

**PART A  
INVITATION TO BID**

**SBD1**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
<b>BID NUMBER:</b>	SCMU3-P20/21-1393 -PED	<b>CLOSING DATE:</b>	29 OCTOBER 2020	<b>CLOSING TIME:</b>	11H00
<b>DESCRIPTION</b>	<b>PROVISION OF SECURITY SERVICES AT P.E. PHARMACEUTICAL DEPOT FOR A PERIOD OF ONE (1) MONTH</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
P.E. PHARMACEUTICAL DEPOT • 1104 STRUANWAY ROAD, PORT ELIZABETH, 6000 or email to: <a href="mailto:zonke.gysman@echealth.gov.za">zonke.gysman@echealth.gov.za</a>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	MS Z. GYSMAN		CONTACT PERSON	MR. R. HARRIS	
TELEPHONE NUMBER	041 406 9800/9828		TELEPHONE NUMBER	041 406 9800/9814	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	zonke.gysman@echealth.gov.za		E-MAIL ADDRESS	rodney.harris@echealth.gov.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW</b>					

## PART B TERMS AND CONDITIONS FOR BIDDING

### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

**SIGNATURE OF BIDDER:**

.....

**CAPACITY UNDER WHICH THIS BID IS SIGNED:**

(Proof of authority must be submitted e.g. company resolution)

.....

**DATE:**.....

## 1. EVALUATION CRITERIA

### 1.1 The bid will be evaluated as follows:

- Stage 1: Administrative compliance /pre-qualification
- Stage 2: Functionality
- Stage 3: Price and B-BBEE Points

### The stages are further detailed below

1.2 In terms of Regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Act (Act 5 of 2000), responsive bids will be adjudicated by the department on the 80/20- preference points system in terms of which points are awarded to bidders on the basis of:

- The bid price (maximum 80 points)
- B-BBEE status level of contributor (maximum 20 points)

The following formula will be used to calculate the points for price:

$$Ps = 80 \frac{(1 - Pt - P_{min})}{P_{min}}$$

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

A maximum of 10 points may be allocated to bidders for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

**N.B:** Bidders are required to submit, together with their bids, original and valid B-BBEE status level verification certificates or certified copies to substantiate their B-BBEE rating claims. Bidders who are EMEs and QSEs may submit a Sworn Affidavit as prescribed in terms of the Revised Code of Conduct for B-BBEE.

- 1.3 A bid will not be disqualified from the bidding process if the bidder does not submit a certificate sworn affidavit substantiating the B-BBEE status level of contribution or is a non- Compliant contributor. Such bidders will score 0 out of maximum of 10 points for B-BBEE.
- 1.4 Bidders are required to complete the preference claim form (SBD 6.1), and submit their original and valid B-BBEE status level verification certificate or a certified copy thereof or sworn affidavit for EMEs and QSEs at the closing date and time of the bid in order to claim the B-BBEE status level points.
- 1.5 The points scored by a bidder in respect of the level of B-BBEE contribution will be added to the points scored for price.
- 1.6 Only bidders who have completed and signed the declaration part of the preference claim form and who have submitted a B-BBEE status level certificate issued by a SANAS accredited verification agency will be considered for preference points or Sworn affidavit attested by Commissioner of Oaths in respect of Exempted Micro Enterprise (EME) and Qualifying Small Enterprise (QSE).
- 1.7 The department may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made with regards to preference.
- 1.8 The total points scored will be rounded off to the nearest 2 decimals.
- 1.9 In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of preference points for B-BBEE.
- 1.10 However, when functionality is part of evaluation process and two or more bidders have scored equal points including equal preference points for B-BBEE, the contract will be awarded to the bidder scoring the highest functionality.
- 1.11 Should two or more bids equal in all respects, the award shall be decided by drawing of lots.
- 1.12 A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

## 2. Stage 1 Administrative Compliance/ Pre-Qualification

2.1. The purpose of this Pre-qualification is to determine which bid is compliant and non-compliant with the bid special conditions issued by the ECDOH as part of the bid process.

The following criteria shall apply:

- a. A bidder must submit a valid Company's **PSIRA** (Private Security Industry Regulatory Authority) registration certificate. **Only VALID PSIRA certified certificate copies will be accepted. (Certification must not be older than 90 days)**
- b. A bidder must submit a valid Directors Registration **VALID PSIRA certificate**. Only certified copies of this will be accepted. **(Certification must not be older than 90 days)**
- c. Bidders must comply with the Department of Labour gazetted rates for Sectoral Determination 6. Pricing must be in line with Sectoral Determination 6.
- d. Bid Prices must include overheads costs.
- e. A bidder must submit a valid **letter of Good Standing** issued by PSIRA. **(Certification must not be older than 90 days).**
- f. A bidder must submit, from the Department of Labour, a valid **COIDA** certificate. (Compensation of Occupational Injury and Diseases act).
- g. A bidder must submit, from the Department of Labour, a valid certificate of compliance for UIF (Unemployment Insurance Fund).
- h. The successful bidder will be held responsible for any damage or loss suffered by the Department as result of the bidders Security Officer's negligence or willful action in the ordinary execution of their duty. The company must submit an existing Public Liability Policy contract or a letter of intent of taking out insurance from the Insurance Company or Broker, and must be submitted as part of the returnable. Before resuming with the work the company must submit the insurance policy contract for this service.
- i. Availability of 100% specified Uniform for warm, cold and wet weather for the number of security guards specified is mandatory. Proof in the form Stock Sheet with buffer stock for available uniform for the required number of security guards should the bidder be successful accompanied by an Affidavit or letter of agreement from the Uniform manufacturer for the supply of full uniform as specified indicating quantity and delivery time frame of uniform must be submitted with the bid.
- j. Availability of 100% equipment as specified in the equipment list is mandatory. The bidder must submit stock sheet accompanied by an affidavit showing all minimum security equipment in their possession inclusive of the one in circulation, but a clear distinction must be made with regard to the one readily available which can be dispatched should the bidder be successful, or a signed letter of confirmation from the recognized security equipment supplier/distributor or manufacturer stating the exact equipment items and delivery timeframes in line with the equipment listed in the document.

**FAILURE TO COMPLY WITH THE ABOVE INFORMATION WILL INVALIDATE YOUR BID.**

- l. The Department of Health reserves the right to verify the information requested with the Private Security Industry Regulatory Authority (**PSIRA**) or any other relevant entity or visit the premises of the bidder at any time without notice. Any information received which does not reflect the one provided on the bid document will render the bid null and void. The ECDOH will not be liable for any inaccurate information supplied.
- m. Only registered service providers will be considered. The bidder whose registration is in process or has been suspended or withdrawn by PSIRA at the time of submission of the bid documents will be disqualified.
- n. Bidders must be registered with the National Treasury Centralized Supplier Database (CSD) and furnish proof of registration with the bid.
- o. To promote Clothing and Textile Industry manufacturers in Eastern Cape, Service Providers are encouraged to source Uniform for Security Guards from local manufacturers based in the Eastern Cape. The successful service provider will be required to submit proof of purchase from Eastern Cape based manufacture / supplier in the form of invoice on submission of their Invoice for services rendered.

## 2.2 Stage 2: Functionality Evaluation

- The minimum threshold for functionality is 25 points out of 40 points.
- A bidder that scores less than 25 points out of 40 in respect of functionality will be regarded as non-responsive bid and will be disqualified.
- Only bidders that obtain 25 points and above will qualify for further evaluation in terms of price and BBBEE evaluation (**3<sup>rd</sup> stage**)
- All points scored by qualifying bidders will not be taken into consideration for price evaluation.

Criteria	Description /Sub-criteria	Max Score	Required Evidence
<b>Experience</b>	<b>Work Experience in security services</b>	<b>15</b>	<p>Project reference form from current and previous clients for similar services clearly indicating duration of contract, Contract start and end date, bid value and performance of the bidder.</p> <p><b>NB: Points will only be allocated when the bidder included the departmental projects reference form contemplated in this bid document. Project reference form must be stamped and signed by the referee (client)</b></p>
	Below 2 years	0	
	2 – 3 years	05	
	4 – 7 years	10	
	8 years and above	15	
<b>Human Resources</b>	<b>Available Staff for security services</b> Provide us with the payroll of the business showing the following:	<b>25</b>	<p>Staff Payroll stamped and signed by the bidder.</p> <p>Submit a copy of a customised database showing the following:</p> <ul style="list-style-type: none"> <li>➤ Name</li> <li>➤ ID number</li> <li>➤ PSIRA number</li> <li>➤ Residential address</li> <li>➤ Contact number</li> </ul> <p>Failure to provide the above will invalidate the database point</p> <p>A document outlining the plan for dealing with emergency requirement of staff in place of sick/absent staff for the allocated site</p> <p>Proof of Registration for PAYE</p>
	<ul style="list-style-type: none"> <li>• There is sufficient capacity to administer the rendering of services at the sites tendered for.</li> </ul>	10	
	<ul style="list-style-type: none"> <li>• Sufficient employees are available or can be contracted with, for the facilities tendered for.</li> </ul>	5	
	<ul style="list-style-type: none"> <li>• A clear system in place to accommodate sick/absent employees without affecting guarding services.</li> </ul>	5	
	<ul style="list-style-type: none"> <li>• Certify that you are registered for PAYE</li> </ul>	5	
	<b>Total</b>	<b>40</b>	

## 2.3 In loco inspection

**In loco inspection may be conducted to shortlisted bidders to verify information provided with the bid. Bidders inspected within the period of ONE (1) month and displayed capacity may not be inspected for the same requirements and quantities or less before the lapse of 3 months.**

The department reserves the right to physically verify contents that are contained in the first stage of technical evaluation.

- A visit to the main office of the Bidder will be made. During this visit the following will be verified:
  - An inspection of the proof that there are sufficient uniforms to clothe all guards, inclusive of an inspection of buffer stock, where applicable.
  - An inspection of proof that there is sufficient security equipment for all guards, inclusive of buffer stock, where applicable.
  - An inspection of a list of current active staff.
  - An inspection of the payroll system in place.
  - An inspection of your UIF, PAYE.
  - An inspection of random payslips to confirm prescribed minimum gazetted rates as per sectoral determination 6 issued by the Minister of Labour for payment of security guards.
- An inspection of the Control Room set up, of the Bidder with particular reference to the following:
  - 1.7.1 must be ensured that the security officer posted to the Control Room is able to make contact with a response guard force which does not form part of the Facility team e.g. SAPS in order to support them in the event of serious incident.
  - 1.7.2 The Security Control Centre must be in radio contact with security staff on all the sites and with the representative of the employer.
- An inspection / check of the Public Liability Policy contract to cover theft or damage to assets of the Department.



#### 2.4. INFORMATION REQUIRED FOR FUNCTIONALITY EVALUATION

- FOR COMPLETENESS THE BID PROPOSAL MUST INCLUDE THE FOLLOWING INFORMATION AND PROVIDE ADEQUATE DOCUMENTARY PROOF TO SUBSTANTIATE CAPACITY AND EXPERIENCE OF THE FIRM: PLEASE COMPLETE THE TABLE FOR EASE OF REFERENCE TO YOUR PROPOSAL.

	DESCRIPTION	YES	NO	ATTACH PROOF
Experience	Project Reference letter from current and previous clients clearly indicating number of years' experience, start and end date of contract, performance of the contractor			
Human Resources	Company Payroll certifying that there is sufficient number of security guards employed by the bidder as proof of available capacity (signed and stamped by the bidder)			
	Documentary proof confirming accessible staff from the database as and when the staff is required			
	A clear system in place to accommodate sick/absent employees without affecting guarding services  A document outlining the plan for dealing with emergency requirement of staff in place of sick/absent staff for the allocated site			

2.5 Provide list of client references

Client	Project description	Year from	Year to	Bid Value	Duration	Contact person	Email address	Tel No.

## PROJECT REFERENCE

### PROJECT REFERENCE RETURNABLE 1 OF 3

Project title:	
Bid No:	
Project title:	
Bid No:	
Project title:	
Bid No:	

Note: This returnable document must be completed by the referee to whom services of similar nature, scope, complexity and value was completed successfully by the bidder.

I, ..... (name and surname)

..... (company name)

Declare that I was the recipient (client) of the following security services successfully executed

by ..... (name of bidder)

Project Name: .....

Project Location: .....

Commencement Date: ..... Completion date: .....

Duration of the contract.....

Contract Value: .....

A. Please score the performance of the Bidder on the abovementioned project, by inserting "Yes" in the relevant box below:

	Very poor	Poor	Fair	Good	Excellent
Experience					
Quality and Performance					
Personnel					
Condition of Control Room					

B. Would you consider/recommend working with this bidder

Yes	No

C. Any other comments:

.....

.....

.....

D. Cell No. .... E. Office No.....

F. Fax No. .... G. E-mail: .....

This signed at ..... on this .....day of .....

\*Note to Bidder: Referee (Client) will be contacted to verify the above if the Referee is not contactable NO POINT WILL BE AWARDED.

**STAMPED AND SIGNED BY REFEREE (CLIENT)**

## **PAYROLL**

[illegible]

**Each security company must develop its own authentic database with a clearly stated address and contact numbers.**

## DATABASE OF SECURITY GUARDS

[illegible]

**PART 4**  
**SPECIFICATION**

<b>Bid No.</b> <b>Bid Description</b>	<b>SCMU3-P20/21-1393-PED</b> <b>PROVISION OF SECURITY SERVICES AT P.E. PHARMACEUTICAL DEPOT FOR A PERIOD OF ONE (1) MONTH</b>
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**DEPLOYMENT OF SECURITY OFFICERS WITHIN P.E. PHARMACEUTICAL DEPOT PERIMETER**

<b>INSTITUTION</b>	<b>AREA</b>	<b>GRADE A- CLUSTER MANAGER</b>	<b>GRADE B – DAY</b>	<b>GRADE B – NIGHT</b>	<b>GRADE C – DAY</b>	<b>GRADE C – NIGHT</b>	<b>NO OF SECURITY GUARDS</b>
<b>P.E. Pharmaceutical Depot</b>	<b>Main Entrance (Indoor- Turnstile)</b>	0	1	0	1	0	2
	<b>Transit In x 2</b>	0	0	0	2	0	2
	<b>Transit Out x 2</b>	0	0	0	2	0	2
	<b>Weighing Areas x 2</b>	0	0	0	2	0	2
	<b>Control Room</b>	0	0	0	1	0	1
	<b>Patrol</b>	0	0	0	1	0	1
	<b>TOTAL</b>	0	1	0	9	0	10

## 1. SCOPE OF SERVICES

Contractor shall provide the following services, as part of the Security Services, in accordance with the Service Standards and the provisions of this Specification: security services in accordance with section 3 of this Specification; and

Safekeeping and issuing of Keys in accordance with section 4 of this Specification.

In addition to the Security Services, the Contractor shall provide all such other services as may be ancillary to or reasonable necessary to provide the Security Services in accordance with the Specification and the Service Standards.

The Contractor shall comply with the Input and Output Specification in the provision of the Security Services. The Output Specification shall, however, take precedence over any Input Specification, it being expressly agreed between that the Input Specification stipulate the minimum requirement to ensure that the Output Specifications are adhered to. To the extent that the Input Specification are not adequate to ensure compliance with the Output Specification, the Contractor shall be required, subject to the approval of the FACILITY MANAGER, to amend the Input Specification. In such case the Contractor shall amend these specifications in writing to reflect such amendment.

## 2. GENERAL SECURITY

### Contractor's Responsibilities (1)

<i>Output Specification, Service Levels, Requirements, Criteria</i>	<i>Input Specification, Service Levels, Requirements, Criteria</i> In ensuring compliance with the Output Specification the Contractor shall comply with the following responsibilities
(a) <u>Central Security Point</u> . The Contractor shall ensure a Central Security Point is established and shall ensure that it shall be manned 24 hours per day and for 7 days per week.	The Contractor shall comply by: Establishing the physical structure of a central Security Point CCTV Control room/Main Entrance Guard House provided by institutions Ensuring that grade Bs and or grade Cs, where applicable (1 per day) security officer is posted at the Control Room at all times. Ensuring that the above-mentioned security officers are competent and fully trained and be able to manage the main access points and control room. The CCTV control room operators shall; <ul style="list-style-type: none"><li>- be available for 24/7/365(366)</li><li>- not allow any staff member, visitor or patient to enter control room without prior arrangement with security management</li><li>- keep and protect records/information at the control room</li><li>- submit a detailed report all faulty cameras to the security management</li><li>- request ID from all technicians/service providers that are to render repairs in the control room.</li><li>- monitor and communicate constantly with security guards on the ground</li></ul>
(b) <u>Security Presence Elsewhere</u> . The Contractor shall provide a security presence at the areas within the Facility as detailed accordingly.	The Contractor shall comply by: Ensuring that security officers of a grade commensurate with the duties required will be posted to each area detailed in part 3 of the introduction. Ensuring that the above-mentioned security officers are competent and fully trained in the duties required at whichever post they are posted. The areas referred to shall include but not limited to, pedestrian entrance/exit, vehicular entrance/exit, emergency department, kitchen, Warehouse Area (Liquids, ARV's, Tablet, Ointments,



Output Specification, Service Levels, Requirements, Criteria	Input Specification, Service Levels, Requirements, Criteria In ensuring compliance with the Output Specification the Contractor shall comply with the following responsibilities
	Surgical, Schedule 5&6, Cold Chain), administration & office block, Canteen, General Stores and Heavy Duty back-up Generator at the Basement Area whereby security guards shall implement access control, manage and report incidents, etc.
(c) <u>Security Systems</u> . The Contractor shall ensure that the security systems in place are manned and delivering surveillance deterrents and provide a responsive action throughout the Facility.	The Contractor shall comply by: Monitoring the surveillance system and reporting to the facility manager any unserviceable equipment. Monitoring the access control system and reporting any unserviceable equipment to the facility manager Ensuring that all the security officers performing duties at the Facility are capable of responding to any criminal activity, alarm/emergency, unacceptable behavior or are able to call for assistance and that they are fully trained to do so.
(e) <u>Monitoring of Premises</u> . The Contractor shall ensure that an area Supervisor monitors and responds to the Facility 24 hours per day and for 7 days per week when need arises.	The Contractor shall comply by: Ensuring that the security officer posted to the Control Room is able to make contact with the area Supervisor and Security Controller appointed by the company which does not form part of the Facility team, in order to support them in the event of a serious incident. Testing the response on a monthly basis to ensure efficiency of service. The Area Supervisor/Security Controller shall; 1. ensure effective rendering of security services as per the terms and conditions of the signed agreement. 2. ensure that posts are covered and fully equipped. 3. attend to all emergencies and provide a full report thereof. 4. conduct unannounced visits and risk assessments supported by detailed reporting. 5. compile either daily/weekly/monthly/quarterly and annually reports 6. attend security reports.
(f) <u>Visible Staffing</u> . The Contractor shall ensure that Security personnel are present at the Facility in a high profile and are visible and accessible to Security Users.	The Contractor shall comply by: Confirming that the required numbers of security officers are provided through a system of reports and physical checks in accordance with the Policies and Procedures.  Ensuring that the required numbers of security officers are on duty and at their allocated posts through a system of parades and physical checks. Ensuring that all security officers are dressed uniformly at all times.
(g) <u>Additional Guards</u> . The Contractor shall provide additional guards upon request of the facility manager to guard In Patients who for whatever reason the Department or the Facility consider may be at risk or present a risk to others, it being recommended that such additional guards shall be provided and agreed at additional cost.	The Contractor shall comply by: Having standby resources to provide additional Staff for the provision of ad hoc Security Services to the Security Users. implement to provide such additional guards within the times specified below: establishing within a facility an internal reaction unit that will provide emergency response to situations of high risk in nature that may affect patient/s or staff members.
(h) <u>Ad Hoc Escorts</u> . The Contractor shall provide an ad hoc escort service if requested by or on behalf of the facility manager	The Contractor shall comply by: Ensuring that an ad hoc escort service will be provided at the request of the facility manager by reallocating existing staff subject to the following sub-clause:
(i) <u>Mobile Patrols (Patrolling)</u> . The Contractor shall carry out periodic patrols of the Facility as stipulated in the Security Policies and Procedures.	The Contractor shall comply by: Ensuring that patrols of the external perimeter are conducted daily and recorded in the Occurrence Book /

Output Specification, Service Levels, Requirements, Criteria	Input Specification, Service Levels, Requirements, Criteria In ensuring compliance with the Output Specification the Contractor shall comply with the following responsibilities
	patrol sheet and a detailed report is submitted thereof. Ensuring that security officers conduct patrol on all posts within the site inclusive of perimeter fence and Parking areas on continuous basis. Ensuring that critical points inside the premises as identified with the facility manager are checked at least six times per day by patrols.
(j) <u>Patrols (Communications)</u> . The Contractor shall ensure that all Security Staff carrying out patrols pursuant accordingly shall be equipped with a form of communication enabling them to be immediately contactable at all times while carrying out such patrols.	The Contractor shall comply by ensuring that all Security Staff conducting patrols are equipped with two-way radios linked back to a base station at the Control Room.
(k) <u>Assistance in case of an emergency (Fire, bomb threat, flooding, strike)</u> . The Contractor shall ensure that all available Security Staff shall attend and provide whatever assistance is necessary to all reports of fire in any areas of the Facility.	The Contractor shall comply by: Ensuring that all Security Staff are trained in basic fire Fighting, handle bomb threat, assist during flooding, role in industrial action, etc. Ensuring that all Security Staff are trained in the methods of responding to the above mentioned emergency cases.
(l) <u>Reporting Requirement (General on Standards)</u> . The Contractor shall ensure that the Security Staff shall report by appropriate measures as required by the facility manager to provide confirmation that they have carried out the Security Service to the specified frequencies and standards required by this Agreement and as may be required by the Facilities Manager.	The Contractor shall comply by: Ensuring that reports are submitted to the facility manager immediately in the event of security incidents and accidents. Submitting brief accounts of incidents in the various categories to the facility manager every day. Submitting statistics in the categories mentioned every week and every month.
(m) <u>Access to Facility</u> . The Contractor shall ensure that only authorized persons (determined in accordance with the relevant Facility's Security Policies) are admitted to the Facility.	The Contractor shall comply by performing access control duties in accordance with the Facility Security Policy and Procedures in pedestrian/visitors, vehicular entrances and exits and in/out of buildings.
(n) <u>Access and Exit Equipment</u> . The Facility is required to provide, manage and maintain all necessary access and excess equipment, mechanical or otherwise required for the provision of the Security Service, including but not limited to, swipe card mechanisms and fire alarms.	The provision of an Access Control System has been dealt accordingly and the Contractor shall comply with the remainder of this Output Specification by informing the facility manager if any technical problems are encountered with the access control equipment.
(o) <u>Securing of Access Points</u> . The Contractor shall ensure that all access points to all buildings and grounds comprising the Facility are secured in accordance with the relevant Facility's Security Policy.	The Contractor shall comply by: maintaining procedures based on the Facility Security Policy to secure all access points to all buildings and grounds comprising the Facility Training all Security Staff in the duties and responsibilities required of them in the above-mentioned procedures. Ensuring that all Security Staff perform their duties such as wards, various units/departments, in patrols, in parking areas, in entrances/exits of either pedestrians or vehicles in accordance with the procedures mentioned above in.
(p) <u>Locking up Procedures/Key Control/Management Policy</u> . The Contractor shall ensure that locking up procedures adopted by it on the Facility is carried out as determined by the facility manager from time to time.	The Contractor shall comply by ensuring that Security Staff and Security Users responsible for locking up do so in accordance with the Facility Security Policy.
(q) <u>Responding to Alarms</u> . The Contractor shall respond immediately to any alarm activated by any security system or any request for assistance by any Security User	The Contractor shall comply by: Ensuring that all Security Staff is competent to respond to any request for assistance from a Security User

Output Specification, Service Levels, Requirements, Criteria	Input Specification, Service Levels, Requirements, Criteria In ensuring compliance with the Output Specification the Contractor shall comply with the following responsibilities
anywhere in the Facility and in any case shall attend within 5 minutes to the reported site of the alarm, where applicable	<p>immediately and in any event within 5 minutes and that the responding security officer notifies the Control Room accordingly.</p> <p>Ensuring that all Security Staff notify the Control Room about any audible alarm heard and request permission to identify the problem after which they will follow directions from the Control Room.</p> <p>Ensuring that all Security Staff action any directives from the Control to respond to an alarm immediately and in any event within 5 minutes.</p> <p>Ensuring that the Control Room notifies the senior member of Security on the Facility about any alarm activated by any security system immediately and in any event within 15 minutes.</p>
(r) <u>Attending on Incidents.</u> The Contractor shall attend every event or incident which may jeopardize the security of the Facility, Facility patients, visitors, Facility Employees and any other person or persons who may be present on the Facility and shall attend at any event or incident where such attendance is properly and reasonably requested by the Facility or their staff, patients, visitors or member of the public or the Facilities Manager.	<p>The Contractor shall comply by: Ensuring that immediate action is taken by the closest security officer who shall attend any such incident.</p> <ul style="list-style-type: none"> <li>Ensuring that the immediate action is followed by an appropriate response depending on the nature of the incident and the situation as deemed necessary by the Control Room, where applicable</li> <li>Ensuring that a detailed report is compiled reflecting all events of such an incident and submitted to the facility manager.</li> </ul>
(s) <u>Apprehending of Offenders.</u> The Contractor shall ensure that the appropriate trained Security Staff take reasonable action to apprehend, restrain and/or detain or take such other reasonable action as is appropriate in respect of any person who is in the act or is about to commit an offence of any type or disruption or disturbance and such Staff shall use a minimum degree of force with due regard to their own safety.	<p>The Contractor shall comply by:</p> <ul style="list-style-type: none"> <li>Ensuring that all Security Staff are trained in the legal aspects related to apprehending, restraining or detaining any person.</li> <li>Ensuring that all security personnel are aware of the requirements to use minimum force and its legal interpretation.</li> <li>Ensuring that apprehending, restraining or detaining any person will only be authorized by a shift supervisor or manager unless the subject person or other persons or property are in immediate danger.</li> <li>Ensuring that restraining of psychiatric patients is done by nursing and security guards will assist where necessary.</li> </ul>
(t) <u>Liaison with External Agencies.</u> The Contractor shall liaise on a regular basis with external agencies including, but not limited to the police and the fire services as part of its response to any incident in relation to which Security Staff are or may be involved.	<p>The Contractor shall comply by:</p> <ul style="list-style-type: none"> <li>Attending monthly meetings with the Emergency Services and SAPS accordingly, to agree on the most efficient systems of response by them.</li> <li>Discussing and analyzing any incidents to which the Emergency Services or SAPS have responded with them, thereby constantly improving the efficiency of such response.</li> <li>Providing the minutes of such meetings to the facility manager</li> <li></li> </ul>
(u) <u>Liaison with the Police.</u> The Contractor shall in conjunction with the facility manager develop a protocol for liaison and contact with the police in respect of security incidents.	<p>The Contractor shall comply by:</p> <ul style="list-style-type: none"> <li>Identifying the appropriate police channels through and with which liaison with the police should take place.</li> </ul>

Output Specification, Service Levels, Requirements, Criteria	Input Specification, Service Levels, Requirements, Criteria In ensuring compliance with the Output Specification the Contractor shall comply with the following responsibilities
	<ul style="list-style-type: none"> <li>• Ensuring that both crime prevention and specific incidents are discussed during liaison meetings.</li> <li>• Fostering a professional and interactive relationship with the police.</li> </ul>
(v) <u>Staffing</u> . The Contractor shall provide sufficient trained Security Staff at all times to ensure that it meets obligations under the Specification.	<p>The Contractor shall comply by:</p> <ul style="list-style-type: none"> <li>• Providing the required number of Security Staff trained to the appropriate grade according to the requirements contained in this Specification as amended from time to time.</li> <li>• ensuring that security officers work on a roster system that conforms to the Security Officers' Sectoral Determination and still meets the requirements of this Specification.</li> <li>• ensuring that all Security Staff are trained in the specific requirements of the Facility</li> <li>• ensuring that security guards are posted 24/7 in all identified strategic posts within the facility.</li> </ul>
(w) <u>Reporting (Incidents)</u> . The Contractor shall instigate and maintain systems and procedures to report record and collate all security incidents (including but not limited to criminal offences) fully and accurately and such reports shall be provided to the facility manager on a daily basis.	<p>The Contractor shall comply by:</p> <p>Ensuring that all Security Officers report all security incidents and accidents to the Central Security Point immediately and record them in their pocket books.</p> <p>Ensuring that the Central Security Point maintains an Occurrence Book (OB) in which all events and responses related to security incidents and accidents are recorded in chronological order as they occur.</p> <p>Compiling a Security Incident Report Form (SIRF) as the case may be, in respect of each security incident or accident and submitting them to the facility manager within 24 hours.</p> <p>Collating all security incidents and accident reports statistically and submitting those statistics to the Facilities Manager on a weekly and monthly basis.</p>

**Part 5 - Schedule B**  
**Pricing Schedule**

NAME OF BIDDER: ..... BID NO.: .....

CLOSING TIME 11:00 ON THE .....2020

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.

**NB:** USE INK, PREFERABLY BLACK, TO FILL IN THIS FORM

**P.E. PHARMACEUTICAL DEPOT**

DESCRIPTION		No of Guards	Unit Price per Grade/month	Total Amount per month
GRADE A	24Hrs	0		
TOTAL NO OF GUARDS – GRADE A		0		
GRADE B	DAY	1		
	NIGHT	0		
TOTAL NO OF GUARDS – GRADE C		1		
GRADE C	DAY	8		
	NIGHT	1		
TOTAL NO OF GUARDS – GRADE C		9		
TOTAL NO OF GUARDS – GRADE B and C		10		
Total: Direct Cost		R		
Overheads Cost		R		
Total cost per month (Direct & Overheads cost excluding Vat)				
15% VAT		R		
Total cost per month (Direct& Overheads cost including 15% Vat)				
Total Cost for ONE (1) month (Direct & Overheads cost including 15% Vat)		R		

- Important: This bid will be awarded on a month-to-month basis for a period of ONE (1) month and the Department reserves the right to withdraw before the end date, due to longer-term contract award in process.

- Required by: **Eastern Cape Department of Health**  
- At: **P.E. Pharmaceutical Depot**

.....  
Bidder's Signature

.....  
Capacity / Position

.....  
Bidder's Stamp

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

- 2.2 Full Name of bidder or his or her representative:

.....

- 2.3 Identity Number.....

- 2.4 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....

- 2.5 Company Registration Number: .....

- 2.6 Tax Reference Number: .....

- 2.7 VAT Registration Number: .....

- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup> "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup> "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

- 2.7 Are you or any person connected with the bidder presently employed by the state?

**YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....  
Name of state institution at which you or the person  
connected to the bidder is employed: .....  
Position occupied in the state institution: .....

Any other particulars:

.....  
.....  
.....

2.7.2 If you are presently employed by the state, did you obtain **YES / NO**  
the appropriate authority to undertake remunerative  
work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid **YES / NO**  
document?

(Note: Failure to submit proof of such authority, where  
applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....  
.....

2.8 Did you or your spouse, or any of the company's directors / **YES / NO**  
trustees / shareholders / members or their spouses conduct  
business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have **YES / NO**  
any relationship (family, friend, other) with a person  
employed by the state and who may be involved with  
the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

.....  
.....

2.10. Are you, or any person connected with the bidder, **YES/NO**  
aware of any relationship (family, friend, other) between  
any other bidder and any person employed by the state  
who may be involved with the evaluation and or adjudication  
of this bid?

2.10.1 If so, furnish particulars.

.....  
.....  
.....

2.10 . Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....  
 .....  
 .....

**3 Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Tax Reference Number	State Number / Employee Number

**4 DECLARATION**

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
 Signature

.....  
 Date

.....  
 Position

.....  
 Name of bidder



**SBD 8****DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector?  (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME) .....**

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME  
SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....

**Signature**

.....

**Date**

.....

**Position**

.....

**Name of Bidder**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

In response to the invitation for the bid made by:

---

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. 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 consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.
10. 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.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

<sup>3</sup> 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.

---

**Part 5 – Schedule F**  
**Qualifications and Experience**


---

1. Details of the extent of the bidder's activities and business, e.g. branches etc:

---



---



---

2. A list of existing /previous contracts relating to services which are similar to the Services:

Description of Contract	Period	Contact Person & Tel No.
-------------------------	--------	--------------------------

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*(Please provide contactable references)*

3. The number of years that the bidder has been in the business of providing services which are materially the same as the Services:

---

4. The name of the person who shall manage the Services:

---

5. Detail such person's qualifications and experience below:

---



---



---

.....  
**SIGNATURE OF (ON BEHALF OF) BIDDER**

.....  
**NAME IN CAPITALS**

In the presence of:

1. ....

2. ....

## CONSENT FORM BY THE BIDDER

The bidder shall be bound by all SCM regulatory provision and amendments thereto whether expressly or impliedly indicated in this document.

The Head  
Department of Health  
Private Bag X0038  
BISHO, 5605

Sir/Madam

### Granting of authority to request information from any legal entity relevant to this bid

1. I/we acknowledge that the information herein contained shall constitute the basis on which my/our bid is to be considered. I/We grant approval that any source regarding this bid may be fully investigated and that all such information shall be of material importance and directly relevant to the consideration of our bid. I/we further grant my/our consent to such source to provide confidential information.
2. I/We warrant that all the information herein contained is to the best of my/our knowledge and belief true and correct in all material respects and I/We am/are not aware of any information which, should it become known to the Eastern Cape Department of Health, would affect the consideration of my/our bid in any way.
3. The Eastern Cape Department of Health wishes to inform you that all information regarding your personal matters is treated as strictly as confidential.

Please tick the appropriate box.

	I/We hereby consent to the above
	I/We hereby withhold consent and fully understand the implications and ramifications of my/our decision and will not hold the Eastern Cape Department of Health responsible for not considering my/our bid.

-----  
Signature

-----  
Date

-----  
Witness

-----  
Signature

---

**Part 5 – Schedule G**  
**Organisation type**

---

**PARTNERSHIP/CLOSED CORPORATION/COMPANY**  
**(delete which is not applicable)**

The bidder comprises of the following partners/members/directors:

1. NAME \_\_\_\_\_  
ADDRESS : \_\_\_\_\_  
ID NUMBER : \_\_\_\_\_
2. NAME : \_\_\_\_\_  
ADDRESS : \_\_\_\_\_  
ID NUMBER : \_\_\_\_\_
3. NAME : \_\_\_\_\_  
ADDRESS : \_\_\_\_\_  
ID NUMBER : \_\_\_\_\_
4. NAME : \_\_\_\_\_  
ADDRESS : \_\_\_\_\_  
ID NUMBER : \_\_\_\_\_
5. NAME : \_\_\_\_\_  
ADDRESS : \_\_\_\_\_  
ID NUMBER : \_\_\_\_\_

**SIGNATURE OF (ON BEHALF OF) BIDDER**

.....  
**NAME IN CAPITALS**

In the presence of:

1. ....
2. ....

## Part 5 – Schedule H

### Organisational structure

1. Provide full details of the organizational structure which will be utilized in the provision of the Services (including where appropriate an organogram)

This image shows a blank sheet of white paper with horizontal black ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**SIGNATURE OF (ON BEHALF OF) BIDDER**

NAME IN CAPITALS

In the presence of:

1. ....
2. ....



---

**Part 5 – Schedule I**  
**Details of Supplier's office**

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1. Physical address of supplier's office

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---

---

- 1 Telephone No of office: \_\_\_\_\_

- 3 Time period for which such office has been used by supplier: \_\_\_\_\_

.....  
**SIGNATURE OF (ON BEHALF OF) BIDDER**

.....  
**NAME IN CAPITALS**

In the presence of:

1. ....

2. ....

---

**Part 5 – Schedule J**  
**Financial Particulars**

---

This schedule must be completed by the bidder and submitted together with the bid. **Documentary proof confirming availability of financial resources to execute the contract from the bidder's financial institution and /or Audited Financial Statements must be submitted with the bid.** If this requirement is not complied with in full the bid may be considered invalid

Nature of Service: \_\_\_\_\_

Name of bidder: \_\_\_\_\_

Bid Number: \_\_\_\_\_

	<b><u>FINANCIAL POSITION OF BIDDER</u></b>  I/we hereby certify that I/we have the necessary financial capacity and resources to execute the above contract successfully for the bid amount. I / we hereby attach letter confirming availability of financial resources from the financial institution. I / we give the DOH permission to contact the financial institution below to confirm the information provided.  In the absence of the above, a letter confirming that the bidder has applied for financial assistance from any financial institution and that the institution is willing to favourably consider such application in the event that the bidder is successful, will also satisfy the Department.
<b>NAME OF FINANCIAL INSTITUTION</b>	
<b>ADDRESS</b>	
<b>TEL.NO</b>	
<b>FAX NO</b>	
<b>CONTACT PERSON</b>	

.....  
**SIGNATURE OF (ON BEHALF OF) BIDDER**

.....  
**NAME IN CAPITALS**

In the presence of:

1. ....

2. ....

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

- a) The value of this bid is estimated to exceed R50 000 000 (all applicable taxes included) and therefore the 90/10 preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	90
B-BBEE STATUS LEVEL OF CONTRIBUTOR	10
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

### 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

#### 3.1 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**

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

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

### 5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

#### 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

## 7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....?...%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

## 8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

- 1. ....
- 2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....