

PROVINCIAL GOVERNMENT OF WESTERN CAPE
GUIDELINES FOR DONATIONS OF WHEELCHAIRS

PART 3: DONATION PROCEDURES

1. GENERAL

Any donation needs to be done in writing to the Department of Health to:

Attention: Head of Health

Department of Health

PO Box 2060

Cape Town, 8000

Alternatively, letters can be addressed to the institutional head in the case of institutional specific donations.

2. PROCEDURES

Donations can be made by donating either funds or devices and can be made to either the Department of Health or a specific user. Each of these options has different implications for the Department or the user.

• ***PROCEDURE A: DONATION OF FUNDS***

○ **Process:**

Funds are donated via the donor organisation to the Department of Health or the specific Institutional Head in the case of institutional specific donations. The recipient department needs to complete Annexure A of Finance Instruction: G41/2008 to obtain authorisation of the intended donation in terms of the Public Finance management Act. For Provincial donations, The Provincial Mobility Assistive Devices Advisory Committee (MADAC), together with the Directorate of Public Health sets up the order with information obtained from the central database. This ensures that appropriate chairs are then ordered for specific clients. Chairs are purchased from suppliers listed on the Tender document.

- **Implications for the Department of Health and the client:**

The chairs are issued to indigent clients through the existing policies and procedures of the Department. The chair remains the property of the State, but the client continues to use it as long as s/he needs the device. **The State remains responsible for repairs, maintenance and replacement.** The client accesses his closest State subsidised wheelchair repair centre for repairs.

This scenario benefits both the client and the State, as chairs can continue to be recycled and reissued, thereby reaching more than one possible recipient.

- ***PROCEDURE B: DONATION OF NEW WHEELCHAIRS***

- Donation of wheelchairs to Department of Health**

- **Process:**

- ◆ The donor decides on the recipient target group based on the central database and then purchases wheelchairs from the existing suppliers on the National Wheelchair Tender according to the numbers, types and specifications as listed on the central database.
- ◆ Alternatively, where chairs are purchased without reference to the database, the list of donated chairs is reviewed by Directorate of Public Health and MADAC. The chairs are then matched in terms of type, size and other specifications with suitable categories of persons on the waitlist. Recipients are then prioritised.

NOTE: Only chairs which meet minimum durability standards (SABS test with minimum user weight per type as set out in the National Tender (RT233) document or ISO 7176) and where spares and components can be found locally will be considered for acceptance as donations.

- **Implications for the Department of Health and the client:**

When these chairs are accepted by the Department of Health and issued to the client, the wheelchair remains the property of the State. This has the same benefits to the clients as specified above.

Donation of wheelchairs directly to persons with disabilities

○ **Process:**

The donor can access NGO's or other organisation to meet users.

○ **Implications for the Department of Health and the client:**

If wheelchairs are donated via the donor organisation directly to persons with disabilities, the wheelchair becomes privately owned. The State is then **not** responsible for the repair, maintenance or replacement the wheelchair. The client cannot access subsidised wheelchair services and has to access private repair facilities at competitive costs. As few clients have the money to do this, this option is not recommended. Another implication is that although a definite need is immediately relieved, the life span of the chair is drastically reduced and the chair is used until it literally falls apart. The client then goes back onto the bottom of the waitlist.

● ***PROCEDURE C: DONATIONS OF USED WHEELCHAIRS***

The processes are the same as for the donation of new wheelchairs. However, there are some special considerations:

- Person/s responsible for assessing the conditions of the chairs should be identified.
- An estimate of repair costs should be done to ensure that chairs are in working order.
- It should be determined who is responsible for the cost of the initial repairs prior to donation / acceptance of the donation.
- Is there adequate storage to store and repair the chairs.
- Are local spares and components available? If not, this drastically reduces the life span of the chair.
- What is the reason for the chairs not being recycled in their country of origin? Consider the fact that those chairs have often been discontinued and spares and components are no longer available.

NOTE: Only chairs which meet minimum durability standards (SABS with minimum user weight per type as set out in the National Tender (RT233) document or ISO 7176) and where spares and components can be found locally, will be considered.