b>TO BE MADE UP AS FOLLOWS:</b></p> <p>Scored 230mm and 460mm and 32mm from the bottom on right hand side flap.  fold and staple one on the top right hand corner ( staple must close on the inside of the file cover)</p> <p><b>Bottom Flap:</b> folded over the right hand side flap and pasted on bottom right hand corner. Spine covered with 25mm red book cloth. The cloth must cover approximately 12.5mm on each side of the spine.  <b>Front cover:</b> labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> packets of 50</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
108.	23-56401	<p><b>FILE COVERS, DEPARTMENT OF HEALTH KZN</b></p> <p>Printed one side only in black ink.</p> <p><b>Size:</b> 362mm x 570mm  <b>Board:</b> Kraft Liner 225 GSM</p> <p><b>TO BE MADE UP AS FOLLOWS:</b></p> <p>Score 229mm and 455mm from left hand edge. Not folded.  Score reinforced with 2 x 50mm strips blue miradur ( strips must be pasted to cover the score with 25mm on each side of the score)</p> <p><b>Inner Retaining Sheet:</b> Size: 362mm x 205mm  Eltoro Litho 240 GSM OR KRAFT 225 GSM. Punch 1 in top left hand corner. Staple 3 10mm from each score to inside cover.  Staples must close on the inside of the file cover.  On the spine the following is to be printed:  <b>Front cover:</b> labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> packets of 50</p>

	ITEM NO.	DESCRIPTION
109.	23-57101	<p><b>FILE COVERS, NURSES CONFIDENTIAL</b></p> <p>Printed both sides in black ink. Size: 362mm x 572mm  <b>Board:</b> White Board Tinted Yellow On The Front Only</p> <p>Score 2 down 225mm and 449mm from the left hand side. Not folded. Reinforced with 2 x 50mm cream book cloth strip down spines.  It is imperative that the book cloth strips cover the spines with 25mm on each side of the second score and approximately 10mm on the front cover and 40mm on the back cover of the first score.</p> <p>1 sheet of the abovementioned Board Or Kraft 230 GSM,  <b>Size:</b> 360mm x 210mm  Punched 1 in the top left hand corner staple 3 to the inside cover 10mm from each score (staples must close on the inside of each file)</p> <p>All Printing on file must be in the English language only.  Front cover: labelled/printed to show contents and item number.</p> <p><b>Packaging Unit:</b> packets of 50</p>
	ITEM NO.	DESCRIPTION
110.	23-58901	<p><b>COVERS,RECORD:PROVINCE OF KWAZULU-NATAL</b></p> <p>Printed One Side Only In Black Ink. Half a moon in the middle on the cover. Half in the middle on the middle on the top cover.  <b>Size:</b> 480mm X 365mm  <b>Board:</b> Kraft Liner 225 GSM</p> <p><b>MADE UP AS FOLLOWS:</b>  Score 3 (1 down center and 2 down each side)  fold 1 (center) 2 side flaps folded and pasted onto main area top dye</p> <p><b>Front cover:</b> labelled/printed to show contents and item number.  All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 100 per packet, 10 packets per box  To be boxed</p>
	ITEM NO.	DESCRIPTION
111.	23-61401	<p><b>CARDS, MORTUARY LABEL</b></p> <p>Printed one side only in black ink  <b>Size:</b> 75mm x 105mm  <b>Board:</b> Green Tokai 160 GSM (mill tinted).Punch one in bottom right hand corner.  <b>Front cover:</b> labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 500 per packet</p>
	ITEM NO.	DESCRIPTION
112.	23-61801	<p><b>FORMS, X-RAY IDENTIFICATION</b></p> <p>Printed one side only in black ink</p> <p>The printing must be positioned 27mm from the left hand side, 27mm from the right hand side and 4mm from the top.</p>

		<p>This is imperative as this form must fit into the X-Ray machine slot. Front cover: labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 500 per packet, 10 packets per box</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
113.	26-08122	<p><b>BOOKS REQUISITION FOR SUPPLIERS.</b></p> <p>50 sets of 3 leaves printed one side only in black ink. Each book (i.e. 150 leaves per book). Accurate registration is essential.</p> <p><b>Size:</b> 297mm x 210mm  <b>Original:</b> Yellow NCR CB- perforated  <b>Duplicate:</b> Blue NCR CFB- perforated (mill tinted)  <b>Triplicate:</b> Pink NCR CF- firm (mill tinted)  Numbered in triplicate.  <b>Covers:</b> Buff Tokai 240 GSM (mill tinted), wire stapled 4 in the 14mm binding margin.  <b>Back Cover Size:</b> 297mm x 420mm scored 2 to form a writing shield  <b>Front Cover:</b> instructions printed on the inside front cover labelled to show contents cat. no. and serial numbering.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 50 books per box</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
114.	26-08522	<p><b>BOOKS, CONDEMNATION AND REPLACEMENT OF INEXPENSIVE EQUIPMENT</b></p> <p>100 sets of 3 leaves printed one side only in black ink. 300 leaves per book. accurate registration is essential</p> <p><b>Size:</b> 297mm x 210mm</p> <p><b>Original:</b> Yellow NCR CB-perforated (mill tinted)  <b>Duplicated:</b> White NCR CFB-perforated  <b>Triplicate:</b> White NCR CF-firm  Numbered in triplicate from B 853501-8939500</p> <p><b>Covers:</b> Buff Tokai 240 GSM (mill tinted). Wire stapled 4 in the 20mm binding margin.  <b>Back Cover:</b> Size: 297mm x 412mm. scored 2 to form a writing shield.  Front Cover: instructions printed on the inside cover</p> <p><b>Front Cover:</b> label/printed to show contents, Cat. No. and serial numbering. serial numbering must be by CPS</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 30 books per box</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
115.	26-08722	<p><b>BOOKS, REQUISITION FOR PSYCHOTROPIC MEDICINES (SCHEDULE 5 AND 6)</b></p> <p>100 sets of 2 leaves printed one side only in black ink. 200 leaves per book. Accurate registration is essential</p> <p><b>Size:</b> 210mm x 148mm  <b>Original:</b> White NCR CB- perforated</p>

		<p><b>Duplicate:</b> White NCR CF- firm Numbered in duplicate from 0603901-0843900 Covers: Buff Tokai 200 GSM (Mill tinted) wire stapled 2 in the 14mm binding margin. <b>Back Cover:</b> Size: 210mm x 297mm scored 2 to form a writing shield.</p> <p><b>Front cover:</b> instructions printed on the inside cover: labelled/printed to show contents, Cat. No. and serial numbering.</p> <p>Serial numbering must be by CPS</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 40 books per box</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
116.	26-10122	<p><b>BOOKS, OFFICIAL HOSPITAL RECEIPTS</b></p> <p>50 sets of 2 leaves printed one side only in black ink. 100 leaves per book.</p> <p><b>Size:</b> 425mm x 300mm <b>Original:</b> Green 60 GSM paper (mill tinted) <b>Size:</b> 425mm x 152mm perforated 1 down and 7 across <b>Duplicate:</b> White 60 GSM paper size: 425mm x 300mm firm Numbered in duplicate from Z038401 to Z056800 <b>Covers:</b> Buff Tokai 200 GSM (mill tinted). Wire stapled 5 in the 16mm binding margin. spine covered with 70mm wide red book cloth <b>Back Covers:</b> 1225 microns chipboard</p> <p><b>Front Covers:</b> instructions printed on inside front cover. Labelled to show contents, item number and serial numbering.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 30 books per box</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
117.	26-11522	<p><b>BOOKS, LOG GOVERNMENT OWNED VEHICLE</b></p> <p>25 sets of 4 leaves printed on one side only. 100 leaves per book.</p> <p><b>Size:</b> 210mm x 297mm</p> <p><b>Original:</b> White NCR CB printed in black ink. Perforated. <b>Duplicate:</b> White NCR-CFB printed in yellow and black ink-perforated <b>TriPLICATE:</b> White NCR- CFB printed in blue and black ink <b>Quadruplicate:</b> White NCR-CF printed in light green and black ink- firm numbered in quadruplicate in red ink: <b>Covers:</b> Green Tokai 200 GSM (mill tinted) Printed both sides in black ink as per front cover must indicate contents, CPS item number. and Serial numbering.</p> <p><b>Back Cover Size:</b> 210mm x 562mm- scored 2 to form writing shield. Printed on both sides in black ink. Stapled 4 in the 32 mm binding margin</p> <p>All numbering to be supplied by CPS: Front cover: labelled/printed to show contents and item number.</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 50 books per box</p>

ITEM NO.	DESCRIPTION
118. 26-11622	<p><b>BOOKS, CERTIFICATE OF INDISPOSITION</b></p> <p>50 sets of 2 leaves printed one side only in black ink 3 to view each book. 100 leaves per book. Accurate registration is essential</p> <p><b>Size:</b> 297mm x 210mm  <b>Original:</b> White NCR CB Perforated  <b>Duplicate:</b> White NCR CF firm numbered in duplicate 3 to view</p> <p><b>Covers:</b> Buff Tokai mill tinted 200 GSM. Wire stapled 4 in the 15mm binding margin.  <b>Front Cover:</b> instructions printed on inside front cover. Labelled to show contents, item number and serial numbering.  <b>Back Cover:</b> Size: 297mm x 410mm- scored 2 to form a writing shield all numbering to be supplied by CPS</p> <p>All Printing on file must be in the English language only.</p> <p><b>Packaging Unit:</b> 50 books per box</p>
ITEM NO.	DESCRIPTION
119. 23-41701	<p><b>PADS, CASE HISTORY SUMMARY</b></p> <p>50 sets of 3 leaves (150 leaves per pad) printed one side only in black ink</p> <p><b>Size:</b> 297mm x 210mm</p> <p><b>Original:</b> blue NCR CB (mill tinted)  <b>Duplicate:</b> blue NCR CFB (mill tinted)  <b>Triplicate:</b> blue NCR CF (mill tinted)</p> <p>Padded along the top with 225 GSM Kraft backing board</p> <p><b>Packaging Unit:</b> 50 pads per box</p>
ITEM NO.	DESCRIPTION
120. 50-0768	<p><b>EXECUTIVE DIARIES</b></p> <p>Diaries have a hard cover and are covered in vynide. Ribbon bookmarks are included.  <b>Colour:</b> Black <b>Size:</b> A4</p> <p><b>Front cover:</b> printed to show the department of health logo and the current year on the top right corner.</p> <p>All Printing on file must be in the English language only</p> <p><b>Packaging Unit:</b> Each</p>
ITEM NO.	DESCRIPTION
121. 50-0769	<p><b>DIARIES</b></p> <p>Diaries have a hard cover and are covered in vynide. Ribbon bookmarks are included.  <b>Colour:</b> Black <b>Size:</b> A5</p> <p><b>Front cover:</b> printed to show the department of health logo and the current year on the top right corner.</p> <p>All Printing on file must be in the English language only</p> <p><b>Packaging Unit:</b> Each</p>

ITEM NO.	DESCRIPTION
122. 50-14557	<p><b>A4 LEAFLETS/PAMPHLETS (297mm X210mm)</b></p> <p>A standard-size sheet of paper that can be folded lengthwise three times to create six panels (tri-fold) and others printed on both sides. (To be specified by requisitioner). Paper weight must be 115 GSM The different messages to be printed are to be provided by the department.</p> <p><b>Packaging Unit:</b> Each</p>
ITEM NO.	DESCRIPTION
123. 50-14556	<p><b>POSTERS A2 (420mm x 594mm)</b></p> <p>The messages to be printed to be provided by the department A standard paper to be used Paper weight must be 170 GSM</p> <p><b>Packaging Unit:</b> Each</p>
ITEM NO.	DESCRIPTION
124. 50-00736	<p><b>EDUCATIONAL BOOKLETS</b></p> <p>The content to be supplied by the department <b>Size</b> of booklet A5 (148 X 210 mm) <b>Pages:</b> 4 page cover; 30 page text (approx. 6000 words) <b>Cover specification (matt laminate):</b> 250gsm Triple Green Matt. Matt film laminated and scored <b>Text specification:</b> 170gsm Triple Green Matt Colour, design and layout: Full colour, as per Department's Brand colours and guideline <b>Binding:</b> Folded, saddle stitched two wires and trimmed flush</p> <p><b>Packaging Unit:</b> Each</p>
ITEM NO.	DESCRIPTION
125. 50-00748	<p><b>LABOUR WARD REGISTER</b></p> <p><b>Stock:</b> Covers – Grey Chip 1200mic End Sheets – White Cartridge 90gsm Text – White Cartridge 90gsm Cloth – Novalite Emotions two tone Blue (12178)</p> <p><b>Size:</b> 305mm x 425mm (landscape closed)</p> <p><b>Pages:</b> 208 pages including end sheets</p> <p><b>Foil:</b> Cover – Gold (Area – 160mm x 110mm)</p> <p><b>Print:</b> Text – Black throughout</p> <p><b>Binding:</b> Section Sewn and Full Bound (case)</p> <p><b>Artwork:</b> To be done by printer</p> <p><b>Packaging Unit:</b> 100 per box</p>
ITEM NO.	DESCRIPTION
126. 50-00747	<p><b>COMBINED BIRTH REGISTER LABOUR WARD AND POSTNATAL WARD</b></p> <p><b>Stock:</b> Covers – Grey Chip 1200mic End Sheets – White Cartridge 90gsm Text – White Cartridge 90gsm Cloth – Novalite Emotions two tone Green (12187)</p>

		<p><b>Size:</b> 305mm x 425mm (landscape closed)</p> <p><b>Pages:</b> 208 pages including end sheets</p> <p><b>Foil:</b> Cover – Gold (Area – 160mm x 240mm)</p> <p><b>Print:</b> End sheet Front – Full colour one side End sheet Back – Black throughout Text – Black throughout</p> <p><b>Binding:</b> Section Sewn and Full Bound (case)</p> <p><b>Artwork:</b> To be done by printer</p> <p><b>Packaging Unit:</b> 100 per box</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
127.	50-00749	<p><b>POSTNATAL WARD REGISTER</b></p> <p><b>Stock:</b> Covers – Grey Chip 1200mic End Sheets – White Cartridge 90gsm Text – White Cartridge 90gsm Cloth – Novalite Emotions two tone Burgundy (12175)</p> <p><b>Size:</b> 305mm x 425mm (landscape closed)</p> <p><b>Pages:</b> 208 pages including end sheets</p> <p><b>Foil:</b> Cover – Gold (Area – 160mm x 110mm)</p> <p><b>Print:</b> Text – Black throughout</p> <p><b>Binding:</b> Section Sewn and Full Bound (case)</p> <p><b>Artwork:</b> To be done by printer</p> <p><b>Packaging Unit:</b> 100 per box</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
128.	50-02163	<p><b>EDUCATIONAL FLIPCHARTS</b> Official Title: (AGL Flip File):</p> <p><b>Paper</b> -200gsm <b>Number of pages</b> -162 pages <b>Binding</b> -white wire binding on the long end <b>Front and Back cover</b> - frosted front, white backing board and white / grey stand <b>Other advice</b> - check page number, the document is top and turned when printed for flipping the pages, matt mating varnished both sides</p> <p><b>Packaging Unit:</b> Each</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
129.	50-01067	<p><b>CLUBS AND PATIENT CARE CARDS</b> Official Title: (AGL Prepack - Medicine Collection Card)</p> <p>148 x 105 mm printed cmyk both sides on 300gsm Power Art Matt White Trim, Center fold</p> <p><b>Packaging Unit:</b> Packed and boxed in 20 packs</p>

ITEM NO.	DESCRIPTION
130. 50-00737	<p><b>LEAFLETS/ BOOKLETS WITH ADHERENCE MESSAGES:</b> Official Title: AGL Adherence Flyer</p> <p><b>Paper</b> -128gsm <b>Number of pages</b> - A4 Roll Fold printed both sides in full colour <b>Binding</b> -None <b>Front and Back cover</b> -none <b>Other advice</b> - document must be scored for ease of folding + matt machine varnish both sides</p> <p><b>Packaging Unit:</b> Each</p>
ITEM NO.	DESCRIPTION
131. 50-00738	<p><b>ADHERENCE BOOKLETS:</b> Official Title: AGL SOPs booklet:</p> <p><b>Paper</b> -150gsm <b>Number of pages</b> -80 pages <b>Binding</b> - white wire binding on the long end <b>Front and Back cover</b> - frosted front with a white backing board and frosted back cover <b>Other advice</b> - check page number and matt machine varnish both sides of pages</p> <p><b>Packaging Unit:</b> Each</p>
ITEM NO.	DESCRIPTION
132. 23-39202	<p><b>OPERATIVE RECORD</b></p> <p>2 pages printed back to back</p> <p>Printed Both Sides In Black Ink As Per Photo Copy Of Specimen <b>Size:</b> 210mm X 420mm (A4) <b>Paper:</b> Yellow 60 GSM (Mill Tinted) No strike through should be evident from obverse printing. All Printing on file must be in the English language only.</p> <p>All Items to be Boxed As Per Sample Layout Available</p> <p><b>Packaging Unit:</b> Packets of 250</p>
ITEM NO.	DESCRIPTION
133. 23-39203	<p><b>PERIOPERATIVE ANAESTHETIC RECORD</b></p> <p>4 pages printed back to back to create a 4 page booklet</p> <p>Printed Both Sides In Black Ink <b>Size:</b> 297mm X 420mm (A3) Fold To Procedure Size A4.</p> <p><b>Paper:</b> Yellow 60 GSM (Mill Tinted) No strike through should be evident from obverse printing. All Printing on file must be in the English language only.</p> <p>All Items to be Boxed As Per Sample Layout Available</p> <p><b>Packaging Unit:</b> Packets of 250</p>

	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
134.	23-39204	<p><b>ANAESTHETIC CONSENT</b> 2 pages printed back to back</p> <p>Printed Both Sides In Black Ink <b>Size:</b> 210mm X 420mm (A4) <b>Paper:</b> Yellow 60 GSM (Mill Tinted) No strike through should be evident from obverse printing. Printing on file is Zulu, English and Afrikaans.</p> <p>All Items To Be Boxed As Per Sample Layout Available <b>Packaging Unit:</b> Packets of 250</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
135.	23-39205	<p><b>PERIOPERATIVE ANAESTHETIC CONTINUATION SHEET</b> 2 pages printed back to back</p> <p>Printed Both Sides In Black Ink <b>Size:</b> 210mm X 420mm (A4) <b>Paper:</b> Yellow 60 GSM (Mill Tinted) No strike through should be evident from obverse printing. All Printing on file must be in the English language only.</p> <p>All Items to be Boxed As Per Sample Layout Available <b>Packaging Unit:</b> Packets of 250</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
136.	50-00750	<p><b>PHC/ANC REGISTER</b> <b>Stock:</b> Covers – Grey Chip 1200mic End Sheets – White Cartridge 90gsm Text – White Cartridge 90gsm Cloth – Novalite Emotions two tone Blue (12178) <b>Size:</b> 305mm x 425mm (landscape closed) Pages: 208 pages including end sheets <b>Foil:</b> Cover – Gold (Area – 160mm x 110mm) <b>Print:</b> Text – Black throughout <b>Binding:</b> Section Sewn and Full Bound (case) <b>Artwork:</b> To be done by printer</p> <p><b>Packaging Unit:</b> Each</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
137.	26-08322	<p><b>BOOK PRESCRIPTION FORM NON-HOSPITAL BASED</b></p> <p>100 sets of 3 leaves printed one side only in black ink, each book: 300 leaves per book accurate registration is essential <b>Size:</b> 210 mm x 148 mm <b>Original:</b> white NCR CB — perforated <b>Duplicate:</b> yellow NCR CFB — perforated (mill tinted) triplicate: blue ncr cf - firm (mill tinted) Numbered in triplicate <b>Covers:</b> buff tokai 200 gsm (mill tinted). wire stapled 2 in the 13mm binding margin <b>Back cover:</b> size: 210 mm x 300 mm, scored 2 to form a writing shield. <b>Front cover:</b> instructions printed on the inside front cover: labelled/printed to show contents, cat.no. and serial numbering each book. Items to be boxed Imprint no. to appear on all items (cat. no. / latest order no./ date/ your reference)</p> <p><b>Packaging Unit:</b> Pack &amp; label: 10 books (cat.no. and serial numbering on labels and boxes)</p>

	ITEM NO.	DESCRIPTION
138.	26-09922	<p><b>BOOK HOSPITAL COMPUTER RECEIPTS</b></p> <p>100 sets of 3 leaves printed one side only in black ink 4-to-view, each book. 300 leaves per book. Accurate registration is essential <b>Size:</b> 297mm x 210mm <b>Original:</b> white NCR CB — perforated <b>Duplicate:</b> yellow NCR CFB — perforated (mill tinted) <b>Triplicate:</b> blue NCR CF — firm (mill tinted) Numbered in triplicate</p> <p><b>Covers:</b> 1225 micron's chipboard. Hinge re- inforced on the inside with kraft 160gsm board.wire stapled 4 in the 18mm binding margin spine covered with 95mm red/blue/green miradur. Front cover: labelled to show contents, cat.no. and serial numbering, each book. All items to be boxed</p> <p><b>Packaging Unit:</b> Each</p>
139.	26-10123	<p><b>BOOK GOODS RECEIPT NOTE BOOK</b></p> <p>50 sets of 4 leaves (quaduplicate) printed in black ink only. each book (i.e. 200 leaves per book)</p> <p><b>1st</b> printed one side only, in black ink. perforated 1 down and numbered in red ink - finance / payments <b>2nd</b> printed one side only, in black ink. Perforated 1 down and numbered in red ink — data capturer. <b>3rd</b> printed one side only, in black ink. Perforated 1 down and numbered in red ink — storeman / end-user <b>4th</b> printed one side only, in black ink.fast/firm and numbered in red ink - book copy Red ink referehice to follow - note 10 digits required for numbering. <b>Make-up:</b> wire stitched 3 wires at left hand side with brown board 160 gsm top and bottom. Glued with printed label on front cover. <b>Back cover:</b> size 297mm x 420mm scored to form a writing shield <b>Size:</b> 210mm x 297mm</p> <p><b>Stock:</b> 1st blue - cb-56gsm- perforated <b>2nd</b> yellow - cfb. 53gsm - perforated <b>3rd</b> white - cfb 53gsm - perforated <b>4th</b> pink - cf 57gsm - fast/firm all items to be boxed imprint no: i.e. cps cat. no./latest o/n/ date/ your reference pack and label: (cat.no.on all labels and boxes please) <b>Packaging Unit:</b> Each</p>
140.	50-02677	<p><b>BOOK, DR-TB ADULT FOLDER</b></p> <p>Printed both sides in black ink. 160 GSM Tokai board yellow 80 GSM bond white Printed black throughout Saddle stitched Book with 36 pages</p> <p><b>Packaging Unit:</b> Each</p>
141.	50-02676	<p><b>BOOK, DRUG RESISTANT TB REGISTER</b></p> <p>Printed full colour both sides 350 GSM magno matt</p>

		<p>Matt laminated both sides  80 GSM bond white  Printed black throughout  28 pages  <b>Size:</b> 594mm x 210mm  Score and fold to 297mm x210mm  Saddled stitched  <b>Packaging Unit:</b> Each</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
142.	50-01022	<p><b>CARD, A4 PATIENT HAND-HELD CARD</b></p> <p>Printed black both sides  240 GSM eltora white  Score and fold to DL</p> <p><b>Packaging Unit:</b> Each</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
143.	50-00746	<p><b>BOOK, NEW TB CASE IDENTIFICATION REGISTER</b></p> <p><b>Artwork.</b> Sample of content to be supplied electronically. The content is in an EXCEL spreadsheet</p> <p><b>Cover.</b> 300 GSM magno matt + matt laminated one side only</p> <p><b>Inner leaves:</b> 80 GSM bond white</p> <p><b>Packaging Unit:</b> Each</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
144.	50-01064	<p><b>CARD, TB TREATMENT RECORD: (BLUE CARD) GW 20/12:</b></p> <p><b>Pages:</b> 4 pages</p> <p><b>Size:</b> A3 297 X 420 mm  <b>Paper:</b> Litho Board Blue 200gsm - outside cover Bond White 80gsm – inside  <b>Printing:</b> Inside papers both side in black print on white paper  Front and back cover: Printed both sides in one color  <b>Binding:</b> Scored once vertically and side stitch.</p> <p><b>Packaging Unit:</b> Packed in 200's</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
145.	50-01065	<p><b>CARD, PATIENTS TREATMENT CARD (GREEN CARD) GW 20/15</b></p> <p><b>Pages:</b> 4 pages</p> <p><b>Size:</b> A3 297 X 420 mm  <b>Paper:</b> Litho Board Green, 200gsm  <b>Printing:</b> Printed both sides in one color (black)  <b>Binding:</b> Scored once vertically</p> <p><b>Packaging Unit:</b> Packed in 200's  Wrapped in parcels</p>

	ITEM NO.	DESCRIPTION
146.	50-01066	<p><b>BOOK, TB PATIENT TRANSFER(REFERRALS) BOOKS GW 20/14</b></p> <p><b>Size:</b> A4 297 X 210 mm</p> <p><b>Pages:</b> 50 pages in triplicate (150 pages in total per book)</p> <p><b>Print:</b> 1 common color, 1 side only on 58gsm Text: Original Printed one side in one color on pink paper Text: Duplicate Print one side in one color yellow paper Text: Triplicate Printed one side in one color white paper Front cover: Printed both sides in one color and back cover Blank</p> <p><b>Paper:</b> Carbon paper</p> <p><b>Cover:</b> Green Litho board 200gsm</p> <p><b>NCR:</b> 1<sup>st</sup> copy: idem CB Pink Perforated 2<sup>nd</sup> copy: idem CFB Yellow Perforated 3<sup>rd</sup> copy: idem CF White fixed</p> <p><b>Finishing:</b> Quarter bound and trimmed to size with fold out flap in back cover</p> <p><b>Delivery:</b> Distribution List</p> <p><b>Packaging Unit:</b> Pack in 100's Wrapped in parcels</p>
	ITEM NO.	DESCRIPTION
147.	50-00733	<p><b>BOOK, DR-TB PAEDIATRIC FOLDER</b></p> <p><b>Cover:</b> 160 GSM tokai white Full colour both sides</p> <p><b>Text:</b> 36 pages Printed full colour throughout 80 bond white Saddle stitched</p> <p><b>Packaging Unit:</b> Each</p>
	ITEM NO.	DESCRIPTION
148.	50-00784	<p><b>BOOK, MALNUTRITION REGISTER</b></p> <p><b>Size:</b> A3 size register <b>Numbering</b> (coding) of pages and registers in sequence. First 2 pages printed in full colour (128gsm). 100 pages per register in black and white.(128gsm paper) Firmly pasted/bounded 1 x Fold over leaf (300gsm) laminated – printed in black and white on one side, and BMI Wheel fixed on the other side with metal rotational clip. BMI Wheel printed in 300gsm gloss paper. <b>Cover:</b> Grey chipboard. Inside of front cover printed in black and white. Printed logo with `KZN Health Nutrition Register` on Front cover-one colour All Artwork will be provided in Word Document or PDF format.</p>

		<p>ALL SUPPLIERS MUST VIEW SAMPLE BEFORE QUOTATION AND STATE ON QUOTATION THAT SAMPLE WAS VIEWED.          PROOFS TO BE SUBMITTED FOR APPROVAL BEFORE FINAL PRINTING.          TEXT WILL BE PROVIDED IN WORD DOCUMENT FORMAT. KZN HEALTH LOGO WILL BE PROVIDED.  <b>Packaging Unit:</b> packed in boxes of 10</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
149.	50-00734	<p><b>BOOK, AGL – SOP BOOKLET</b></p> <p><b>Size:</b> A5 Portrait 106pp + 4pp Cover  <b>Cover:</b> 250gsm Gloss Printed full colour, double sided  <b>Cover:</b> Matt OPP/laminated on outside only  <b>Inserts:</b> 130gsm Gloss Printed full colour, double sided  <b>Finishing:</b> White wire bind on 210mm side</p> <p><b>Packaging Unit:</b> Packed and boxed in 50 packs</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
150.	50-02163	<p><b>CHART, AGL FLIP FILE</b></p> <p><b>Paper</b> - 200gsm  <b>Number of pages</b> - 162 pages  <b>Binding</b> - white wire binding on the long end  <b>Front and Back cover</b> frosted front, white backing board and white / grey stand</p> <p><b>Packaging Unit:</b> Packed and boxed in 20 packs</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
151.	50-03116	<p><b>BOOK, AGL PATIENT ADHERENCE PLAN:</b></p> <p><b>Paper</b> – 150gsm  <b>Number of pages</b> – 100 leafs per book  <b>Binding</b> – 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 &amp; surname, 1 spot green 355U and black.  <b>Front and Back cover</b> – 300gm gloss  <b>Other advice:</b> Artwork: Changes to supplied artwork, converting CMYK to pantone and grayscale on the logo plus proofing</p> <p><b>Packaging Unit:</b> Packed and boxed in 100 packs</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
152.	50-03117	<p><b>BOOK, AGL PARTICIPANT TRAINING GUIDELINE</b></p> <p>AGL Participant Training Manual:  <b>Paper</b> - 150gsm  <b>Number of pages</b> - 91  <b>Binding</b> - white wire binding  <b>Front and Back cover</b> - frosted front with a white backing board  <b>Other advice</b> - frosted back cover</p> <p><b>Packaging Unit:</b> Packed and boxed in 20 packs</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
153.	50-03118	<p><b>BOOK, AGL FACILITATORS GUIDELINE</b></p> <p>AGL Participant Training Manual:  <b>Paper</b> - 150gsm</p>

		<p><b>Number of pages</b> - 70  <b>Binding</b> - white wire binding  <b>Front and Back cover</b> - frosted front with a white backing board  <b>Other advice</b> - frosted back cover</p> <p><b>Packaging Unit:</b> Packed in 50 per box</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
154.	50-03109	<p><b>BOOK, HIV TESTING SERVICES REGISTER</b></p> <p>Stock Covers Grey (with white outside) Chip 1200 mic, durable with gloss printing of KZNDoh logo, tag line and the name of the register in colour</p> <p><b>Cover:</b> Inside demographic writings</p> <p><b>Pages:</b> 125 Patients information pages carbonates. The carbonated page separator to be attached on the back cover cardboard. The carbonated page to be perforated for easy to tear.</p> <p><b>Text :</b> Print text Black throughout on 90gsm  <b>Size :</b> 430mm x 300mm (landscape closed)  10 Pages of instruction and IQC printed back to back.</p> <p><b>Binding :</b> Stapled 3 times and glued</p> <p><b>Artwork :</b> To be done by printer</p> <p><b>Packaging Unit:</b> 20 packets of 25 registers per packet</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
155.	50-03110	<p><b>BOOK, HTS INDEX CONTACT TESTING BOOKLET</b></p> <p>Stock Covers Grey (with green outside) Chip 1200 mic, durable with gloss printing of KZNDoh logo, tag line and the name of the register in colour</p> <p><b>Pages:</b> 120 Patients information pages. Including instruction and summary pages</p> <p><b>Text</b> - Print text Black throughout on 90gsm</p> <p><b>Size</b> - A4 - 290mm x 210mm (portrait closed)</p> <p><b>Binding :</b> Stapled 3 times and glued with green durable tape</p> <p><b>Artwork :</b> To be done by printer</p> <p><b>Packaging Unit:</b> Box of 17 booklet</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
156.	50-03111	<p><b>FLIPCHART, HTS SCREENING AND CONFIRMATION JOB AIDE</b></p> <p><b>Text</b> - Print text in black on white on 140gsm, KZN Logo, tag line and art or test kit photos (high resolution in color)</p> <p><b>Size</b> A4 - 290mm x 210mm (portrait closed)</p> <p><b>Texture:</b> Gloss and durable</p> <p><b>Artwork:</b> To be done by printer</p> <p><b>Packaging Unit:</b> 15 per pack in a box.</p>

ITEM NO.	DESCRIPTION
157. 50-03112	<p><b>BOOK, MEDICAL MALE CIRCUMCISION REGISTERS</b></p> <p><b>Size:</b> A3</p> <p><b>Front Cover:</b> Printed 4 Process colours only on G Print (Matt), 148gsm, white : Printed Black front only on Uncoated Bond, 80gsm, White</p> <p><b>Pre-press</b> : Artwork existing</p> <p><b>Finishing</b> : Matt laminated one side only (Front Cover) Trimmed to size Glue Printed front cover to the cover of the book NCR: White, CB, 60gsm, 100 sets, Black ink printed one side only, fixed NCR: Yellow, CF, 60gsm, 100 sets, Black ink printed one side only, Perforate Quarter bind (GREEN Book Tape) with writing shield, Instruction sheet tip in front.</p> <p><b>Packaging Unit:</b> 25 in a box</p>
ITEM NO.	DESCRIPTION
158. 50-03113	<p><b>LEAFLET, MMC CLIENT INTAKE FILE: HARD PAPER</b></p> <p><b>Size:</b> A3- paper size</p> <p><b>Booklet style:</b> each page opens as A4-size</p> <p><b>Front Cover:</b> labelled with patients details Back to back (double-sided) in color</p> <p><b>Packaging Unit:</b> 3500 in a box</p>
ITEM NO.	DESCRIPTION
159. 50-03114	<p><b>LEAFLET, MMC WOUND CARE LEAFLET</b></p> <p><b>Size:</b> A5- paper size</p> <p>Back to back (double-sided) leaflet in colour</p> <p><b>Packaging Unit:</b> 5000 in a box</p>
ITEM NO.	DESCRIPTION
160.	<p><b>BOOK, LINKAGE REGISTER</b></p> <p><b>Size:</b> same size as MMC Register (DOH)</p> <p><b>Binding:</b> Government printers format for Registers</p> <p>Covers in Colour</p> <p>Inner pages in Colour</p> <p><b>Packaging Unit:</b> 25 in a box</p>
ITEM NO.	DESCRIPTION
161.	<p><b>FORM, ADVERSE EVENT CLASSIFICATION FORM</b></p> <p><b>Size:</b> A4 - paper size</p> <p>Back to back (double-sided) in colour</p> <p>(AE classification is provided within the AE recording/reporting form)</p> <p><b>Packaging Unit:</b> 5000 in a box</p>
ITEM NO.	DESCRIPTION
162. 50-03115	<p><b>BOOK, TABLOID PUBLICATION</b></p> <p>The content to be supplied by the department</p>

		<p><b>Size of booklet</b> A3 (297 X 420 mm)  <b>Pages:</b> in multiples of 4 and a maximum of 8 pages  <b>Images:</b> 300dpi recommended however anything above 150dpi should be safe  <b>Text specification:</b> 170gsm Triple Green Matt  Colour, design and layout: Full color, as per Department's Brand colors and guideline  <b>Binding:</b> Folded  (a digital format is also required)</p> <p><b>Packaging Unit:</b> Each</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
163.	50-03119	<p><b>CARD, MATERNAL POST- NATAL CARD</b></p> <p>Pre-press Artwork supplied on disk</p> <p><b>Printing &amp; Paper</b> 4 Pager Cover:</p> <p><b>Printed</b> 4 Process colours both sides on G Print (Gloss), 170gsm, White  8 Pager:</p> <p><b>Printed</b> 4 Process colours both sides on Antalis Bond, 80gsm, White  4 Pager Texts:</p> <p><b>Printed</b> 4 Process colours both sides on Antalis Bond, 80gsm, White</p> <p><b>Finishing</b> Saddle Stitched &amp; Trimmed to Size  Folding (8 Pager)</p> <p><b>Folding</b> (4 Pager Cover)</p> <p><b>Despatch</b> Shrink-wrapped and deliver to one address in Pietermaritzburg</p> <p><b>Packaging Unit:</b> 100 per pack</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
164.	50-02163	<p><b>CHARTS, INPATIENT SUPPORT PACK</b></p> <p>16 pages, 8 leaves. Self-cover.  Printed both sides head to head in full colour on 80gm bond, white A3 paper folded to A4.  Saddle stitched. 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 100 documents per pack</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
165.	50-02164	<p><b>CHARTS, ICU ADMISSION</b></p> <p>16 pages, 8 leaves. Self-cover.  Printed both sides head to head in full colour on 80gm bond, white A3 paper folded to A4.  Saddle stitched. 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 100 documents per pack</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
166.	50-02165	<p><b>CHARTS, GC ADMISSION</b></p> <p>12 pages, 6 leaves. Self-cover.  Printed both sides head to head in full colour on 80gm bond, white A3 paper folded to A4.  Saddle stitched. 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 100 documents per pack</p>

ITEM NO.	DESCRIPTION
167. 50-02166	<p><b>CHARTS, GC ADMISSION -2°</b></p> <p>12 pages, 6 leaves. Self-cover. Printed both sides head to head in full colour on 80gm bond, white A3 paper folded to A4. Saddle stitched. 2 holes punched. <b>Packaging Unit:</b> Shrink wrapped. 100 documents per pack</p>
ITEM NO.	DESCRIPTION
168. 50-02167	<p><b>CHARTS, DAILY ASSESSMENT –ICU</b></p> <p>16 pages, 8 leaves. Self-cover. Printed both sides head to head in full colour on 80gm bond, white A3 paper folded to A4. Saddle stitched. 2 holes punched. <b>Packaging Unit:</b> Shrink wrapped. 100 documents per pack</p>
ITEM NO.	DESCRIPTION
169. 50-02168	<p><b>CHARTS, DAILY ASSESSMENT –GC</b></p> <p>8 pages, 4 leaves. Self-cover. Printed both sides head to head in full colour on 80gm bond, white A3 paper folded to A4. Saddle stitched. 2 holes punched. <b>Packaging Unit:</b> Shrink wrapped. 100 documents per pack</p>
ITEM NO.	DESCRIPTION
170. 50-02169	<p><b>CHARTS, DAILY ASSESSMENT –GC 2°</b></p> <p>8 pages, 4 leaves. Self-cover. Printed both sides head to head in full colour on 80gm bond, white A3 paper folded to A4. Saddle stitched. 2 holes punched. <b>Packaging Unit:</b> Shrink wrapped. 100 documents per pack</p>
ITEM NO.	DESCRIPTION
171. 50-02170	<p><b>CHARTS, DAILY ASSESSMENT –KMC</b></p> <p>4 pages, 2 leaves. Self-cover. Printed both sides head to head in full colour on 80gm bond, white A3 paper folded to A4. 2 holes punched. <b>Packaging Unit:</b> Shrink wrapped. 100 documents per pack</p>
ITEM NO.	DESCRIPTION
172. 50-10235	<p><b>PADS, DISCHARGE SUMMARY -BASIC</b></p> <p>2 pages. 100 leaves padded at head. Printed both sides head to head in full colour on 80gm bond, white A3 paper folded to A4. 235gm kraft backing board <b>Packaging Unit:</b> Shrink wrapped.10 pads per pack</p>
ITEM NO.	DESCRIPTION
173. 50-02171	<p><b>CHARTS, DISCHARGE/TRANSFER SUMMARY –COMP</b></p> <p>4 pages, 2 leaves. Self-cover. Printed both sides head to head in full colour on 80gm bond, white A3 paper folded to A4. 2 holes punched. <b>Packaging Unit:</b> Shrink wrapped. 100 documents per pack</p>

ITEM NO.	DESCRIPTION
174. 50-02172	<p><b>CHARTS, TELEPHONIC CONSULTATION AND TRANSFER</b></p> <p>4 pages, 2 leaves. Self-cover. Printed both sides head to head in full colour on 80gm bond, white A3 paper folded to A4. 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 100 documents per pack</p>
ITEM NO.	DESCRIPTION
175. 50-02173	<p><b>CHARTS, NEONATAL DEATH SUMMARY</b></p> <p>4 pages, 2 leaves. Self-cover. Printed both sides head to head in full colour on 80gm bond, white A3 paper folded to A4. 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped.10 pads per pack</p>
ITEM NO.	DESCRIPTION
176. 50-10236	<p><b>PADS, PPIP NEONATAL DEATH/ STILLBIRTH DATA CAPTURE SHEET</b></p> <p>Printed one side only in B/W on 80gm bond, white A4 paper. 100 leaves padded at head. 235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped.10 pads per pack</p>
ITEM NO.	DESCRIPTION
177. 50-10237	<p><b>PADS, NEONATAL PALLIATIVE CARE PLAN</b></p> <p>Printed both sides head to head in full colour on 80gm bond, white A4 paper. 100 leaves padded at head.235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped.10 pads per pack</p>
ITEM NO.	DESCRIPTION
178. 50-10238	<p><b>PADS, GROWTH CHARTS-PRETERM GIRLS</b></p> <p>Printed one side only in full colour on 80gm bond, white A4 paper. 100 leaves padded at head. 235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped.10 pads per pack</p>
ITEM NO.	DESCRIPTION
179. 50-10239	<p><b>PADS, GROWTH CHARTS-PRETERM BOYS</b></p> <p>Printed one side only in full colour on 80gm bond, white A4 paper. 100 leaves padded at head. 235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped.10 pads per pack</p>
ITEM NO.	DESCRIPTION
180. 50-10240	<p><b>PADS, GROWTH CHARTS-GIRLS</b></p> <p>Printed one side only in full colour on 80gm bond, white A4 paper. 100 leaves padded at head. 235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped.10 pads per pack</p>

ITEM NO.	DESCRIPTION
181. 50-10241	<p><b>PADS, GROWTH CHARTS-BOYS</b></p> <p>Printed one side only in full colour on 80gm bond, white A4 paper. 100 leaves padded at head. 235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped.10 pads per pack</p>
ITEM NO.	DESCRIPTION
182. 50-10242	<p><b>PADS, WEIGHT CHART 600-1450</b></p> <p>Printed one side only in full colour on 80gm bond, white A4 paper. 100 leaves padded at head. 235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped.10 pads per pack</p>
ITEM NO.	DESCRIPTION
183. 50-10243	<p><b>PADS, WEIGHT CHART 1500-2350</b></p> <p>Printed one side only in full colour on 80gm bond, white A4 paper. 100 leaves padded at head. 235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped.10 pads per pack</p>
ITEM NO.	DESCRIPTION
184. 50-10244	<p><b>PADS, WEIGHT CHART -2400-3250</b></p> <p>Printed one side only in full colour on 80gm bond, white A4 paper. 100 leaves padded at head. 235gm kraft backing board 2 holes punched</p> <p><b>Packaging Unit:</b> Shrink wrapped.10 pads per pack</p>
ITEM NO.	DESCRIPTION
185. 50-10245	<p><b>PADS, WEIGHT CHART 3300-4150</b></p> <p>Printed one side only in full colour on 80gm bond, white A4 paper. 100 leaves padded at head. 235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped.10 pads per pack</p>
ITEM NO.	DESCRIPTION
186. 50-10246	<p><b>PADS, WEIGHT CHART 4200-5050</b></p> <p>Printed one side only in full colour on 80gm bond, white A4 paper. 100 leaves padded at head. 235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped.10 pads per pack</p>
ITEM NO.	DESCRIPTION
187. 50-10247	<p><b>PADS, BLOOD GAS</b></p> <p>Printed one side only in full colour on 80gm bond, white A4 paper. 100 leaves padded at head. 235gm kraft backing board 2 holes punched.2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped.10 pads per pack</p>

ITEM NO.	DESCRIPTION
188. 50-10248	<p><b>PADS, KMC SCORE SHEETS</b></p> <p>Printed one side only in full colour on 80gm bond, white A4 paper. 100 leaves padded at head. 235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped.10 pads per pack</p>
ITEM NO.	DESCRIPTION
189. 50-10249	<p><b>PADS, KMC FOLLOW UP</b></p> <p>Printed one side only in full colour on 80gm bond, white A4 paper. 100 leaves padded at head. 235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped.10 pads per pack</p>
ITEM NO.	DESCRIPTION
190. 50-00780	<p><b>BOOKLET, KMC ORIENTATION</b></p> <p>Printed both sides in full colour on 80gm bond, white A4 paper. Flip on short side 100 leaves padded at head.235gm kraft backing board</p> <p><b>Packaging Unit:</b> Shrink wrapped.10 pads per pack</p>
ITEM NO.	DESCRIPTION
191. 50-00781	<p><b>BOOKLET, KMC INFORMATION</b></p> <p>Printed both sides in full colour on 80gm bond, white A4 paper. Flip on short side 100 leaves padded at head.235gm kraft backing board</p> <p><b>Packaging Unit:</b> Shrink wrapped.10 pads per pack</p>
ITEM NO.	DESCRIPTION
192. 50-02800	<p><b>FLYER, KMC FOR SICK AND SMALL BABIES</b></p> <p>Printed both sides in full colour on 80gm bond, white A4 paper. Flip on short side 100 leaves padded at head.235gm kraft backing board</p> <p><b>Packaging Unit:</b> Shrink wrapped.10 pads per pack</p>
ITEM NO.	DESCRIPTION
193. 50-00782	<p><b>BOOKLET, LODGER ORIENTATION</b></p> <p>Printed both sides in full colour on 80gm bond, white A4 paper. Flip on short side 100 leaves padded at head.235gm kraft backing board</p> <p><b>Packaging Unit:</b> Shrink wrapped.10 pads per pack</p>
ITEM NO.	DESCRIPTION
194. 50-00783	<p><b>BOOKLET, FAMILY MONITORING</b></p> <p>Size: A4 folded to A5. Text: 16 Pages printed full colour both sides, on Matt Art 90gsm. Cover: 4 Pages printed full colour both sides, on Gloss Art 300gsm. Folded, collated, saddle-stitched two wires and trimmed flush.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 50 booklets per pack</p>

ITEM NO.	DESCRIPTION
195. 50-10250	<p><b>PADS, SARNAT AND THOMPSON SCORE SHEETS</b>  Printed one side only in full colour on 80gm bond, white A4 paper.  100 leaves padded at head. 235gm kraft backing board  2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped.10 pads per pack</p>
ITEM NO.	DESCRIPTION
196. 50-10251	<p><b>PADS, BLOOD TRANSFUSION OBSERVATIONS</b>  Printed one side only in full colour on 80gm bond, white A4 paper.  100 leaves padded at head. 235gm kraft backing board  2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped.10 pads per pack</p>
ITEM NO.	DESCRIPTION
197. 50-02174	<p><b>CHARTS, NEONATAL ENCEPHALOPATHY CHECKLIST</b>  4 pages, 2 leaves. Self-cover.  Printed both sides in full colour on 80gm bond, white A3 paper. Folded in half.  2 holes punched on fold</p> <p><b>Packaging Unit:</b> Shrink wrapped.10 pads per pack</p>
ITEM NO.	DESCRIPTION
198. 50-02175	<p><b>CHARTS, THERAPEUTIC HYPOTHERMIA CHECKLIST</b>  8 pages, 4 leaves. Self-cover.  Printed both sides head to head in full colour on 80gm bond, white A3 paper folded to A4.  Saddle stitched. 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped.10 pads per pack</p>
ITEM NO.	DESCRIPTION
199. 50-02176	<p><b>CHARTS, NEONATAL FLUID MANAGEMENT CHECKLIST</b>  4 pages, 2 leaves. Self-cover.  Printed both sides in full colour on 80gm bond, white A3 paper. Folded in half.  2 holes punched on fold</p> <p><b>Packaging Unit:</b> Shrink wrapped.100 documents per pack</p>
ITEM NO.	DESCRIPTION
200. 50-10252	<p><b>PADS, NEONATAL FEEDING READINESS CHECKLIST</b>  100 leaves padded at head.  Printed both sides head to head in full colour on 80gm bond, white A4 paper.  235gm kraft backing board  2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped.10 pads per pack</p>
ITEM NO.	DESCRIPTION
201. 50-10253	<p><b>PADS, NEONATAL FEEDING TRANSITION CHECKLIST</b>  100 leaves padded at head.  Printed both sides head to head in full colour on 80gm bond, white A4 paper.  235gm kraft backing board  2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped.10 pads per pack</p>

	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
202.	50-02177	<p><b>CHARTS, NEONATAL RESPIRATORY MANAGEMENT CHECKLIST</b></p> <p>4 pages, 2 leaves. Self-cover. Printed both sides in full colour on 80gm bond, white A3 paper. Folded to A4 2 holes punched on fold</p> <p><b>Packaging Unit:</b> Shrink wrapped.100 documents per pack</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
203.	50-10254	<p><b>PADS, NEONATAL INFECTIONS CHECKLIST</b></p> <p>100 leaves padded at head. Printed both sides head to head in full colour on 80gm bond, white A4 paper. 235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped.10 pads per pack</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
204.	50-02178	<p><b>CHARTS, NEONATAL SPECIFIC INFECTIONS CHECKLIST</b></p> <p>3 pages, 2 leaves. Self-cover. Printed both sides in full colour on 80gm bond, white A3 paper. Folded to A4 2 holes punched on fold</p> <p><b>Packaging Unit:</b> Shrink wrapped.100 documents per pack</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
205.	50-10255	<p><b>PADS, NECROTISING ENTEROCOLITIS CHECKLIST</b></p> <p>3 pages, 2 leaves. Self-cover. Printed both sides in full colour on 80gm bond, white A3 paper. Folded to A4 2 holes punched on fold</p> <p><b>Packaging Unit:</b> Shrink wrapped. 100 documents per pack</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
206.	50-00769	<p><b>BOOKS, TRACKING REGISTER</b></p> <p>108 pages. 54 leaves. Printed both sides in B/W on 80gm bond, white A4 paper. Cover printed in full colour on 1200u board covers hinged and wire stiched-4 wires. Black clothspine with drawn on impression kraft. Instructions printed on 1<sup>st</sup> page and then ICD 10 sheets printed both sides.(6 pages) Tracking register sheet-viewed left and right. Repeated x 102 pages. Printed both sides</p> <p><b>Packaging Unit:</b> Boxed. 20 books per box</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
207.	50-00770	<p><b>BOOKS, NEONATAL ADMISSION DISCHARGE (ADD) REGISTER</b></p> <p>421 pages. 211 leaves. Printed both sides in B/W on 80gm bond A4 paper. Cover printed in full colour on 1200u board covers hinged and wire stiched-4 wires. Black clothspine with drawn on impression kraft. Instructions printed on 1<sup>st</sup> page and then: Admissions-single page printed both sides on pink paper (70 leaves total) Separations -2 pages viewed left and right printed both sides on blue paper (140 leaves total) The 2 above (admissions and separations) need to be separated by cardboard/thicker paper and have 2 coloured (pink and blue) ribbons to mark where the recording is at for each section.</p> <p><b>Packaging Unit:</b> Boxed. 20 books per box</p>

ITEM NO.	DESCRIPTION
208. 50-00771	<p><b>BOOKS, MIDNIGHT HEADCOUNT BOOK</b></p> <p>192 pages. 192 leaves. 1 to view each in duplicate. 1<sup>st</sup> printed one side in B/W on 60 gm Supreme image CB, white paper. Perforated 1 down and numbered 001 up. 2<sup>nd</sup> printed in B/W on 60 gm Supreme image CF, white paper. Numbered 0001 up Cover printed in full colour on 1200u board covers hinged and wire stiched-4 wires. Black clothspine with drawn on impression kraft.</p> <p><b>Packaging Unit:</b> Boxed. 20 books per box</p>
ITEM NO.	DESCRIPTION
209. 50-00772	<p><b>BOOKS, STATISTICS REGISTER</b></p> <p>176 pages. 88 leaves. Printed both sides in B/W on 100gm bond, white A4 paper. Cover printed in full colour on 1200u board covers hinged and wire stiched-4 wires. Black clothspine with drawn on impression kraft.</p> <p><b>Packaging Unit:</b> Boxed. 20 books per box</p>
ITEM NO.	DESCRIPTION
210. 50-00773	<p><b>BOOKS, MO HANDOVER BOOK</b></p> <p>96 pages. 48 leaves. Printed both sides in B/W on 100gm bond, white A4 paper. Cover printed in full colour on 1200u board covers hinged and wire stiched-4 wires. Black clothspine with drawn on impression kraft.</p> <p><b>Packaging Unit:</b> Boxed. 20 books per box</p>
ITEM NO.	DESCRIPTION
211. 50-00774	<p><b>BOOKS, DAILY ALLOCATION BOOK</b></p> <p>372 pages. 186 leaves. Printed both sides in B/W on 100gm bond, white A4 paper. Cover printed in full colour on 1200u board covers hinged and wire stiched-4 wires. Black clothspine with drawn on impression kraft.</p> <p><b>Packaging Unit:</b> Boxed. 20 books per box</p>
ITEM NO.	DESCRIPTION
212. 50-00775	<p><b>BOOKS, RESUSCITATION TROLLEY CHECKLIST</b></p> <p>96 pages. 48 leaves. Printed both sides in B/W on 100gm bond, white A4 paper. Cover printed in full colour on 1200u board covers hinged and wire stiched-4 wires. Black clothspine with drawn on impression kraft.</p> <p><b>Packaging Unit:</b> Boxed. 20 books per box</p>
ITEM NO.	DESCRIPTION
213. 50-00776	<p><b>BOOKS, TRANSFER REGISTER</b></p> <p>16 pages, 6 leaves. Self-cover with clear plastic coversheet. Back of cover page and back cover blank. Printed both sides head to head in full colour on 80gm bond, white A4 paper. Saddle stitched. 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 50 booklets per pack</p>

ITEM NO.	DESCRIPTION
214. 50-00777	<p><b>BOOKS, MAINTENANCE REGISTER</b></p> <p>16 pages, 6 leaves. Self-cover with clear plastic cover sheet. Back of cover page and back cover page blank. Printed both sides head to head in full colour on 80gm bond, white A4 paper. Saddle stitched. 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 50 booklets per pack</p>
215. 50-00778	<p><b>BOOKS, EQUIPMENT REGISTER</b></p> <p>96 pages. 48 leaves. Printed both sides in B/W on 100gm bond, white A4 paper. Cover printed in full colour on 1200u board covers hinged and wire stiched-4 wires. Black clothspine with drawn on impression kraft.</p> <p><b>Packaging Unit:</b> Boxed. 20 books per box</p>
216. 50-04033	<p><b>FILE, PAEDIATRIC OUTPATIENT FILE</b></p> <p>320x450mm folder printed in black on both sides on 235 gm kraft. Scored in centre. Punched 2 holes in 2 positions Outpatient record-Front cover Good clinical documentation guide-Inside front cover Management plan-Outside back cover</p> <p><b>Packaging Unit:</b> Shrink wrapped. 100 folders per pack</p>
217. 50-02179	<p><b>CHARTS, OUTPATIENT RECORD</b></p> <p>12 pages, 6 leaves. Self-cover. Printed both sides head to head in full colour on 80gm bond, white A4 paper. Saddle stitched. 2 holes punched. Including the following: Paediatric Patient Record Investigations TB Assessment</p> <p><b>Packaging Unit:</b> Shrink wrapped. 100 documents per pack</p>
218. 50-10256	<p><b>PADS, ALLIED SERVICES</b></p> <p>2 pages. 100 leaves padded at head. Printed both sides in full colour on 80gm bond, blue A4 paper. 235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack</p>
219. 50-02180	<p><b>CHARTS, HIV RECORD</b></p> <p>8 pages, 4 leaves. Self-cover. Printed both sides head to head in full colour on 80gm bond, yellow A4 paper.</p>

		<p>Saddle stitched. 2 holes punched. Including the following: Longitudinal record for HIV care Initiating ART in children Follow up for children on ART</p> <p><b>Packaging Unit:</b> Shrink wrapped. 100 documents per pack</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
220.	50-02181	<p><b>CHARTS, GROWTH-GIRL</b></p> <p>8 pages, 4 leaves. Self cover. Printed both sides head to head in full colour on 80gm bond, white A4 paper. Saddle stitched. 2 holes punched. Including the following: Girls U5 growth Girls 5-10 growth chart Girls wt/length &amp; HC Girls BMI</p> <p><b>Packaging Unit:</b> Shrink wrapped. 100 documents per pack</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
221.	50-02182	<p><b>CHARTS, GROWTH-BOY</b></p> <p>8 pages, 4 leaves. Self cover. Printed both sides head to head in full colour on 80gm bond, white A4 paper. Saddle stitched. 2 holes punched. Including the following: Boys U5 growth- 2 pages back to back Boys 5-10 growth chart-2 pages back to back Boys wt/length &amp; HC -2 pages back to back Boys BMI</p> <p><b>Packaging Unit:</b> Shrink wrapped. 100 documents per pack</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
222.	50-10257	<p><b>PADS, CHILDREN'S TRIAGE</b></p> <p>Printed both sides head to head in full colour on 80gm bond, white A4 paper. 100 leaves padded at head.235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
223.	50-10258	<p><b>PADS, LONG TERM HEALTH CONDITION-FIRST VISIT</b></p> <p>Printed both sides head to head in full colour on 80gm bond, white A4 paper. 100 leaves padded at head.235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack</p>
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
224.	50-10259	<p><b>PADS, LT HC FOLLOW UP</b></p> <p>Printed both sides head to head in full colour on 80gm bond, white A4 paper. 100 leaves padded at head.235gm kraft backing board</p>

		2 holes punched. <b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
225.	50-02183	<b>CHARTS, CLINICAL RECORD</b>  4 pages, 2 leaves. Self-cover. Printed both sides head to head in full colour on 80gm bond, white A3 paper. Folded to A4 2 holes punched on fold.  <b>Packaging Unit:</b> Shrink wrapped. 100 documents per pack
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
226.	50-10260	<b>PADS, PATIENT TRANSFER CHECKLIST</b>  Printed one side only in full colour on 80gm bond, red A4 paper. 100 leaves padded at head. 235gm kraft backing board 2 holes punched.  <b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
227.	50-10261	<b>PADS, ADMISSION</b>  Printed one side only in full colour on 80gm bond, red A4 paper. 100 leaves padded at head. 235gm kraft backing board 2 holes punched.  <b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
228.	50-10262	<b>PADS, DISCHARGE</b>  Printed both sides head to head in full colour on 80gm bond, green A4 paper. 100 leaves padded at head. 235gm kraft backing board 2 holes punched.  <b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
229.	50-02184	<b>CHARTS, CHILD DEATH DATA CAPTURE SHEET</b>  4 pages, 2 leaves. Self-cover. Printed both sides head to head in full colour on 80gm bond, white A3 paper. Folded to A4 2 holes punched on fold.  <b>Packaging Unit:</b> Shrink wrapped. 100 documents per pack
	<b>ITEM NO.</b>	<b>DESCRIPTION</b>
230.	50-10263	<b>PADS, CONTENTS PAGE</b>  Printed one side only in full colour on 80gm bond, white A4 paper. 100 leaves padded at head. 235gm kraft backing board 2 holes punched.  <b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack

ITEM NO.	DESCRIPTION
231. 50-10264	<p><b>PADS, CHILDREN'S COMA SCORE</b></p> <p>Printed both sides head to head in full colour on 80gm bond, white A4 paper. 100 leaves padded at head.235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack</p>
ITEM NO.	DESCRIPTION
232. 50-10265	<p><b>PADS, WOUND ASSESSMENT CHART</b></p> <p>Printed both sides head to head in full colour on 80gm bond, white A4 paper. 100 leaves padded at head.235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack</p>
ITEM NO.	DESCRIPTION
233. 50-10266	<p><b>PADS, CONVULSION MX</b></p> <p>Printed both sides head to head in full colour on 80gm bond, white A4 paper. 100 leaves padded at head.235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack</p>
ITEM NO.	DESCRIPTION
234. 50-10267	<p><b>PADS, HYPOGLYCAEMIC MX CHART</b></p> <p>Printed both sides head to head in full colour on 80gm bond, white A4 paper. 100 leaves padded at head.235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack</p>
ITEM NO.	DESCRIPTION
235. 50-10268	<p><b>PADS, RESPIRATORY MONITORING CHART</b></p> <p>Printed both sides head to head in full colour on 80gm bond, white A4 paper. 100 leaves padded at head.235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack</p>
ITEM NO.	DESCRIPTION
236. 50-10269	<p><b>PADS, PAEDIATRIC OBSERVATION CHART 1-5</b></p> <p>Printed both sides head to head in full colour on 80gm bond, white A4 paper. 100 leaves padded at head.235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack</p>
ITEM NO.	DESCRIPTION
237. 50-10270	<p><b>PADS, PAEDIATRIC OBSERVATION CHART 5-15</b></p> <p>Printed both sides head to head in full colour on 80gm bond, white A4 paper. 100 leaves padded at head.235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack</p>

ITEM NO.	DESCRIPTION
238. 50-10271	<p><b>PADS, PAEDIATRIC OBSERVATION CHART &lt;1</b></p> <p>Printed both sides head to head in full colour on 80gm bond, white A4 paper. 100 leaves padded at head.235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack</p>
ITEM NO.	DESCRIPTION
239. 50-02185	<p><b>CHARTS, PRESCRIPTION CHART &amp; DOCTORS ORDERS</b></p> <p>4 pages, 2 leaves. Self-cover. Printed both sides head to head in full colour on 80gm bond, white A3 paper. Folded to A4. 2 holes punched on fold.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 100 documents per pack</p>
ITEM NO.	DESCRIPTION
240. 50-10272	<p><b>PADS, SAM PRESCRIPTION</b></p> <p>Printed one side only in full colour on 80gm bond, white A4 paper. 100 leaves padded at head. 235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack</p>
ITEM NO.	DESCRIPTION
241. 50-10273	<p><b>PADS, INTAKE OUTPUT CHART FOR- ORALS</b></p> <p>Printed both sides head to head in full colour on 80gm bond, white A4 paper. 100 leaves padded at head.235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack</p>
ITEM NO.	DESCRIPTION
242. 50-10274	<p><b>PADS, INTAKE OUTPUT CHART – IV &amp; ORALS</b></p> <p>Printed both sides head to head in full colour on 80gm bond, white A4 paper. 100 leaves padded at head.235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack</p>
ITEM NO.	DESCRIPTION
243. 50-02175	<p><b>PADS, PAEDIATRIC ASSESSMENT</b></p> <p>Printed both sides head to head in full colour on 80gm bond, white A4 paper. 100 leaves padded at head.235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack</p>
ITEM NO.	DESCRIPTION
244. 50-10276	<p><b>PADS, NURSING ASSESSMENT AND CARE</b></p> <p>Printed both sides head to head in full colour on 80gm bond, white A4 paper. 100 leaves padded at head.235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack</p>

ITEM NO.	DESCRIPTION
245. 50-02186	<p><b>CHARTS, NURSING CARE PLAN</b></p> <p>4 pages, 2 leaves. Self-cover. Printed both sides head to head in full colour on 80gm bond, white A4 paper. 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 100 documents per pack</p>
ITEM NO.	DESCRIPTION
246. 50-10277	<p><b>PADS, NURSING RECORD</b></p> <p>Printed both sides head to head in full colour on 80gm bond, white A4 paper. 100 leaves padded at head.235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack</p>
ITEM NO.	DESCRIPTION
247. 50-10278	<p><b>PADS, NURSING RECORD-CONTINUATION</b></p> <p>Printed both sides head to head in B/W on 80gm bond, white A4 paper. 100 leaves padded at head.235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack</p>
ITEM NO.	DESCRIPTION
248. 50-10279	<p><b>PADS,FORMAL COUNSELLING SHEET</b></p> <p>Printed both sides head to head in full colour on 80gm bond, white A4 paper. 100 leaves padded at head.235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack</p>
ITEM NO.	DESCRIPTION
249. 50-10280	<p><b>PADS, HEALTH EDUCATION RECORD</b></p> <p>Printed both sides head to head in full colour on 80gm bond, white A4 paper. 100 leaves padded at head.235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack</p>
ITEM NO.	DESCRIPTION
250. 50-10281	<p><b>PADS, PAEDIATRIC CARE DISCHARGE PLAN</b></p> <p>Printed one side only in full colour on 80gm bond, white A4 paper. 100 leaves padded at head. 235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack</p>
ITEM NO.	DESCRIPTION
251. 50-10282	<p><b>PADS, LETTER IN SUPPORT GRANT</b></p> <p>Printed one side only in full colour on 80gm bond, white A4 paper. 100 leaves padded at head. 235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack</p>

ITEM NO.	DESCRIPTION
252. 50-10283	<p><b>PADS, SPECIAL CARE PLAN FOR CHILD WITH LIFE THREATENING CONDITION</b></p> <p>Printed both sides head to head in full colour on 80gm bond, white A4 paper. 100 leaves padded at head.235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack</p>
ITEM NO.	DESCRIPTION
253. 50-02187	<p><b>CHARTS, ADVANCED CARE PLAN-LIFE LIMITING CONDITION</b></p> <p>4 pages, 2 leaves. Self-cover. Printed both sides head to head in full colour on 80gm bond, white A4 paper. 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 100 documents per pack</p>
ITEM NO.	DESCRIPTION
254. 50-10284	<p><b>PADS, DOCUMENT BRAIN DEATH</b></p> <p>Printed one side only in full colour on 80gm bond, white A4 paper. 100 leaves padded at head. 235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack</p>
ITEM NO.	DESCRIPTION
255. 50-10285	<p><b>PADS, ASSESSING TOTAL BURNT AREA</b></p> <p>Printed one side only in full colour on 80gm bond, white A4 paper. 100 leaves padded at head. 235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack</p>
ITEM NO.	DESCRIPTION
256. 50-10286	<p><b>PADS, COMMUNITY CHILD HEALTH SCREENING 2MTH-5 YEARS-ENG</b></p> <p>Printed both sides head to head in full colour on 80gm bond, white A4 paper. 100 leaves padded at head.235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack</p>
ITEM NO.	DESCRIPTION
257. 50-10287	<p><b>PADS, COMMUNITY CHILD HEALTH SCREENING 2MTH-5 EARS-ISIZULU</b></p> <p>Printed both sides head to head in full colour on 80gm bond, white A4 paper. 100 leaves padded at head.235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack</p>
ITEM NO.	DESCRIPTION
258. 50-10288	<p><b>PADS, CLINICAL MANAGEMENT –CHILD 6-10 YEARS</b></p> <p>Printed both sides head to head in full colour on 80gm bond, white A4 paper. 100 leaves padded at head.235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack</p>

ITEM NO.	DESCRIPTION
259. 50-10289	<p><b>PADS, SICK AND WELL CHILD VISIT 2-5 YEARS</b></p> <p>Printed both sides head to head in full colour on 80gm bond, white A4 paper. 100 leaves padded at head.235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack</p>
260. 50-10290	<p><b>PADS, SICK AND WELLINFANT VISIT BIRTH-2 MONTHS</b></p> <p>Printed both sides head to head in full colour on 80gm bond, white A4 paper. 100 leaves padded at head.235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack</p>
261. 50-10291	<p><b>PADS, LONG TERM HEALTH CONDITION-BASELINE VISIT</b></p> <p>Printed both sides head to head in full colour on 80gm bond, white A4 paper. 100 leaves padded at head.235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack</p>
262. 50-10292	<p><b>PADS, LONG TERM HEALTH CONDITION-FOLLOW UP</b></p> <p>Printed both sides head to head in full colour on 80gm bond, white A4 paper. 100 leaves padded at head.235gm kraft backing board 2 holes punched.</p> <p><b>Packaging Unit:</b> Shrink wrapped. 10 pads per pack</p>
263. 50-00779	<p><b>BOOK, EMTCT TRACKING TOOL</b></p> <p><b>Stock:</b> Covers – Grey Chip 1200mic End Sheets – White Cartridge 90gsm Text – White Cartridge 90gsm Cloth – Novalite Emotions two tone Azure (12175)</p> <p><b>Size:</b> 305mm x 425mm (landscape closed)</p> <p><b>Pages:</b> 122 pages including end sheets</p> <p><b>Foil:</b> Cover – Gold (Area – 160mm x 110mm)</p> <p><b>Print:</b> Text – Black throughout</p> <p><b>Binding:</b> Section Sewn and Full Bound (case)</p> <p><b>Artwork:</b> To be done by printer</p> <p><b>Packaging Unit:</b> 100 per box</p>

	ITEM NO.	DESCRIPTION
264.	5014557	<p><b>POSTER, BAROMETERS</b></p> <p>Size : A2 gloss and durable, writable on it using erasable marking pen(420mm x 594mm)  The messages to be printed have to be provided by the Department. Printer to provide artwork as per brief  A poster standard paper to be used  Paper weight must be 200 - 250 GSM. Writable gloss and durable</p> <p><b>Packaging Unit:</b> Wrapped in brown papers and packed in 100</p>

## SECTION O: EVALUATION CRITERIA

Evaluation will be based on the following:

- Phase 1: Minimum Compulsory Requirements
- Phase 2: Technical Evaluation
- Phase 3: Price and Preference Points

### Phase 1: Minimum Compulsory Requirements

The Bidder shall complete and submit the following returnable schedules and documents:

NO.	SECTION/ SCHEDULE	COMPULSORY (YES / NO) NON- SUBMISSION WILL RENDER BIDDERS NON- RESPONSIVE	COMPULSORY (YES / NO) FOR BID EVALUATION PURPOSES	FOR OFFICIAL USE ONLY		
				YES	NO	N/A
<b>Prospective Bidders must ensure that the following Sections of the bid document is completed in all respects to qualify for the next stage of evaluation:</b>						
1	Section A: Invitation to Bid	Yes				
2	Section B: Special Instructions	Yes				
3	Section C: Authority to Sign the Bid	Yes				
4	Section D: Declaration of Interest	Yes				
5	Section E: Declaration of Bidder's Past SCM Practices	Yes				
6	Section F: Declaration that CSD is Updated with Latest Bidder's Details	Yes				
7	Section G: Preference Points Claimed	Yes	Yes			
8	Section H: Certificate of Independent Bid Determination	Yes				
9	Section I: Record of Amendments to Bid Documents	Yes	Yes			
10	Section J: General Conditions of Contract	Yes				
11	Section K: Special Terms and Conditions	Yes				
12	Section L: Compulsory Briefing Session	No				
13	Section M: Pricing Schedule	Yes	Yes			
<b>Prospective Bidders must provide the following Requirements:</b>						
1	Copy of the Consortium/ Joint Venture/ Partnership agreement, if applicable	Yes If Applicable	Yes If Applicable			
2	A Status Level Verification Certificate/Sworn Affidavit (For EMEs& QSEs) must be Submitted in order to qualify for Preference Points	Yes	Yes			
3	Membership certificate either under Printing SA or PIFSA3	Yes	Yes			

### Phase 2: Technical Evaluation

The prospective bidder will be required to provide a sample for evaluation purposes as required in terms of clause 2.18 of the special terms and conditions of the bid.

### Phase 3: Price and Preference Points

The value of this bid is estimated to exceed / not to exceed R50 000 000 (all applicable taxes included) and therefore the 90/10 or 80/20 preference point system shall be applicable.

Points for this bid shall be awarded for:

- (a) Price; and
- (b) Status Level of Contributor.

The maximum points for this bid are allocated as follows:

<b>CATEGORY</b>	<b>POINTS</b>
<b>PRICE</b>	90 or 80
<b>STATUS LEVEL OF CONTRIBUTOR</b>	10 or 20
<b>Total points for Price and must not exceed</b>	<b>100</b>

Failure on the part of a bidder to submit proof of Status level of contributor together with the bid will be interpreted to mean that preference points for Status level of contribution are not claimed.

The department reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the department.