

**PART A**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NELSON MANDELA ACADEMIC HOSPITAL)</b>					
BID NUMBER:	<b>SCMU3- 21/22-0185-NMA</b>	CLOSING DATE:	<b>13<sup>th</sup> September 2021</b>	CLOSING TIME:	<b>11H00</b>
DESCRIPTION	<b>SUPPLY AND DELIVERY OF LAUNDRY CONSUMABLES AT DEPARTMENT OF HEALTH OR TAMBO AND ALFRED NZO REGIONS FOR A PERIOD OF THREE YEARS</b>				
BRIEFING	THERE WILL BE NO BID CLARIFICATION MEETING FOR THIS BID				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>Nelson Mandela Academic Hospital</b>					
<b>Level 2 Administration Block, Acquisition office</b>					
<b>Sisson Street, Fortgate. Mthatha</b>			<b>OR EMAIL: No emails will be accepted</b>		
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>Ms N Mfenguza</b>		CONTACT PERSON	<b>Ms N Mfenguza</b>	
TELEPHONE NUMBER	<b>047 502 4487/4488</b>		TELEPHONE NUMBER	<b>047 502 4487/4488</b>	
E-MAIL ADDRESS	<a href="mailto:Nobuntu.Mfenguza@ECHEALTH.gov.za">Nobuntu.Mfenguza@ECHEALTH.gov.za</a> <a href="mailto:NMAH_Tenders@ECHEALTH.gov.za">/ NMAH_Tenders@ECHEALTH.gov.za</a>		E-MAIL ADDRESS	<a href="mailto:Nobuntu.Mfenguza@ECHEALTH.gov.za">Nobuntu.Mfenguza@ECHEALTH.gov.za</a> <a href="mailto:NMAH_Tenders@ECHEALTH.gov.za">/ NMAH_Tenders@ECHEALTH.gov.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA 0368976
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 <b>THE GOODS /SERVICES /WORKS OFFERED?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]

#### QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES

☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐

NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

**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.**

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
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. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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.
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 PIN 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:.....

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## **DEFINITIONS**

The rules of interpretation and defined terms contained in the General Conditions of Contract (GCC) shall apply to this invitation to bid unless the context requires otherwise.

In addition, the following terms used in this invitation to bid shall, unless indicated otherwise, have the meanings assigned to such terms in the table below.

<b>DOH</b>	Means the Eastern Cape Department of Health
<b>Invitation to bid</b>	means this invitation to bid comprising <ul style="list-style-type: none"><li>○ The cover page and the table of content and definitions</li><li>○ Part 1 which details the Conditions of Bid;</li><li>○ Part 2 which details the Conditions of Contract and Operational Requirements;</li><li>○ Part 3 which details the bid strategy</li><li>○ Part 4 which details the Specifications relating to the Technology / Services</li><li>○ Part 5 which contains all the requisite bid forms and certificates;</li></ul> As read with GCC – <i>General Conditions of Contract</i>
<b>Services</b>	means the services defined on the cover page of this invitation to bid and described in detail in the Specifications;
<b>Specifications</b>	means the specifications contained in Part 4 of this invitation to bid;

**BIDDERS CHECKLIST ON SUBMITTING RESPONSIVE BIDS**

	<i>Requirement</i>	<b>Complied</b>		<b>Comment</b>
		<b>YES</b>	<b>NO</b>	
A.	CSD Registration Certificate			
B.	Invitation to Bid (SBD1) completed and signed			
C.	Pricing Schedule (SBD 3.1)			
D.	Declaration of Interest (SBD 4)			
E.	Preferential Points Claim (SBD 6.1)			
F.	Declaration of Past SCM Practices (SBD 8)			
G.	Certificate of Independent Bid Determination (SBD 9)			
H.	JV agreement (if applicable)			
I.	Financial standing of the company or Financial approval agreement from the approved financial institution will be used to check the readiness of the company to fulfil the terms of the BID.			

The Department of Health reserves the right to verify the information requested with the registrar of companies (CIPRO) 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. Only registered services providers will be considered

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

**Prospective bidders are required to submit the documentation to qualify for Administrative Compliance, which forms part as the first stage of the evaluation process;**

## **BID CONDITIONS**

1. Without limitation to any other rights of the Eastern Cape Department of Health (ECDoH) (whether otherwise reserved in this invitation to bid or under law), the ECDoH expressly reserves the right to:
  - 1.1 Request clarification on any aspect of a response to this invitation to bid received from the bidder, such requests and the responses to be in writing;
  - 1.2 Amend the bidding process, including the timetables, closing date and any other date at its sole discretion;
  - 1.3 Reject all responses submitted by bidders and to embark on a new bid process.
  - 1.4 Award the bid to one or more bidder/s. The difference in point score should not exceed 5% between the lowest and highest point scorer, however the purchaser reserves the right to review the percentage difference. The purchaser reserves the right to take into consideration stock availability.
  - 1.5 The quantities reflected in the bid document are estimated quantities and no guarantee is given or implied as to the actual quantity which will be procured during the contract. The actual requirement is based on the need and funding availability of the hospital.
  - 1.6 Stock is required for immediate need but a very competitive price for a delivery of 4 – 6 weeks. Early delivery will be preferred without compromising the cost of the requirement.
  - 1.7 Bidder must therefore state precisely the delivery lead time from purchase order
  - 1.8 The offer to reflect all the safety measures of using the items tendered

## **PART 1**

### **Special Conditions of Bid**

**1. BACKGROUND AND INTRODUCTORY PROVISIONS**

Refer to Part 3 of this invitation to bid for background and introductory information relating to the Services and this invitation to bid.

**2. OFFER AND SPECIAL CONDITIONS**

**2.1** Without detracting from the generality of clause below, bidders must submit a completed and signed Invitation to Bid form (SBD1) and requisite bid forms attached as Part 5 with its bid. Bidders must take careful note of the special conditions.

**2.2** **All bids submitted in reply to this invitation to bid should incorporate all the forms, parts, certificates and other documentation forming part of this invitation to bid, duly completed where required.**

**2.3** **It is a requirement that original valid CSD report be submitted with the bid.**

**2.4** In the event that any form or certificate provided in Part 5 of this invitation to bid does not have adequate space for the bidder to provide the requested details, the bidder should attach an annexure to such form or certificate on which the requested details should be provided and the bidder should refer to such annexure in the form or certificate provided.

**3. CLOSING TIME OF BIDS AND PROVISIONS RELATING TO SUBMISSION OF BIDS**

**3.1** The closing date and time for the receipt of bids in response to this invitation to bid is detailed on the cover page of this invitation to bid.

**3.2** All bids must be submitted in a sealed envelope bearing the bid number, bid description and closing date.

**3.3** All bids must be deposited before the closing time and date stipulated above in the bid box at the address detailed on the cover page of this invitation to bid.

**4. ENQUIRIES**

Should any bidder have any enquiries relating to this invitation to bid, such enquiries may only be addressed to the person/s detailed on the cover page to this invitation to bid at the number/s stipulated. 5 Days after the briefing session will cut off enquiries.

**5. COMPULSORY BID BRIEFING/SESSION**

**No Compulsory briefing**

**6. CURRENT CSD REPORT**

The bidder should attach to the bid document a current compliant CSD report

**7. PRICING**

7.1 The bidder must submit details regarding the bid price for the services on the Pricing Schedule form/s attached as Part 5 – Schedule C which completed form/s must be submitted together with the bid document.

7.2 Pricing must be stipulated **INCLUSIVE OF VALUE ADDED TAX (VAT)** as follows:  
Price, Vat, Total.

**8. DECLARATION OF INTEREST**

The bidder should submit a duly signed declaration of interest (SBD 4) together with the bid. The declaration of interest is attached as Part 5 – Schedule D.

**9. DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

The bidder must complete the declaration and sign accordingly to submit with the bid. The declaration of bidder's past supply chain management practices is attached as Part 5 – Schedule E

**10. QUALIFICATIONS OF BIDDERS**

Bidders must submit detailed information together with their bid of their experience in the relevant trade together with current contracts. These details should be submitted together with the bid on the form attached as Part 5 – Schedule F.

**11. PARTNERSHIPS AND LEGAL ENTITIES**

In the case of the bidder being a partnership, close corporation or a company all certificates reflecting the names, identity numbers and addresses of the partners, members or directors (as the case may be) must be submitted with the bid. These details should be submitted on the form attached as Part 5 – Schedule G.

**12. CONSORTIUM / JOINT VENTURE**

12.1 It is recognized that bidders may wish to form consortia to provide the Services.

12.2 A bid in response to this invitation to bid by a consortium shall comply with the following requirements: -

12.2.1 It shall be signed so as to be legally binding on all consortium members;

12.2.2 One of the members shall be nominated by the others as authorized to be the lead member and this authorization shall be included in the agreement entered into between the consortium members;

12.2.3 The lead member shall be the only authorized party to make legal statements, communicate with the DOH and receive instructions for and on behalf of any and all the members of the consortium;

12.2.4 A copy of the agreement entered into by the consortium members shall be submitted with the bid.



12.2.5 Each party to the Consortium must submit a consolidated BBBEE Status Level Verification certificate for every separate bid.

12.2.7 Each party to the Consortium must submit valid original Tax Clearance Certificate.

**13. ORGANISATIONAL PRINCIPLES**

The bidder should submit a clear indication of the envisaged authorised organisational principles, procedures and functions for an effective delivery of the required Service at the relevant Institutions with the bid. These details should be submitted on the form attached as Part 5 – Schedule H

**14. DETAILS OF THE PROSPECTIVE BIDDERS NEAREST OFFICE TO THE LOCATION OF THE CONTRACT**

The bidder should provide full details regarding the bidders nearest office to the Institution at which the services are to be provided (see Part 4 of this invitation to bid). These details should be provided on the form attached as Part 5 – Schedule I which completed form, must be submitted together with the bid.

**15. FINANCIAL PARTICULARS**

Bidder must provide full details regarding its financial particulars and standing, which particulars should be submitted together with the bid on the form attached as Part 5- Schedule J.

**16. PREFERENCE POINTS CLAIM FORMS**

Part 5 – Schedule K contains the Preference Points Claim Forms in terms of Preferential Procurement Regulations to be completed and signed by the bidder to the extent applicable and returned with this bid. ***The 80/20 preferential point system will be applicable to this bid.***

**17. VALIDITY**

Bid documentation submitted by the bidder will be valid and open for acceptance for a period of **120 (One hundred and twenty)** calendar days from the closing date and time stipulated on the front cover of this invitation to bid.

**18. ACCEPTANCE OF BIDS**

The DoH/State does not bind itself to accept either the lowest or any other bid and reserves the right to accept the bid which it deems to be in the best interest of the Department even if it implies a waiver by the DOH/State, of certain requirements which the DOH/State, considers to be of minor importance and not complied with by the bidder.

**19. NO RIGHTS OR CLAIMS**

19.1 Receipt of the invitation to bid does not confer any right on any party in respect of the Services or in respect of or against the DOH. The DOH reserves the right, in its sole discretion, to withdraw by notice to bidders any Services or combination of Services from the bid process, to terminate any party's participation in the bid process or to accept or reject any response to this invitation to bid on notice to the bidders without liability to any

party. Accordingly, parties have no rights, expressed or implied, with respect to any of the Services as a result of their participation in the bid process.

- 19.2 The DOH, nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligations for any costs or expenses incurred by any party in or associated with any appraisal and/or investigation relating to this invitation to bid or the subsequent submission of a bid in response to this invitation to bid in respect of the Services or any other costs, expenses or liabilities of whatsoever nature and howsoever incurred by bidders in connection with or arising out of the bid process.

**20. NON DISCLOSURE, CONFIDENTIALITY AND SECURITY**

- 20.1 The invitation to bid and its contents are made available on condition that they are used in connection with the bid process set out in the invitation to bid and for no other purpose. All information pertaining to this invitation to bid and its contents shall be regarded as restricted and divulged on a "need to know" bases with the approval of the DOH.
- 20.2 In the event that the bidder is appointed pursuant to this invitation to bid such bidder may be subject to security clearance prior to commencement of the Services.

**21. ACCURACY OF INFORMATION**

- 21.1 The information contained in the invitation to bid has been prepared in good faith. Neither, the DoH nor any of their respective directors, advisors, officers, employees, agents, representatives make any representation or warranty or give any undertaking express or implied, or accept any responsibility or liability whatsoever, as to the contents, accuracy or completeness of the information contained in the invitation to bid, or any other written or oral information made available in connection with the bid and nothing contained herein is, or shall be relied upon as a promise or representation, whether as to the past or the future.
- 21.2 This invitation to bid may not contain all the information that may be required to evaluate a possible submission of a response to this invitation to bid. The bidder should conduct its own independent analysis of the operations to the extent required to enable it to respond to this bid.

**22. COMPETITION**

- 22.1 Bidders and their respective officers, employees and agents are prohibited from engaging in any collusive action with respect to the bidding process which serves to limit competition amongst bidders.
- 22.2 In general, the attention of bidders is drawn to Section 4(1)(iii) of the Competition Act 1998 (Act No. 89 of 1998) (the Competition Act) that prohibits collusive bidding.
- 22.3 If bidders have reason to believe that competition issues may arise from any submission of a response to this bid invitation they may make; they are encouraged to discuss their position with the competition authorities before submitting response.

- 22.4 Any correspondence or process of any kind between bidders and the competition authorities must be documented in the responses to this invitation to bid.

### **23. RESERVATION OF RIGHTS**

- 23.1 Without limitation to any other rights of the DOH (whether otherwise reserved in this invitation to bid or under law), the DOH expressly reserves the right to:-

23.1.1 Request clarification on any aspect of a response to this invitation to bid received from the bidder, such requests and the responses to be in writing;

23.1.2 Amend the bidding process, including the timetables, closing date and any other date at its sole discretion;

23.1.3 Reject all responses submitted by bidders and to embark on a new bid process.

23.1.4 Cancel the bid if all bids received are below or equal to R500 000.

23.1.5 Award the bid to one or more than one service provider.

### **24. EVALAUTION CRITIRIA**

#### **24.1 The bid will be evaluated as follows:**

Stage 1: Administrative compliance /pre-qualification

Stage 2: Functionality

Stage 3: Price and B-BBEE Points

#### **Stage 1 Administrative Compliance/Pre-Qualification**

1. The purpose of the Pre-qualification is to determine which bid is compliant and non-compliant with the bid specifications issued by the DOH as part of the bid process.

**(i) *The following criteria shall apply:***

- a. All documentation inclusive of supporting documentation requested in terms of the Bid document requirements must be submitted and signed off where required.
- b. Bidder must complete and sign SBD 4, 8 & 9 and the entire document.

**(ii) *The following non-negotiable criteria shall apply:***

- a. Material data sheets for all the products offered
  - **Laundry Detergent**
  - **Fabric Softener**
  - **Stain remover**
  - **Bleach**
  - **Laundry booster**

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

Prospective bidders are required to submit the above documentation to qualify for Administrative Compliance, which forms part as the first stage of the evaluation process;

**PRE-REQUISITE TO PROCEED TO STAGE 2 OF THE EVALUATION PROCESS**

- (1) Bidders must provide samples to be tested by an evaluation panel to determine whether the laundry chemicals comply with the requirement.

Bidders will be notified within 5 (five) working days, post-closing of bids to present their chemicals to the main laundry at Nelson Mandela Academic Hospital to be tested by a pre-appointed panel of evaluators. Presentation's will be scheduled. Bidders will have a maximum of 2 (two) days to present themselves **with samples** to be tested. **Failure to comply with this requirement will invalidate your bid**

- (2) The following procedure will apply: -
  - The shortlisted bidder shall supply a sample of the detergents and chemicals offered in a sealed container (s). The sample size will be adequate to do 2 (two) 300 kg loads INCLUSIVE OF MATERIAL DATA SHEETS FOR EVERY ITEM OFFERED WITH THE BID. Failure to do so will render the bid invalid and bidder will be disqualified
  - The adjudication process will be as follows: -
    - Half of the sample will be used to do a 300 kg load of general hospital laundry mix. The bidder may be present (to observe breaking the seal of the sample) but will not allowed to interfere with staff. On completion cleaned linen will be inspected by a pre-appointed panel of evaluators. If the chemicals cleaned the linen to satisfaction of the said panel the service provider (if present) will be excused and the bid will be

considered a responsive bid

- Should the detergents and chemicals fail the above test the bidder will be allowed to make recommendations on changes to dosage and the test as described above will be repeated with the second half of the sample. If the second test is successful, the bidder will be excused and considered a responsive bid. If the second test also fail, the bid will be considered a non-responsive bid and disqualified from the bidding process
- If the test as described above fail and the bidder is not present, the bid will be considered and non-responsive and disqualified from the bidding process

## Stage 2 Technical Evaluation

Criteria	Scoring Matrix		Max Score	Evidence Required
Experience			10	
Company Experience	0 -1 year = 0  2 – 3 years=5  4 – 9 years=7  10 years and above =10		10	Signed verifiable reference documentation.
Technical Support			35	
Manufacturer	Outside borders of south Africa = 0 South African manufacturer = 5 Eastern Cape manufacturer = 10 OR Tambo District Manufacturer = 15		15	Documentary proof to be submitted
Bulk Stock holding	Outside borders of south Africa = 0 In South Africa = 5 In Eastern Cape = 10		10	Documentary proof to be submitted
Factory	Outside borders of south Africa = 0 In South Africa = 5 In Eastern Cape = 10		10	Documentary proof to be submitted
FINANCIAL			15	
Financial Capacity	Value	Points	15	To attach three months' bank statement.   And /or  The signed agreement with financial institution guaranteeing financial muscle.
	R500 000.00– R1 Million	10		
	and/or			
	Agreement with the financial institution with a guaranteed amount of R500,000.00 to R 1 Million	10		
	Above R1 Million	15		
	and/or			
	Agreement with the financial institution with a guaranteed amount in access of R 1 Million	15		
TOTAL (MAXIMUM POINTS)			60	100%
Minimum qualifying score			42	70%

- A bidder that scores less than 70% (42 points) in respect of functionality will be regarded as a non-responsive bid and will be disqualified.
- Only bidders that obtain 70 % and above will qualify for stage three of the evaluation process, namely, price and BBBEE evaluation.

- All points scored by qualifying bidders will not be taken into consideration for price evaluation.

**The department reserves the right to physically verify contents that are contained in the 2nd stage of technical evaluation.**

**b. Stage 3: Pricing and B-BBEE**

The bid will be evaluated in terms of the 80/20 points system as stipulated in the Revised Preferential Procurement Regulations, 2017. 80 points will be allocated for price and 20 points for attaining the B-BBEE status level of contributor.

$$2. \quad P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where:

$P_s$  = points scored for comparative price of bid or offer under consideration.

$P_t$  = Comparative price of bid or offer under consideration.

$P_{\min}$  = comparative price of lowest acceptable bid or offer.

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

(3) **PART 2**

**Conditions of Contract and Operational Requirements**

**1. CONTRACT**

The contract for the supply of the required Service in terms of this invitation to bid shall come into being on the date of issue of the letter of acceptance of the bidders bid by the Eastern Cape Department of Health (herein after DOH) or any other authorized authority or person (as the case may be) and shall continue in force for the period of **36** months. The bidder is further obliged for the future support while the contract is in force.

**2. FEES AND CHARGES**

- 2.1 Applications for price adjustments must be accompanied by documentary evidence in support of any adjustment
- 2.2 Payment of any consideration in terms of the contract shall not constitute acceptance of any defective or non-conforming services or otherwise relieve Service Provider of any of its obligations under the contract.
- 2.3 To the extent that the DoH disputes the correctness, nature, extent or calculation of any fees or expenses payable to Service Provider in terms of the contract, DOH shall be entitled to withhold payment of such disputed amounts until such time as such dispute is resolved.

**3. GENERAL RESPONSIBILITIES OF THE SERVICE PROVIDER**

**3.1 The DoH's operational requirements.** The Service Provider shall, in the provision of the required service, have due regard to the operational requirements of the DoH and other parties occupying or operating from the relevant institution, clinic and Office and shall not do, or permit to be done, anything which may negatively impact on such parties' operational requirements.

**3.2 Problem identification and reporting.** The Service Provider shall be proactive in reporting any matters which it may become aware of which may impact on the business continuity or operations of the DoH at the relevant institution, clinic and office. Without detracting from the generality of this statement, Service Provider shall: -

- Without delay inform the DoH and the appointed DOH Technical Support Manager, of all incidents or accidents which may occur at the relevant Complex which involve Service Provider's personnel;
- Co-operate fully with the DoH and its appointed Technical Support Manager in analyzing and investigating such incidents or accidents.

**3.3 Other Service Providers:** The Service Provider acknowledges that it may be required to provide the services in conjunction with third party service providers and shall, where requested by the DoH, co-operate fully with such persons.

**3.4 Regulations and statutes:** The Service Provider shall, in the provision of the services observe and comply with all relevant provisions of all applicable legislation and regulations.



- 3.5 Compliance with procedures:** It is recorded that during the currency of the contract the DoH may implement procedures and policies at the relevant Institution. The Service Provider shall comply fully with any such reasonable procedures and policies, including the permit to work procedures and health and safety procedures.
- 3.6 The contractor shall ensure that it and its personnel shall at all times comply fully with any safety, fire, emergency and security procedures and policies applicable at the relevant Institution.
- 3.7 Should the DoH at any time believe that any member of Service Provider's personnel is failing to comply with any such procedures or policies, the DoH shall be entitled to deny such a personnel member access to the relevant premises and require Service Provider to replace such a person without delay.
- 3.8 **Service Provider's procedures:** The Service Provider shall, upon receipt of written request from the DOH or its appointed Manager, provide the DOH with copies of all Service Provider's operating procedures and processes relating to the Services;
4. **HAZARDOUS MATERIALS**  
The contractor will be held liable for any expenses that may be incurred by the DOH as a result of damage to property and injury to personnel as a result of poor quality products.
5. **FIRE RISKS**  
The contractor shall ensure that its personnel shall, if at any time they believe that any matter constitutes a fire risk, report this immediately to the DOH/Institution and take such remedial action as may be necessary.
6. **ENERGY MANAGEMENT**  
The Service Provider shall comply fully with the energy management strategy implemented at the relevant Institution from time to time and shall provide the Services in an energy efficient manner.
7. **OCCUPATIONAL HEALTH AND SAFETY**  
In this clause the term "Act" shall mean the Occupational Health & Safety Act, No. 85 of 1993, as amended from time to time, (including any act which may take its place should it be repealed during the currency of the agreement between the parties) as read with all regulations and standards promulgated in terms of the former Machinery and Occupational Act, No 6 of 1983, as amended, and all regulations & standards promulgated in terms of the Occupational Health & Safety Act from time to time. The Service Provider: -
- acknowledges that he is fully aware of the terms and conditions of the Act;
  - acknowledges that he/she is an employer in his/her own rights with duties and responsibilities as prescribed in the Act;
  - agrees to comply with all rules and regulations implemented by or on behalf of the DoH at the relevant Institution in covering letter relating to health and safety and will inform the DoH immediately should Service Provider for any reason be unable to comply with the provisions of the Act and such rules and regulations.
10. **BREACH AND TERMINATION**  
Bidders are referred to Paragraph 23 of General Conditions of Contract (GCC) relating to failure to comply with the conditions of this contract.

**11. LOSS AND DAMAGE**

Service Provider hereby indemnifies the State, and will hold the State harmless, against any loss or damages which the State may suffer, or any claims lodged against the State by any third party arising out of, or relating to any loss that the State or such third party may suffer as a result of, or arising out of any act or omission of any personnel of Service Provider or the failure of Service Provider to provide the Services in accordance with the provisions of the contract.

**12. SUB-SERVICE PROVIDERS**

Service Provider may only sub-contract its obligations under the contract with the prior written consent of the DOH (or any other authorized authority) and then only to a person and to the extent approved by the DOH or such authority and upon such terms and conditions as the DOH or such authority require. It is recorded that where such consent is given the Service Provider shall remain liable to DOH for the performance of the Services

## **PART 3**

### **Bid Strategy**

<b>Bid Description:</b>	<b>SUPPLY AND DELIVERY OF <u>LAUNDRY CONSUMABLES</u>:</b>
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#### **INTRODUCTION**

**(a) Background**

The Department of Health strives to provide high quality medical treatment in a multi-disciplinary medical environment to the South African community in general and the Eastern Cape Province in particular.

**(b) Problem Statement**

Nelson Mandela Academic Hospital (hereinafter NMAH) incorporates Bedford Orthopedic Centre (hereinafter BOC/BOU/BOH) and Residential Accommodation (Senior Doctors Quarters – Tembuland houses). It shares the compound with Mthatha Regional Hospital (MRH), Nursing College and Bulk Medical Depot. These institutions also share accommodation at Sir Henry Elliot Hospital (hereinafter SHE) together with OR Tambo Health District with the Gateway Clinic situated on the grounds of SHE.

A central laundry at Nelson Mandela Academic Hospital renders laundering services to all areas. A second laundry building situated at Mthatha Regional Hospital is providing support to the main laundry. These two laundries are approximately 1 km apart situated on the same campus.

- (c)** The BID will be shared by the two institution that uses the main laundry at NMAH. Both institutions will be able issue an order on the awarded tender.



**BID FOR LAUNDRY CONSUMABLES: TO BE DELIVERED ON A MONTHLY BASIS (QUANTITIES DEPICTED ARE ESTIMATED MONTHLY CONSUMPTION AND MAY DIFFER DEPENDING ON THE ACTUAL CONSUMPTION) BIDDERS WILL NOT BE ABLE TO CLAIM FOR ANY DISCREPANCY BETWEEN ESTIMATED AND ACTUAL USAGE ON DETERGENTS AND CHEMICAL**

**PART 4 SPECIFICATION**

NO	ITEM NAME	ITEM DESCRIPTION	COMPLY		DEVIATION
			YES	NO	
1	<b>Laundry Detergent</b>	<p>Supply and deliver a hypo-allergenic laundry detergent in 25 kg bags.</p> <p>The laundry detergent will have Anti-redeposition agents, to prevent the dirt that is removed from the clothing from reattaching itself. Accordingly, they also prevent the clothing from taking on a greyish colour. It shall also have bleaching (to remove or decolorize a type of stain), Buffering (to stabilise pH), Builders/sequestering agents (to bind calcium in the water and in the oils on the clothing). It shall have corrosion-inhibiting substances to protect the washing machine against corrosion and also have Dye-transfer inhibitors to prevent dyes transferring from one piece of clothing to another. Enzymes shall be present to break down difficulty stains. The detergent shall have fabrics whitening agents, soap (to reduce surface tension and loosening, dispersing, and suspending the soil) and suds inhibitors (to reduce the quantity of suds/foam in the washing machine). Surfactants shall be added to remove soils from the clothing and keep it suspended in the washing solution.</p> <ul style="list-style-type: none"> <li>• Ensure that detergents are non-volatile and stable on storage for at least 3 months.</li> <li>• Communicate and advise on the recommended dilution.</li> <li>• Laundry detergent should be free of fragrance and dyes, which may irritate sensitive skin.</li> </ul>			

		<ul style="list-style-type: none"> <li>• The detergents shall not lump / solidify into hard lumps or cause corrosion to the laundry equipment.</li> <li>• The detergents should be suitable for use on fabric that includes, but not limited to, the following: 100% cotton, 100% Acrylic and blankets without causing shrinkage or colour fading.</li> </ul> <p>The detergent shall have the description of the content, application method, first aid measures, batch number printed on the packaging in indelible ink.</p> <p>The detergent shall be a hypo-allergenic water soluble powder for use in industrial washing machines. It shall have whitening properties.</p> <p>Material safety data sheets shall be provided for the detergent</p>			
2	<b>Fabric Softener</b>	<p>Supply and deliver a hypo-allergenic liquid laundry softener in 25 litre drums with description of the content, application method, first aid measures, batch number printed on the packaging in indelible ink. The softener shall be based on easily degradable cationic surfactants – esterquats and preservatives.</p> <ul style="list-style-type: none"> <li>• Ensure that detergents are non-volatile and stable on storage for at least 3 months.</li> <li>• Communicate and advise on the recommended dilution.</li> <li>• Fabric softener should be free of fragrance and dyes, which may irritate sensitive skin.</li> <li>• The Fabric softener shall not thicken/lump or cause corrosion to the laundry equipment.</li> <li>• The detergents should be suitable for use on fabric that includes, but not limited to, the following: 100% cotton, 100% Acrylic and blankets without causing shrinkage or colour fading.</li> </ul>			

		<p>The softener shall be free of lumps and have the following chemical properties: -</p> <ul style="list-style-type: none"> <li>• pH 1</li> <li>• Brookfield viscosity 1</li> <li>• Relative density (at 20°C) 0</li> </ul> <p>Material safety data sheets shall be provided with the softener</p>			
3	<b>Stain remover</b>	<p>Supply and deliver a 25 litre hypo-allergenic water soluble liquid Laundry Peroxide bleach for stain removal. The stain remover will have base elements of bleach, surfactants, enzymes and preservatives and to have the following chemical properties: -</p> <ul style="list-style-type: none"> <li>• Ph CA. 3</li> <li>• Relative density 1.08</li> </ul> <p>The container will have the description of the content, application method, first aid measures, batch number printed on the packaging in indelible ink. Material safety data sheets shall be provided with the stain remover</p>			
4	Bleach	<p>Supply and deliver a hypo-allergenic water soluble Chlorine Bleach liquid/powder with a Ph 7-9 in in containers 20 liter / of 10 kg</p> <ul style="list-style-type: none"> <li>• Ensure that detergents are non-volatile and stable on storage for at least 3 months.</li> <li>• Communicate and advise on the recommended dilution.</li> <li>• Bleach should be free of fragrance and dyes, which may irritate sensitive skin.</li> <li>• The bleach shall not lump / solidify into hard lumps or cause corrosion to the laundry equipment.</li> <li>• The bleach should be suitable for use on fabric that includes, but not limited to, the following: 100% cotton, 100% Acrylic without causing shrinkage.</li> </ul> <p>Material safety data sheets shall be provided with the bleach</p>			

5	Laundry booster	<p>Supply and deliver a 25 kg/ 200-liter hypo-allergenic water-soluble laundry booster to boost/enhance cleaning of linen/clothes/blankets.</p> <p>The booster will be equal to Diversey Laundry Detergent Booster or equally approved.</p> <ul style="list-style-type: none"> <li>• Ensure that detergents are non-volatile and stable on storage for at least 3 months.</li> <li>• Communicate and advise on the recommended dilution.</li> <li>• Booster should be free of fragrance and dyes, which may irritate sensitive skin.</li> <li>• The booster shall not lump / solidify into hard lumps or cause corrosion to the laundry equipment.</li> <li>• The booster should be suitable for use on fabric that includes, but not limited to, the following: 100% cotton, 100% Acrylic without causing shrinkage.</li> </ul> <p>Material safety data sheets shall be provided with the bleach</p>			
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#### **Notes**

The product/s offered must comply with all laws and regulations as amended that are applicable to the supply contract. In this regard, special reference is made to the following acts and standards, which do not constitute an exhaustive list:

- o SANS 1044:2012: Industrial Laundry Detergents;
- o SABS 296:1993: Sodium Hypochlorite Solutions;
- o SABS 1828: 2000: Cleaning Chemicals for use in the Food Industry;
- o SANS 9001:2008: Quality management systems – Requirements;
- o SANS 10228: The identification and classification of dangerous goods for transport;
- o SANS 10229-1: Transport of dangerous goods – Packaging for road and rail transport;
- o SANS 11014-1/ISO 11014-1 (SABS ISO 11014-1), Safety data sheet for chemical products;
- o 5779:2008: Fluorescent whitening agent content of laundry detergents;
- o SANS 6081- Cleaning efficiency of low-foam laundry detergents;
- o SANS 6082 – Cleaning efficiency of high foam laundry detergents;
- o Foodstuff, Cosmetic and Disinfectant Act (Act of 54 of 1972); and
- o SANS 5806 - Foam height of laundry detergents.



- **General Note: All products supplied must have a minimum of 1 year shelf life remaining when delivered. Products not complying will not be accepted and will not be paid for.**

**INFORMATION SCHEDULE**

<b>NO</b>	<b>ITEM NAME</b>	<b>COMPLIANCE (Do you fully comply with specification Yes/No. If not specify deviations from specification)</b>	<b>DEVIATIONS</b>	<b>PRODUCT (Specify brand and product name you are offering may not be changed without prior written approval)</b>	<b>MATERIAL DATA SHEET ATTACHED TO BID (YES/NO)</b>
1	Laundry Detergent				
2	Fabric Softener				
3	Stain remover				
4	Bleach				
5	Laundry booster				

**Signature of Service provider:** .....

Name (Print): .....

**Part 5 – Schedule A  
Government Procurement  
General Conditions of Contract  
Annexure A**

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**NOTES**

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients are familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract (GCC) will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

## **TABLE OF CLAUSES**

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
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15. Warranty
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21. Delays in the supplier's performance
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23. Termination for default
24. Dumping and countervailing duties
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## **General Conditions of Contract**

### **1. Definitions**

1. The following terms shall be interpreted as indicated:
  - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
  - 1.7 "Day" means calendar day.
  - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
  - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
  - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
  - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
  - 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable.

Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
  - 1.13 "Fraudulent practice" means a misrepresentation of facts in order to

influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

## **2. Application**

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
- 1. General**
- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)
- 2. Standards**
- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and Terms of Reference.
- 3. Use of Contract documents information; inspection**
- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any Terms of Reference, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause. 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.1 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
- 4. Patent rights**
- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser
- 7. Performance Security**
- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable

bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or

(b) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

## **8. Inspections, tests and analysis**

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

- 9. Packaging**
- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.
- 10. Delivery documents and**
- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC.
- 11. Insurance**
- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.
- 12. Transportation**
- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
- 13. Incidental Services**
- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
  - (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.
- 14. Spare parts**
- 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:



- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
  - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
  - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and Terms of Reference of the spare parts, if requested.

## **15. Warranty**

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's Terms of Reference) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of and claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

## **16. Payment**

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

- 17. Prices** 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Amendments** 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
- 19. Assignment** 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts** 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance** 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **22. Penalties**

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

## **23. Termination for default**

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

## **24. Anti-dumping and countervailing duties and rights**

24.1 When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

## **25. Force Majeure**

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance

not prevented by the force majeure event.

- 26. Termination for insolvency** 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
- 27. Settlement of Disputes** 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
  - (b) the purchaser shall pay the supplier any monies due the supplier.
- 28.** 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
  - (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing Language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable Law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall

be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

## **32. Taxes and Duties**

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

## **33. National Industrial Participation (NIP) Programme**

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

## **34. Prohibition of Restrictive practices**

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the

Competition Act No. 89 of 1998.

34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

PracNote-Annexure A-GCC

## PRICE ADJUSTMENTS

**A      NON-FIRM PRICES SUBJECT TO ESCALATION**

1. IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES

IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left( D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Where:

- Pa                    =      The new escalated price to be calculated.  
 (1-V)Pt           =      85% of the original bid price. Note that Pt must always be the original bid price and not an escalated price.  
 D1, D2..         =      Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2...etc. must add up to 100%.  
 R1t, R2t.....=      Index figure obtained from new index (depends on the number of factors used).  
 R1o, R2o         =      Index figure at time of bidding.  
 VPt                =      15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index..... Dated.....                      Index..... Dated.....                      Index..... Dated.....

Index..... Dated.....                      Index..... Dated.....                      Index..... Dated.....

4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. eg. Labour, transport etc.)	PERCENTAGE OF BID PRICE

## B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

**Part 5 - Schedule C**  
**PRICING SCHEDULE**  
**(Professional Services)**

NAME OF BIDDER: .....

BID NO.: .....

CLOSING TIME 11:00 ON .....

***OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.***

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

NO	ITEM NAME	ITEM DESCRIPTION	Unit price	ESTIMATED QTY/ MONTH	Total Price per month
1	<b>Laundry Detergent</b>	<p>Supply and deliver a hypo-allergenic laundry detergent in 25 kg bags.</p> <p>The laundry detergent will have Anti-redeposition agents, to prevent the dirt that is removed from the clothing from reattaching itself. Accordingly, they also prevent the clothing from taking on a greyish colour. It shall also have bleaching (to remove or decolorize a type of stain), Buffering (to stabilise pH), Builders/sequestering agents (to bind calcium in the water and in the oils on the clothing). It shall have corrosion-inhibiting substances to protect the washing machine against corrosion and also have Dye-transfer inhibitors to prevent dyes transferring from one piece of clothing to another. Enzymes shall be present to break down difficulty stains. The detergent shall have fabrics whitening agents, soap (to reduce surface tension and loosening, dispersing, and suspending the soil) and suds inhibitors (to reduce the quantity of suds/foam in the washing machine). Surfactants shall be added to remove soils form the clothing and keep it suspended in the washing solution.</p> <ul style="list-style-type: none"> <li>Ensure that detergents are non-volatile and stable on storage for at least 3 months.</li> </ul>		60 bags (25kg)	



NO	ITEM NAME	ITEM DESCRIPTION	Unit price	ESTIMATED QTY/ MONTH	Total Price per month
		<ul style="list-style-type: none"> <li>Communicate and advise on the recommended dilution.</li> <li>Laundry detergent should be free of fragrance and dyes, which may irritate sensitive skin.</li> <li>The detergents shall not lump / solidify into hard lumps or cause corrosion to the laundry equipment.</li> <li>The detergents should be suitable for use on fabric that includes, but not limited to, the following: 100% cotton, 100% Acrylic and blankets without causing shrinkage or colour fading.</li> </ul> <p>The detergent shall have the description of the content, application method, first aid measures, batch number printed on the packaging in indelible ink.</p> <p>The detergent shall be a hypo-allergenic water soluble powder for use in industrial washing machines. It shall have whitening properties.</p> <p>Material safety data sheets shall be provided for the detergent</p> <p>The detergent shall be Johnson Diversey LMG or equally approved</p>			
2	<b>Fabric Softener</b>	<p>Supply and deliver a hypo-allergenic liquid laundry softener in 25 litre drums with description of the content, application method, first aid measures, batch number printed on the packaging in indelible ink. The softener shall be based on easily degradable cationic surfactants – esterquats and preservatives.</p> <ul style="list-style-type: none"> <li>Ensure that detergents are non-volatile and stable on storage for at least 3 months.</li> <li>Communicate and advise on the recommended dilution.</li> <li>Fabric softener should be free of fragrance and dyes, which may irritate sensitive skin.</li> <li>The Fabric softener shall not thicken/lump or cause corrosion to the laundry equipment.</li> <li>The detergents should be suitable for use on fabric that includes, but not limited to, the following: 100% cotton, 100% Acrylic and blankets without causing shrinkage or colour fading.</li> </ul>		20 drums	

NO	ITEM NAME	ITEM DESCRIPTION	Unit price	ESTIMATED QTY/ MONTH	Total Price per month
		<p>The softener shall be free of lumps and have the following chemical properties: -</p> <ul style="list-style-type: none"> <li>pH 1.9 – 4.0</li> <li>Brookfield viscosity 110 – 710 cps</li> <li>Relative density (at 20°C) 0.99 ± 0.01</li> </ul> <p>Material safety data sheets shall be provided with the softener</p> <p>The fabric softener shall be Johnson Diversey Laundry softener or equally approved</p>			
3	<b>Stain remover</b>	<p>Supply and deliver a 25 litre hypo-allergenic water soluble liquid Laundry Peroxide bleach for stain removal. The stain remover will have base elements of bleach, surfactants, enzymes and preservatives and to have the following chemical properties: -</p> <ul style="list-style-type: none"> <li>Ph CA. 3</li> <li>Relative density 1.08</li> </ul> <p>The container will have the description of the content, application method, first aid measures, batch number printed on the packaging in indelible ink. Material safety data sheets shall be provided with the stain remover</p> <p>The stain remover shall be Johnson Diversey Laundry Peracetic Destainer or equally approved</p>		20 drums	
4	Bleach	<p>Supply and deliver a hypo-allergenic water soluble Chlorine Bleach liquid/powder with a Ph 7-9 in in containers 20 liter / of 10 kg</p> <ul style="list-style-type: none"> <li>Ensure that detergents are non-volatile and stable on storage for at least 3 months.</li> <li>Communicate and advise on the recommended dilution.</li> <li>Bleach should be free of fragrance and dyes, which may irritate sensitive skin.</li> <li>The bleach shall not lump / solidify into hard lumps or cause corrosion to the</li> </ul>		24 containers	

NO	ITEM NAME	ITEM DESCRIPTION	Unit price	ESTIMATED QTY/ MONTH	Total Price per month
		<p>laundry equipment.</p> <ul style="list-style-type: none"> <li>The bleach should be suitable for use on fabric that includes, but not limited to, the following: 100% cotton, 100% Acrylic without causing shrinkage.</li> </ul> <p>Material safety data sheets shall be provided with the bleach</p> <p>The bleach will be Johnson Diversey Clax Hypo 4AL1/Clax Active 4AP1 or equal approved</p>			
5	Laundry booster	<p>Supply and deliver a 25 kg/ 200 liter hypo-allergenic water soluble laundry booster to boost/enhance cleaning of linen/clothes/blankets.</p> <p>The booster will be equal to Diversey Laundry Detergent Booster or equally approved.</p> <ul style="list-style-type: none"> <li>Ensure that detergents are non-volatile and stable on storage for at least 3 months.</li> <li>Communicate and advise on the recommended dilution.</li> <li>Booster should be free of fragrance and dyes, which may irritate sensitive skin.</li> <li>The booster shall not lump / solidify into hard lumps or cause corrosion to the laundry equipment.</li> <li>The booster should be suitable for use on fabric that includes, but not limited to, the following: 100% cotton, 100% Acrylic without causing shrinkage.</li> </ul> <p>Material safety data sheets shall be provided with the bleach</p>		10 bags	
			Subtotal monthly cost		
			Vat 15%		
			<b>Total Monthly cost</b>		

NO	ITEM NAME	ITEM DESCRIPTION	Unit price	ESTIMATED QTY/ MONTH	Total Price per month
			Total contract value (Total Monthly cost x 36)		

Period required for commencement with project after acceptance of bid.....

Are the rates quoted firm for the full period of contract? .....

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CAPACITY

---

**Part 5 – Schedule D**  
**Declaration of Interest**

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**SBD 4**

**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.**
  - 2.1 Full Name of bidder or his or her representative: .....
  - 2.2 Identity Number: .....
  - 2.2 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....
  - 2.3 Company Registration Number: .....
  - 2.4 Tax Reference Number: .....
  - 2.5 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.

- 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 the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

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

(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 / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:  
 .....  
 .....  
 .....

2.9 Do you, or any person connected with the bidder, have 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? **YES / NO**

2.9.1If 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.

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

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

2.11.1 If so, furnish particulars:

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

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

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



## 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? <b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audialterampartem</i> rule was applied).</b>	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:
-------	-----------------------------

**SBD 8**

**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**

Js365bW

## Part 5 – Schedule E (ii)

### Certificate of Independent Bid Determination

SBD 9

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>3</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging)<sup>4</sup>. Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

---

<sup>3</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>4</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**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.

<p style="text-align: center;"><b>Part 5 – Schedule F</b> <b>Qualifications and Experience</b></p>
--

**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.**

<input type="checkbox"/>	I/We hereby consent to the above
<input type="checkbox"/>	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**

**PARTNERSHIP/JOINT VENTURE/CLOSED CORPORATION/COMPANY/SOLE PROPRIETOR**  
 (Delete which is not applicable)

**PARTICULARS OF THE BUSINESS**

**Business Name** : .....

**Trading Name** : .....

**SIRA Reg. No.** : .....

**CK 1. No.** : .....

**CK 2. No.** : .....

**VAT Reg. No.** : .....

**UIF No.** : .....

**Workman's Compensation No.:** .....

**Directorship**

Name	Identity No.	SIRA No.	Gender	%

**No. of personnel registered under the company's name**

GR A	GR B	GR C	GR D	GR E	TOTAL

**Company's Fixed telephone Line** : .....

**Company's Fixed Fax Line** : .....

**Mobile Phone** : .....

**Street Addresses of the registered offices**

**Head Office** : .....

.....

.....

**E-Mail** : .....

**Branches**

**1**.....

**2**.....

**3**.....

4.....

**Postal Address of the Head Office**

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

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

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

**In the presence of:**

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



---

**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. ....

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 single sheet of white paper with horizontal blue 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.

NAME IN CAPITALS

In the presence of:

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

---

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

---

1. Physical address of supplier's office

---

---

---

---

- 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 will be considered invalid

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

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

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

	<p><b><u>FINANCIAL POSITION OF BIDDER</u></b></p> <p>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.</p> <p>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.</p>
<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 2011**

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, 2011.**

---

### **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 The value of this bid is estimated to exceed R50 000 000 (all applicable taxes included) and therefore the 90/10 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

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

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

#### **POINTS**

**1.3.1.1 PRICE**

.....

**1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION**

.....

**Total points for Price and B-BBEE must not exceed**

**100**

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5. 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**

- 2..1 **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 **"B-BBEE status level of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 1.4 **"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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **"comparative price"** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **"consortium or joint venture"** 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;
- 2.8 **"contract"** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **"EME"** means any enterprise with an annual total revenue of R5 million or less.
- 2.10 **"Firm price"** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **"functionality"** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **"non-firm prices"** means all prices other than "firm" prices;
- 2.13 **"person"** includes a juristic person;
- 2.14 **"rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 ***"sub-contract" means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;***
- 2.16 **"total revenue"** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;

- 2.17 **"trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **"trustee"** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

### 4. POINTS AWARDED FOR PRICE

#### 4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \end{array}$$

Where

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

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

### 5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 5 (2) and 6 (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>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

**N.B:** Bidders are required to submit, together with their bids, original and valid B-BBEE status level verification certificates or certified copies AND/OR sworn affidavit in case of EMEs and QSE to substantiate their B-BBEE rating claims.

- 5.2 Bidders who qualify as EME's in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the



person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub - contract.

## **6. BID DECLARATION**

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

## **7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1**

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

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

## **8 SUB-CONTRACTING**

- 8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

- 8.1.1 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? YES / NO (delete which is not applicable)

## **9 DECLARATION WITH REGARD TO COMPANY/FIRM**

- 9.1 Name of company/firm .....

- 9.2 VAT registration number : .....

- 9.3 Company registration number .....  
:

- 9.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
  - ☐ One person business/sole propriety
  - ☐ Close corporation
  - ☐ Company
  - ☐ (Pty) Limited
- [TICK APPLICABLE BOX]

- 9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
.....

- 9.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
  - ☐ Supplier
  - ☐ Professional service provider
  - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business? .....

9.8 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 contribution indicated in paragraph 7 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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (vi) If the B-BBEE status level of contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audialterampartem (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution

**WITNESSES:**

1. ....

2. ....

DATE: .....

ADDRESS: .....

.....  
SIGNATURE(S) OF BIDDER(S)