



SBD1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (EASTERN CAPE DEPARTMENT OF HEALTH)					
BID NUMBER:	SCMU3-P21/22-2127-EMSAM	CLOSING DATE:	3 December 2021	CLOSING TIME:	11H00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER TO PROVIDE CLEANING SERVICES FOR EMERGENCY MEDICAL SERVICES (EMS) BASES SITUATED AT AMATHOLE HEALTH DISTRICT IN THE EASTERN CAPE PROVINCE FOR A PERIOD OF 4 MONTHS				
BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Ground floor					
Old Medical Building					
No 19 St James Road , Southernwood					
East London, Eastern Cape					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr M Bushula		CONTACT PERSON	Mr M Bushula	
TELEPHONE NUMBER	0437076714		TELEPHONE NUMBER	0437076714	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Mlungisi.bushula@echealth.gov.za		E-MAIL ADDRESS	Mlungisi.bushula@echealth.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	Committee member			
Approved by	Chairperson of BSC			

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
---	--	--	--

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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.	

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	Committee member			
Approved by	Chairperson of BSC			

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE

1.

1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.

2.

1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.

1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.

2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.

2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

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:

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	Committee member			
Approved by	Chairperson of BSC			

1. TABLE OF CONTENTS

Invitation to Bid (SBD 1)

Part 1 – Conditions of Bid

Part 2 – Conditions of Contract and Operational Requirements

Part 3 – Bid Strategy

Part 4 – Specifications

Part 5 – Bid Forms and related documentation

<u>Schedule A</u>	Government Procurement: General Conditions of Contract
<u>Schedule B</u>	Central Supplier Database Requirement
<u>Schedule C</u>	Pricing Schedule (SBD 3.1)
<u>Schedule D</u>	Declaration of Interest (SBD 4)
<u>Schedule E</u>	Declaration of Bidder's Past SCM Practices (SBD8)
<u>Schedule F</u>	Certificate of Bid Determination (SBD9)
<u>Schedule G</u>	Qualifications and experience
<u>Schedule H</u>	Organisational Structure
<u>Schedule I</u>	Details of Bidder's nearest Office
<u>Schedule J</u>	Financial Particular
<u>Schedule K</u>	Preference Points Claim Forms (SBD 6.1)

2. 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.

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

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	Committee member			
Approved by	Chairperson of BSC			

PART 1

Conditions of Bid

1. BACKGROUND AND INTRODUCTORY PROVISIONS

According to Section 8(1) of the Occupational Health and Safety Act, Act No 85 of 1993 as amended, the Department is required to provide as far as reasonably practicable, a working environment that is safe and without risk to the health of its employees.

2. OFFER AND SPECIAL CONDITIONS

2.1 Without detracting from the generality of clause 2.2 below, bidders must submit a completed and signed Invitation to Bid form (SBD 1) and requisite bid forms attached as Part 5) with their bids.

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 bidders must register on the Central Supplier Database before submitting 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 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.

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

5

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	Committee member			
Approved by	Chairperson of BSC			

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. BID BRIEFING

The briefing session shall not be held due to COVID-19 restrictions. However, bidders are encouraged to submit written queries regarding the bid and send them through The email address provided above on SBD1.

7. Tax clearance Compliance Verification will be done with the CSD and SARS.

8. PRICING

8.1 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 documents.

8.2 **Pricing must be stipulated INCLUSIVE OF VALUE ADDED TAX**

8.3 It is an express requirement of this invitation to bid that the bidders provide some transparency in respect to their pricing approach. In this regard, bidders must indicate the basis on which they have calculated their pricing by completing all aspects of the Pricing Schedule form Part 5 – Schedule C.

9. 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.

10. 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

11. CERTIFICATE OF BID DETERMINATION

Bidders must complete the declaration and sign accordingly to sub with the bid the Declaration of Bid Determination attached as Part 5 – Schedule F.

6

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	Committee member			
Approved by	Chairperson of BSC			

12. QUALIFICATIONS OF BIDDERS

Bidders must submit detailed information **including certified copies of certificates** together with their bid of their experience in the relevant trade together with present contracts (**description of contract, contract period, and contact person and telephone numbers**). These details should be submitted together with the bid on the form attached as Part 5 – Schedule G.

13. PARTNERSHIPS AND LEGAL ENTITIES

In the case of the bidder being a partnership, close corporation or a company all certificates (CK documents) reflecting the names, identity numbers and address 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 H

14. CONSORTIUM/JOINT VENTURE

- 14.1 It is recognized that bidders may wish to form consortia to provide the Services.
- 14.2 A bid in response to this invitation to bid by a consortium shall comply with the following requirements: -
- 14.2.1 It shall be signed so as to be legally binding on all consortium members and must clearly stipulate the terms and conditions;
- 14.2.2 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;
- 14.2.3 The lead member shall be the only authorized party to make legal statements, communicate with the Eastern Cape Department of Health (ECDoH) and receive instructions for and on behalf of any and all the members of the consortium;
- 14.2.4 A copy of the agreement entered into by the consortium members shall be submitted with the bid. Otherwise, the bid will be disqualified.

15. ORGANISATIONAL PRINCIPLES

The bidder should submit a clear indication of the envisaged authorized 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

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	Committee member			
Approved by	Chairperson of BSC			

16. 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 Institutions 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.

17. 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. If no such details are submitted it would be assumed that the bidder is not in good standing with his/her financial institutions and his/her bid may be regarded as non-responsive. Bidders must submit financial statements that are not older than a year to assess financial viability.

18. 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.

19. VALIDITY

Bid documentation submitted by the bidder will be valid and open for acceptance for a period of **60 (sixty)** calendar days from the closing date and time stipulated on the front cover of this invitation to bid.

20. ACCEPTANCE OF BIDS

The ECDoh 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 State even if it implies a waiver by the State, the ECDoh, of certain requirements which the ECDoh, considers to be of minor importance and not complied with by the bidder.

21. NO RIGHTS OR CLAIMS

- 21.1 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 State, the ECDoh. The ECDoh 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.

8

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	Committee member			
Approved by	Chairperson of BSC			

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.

- 21.2 Neither the State, the ECDoH, 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 incurred by bidders in connection with or arising out of the bid process.

22. NON DISCLOSURE, CONFIDENTIALITY AND SECURITY

- 22.1 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 ECDoH.
- 22.2 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.

23. ACCURACY OF INFORMATION

- 23.1 The information contained in the invitation to bid has been prepared in good faith. Neither the State, the Eastern Cape Provincial Government, the ECDoH 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.
- 24.2 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.

24. COMPETITION

- 24.1 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.

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	Committee member			
Approved by	Chairperson of BSC			

- 24.2 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.
- 24.3 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.
- 24.4 Any correspondence or process of any kind between bidders and the competition authorities must be documented in the responses to this invitation to bid.

25. RESERVATION OF RIGHTS

- 25.1 Without limitation to any other rights of the ECDoH (whether otherwise reserved in this invitation to bid or under law), the ECDoH expressly reserves the right to:-
- 25.2 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;
- 25.3 Amend the bidding process, including the timetables, closing date and any other date at its sole discretion;
- 25.4 Reject all responses submitted by bidders and to embark on a new bid process.
- 25.5 Award the bid to more than one bidder.

EVALUATION CRITERIA

26.1 The bid will be evaluated as follows:

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

The stages are further detailed below

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

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

10

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	Committee member			
Approved by	Chairperson of BSC			

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

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

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

A maximum of 20 points may be allocated to bidders for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
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 to substantiate their B-BBEE rating claims.

11

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	Committee member			
Approved by	Chairperson of BSC			

- 26.3 A bid will not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the B-BBEE status level of contribution or is a non- Compliant contributor. Such bidders will score 0 out of maximum of 20 points for B-BBEE.
- 26.4 Bidders are required to complete the preference claim form (SBD 6.1), and submit their original and valid B-BBEE status level verification certificate or a certified copy thereof at the closing date and time of the bid in order to claim the B-BBEE status level points.
- 26.5 The points scored by a bidder in respect of the level of B-BBEE contribution will be added to the points scored for price.
- 26.6 Only bidders who have completed and signed the declaration part of the preference claim Form and who have submitted a BBEE status level certificate issued by a SANAS accredited Verification agency or sworn affidavit by a commissioner of oaths for Emerging Micro Enterprises (EME's) and Qualifying Small Enterprises (QSE's).
- 26.7 The department may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made with regards to preference.
- 26.8 The total points scored will be rounded off to the nearest 2 decimals.
- 26.9 In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of preference points for B-BBEE.
- 26.10 However, when functionality is part of evaluation process and two or more bidders have scored equal points including equal preference points for B-BBEE, the contract will be awarded to the bidder scoring the highest functionality.
- 26.11 Should two or more bids equal in all respects, the award shall be decided by drawing of lots.
- 26.12 A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

12

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	Committee member			
Approved by	Chairperson of BSC			

27. 1st Stage: Administrative compliance/Pre-qualification

- 27.1 The purpose of this pre-qualification evaluation is to determine which bid responses are compliant and non-compliant with the bid conditions issued by the ECDOH as part of the bidding process.
- 27.2 ECDOH has defined minimum pre-qualification criteria that must be met by the Bidder in order for ECDOH to accept a bid for evaluation. In this regard a pre-evaluation verification will be carried out by ECDOH in order to determine whether a Proposal complies with the provisions of this bid.
- 27.3 Where the Bidder's bid fails to comply fully with any of the pre-qualification criteria, or ECDOH is for any reason unable to verify whether the pre-qualification criteria are fully complied with, ECDOH will have the right to either:
- reject the bid Proposal in question and not to evaluate it at all;
 - give the Bidder an opportunity to submit and/or supplement the information and/or documentation provided by it under its Proposal so as to achieve full compliance with the pre-qualification criteria, provided that such information and/or documentation can be provided within a period of 7 (seven) days, or such alternative period as ECDOH may determine, of it being requested by ECDOH and is administrative in nature, as opposed to forming a material part of the Bidder's Proposal;
 - in any event permit the bid to be evaluated, subject to the outstanding information and/or documentation being submitted prior to the award of the Proposal.

28. The following criteria shall apply:

28.1 The bid documentation has been completed comprehensively and correctly.

28.2 Declaration forms (SBD) must be signed.

28.3 Bidders must be a legal entity (consortia/joint ventures are acceptable subject to Paragraph 11 of Part 1 of the Bid Document).

28.4 Bidders must be registered on the Central Supplier Database (CSD)

13

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	Committee member			
Approved by	Chairperson of BSC			

Prospective bidders are required to submit the following documentation for quality for Administrative compliance:

#	<i>Requirement</i>	Complied	
		YES	NO
A	Invitation to Bid (SBD1) completed and signed		
B	Pricing Schedule (SBD 3.1)		
C	Declaration of Interest (SBD 4)		
D	Preferential Points Claim (SBD 6.1)		
E	Declaration of Past SCM Practices (SBD 8)		
F	Certificate of Independent Bid Determination (SBD 9)		
G	JV agreement (if applicable)		
H	Registration in Central Supplier database (CSD) registration report to be submitted		

14

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	Committee member			
Approved by	Chairperson of BSC			

29. 2nd Stage: Functionality Evaluation

29.1. A bidder that scores less than 75 weighted points out of 100 in respect of functionality will be regarded as non responsive and will be disqualified.

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

ITEM	CRITERIA	COMPLY (YES/NO)	EVIDENCE	TOTAL POINTS
1	Do you have experience in provision of cleaning services		<ul style="list-style-type: none"> Two Reference Letters (written from client's letterheads signed by the clients stating duration, value & amount of contract. 	20 No attachment = 0
2	The bidder must comply with relevant statutory labour requirement		<ul style="list-style-type: none"> Please provide valid certificate for UIF 	20 No attachment = 0
3	The bidder must comply with relevant statutory labour requirement		<ul style="list-style-type: none"> Please provide letter of good standing from relevant departments on workman compensation (COIDA) or TENDER LETTER 	20 No attachment = 0
4	Service Provider must produce proof of address of business operating in Amathole District		<ul style="list-style-type: none"> Municipal bill account of the business OR valid Lease agreement of the business 	40 Outside Amathole District = 10 No attachment = 0
TOTAL				100
Minimum qualifying score				75

NB: Bidder must obtain 75 points in order to qualify to proceed to the next stage. A bidder who scored less than 75 points will be regarded as non-responsive and will be disqualified. The department reserves the right to physically verify the authenticity of the

15

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	Committee member			
Approved by	Chairperson of BSC			

Lease Agreement and Financial capacity check during the second stage of evaluation. Any adverse outcomes to the aforesaid clause will bar the bidder from proceeding to the next stage of evaluation

30. 3rd Stage: B-BBEE and Price Points

Responsive bids which comply to the 3rd stage (functionality evaluation) will be evaluated on the 80/20 preference point system in terms of Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and Regulation 4 of the Preferential Regulations. The 80 points will be allocated for price and 20 points for attaining B-BBEE status level contributor.

16

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	Committee member			
Approved by	Chairperson of BSC			

PART 2

Conditions of Contract and Operational Requirements

1 CONTRACT

The service provider 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 (ECDoH). The bidder is further obliged for the future support while the contract is in force.

2. FEES AND CHARGES

- 2.1 The bidder shall stipulate whether the price is firm or non- firm.
- 2.2 The bidder shall stipulate the basis of adjustment for non- firm prices.
- 2.3 Request for price increase must be supported by the documentary proof to substantiate the claim for price adjustment
- 2.4 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.
- 2.5 To the extent that the ECDoH disputes the correctness, nature, extent or calculation of any fees or expenses payable to service provider in terms of the contract, ECDoH shall be entitled to withhold payment of such disputed amounts until such time as such dispute is resolved.

3. GENERAL RESPONSIBILITIES OF THE CONTRACTOR

3.1 The ECDoH's operational requirements. The service provider shall, in the provision of the required service, have due regard to the operational requirements of the ECDoH and other parties occupying or operating from the relevant institution, 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 ECDoH at the relevant institution, clinic and office. Without detracting from the generality of this statement.

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 ECDoH, co-operate fully with such persons.

17

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

3.4 Regulations and statutes: The service providers 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 ECDoH 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 service provider 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 ECDoH at any time believe that any member of service provider personnel is failing to comply with any such procedures or policies, the ECDoH shall be entitled to deny such personnel member access to the relevant premises and require contractor to replace such person without delay.

3.8 Contractor's procedures: The service providers shall, upon receipt of written request from the ECDoH or its appointed Technical Support Manager at **the relevant Institution**

Provide the ECDoH with copies of all contractor's operating procedures and processes relating to the Services;

3.9 Provision of Services in clean and tidy manner. The service provider shall ensure that the Services are provided in a clean and tidy manner.

3.10 Service reports: The service provider shall, upon written request from the DOH or its appointed Hospital Manager, provide the DOH with such reports relating to the Service as may be stipulated in the Specifications, or as may be reasonably required by the DOH or its appointed Hospital Manager to determine whether service provider is providing the Services in accordance with the terms and conditions of the contract.

4. HAZARDOUS MATERIALS

The service provider will be held liable for any expenses that may be incurred by the ECDOH as a result of damage to property and injury to personnel as a result of poor quality products.

5. FIRE RISKS

The service provider shall ensure that its personnel shall, if at any time they believe that any matter constitutes a fire risk, report this immediately to the ECDoH/Institution and take such remedial action as may be necessary.

18

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

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 is an employer in its own right with duties and responsibilities as prescribed in the Act;
- ❖ agrees to comply with all rules and regulations implemented by or on behalf of the ECDoH at the relevant Institution in covering letter relating to health and safety and will inform the ECDoH immediately should contractor for any reason be unable to comply with the provisions of the Act and such rules and regulations.

8. SERVICE LEVEL AGREEMENT

It is recorded that the ECDoH and the service provider may from time to time agree in writing to additional quality requirements (whether engaged in a service contract or when repair is required out of guarantee without the maintenance contract option) and standards relating to the maintenance together with performance measurement provisions, which quality requirements, performance measurement provisions shall be reduced to writing in a service level agreement if required and signed by both parties.

9. PERFORMANCE MEASUREMENT PROVISIONS

9.1 Introduction.

Service provider shall provide the Services during the term of the contract in compliance with the quality and related standards stipulated in the Specifications, Bid Conditions and the service level agreement (if any) contemplated in clause 11 above.

19

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

The provisions of Clause 10 document contain the manner in which contractor's performance will be measured throughout the term of the contract.

9.2 Compliance. For purposes of the contract the compliance by service provider with the stipulated responsibilities and service standards will be determined: -

- with reference to reports provided by service provider;
- with reference to reports or complaints received from third parties;
- by means of user satisfaction surveys conducted by ECDoH
- by means of service reviews, inspections or any audit carried out by or on behalf of the ECDoH.

9.3 Records. Service provider shall at all times keep full and accurate records of all services provided in terms of the contract and shall retain such records for the currency of the contract. Upon termination of the contract such records must be provided to the ECDoH upon request.

9.4 Measurement of performance

- Periodic checks: ECDoH and/or its appointed Technical Support Manager shall carry out periodic checks (the intervals to be determined by ECDoH) the purpose of which shall be to determine whether service provider is providing the services in accordance with the terms and conditions of the contract if accepted by ECDoH.
- Service complaints: All service complaints, deviations, non-conforming services and suggestions that are reported to service provider by ECDoH, its appointed facilities manager, or any other party shall be given proper and speedy consideration by service provider. The service provider shall investigate complaints, deviations and non-conforming services in accordance with procedures approved by the ECDoH.
- User satisfaction survey: A user satisfaction survey shall be conducted by ECDoH at such intervals as ECDoH may determine to assess service user satisfaction. The user satisfaction survey shall be conducted in such form and in accordance with such procedures as the parties may agree to in writing from time to time.

9.5 Results of checks, audits and surveys ECDoH shall be entitled to utilise the findings of the surveys, checks, audits and reports contemplated above to determine compliance by service provider with the service standards and responsibilities stipulated in the contract. It is recorded that the results of the above checks shall, save to the extent that service provider can prove otherwise be binding on service provider and ECDoH shall be entitled to exercise its remedies stipulated in the contract based on such findings.

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

10. BREACH AND TERMINATION

Bidders are referred to Paragraph 23 of General Conditions of Contract (GCC) relating to failure to comply with 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.

21

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

PART 3

BID STRATEGY

1. OBJECTIVE

The main objective is to procure the provision of cleaning services for Amathole Emergency Medical Services bases for a period of 4 months in the Eastern Cape Province.

2. BACKGROUND

According to Section 8(1) of the Occupational Health and Safety Act, Act No 85 of 1993, as amended, the Department is required to provide as far as reasonably practicable, a working environment that is safe and without risk to the health of its employees.

The Department of Health – Emergency Medical Services(EMS) intends to outsource the cleaning services to a Service Provider at EMS bases. The department intends to enter into a Service Level Agreement with a successful Service Provider who is able to provide the required services at Emergency Medical Services in Amathole bases. The department's core business hours are from 08:00 to 16:30.

SPECIFICATION

1. SCOPE OF WORK

Successful bidder will provide cleaning services at Emergency Medical Services in the following Amathole EMS Bases: -

- 1** Peddie Base
- 2** Alice Base
- 3** Adelaide Base
- 4** Fort Beaufort Base
- 5** Bedford Base
- 6** Kieskammahoek Base
- 7** Cathcart Base
- 8** Stutterheim Base
- 9** Butterworth Base
- 10** Idutywa Base
- 11** Ngqamakwe Base
- 12** Komga Base

22

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

2. STAFF REQUIREMENT

- 12 CLEANERS (one in each base)
- It is the responsibility of the Service Provider to ensure that the minimum hourly rate and sectoral wage, as per the Department of Labour Regulations are complied with.
- It is the responsibility of the Service Provider to ensure all leave entitlements are provided for during the entire contract period and that replacement staff will make up the full staff complement as indicated in the bid document and SLA.

3. OPERATING HOURS

- Monday to Friday from 7h00 to 15h00. **If holiday falls within one of these days an alternative day should be used to cover that day**
- 8 hours to be worked per day by each cleaner

4. CLEANING MATERIAL, EQUIPMENT AND SUPPLIES

- All cleaning material and supplies will be supplied by the successful service provider.
- The Institution will provide toilet papers, hand paper towel, mops, brooms,
- Successful service provider must comply with OHSA No 85 of 1993, NEMA (National Environmental Management Act 26 of 2014 and Hazardous Chemical Substance Act 15 of 1973 when performing the duties.
- All material, chemicals, equipment to be used must comply with SABS (South African Bureau of Standards) and data sheets for each chemical.
- Successful service provider must provide its staff with Personal Protective Clothing including gloves, masks and name tags

5. DURATION OF CONTRACT

- Four (4) months

SERVICE REQUIREMENTS

NO	BASES	TYPE OF ROOM	SIZE OF ROOM	NO OF CLEANERS
1.	ADELAIDE	KITCHEN	8.1sqm	1
		LOUNGE	25.2sqm	
		OFFICE	12.6sqm	
		TOILET	10.17sqm	
2.	ALICE			1
		KITCHEN	11.9sqm	
		RESTROOM	12.88sqm	
		OFFICE	11.56sqm	
		TOILET	10.17sqm	
3.	BEDFORD			1
		KITCHEN	6.76sqm	
		LOUNGE	6.76sqm	

23

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

		OFFICE	11.56sqm	
		TOILET	3.78sqm	
4.	CATHCART			1
		KITCHEN	11.31sqm	
		RESTROOM	33.63sqm	
		OFFICE	12.60sqm	
		TOILET	1.83sqm	
5.	FORT BEAUFORT			1
		TOILET	3.78sqm	
		RESTROOM	14.28sqm	
6.	KIEKAMMAHOEK			1
		OFFICE	16sqm	
		STORE ROOM	16sqm	
		RESTROOM	16sqm	
7.	PEDDIE			1
		OFFICE	11.9sqm	
		RESTROOM	19.31sqm	
		STOREROOM	16.0sqm	
		TOILET X2	3.78sqm each	
8.	STUTTERHEIM			1
		OFFICE	15.8sqm	
		RESTROOM	30.5sqm	
		KITCHEN	7.1sqm	
		STOREROOM	7.1sqm	
		TOILETS	10.1sqm x 2	
9.	BUTTERWORTH			1
		OFFICE	12.55sqm	
		KITCHEN	12.43sqm	
		RESTROOM	16.09sqm	
		TOILET	5sqm	
10.	DUTYWA			1
		OFFICE	12.55sqm	
		KITCHEN	12.43sqm	
		RESTROOM	16sqm	
11.	NGQAMAKWE			1
		OFFICE	11.9sqm	
		KITCHEN	7.1sqm	
		TOILET	10sqm	
12	KOMGA			1
		RESTROOM	14.28sqm	

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

BASES	LOCATION	FLOOR TYPE	CLEANING DETERGENT REQUIRED PER MONTH
Peddie	Peddie	Ceramic tile	5L x Pine gel, 5L x multipurpose cleaner, 750ml x furniture polish, 5L x liquid floor polish, 5L x bleach, 5L x liquid Airfreshner, 5L x dish washing soap, deo block, 1x(packet of 20's) black bags, 1 x (packet of 20's) clear plastic bag for dustbins, 5L x hand soap
Idutywa	Idutywa	Ceramic tile	5L x Pine gel, 5L x multipurpose cleaner, 750ml x furniture polish, 5L x liquid floor polish, 5L x bleach, 5L x liquid Airfreshner, 5L x dish washing soap, deo block, 1x(packet of 20's) black bags, 1 x (packet of 20's) clear plastic bag for dustbins, 5L x hand soap
Butterworth	Butterworth	Carpet and tile	5L x Pine gel, 5L x multipurpose cleaner, 750ml x furniture polish, 5L x liquid floor polish, 5L x bleach, 5L x liquid Airfreshner, 5L x dish washing soap, deo block, 1x(packet of 20's) black bags, 1 x (packet of 20's) clear plastic bag for dustbins, 5L x hand soap
Ngqamakwe	Ngqamakwe	Ceramic tile	5L x Pine gel, 5L x multipurpose cleaner, 750ml x furniture polish, 5L x liquid floor polish, 5L x bleach, 5L x liquid Airfreshner, 5L x dish washing soap, deo block, 1x(packet of 20's) black bags, 1 x (packet of 20's) clear plastic bag for dustbins, 5L x hand soap
Alice	Alice	Ceramic tile and wooden floor	5L x Pine gel, 5L x multipurpose cleaner, 750ml x furniture polish, 5L x liquid floor polish, 5L x bleach, 5L x liquid Airfreshner, 5L x dish washing soap, deo block, 1x(packet of 20's) black bags, 1 x (packet of 20's) clear plastic bag for dustbins, 5L x hand soap
Adelaide	Adelaide	Wooden floor	5L x Pine gel, 5L x multipurpose cleaner, 750ml x furniture polish, 5L x liquid floor polish, 5L x bleach, 5L x liquid Airfreshner, 5L x dish washing soap, deo block, 1x(packet of 20's) black bags, 1 x (packet of 20's) clear plastic bag for dustbins, 5L x hand soap
Fort beaufort	Fort beaufort	Wooden floor and ceramic tile	5L x Pine gel, 5L x multipurpose cleaner, 750ml x furniture polish, 5L x liquid floor polish, 5L x bleach, 5L x liquid Airfreshner, 5L x dish washing soap, deo block, 1x(packet of 20's) black bags, 1 x (packet of 20's) clear plastic bag for dustbins, 5L x hand soap
Bedford	Bedford	Ceramic tile	5L x Pine gel, 5L x multipurpose cleaner, 750ml x furniture polish, 5L x liquid floor polish, 5L x bleach, 5L x liquid Airfreshner, 5L x dish washing soap, deo block, 1x(packet of 20's) black bags, 1 x (packet of 20's) clear plastic bag for dustbins, 5L x hand soap
Kieskammah oek	Kieskammah oek	Ceramic tiles	5L x Pine gel, 5L x multipurpose cleaner, 750ml x furniture polish, 5L x liquid floor polish, 5L x bleach, 5L x liquid Airfreshner, 5L x dish washing soap, deo block, 1x(packet of 20's) black bags, 1 x (packet of 20's) clear plastic bag for dustbins, 5L x hand soap
Stutterheim	Stutterheim	Carpet and Ceramic tiles	5L x Pine gel, 5L x multipurpose cleaner, 750ml x furniture polish, 5L x liquid floor polish, 5L x bleach, 5L x liquid Airfreshner, 5L x dish washing soap, deo block, 1x(packet of 20's) black bags, 1 x (packet of 20's) clear plastic bag for dustbins, 5L x hand soap

25

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

			20's) black bags, 1 x (packet of 20's) clear plastic bag for dustbins, 5L x hand soap
Cathcart	Cathcart	Carpet and Ceramic tiles	5L x Pine gel, 5L x multipurpose cleaner, 750ml x furniture polish, 5L x liquid floor polish, 5L x bleach, 5L x liquid Airfreshner, 5L x dish washing soap, deo block, 1x(packet of 20's) black bags, 1 x (packet of 20's) clear plastic bag for dustbins, 5L x hand soap
Komga	Komga	Ceramic tiles	5L x Pine gel, 5L x multipurpose cleaner, 750ml x furniture polish, 5L x liquid floor polish, 5L x bleach, 5L x liquid Airfreshner, 5L x dish washing soap, deo block, 1x(packet of 20's) black bags, 1 x (packet of 20's) clear plastic bag for dustbins, 5L x hand soap
Service provider must also supply Dish cloth and dust cloth once after two months. Material must be labelled and have material data sheet			

SPECIAL CONDITIONS

- ✓ A bidder must comply with Sectorial Determination 1 and Amendments: Contract Cleaning Sector. Bidder must remunerate his /her employees the minimum wages as prescribed by the legislation in line with the industry wages.
- ✓ **Financial standing of the bidder will be considered for risk analysis and bidders are required to submit documentary proof to demonstrate financial stability in the form of:-**
- ✓ Latest financial statements in the case of Companies and in the case of Close Co-operation CC.
- ✓ Letter from the financial institution confirming availability of funds or letter of good standing and/or proof from the financial institution indicating a positive rating must be attached.
- ✓ **Attendance registers signed (by both parties) will serve as proof of services rendered. No payment will be effected without attachment of attendance register**
- ✓ **Performance of the contractor will be monitored continuously**

PROJECT DELIVERABLES

- Non-compliance to delivery period and specification will lead to cancellation of the contract.

First instance	Issue notice of breach
Second instance	Meeting and second notice of breach
Third instance	Cancellation of contract

26

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

DAILY DUTIES

DESCRIPTION	FREQUENCY
<ul style="list-style-type: none"> • Clean with disinfectant: dirt, grime, spills, fingermarks etc. • Empty and clean all bins • Clean and sanitize toilet bowls • Disinfect basins • Clean mirrors. Spot clean doors and walls • Monitoring of toilets using cleaning checklist. • Replenish hand wash soap, toilet papers and toilet seat sanitizer whenever is empty • Mopping, sweeping and cleaning tiles/ carpets/ wooden floor with appropriate cleaning detergent 	Daily from Monday to Friday
<ul style="list-style-type: none"> • Empty bins from office twice a day in the morning and afternoon and remove the garbage to the designated area. • Wash dust bins with disinfectant 	Daily from Monday to Friday
<ul style="list-style-type: none"> • Cleaning, Dusting and vacuum cleaning of all the offices. Polish office furniture • Cleaning of window seals 	Daily from Monday to Friday
<ul style="list-style-type: none"> • Cleaning of kitchen, fridge, sink microwave 	Daily from Monday to Friday

NB: SERVICE PROVIDERS WILL BE EXPECTED TO MAKE USE OF LOCAL LABOUR AS MUCH AS POSSIBLE ESPECIALLY WITH REGARD TO LOWER LEVELS/RANKS.

STANDARDS

- Cleaning practice and all procedures and cleaning agents

Service providers are reminded that the services will be rendered in a clinical environment and the highest emphasis is placed upon infection control. Contractors will be expected to obtain approval from the infection control division of the complex for all cleaning agents used, all cleaning practices and procedures. This must be obtained in writing. Contractors must also note that practices and agents may need to be changed during the execution of the contract due to developments in the field and this will be negotiated in conjunction with the District Manager.

- **Disinfectants**

Disinfectants liquids of the coal-tar type shall comply with SABS 47. Disinfectants containing stabilized chlorine shall comply with SABS 643. Detergent-disinfectants based on stabilised inorganic chlorine compound shall comply with SABS 1032. Disinfectants for use in automatic dispensers to toilets and urinals shall comply with CKS 459.

Disinfectants used in wards and clinical areas for trolley surfaces, etc. will be Biocide D or equally approved.

27

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

- **Cleaning Agents**

Ammoniated liquid detergent cleaners shall comply with SABS 1225. Acidic lavatory bowl cleaner in powder or granule form shall comply with SABS 1256 and liquid acid cleaner for sanitary ware shall comply with SABS 1257.

- **Floor Finishes**

Vinyl tiles, and ceramic flooring, shall be cleaned down with an approved water based floor stripper complying with SABS 1224 and two coats of an approved polymer metallised floor sealer complying with SABS 1042 applied in accordance with the manufacturer's instructions.

Tile, granite, terrazzo and marble floors, glazed and enamel surfaces are to be cleaned with approved detergents complying with SABS 525.

All cleaning and maintenance of floors shall be carried out in accordance with SABS Code of Practice 0170.

- **Waste disposal bags**

The waste bags that need to be provided under this contract will comply with CKS 460.

CLEANING EQUIPMENT, MACHINERY AND CONSUMABLES

- All cleaning equipment and machinery used in this contract will be of industrial type and comply with the relevant SABS Specification/Terms of references and the *Occupational Health and Safety Act*
- The service provider must ensure that all machine operators are fully trained in the safe and responsible use of such equipment.
- All equipment, consumables and material will be used in strict accordance with the instructions of the manufacturer, safety instructions and Infection Control Requirements/Policies of (Material and handling Care)MHC and are to be provided by the successful service provider.

5.1 CONTROL OF CLEANING CONSUMABLES

Contractor shall be responsible for the safe storage of a range of consumables and some non-consumables required for the Cleaning Services.

The service provider will be provided with a cleaning store but must however note that if storage provision is not adequate additional storage will have to be obtained at own cost.

5.2 CONTROL OF EQUIPMENT

The Contractor shall

28

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

- ensure any non-compliant cleaning equipment is not used by any person whatsoever in the provision of the Cleaning Services;
- all cleaning materials are designed for specific use in specific areas of the Premises;
- all cleaning equipment to be used in a particular area only is clearly designated for such area and under no circumstances used elsewhere;
- staff are properly trained

5.3 INFECTION CONTROL

The Contractor shall:

- Ensure all cleaning Staff is trained and familiar with, the institution infection control policy and procedures. Should there be any amendments, further training will be conducted to ensure cleaners are continually informed and updated;
- The Service provider will inspect and comply with the Infection Control Policy, Procedures and Techniques and rectify non-compliance.
- Best practice must be applied to ensure the highest quality of cleaning services.
- The Contractor shall regularly liaise with the infection control officers and Institution departmental heads on: The employment of the latest techniques, material and equipment to ensure the highest quality of Hygiene Services;

5.4 HEALTH AND SAFETY

- The Contractor's contract manager will adhere to all scheduled meetings stipulated by the institution's health and safety committee.
- The Contractor's health and safety officer will visit the site and liaise with the committee should it be requested.
- The UHC's health and safety committee (as notified to the Contractor from time to time) on the application of the UHC's Health and Safety Policy ;
- All chemicals / cleaning material used should be provided with material safety data sheets (MSDS) .

5.4.1 STORAGE, WATER AND ELECTRICITY

The successful service provider will be provided with storage space of non-negotiable size free of charge. If the area is not adequate the service provider is to source additional space at own cost. Water and electricity will also be provided free of charge for the execution of cleaning duties.

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

5.4.2 LIAISON

The contractor will be expected to attend Liaison meetings with Assistant Manager Support Services as deemed necessary to ensure full and continuous service delivery.

5.4.3 RESPONSIBILITIES IF ACCESS TIMES CANNOT BE ADHERED TO

In the event that any of the Areas are in use during the Access Times the Contractor shall liaise with the Assistant Manager Support Services to agree alternative Access Times so as to ensure the Contractor is able to comply with the terms of this Specification/Terms of reference.

5.4.4 TRAINING

The Contractor shall ensure that all Staff are adequately trained for the proper fulfillment of their duties in respect of this Cleaning Services Specification/Terms of reference.

5.4.5 UNIFORM AND PROTECTIVE CLOTHING

The successful service provider will have to provide its own staff with uniform and protective clothing (Safety shoes, Heavy duty gloves, masks, aprons etc.) Cleaners employed by the Service Provider should be clothed in clean and neat appropriate Protective Clothing with name tags at all times when active on the premises of the department

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

PART 4

INDEX

- 1. Description**
- 2. Definitions and Interpretations**
- 3. Mandatory Technical Requirements**
- 4. Non-Mandatory Technical Requirements**

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

1. DESCRIPTION

The following paragraphs entail the requirements for the provision of cleaning services at Amathole Health District EMS bases for a period of 36 months

1. DEFINITIONS AND INTERPRETATIONS

In this Specification/Terms of reference the following words and phrases shall have the following meanings unless the context otherwise requires.

Cleaning service : Means the cleaning and domestic service to be provided by the contractor pursuant to this Specification/Terms of reference.

Hygiene services : Means the hygiene service to be provided by the contractor pursuant to these Specification/Terms of reference

Materials : Means the products necessary for the provision of the cleaning services.

Institution Manager : means facilities manager employed by Amathole EMS to manage the facilities including such parts delegated authority or person appointed to perform function on behalf of the facilities manager.

Staff : Means those persons engaged or employed from time to time by Amathole EMS and the contractor to carry out the cleaning services

Service Standards : Means the service levels and criteria set out in this Specification/Terms of reference and the appendices to this Specification/Terms of reference.

Specialized cleaning Services : Means the periodic cleaning of walls and ceiling surfaces in, the routine day-to-day cleaning of sanitary fittings and floors and spot wiping of walls and doors in such areas.

2. GENERAL REQUIREMENTS

Staff Requirements

The successful service provider will be expected to provide the following minimum staffing functions:

- Cleaners x 12

32

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

- Bidders must note that a staff deployed at Amathole Health District facilities is to be supervised by the service provider. Cleaning consumables will be provided by the service provider for the execution of the duties.
- It is the responsibility of the Service Provider to ensure that their staff members are well trained and that staff activities, equipment and cleaning material /chemicals used conform to the provisions of the Occupational Health and safety Act, 1993.
- It is the responsibility of the Service Provider to ensure that UIF, COIDA, SDL, PROVIDENT FUND contributions, as per the Department of Labour Regulation, are paid up to date and proof as per "Letter of Good Standing" or TENDER LETTER is submitted.
- The Service Provider will be expected to provide valid proof of registration of its staff with UIF and Provident Fund.
- It is the responsibility of the Service Provider to ensure that the minimum hourly rate and sectoral wage, as per the Department of Labour Regulations are complied with.
- It is the responsibility of the Service Provider to ensure all leave entitlements are provided for during the entire contract period and that replacement staff will make up the full staff compliment as indicated in the bid document and SLA.

3. **MANDATORY TECHNICAL REQUIREMENTS**

3.1 Statutory Labour Requirements	Comply	Not Comply
<p>The bidder must comply with relevant statutory labour requirement</p> <p>Please provide letter of good standing from relevant departments on workman compensation (COIDA) or TENDER LETTER and UIF.</p>		

3.2 References	Comply	Not Comply
<p>The bidder must have relevant experience in providing cleaning services.</p> <p>The bidder must provide at least two references for similar work done. Please provide reference letter issued on the bidder's client official letterhead.</p>		

33

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

Note: All bidders that fail to comply with the MANDATORY TECHNICAL REQUIREMENTS will be deemed non-responsive and will not proceed to the next (3rd stage)stage of evaluation.

4. NON MANDATORY TECHNICAL REQUIREMENTS

4.1 COVID-19 Regulations Requirement	Comply	Not Comply
The bidder must comply with relevant COVID-19 regulations Please provide Contingency Plan depicting the following: 1. Staff health conditions in terms of OHS 2. Regular provision and distribution of PPE to staff 3. Assistance and support when staff member got sick (reliever)		

LEGAL FRAMEWORK

This bid and all contracts emanating there from will be subject to the General Conditions of Contract issued in accordance with Chapter 16A of the Treasury Regulations published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The other Special conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the Special conditions of Contract are in conflict with the General conditions of Contract, the Special conditions of contract prevail.

Counter Offers

Bidder's attention is drawn to the fact that counter offers with regard to any of the above-mentioned Special Conditions will invalidate such bid.

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

Schedule A

Government Procurement General Conditions of Contract

Annexure A

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 be 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.

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

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
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

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 any thing 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.

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

- 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,

38

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

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.

3. 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

4. Standards 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and Terms of Reference.

5. Use of Contract documents and 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.

39

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

- 5.4 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.

- 6. 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 analyses

- 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.

40

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

- 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. Packing

- 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 and documents

- 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.

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

- 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

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

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. Contract 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.

43

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

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.

44

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

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

45

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

- 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.
- 28.1 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.

46

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

- 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.

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

Part 5 – Schedule B

CENTRAL SUPPLIER DATABASE (CSD)

IT IS A CONDITION OF BIDDING: -

1. The Department of Health will verify the tax compliance status of bidders on the central Supplier Database (CSD) for all price quotations and competitive bids exceeding the value of R30 000 (Vat inclusive) prior to award as per National Treasury Instruction no 4A of 2016/17 Central Supplier Database.

48

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

Part 5 - Schedule C
Pricing Schedule

SBD 3.3

PRICING SCHEDULE
(SERVICE)

NAME OF BIDDER: **BID NO.: SCMU3-P2127-EMSAM**

CLOSING TIME 11:00

CLOSING DATE:

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY *(ALL APPLICABLE TAXES INCLUDE
---------	-------------	---

PROVISION OF CLEANING SERVICES FOR EMS BASES AT AMATHOLE HEALTH DISTRICT IN THE EASTERN CAPE PROVINCE FOR A PERIOD OF 4 MONTHS

Item	No of staff Hourly rate	Cost per month	Cost for 4 months
Salary	12		
Overheads			
Cleaning material			
Sub Total			
Uniform & PPE (Once off)			
VAT 15%			
Total Cost (VAT Incl)			

NB: Service provider must ensure that the minimum hourly rate and sectorial wage, as per the Department of Labour Regulations are complied with. To charge more or below the sectorial determination rate in the price schedule table above will disqualify the bidder. New rates are available on www.labour.gov.za

TOTAL BID PRICE OFFERED, INCLUSIVE OF VALUE ADDED TAX, FOR TENDER NO. SCMU3-P2127-EMSAM

R _____
(Amount brought forward from Form of Offer and Acceptance) *

AMOUNT IN WORDS _____

Signed by authorized representative of the Tenderer:

Should any discrepancy occur between this figure and that stated in the Form of Offer and Acceptance, the latter shall take precedence and apply

49

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

Any enquiries regarding bidding procedures may be directed to the –

(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Mr M. Bushula
19 St James Road
Southernwood
East London

Tel: 043 7076714

50

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

Part 5 – Schedule D
Declaration of Interest

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, 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 an advertised competitive bid, a limited bid, a proposal or written price quotation). 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:.....

2.3 Position occupied in the Company (director, trustee, shareholder², member):

2.4

2.5 Registration number of company, enterprise, close corporation, partnership agreement or trust:

2.6 Tax Reference Number:

2.7 VAT Registration Number:

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

¹"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.

51

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

²"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 attach 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:

.....

.....

.....

52

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

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**

2.9.1 If so, furnish particulars.

.....

2.10 Are you, or any person connected with the bidder, 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? **YES/NO**

2.10.1 If so, furnish particulars.

.....

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

2.11.1 If so, furnish particulars:

.....

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

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

53

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

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 SHOULD THIS
DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

Part 5 – Schedule E

Declaration of Bidder's Past Supply Chain Management Practices

SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury's website, www.treasury.gov.za, 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.	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:		

55

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

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

56

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

Part 5 – Schedule F
CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ 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).² 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:
6. Includes price quotations, advertised competitive bids, limited bids and proposals.
7. 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.

57

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

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 consortium³ will not be construed as collusive bidding.

58

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

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. 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.**
11. 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

59

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

Part 5 – Schedule G

Qualifications and Experience

1. Details of the extent of the bidders activities and business, e.g. branches etc.:

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

Description of Contract	Period		Contract value	Contact Person	Contact Number
	Start Date	End date			

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

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

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

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

.....
NAME IN CAPITALS

In the presence of :

1.
2.

60

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

Part 5 – Schedule H
Organisational Structure
Organization 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.

61

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

Organizational structure

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

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

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

.....
NAME IN CAPITALS

In the presence of :

1. _____
2. _____

62

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

Part 5 – Schedule I
Details of Supplier's Nearest 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.

63

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

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.** If this requirement is not complied with in full the bid may be considered invalid.

Nature of Service: _____

Name of bidder: _____

Bid Number: _____

	<u>FINANCIAL POSITION OF BIDDER</u>
	<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 ECDOH 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>
NAME OF FINANCIAL INSTITUTION	
ADDRESS	
TEL.NO	
FAX NO	
CONTACT PERSON	

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

.....
NAME IN CAPITALS

In the presence of:

1.
2.

64

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

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

1.3 Points for this bid shall be awarded for:

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

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

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

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

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

65

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

or

90/10

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

Where

Ps = Points scored for price of bid under consideration

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

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

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

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

5. BID DECLARATION

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

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

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

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

(*Tick applicable box*)

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

- 7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....

67

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

- iii) The B-BBEE status level of the sub-contractor.....
 iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

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

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

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

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

68

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			

[TICK APPLICABLE BOX]

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution

WITNESSES

1.

2.

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

DATE:

ADDRESS

.....

.....

69

SPECIFICATION	RESPONSIBLE OFFICIAL	SURNAME AND INITIALS	SIGNATURE	DATE
Drafted by	End user			
Reviewed by	BSC member			
Approved by	Chairperson of BSC			