



Province of the
EASTERN CAPE
HEALTH

Office of the: **Demand – Dora Nginza Regional Hospital**

Dora Nginza Hospital • 1st Floor .EMS Building • Spondo Road • Zwide • Port Elizabeth • Eastern Cape
Private Bag X60572 • Greenacres • 6057 • REPUBLIC OF SOUTH AFRICA
Tel: 041 406 4288 / 4463 • Website: www.ecdoh.gov.za •
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ADVERTISEMENT

REQUEST FOR 5 DAY QUOTATION BID

BID NUMBER: SCMU3- 23/24-0736-DNG: SUPPLY AND DELIVERY OF 6 PANEL URINE DRUG TEST KIT AT DORA NGINZA REGIONAL HOSPITAL FOR A PERIOD OF 12 MONTHS

Quotations are hereby invited from all interested and relevant service providers that can offer the abovementioned service.

Bid documents with the necessary terms of reference may be obtained from Department of Health, Supply Chain Management, Room W122, 1st Floor, **Dora Nginza hospital**, EMS building, Spondo street, Zwide, PE. for the attention of Ms N. Petse/Mr Z. Funani. **All proposals / quotations must be submitted in a sealed envelope, clearly marked with the Bid number, Service description, Name of Supplier and address.**

THERE IS NO PAYMENT REQUIRED FOR THE BID DOCUMENTS

Bidders must immediately ensure that they are **registered on Centralized Supplier Database (CSD)** when collecting these Bid documents.

No bid will be awarded to the supplier not registered on Centralized Suppliers Database (CSD).

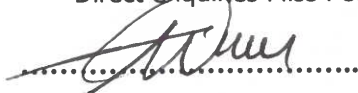
Completed Bid documents may be deposited in the Bid Box situated opposite Room W122, 1st Floor, EMS Building, SCM Office, Dora Nginza Hospital, Spondo Street, Zwide, Port Elizabeth.

CLOSING DATE: 10 APRIL 2024 AT 11H00

Late submission will not be considered

Direct enquiries Mrs. N. Magadla **041 406 4405** regarding the specification.

Direct enquiries Miss Petse/ Mr. Funani @ 041 406 4288 regarding Bid Document.



DATE: 03/04/2024

DR. ZR NXIWENI

ACTING CHIEF EXECUTIVE OFFICER

DORA NGINZA REGIONAL HOSPITAL

Together, moving the health system forward

Fraud prevention line: 0800 701 701

24 hour Call Centre: 0800 032 364

Website: www.ecdoh.gov.za





Province of the
EASTERN CAPE
HEALTH

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE EC DEPARTMENT OF HEALTH					
BID NUMBER:	SCMU3-23/24-0736-DNG	CLOSING DATE:	10 APRIL 2024	CLOSING TIME:	11H00
BRIEFING					
DESCRIPTION	SUPPLY AND DELIVERY OF 6 PANEL URINE DRUG TEST KIT AT DORA NGINZA HOSPITAL FOR A PERIOD OF 12 MONTHS.				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					
BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
DEPOSITED IN THE BID BOX SITUATED AT:					
SUPPLY CHAIN MANAGEMENT					
DORA NGINZA HOSPITAL					
EMS BUILDING, ROOM W122, 1 ST FLOOR					
SPONDO STREET					
ZWIDE, PE					
6201					
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					
		TCS PIN:		OR	CSD No:
SPECIFIC GOALS STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		☐ Yes ☐ No		SPECIFIC GOALS STATUS LEVEL SWORN AFFIDAVIT ☐ Yes ☐ No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		☐	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
		☐	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
		☐	A REGISTERED AUDITOR		
		NAME:			
[A SPECIFIC GOALS STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR SPECIFIC GOALS]					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	HEALTH	CONTACT PERSON	MRS N. Joko
CONTACT PERSON	MR FUNANI /MS PETSE	TELEPHONE NUMBER	041 406 4452
TELEPHONE NUMBER	0414064390 /0414064288	FACSIMILE NUMBER	N/A
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	Ncumisa.joko@echealth.gov.za
E-MAIL ADDRESS	zamuxolo.funani@echealth.gov.za Nobuntu.petse@echealth.gov.za		

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
1.3.	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). SPECIFIC GOALS CERTIFICATE OR SWORN AFFIDAVIT FOR SPECIFIC GOALS MUST BE SUBMITTED TO BIDDING INSTITUTION.
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. SPECIFIC GOALS CERTIFICATE OR SWORN AFFIDAVIT FOR SPECIFIC GOALS 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, 2022, 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.	

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

Schedule A- Pricing Schedule (SBD 3.1)

Schedule B- Bidder's Disclosure (SBD 4)

Schedule C- Qualifications and experience

Schedule D- Organisation type

Schedule E- Organisational Structure

Schedule F- Details of Bidder's nearest office

Schedule G- Financial Particulars

Schedule H- Preference Points Claim Forms (SBD 6.1)

DEFINITIONS

The rules of interpretation and defined terms contained in the Conditions 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.

DoH	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 ○ The cover page and the table of content and definitions ○ Part 1 which details the Conditions of Bid; ○ Part 2 which details the specification; ○ Part 3 which contains all the requisite bid forms and certificates;
Services	means the services defined on the cover page of this invitation to bid and described in detail in the Specifications;
Specifications	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 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 **NO** 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. BIDDER'S DISCLOSURE

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

16.1 The bid will be evaluated as follows:

- Stage 1: Administrative compliance /pre-qualification
- Stage 2: Functionality
- Stage 3: Price and Specific Goals Points

The stages are further detailed below

17. Stage 1: Administrative Compliance/ Pre-qualification evaluation

- 17.1 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-qualification verification will be carried out by ECDOH in order to determine whether a bid complies in this regard.
- 17.2 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:
- 17.2.1 reject the Bid in question and not to evaluate it at all;
- 17.2.2 give the Bidder an opportunity to submit and/or supplement the information and/or documentation provided by it under its Bid 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 Bid;
- 17.2.3 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 Bid

18. The following Pre-qualification criteria shall apply:

- 18.1 The bid documentation must be completed comprehensively and correctly.
- 18.2 Bidder's Disclosure (SBD 4) must be signed.
- 18.3 **If the bid requires a compulsory briefing:** Bidders must have attended the compulsory Bid Briefing & Information Meeting and be recorded as such in the register.
- 18.4 Bidders must be a legal entity or partnership (consortia/joint ventures are acceptable subject to Paragraph 11 of Part 1 of the Bid Document).
- 18.5 Bidders must have provided supporting documentation as per the bid requirements, but excluding those documents that are required from the functionality scoring field.
- 18.6 Bidders must be registered on the Central Supplier Database (CSD), according to National Treasury SCM Instruction No 4A of 2016/2017 central supplier database the following information must be verified:
- a) Business registration, including details of directorship and membership
 - b) Bank account holder information
 - c) In the service of the state status
 - d) Tax compliance status
 - e) Identity number
 - f) Specific Goals status level
 - g) Tender defaulting and restriction status and
 - h) Any additional and supplementary verification information communicated by the National Treasury

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	Bidder's Disclosure (SBD 4)		
D	Preferential Points Claim (SBD 6.1)		
E	Compulsory Briefing Session Certificate/Signed Briefing Register		

F	J V agreement (if applicable)			NB:
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Failure to comply with the above pre-qualification will invalidate the bid and the bid will not be evaluated further.

19. Stage 2: Functionality Evaluation

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

The following evaluation Functionality Scoring Matrix is applicable. Prospective bidders are required to obtain a minimum threshold of **50 points** out of 50 points to proceed to the next stage of price evaluation. Any bidder(s) who do not meet the required threshold will be disqualified and not considered any further.

FUNCTIONALITY EVALUATION SCORING

Bidder must obtain a minimum threshold of 50 points out 50 points to proceed to the next stage.

A bidder who scores less than 50 points will not be considered further.

ITEM	CRITERIA	SUB-CRITERIA		
1	Previous experience provided in South Africa:	Score	Documentary Evidence	Weight
1.1	Experience of the Service Provider (entity) in supply and delivery of goods and services in Public/Private institutions Provide (as per table below) ▪ Details of experience ▪ Client ▪ Contact Person ▪ Contact Number ▪ Contract dates ▪ Value ▪ Duration	Less than 1yr = 0 points 1 and above = 50 points	Client reference letters clearly indicating duration of the contract and performance of the bidder.	50
TOTAL				50

NOTE:

A bidder that scores less than 50 points out of 50 points with respect to functionality will be regarded as submitting a non-responsive bid and will be disqualified.

20. Stage 3: Price and Preference Evaluation

20.1. Responsive bids which comply to the 1st stage functionality evaluation will be evaluated on the 80/20-preference point system in terms of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and Regulation 4 of the Procurement Regulations. The 80 points will be allocated for price and 20 points for attaining the Specific Goals status level contributor

The bid will be evaluated in terms of the 80/20-point system as stipulated in the Revised Preferential Procurement Regulations, 2022. 80 points will be allocated for price and 20 points for attaining the Specific Goals status level of contributor.

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

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

A maximum of 20 points may be allocated to bidders for attaining **Non-Specific goals** status level of contributor in accordance with the table below:

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)	
Woman Ownership	20% (4)	
Youth Ownership	20% (4)	
Disability Ownership	20% (4)	
Military Veterans Ownership	10% (2)	
Locality Ownership	10% (2)	
TOTAL	100% (20)	

- 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

- 20.2 A bid will not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the SPECIFIC GOALS status level of contribution or is a non-Compliant contributor. Such a bidder will score 0 out of maximum of 20 points for SPECIFIC GOALS.
- 20.3 Bidders are required to complete the preference claim form (SBD 6.1), and submit their proof of SPECIFIC GOALS status level verification certificate or a certified copy thereof at the closing date and time of the bid in order to claim the SPECIFIC GOALS status level points.
- 20.4 The points scored by a bidder in respect of the level of SPECIFIC GOALS contribution will be added to the points scored for price.
- 20.5 Only bidders who have completed and signed the declaration part of the preference claim form and who have submitted a SPECIFIC GOALS status level documents will be considered for preference points.
- 20.6 The department may, before a bid is adjudicated or at any time, require a bidder to sub-stantiate claims it has made with regards to preference.
- 20.7 The total points scored will be rounded off to the nearest 2 decimals.
- 20.8 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 SPECIFIC GOALS.
- 20.9 However, when functionality is part of evaluation process and two or more bidders have scored equal points including equal preference points for SPECIFIC GOALS, the contract will be awarded to the bidder scoring the highest functionality.
- 20.10 Should two or more bids equal in all respects, the award shall be decided by drawing of lots.
- 20.11 A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

PART 2
Conditions of Contract and Operational Requirements

1. CONTRACT

The contract for the supply of the required Service in terms of this invitation to bid shall come into being on the date of issue of the letter of acceptance of the bidders bid by the Eastern Cape Department of Health (ECDoH) and shall continue in force for a period of 12 months. The bidder is further obliged for the future support while the contract is in force.

2. 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.

3. FEES AND CHARGES

- 3.1 Prices shall be firm for 12 months.
- 3.2 Payment of any consideration in terms of the contract shall not constitute acceptance of any defective or non-conforming Services or otherwise relieve contractor of any of its obligations under the contract.
- 3.3 To the extent that the ECDoH disputes the correctness, nature, extent or calculation of any fees or expenses payable to contractor in terms of the contract, ECDoH shall be entitled to withhold payment of such disputed amounts until such time as such dispute is resolved.

4. PERFORMANCE MEASUREMENT PROVISIONS

4.1 Introduction.

Contractor 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.

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

4.2 Compliance.

For purposes of the contract the compliance by contractor with the stipulated responsibilities and service standards will be determined: -

- with reference to reports provided by contractor;
- 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.

4.3 *Records*

Contractor 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.

4.4 *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 contractor 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 contractor by ECDoH, its appointed facilities manager, or any other party shall be given proper and speedy consideration by contractor. The Contractor 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.

4.5 *Results of checks, audits and surveys*

ECDoH shall be entitled to utilize the findings of the surveys, checks, audits and reports contemplated above to determine compliance by contractor 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 contractor can prove otherwise be binding on contractor and ECDoH shall be entitled to exercise its remedies stipulated in the contract based on such findings.

5. *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.

6. LOSS AND DAMAGE

Contractor 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 contractor or the failure of contractor to provide the Services in accordance with the provisions of the contract.

7. SUB-CONTRACTORS

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

PART 3
BID STRATEGY

THE BID CALLS FOR SUPPLY AND DELIVERY OF 6 PANEL URINE DRUG TEST KIT TO DORA NGINZA HOSPITAL:

BACKGROUND

DORA NGINZA REGIONAL HOSPITAL treats approximately 602 patients' daily

- The contract is rate / item price based and will be utilized on an as and when required principle.

SCOPE OF WORK

- The suppliers will be requested to deliver the **6 PANEL URINE DRUG TEST KIT** items ordered as per delivery schedule.
- The successful bidder will be requested to deliver the **6 PANEL URINE DRUG TEST KIT** ordered directly to Dora Nginza Regional Hospital, on monthly basis.

DECLARATION OF THE BIDDERS ABILITY TO SUPPLY AND DELIVERY OF 6 PANEL URINE DRUG TEST KIT

hereby declare that we,

- _____ (name of the bidder),
have the capacity and capability to supply and deliver **6 PANEL URINE DRUG TEST KIT**
- SIGNATURE OF BIDDER:

PART 4
SPECIFICATION

Specification for the Supply, Delivery of 6 PANEL URINE DRUG TEST KIT at Dora Nginza Regional Hospital for a period of 12 months:

DISCRIPTION	Comply		Comment
SPECIFICATION: Specification must consist of the following:	YES	NO	
1. 6 Panel Urine Drug Test Kit to enable us to test the following: - Amphetamine - Methamphetamine - THC - Cocaine - Opioids - Benzodiazepines			
2. Type: 6 Panel			
3. Service will be required to provide a sample before awarding.			
4. The service provider will be given 2-4 weeks for delivery of goods after receipt of order number.			

Pricing Schedule for Urine Drug Test Kit:

ITEM DESCRIPTION	QUANTITY	COST PRICE WITH VAT
6 Panel Urine Drug Test Kit	1	
TOTAL PRICE =		

BIDDER'S DISCLOSURE

I. 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 interest¹ 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

¹ 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.

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**

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 consortium² 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.
- 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

² 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.

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.

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

Name of bidder.....

Bid Number: SCMU3-23/24-0736-DNG

Closing Time 11:00

Closing date: 2024/04/ 10

- Required by: Department of Health
- At: Items to be delivered at:
EASTERN CAPE DEPARTMENT OF HEALTH

To be delivered at the Dora Nginza Hospital

Zwide

- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Required Delivery Period is 14.... 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.

Signature:

Name:

.....

Bidder's Stamp

.....

Capacity / Position

Part 5 – Schedule D
Qualifications and Experience

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

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

Description of Contract	Period		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.

Part 5 – Schedule E

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.

Part 5 – Schedule F
Organizational structure

-
- This image shows a single 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.

Part 5 – Schedule G
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.

Part 5 – Schedule H
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.** If this requirement is not complied with in full the bid may be considered invalid.

Nature of Service:
SUPPLY & DELIVERY OF 6 PANEL URINE DRUG TEST KIT AT DORA NGINZA REGIONAL HOSPITAL.

Name of bidder: _____

Bid Number: _____

	<u>FINANCIAL POSITION OF BIDDER</u> 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. 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 favorably consider such application in the event that the bidder is successful, will also satisfy the Department.
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.

Part 5 – Schedule I
Preference Points
(SBD 6.1)

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
Total points for Price and SPECIFIC GOALS	100

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

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

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

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = 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)	
TOTAL	100% (20)	

- 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 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 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:	
	
	
	