

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	SCMU3-P23/24-1442-NMA	CLOSING DATE:	14 MARCH 2024	CLOSING TIME:	11:00
DESCRIPTION	SERVICE, REPAIRS AND MAINTENANCE FOR GARDENING EQUIPMENT FOR 36 MONTHS				
BRIEFING	<b>COMPULSORY</b> <b>DATE: 07 MARCH 2024</b> <b>TIME: 11:00 @ level 1</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
Nelson Mandela Academic Hospital					
Supply Chain Management Unit LEVEL 2					
Mthatha		OR EMAIL: <b>Procurement.nmah@gmail.com</b>			
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Mrs N. MFENGUZA		CONTACT PERSON	Ms N. MAHLAHLANE	
TELEPHONE NUMBER	047 502 4518/4488		TELEPHONE NUMBER	047 502 4661	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Procurement.nmah@gmail.com		E-MAIL ADDRESS		
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					<input type="checkbox"/> YES
<input type="checkbox"/> NO					
DOES THE ENTITY HAVE A BRANCH IN THE RSA?					<input type="checkbox"/> YES
<input type="checkbox"/> NO					
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?					

☐ YES ☐ NO

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

☐ YES

☐ NO

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

☐ YES

☐ NO

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

## **PART B**

### **TERMS AND CONDITIONS FOR BIDDING**

#### **1. BID SUBMISSION:**

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

#### **2. TAX COMPLIANCE REQUIREMENTS**

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

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

**SIGNATURE OF BIDDER:**

.....

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

.....

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

**DATE:**

.....

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### Invitation to Bid (SBD 1)

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Schedule B – Declaration of Interest (SBD 4)

Schedule C- Preference Points Claim Forms (SBD 6.1)

## DEFINITIONS

The rules of interpretation and defined terms contained in the Condition of Bid shall apply to this invitation to bid unless the context requires otherwise.

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

<b>DoH</b>	means the Eastern Cape Department of Health acting for and on behalf of the Eastern Cape Provincial Government;
<b>Invitation to bid</b>	means this invitation to bid comprising <ul style="list-style-type: none"> <li>○ The cover page and the table of content and definitions</li> <li>○ Part 1 which details the Conditions of Bid;</li> <li>○ Part 2 which details the specification;</li> <li>○ Part 3 which contains all the requisite bid forms and certificates;</li> </ul>
<b>Services</b>	means the services defined on the cover page of this invitation to bid and described in detail in the Specifications;
<b>Specifications</b>	means the specifications contained in Part 2 of this invitation to bid;

## **PART 1**

### **Conditions of Bid**

#### **1. BACKGROUND AND INTRODUCTORY PROVISIONS**

Refer to Part 4 of this invitation to bid for background and introductory information relating to the Services and this invitation to bid.

#### **2. OFFER AND SPECIAL CONDITIONS**

- 2.1 Without detracting from the generality of clause below, bidders must submit a completed and signed Invitation to Bid form (SBD 1) with its bid. Bidders must take careful note of the special conditions.

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

- 2.3 **It is a requirement that the bidder must be registered with the with (CSD) Central Supplier Database and provide CSD Supplier number with the bid. Failure to submit may invalidate your bid.**

- 2.4 In the event that any form or certificate provided in Part 3 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.

#### **4. ENQUIRIES**

Should any bidder have any enquiries relating to this invitation to bid, such inquiries may only be addressed to the person/s detailed on the cover page to this invitation to bid at the number/s stipulated.

#### **5. COMPULSORY BID BRIEFING/ CLARIFICATION**

There will be bid clarification meeting for this bid

**6. PRICING**

- 6.1 The bidder must submit details regarding the bid price for the Services on the Pricing Schedule form/s attached as Part 3 – SBD 3.1 which completed form/s must be submitted together with the bid documents.
- 6.2 Pricing must be stipulated **INCLUSIVE OF VALUE ADDED TAX**.
- 6.3 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 3 – SBD3.1

**7. 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 3 – SBD4

**8. PREFERENCE POINTS CLAIM FORMS**

Part 3 – SBD 6.1 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.

**9. 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.

**10. ACCEPTANCE OF BIDS**

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

**11. NO RIGHTS OR CLAIMS**

- 11.1 Receipt of the invitation to bid does not confer any right on any party in respect of the Services or in respect of or against the DoH. The DoH (as the case may be) reserves the right, in its sole discretion, to withdraw by notice to bidders any Services or combination of Services from the bid process, to terminate any party's participation in the bid process or to accept or reject any response to this invitation to bid on notice to the bidders without liability to any party. Accordingly, parties have no rights, expressed or implied, with respect to any of the Services as a result of their participation in the bid process.

- 11.2 Neither the DoH, nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligations for any costs or expenses incurred by any party in or associated with any appraisal and/or investigation relating to this invitation to bid or the subsequent submission of a bid in response to this invitation to bid in respect of the Services or any other costs, expenses or liabilities of whatsoever nature and howsoever incurred by bidders in connection with or arising out of the bid process.

## **12. NON DISCLOSURE, CONFIDENTIALITY AND SECURITY**

- 12.1 The invitation to bid and its contents are made available on condition that they are used in connection with the bid process set out in the invitation to bid and for no other purpose. All information pertaining to this invitation to bid and its contents shall be regarded as restricted and divulged on a "need to know" bases with the approval of the DoH.
- 12.2 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.

## **13. ACCURACY OF INFORMATION**

- 13.1 The information contained in the invitation to bid has been prepared in good faith. Neither the DoH nor any of their respective directors, advisors, officers, employees, agents, representatives make any representation or warranty or give any undertaking express or implied, or accept any responsibility or liability whatsoever, as to the contents, accuracy or completeness of the information contained in the invitation to bid, or any other written or oral information made available in connection with the bid and nothing contained herein is, or shall be relied upon as a promise or representation, whether as to the past or the future.
- 13.2 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.

## **14. COMPETITION**

- 14.1 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.
- 14.2 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.
- 14.3 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.



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

## 15. RESERVATION OF RIGHTS

- 15.1 Without limitation to any other rights of the DoH (whether otherwise reserved in this invitation to bid or under law), the DoH expressly reserves the right to:-
- 15.2 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;
- 15.3 Amend the bidding process, including the timetables, closing date and any other date at its sole discretion;
- 15.4 Reject all responses submitted by bidders and to embark on a new bid process.
- 15.5 Award the bid to one or more than one bidder/s.

## 16. EVALUATION CRITERIA

### Stage 3: Pricing and Preferential Procurement Regulations, 2022

The bid will be evaluated in terms of Regulation 4(1) of the Preferential Procurement Regulation 80/20 Preference Point system will be applied where the lowest bidder will be allocated 80 Points for price. A maximum of 20 points will be awarded for specific goals.

The following formula will be used to calculate points out of 80 for price.

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

Where

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

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

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



The following table must be used to calculate the score out of 20 points for Specific Goals

B-BBEE Status Level of Contribution	Weighting (of 20 POINTS)	Number of points (80/20 system)
Historically Disadvantaged Individuals Ownership	20% (4)	4
Women Ownership	20% (4)	4
Youth Ownership	20% (4)	4
Disability Ownership	20% (4)	4
Military Veterans Ownership	10% (2)	2
Locality Ownership	10% (2)	2
<b>TOTAL</b>	<b>100% (20)</b>	<b>20</b>

- a) A tenderer must submit proof of its Specific Goals.
- b) A tenderer failing to submit proof of specific Goals may not be disqualified, but may only score points out of 80 price, and scores 0 points out of 20 for Specific Goals.
- c) The Specific Goals supporting documents required to verify claimed points may in line with the specific requirements include:
  - CSD report (must be recent within 7 days from closing date):
  - CIPRO Certificate and/or ID copies (must be certified with original stamp within 3 months from closing date of bid/quote):
  - Medical Certificate / Doctor's medical report (Impairment should be substantially limiting long term or of recurring nature)
  - Municipal accounts or proof of address

The points scored for the specific goal shall be added to the points scored for price and the total shall be rounded off to the nearest two decimal places.

### **PRE – QUALIFICATION**

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

The following criteria shall apply:

- A. All documentation inclusive of supporting documentation requested in terms of the Bid Document requirements must be submitted and signed off where required.
- B. Bidder must complete and sign SBD 1, 3.1, 4 & 6.1 and the entire document.

- C. Service Provider must be registered with the National Treasury Supplier Database (CSD) and furnish the supplier number as well as Logis and Bas numbers of the ECDOH. Quotation must include all the cost relating to the service (N.B. no hidden costs will be paid by the Department of Health.

### **NON NEGOTIABLES**

	<b><i>Requirement</i></b>	<b>Complied</b>		<b>Comment</b>
		<b>YES</b>	<b>NO</b>	
	Attach a valid Manufacturer issued letter of accreditation as a repair and service agent of the machines			
	Bidders must have attended the compulsory Bid Briefing & Information Meeting and be recorded as such in the register. It is the bidders' responsibility to ensure that he/she fills in the attendance register			
	Bidders to attach the returnable form provided for experience			

**PROJECT REFERENCE RETURNABLE 1 OF 3**

1.	Project title:		
	Bid No:		
2.	Project title:		
	Bid No:		
3.	Project title:		
	Bid No:		

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

I, ..... (Name and surname)

..... (Company name)

Declare that I was the recipient (client) that the following Gardening equipment maintenance services successfully executed

by ..... (name of bidder)

Project Name: .....

Project Location: .....

Project period: ..... Completion date: .....

Contract Value: .....

(a) Please score the performance of the Bidder on the abovementioned project, by inserting "Yes" in the relevant box below:

	Very poor	Poor	Fair	Good	Excellent
Experience					
Quality and Performance					
Personnel					

(b) Would you consider/recommend working with this bidder Yes No (X mark applicable)

(c) Any other comments:

.....

.....

(d) Cell No. .... E. Office No.: .....

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

This signed at ..... on this .....day of .....2021

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

Client/Referee signature: \_\_\_\_\_

Date: \_\_\_\_\_

Company stamp

## Part 4

### SPECIFICATION

Bid No.	SCMU3-P23/24-1442-NMA
Bid Description	SERVICE, REPAIRS AND MAINTENANCE FOR GARDENING EQUIPMENT FOR 36 MONTHS

**BIDDERS MUST NOTE THAT QUANTITIES ARE SUBJECT TO CHANGE**

No	ITEM	ITEM DESCRIPTION	Quantity
1	<b><u>LAWN MOWERS</u></b> (non-driven / self-propelled / ride on)	<ul style="list-style-type: none"> <li>• RIDE ON MOWER x 1- Model: Honda, GX340</li> <li>• MOWER x 1- Model: Ruben EC10</li> <li>• RIDE ON MOWER x1 Model: Husquavana ST 1382 - Serial No. 082820A002346</li> <li>• LAWN MOWER x 1 Model: Husquavana LB 588 SE - Serial No. 20182500034</li> </ul>	<div>1</div> <div>1</div> <div>1</div> <div>1</div>
<b><u>LAWN MOVER</u></b> (non-driven / self-propelled / ride on) <ul style="list-style-type: none"> <li>• Check spark plug condition/gap (replace when required))</li> <li>• Change engine oil</li> <li>• Change air filter / Clean air filter</li> <li>• Change Fuel filter / Flush fuel system</li> <li>• Check and replace any worn belts (where applicable)</li> <li>• Grease all linkages/ grease points</li> <li>• Sharpen and balance blades</li> <li>• Check tire pressure on each tire (where applicable)</li> <li>• Check wheel bearings and bushes (replace when worn)</li> <li>• Check height, throttle, drive train, etc. controls</li> <li>• Check start rope and mechanism (replace when worn/faulty)</li> <li>• Check cutting blade/deck for level and adjust when necessary</li> <li>• Check charging system and load test batteries (where applicable)</li> <li>• Check the clutch, clutch springs and the clutch drum with regard to wear. Replace if necessary</li> <li>• Drain and flush gas tank</li> <li>• Clean the mower</li> </ul>			

No	ITEM	ITEM DESCRIPTION	Quantity
2	<b><u>BRUSH CUTTER</u></b>	<ul style="list-style-type: none"> <li>• BRUSHCUTTERS Model: Husquavana 531 RS - Serial No's -2018220155, 181500917, 20182201217, 20182201204</li> </ul>	7

**BRUSH CUTTER**

- Check spark plug condition/gap y (replace or when required)
- Change air filter annually / Clean air filter quarterly
- Change Fuel filter annually / Flush fuel system
- Check throttle, drive train, etc. controls
- Check start rope and mechanism (replace when worn/faulty)
- Checking the level of grease in the bevel drive and top-up when needed
- Drain and flush gas tank
- Clean cutting attachment and inspect the stone guard for damage (replace when warn)
- Check the sharpness of the blade or disc (where applicable)
- Tighten nuts, bolts and screws, including the nut securing the blade or disc casing.
- Check the clutch, clutch springs and the clutch drum with regard to wear. Replace if necessary
- Clean grass, dust and earth from the brush cutter body.
- Clear dirt from the air vents on the engine cowling.
- Clean the brush cutter

No	ITEM	ITEM DESCRIPTION	Quantity
3	<b><u>HEDGE CUTTER</u></b>	HEDGE TRIMMER Model: Husquavana 122 HD 60  Serial No. 20201500057	1

**HEDGE CUTTER**

- Check spark plug condition/gap quarterly (replace or when required)
- Change air filter / Clean air filter
- Change Fuel filter / Flush fuel system
- Check throttle, drive train, etc. controls
- Check start rope and mechanism quarterly (replace when worn/faulty)
- Drain and flush gas tank
- Clean cutting attachment and inspect the stone guard for damage (replace when warn)
- Check the sharpness of the blade
- Tighten nuts, bolts and screws, including the nut securing the blade
- Check the clutch, clutch springs and the clutch drum with regard to wear. Replace if necessary
- Clean plant debris, dust and earth from the hedge cutter body.
- Clear dirt from the air vents on the engine cowling.

No	ITEM	ITEM DESCRIPTION	Quantity
4	<b><u>CHAIN SAW</u></b>	<ul style="list-style-type: none"> <li>• CHAIN SAW X1 Model: Husquavana, Husky 61</li> <li>• Extendable POLE PRINNING SAW X1 Model: Husquavana, 525 P4S - Serial No. 20201800076</li> </ul>	1 1

**CHAIN SAW**

- Check spark plug condition/gap (replace when required)
- Change air filter / Clean air filter
- Change Fuel filter / Flush fuel system
- Check throttle, drive train, etc. controls

- Check start rope and mechanism (replace when worn/faulty)
- Drain and flush gas tank
- Check the sharpness of the chain and sharpen when required
- Tighten nuts, bolts and screws, including the nut securing the blade
- Check the clutch, clutch springs and the clutch drum with regard to wear. Replace if necessary
- Check chain tension and adjust when required
- Check condition of chain bar. Smoothen any nicks before re-installation. Check wear and tear on the guide bar groove by wiggling the chain. If it wobbles, the bar must be changed
- Turn chain bar around
- Lubricate chain
- Clean plant debris, dust and earth from the chain saw body.
- Clear dirt from the air vents on the engine cowling.



ITEM	DESCRIPTION	COMPLIANCE (YES/NO)	COMMENT
1	The contractor shall ensure that the equipment is maintained according to the Manufacturer's requirements to prevent claims against the Department due to malfunctioning of equipment		
2	The contractor shall upon receipt of the Order, provide to the end-user a written detailed Schedule of the service dates for the duration of the contract.		
3	All manufacturer recommended spare parts required for maintenance and service shall be stocked by the contractor during the validity of this contract.		
4	The Contractor warrants that replacement parts supplied in the course of any maintenance service or repair or any other work, shall be free of defects in material or workmanship for a period of twelve (12) months of normal usage as from the date of installation		
5	The Contractor shall ensure that no equipment or part thereof is removed from the premises without proper authorisation (Completed Asset Pass-Out Form)		


**Certified correct by end-user**

  
Signature:

28/02/2024  
Date

**Certified correct by Demand Manager:**


**Recommended/Not Recommended**

  
Signature

28/02/2024  
Date

Approved/Not Approved

BSC Chairperson



Signature

28/2/24

(D) RATES

No	ITEM DESCRIPTION	Quantity	Rate
	<b>REPAIRS</b>		
1.	<b>RIDE ON MOWER - Model: Honda, GX340</b>	<b>01</b>	
1.1	Spark plug	1	
1.2	Blades	4	
1.3	Bolt	4	
1.4	Throttle cable	1	
1.5	Complete Pull Starter	1	
1.6	Fuel Hose	1	
1.7	Plug Cap	1	
2.	<b>RIDE ON MOWER , Model: Husquavana ST 1382</b> <b>Serial No. 082820A002346</b>	<b>01</b>	
2.1	Jumper cable	1	
2.2	Spark Plug	1	

No	ITEM DESCRIPTION	Quantity	Rate
	<b><u>REPAIRS</u></b>		
2.3	Air filter	1	
2.4	Blades	2	
2.5	Tyre fixer solution	4	
2.6	Back wheel	2	
2.7	Front wheel	2	
3.	<b>LAWN MOWER, Model: Husquavana LB 588 SE</b>  <b>Serial No. 20182500034</b>	<b>01</b>	
3.1	Spark plug	1	
3.5	Air Filter	1	
4.	<b>LAWN MOWER x 1- Model: Ruben EC10</b>	<b>01</b>	
4.1	Spark plug	1	
4.2	Air Filter	1	
4.3	Blade	1	
4.4	Complete pull starter	1	
4.5	Throttle cable	1	
4.6	Inline filter	1	
4.7	Carburetor kit	1	
5	<b>HEDGE TRIMMER, Model: Husquavana 122 HD 60</b>  <b>Serial No. 20201500057</b>	<b>01</b>	
5.1	Spark plug	2	
5.2	Fuel Filter	2	
5.3	Air Filter	2	
6.	<b>EXTENDABLE POLE PRINNING SAW</b> <b>Model: Husquavana, 525 P4S25 P4S</b>  <b>Serial No. 20201800076</b>	<b>01</b>	

No	ITEM DESCRIPTION	Quantity	Rate
	<b><u>REPAIRS</u></b>		
6.1	Spark plug	1	
6.2	Petrol Filter	1	
6.3	Air Filter	1	
6.4	Pre filter	1	
6.5	Chain	1	
7.	<b>BRUSHCUTTERS , Model: Husquavana 531 RS</b>  <b>Serial No's -2018220155, 20181500917,20182201217,20182201204</b>	<b>07</b>	
7.1	Spark plug	7	
7.2	Petrol filter	7	
7.3	Carburetor kit	7	
7.4	Cutter head	20	
7.5	Air Filter	7	
8.	<b>CHAIN SAW , Model: Husquavana, Husky 61</b>	<b>01</b>	
8.1	Spark plug	2	
8.2	Chain	1	
8.3	Fuel filter	2	
8.4	Air Filter	2	
8.5	Choke knob	2	

ITEM	DESCRIPTION	QTY	COST/RATE
1	<b><u>ANNUAL SERVICE</u></b>		
1.1	Servicing of gardening equipment	14	
2	<b>CRITICAL PARTS-BIDDER MUST FILL IN/ATTACH LIST</b>		
2.1			
2.2			
2.3			
2.4			

2.5			
2.6			
3	<b>HOURLY RATE FOR UNFORSEEN REPAIRS</b>		
3.1	Normal (Monday to Friday)		
3.1.1	Skilled	R	
3.1.2	Trade assistant	R	
3.2	Weekends including Public holidays(Friday 17H00 to Monday 07H00)		
3.2.1	Skilled	R	
3.2.2	Trade assistant	R	
Unforeseen repair parts can be claimed on <b>proven cost</b> plus agreed <b>Mark-up</b> . Please indicate proven Mark-up		% .....	

\*\*\*\*\*

**BID PRICE IN RSA CURRENCY**  
**\*\* (ALL APPLICABLE TAXES INCLUDED)**

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- Required by: Department of Health  
NELSON MANDELA ACADEMIC HOSPITAL
- At:Items to be delivered at:  
STORES NELSON MANDELA ACADEMIC HOSPITAL  
NO 3 SISSONS STREET  
FORTGALE  
MTHATHA  
5099
- **Brand and model...N/A for this service.**
- **Does the offer comply with the specification(s)?** **\*YES/NO**
- **If not to specification, indicate deviation(s) .....**
- **Required Delivery Period is ....days after receipt of Purchase order** **YES/NO**
- Delivery basis (Firm)** **YES/NO**

**Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.**

**\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

**\*Delete if not applicable**

**Signature: .....**

**Name:.....**

.....  
**Bidder's Stamp**

.....  
**Capacity / Position**

**SBD 4**  
**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



with any person who is employed by the procuring institution?

**YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?  
**YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### **3 DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT

1 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.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature	..... Date
..... Position	..... Name of bidder

## SBD 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

#### I. GENERAL CONDITIONS

I.1 The following preference point systems are applicable to invitations to tender:

- 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).

#### I.2 To be completed by the organ of state

*(delete whichever is not applicable for this tender).*

The applicable preference point system for this tender is the **80/20** preference point system.

The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

I.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

#### I.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

- $P_s$  = Points scored for price of tender under consideration
- $P_t$  = Price of tender under consideration
- $P_{min}$  = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

**80/20**

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**(Note to organs of state: Where either the 80/20 preference point system is applicable, corresponding points must also be indicated as such.)**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Historically Disadvantaged Individuals Ownership	20% (4)	
Women Ownership	20% (4)	
Youth Ownership	20% (4)	
Disability Ownership	20% (4)	
Military Veterans Ownership	10% (2)	
Locality Ownership	10% (2)	
<b>TOTAL</b>	<b>100% (20)</b>	

- a) Service providers must submit proof of its Specific Goals points claimed / status of contributor.
- b) The Specific Goals supporting documents required to verify claimed points may in line with the specified requirements include:
- Historically Disadvantaged Individuals Ownership: Proof of ownership (CIPRO certificate) with id no.
  - Women Ownership: Ownership: Proof of ownership (CIPRO certificate) with id no.
  - Youth Ownership: Ownership: Proof of ownership (CIPRO certificate) with id no.
  - Disability Ownership: Proof of ownership (CIPRO certificate) with valid medical documentary proof.
  - Military Veterans Ownership: Proof of ownership (CIPRO certificate) with valid proof of veteran status.
  - Locality Ownership: Proof of business address (municipal account or valid lease agreement)
  - Updated CSD report

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

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

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....





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**CERTIFICATION ATTENDANCE OF COMPULSORY SITE INSPECTION**

**Tender No.** **SCMU3-P23/24-1442-NMA**  
**Tender Description** **REPAIRS FOR GARDENING EQUIPMENT**  
**Details relating to compulsory**  
**Compulsory Bid Briefing Meeting:** Time and Date: 11:00 07 MARCH 2024  
**Venue:** level 1 reception, Nelson Mandela Academic Hospital, No 3 Sissons Street, Fort  
Gale, Mthatha, 5100. Eastern Cape.

Name of company: .....

Representative attending meeting: .....

ID number representative attending meeting<sup>1</sup> .....

Contact Details: .....

Signature of representative .....

Date stamp of institution

Signature of Departmental Representative .....

- 1 The representative has to produce this form and the ID document to the Departmental Representative who will verify and when verified append date stamp and signature