

Print Name: SINGH SENSE Date: 15/09/2025



To	Ms. T. Makula
From	Nondyebo Maxhama
Reference No	1574330
Date	26/06/2025
Subject	Motivation for centrifuge

1. BACKGROUND

The Zitulele laboratory is situated at Zitulele Hospital under O.R Tambo Municipality in Eastern Cape and is about +/- 90km away from Nelson Mandela Academic laboratory in Mthatha. Zitulele laboratory is about ± 50km by road from Coffee Bay on the Wild Coast. The laboratory has a total of 8 staff (Lab Manager, 1Technologist, 2Technician, 1Clerks, 1 Lab assistant , 1 Phlebotomist and 1 Messenger/Cleaner) operates 08:00-20:00 (Mon-Friday) and Sat (10:00-12:00). After hours and weekend services are offered as per call from hospital in case of emergency.

2. PURPOSE:

Additional centrifuge capacity can support increasing volumes, reducing TAT and improving laboratory efficiency.

3. MOTIVATION

Adding another centrifuge will enable us to process more samples efficiently, reducing TAT and improving patient care. Minimize downtime and ensure continuous operation even if one centrifuge requires repairs. To prepare samples for analysis such as serum or plasma from blood cells and sputum for AFB.

4. FINANCIAL IMPLICATIONS

Centrifuge will be procured from approved CAPEX budget of R R150 000, FY25/26 budget

5. RISK IMPLICATIONS

As lab is in rural area to stay outside hospital is not safe during call out.

6. LEGAL IMPLICATIONS

Failure to provide necessary testing capabilities may damage the laboratory reputation and that affect the trust with patients and healthcare workers.

7. RECOMMENDATION

I recommend having another centrifuge that during downtime to ensure continuous even if one centrifuge requires repairs.

Submitted by

Mrs Nondybo Maxhama

Supported / Not Supported

Ms Sindisiwe Khumalo
ORTCH Business Manager

Supported /Not Supported

Tintibane Tselane
Regional Finance Manager

Approved /Not Approved

Tabita Makula
Area Manager

Date:

Date:

Date:

Date:

15/09/2025

26/06/2025

NATIONAL HEALTH LABORATORY SERVICE

FIXED ASSETS MOTIVATION FORM

MOTIVATION FOR PURCHASE OF NEW ASSET

CAPEX VOTE NUMBER:

DATE:

26/06/2025

NON BUDGET:

COST CENTRE:

01	CO	REGION	CC	A/C	METH	DISC	CL CODE	S/PARE
16	25120	000	00	00000	0000			

LOCATION: e.g Region, City/Town, Building, Room Number

EC, OR TAMBO & CHRIS HANI BUSINESS UNIT, ZITULELE LAB

IF REPLACEMENT FOR AN EXISTING ASSET PLEASE COMPLETE THE FOLLOWING:

TAG NUMBER:

DATE OF PURCHASE:

DESCRIPTION OF ASSET:

ORIGINAL COST:

REASON FOR REPLACEMENT:

HAS ANY ASSET ACQUIREMENT BASIS BEEN CONSIDERED ?

YES
NO

PROPOSED METHOD OF DISPOSAL:

DETAILS OF NEW ASSET:

PRIORITY:

(PLEASE INDICATE)

URGENT

NE

ENHANCED

IS ASSET:

COST SAVING EFFICIENCY

HIGH

MED X

LOW

PRODUCTIVE / NON PRODUCTIVE X

ESSENTIAL / NON-ESSENTIAL X

FULL DESCRIPTION:

Centrifuge

ASSET CATEGORY(PLEASE INDICATE)

COMPUTER EQUIPMENT

COMPUTER SOFTWARE

OFFICE EQUIPMENT

FURNITURE AND FITTINGS

LAB EQUIPMENT X

LAND & BUILDINGS

PLANT AND EQUIPMENT

VEHICLES

COST (EXCL VAT)

PROPOSED DATE OF PURCHASE

A.S.A.P.

NATIONAL HEALTH LABORATORY SERVICE

FIXED ASSETS MOTIVATION FORM

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ANNEXURE - PINK

DETAILS OF PERSON MOTIVATING FOR ASSET
(PRINT NAME):

NONDYEBU MAXHAMA

(SIGNATURE):



BRIEF MOTIVATION FOR THE PURCHASE OF A NEW ASSET

Adding another centrifuge will enable us to process more samples efficiently, reducing TAT and improving patient care.

WHY IS CURRENT EQUIPMENT NOT ACCEPTABLE?

Minimize downtime and ensure continuous operation even if one centrifuge requires repairs

IS THE EQUIPMENT TO BE PURCHASED ACCEPTABLE TO OUR STANDARDS AND NORMS?

YES ☒ NO ☐

REQUEST REVIEWED BY:

(PRINT NAME):

(SIGNATURE):

COMMENTS:

ASSET COMMITTEE RECOMMENDATION

APPROVED:

YES ☐ NO ☐

APPROVED AMOUNT:

R150 000

AUTHORISED BY:

(PRINT NAME):

(SIGNATURE):

DATE:

EQUIPMENT

EQUIPMENT	Business Unit	Laboratory	Req. #	Specification
Centrifuge (non-refrigerated)	ORTCH	Zitulele	1574330	
				Requirement
				Benchtop
				Brushless induction
				LCD display touch pad
				3 000 to 5 000 rpm
				RPM/RCF mode
				Acceleration
				Deceleration
				Programmability
				Balance detection
				Dimensions WxDxH mm
				Weight
				Run Time
				Decibels
				Refrigerated
				Ambient temperature
				SAHFRA Licence
				ISO 13485 Certificate
				Internal temperature
				Rotor
				Tube types & size
				Number of tubes
				Buckets have safety covers
				Electrical
				Delivery time
				Warranty
				After sales service
				Manual opening in power failure
				Electronic keypad
				Door safety lock
				Fast stop option
				Operator's manual
				Installation and commissioning
				Window in lid for speed check
				Laboratory Manager
				Signature
				Date
				OAC
				Signature
				BM
				Signature and date