

PART A  
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CECILIA MAKIWANE HOSPITAL					
RFQ NUMBER:	SCMU3-P24/25-0056-CMH	CLOSING DATE: 17 APRIL 2024	CLOSING TIME	11:00 a.m.	
DESCRIPTION	PROVISIONING AND FACILITATION OF EARTH PAUPER BURIAL FOR CECILIA MAKIWANE HOSPITAL INCLUDING TRANSPORTATION OF HUMAN BODIES BETWEEN CECILIA MAKIWANE HOSPITAL AND REFERRAL HOSPITALS FOR A PERIOD OF TWELVE MONTHS				
COMPULSORY BRIEFING	DATE: 15 APRIL 2024 TIME: 10H00 VENUE: CMH MORTUARY				
BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
CECILIA MAKIWANE HOSPITAL – FINANCE DEPARTMENT					
NO.5 BILLIE ROAD FIRST FLOOR – BLOCK E					
MDANTSANE - 5219 FRONT LINE DESK					
CECILIA MAKIWANE HOSPITAL – FINANCE DEPARTMENT					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr S Gabada		CONTACT PERSON	Mrs P. Bunyula	
TELEPHONE NUMBER	043-708 2236/2300		TELEPHONE NUMBER	043 708 2194	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	<a href="mailto:Sinethemba.gabada@echealth.gov.za">Sinethemba.gabada@echealth.gov.za</a>		E-MAIL ADDRESS	<a href="mailto:phakama.bunyula@echealth.gov.za">phakama.bunyula@echealth.gov.za</a>	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
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	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	

		OFFERED?	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
<p><b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b></p>			

#### TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 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.
2.2	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.3	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.4	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.5	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.6	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.**

#### TERMS AND CONDITIONS FOR BIDDING

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

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

DATE:

## 1. TABLE OF CONTENTS

- Invitation to Bid (SBD 1)
- Conditions of Bid
- Specifications

### **Bid Forms and related documentation**

- Pricing Schedule (SBD 3.1/3.2)
- Declaration of Interest (SBD 4)
- Preference Points Claim Forms (SBD 6.1)
- Declaration Certificate for local production and content for designated sectors (SBD 6.2) if applicable

### Conditions of Bid

## 2. RESERVATION OF RIGHTS

- 2.1 Without limitation to any other rights of the ECDoH (whether otherwise reserved in this invitation to bid or under law), the ECDoH expressly reserves the right to: -
- 2.2 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;
- 2.3 Amend the bidding process, including the timetables, closing date and any other date at its sole discretion;
- 2.4 Reject all responses submitted by bidders and to embark on a new bid process.
- 2.5 Award the bid to more than one bidder.

## 3. EVALUATION CRITERIA

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

- Stage 1: Administrative Compliance
- Stage 2: Pre-qualification requirement
- Stage 3: In Loco inspection
- Stage 4: Price

The stages are further detailed below

### **4. Stage 1: Pre-qualification evaluation**

- 4.1 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.
- 4.2 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:
  - 4.2.1 reject the Bid in question and not to evaluate it at all;
  - 4.2.2 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;

- 4.2.3 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.

**5. The following Pre-qualification criteria shall apply:**

- 5.1 The bid documentation must be completed comprehensively and correctly.
- 5.2 Declaration forms (SBD 4) must be signed.
- 5.3 Bidders must be a legal entity or partnership (consortia/joint ventures are acceptable subject to Paragraph 11 of Part 1 of the Bid Document).
- 5.4 Bidders must have provided supporting documentation as per the bid requirements.
- 5.5 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
  - dc) Tax compliance status
  - e) Identity number
  - f) Special goals
  - g) Tender defaulting and restriction status and
  - h) Any additional and supplementary verification information communicated by the National Treasury

**1: Administrative Compliance/ Pre-qualification evaluation**

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

#	Requirement	Please Tick ✓	
		Complied	Not Complied
A	Latest CSD report attached		
B	Invitation to Bid (SBD1) completed and signed		
C	Signed Pricing Schedule (SBD 3.1 / 3.2)		
D	Signed Declaration of Interest (SBD 4)		
E	Bank confirmation letter not older than 3 months		



## 2. PRE-QUALIFICATION REQUIREMENTS

item No.	PRE-QUALIFICATION REQUIREMENTS	Compliance Yes / No	Comment	No Points - either Y or N
1.	<p>Bidder must be registered with BCM Municipality as a Funeral undertaker, <b>Valid BCM certificate of competency must be provided</b></p> <ul style="list-style-type: none"> <li>Valid (Current Municipal Financial Year; Business address to correspond with CSD Address; Certified Copy not older than 6 months)</li> </ul>			
2.	Bidders must submit confirmation of address of business in Buffalo City in the form of utility account or affidavit from the Commissioner of oath or lease agreement or letter from Ward Councilor or CSD address			
3.	Bidders must attach or submit a <b>brochure</b> or <b>pictures</b> of the Funeral Parlor (Facility, Cold room, company vehicles etc.) Verification will be done during Loco Inspection.			
4.	Vehicles in compliance with the specification (picture or brochure). Verification will be done during Loco Inspection.			
5.	Valid vehicle registration papers must be provided, (Vehicle Disc or NATIS Certificate or <b>Lease Agreement see page 11</b> ).			

**NB: Failure to comply with the above pre-qualification requirement will invalidate the QUOTE and the QUOTE will not be evaluated further.**

### 3. IN LOCO INSPECTION

item No.	IN LOCO INSPECTION REQUIREMENTS	Compliance Yes / No	Comment	No Points - either Y or N
1.	Cleanliness			
2.	Cold-rooms capacity			
3.	Cold-rooms temperature to be between 0°-5°			
4.	Backup system in case of power failure (generator or inverter system or solar system)			
5.	Transportation vehicles			
6.	Valid vehicle registration papers/ lease agreement			
7.	Safe storage with lockable premises			
8.	Fire extinguisher			
9.	Drainage system			
10.	Hose Pipe (Visible)			
11.	Elbow taps			
12.	Liquid Soap			
13.	Proper filing system for future reference			
14.	Signage			
15.	Compliance Certificate			

	SIGNATURE	DATE
DRAFTED BY:		09/4/2024
RECOMMENDED BY:		
REVIEWED BY:		
APPROVED BY BSC COMMITTEE (CHAIRPERSON)		09-04-2024
ADVERT APPROVED BY:		

**6. Stage 4: Price and Preference Evaluation**

- 6.1. Responsive bids which comply to the 1<sup>st</sup> 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
- The bid will be evaluated in terms of the 80/20 point system as stipulated in the Preferential Procurement Regulations, 2022. 80 points will be allocated for price and 20 points for attaining the specific goals.
- 6.2 In terms of Regulation 4 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Act (Act 5 of 2000), responsive bids will be adjudicated by the department on the 80/20- preference points system in terms of which points are awarded to bidders on the basis of:
- The bid price (maximum 80 points)
  - Specific goals (maximum 20 points)

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

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

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

A maximum of 20 points may be allocated to bid for attaining the specific goals 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)	
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*
- 6.3 A bid will not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the specific goals or is a non-Compliant contributor. Such a bidders will score 0 out of maximum of 20 points for specific goals
- 6.4 Suppliers are required to complete the preference claim form (SBD 6.1), and submit their certified copy of CIPRO certificate at the closing date and time of the BID in order to claim the specific goal points.
- 6.5 The points scored by a supplier in respect of the specific goals will be added to the points scored for price.
- 6.6 Only Suppliers who have completed and signed the declaration part of the preference claim form will be considered for preference points.
- 6.7 The department may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made with regards to goals.
- 6.8 The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- 6.9 In the event that two or more Suppliers have scored equal total points, the contract will be awarded to the Supplier scoring the highest number of preference points for specific goals.
- 6.10 However, when functionality is part of evaluation process and two or more BID have scored equal points including equal preference points for specific goals, the contract will be awarded to the Supplier scoring the highest functionality.
- 6.11 Should two or more bids equal in all respects, the award shall be decided by drawing of lots.
- 6.12 A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.
- 6.13 Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points

**SPECIAL CONDITIONS:**

- Bidders MUST adhere to the specification throughout the contract.
- Cecilia Makiwane Hospital has a right to engage the reserved bidder in the event the recommended bidder fails to deliver.
- No price increase for the duration of the contract
- In the event the recommended Supplier fails to deliver within a week of signing the contract, Cecilia Makiwane Hospital has a right to cancel the contract

- Rendering of the service is NOT subject to supplier's payment by the department or any client, all is required is delivery according to the requirements of this engagement
- Bidders will be disqualified if, during verification process of in- loco inspection, the minimum requirements are NOT met.

## **SPECIFICATION**

Categories	Coffin make	Board thickness	Sizes	Is the category available (Y/N)
Adult coffin	Vanished chip board	18mm	Width = 600mm Length = 2m	
Teenage coffin	Vanished chip board	18mm	Width = 600mm Length = 2m	
Children under 12 years	White painted chip board	18mm	Width = 600mm Length = 2m	
Children under 3 years	White painted chip board	18mm	Width = 300mm Length = 1m	
Neonate and still born	White painted chip board	18mm	Width = 300mm Length = 0, 72m	

## **SCOPE OF WORK**

Remains would be removed from hospital mortuary on order of notification during office hours from 08H00 to 16H00 weekdays.


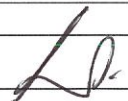
- Supply of coffin as indicated above
- Remains **MUST** be preserved in cold room storage until burial
- Arrange grave sites with local municipality
- Collection of pauper burials after every two weeks
- To sign and stamp page 3 of 3 of the DHA – 1663 Form for issuing of death certificate by Department of Home Affairs.
- Transporting vehicle should be, branded with company logo, tinted windows, Clean, Closed and lockable
- The remains must always be placed in a body carrier.
- The grave must be easily identifiable for future references.
- The institution requests the presence of CMH mortuary staff member on burial of each pauper.
- The invoice must be accompanied by the list of babies and their grave numbers, as well as the cemetery name for further references.
- One coffin, one body, one cross is a requirement.
- Service provider may only charge for storage for a maximum of 5 days.

## **Additional Compliance & Awareness**

- Compliance with Municipal bylaws regarding the handling of Human remains.
- Compliance with Occupational Health and Safety Act
- Awareness and application of regulation 36273 of 22 May 2013
- Awareness and application of regulation 38486 of 18 February 2015

### EXCEPTIONAL TRANSPORTATION AND STORAGE

REQUIREMENTS	COMPLY	NOT COMPLY
During crisis situations, the undertaker awarded the tender shall be requested to collect bodies from the wards for temporal storage for a maximum of two days excluding weekends and release those bodies directly to the families with all relevant documentation, at no additional costs.		
COVID-19 National department of Health Protocols Compliance		

	SIGNATURE	DATE
DRAFTED BY:		9/4/2024
RECOMMENDED BY:		
REVIEWED BY:		
APPROVED BY BSC COMMITTEE (CHAIRPERSON)		09-04-2024
ADVERT APPROVED BY:		

**THIS PAGE MUST NOT BE A COPY – TO BE FILLED IN BLACK INK  
FAILURE TO PROVIDE AN ORIGINAL FILLED WITH BLACK INK WILL LEAD TO BID ELIMINATION**

**AGREEMENT CONFIRMATION LETTER**

This is an agreement that: \_\_\_\_\_ supplier details \_\_\_\_\_ will lease  
\_\_\_\_\_ bidder details \_\_\_\_\_ with vehicle/s for  
this Bid.

Signature: \_\_\_\_\_ supplier signature \_\_\_\_\_ (not to be a copy/ not an emailed copy)

Date: \_\_\_\_\_ Position of signatory: \_\_\_\_\_

Signature: \_\_\_\_\_ Bidders signature \_\_\_\_\_ (not to be a copy/ not an emailed copy)

Date: \_\_\_\_\_ Position of signatory: \_\_\_\_\_

Suppliers Comments: \_\_\_\_\_

**TRANSPORTATION VEHICLE CONFIRMATION LETTER**

This is an agreement that: \_\_\_\_\_ supplier details \_\_\_\_\_ will provide a  
transportation vehicle for: \_\_\_\_\_ bidder details \_\_\_\_\_ for this Bid.

Vehicle details: Vehicle A Registration no: \_\_\_\_\_ Vehicle B: \_\_\_\_\_

Vehicle C: \_\_\_\_\_ Vehicle D: \_\_\_\_\_

Signature: \_\_\_\_\_ supplier signature \_\_\_\_\_ (not to be a copy/ not to be emailed copy)

Date: \_\_\_\_\_ Position of signatory: \_\_\_\_\_

Signature: \_\_\_\_\_ Bidders signature \_\_\_\_\_ (not to be a copy/ not to be emailed copy)

Date: \_\_\_\_\_ Position of signatory: \_\_\_\_\_

Suppliers Comments: \_\_\_\_\_

SUPPLIER STAMP

FAILURE TO STAMP WILL LEAD TO  
ELIMINATION

PRICING SCHEDULE - 1

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS. IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

CATEGORIES	QUANTITY	COFFIN AS SPECIFIED IN THE SPECIFICATION	GRAVE SITE	REMOVAL	STORAGE PER DAY	FUNERAL SERVICE	RATE PER KM	TOTAL PRICE (INCL. VAT)
Adult coffin	1							
Teenage coffin	1							
Children under 12 years	1							
Children under 3 years	1							
Neonate and still born	1							

2<sup>ND</sup> PRICING SCHEDULE –NON (PURCHASES) – COVID

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS. IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

CATEGORIES	QUANTITY	TRANSPORTATION PER TRIP	STORAGE PER DAY	PPE	PRICE
Adult coffin	1				
Teenage coffin	1				
Children under 12 years	1				
Children under 3 years	1				
Neonate and still born	1				
OPTIONS					
LIST OF PPE	QUANTITY	PRICE			
	1				
	1				
	1				
	1				
	1				

Name of bidder.....

Bid number .....

Closing Time 11:00

Closing date:

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

## 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**

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:

.....  
.....

<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.

### 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.
- 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.  
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

<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.

**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:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

**I.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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = 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 I 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 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:**.....

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