



**national treasury**

Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA

**RT54-2020**

**ANNEXURE 7A**

**PARTICIPANT'S QUARTERLY REPORT**

1. As a means of ensuring successful supply, delivery, installation, commissioning and maintenance of the mental health equipment by Suppliers to the Participant, the following Key Performance Indicators shall be used to monitor the Goods and/or Service provided to the Participant by Suppliers.
2. Reporting will commence for each Participant on the relevant quarter after participation acknowledgement by National Treasury.
3. Participants are required to report to National Treasury on a quarterly basis as per the following dates:

Quarterly Reporting Period	Submission date of report by Participant
1 June 2020 to 31 August 2020	7 September 2020
1 September 2020 to 30 November 2020	7 December 2020
1 December 2020 to 28 February 2021	7 March 2021
1 March 2021 to 31 May 2021	7 June 2021
1 June 2021 to 31 August 2021	7 September 2021
1 September 2021 to 30 November 2021	7 December 2021
1 December 2021 to 28 February 2022	7 March 2022
1 March 2022 to 31 May 2022	7 June 2022
1 June 2022 to 31 August 2022	7 September 2022
1 September 2022 to 30 November 2022	7 December 2022
1 December 2022 to 28 February 2023	7 March 2023
1 March 2023 to 31 May 2023	7 June 2023

4. The quarterly report to be submitted to [transversal.contracting2@treasury.gov.za](mailto:transversal.contracting2@treasury.gov.za)

Insert State  
institution's logo

**PARTICIPANTS TO COMPLETE AND RETURN ONLY THE REPORTING PAGES TO NATIONAL TREASURY AS PER THE ABOVE  
QUARTERLY PERIODS**

Name of State Institution : \_\_\_\_\_

Quarter Reporting Period : \_\_\_\_\_

**Note! (Participants can also submit the report in an excel sheet as per the exact table below)**

#	Indicators <sup>1</sup>	Responses <i>Tick applicable response Insert N/A where a Yes/No response is not required</i>				Participant's Feedback
1	Did the Supplier understand your mental health requirements?	Yes		No		
2	Did the Supplier offer the mental health equipment order as per the technical specification?	Yes		No		
3	Did the Supplier offer the published unit of measure?	Yes		No		
4	Did the Supplier deliver according to the delivery lead time published?	Yes		No		
5a	Is the 2-year warranty provided? <i>Where applicable</i> A fully comprehensive preventive maintenance, and repair plan including all costs must be included in the two (2) year warrant.	Yes		No		
5b	Are the Software updates and upgrades included in the 2-year warranty provided? <i>Where applicable</i>	Yes		No		
6a	Are all items offered of the latest model?	Yes		No		
6b	Did the Supplier state the date of initial manufacture of the model range offered in the pricing schedule?	Yes		No		

<sup>1</sup> Participant should not change the indicators

#	Indicators <sup>1</sup>	Responses				Participant's Feedback
		Tick applicable response Insert N/A where a Yes/No response is not required				
7	Are all parts ( <i>where applicable</i> ) supplied as new? As no second hand or refurbished parts should be accepted	Yes		No		
8	Did the Supplier guarantee the spare parts ( <i>where applicable</i> ) that they will be available for the expected lifetime of the mental health equipment and for a period of at least ten (10) years from procurement date?	Yes		No		
9a	Does the guarantee from the Supplier cover all items against manufacturing defects, installation, commissioning, materials, and workmanship? ( <i>where applicable</i> ).	Yes		No		
9b	If the manufacturing defects were detected within a thirty-day (30-day) period, did the Supplier replace the mental health equipment with a new one?	Yes		No		
9c	If the manufacturing defects were detected within a period of six (6) months after commissioning, did the supplier replace with a new item / mental health equipment?	Yes		No		
10	In a case where the mental health equipment is removed from your institution for repairs, did the Supplier provide a loan machine which is in good condition?	Yes		No		
11	First line maintenance training by Suppliers to the purchasing institution technical personnel is required. The equipment catalogue or brochure should specify what the first line maintenance per equipment entails. Was the training provided by the Supplier? <i>Where applicable</i>	Yes		No		
12a	User training must be provided by the Supplier in the operation of the unit at no extra cost to the final bid price. Did the Supplier detail the training that would be offered and indicate who would offer the training, commissioning of mental health equipment that includes assembly, installation, acceptance testing and initial training, verifying safety and functional performance accuracy, quality	Yes		No		

#	Indicators <sup>1</sup>	Responses <i>Tick applicable response Insert N/A where a Yes/No response is not required</i>				Participant's Feedback
	assurance calibration, correction of mental health equipment defects including those that are not readily apparent, practical training for both clinical and technical staff, and full handover of all catalogue, operating manuals, instruction leaflet?					
12b	Commissioning shall include on-field user-training on mental health equipment to clinical staff and shall be performed by a qualified and competent application specialist. Was this performed as such by the Supplier? <i>Where applicable</i>	Yes		No		
13	The Supplier is required to make available to the Participant the use of all consumables measurement and calibration instruments used during the commissioning, was this fulfilled by the Supplier? <i>Where applicable</i>	Yes		No		
14	Did the Supplier provide user care information for reusable mental health equipment? <i>Where applicable</i>	Yes		No		
15	Did the Suppliers provide product demonstration training support at no additional cost? <i>Where applicable</i>	Yes		No		
16	Are there any areas of improvement in terms of the Suppliers?	Yes		No		
17	Are there any areas of improvement in terms of the transversal contract?	Yes		No		

END OF REPORT