

Dear Supplier

You are kindly requested to submit a quotation as per attached specification.

In accordance with normal procurement procedures the following documentation will be required to be submitted as listed below:

- Tax Compliance Status Pin issued by South African Revenue Services (SARS).
- Complete attached forms (SBD 4 and 6.1).
- The quotation must be signed at the bottom and quotes must be valid for 60 days from date of closure.
- Failure to comply with the above-mentioned mandatory requirements, your quotation will be disqualified.
- Registered on Central Supplied Database (CSD), Bank details valid (successfully verified), Tax status Pin.

N.B: For prospective suppliers who intent on claiming preferential points, the following will be applicable:

The company must submit ID copies of Directors and or shareholders with their bid document or quotation to substantiate points claimed. The share certificate reflecting the number of shares held by each member or director of the company to qualify for the points claimed must be submitted. In case of a claiming points for disability the company must submit a registered Doctor's note or document as evidence of the disability. The CSD report will also be used to verify the points claimed by the service provider.

Failure to submit documentary evidence to substantiate points claimed in their quotation will mean that the prospective service provider does not claim preference points. Consequently, will score a Zero for preference points but will be evaluated on price only.

The quotations must be submitted to purchasing@health.gov.za and should you submit to the sender your quotation may be disqualified.

Due date and time for submission of quotations is 26/09/2023 at 12:00 pm. Late applications will not be accepted.



health

Department:
Health
REPUBLIC OF SOUTH AFRICA



Private Bag X828, PRETORIA, 0001. Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR, Tel (073) 718 4491, Fax (012) 395 8918

Ref: DOH745/2022-2023

REQUEST FOR QUOTATION FOR THE SUPPLYING, ASSEMBLING, TESTING, TRAINING AND COMMISSIONING OF AN AMPLITUDE INTERATED ELECTROENCEPHALOGRAPH UNIT – (aEEG) AT TSHILIDZINI REGIONAL HOSPITAL VHEMBE, THOHoyANDOU, LIMPOPO THROUGH QUOTATION NO. DOH745/2022-2023.

1 PURPOSE

1.1 The purpose of this request for quote (RFQ) is to obtain goods and services for the supplying, delivery, assembling, testing and training of an amplitude integrated electroencephalograph unit – (aEEG) at Tshilidzini Regional Hospital Vhembe District, Thohoyandou in Limpopo through Quotation no. DOH745/2022-2023.

Goods/Service Required:	The supply, delivery, assembling, testing, and training of an amplitude integrated electroencephalograph unit
Delivery to:	Tshilidzini Regional Hospital, Vhembe District, Thohoyandou in Limpopo
Briefing Session:	N/A
Meeting Venue/Link:	N/A
Closing time (Submission)	12H00
Closing date (Submission)	26 September 2023
Quote Submission	purchasing@health.gov.za
Technical Related Queries	+27 73 718 4491
SCM Related Queries	+27 73 669 8433
The validity period	60 Calendar Days

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2 ISSUING OFFICE/PROJECT ADMINISTRATOR

- 2.1 The Directorate: Project Management issues this RFQ through quotation no. DOH745/2022-2023. All questions concerning this RFQ shall be made to purchasing@health.gov.za.

3 QUOTATIONS AND QUOTE RECEIPT

- 3.1 To be considered, the Service Provider must submit the mandatory documents, an acceptable quote, which in all respects, complies with the specifications and conditions of the RFQ as set out in this quotation request. An authorised representative who may contractually bind the Service Provider to its provisions must sign the quotation. The service provider must submit the quote to purchasing@health.gov.za on or before the closing date and time. No RFQ submitted after the closing date and time will be considered.

4 ACCEPTANCE OF QUOTATION CONTENT

- 4.1 The contents of this quotation, its attachments, and any mutual understandings reduced to writing and accepted by all parties will become contractual obligations if a contract ensues. Failure of the successful vendor to accept these obligations may result in the cancellation of the proposed agreement.

5 INDEMNIFICATION

- 5.1 The supplier shall indemnify and hold harmless the NDoH and its agents and employees from and against all claims, damages, losses, and expenses, including attorney's fees arising out of or resulting from the performance of the work.
- 5.2 The indemnity includes all labour, material, and equipment required to produce the service requested by the contract, provided that any such claim, damage, loss or expense: 1) is an injury to or destruction of tangible property (other than the work itself), including the loss of use resulting from there; and 2) is caused in whole or in part by any

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negligent act or omission of the supplier, any sub-supplier, anyone directly or indirectly employed by any of them or anyone for whose actions any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. The supplier assumes full responsibility and liability for compliance with all local and state legislation and regulations applicable to the supplier and its employees.

6 PRICING INSTRUCTIONS

- 6.1 All pricing shall include all related costs for supply, delivery, assembling, monitoring and oversight, equipment commissioning and training. Please refer to **Annexure C-1** for further pricing instructions.

7 GENERAL CONDITIONS

- 7.1 The National Treasury General Conditions of Contract shall apply.
- 7.2 The supplier shall comply with all rules and regulations established by the receiving property concerning security, building use, and conduct of the supplier's employees on the site premises.
- 7.3 All goods will be delivered to Tshilidzini Regional Hospital in Thohoyandou, Limpopo unless agreed otherwise with the Client.
- 7.4 The NDoH will not provide any upfront deposits or advance payments
- 7.5 The NDoH will only make payments:
- 7.5.1 When all goods are received in good working order,
- 7.5.2 Commissioning of goods/equipment has been completed;
- 7.5.3 Training has been concluded
- 7.5.4 All documentation – manuals and certificates are available, and
- 7.5.5 When Signed off by NDoH / LDoH / District representative and PSP.
- 7.6 Lead times are to be adhered to at all times. A detailed delivery schedule with actual delivery dates will be issued in due time, leaving sufficient lead time for delivery and commissioning purposes. Should you expect any delays which may impact the delivery schedule, it will be expected of you to give the NDoH reasonable and timeous notice of such a circumstance.

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- 7.7 The NDoH will retain 10% of the total cost until commissioning and training are completed and, where applicable, where a defects period has lapsed.
- 7.8 Shareholding portfolio by proof of registration of the company with CIPRO/CIPC. An additional document detailing the shareholding of the Service Provider in an organogram format in support of the proof of company registration must be submitted for Service providers to be evaluated in this phase. **(Attached under Annexure D)**
- 7.9 It is a condition of this RFQ that the tax matters of the successful Service provider(s) are in order or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the Service Provider's tax obligations.
- 7.10 Compliance with all Tax Clearance requirements: Attach Valid Tax Clearance Certificate/ Tax Compliance Status Pin, Central Supplier Database Number. **(Attached under Annexure D)**
- 7.11 Where Consortia / Joint Ventures / Sub-Contractors are involved, each party must be registered on the CSD, and their tax compliance status will be verified through the CSD or SARS.
- 7.12 Standard bidding documents and other bid requirements
- 7.12.1 SBD 4, which is the declaration of interest form. **(Attached under Annexure E)**
- 7.12.2 SBD 5 is the national industrial participation program that applies to all government procurement contracts with imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million. **(Attached under Annexure E)**
- 7.12.3 SBD 6.1 Preference Points Claim Form in terms of Preferential Procurement Regulations 2017 **(Attached under Annexure E)**

8 EVALUATION CRITERIA

The NDoH will evaluate the quotation in three (03) phases covering mandatory submissions, functionality and price. The phases are as follows;

- 8.1 **PHASE 1 MANDATORY REQUIREMENT-** Testing compliance to the eligibility criteria **(mandatory requirements)** mentioned in the preceding paragraph. These are the documents to be submitted for administrative evaluation. Failure to submit a mandatory document will result in disqualification and no further evaluation of the bid offered.

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No.	Description of Document	Service Provider Complied
1	A copy of a licence for either the manufacturing, importing, exporting, distribution and wholesaling of medical devices and IVDs, as issued by SAHPRA (Attached under Annexure A)	

8.1.1 SAHPRA Requirements

- Service providers must adhere to the Medicines and Related Substances Amendment Act, No 72 of 2008 (Amendment Act), read with a further Amendment Act, Medicines and Related Substances Act No. 14 of 2015 and its Regulations on Medical Devices and In Vitro Diagnostic Medical Devices where applicable. Non-compliance with these conditions may invalidate the quote.
- Manufacturers, distributors and wholesalers, as referred to in Section 22C(1)(b) of the original Medicines and Related Substances Act, 1965 (Act No. 101 of 1965), must obtain a licence for the manufacturing, importing, exporting, distribution and wholesaling of medical devices and IVDs, as issued by SAHPRA.
- Service providers must submit, with the quotation, on or before the closing date and time of the RFQ evidence of the approved medical device establishment licence.

8.2 PHASE 2 - Testing of predetermined norms of a service or commodity designed to be practical and valuable, working and operating, taking into account quality, reliability, viability and durability of services and technical capacity and ability of the service provider. Only service providers who qualify for Phase 1 will be evaluated in Phase 2. **For the detailed functionality criteria, please refer to Annexure B-1.**

8.3 PHASE 3: The 80/20 preference point system for acquiring goods or services with a Rand value equal to or below R50 million will be used in this quote. Only service providers who qualify for Phase 2 will be evaluated in Phase 3.

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8.3.1 The following formula will be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

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

Where-

P_s = Points scored for the price of tender under consideration;

P_t = Price of tender under consideration; and

P_{\min} = Price of lowest acceptable tender.

8.3.2 A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender.

8.3.3 The points scored for the specific goal must be added to the points scored for the price, and the total must be rounded off to the nearest two decimal places.

8.3.4 Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

Table 1: Specific goals for the quote and points claimed are indicated per the table below.

Note to Service Providers: The service provider must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this quote	Number of points allocated (80/20 system) (To be completed by the organ of state)	Percentage ownership equity (To be completed by the service provider)	Number of points claimed (80/20 system) (To be completed by the service provider)
HDI	10		
Women	8		
People with Disabilities	2		

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The following formula must be applied to calculate the number of points for equity ownership by an HDI:

$$NEP = NOP \times \frac{EP}{100}$$

Where -

NEP= Points awarded for equity ownership by an HDI

NOP= The maximum number of points awarded for equity ownership by an HDI

9 ANNEXURES

- 9.1 **ANNEXURE A:** ATTACH A COPY OF A LICENCE FOR EITHER THE MANUFACTURING, IMPORTING, EXPORTING, DISTRIBUTION AND WHOLESALING OF MEDICAL DEVICES AND IVDS, AS ISSUED BY SAHPRA
- 9.2 **ANNEXURE B-1:** FUNCTIONALITY CRITERIA
- 9.3 **ANNEXURE B-2:** ATTACH ALL REQUIRED FUNCTIONALITY CRITERIA RETURNABLES
- 9.4 **ANNEXURE C-1:** PRICING SCHEDULE (LIST OF REQUIRED GOODS)
- 9.5 **ANNEXURE C-2:** ATTACH THE SERVICE PROVIDER'S QUOTATION
- 9.6 **ANNEXURE D:** ATTACH COMPANY DOCUMENTS, A VALID TAX CLEARANCE CERTIFICATE/ TAX COMPLIANCE STATUS PIN, CENTRAL SUPPLIER DATABASE NUMBER.
- 9.7 **ANNEXURE E:** ATTACH ALL COMPLETE AND SIGNED REQUIRED STANDARD BIDDING DOCUMENTS (SBD 4, 5 AND 6.1)
- 9.8 **ANNEXURE F:** ATTACH ANY ADDENDUMS ISSUED BY THE NDoH ACKNOWLEDGED AS SIGNED AND RECEIVED

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ANNEXURE B-1: FUNCTIONALITY CRITERIA

- i. During this phase, the responses from Service providers will undergo an assessment for functionality, with a minimum score requirement of **Sixty-Five points** for meeting the functional requirements. The Bid Evaluation Committee (BEC) will evaluate the quotes individually for Phase 1, considering the functionality requirements. Scores will be assigned based on the submissions and provided information. If a bidder's score falls below **Sixty-Five points**, the RFQ will be considered nonresponsive and will not be further considered.
- ii. All items on offer come with commissioning (which will include assembly, installation; where applicable and initial training) that requires Service providers to be equipped to handle the need. Training to be provided to all shifts with no additional costs.
- iii. Service providers are to provide one or two qualified personnel to be responsible for the training and assembly of the medical equipment with a clinical application specialist (for Nurses, Clinicians, and other end-users) and/or an accredited technical trainer. Clinical application specialist (s) must have a profile that indicates the training experience and tertiary qualifications, which are medical/engineering field related. The profile will be needed after the issuance of an order.
- iv. All items come standard with a minimum 24 month's warranty which means a Service Provider will need to conduct corrective and preventive maintenance. The 24-monthly warranty period kicks off after the items have been commissioned and accepted.
- v. Service providers must submit supporting documentation for all functional requirements as indicated in the functionality criteria table. Where required, the Service Provider may issue a letter of undertaking to confirm commitments made to the RFQ.

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FUNCTIONALITY CRITERIA TABLE

DESCRIPTION OF CRITERIA	POINTS PER SECTION	ALLOCATION OF POINTS
Technical Requirements	35 points	<p>The BEC will provide a maximum allocation of thirty-five (35) points to service providers who meet the technical specifications of the quote request. No points will be allocated to any service provider that fails to meet the technical specifications. THE SERVICE PROVIDER IS TO COMPLETE THE TECHNICAL SPECIFICATION LIST UNDER ANNEXURE B-1 TO DEMONSTRATE THAT THEIR PRODUCT ADHERES TO THE REQUIREMENTS OF THIS QUOTE OR SUBMIT THEIR DATASHEETS.</p> <p>The BEC will evaluate the lead times and provide favourable points to the shortest lead time offered. The allocation of points shall be as follows:</p> <ul style="list-style-type: none"> No points will be allocated for lead times above five (5) weeks. If the Service Provider can deliver all items quoted within five (5) weeks, ten (10) points will be allocated. If the Service Provider can deliver all items mentioned within four (4) weeks, Twenty (20) points will be allocated <p>(A LETTER CONFIRMING DELIVERY LEAD TIMES MUST BE PROVIDED).</p>
Company Experience	25 points	<p>Appointment letters or Purchase Orders must be provided indicating work of a similar nature:</p> <ul style="list-style-type: none"> If the Service Provider provides no Appointment letters or Purchase Orders, no points will be allocated.

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DESCRIPTION OF CRITERIA	POINTS PER SECTION	ALLOCATION OF POINTS
		<ul style="list-style-type: none">• If the Service Provider has One (1) Appointment letters or Purchase Orders, twenty (20) points will be allocated.• If the Service Provider has Two (2) Appointment letters or Purchase Orders, twenty-five (25) points will be allocated. <p>(A LETTER OF APPOINTMENT OR PURCHASE ORDER MUST BE PROVIDED).</p>

FUNCTIONALITY COMPLIANCE POINTS

PERFORMANCE	DESCRIPTION	Points
Compliant	The response addresses all functionality requirements	65 +
Inadequate	The response <u>did not address</u> the functionality requirements	64 and below

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ANNEXURE B-2: ATTACH ALL REQUIRED FUNCTIONALITY CRITERIA RETURNABLES

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ANNEXURE C-1: PRICING SCHEDULE (LIST OF REQUIRED GOODS)

Pricing Instructions;

- All costs are deemed to include all specifications mentioned under table C. Table C must be completed in full by indicating compliance for each item.
- All costs shall be inclusive of delivery, assembly/installation and training.
- All pricing must indicate VAT, and the total must include Vat.
- Quotations or a letter of confirmation must indicate the Manufacturer, Year of manufacture, Country of Origin, Make, and Model of unit offered.
- The NDoH reserves the right to award the Maintenance RFQ in full or in part. The Limpopo Department of Health will be responsible for maintenance and will be taking on the costs from their date of responsibility.
- The Service Provider is to price both tables A and B.
- The Service Provider is to price the medical equipment under table A and maintenance under table B.
- The Service Provider's name, contact person, and telephone number shall reflect .

TABLE A – MEDICAL EQUIPMENT REQUIRED		QTY	PRICE PER ITEM	PRICE
AMPLITUDE INTEGRATED ELECTROENCEPHALOGRAPH UNIT (aEEG)		1		
			Sub-Total	
			VAT @ 15%	
			Total	

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TABLE B – MAINTENANCE REQUIRED			
AMPLITUDE INTEGRATED ELECTROENCEPHALOGRAPH UNIT (aEEG)		QTY	PRICE PER ITEM
		1	
		Sub-Total	
		VAT @ 15%	
		Total	

TABLE C – AMPLITUDE INTEGRATED ELECTROENCEPHALOGRAPH SPECIFICATION				
Supply, Delivery, Assembly, Training & Commissioning				
Institution Name	Tshilidzini Regional Hospital			
Qty	1			
Category	Biomedical			
		Amplitude Integrated Electroencephalograph (aEEG)		Complies Yes/No
				Provide your answers in this Column. You are advised to be straight to the point.
1	DESCRIPTION			
1.1	The unit is required for the continuous measurement of electrical activity in a new-born brain, specifically to aid in the diagnosis of Hypoxic Ischemic Encephalopathy (HIE) and to monitor and diagnose seizure activity			
2	Product Offered:			
2.1	Make:			
2.2	Model:			
2.3	Initial Manufacturing year of Model:			
2.4	Radiation Control License number:			
3	TECHNICAL SPECIFICATION			

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3.1	The unit shall be capable of providing results possible to be interpreted by a general physician/neonatologist (not a neurologist).		
3.2	The unit shall provide all vital data and information that is required to make an early diagnosis and inform treatment.		
3.3	The unit shall provide aEEG (Amplitude Integrated EEG), as well as real time EEG and continuous measurement of impedance in 1, 2 and 3 channel configurations. Please state the maximum channels available.		
3.4	The system shall be in the form of a continuous bedside monitor		
3.5	It shall be mounted on a dedicated five-star, secure trolley, with an attached holder to store electrodes and disposables.		
3.6	The unit shall be equipped with a suitable size monitor and shall preferably have a touch-screen function for ease of operation.		
3.7	The system shall allow application of 3 to 5 or more electrodes. State the maximum on the unit offered.		
3.8	The system shall make use of needle electrodes, or self-adhesive electrodes. If self-adhesive electrodes are utilised, it shall be disposable, and compatible for use on sensitive newborn skin. Shielded caps will also be acceptable.		
3.9	The offer shall include 10 sets of self-adhesive electrodes, and 6 sets of needle electrodes. If any other disposables is needed for the functioning of the monitor, 5 full sets of these disposables shall be included in the offer (such as wrap hats, skin markers, gel etc). If the unit operates with a shielded caps 2 different sizes must be included. State the items offered.		
3.10	The unit shall include the ability to monitor skin contact and inform the user if inadequate skin contact occurs.		

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3.11	The user shall be able to switch from 1 channel to up to 3 channels, global activity of the brain, and/or left and right hemisphere activity. State if the unit offered can do more than three channels		
3.12	The CFM traces on the screen shall be easy to read and interpret.		
3.13	It shall be possible to print the traces. Bidders to explain if it is possible to connect to a printer.		
3.14	The unit shall be equipped with either a hard drive or a USB port, to enable storage of patient data.		
3.15	The package shall have the functionality/software to enable the user to review recorded patient data on a standard PC.		
3.16	The unit shall provide on-screen help information, as well as instruction for setting up for use.		
3.17	The unit shall use buttons, icons etc. similar to a Windows environment for ease of use and user-friendliness.		
3.18	It shall be possible to input patient information before or during examination without interfering with the operation of the unit.		
3.19	The unit shall display Realtime aEEG, Realtime EEG and Realtime Impedance information for all channels.		
3.20	The unit shall display the information in such a way to allow easy interpretation of true signal from artefact. Bidders to explain.		
4	STANDARD ACCESSORIES and CONSUMABLES		
4.1	The Bidder must provide a full description and pricing of any optional accessories and consumables available for the product offered.		
5	CONFORMITY COMPLIANCE (Please attach certificate)		
5.1	The unit must comply with an acceptable international electrical safety standard such as IEC 601-1 for medical equipment, attached certification		

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5.2	OEM must comply and certified on ISO 13485 quality standards, attach proof of compliance		
5.2.1	Please provide unique ref number of the ISO 13485 certificate:		
5.3	Model quoted for must be EC/FDA certified. Attach a copy of certification		
5.3.1	Please provide unique ref number of the EC/FDA certificate:		
5.4	All electrical/electronic medical equipment must be licensed by Radiation Control , where applicable a copy of the license must be submitted. The license must be registered under the bidders name or a letter authorizing the use of the license must be submitted by the bidder where the license is not in their name. Bidders that neglect to submit a license will not be considered		
5.4.1	Radiation Control License number:		
5.5	The mains cable of the unit being quoted for must be 15 amp 3 prong hospital grade (rubber to with 2 screws) type and it must be a minimum length of three (3) meters. NB the mains cable of the unit tendered for must be SABS colour coded.		
5.6	The equipment quoted for must be protected against electromagnetic interference IEC 60601-1-2		
6	WARRANTY AND COMPREHENSIVE MAINTENANCE		
6.1	A 24-month warranty inclusive comprehensive maintenance and service (Year 1 to Year 2) must be included in the bid price		

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6.1.1	<p>THIS ENTAILS: A 24-month warranty against poor workmanship, covering all items against manufacturing and latent defects and parts. This must be all inclusive and include, BUT NOT LIMITED TO, amongst others, ALL PARTS (including Batteries, Sensors, Electrodes), Labour, Traveling and Accommodation. The 2-year warranty must also include all quality check, quality assurance requirements, Preventative Maintenance/Calibrations, Software updates and upgrades to be included.</p>		
6.2	The bidder to provide the OEM recommended service interval of the unit:		
6.3	Bidder to provider details of technical work (Spare parts & Calibrations) involving the unit bidded for		
7	General		
7.1	Has the product on offer being on safety recall by the Regulatory Authority in the last 5 years? If yes, please provide further details of the recall and how was it addressed		
7.2	The unit on offer must be the latest technology.		

REQUEST FOR QUOTATION FOR THE SUPPLYING, DELIVERY, ASSEMBLING, TESTING, TRAINING AND COMMISSIONING OF AN AMPLITUDE INTEGRATED ELECTROENCEPHALOGRAPH (aEEG) UNIT AT TSHILIDZINI REGIONAL HOSPITAL IN VHEMBE, THOHOYANDOU, LIMPOPO THROUGH QUOTATION NO. DOH745/2022-2023.

ANNEXURE C-2: ATTACH THE SERVICE PROVIDER'S QUOTATION

REQUEST FOR QUOTATION FOR THE SUPPLYING, DELIVERY, ASSEMBLING, TESTING, TRAINING AND COMMISSIONING OF AN AMPLITUDE INTEGRATED ELECTROENCEPHALOGRAPH (aEEG) UNIT AT TSHILIDZINI REGIONAL HOSPITAL IN VHEMBE, THOHOYANDOU, LIMPOPO THROUGH QUOTATION NO. DOH745/2022-2023.

**ANNEXURE D: ATTACH COMPANY DOCUMENTS, A VALID TAX CLEARANCE
CERTIFICATE/ TAX COMPLIANCE
STATUS PIN, CENTRAL SUPPLIER DATABASE NUMBER**

REQUEST FOR QUOTATION FOR THE SUPPLYING, DELIVERY, ASSEMBLING, TESTING, TRAINING AND COMMISSIONING OF AN AMPLITUDE INTEGRATED ELECTROENCEPHALOGRAPH (aEEG) UNIT AT TSHILIDZINI REGIONAL HOSPITAL IN VHEMBE, THOHOYANDOU, LIMPOPO THROUGH QUOTATION NO. DOH745/2022-2023.

ANNEXURE E: ATTACH ALL COMPLETE AND SIGNED REQUIRED STANDARD BIDDING DOCUMENTS (SBD 4, 5 AND 6.1)

REQUEST FOR QUOTATION FOR THE SUPPLYING, DELIVERY, ASSEMBLING, TESTING, AND COMMISSIONING OF AN AMPLITUDE INTEGRATED ELECTROENCEPHALOGRAPH UNIT AT TSHILIDZINI REGIONAL HOSPITAL IN VHEMBE, LIMPOPO THROUGH QUOTATION DOH745/2022-2023.

ANNEXURE F: ATTACH ANY ADDENDUMS ISSUED BY THE NDoH

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship

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

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned,
 (name)..... in
 submitting the accompanying bid, do hereby make the following
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

(delete whichever is not applicable for this tender).

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

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.
- 1.7 The company must submit ID copies of Directors and or shareholders with their bid document or quotation to substantiate points claimed. The share certificate reflecting the number of shares held by each member or director of the company to qualify for the points claimed must be submitted. In case of a claiming points for disability the company must submit a registered Doctor noted or document as evidence of the disability.

2. DEFINITIONS

- (a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

or

90/10

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

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

$$P_s = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system.

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Table 1: Specific goals for the tender and points claimed are indicated per the table below.

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI	10		
Women	8		
People with Disabilities	2		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary

proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....