



CONTRACT CIRCULAR: RT54-2020 FOR THE SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF MENTAL HEALTH EQUIPMENT TO THE STATE FOR THE PERIOD 1 JUNE 2020 TO 31 MAY 2023

1. PURPOSE

The purpose of this Contract Circular is to inform State Institutions about the Transversal Contract RT54-2020 for the Supply, Delivery, Installation, Commissioning and Maintenance of Mental Health Equipment to the State for the period 1 June 2020 to 31 May 2023. The transversal contract is facilitated by the National Treasury, National Department of Health and Provincial Departments of Health for utilization by all State Institutions.

This Contract Circular is subject to the General Conditions of Contract (attached as **Annexure 2**) issued in accordance with chapter 16A of the Treasury Regulations published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions of Contract (attached as **Annexure 1**) are supplementary to the General Conditions of Contract. However, where the Special Conditions of Contract conflict with the General Conditions of Contract, the former will prevail.

- 1.1 The Contract Circular and its Annexures are updated as and when required and therefore State institutions should always refer to the latest available annexures from the National Treasury's website which can be accessed at <http://www.treasury.gov.za/divisions/ocpo/ostb/contracts/default.aspx>.

- 1.2 Please find the attached following documents in addition to this Contract Circular for your information and attention:

- Annexure 1 : Special Conditions of Contract;
- Annexure 2 : General Conditions of Contract;
- Annexure 3 : Participation Letter;
- Annexure 4 : Pricing Schedule (Sort by Category, Item number and Supplier);
- Annexure 5 : Technical Specifications;
- Annexure 6 : Non-Awarded Items; and
- Annexure 7a : Participants Quarterly Report.

2. BACKGROUND

- 2.1 The State requires the supply, delivery, installation, commissioning, and maintenance of mental health equipment that encompasses:
- 2.1.1 Mental Health Status Examination Equipment;
 - 2.1.2 Cognitive Assessment Tests Tools; and
 - 2.1.3 Assessment Toys.

3. DURATION OF CONTRACT

- 3.1 The transversal contract period is for thirty-six (36) months commencing on 01 June 2020 to 31 May 2023.
- 3.2 The mental health equipment can be procured at any stage within the transversal contract period when a State institution decided to participate.

4. IMPLEMENTATION OF THE TRANSVERSAL CONTRACT

- 4.1 The process to effect procurement thereof involves the following undertakings:
- Step 1 : Completion of the participation letter (Annexure 3) and submit it to transversal.contracting2@treasury.gov.za;
 - Step 2 : Acknowledgement via email (**no written post award consent letter will be issued to participant as the participation letter is customised to consent participation on completion and signing**) of participation letter by National Treasury and inform the appointed suppliers;
 - Step 3 : Selection of any appointed supplier based on the State institution's mental health needs;
 - Step 4 : Contact supplier to verify the mental health needs availability;
 - Step 5 : Issue a purchase order to the selected supplier based on the published prices on Annexure 4;
 - Step 6 : On delivery of items, verify if the delivered item(s) is according to the technical specification on Annexure 5;
 - Step 7 : Ensure supplier conducts installation, commissioning and training where required (mostly on Category B items); and
 - Step 8 : Submit quarterly report (Annexure 7A) to National Treasury on the performance of suppliers and the fulfilment of the mental health needs through the transversal contract.

All queries should be emailed to Brenda Mashifane's attention at transversal.contracting2@treasury.gov.za.

5. PARTICIPANTS SHOULD NOT PERFORM THE FOLLOWING ACTIVITIES

- 5.1 Create a tender/bid from the transversal contract but only implement it as prescribed;
- 5.2 Request Suppliers to submit quotations in a tender/bid box or via email as the prices are already published;
- 5.3 Conduct compulsory briefing session that is aimed at disqualifying Suppliers under the transversal contract but have needs/requirements discussions with the Suppliers as may be necessitated by the circumstances; and
- 5.4 Request samples from the Suppliers as the items on the transversal contract were evaluated and qualified to form part of the transversal contract.
- 5.5 Participants **SHOULD NOT** request any of the following documents from the Suppliers as the transversal contract has considered all these documents and governance during the procurement process:
 - ✓ Standard Bidding Documents (SBDs);
 - ✓ Functionality related documents;
 - ✓ Central Supplier Database (CSD) report or tax pin from South African Revenue Services (SARS);
 - ✓ B-BBEE Certificate; and /or
 - ✓ Or any documentation relating to a procurement process.
- 5.6 The above documents will be issued on request where required by participating State institutions from National Treasury.

6. PROCUREMENT OF NON-AWARDED ITEMS

Annexure 6 provides a list of all non-awarded items on this transversal contract that cannot be procured from this transversal contract. State institutions in need of those items will procure them using their own procurement process as guided by the State institution's procurement policy.

7. THE AWARD OF THE TRANSVERSAL CONTRACT

- 7.1 The transversal contract has been awarded to multiple suppliers for the two (2) categories effective from 01 June 2020 to 31 May 2023. The prices on this transversal contract are the only prices that can be charged by Suppliers.

8. QUARTELY REPORTING BY PARTICIPANTS

- 8.1 As part of contract management participants are required to report to National Treasury the supplier's performance and needs fulfilment on a quarterly basis as per **Annexure 7A**. The quarterly report should be submitted via email to transversal.contracting2@treasury.gov.za.

9. LIST OF PARTICIPANTS (To be updated in due course)

10. SUPPLIERS CONTACT DETAILS

#	Supplier's name	CSD No.	Contact Details
1	G and A Business Solutions (Pty) Ltd	MAAA0166411	Alistair Lewis 083 276 7043 alistair@gabussolutions.com
2	Mediotronics Physical Medicine (Pty) Ltd	MAAA0083586	Miranda Winnie Murray 011 315 2619 / 083 392 7464 mediotronics@gmail.com
3	Ngaphaya Y2K10 Trading CC	MAAA0010919	Jennifer Classes 021 534 0336 / 083 463 4538 infoy2k10@gmail.com
4	Sanbonani Holdings (Pty) Ltd	MAAA0005799	Emelia Brandt emelia@Sanbonani.co.za Michelle Chamberlain 011 314 6617 / 072 558 1503 michelle@sanbonani.co.za
5	SMA Public Sales and Services (Pty) Ltd	MAAA0009320	Inger Winter 021 555 1415 / 072 728 6380 Inge.winter@stieglmeyer.com

10.1 CATEGORY A

#	Supplier's name	CSD No.	Contact Details
1	Cranium Medical Products (Pty) Ltd	MAAA0058940	Allen Cliffe 083 667 7617 / 010 615 0816 allencriffe@craniumsa.co.za Orders@craniumsa.co.za or info@craniumsa.co.za

10.2 CATEGORY B

11. ENQUIRIES

Enquiries related to this transversal contract may be directed **in writing** to the National Treasury as follows:

11.1 National Treasury

Ms. Brenda Mashifane

Tel: 012 315 5877 / 064 755 4850

Email: transversal.contracting2@treasury.gov.za

MOTHUSHI MOIFO
ACTING CHIEF DIRECTOR: TRANSVERSAL CONTRACTING
OFFICE OF THE CHIEF PROCUREMENT OFFICER
DATE:

END

ORIGINAL DATE : 01 June 2020
REVISED DATE : 03 June 2020
REVISED DATE : 20 July 2020